



Anacortes City Council
Municipal Building Council Chambers
904 6th Street

February 17, 2026
6:00 PM

PRELIMINARY AGENDA
[Packet Materials](#) / [Watch Meeting](#)

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Announcements and Committee Reports**
 - a. Economic Development Committee (Report)
 - b. Housing Affordability and Community Services and Planning Committee (Report)
 - c. Public Works Committee (Report)
 - d. Personnel Committee (Report)
4. **Public Comment**
 - a. [Participation Rules and Procedures](#)
5. **Consent Agenda**
 - a. Minutes of February 9, 2026 (Action)
 - b. Approval of claims in the amount of \$899,384.79 (Action)
 - c. Contract Award: 2026 Water Pipeline Replacements - Jura Lane #26-067-WTR-001 (Action)
 - d. Special Event: Pride Parade (Action)
 - e. Special Event: Earth Day Celebration — Luminary Light Parade and Procession of the Species Parade (Action)
6. **Other Business**
 - a. Contract Modification: Anchor QEA Master Services Agreement #21-024-LEG-001 (Discussion/Action)
 - b. Ward 1 City Council Applicant Interviews and Appointment (Discussion/Action)
 - c. Resolution 3205: Updating the Unified Fee Schedule (Discussion/Possible Action)
 - d. Contract Award: 2026 Terrace Drive Utility Improvements #26-016-WTR-001 (Discussion/Action)

- 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@anacorteswa.gov 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](#).
- 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.

- e. Ordinance 5022: Codification of Resolutions (Discussion/Possible Action)

7. **Adjournment**

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February 17, 2026

City Council Meeting



Downtown Streetscapes Survey

www.surveymonkey.com/r/DZNS96S



Community Development Block Grant Applications

Funding for **long term** rehab, maintenance,
& economic development projects. Proposals must
benefit low to moderate income citizens.

Application deadline: **Feb 23, 2026**

Visit **www.anacorteswa.gov/1655** to apply!



Service on a City Board or Commission

Current openings for:

- Arts Commission
- Planning Commission
- Historic Preservation Board

Learn more or apply at www.anacorteswa.gov/160



Planning Commission Meeting Time Update

- PC now meets on the **second Tuesday** of each month
- 6 pm in City Council Chambers
- Next meeting March 10





Citizen Police Academy

Academy includes:

- 11 sessions
- Classes for all aspects of APD patrol officers' work
- Tour of the Skagit 911 dispatch center
- Tour of the Skagit County Community Justice Center

Weekday evenings starting in early March

Sign up at www.anacorteswa.gov/310

Project Updates

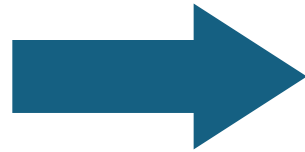
- 12th and Commercial: pole delivery expected April 3
- Q Ave Pedestrian Crossing: bidding closed Jan 28
- EDA Fiber build-out: substantial completion
- Station 1 kitchen/office remodel: bids close Feb 19

www.anacorteswa.gov/projects





4th & R Ave



Committee Reports

- Economic Development
- Housing Affordability, Community Services and Planning
- Public Works
- Personnel



Anacortes City Council Minutes - February 9, 2026

Call to Order

Mayor Ryan Walters called to order the February 9, 2026, Anacortes City Council meeting at 6:00 p.m. Councilmembers Luke Currier, Anthony Young, Christine Cleland-McGrath, Carolyn Moulton, and TJ Fantini were present. Councilmember Bruce McDougall was absent.

Pledge of Allegiance

The assembly joined in the Pledge of Allegiance.

Ms. Moulton moved, seconded by Mr. Young, without objection, to excuse the absence of Mr. McDougall.

Announcements and Committee Reports

North Harbor Diesel Donation Recognition

Fire Chief Bill Harris introduced Dianna Chonka and Josh Blankenship from North Harbor Diesel, who presented a donation to the city in the amount of \$19,673.09 to install a new outboard motor on the Anacortes Fire Department (AFD) rescue boat.

HF Sinclair Donation Acceptance

Chief Harris described how the Forward Looking Infra Red (FLIR) camera had been left off the AFD rescue boat during the procurement process in order to keep costs within the limits of the grant funding. He then mentioned that Battalion Chief Chris Byer had successfully applied for \$25,000 in additional funding through the HF Sinclair community giving request program that would allow for the FLIR system to be installed on the AFD rescue boat.

Mr. Fantini moved, seconded by Ms. Moulton, to approve the acceptance of a \$25,000 donation to add a Forward Looking Infra Red (FLIR) camera on the AFD rescue boat. The motion passed unanimously by voice vote.

Chief Harris then introduced Andrea Petrich, A.J. Tupper, and Steve Lang from HF Sinclair, who presented a \$25,000 donation to add a Forward Looking Infra Red (FLIR) camera on the AFD rescue boat.

Mayor's Announcements

Mayor Walters announced, referring to a slide presentation that was added to the packet materials for the meeting, reminding the public that election day is tomorrow and ballots must be postmarked or submitted to the local drop boxes by 8pm, that the [Downtown Streetscapes survey](#) is available to the public, and that [Community Development Block Grant applications](#) are being accepted through February 23rd. He then provided an update on the [12th Street and Commercial Avenue project](#), announced the reappointment of Xuhua Mu to the Anacortes Housing Authority Board for a five-year term through December 31, 2030, and encouraged those interested to apply to serve on city boards and commissions.

Housing Affordability and Community Services and Planning Committee

Ms. Moulton reported from the Housing Affordability and Community Services and Planning Committee meeting held earlier in the evening. The topics discussed included introductions of the new committee members, consideration of fees that the city does not currently assess to the public for work that is not undertaken by staff, including some stormwater plan reviews, which could be recouped by the city from the applicant. Ms. Moulton announced that the proposed fee changes will come before the council after more data is collected. The committee also discussed hearing examiner fees for various appeals that could be brought forward, and the upcoming Housing Affordability, and Community Services meeting on 10 February.

Port / City Liaison Committee

Ms. Cleland-McGrath reported from the Port / City Liaison Committee meeting held February 3rd. The topics discussed included next steps on the Olson Building and associated preservation efforts, the importance of coordinating letters of support between the port and city on matters of mutual interest, an update on the Northwest Basin project that is moving toward 60 percent design, and the interlocal agreement for organizing the area improvements around the Market Street and Ninth Street intersections.

Mr. Young spoke about love and Valentine's Day, announcing that there is an event to support downtown businesses to show up with a loved one or loved one(s) at the 'Love Out Loud' event.

Mr. Fantini mentioned that the Anacortes Community Theater had just begun its 61st season and encouraged the public to check out a show.

Public Comment

Mayor Walters 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

Mr. Young moved, seconded by Ms. Cleland-McGrath, to approve the following Consent Agenda items. The motion carried unanimously by voice vote.

a. Minutes of February 2, 2026

b. Approval of claims in the amount of \$582,054.85

The following vouchers/checks were approved for payment:

EFT numbers: 114810 through 114843 total \$370,470.15

Check numbers: 114844 through 114856, total \$205,136.67

Wire transfer numbers: 383864 through 383169, total \$6,448.03

c. Amendment 1 to Interlocal Agreement 24-253-APD-001 for the Skagit County Interlocal Drug Enforcement Unit task force (SCIDEU)

d. Ordinance 5008: Amending AMC 10.12.380 Parking — Prohibited by street segment

e. Contract Award: Heart Lake Shoreline Restoration - Survey, Design, & Project Management #25-182-PRK-001

Public Hearings

Public Hearing Regarding the Vacation of a Portion of Alleyway

City Attorney Darcy Swetnam introduced the public hearing on the proposed vacation of an alleyway as captured in the proposed Ordinance 5021, referring to a slide presentation that was added to the packet materials for the meeting.

At 6:30 pm, Mayor Walters opened the public hearing. At 6:30 pm, with no one wishing to address the council and no objection, Mayor Walters closed the public hearing.

Discussion topics included:

- Access to the Anacortes Community Forest Land (ACFL) trail system where none previously existed.
- Neighborhood concerns about parking and increased traffic.
- Expect some change in most neighborhoods.
- Increasing the ACFL footprint.
- A 10-foot designated pathway up to the ACFL from 17th Street is included in the ordinance.

Anthony Young moved, seconded by Christine Cleland-McGrath, to approve the vacation of a portion of alleyway and the associated Ordinance 5021.

Vote: Ayes - Carolyn Moulton, Anthony Young, Christine Cleland-McGrath, TJ Fantini, Luke Currier. Nays - None. Abstentions - None. Result: Passed

Closed Record Decision Hearing

"Local 17" Unit Lot Subdivision w/ Cottage Housing Development Proposal (ULS-2025-0001)

Senior Planner Grace Pollard introduced the Closed Record Hearing for the "Local 17" Unit Lot Subdivision with Cottage Housing Development Proposal (ULS-2025-0001), referring to a slide presentation that was included in the packet materials for the meeting.

Discussion topics included:

- Appreciation for the depth and clarity of the presentation for the public benefit.
- How private and public parking spaces are accounted for in the plan.
- Speed of traffic as a result of widening the road
 - Only the right-of-way would be widened to create an area for on-street parking.
- Mr. Currier mentioned that he was on the Planning Commission when the matter was considered and recommended for approval by that body, and that he is no longer a member of the Planning Commission.

Anthony Young moved, seconded by Luke Currier, to adopt the findings of fact and conclusions of law contained in the staff report dated December 5, 2025, and to approve the preliminary plat for the Local 17 unit-lot subdivision, including the cottage development site plan, wetland buffer width averaging, and the alternative pedestrian circulation design, subject to all conditions listed in the staff report.

Vote: Ayes - Carolyn Moulton, Anthony Young, Christine Cleland-McGrath, TJ Fantini, Luke Currier. Nays - None. Abstentions - None. Result: Passed

Other Business

Ward 1 City Council Applicant Statements and Council Deliberation

Human Resources and Labor Relations Director Kendall Moyle introduced the process for selecting the Ward 1 City Council person to fill the vacancy left by Mayor Walters, referring to a slide presentation that was included in the packet materials for the meeting.

The council offered ideas about what they were looking for in each council candidate.

The candidates, Kami Bratten, Suzana Clements, John Gasser, Sarah Henry, Marcia Hunt, Courtney Orrock, Britta Reyier, and Matthew Trunnell then provided their 3-minute statements regarding their qualifications to the council and the public. Candidate Sharon Brown was called to make a statement but was neither present in the council chambers nor online.

Carolyn Moulton moved, seconded by Christine Cleland-McGrath, to go into executive session for 30 minutes to discuss the qualifications of the candidates in accordance with RCW 42.30.110(1)(h) and then come back to open session and discuss the process by which the council would then proceed. The motion passed by unanimous voice vote.

At 7:33 pm, the City Council went into executive session pursuant to RCW 42.30.110(1)(h) to discuss the qualifications of the candidates.

The council extended the executive session by 15 minutes. At 8:18 pm, the City Council returned from executive session.

Mayor Walters asked the council if they wanted to set a target or not for how many candidates to move forward. The council discussed the number to move forward to the next stage of the selection process.

Mr. Young moved to move forward no more than four candidates. There was no second and the motion died.

Mr. Fantini moved, seconded by Ms Cleland McGrath, to start at the west end of the dais for each Councilmember to have the opportunity to nominate a single candidate. without a second, to the slate that would be voted on by the whole council.

Anthony Young moved, seconded by TJ Fantini, to amend the main motion to begin the nomination process with Mr. Fantini at the east end of the dais.

Vote: Ayes - Carolyn Moulton, Anthony Young. Nays - Christine Cleland-McGrath, TJ Fantini, Luke Currier. Abstentions - None. Result: Failed

The council approved the main motion to start at the west end of the dais for each Councilmember to have the opportunity to nominate a single candidate without a second to the slate that would be voted on by the whole council by unanimous voice vote.

The council discussed their general opinions and outlook regarding the candidates.

Mr. Currier nominated Courtney Orrock. Mr. Young nominated Sarah Henry. Ms. Cleland-McGrath nominated Suzana Clements. Ms. Moulton nominated Marcia Hunt. Mr. Fantini nominated John Gasser.

Mr Fantini moved, seconded by Mr. Young, to move the slate of candidates forward to the next meeting. The motion passed unanimously by voice vote.

The council discussed the process for the next step in the selection process. Mayor Walters provided a synthesis of council input regarding the process, summarizing that each candidate will make a five-minute statement addressing questions provided by the council in advance. Each Councilmember will submit one question to the mayor for the candidates by the end of the day on February 10th, which will be published in the packet for the candidates to prepare their response.

Mr. Fantini moved, seconded by Mr. Young, to establish a rule to have 3 minutes to ask the candidates follow-up questions. The motion passed by voice vote, with Ms. Cleland-McGrath voting against the motion.

Mr. Fantini moved, seconded by Ms Moulton, to rescind the previous motion. The motion passed by voice vote.

Mr. Fantini moved, seconded by Ms. Cleland-McGrath, to allow follow-up questions at the discretion of the chair.

Mr. Fantini proposed to amend the motion, without objection, to allow follow-up questions at the discretion of the chair after all candidates have completed their statements. The amended motion passed unanimously by voice vote.

Confirmation of Public Works Director

Ms. Moyle introduced the appointment of Logan Lee as the permanent Public Works Director and recommended that the City Council approve the appointment of Mr. Lee and authorize the mayor to sign

contract #26-085-HRD-001 agreement of employment as Public Works Director.

Ms. Moulton moved, seconded by Mr. Young, to approve Mayor Walters confirmation of Logan Lee as Public Works Director. The motion passed by unanimous voice vote.

Contract Award: Memorandum of Agreement as to Employment - Public Works Director #26-085-HRD-001

TJ Fantini moved, seconded by Carolyn Moulton, to approve the memorandum of agreement #26-085-HRD-001 as to the employment of the Public Works Director. The motion passed by unanimous voice vote.

Resolution 3208: Ratifying Department Head Employment Agreements

Ms. Moyle introduced Resolution 3208 that would ratify the employment agreements for department heads.

TJ Fantini moved, seconded by Anthony Young, to approve Resolution 3208. The motion passed unanimously by voice vote.

Closed Session

Collective Bargaining topics per RCW 42.30.140(4)(b) (15 minutes)

At approximately 9:05 pm, Mayor Walters announced that the council would move into closed session for 15 minutes to discuss collective bargaining topics per RCW 42.30.140(4)(b). The council extended the closed session for an additional 10 minutes. The council returned to open session at 9:30 pm.

Other Business Continued

Resolution 3204: IAFF Local No. 1537 Collective Bargaining Agreement

Ms. Moyle introduced Resolution 3204 that would ratify a collective bargaining agreement with the International Association of Firefighters No. 1537, referring to a slide presentation that was included in the packet materials for the meeting.

Luke Currier moved, seconded by TJ Fantini, to move that the City Council adopt Resolution 3204 authorizing the signature and execution of a Collective Bargaining Agreement between the City of Anacortes and IAFF Local No. 1537 from January 1, 2026, to December 31, 2028. The motion passed by unanimous voice vote.

Adjournment

There being no further business, at approximately 9:35 pm, the Anacortes City Council meeting of February 9, 2026, was adjourned.

The following claims against the City of Anacortes have been preaudited and certified by the Clerk-Treasurer as ready for City Council approval at the February 17, 2026 City Council meeting:

[Download this file in OpenDocument spreadsheet format.](#)

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
384549	11/18/2025	RE 41 JZ2374 L014	WASHINGTON STATE DEPARTMENT	REVIEW OF 12TH AND COMMERCIAL PROJECT - SR20 MP51.92	\$ 2,232.46	pw1
384284	12/12/2025	0002564067	CENTRAL WELDING SUPPLY CO, INC	REPLACEMENT WELDER	\$ 4,814.40	dwwtp
384560	1/5/2026	9133	PSTRAX	PSTRAX CONTROLLED SUBSTANCE MANAGEMENT SYSTEM MODULE - 2/17/26-2/16/27	\$ 1,586.30	medic
384439	1/5/2026	LAU-WA-W683-25	DEPARTMENT OF ECOLOGY	LAB ACCREDITATION FEE 12/25/25 - 12/24/26	\$ 1,814.37	dwwtp
384508	1/13/2026	18852	SKAGIT COUNTY PUBLIC HEALTH	4TH QTR CITY SHARE OF LIQUOR TAX	\$ 6,548.75	finance
384546	1/14/2026	002	SUMMIT CONSTRUCTION GROUP INC	WWTP ADMINISTRATION BUILDING ADDITION - CONSTRUCTION	\$ 54,400.00	pw1
384545	1/16/2026	1200793811	HDR ENGINEERING, INC	WASTEWATER TREATMENT PLANT OUTFALL - CONSTRUCTION MANAGEMENT - 6/29/25-12/27/25	\$ 205,981.45	pw1
384438	1/19/2026	987643	JCI JONES CHEMICALS INC	SODIUM HYPOCHLORITE PO 26-102	\$ 8,833.62	dwwtp
384426	1/20/2026	6134047133	VERIZON WIRELESS	SCADA COMMUNICATIONS	\$ 1,398.71	dwwtp
384365	1/21/2026	64519	SKAGIT PUBLISHING LLC	PUBLISH AA-708537	\$ 133.98	plan
384391	1/21/2026	64520	SKAGIT PUBLISHING LLC	PUBLISH AA-708599	\$ 64.96	pw1
384418	1/25/2026	64613	SKAGIT PUBLISHING LLC	PUBLISH SVH-709707	\$ 295.90	plan
384292	1/26/2026	6134568869	VERIZON WIRELESS	WTP SCADA 12/27/25 - 1/26/26	\$ 904.92	dwwtp
384519	1/27/2026	1100004759	EUROFINS ENVIRONMENT TESTING	LAB TESTING- THICKENED SLUDGE METALS BI MONTHLY	\$ 328.15	dwwtp
384224	1/28/2026	11059301	NAVIA BENEFIT SOLUTIONS, INC	JANUARY FLEXIBLE SPENDING PARTICIPANT FEE	\$ 107.50	hr
384295	1/28/2026	360-299-2484-0726025	ZIPLY FIBER	LIBRARY PHONE (1/28-2/27/2026)	\$ 75.31	publib
384419	1/28/2026	64679	SKAGIT PUBLISHING LLC	PUBLISH AA-709940	\$ 40.60	finance
384421	1/28/2026	64680	SKAGIT PUBLISHING LLC	PUBLISH AA-709953	\$ 36.54	finance
384574	1/28/2026	64681	SKAGIT PUBLISHING LLC	PUBLISH AA-709958	\$ 40.60	finance

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384575	1/28/2026	64682	SKAGIT PUBLISHING LLC	PUBLISH AA-709968	\$ 40.60	finance
384559	1/28/2026	P2381-NT-4	QCC QUALITY CONTROLS CORP.	WWTP DREAM REPORTS SOFTWARE LICENSE & INTEGRATION	\$ 7,829.00	dwwtp
384558	1/28/2026	P2386-NT-4	QCC QUALITY CONTROLS CORP.	INSTALLATION/IMPLEMENTATION OF WIN911 AUTO-DIALER SOFTWARE FOR WWTP	\$ 380.00	dwwtp
384350	1/29/2026	377462	NAPA	PARTS FOR VEHICLE #038	\$ 55.43	dshop
384550	1/30/2026	07-260143626	CUMMINS, INC.	A AVE BOOSTER STATION GENERATOR REPLACEMENT PROJECT - GENERATOR PURCHASE	\$ 5,676.53	pw1
384296	1/30/2026	200000666863	PUGET SOUND ENERGY INC	LIBRARY 10TH STREET LED 1/1-1/30/2026	\$ 19.45	publib
384297	1/30/2026	200000667218	PUGET SOUND ENERGY INC	LIBRARY 10TH & M ST 1/1-1/30/2026	\$ 34.58	publib
384360	1/31/2026	00014	ZERVAS GROUP ARCHITECTS	WWTP ADMINISTRATION BUILDING ADDITION - DESIGN	\$ 2,893.75	pw1
384362	1/31/2026	14368	MACKAY SPOSITO	BEN ROOT SKATE PARK RESTROOM/PARKING LOT PROJECT: DESIGN - THROUGH 1/24/26	\$ 1,320.00	parks1
384434	1/31/2026	14880	PETDATA, INC	PETDATA LICENSING FEES JANUARY	\$ 1,743.00	finance
384223	1/31/2026	23728	HOME INSTEAD	HOME SERVICES - LEOFF 1 RETIREE. RICHARD COUSINS	\$ 1,260.00	hr
384537	1/31/2026	303403	INFOSEND, INC.	JANUARY 2026 PROCESSING	\$ 5,300.95	finance
384554	1/31/2026	316864	VANTAGE POINT SOLUTIONS, INC.	CALEA COMPLIANCE SUPPORT - JANUARY 2026	\$ 275.00	fiber
384226	1/31/2026	47517	ORCA INFORMATION, INC	BACKGROUND INVESTIGATIONS	\$ 431.94	hr
384280	1/31/2026	54730856	LINDE GAS & EQUIPMENT INC.	MAINTENANCE SUPPLIES - INCINERATOR	\$ 417.39	dwwtp
384527	1/31/2026	9020577002	LANGUAGE LINE SERVICES, INC	TELEPHONE INTERPRETER SERVICES	\$ 39.72	court
384540	1/31/2026	FB-3060	CITY OF MOUNT VERNON	DARK FIBER, JAN 2026	\$ 525.00	fiber
384542	1/31/2026	IN967493	NOANET	DEDICATED INTERNET ACCESS - JANUARY 2026	\$ 4,310.00	finance
384544	1/31/2026	IN967602	NOANET	OUTSOURCED NOC SERVICES - JANUARY 2026	\$ 12,653.19	fiber
384180	2/1/2026	0542005-001	UNUM LIFE INS CO OF AMERICA	FEBRUARY UNUM LONG TERM CARE INSURANCE	\$ 1,517.07	hr

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384536	2/1/2026	15-08195-33000	WASTE MANAGEMENT	JANUARY 2026 CONTRACTED SERVICES	\$ 156,894.49	finance
384431	2/1/2026	190-1840-00	CITY OF ANACORTES	UTILITY BILL FOR WWTP	\$ 11,559.55	dwwtp
384417	2/1/2026	638216	MOMENTUM TELECOM INC	SIP TRUNKS 2/1-2/28/26	\$ 1,080.83	finance
384225	2/2/2026	0126	NELSON, BONNIE	AGING MASTERY PROGRAM ADMINISTRATION - JANUARY 2026	\$ 405.00	pkrec
384289	2/2/2026	10868	ANACORTES TOWING, LLC	SERVICE FOR VEHICLE #3006	\$ 135.00	dshop
384526	2/2/2026	275	THRIFTY CLEANERS	UNIFORM CLEANING (1/1/26-1/31/26)	\$ 96.46	apd
384433	2/2/2026	55779	ZUMAR INDUSTRIES, INC.	SUPPLIES FOR STREET DEPT	\$ 533.12	dshop
384562	2/3/2026	1276	BE ENTERPRISES LLC	CITY HALL GYM FLOOR WAX	\$ 550.00	pw1
384227	2/3/2026	2026-1-01-ANACORTES	PERISCOPE LEGAL	PUBLIC DEFENSE SERVICES - JANUARY 2026	\$ 24,362.50	finance
384363	2/3/2026	2060901	LIFE ASSIST, INC	AIRWAYS, COLLARS, NEEDLES, SAM SPLINT.	\$ 234.22	medic
384520	2/3/2026	3193490176	IDEXX DISTRIBUTION, INC	LAB SUPPLIES	\$ 57.67	dwwtp
384282	2/3/2026	393194	BAY CITY SUPPLY	SUPPLIES FOR FACILITIES	\$ 1,169.67	pwfac
384346	2/3/2026	FC4A50CC	SIMPLIFILE, LC	PORT QUITCLAIM DEED FEE	\$ 326.38	finance
384291	2/4/2026	1079911	BAYSHORE OFFICE PRODUCTS INC	PLOTTER PAPER	\$ 345.98	pw1
384288	2/4/2026	1100004958	EUROFINS ENVIRONMENT TESTING	THM/HAA5 WATER TEST FOR 2202 DUBLIN PLACE @ SERVICE & METER CONNECTION	\$ 734.00	wdist
384553	2/4/2026	243652	BLYTHE MECHANICAL, INC	HVAC ANNUAL PREVENTIVE MAINTENANCE 2026 - HERITAGE CENTER	\$ 441.73	pw1
384552	2/4/2026	243942	BLYTHE MECHANICAL, INC	HVAC ANNUAL PREVENTIVE MAINTENANCE 2026 - WT PRESTON	\$ 438.46	pw1
384290	2/4/2026	248 984 6277 5	CASCADE NATURAL GAS CORP.	WTP 1/7/26 - 2/3/26	\$ 8,925.17	dwtp
384361	2/4/2026	36845	TRANSPO GROUP USA, INC.	TRANSPORTATION ELEMENT OF THE 2025 COMPREHENSIVE PLAN - THROUGH 1/30/26	\$ 887.50	pw1
384557	2/4/2026	Pay App 18	SUMMITX CONTRACTORS, INC	EDA FIBER EXPANSION - CONSTRUCTION	\$ 159,354.92	fiber
384366	2/5/2026	0002610302	CENTRAL WELDING SUPPLY CO, INC	O2 FOR AMBULANCES	\$ 89.85	medic
384436	2/5/2026	1024273	DITCH WITCH WEST	WATER MAINTENANCE - CONSUMABLES FOR DITCH WITCH DRILL	\$ 244.75	wdist

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
384349	2/5/2026	1100004991	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - NITRATE (COMPLIANCE) 2026-02-02	\$ 35.00	dwtp
384287	2/5/2026	17832	ANACORTES CHAMBER OF COMMERCE	CHAMBER OF COMMERCE ANNUAL MEMBERSHIP	\$ 2,400.00	executive
384358	2/5/2026	1866	FIDALGO CLEANING	MUSEUM CLEANING 2/5-2/19/26	\$ 200.00	museum
384357	2/5/2026	1867	FIDALGO CLEANING	HERITAGE CENTER CLEANING 2/5-2/19/26	\$ 110.00	museum
384283	2/5/2026	2026-01	GDIXONLAW	PUB DEFENSE CONFLICT	\$ 1,360.00	pubdef
384364	2/5/2026	2061155	LIFE ASSIST, INC	CLEARLINK IV, FOAM CUFFS	\$ 128.56	medic
384522	2/5/2026	220013286491	PUGET SOUND ENERGY INC	APD 1/6/26-2/4/26	\$ 3,392.94	apd
384429	2/5/2026	220015523313	PUGET SOUND ENERGY INC	CAR CHARGING STATION: 1/6-2/4/26	\$ 36.30	dshop
384423	2/5/2026	220021901958	PUGET SOUND ENERGY INC	1958 PW TSUNAMI WARNING 1-6 TO 2-4-26	\$ 10.89	dwwtp
384437	2/5/2026	35739S	DITCH WITCH WEST	WATER MAINTENANCE - BEACON FOR DRILL HEAD USE TO BORE IN NEW SERVICES	\$ 4,786.29	wdist
384347	2/5/2026	393194A	BAY CITY SUPPLY	SUPPLIES FOR FACILITIES	\$ 379.66	pwfac
384348	2/5/2026	90353941	CHEMTRADE CHEMICALS US LLC	ALUMINUM SULFATE PO 26-113	\$ 7,502.78	dwtp
384293	2/5/2026	CDBG2025.2.121	ANACORTES ABLE HOUSING INT	ANACORTES ABLE HOUSING INITIATIVE CDBG REIMBURSEMENT PY 2025	\$ 5,421.00	plan
384440	2/6/2026	1100005061	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - IOC FLUORIDE BLUE HERON 2026-02-02	\$ 35.00	dwtp
384524	2/6/2026	1870	FIDALGO CLEANING	APD CLEANING & SUPPLIES 1/26-2/8/26	\$ 905.00	apd
384352	2/6/2026	19044	SKAGIT COUNTY TREASURER	2026 PROPERTY TAXES - 37.69 ACRES CONSERVATION EASEMENT	\$ 637.00	finance
384351	2/6/2026	21669	SKAGIT COUNTY TREASURER	2026 PROPERTY TAXES - WTP 9.93 ACRES 14489	\$ 67,712.89	finance
384353	2/6/2026	21670	SKAGIT COUNTY TREASURER	2024 PROPERTY TAXES - 14549 RIVERBEND RD	\$ 38.93	finance
384354	2/6/2026	21797	SKAGIT COUNTY TREASURER	2026 PROPERTY TAXES - RIVERBEND RD .200 DK 17	\$ 22.95	finance
384416	2/6/2026	220013297076	PUGET SOUND ENERGY INC	6821 STATE ROUTE 20 1/7-2/5/26	\$ 18.65	finance
384430	2/6/2026	220013297498	PUGET SOUND ENERGY INC	CASINO DRIVE UNDER TWIN BRIDGE: 1/7-2/5/26	\$ 46.91	dshop
384424	2/6/2026	220022355618	PUGET SOUND ENERGY INC	5618 TSUNAMI SIREN 1/7-2/5/26	\$ 10.89	dwwtp

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
384414	2/6/2026	220035067093	PUGET SOUND ENERGY INC	OUTDOOR LIGHTING MOLLY LANE BUILDING:	\$ 207.17	medic
384415	2/6/2026	300000290019	PUGET SOUND ENERGY INC	ALL STATIONS: 1/5-2/4/26	\$ 2,135.81	medic
384422	2/6/2026	300000300008	PUGET SOUND ENERGY INC	0008 WWTP 1/6-2/4/26	\$ 36,418.59	dwwtp
384432	2/6/2026	300000305007	PUGET SOUND ENERGY INC	SKYLINE STREET LIGHTS: 1/1-1/30/26	\$ 228.51	dshop
384442	2/7/2026	300000290027	PUGET SOUND ENERGY INC	WTP RESERVOIR & PUMP STATION 1/5-2/4/26	\$ 7,467.16	dwwtp
384548	2/9/2026	1200800808	HDR ENGINEERING, INC	CITY ENGINEER ON CALL - WATER AND WASTEWATER - 6/29/25-9/27/25	\$ 2,298.69	pw1
384513	2/9/2026	1200800834	HDR ENGINEERING, INC	WTP NORTH LINE REPAIR & FLOWMETER UPGRADES - DESIGN - 12/28/25 - 1/24/26	\$ 1,216.43	dwwtp
384514	2/9/2026	1200800928	HDR ENGINEERING, INC	WTP FILTER AND BACKWASH STUDY - 12/28/25 - 1/24/26	\$ 3,926.58	dwwtp
384420	2/9/2026	124	SKAGIT COUNTY OFFICE OF	INDIGENCY SCREENING	\$ 1,278.90	pubdef
384555	2/9/2026	133660REV	VECA ELECTRIC & TECHNOLOGIES	UNIT-PRICED ELECTRICAL SERVICES - WTP HVAC UNIT	\$ 426.26	pw1
384444	2/9/2026	1500006003	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - TCR NORTH 2026-02-02	\$ 154.00	dwwtp
384443	2/9/2026	1500006004	EUROFINS ENVIRONMENT TESTING	WATER ANALYSIS - BACT FINISHED 2026-02-02	\$ 22.00	dwwtp
384534	2/9/2026	169 400 0000 9	CASCADE NATURAL GAS CORP.	STA 2: 1/10 - 2/6	\$ 209.66	medic
384529	2/9/2026	26-WA0020257B-1	DEPARTMENT OF ECOLOGY	2026 PERMIT FEE WA0020257 7/1/25 TO 6/30/26	\$ 17,312.00	dwwtp
384512	2/9/2026	3343	NORTHWEST CORROSION	WATER TRANSMISSION PIPELINE CATHODIC PROTECTION SYSTEM SUPPORT & SERVICES	\$ 2,831.95	dwwtp
384435	2/9/2026	5099	ELOGGER INC.	ANNUAL MAINTENANCE 2/15/26 TO 2/15/27	\$ 5,898.62	dwwtp
384531	2/9/2026	9800548191	GRAINGER	MAINTENANCE SUPPLIES	\$ 122.67	dwwtp
384530	2/9/2026	989 800 0000 8	CASCADE NATURAL GAS CORP.	NATURAL GAS FOR WWTP	\$ 689.51	dwwtp
384532	2/10/2026	1869467	WALTON BEVERAGE COMPANY, INC	OPS: BREAKROOM SUPPLIES	\$ 303.00	dshop
384605	2/10/2026	2026038	SYSTEMS DESIGN WEST, LLC	AMBULANCE BILLING SERVICES 1/2026	\$ 5,519.92	finance
384566	2/10/2026	25-277-FAC-0011	NORTHWIND FENCE CO, LLC	RETAINAGE RELEASE	\$ 519.40	pw1
384521	2/10/2026	58535	PACIFIC SECURITY	JANUARY 2026 - SECURITY DETAIL AT COURT	\$ 1,113.90	court
384567	2/10/2026	795 700 0000 4	CASCADE NATURAL GAS CORP.	CITY HALL 1/10-2/6/26	\$ 1,411.01	finance

Invoice Doc #	Invoice Date	Invoice #	Vendor Full Name	Description	Total Amount	Approval Queue
384569	2/10/2026	INV3137981	COPIERS NORTHWEST, INC	CANON/IRC5560I FINANCE/OPS/WWTP 1/8-2/7/26	\$ 405.48	finance
384564	2/10/2026	RefundRicks	RICKS, BRIAN	WA PARK BOAT LOT REFUND	\$ 21.00	parks1
384561	2/10/2026	RefundStultz	STULTZ, ALAN	WA PARK BOAT LOT REFUND	\$ 39.00	parks1
384541	2/10/2026	ReimbJordan	STAPEL, JORDAN	WATERWORKS OPERATOR APPLICATION FEES - JORDAN STAPEL	\$ 141.00	wdist
384543	2/10/2026	ReimbJordan	STAPEL, JORDAN	WA WATERWORKS OPERATOR CERTIFICATION PROGRAM TEST FEE - JORDAN STAPEL	\$ 108.00	wdist
384573	2/11/2026	L173253	STATE AUDITOR'S OFFICE	ACCOUNTABILITY AUDIT 24-24	\$ 5,771.00	finance
384608	2/11/2026	RefundMami	MAMI, VICKI	CEMETERY SERVICES REFUND	\$ 767.56	parks1
	Total				\$ 899,384.79	



City Council Agenda Bill

February 17, 2026

Action Type: Contract Award

Item: 5.c.

Title: Contract Award: 2026 Water Pipeline Replacements - Jura Lane #26-067-WTR-001

Staff Contact(s): Logan Lee, Jeff Beltramini

Approved for Submittal to Council by:

Tiffany Matson

Logan Lee

Summary: City staff seeks City Council consent to award a contract in the amount of \$66,912.00 to Raw Land Construction to perform the 2026 Water Pipeline Replacements – Jura Lane. The project provides for the installation of approximately 200 linear feet of 2-inch REHAU Municipex waterline by boring.

Background:

1. History: The City continues to make ongoing investments in its water system to maintain the integrity of the system and assure the delivery of safe drinking water to the public. This includes the replacement of aging distribution piping before it reaches the point of possible failure, improving available water pressure within areas, and creating redundancy within the water system. The existing waterline has experienced multiple leaks, causing flooding at a nearby residence. The waterline is located over an embankment, requiring the new line to be installed by boring.
2. Key Terms:
 - Contract is on a time and materials basis not-to-exceed \$66,912.00
 - All physical construction activities shall be completed within 90 calendar days from the Notice to Proceed.
3. Competitive Bidding: In accordance with competitive bid requirements set forth under RCW 35.23.352 the project cost is under the competitive requirements and thus the Project Manager evaluated contractors and chose to contract with Raw Land Construction.

Budget Impact:

Contractor	Raw Land Construction
Contract Amount	\$66,912.00
Earmarked Funds	\$1,700,000.00
Funding Source	Rates/User Fees
BARS #	401.740.594.34.63
Budget Amendment Required?	No
Start Date	Notice to Proceed
End Date	90 calendar days from NTP

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 26-067-WTR-001 with Raw Land Construction in the amount of \$66,912.00 to perform the 2026 Water Pipeline Replacements – Jura Lane.

Alternative Actions: Not award the contract.

Attachments (listed in order presented):

1. 26-067-WTR-001
2. 2026 Water Pipeline Replacements - Jura Lane vic map



CONTRACT #26-067-WTR-001
AGREEMENT WITH
RAW LAND CONSTRUCTION LLC

This Contract is between the City of Anacortes, Washington, a Municipal Corporation (herein after referred to as "City") and Raw Land Construction LLC, a private contractor at 2430 E Bakerview Rd, Bellingham, WA 98226 (herein after referred to as "Contractor").

PROJECT

2026 Water Pipeline Replacements - Jura Lane

1. **Scope of Work:** Contractor shall furnish all materials, equipment and labor to replace the deficient galvanized waterline on Jura Lane, as detailed in Exhibit A which is attached hereto and incorporated by reference. The work on this project shall be accomplished in accordance with the current edition of the Standard Specifications for Road, Bridge and Municipal Construction, as issued by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter (hereafter "Standard Specifications"). The Standard Specifications, as modified or supplemented by the Amendments to the Standard Specifications, and the Special Provisions, all of which are made a part of the Contract Documents, shall govern all of the Work.
2. **Contract Price:** The Contractor will perform the scope of work above on a time and materials basis not-to-exceed **Sixty-Six Thousand Nine Hundred Twelve Dollars (\$66,912.00)**, as detailed in Exhibit A. This includes all mobilization, demobilization, labor, materials, standard freight, sales tax, and administrative overhead for the project. Before any payment is made by the City of Anacortes of sums under this contract, the contractor must provide a copy of the statement of *Intent to Pay Prevailing Wage* approved by the Department of Labor and Industries. Pursuant to RCW Chapter 60.28, a sum of five percent (5%) of the monies earned by the contractor will be retained.
3. **Bonds:** Pursuant to RCW 39.08.010, the Contractor shall provide the City a performance bond and payment bond for the full contract amount to be in effect as detailed in the incorporated General Provisions. The City may at its option release the bonds once all the conditions of RCW 39.08.010-1a have been discharged.
4. **Time of Completion:** The Contractor shall complete the work within 90 calendar days of the Notice to Proceed date.
5. **Project Management.** Coordination and scheduling of the work, materials, and equipment shall be made with the Project Manager Jeff Beltramini (360) 299-1936.
6. **Contract Requirements:** As detailed in the General Provisions, Contractor must have a valid contractor license number, insurance, and City of Anacortes business license. **Prevailing Wage Law Applies.** Forms Needed: 1) Proof of Insurance with Additional Insured Endorsements; 2) Intent to Pay Prevailing Wage; 3) Affidavit of Wages Paid; 4) Performance Bond; 5) Payment Bond; 6) Certification of Compliance with Wage Payment Statutes.
7. **Contract Documents:** The referenced Standard Specifications, Special Provisions, and Exhibit A are included in this Contract Agreement.

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.

Owner:

City of Anacortes

Date

Contractor:

Raw Land Construction LLC

Date

Contractor License #

Quote

Raw Land Construction, LLC
2430 E Bakerview
Bellingham WA 98226
Info@rawlandconstructionllc.com

DATE: JANUARY 28, 2026

TO City of Anacortes

SALESPERSON		JOB	PAYMENT TERMS	DUE DATE
Waylon Winterburn		2" Water service	Upon Completion	

ITEM	DESCRIPTION	UNIT	LINE TOTAL
1	Mobilization X 1	\$5,000 / LS	\$5,000
2	2" bored water service	\$48,000 / LS	\$48,000
3	Excavation for manifold and connection	\$3,500 / LS	\$3,500
4	Restoration	\$5,000	\$5,000
SCOPE	• Prepare bore pits / pads • Assist bore contractor • Make connection to existing valve • Import / export as needed • Supply 300' roll of 2" municipex		
SUBTOTAL			\$61,500.00
SALES TAX 8.8%			\$5,412.00
TOTAL			\$66,912.00

Quotation prepared by: Waylon Winterburn _____

Thank you for your business!

INTRODUCTION TO THE SPECIAL PROVISIONS

(January 4, 2024 APWA GSP, Option A)

(January 22, 2024 COA GSP)

The work on this project shall be accomplished in accordance with the current edition of the *Standard Specifications for Road, Bridge and Municipal Construction*, as issued by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter (hereafter "Standard Specifications"). The Standard Specifications, as modified or supplemented by the Amendments to the Standard Specifications and these Special Provisions, all of which are made a part of the Contract Documents, shall govern all of the Work.

These Special Provisions are made up of both General Special Provisions (GSPs) from various sources, which may have project-specific fill-ins; and project-specific Special Provisions. Each Provision either supplements, modifies, or replaces the comparable Standard Specification, or is a new Provision. The deletion, amendment, alteration, or addition to any subsection or portion of the Standard Specifications is meant to pertain only to that particular portion of the section, and in no way should it be interpreted that the balance of the section does not apply.

The project-specific Special Provisions are not labeled as such. The GSPs are labeled under the headers of each GSP, with the effective date of the GSP and its source. For example:

(March 8, 2013 APWA GSP)

(April 1, 2013 WSDOT GSP)

(May 1, 2013 COA GSP)

Also incorporated into the Contract Documents by reference are:

- *Manual on Uniform Traffic Control Devices for Streets and Highways*, currently adopted edition, with Washington State modifications, if any
- *Standard Plans for Road, Bridge and Municipal Construction*, WSDOT Manual M21-01, current edition
- Current City of Anacortes EDS Construction Standards
(<https://www.anacorteswa.gov/460/Engineering-Standards>)

Contractor shall obtain copies of these publications, at Contractor's own expense.

★ ★ IMPORTANT - PLEASE READ ★ ★

These Special Provisions *supplement*, add *new*, *replace*, or *modify* the combined Standard Specifications and Amendments. For clarification of the purpose of the sections provided, these Special Provisions have the following added section descriptors:

Supplement: Text supplements, slightly modifies, or adds clarification to the identified section of the Standard Specifications.

New: Item/specification is unique to this project and will not be found in the Standard Specifications.

Replacement: A replacement of the entire identified section or subsection of the Standard Specifications.

Modification: A replacement of the identified sentence or paragraph of the Standard Specifications.

DIVISION 1 – GENERAL REQUIREMENTS

DIVISION 1: To be used in its entirety and to include the following changes:

1-01 GENERAL REQUIREMENTS

1-01.3	Definitions (January 19, 2022 APWA GSP) (May 15, 2025 COA GSP)	Modification
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Delete the heading **Completion Dates** and the three paragraphs that follow it, and replace them with the following:

Dates

Award Date

The date of the formal decision of the Contracting Agency to accept the lowest responsible and responsive Bidder for the Work.

Contract Execution Date

The date the Contracting Agency officially binds the Agency to the Contract.

Notice to Proceed Date

The date stated in the Notice to Proceed on which the Contract time begins.

Substantial Completion Date

The day the Engineer determines the Contracting Agency has full and unrestricted use and benefit of the facilities, both from the operational and safety standpoint, any remaining traffic disruptions will be rare and brief, and only minor incidental work, replacement of temporary substitute facilities, plant establishment periods, or correction or repair remains for the Physical Completion of the total Contract.

Physical Completion Date

The day all of the Work is physically completed on the project. All documentation required by the Contract and required by law does not necessarily need to be furnished by the Contractor by this date.

Completion Date

The day all the Work specified in the Contract is completed and all the obligations of the Contractor under the contract are fulfilled by the Contractor. All documentation required by the Contract and required by law must be furnished by the Contractor before establishment of this date.

Final Acceptance Date

The date on which the Contracting Agency accepts the Work as complete as indicated by notice issued by the Contracting Agency. For the purposes of the retainage statute ([RCW 60.28.011](#)), “completion of all contract work” is the same as “date of final acceptance” in the performance and payment bond statute ([RCW 39.08.010](#)).

Modify the following definitions:

Engineer - City Engineer

Project Engineer – City’s Project Manager

Supplement this Section with the following:

All references in the Standard Specifications, Amendments, or WSDOT General Special Provisions, to the terms “Department of Transportation”, “Washington State Transportation Commission”, “Commission”, “Secretary of Transportation”, “Secretary”, “Headquarters”, and “State Treasurer” shall be revised to read “Contracting Agency”.

All references to the terms “State” or “state” shall be revised to read “Contracting Agency” unless the reference is to an administrative agency of the State of Washington, a State statute or regulation, or the context reasonably indicates otherwise.

All references to “State Materials Laboratory” shall be revised to read “Contracting Agency designated location”.

All references to “final contract voucher certification” shall be interpreted to mean the Contracting Agency form(s) by which final payment is authorized, and final completion and acceptance granted.

Additive

A supplemental unit of work or group of bid items, identified separately in the Bid Proposal, which may, at the discretion of the Contracting Agency, be awarded in addition to the base bid.

Alternate

One of two or more units of work or groups of bid items, identified separately in the Bid Proposal, from which the Contracting Agency may make a choice between different methods or material of construction for performing the same work.

Business Day

A business day is any day from Monday through Friday except holidays as listed in Section 1-08.5.

Change Order

A document that details an addition, deletion, or revision to the Contract terms including Scope of Work, Contract Price, and/or Contract Times issued on or after the Effective Date of the Contract. A Change Order does not obligate the parties until a Contract Modification is fully executed by all parties.

Contract Bond

The definition in the Standard Specifications for “Contract Bond” applies to whatever bond form(s) are required by the Contract Documents.

Contract Documents

See definition for “Contract”.

Contract Modification

A Contract Modification may include one or more Change Orders and must be fully executed by both parties before it obligates the Contractor to render services, or the City to pay for services rendered, in excess of the original contract amount.

Contract Time

The period of time established by the terms and conditions of the Contract within which the Work must be physically completed.

Field Order

City of Anacortes Project Manager can issue a Field Order which requires minor changes in the Work that will be charged to the Minor Changes bid line item.

Notice of Award

The written notice from the Contracting Agency to the successful Bidder signifying the Contracting Agency’s acceptance of the Bid Proposal.

Notice to Proceed

The written notice from the Contracting Agency or Engineer to the Contractor authorizing and directing the Contractor to proceed with the Work and establishing the date on which the Contract time begins.

Traffic

Both vehicular and non-vehicular traffic, such as pedestrians, bicyclists, wheelchairs, and equestrian traffic.

1-02 BID PROCEDURES AND CONDITIONS

1-02.1 Prequalification of Bidders (January 24, 2011 APWA GSP)

Replacement

Delete this Section and replace it with the following:

1-02.1 Qualifications of Bidder

Before award of a public works contract, a bidder must meet at least the minimum qualifications of RCW 39.04.350(1) to be considered a responsible bidder and qualified to be awarded a public works project.

1-02.2 Plans and Specifications (June 27, 2011 APWA GSP)

Replacement

Delete this section and replace it with the following:

Information as to where Bid Documents can be obtained or reviewed can be found in the Invitation to Bid (Advertisement for Bids) for the work.

After award of the contract, plans and specifications will be issued to the Contractor at no cost as detailed below:

To Prime Contractor	No. of Sets	Basis of Distribution
Reduced plans (11" x 17")	3	Furnished automatically upon award.
Contract Provisions	3	Furnished automatically upon award.
Large plans (e.g., 22" x 34")	0	Furnished only upon request.

Additional plans and Contract Provisions may be obtained by the Contractor from the source stated in the Call for Bids, at the Contractor's own expense.

1-03 AWARD AND EXECUTION OF CONTRACT

1-03.3 Execution of Contract (July 8, 2024 APWA GSP, Option A) (January 16, 2026 COA GSP)

Modification

Revise this section to read:

Copies of the Contract Provisions, including the unsigned Form of Contract, will be available for electronic signature through DocuSign by the successful bidder. The number of copies to be executed by the Contractor will be determined by the Contracting Agency.

Within **10** calendar days after the award date, the successful bidder shall return the signed Contracting Agency-prepared contract, an insurance certification as required by Section 1-07.18, a satisfactory bond as required by law and Section 1-03.4, the Transfer of Coverage form for the Construction Stormwater General Permit with sections I, III, and VIII completed when provided. Before execution of the contract by the Contracting Agency, the successful bidder shall provide any pre-award information the Contracting Agency may require under Section 1-02.15.

Until the Contracting Agency executes a contract, no proposal shall bind the Contracting Agency nor shall any work begin within the project limits or within Contracting Agency-furnished sites. The Contractor shall bear all risks for any work begun outside such areas and for any materials ordered before the contract is executed by the Contracting Agency.

If the bidder experiences circumstances beyond their control that prevents return of the contract documents within the calendar days after the award date stated above, the Contracting Agency may grant up to a maximum of **5** additional calendar days for return of the documents, provided the Contracting Agency deems the circumstances warrant it.

1-03.4 Contract Bonds
(July 23, 2015 APWA GSP)
(March 10, 2023 COA GSP)

Modification

Delete the first paragraph and replace it with the following:

The successful bidder shall provide executed payment bond and performance bond each for the full contract amount. The bonds shall:

1. Be on Contracting Agency-furnished forms;
2. Be signed by an approved surety (or sureties) that:
 - a. Is registered with the Washington State Insurance Commissioner, and
 - b. Appears on the current Authorized Insurance List in the State of Washington published by the Office of the Insurance Commissioner,
3. Guarantee that the Contractor will perform and comply with all obligations, duties, and conditions under the Contract, including but not limited to the duty and obligation to indemnify, defend, and protect the Contracting Agency against all losses and claims related directly or indirectly from any failure:
 - a. Of the Contractor (or any of the employees, subcontractors, or lower tier subcontractors of the Contractor) to faithfully perform and comply with all contract obligations, conditions, and duties, or
 - b. Of the Contractor (or the subcontractors or lower tier subcontractors of the Contractor) to pay all laborers, mechanics, subcontractors, lower tier subcontractors, material person, or any other person who provides supplies or provisions for carrying out the work;
4. Be conditioned upon the payment of taxes, increases, and penalties incurred on the project under titles 50, 51, and 82 RCW; and
5. Be accompanied by a power of attorney for the Surety's officer empowered to sign the bond; and
6. Be signed by an officer of the Contractor empowered to sign official statements (sole proprietor or partner). If the Contractor is a corporation, the bond(s) must be signed by the president or vice president, unless accompanied by written proof of the authority of the individual signing the bond(s) to bind the corporation (i.e., corporate resolution, power of attorney, or a letter to such effect signed by the president or vice president).

1-03.4(1) Retainage in Lieu of Contract Bond
(May 17, 2018 APWA GSP)
(January 22, 2024 COA GSP)

Modification

For contracts of \$150,000 or less, the Contractor may request the Contracting Agency to retain ten percent (10%) of the contract amount in lieu of furnishing a performance and/or payment bond. The request is subject to the approval of the City Attorney, or designee. If approval is given for this option, the retainage shall be held for a period of thirty (30) days after the date of final acceptance, or until receipt of all necessary releases from the Departments of Revenue and of Labor and Industries and settlement of any liens filed under RCW 60.28, whichever is later. The Contractor must advise the Contracting Agency in writing of the Contractor's request to authorize retainage in lieu of a bond, at the time of execution of the Contract.

In choosing this option, the Contractor agrees that if the Contractor, its heirs, executors, administrators, successors, or assigns, shall in all things stand to and abide by, and well and truly keep and perform the covenants, conditions and agreements in the Contract, and shall faithfully perform all the provisions of such contract and shall also well and truly perform and fulfill all the undertakings, covenants, terms, conditions and agreements of any and all duly authorized modifications of the Contract that may hereafter be made, at the time and in the manner therein specified, and shall pay all laborers, mechanics, subcontractors, and material suppliers, and all persons who shall supply such person or persons, or subcontractors, with provisions and supplies for the carrying on of such work, on their part, and shall indemnify and save harmless the Contracting Agency, its officers and agents from any claim for such payment, then the funds retained in lieu of a performance bond shall be released at the time provided above; otherwise, the funds shall be retained until the Contractor fulfills the said obligations.

1-03.7 Judicial Review
(December 30, 2022 APWA GSP)

Replacement

Revise this section to read:

Any decision made by the Contracting Agency regarding the Award and execution of the Contract or Bid rejection shall be conclusive subject to the scope of judicial review permitted under Washington Law. Such review, if any, shall be timely filed in the Superior Court of the county where the Contracting Agency headquarters is located, provided that where an action is asserted against a county, RCW 36.01.050 shall control venue and jurisdiction.

1-04 SCOPE OF WORK

1-04.2 Coordination of Contract Documents, Plans, Special Provisions, Specifications, and Addenda
(December 30, 2022 APWA GSP)

Modification

Revise the second paragraph to read:

Any inconsistency in the parts of the contract shall be resolved by following this order of precedence (e.g., 1 presiding over 2, 2 over 3, 3 over 4, and so forth):

1. Addenda,
2. Proposal Form,
3. Special Provisions,
4. Contract Plans,
5. Standard Specifications,
6. Contracting Agency's Standard Plans or Details (if any), and;
7. WSDOT Standard Plans for Road, Bridge, and Municipal Construction.

1-04.4 Changes
(January 19, 2022 APWA GSP)
(May 15, 2025 COA GSP)

Modification

The first two sentences of the last paragraph of Section 1-04.4 are deleted.

The following paragraphs are added at the end of Section 1-04.4:

City of Anacortes Procedures for Changes:

Amending and Supplementing the Contract

- A. The Contract may be amended or supplemented by a Contract Modification.
- B. If an amendment or supplement to the Contract includes a change in the Contract Price or the Contract Times, such amendment or supplement must be set forth in a Contract Modification.

Field Orders: Under the bid line item "Minor Changes" the City of Anacortes Project Manager can issue a Field Order which requires minor changes in the Work that will be charged to the Minor Changes bid line item. The Field Order will be signed by the Contractor, City Project Manager, and City Engineer and saved with the project documents. The Contractor will be provided a copy of the completed Field Order.

Change Orders: Change Order details an addition, deletion, or revision to the Contract terms including Scope of Work, Contract Price, and/or Contract Times issued on or after the Effective Date of the Contract. Per RCW 39.04.360 the City will issue a Change Order through a Contract Modification no later than 30 days after completion of any additional work or portion of any additional work. When the City's Project Manager determines a Change Order is required the Project Manager will present a draft to the City Engineer for review. If the City Engineer approves the Change Order the Project Manager will then submit a contract request form to the City's Legal Department with the Change Order and any related documentation attached. The City's Legal Department will then issue a Contract Modification which will incorporate the Change Order documentation. A Change Order does not obligate the parties until a Contract Modification is fully executed by all parties.

Contract Modifications: Contract Modification may include one or more Change Orders and must be fully executed by both parties before it obligates the Contractor to render services, or the City to pay for services rendered, in excess of the original contract amount. A Contract Modification must be approved and signed as required by Anacortes Municipal Code. An executed Contract Modification and incorporated Change Orders shall be full payment and final settlement of all claims for Contract time and for all costs of any kind, including costs of delays, related to Work either covered or affected by the change.

In the event of any conflict, discrepancy, or perceived inconsistency among any of the terms and conditions in the Contract Documents and the City of Anacortes Procedures for Changes, the City of Anacortes Procedures for Changes shall control.

1-04.4(1) Minor Changes

Replacement

(May 30, 2019 APWA GSP)
(May 15, 2025 COA GSP)

Delete the first paragraph and replace it with the following:

Payments or credits for minor changes may be made under the Bid item "Minor Change" up to the dollar amount entered on the bid form. At the discretion of the Contracting Agency, this procedure for Minor Changes may be used in lieu of the more formal procedure as outlined in Section 1-04.4, Changes. All "Minor Change" work will be within the scope of the Contract Work and will not change Contract Time. Under this line item the City of Anacortes Project Manager can issue a Field Order which requires minor changes in the Work that will be charged to the Minor Changes bid line item. The Field Order will be signed by the Contractor, City Project Manager, and City Engineer and saved with the project documents. The Contractor will be provided a copy of the completed Field Order.

1-04.6 Variation in Estimated Quantities

Modification

(December 30, 2022 APWA GSP, Option B)

Revise the first paragraph to read:

Payment to the Contractor will be made only for the actual quantities of Work performed and accepted in conformance with the Contract. When the accepted quantity of Work performed under a unit item varies from the original Proposal quantity, payment will be at the unit Contract price for all Work unless the total accepted quantity of any Contract item, adjusted to exclude added or deleted amounts included in change orders accepted by both parties, increases or decreases by more than 25 percent from the original Proposal quantity, and if the total extended bid price for that item at time of award is equal to or greater than 10 percent of the total contract price at time of award. In that case, payment for contract work may be adjusted as described herein:

1-05 CONTROL OF WORK

1-05.4 Conformity With and Deviation from Plans and Stakes

Supplement

(April 22, 2025 APWA GSP, Option D)

This Section is supplemented with the following:

Contractor Surveying – ADA Features

ADA Feature Staking Requirements

The Contractor shall be responsible for setting, maintaining, and resetting all alignment stakes, and grades necessary for the construction of the ADA features. Calculations, surveying, and measuring required for setting and maintaining the necessary lines and grades shall be the Contractor's responsibility. The Contractor shall build the ADA features within the specifications in the Standard Plans and contract documents.

ADA Feature Contract Compliance

The Contractor shall be responsible for completing measurements to verify all ADA features comply with the Contract in the presence of the Engineer.

ADA Feature Measurements

The Contractor shall be responsible for providing the latitude and longitude of each ADA feature as indicated on the ADA Post Inspection Form(s) (WSDOT Form 224-020LP).

The completed ADA Post Inspection Form(s) (WSDOT Form 224-020LP) shall be submitted as a Type 3 Working Drawing and transmitted to the Engineer within 30 calendar days of completing the ADA feature. After acceptance, the Contracting Agency will retain the final form(s) for their records.

Payment

Payment will be made for the following bid item that is included in the Proposal:

“ADA Feature Surveying”, lump sum.

The lump sum Contract price for “ADA Feature Surveying” shall be full pay for all the Work as specified.

In the instance where an ADA feature does not meet accessibility requirements, all work to replace non-compliant work and then to measure, record the measurements, and transmit the electronic forms to the Engineer shall be completed at no additional cost to the Contracting Agency.

1-05.7 Removal of Defective and Unauthorized Work

(October 1, 2005 APWA GSP)

Supplement

Supplement this section with the following:

If the Contractor fails to remedy defective or unauthorized work within the time specified in a written notice from the Engineer, or fails to perform any part of the work required by the Contract Documents, the Engineer may correct and remedy such work as may be identified in the written notice, with Contracting Agency forces or by such other means as the Contracting Agency may deem necessary.

If the Contractor fails to comply with a written order to remedy what the Engineer determines to be an emergency situation, the Engineer may have the defective and unauthorized work corrected immediately, have the rejected work removed and replaced, or have work the Contractor refuses to perform completed by using Contracting Agency or other forces. An emergency situation is any situation when, in the opinion of the Engineer, a delay in its remedy could be potentially unsafe, or might cause serious risk of loss or damage to the public.

Direct or indirect costs incurred by the Contracting Agency attributable to correcting and remedying defective or unauthorized work, or work the Contractor failed or refused to perform, shall be paid by the Contractor. Payment will be deducted by the Engineer from monies due, or to become due, the Contractor. Such direct and indirect costs shall include in particular, but without limitation, compensation for additional professional services required, and costs for repair and replacement of work of others destroyed or damaged by correction, removal, or replacement of the Contractor's unauthorized work.

No adjustment in contract time or compensation will be allowed because of the delay in the performance of the work attributable to the exercise of the Contracting Agency's rights provided by this Section.

The rights exercised under the provisions of this section shall not diminish the Contracting Agency's right to pursue any other avenue for additional remedy or damages with respect to the Contractor's failure to perform the work as required.

1-05.11 Final Inspection

(October 1, 2005 APWA GSP)

Replacement

Delete this section and replace it with the following:

1-05.11 Final Inspections and Operational Testing

1-05.11(1) Substantial Completion Date

When the Contractor considers the work to be substantially complete, the Contractor shall so notify the Engineer and request the Engineer establish the Substantial Completion Date. The Contractor's request shall list the specific items of work that remain to be completed in order to reach physical completion. The Engineer will schedule an inspection of the work with the Contractor to determine the status of completion. The Engineer may also establish the Substantial Completion Date unilaterally.

If, after this inspection, the Engineer concurs with the Contractor that the work is substantially complete and ready for its intended use, the Engineer, by written notice to the Contractor, will set the Substantial Completion Date. If, after this inspection the Engineer does not consider the work substantially complete and ready for its intended use, the Engineer will, by written notice, so notify the

Contractor giving the reasons therefore.

Upon receipt of written notice concurring in or denying substantial completion, whichever is applicable, the Contractor shall pursue vigorously, diligently and without unauthorized interruption, the work necessary to reach Substantial and Physical Completion. The Contractor shall provide the Engineer with a revised schedule indicating when the Contractor expects to reach substantial and physical completion of the work.

The above process shall be repeated until the Engineer establishes the Substantial Completion Date and the Contractor considers the work physically complete and ready for final inspection.

1-05.11(2) Final Inspection and Physical Completion Date

When the Contractor considers the work physically complete and ready for final inspection, the Contractor by written notice, shall request the Engineer to schedule a final inspection. The Engineer will set a date for final inspection. The Engineer and the Contractor will then make a final inspection and the Engineer will notify the Contractor in writing of all particulars in which the final inspection reveals the work incomplete or unacceptable. The Contractor shall immediately take such corrective measures as are necessary to remedy the listed deficiencies. Corrective work shall be pursued vigorously, diligently, and without interruption until physical completion of the listed deficiencies. This process will continue until the Engineer is satisfied the listed deficiencies have been corrected.

If action to correct the listed deficiencies is not initiated within 7 days after receipt of the written notice listing the deficiencies, the Engineer may, upon written notice to the Contractor, take whatever steps are necessary to correct those deficiencies pursuant to Section 1-05.7.

The Contractor will not be allowed an extension of contract time because of a delay in the performance of the work attributable to the exercise of the Engineer's right hereunder.

Upon correction of all deficiencies, the Engineer will notify the Contractor and the Contracting Agency, in writing, of the date upon which the work was considered physically complete. That date shall constitute the Physical Completion Date of the contract, but shall not imply acceptance of the work or that all the obligations of the Contractor under the contract have been fulfilled.

1-05.11(3) Operational Testing

It is the intent of the Contracting Agency to have at the Physical Completion Date a complete and operable system. Therefore when the work involves the installation of machinery or other mechanical equipment; street lighting, electrical distribution or signal systems; irrigation systems; buildings; or other similar work it may be desirable for the Engineer to have the Contractor operate and test the work for a period of time after final inspection but prior to the physical completion date. Whenever items of work are listed in the Contract Provisions for operational testing they shall be fully tested under operating conditions for the time period specified to ensure their acceptability prior to the Physical Completion Date. During and following the test period, the Contractor shall correct any items of workmanship, materials, or equipment which prove faulty, or that are not in first class operating condition. Equipment, electrical controls, meters, or other devices and equipment to be tested during this period shall be tested under the observation of the Engineer, so that the Engineer may determine their suitability for the purpose for which they were installed. The Physical Completion Date cannot be established until testing and corrections have been completed to the satisfaction of the Engineer.

The costs for power, gas, labor, material, supplies, and everything else needed to successfully complete operational testing, shall be included in the unit contract prices related to the system being tested, unless specifically set forth otherwise in the proposal.

Operational and test periods, when required by the Engineer, shall not affect a manufacturer's guaranties or warranties furnished under the terms of the contract.

1-05.12 Final Acceptance

(January 22, 2024 COA GSP)

Replacement

Delete this section and replace it with the following:

The following events must occur before the City will issue Final Acceptance:

- a. The physical Work on the project must be complete and accepted by the Project Manager; and
- b. The Contractor must submit to the City, and secure City approval of, all documentation required by the Contract and required by law, including but not limited to:
 - i. Invoices for all Work;

- ii. All Statements of Intent to Pay Prevailing Wages and Affidavits of Prevailing Wages Paid are approved by L&I for the Contractor and all Subcontractors; and
- iii. Any additional documentation required by the Contract.

The Contractor must perform all the obligations under the Contract before a Completion Date and final acceptance can occur. Failure of the Contractor to perform all the obligations under the Contract shall not bar the Contracting Agency from unilaterally accepting the Contract as provided in [Section 1-09.9](#). The Contracting Agency accepts the completed Contract and the items of Work issuing a Notice of Final Acceptance signed by the Public Works Director. Progress estimates or payments shall not be construed as acceptance of Work under the Contract.

The Contractor agrees that neither completion nor final acceptance shall relieve the Contractor of the responsibility to indemnify, defend, and protect the Contracting Agency against all claims or loss resulting from the failure of the Contractor or subcontractors to pay all laborers, mechanics, subcontractors, material persons, or others who provides labor, supplies, or provisions for carrying out the Work or for payments required for unemployment compensation under [Title 50 RCW](#) or for industrial insurance and medical aid required under [Title 51 RCW](#).

Final acceptance shall not constitute acceptance of unauthorized or defective work or material. The Contracting Agency shall not be barred from requiring the Contractor to remove, replace, repair, or dispose of all unauthorized or defective work or material or from recovering damages for any such work or material.

Add the following new section:

1-05.12(1) One-Year Guarantee Period
(March 8, 2013 APWA GSP)

New

The Contractor shall return to the project and repair or replace all defects in workmanship and material discovered within one year after Final Acceptance of the Work. The Contractor shall start work to remedy any such defects within 7 calendar days of receiving Contracting Agency's written notice of a defect, and shall complete such work within the time stated in the Contracting Agency's notice. In case of an emergency, where damage may result from delay or where loss of services may result, such corrections may be made by the Contracting Agency's own forces or another contractor, in which case the cost of corrections shall be paid by the Contractor. In the event the Contractor does not accomplish corrections within the time specified, the work will be otherwise accomplished and the cost of same shall be paid by the Contractor.

When corrections of defects are made, the Contractor shall then be responsible for correcting all defects in workmanship and materials in the corrected work for one year after acceptance of the corrections by Contracting Agency.

This guarantee is supplemental to and does not limit or affect the requirements that the Contractor's work comply with the requirements of the Contract or any other legal rights or remedies of the Contracting Agency.

1-05.13 Superintendents, Labor and Equipment of Contractor
(August 14, 2013, APWA GSP)

Modification

Delete the sixth and seventh paragraphs of this section.

1-05.15 Method of Serving Notices
(January 4, 2024, AWPAGSP)
(January 22, 2024 COA GSP)

Modification

Revise the second paragraph to read:

All correspondence shall be directed to the City of Anacortes Project Manager. All correspondence from the Contractor constituting any notification, Notice of Protest, Notice of Dispute, or other correspondence constituting notification required to be furnished under the contract, must be in paper format, hand delivered or sent via mail delivery service with return receipt requested to the Project Manager's office. Electronic copies such as e-mails or electronically delivered copies or correspondence will not constitute such notice and will not comply with the requirements of the contract.

1-05.16 Water and Power
(October 1, 2005 APWA GSP)

New

The Contractor shall make necessary arrangements, and shall bear the costs for power and water necessary for the performance of the work, unless the contract includes power and water as a pay item.

1-06 CONTROL OF MATERIAL

1-06.1(4) Fabrication Inspection Expense
(April 22, 2025 APWA GSP)

Modification

Section 1-06.1(4) is revised to read:

The Contracting agency will not deduct from monies due to the Contractor, Contracting Agency expenses for plant approval and fabrication acceptance inspection.

Items requiring plant approval and fabrication inspection are listed in Table 1.

Table 1 Items Requiring Plant Approval and Fabrication Acceptance Inspection	
Anchor Bolts (ASTM A449 & F1554 Grade 105)	Precast Concrete Traffic Barrier
Anchor Cables and Components	Precast Concrete Vaults (Electrical, Utility, Drainage, etc.)
Bridge Bearings (Cylindrical, Disc, Fabric Pad, Low Rise, Pin, Pendulum, and Spherical)	Precast Concrete Girders and Precast Bridge Components
Cattle Guards	Prestressed Concrete Girders
Coated Piling and Casing	Prestressed Concrete Panels
Epoxy-Coated Reinforcing Steel	Precast Reinforced Concrete Box Structures
Fabricated/Welded Miscellaneous Metal Drainage Items: Grate Inlets, and Drop Inlets	Precast Reinforced Concrete Split Box Structures
Longitudinal Seismic Restrainers	Precast Reinforced Concrete Three Sided Structures
Metal Bridge Railing and Handrail	Prestressed Concrete Piles
Metal Castings for Concrete Drainage, electrical, and Utility Items	Retrofit Guardrail Posts with Welded Base Plates
Modular Expansion Joints	Signal Standards
Paint & Powder Coating Facilities for Table 1 items	Signing Material
Precast Concrete Bridge Deck Panels	Sign Structures – Cantilever, Sign Bridge, and Bridge Mounted, Roadside Type PLT/PLU
Precast Concrete Catch Basins, Manholes, Inlets, Drywells, and Risers	Soldier Piles
Precast Culvert, Storm Sewer, and Sanitary Sewer Pipe	Steel Bridges and Steel Bridge Components
Precast Concrete Floor Panels	Steel Column Jackets
Precast Concrete Junction Boxes, Pull Boxes, Cable Vaults	Steel Light Standards, and High Mast Light Poles
Precast Concrete Marine Pier Deck Panels	Strip Seal Expansion Joints
Precast Concrete Pier Caps	Structural Steel for Ferry Terminal Berthing, Pedestrian and Vehicle Loading Structures
Precast Concrete Retaining Walls, including Lagging Panels	Timber Bridges
Precast Concrete Roof Panels	Treated Timber and Lumber 6 inch by 6 inch or larger
Precast Concrete Structural Earth Walls, Noise Barrier Walls, Wall Panels, and Wall Stem Panels	Welded Structural Steel (Miscellaneous)

Initial plant inspections are required as follows in Table 2.

Table 2 Items Requiring Initial Plant Approval Only	
Epoxy Coating of Dowels and Tiebars for Concrete Pavement	Precast Concrete Blocks for Structural Earth Walls
Guardrail Posts and Blocks	Steel Pipe Piling

1-06.6 Recycled Materials
(January 4, 2016 APWA GSP)

Replacement

Delete this section, including its subsections, and replace it with the following:

The Contractor shall make their best effort to utilize recycled materials in the construction of the project. Approval of such material use shall be as detailed elsewhere in the Standard Specifications.

Prior to Physical Completion the Contractor shall report the quantity of recycled materials that were utilized in the construction of the project for each of the items listed in Section 9-03.21. The report shall include hot mix asphalt, recycled concrete aggregate, recycled glass, steel furnace slag and other recycled materials (e.g. utilization of on-site material and aggregates from concrete returned to the supplier). The Contractor's report shall be provided on DOT form 350-075 Recycled Materials Reporting.

1-07 LEGAL RELATIONS AND RESPONSIBILITIES TO THE PUBLIC

1-07.1 Laws to be Observed
(October 1, 2005 APWA GSP)

Supplement

Supplement this section with the following:

In cases of conflict between different safety regulations, the more stringent regulation shall apply.

The Washington State Department of Labor and Industries shall be the sole and paramount administrative agency responsible for the administration of the provisions of the Washington Industrial Safety and Health Act of 1973 (WISHA).

The Contractor shall maintain at the project site office, or other well known place at the project site, all articles necessary for providing first aid to the injured. The Contractor shall establish, publish, and make known to all employees, procedures for ensuring immediate removal to a hospital, or doctor's care, persons, including employees, who may have been injured on the project site. Employees should not be permitted to work on the project site before the Contractor has established and made known procedures for removal of injured persons to a hospital or a doctor's care.

The Contractor shall have sole responsibility for the safety, efficiency, and adequacy of the Contractor's plant, appliances, and methods, and for any damage or injury resulting from their failure, or improper maintenance, use, or operation. The Contractor shall be solely and completely responsible for the conditions of the project site, including safety for all persons and property in the performance of the work. This requirement shall apply continuously, and not be limited to normal working hours. The required or implied duty of the Engineer to conduct construction review of the Contractor's performance does not, and shall not, be intended to include review and adequacy of the Contractor's safety measures in, on, or near the project site.

1-07.2 State Tax
(June 27, 2011 APWA GSP)

Replacement

Delete this section, including its sub-sections, in its entirety and replace it with the following:

The Washington State Department of Revenue has issued special rules on the State sales tax. Sections 1-07.2(1) through 1-07.2(3) are meant to clarify those rules. The Contractor should contact the Washington State Department of Revenue for answers to questions in this area. The Contracting Agency will not adjust its payment if the Contractor bases a bid on a misunderstood tax liability.

The Contractor shall include all Contractor-paid taxes in the unit bid prices or other contract amounts. In some cases, however, state retail sales tax will not be included. Section 1-07.2(2) describes this exception.

The Contracting Agency will pay the retained percentage (or release the Contract Bond if a FHWA-funded Project) only if the Contractor has obtained from the Washington State Department of Revenue a certificate showing that all contract-related taxes have been paid (RCW 60.28.051). The Contracting Agency may deduct from its payments to the Contractor any amount the Contractor may owe the Washington State Department of Revenue, whether the amount owed relates to this contract or not. Any amount so deducted will be paid into the proper State fund.

1-07.2(1) State Sales Tax — Rule 171

WAC 458-20-171, and its related rules, apply to building, repairing, or improving streets, roads, etc., which are owned by a municipal corporation, or political subdivision of the state, or by the United States, and which are used primarily for foot or vehicular traffic. This includes storm or combined sewer systems within and included as a part of the street or road drainage system and power lines when such are part of the roadway lighting system. For work performed in such cases, the Contractor shall include Washington State Retail Sales Taxes in the various unit bid item prices, or other contract amounts, including those that the Contractor pays on the purchase of the materials, equipment, or supplies used or consumed in doing the work.

1-07.2(2) State Sales Tax — Rule 170

WAC 458-20-170, and its related rules, apply to the constructing and repairing of new or existing buildings, or other structures, upon real property. This includes, but is not limited to, the construction of streets, roads, highways, etc., owned by the state of Washington; water mains and their appurtenances; sanitary sewers and sewage disposal systems unless such sewers and disposal systems are within, and a part of, a street or road drainage system; telephone, telegraph, electrical power distribution lines, or other conduits or lines in or above streets or roads, unless such power lines become a part of a street or road lighting system; and installing or attaching of any article of tangible personal property in or to real property, whether or not such personal property becomes a part of the realty by virtue of installation.

For work performed in such cases, the Contractor shall collect from the Contracting Agency, retail sales tax on the full contract price. The Contracting Agency will automatically add this sales tax to each payment to the Contractor. For this reason, the Contractor shall not include the retail sales tax in the unit bid item prices, or in any other contract amount subject to Rule 170, with the following exception.

Exception: The Contracting Agency will not add in sales tax for a payment the Contractor or a subcontractor makes on the purchase or rental of tools, machinery, equipment, or consumable supplies not integrated into the project. Such sales taxes shall be included in the unit bid item prices or in any other contract amount.

1-07.2(3) Services

The Contractor shall not collect retail sales tax from the Contracting Agency on any contract wholly for professional or other services (as defined in Washington State Department of Revenue Rules 138 and 244).

1-07.9(5)A Required Documents

Replacement

(July 8, 2024 APWA GSP)

This section is revised to read as follows:

All Statements of Intent to Pay Prevailing Wages, Affidavits of Wages Paid and Certified Payrolls, including a signed Statement of Compliance for Federal-aid projects, shall be submitted to the Engineer and to the State L&I online Prevailing Wage Intent & Affidavit (PWIA) system. When apprenticeship is a requirement of the contract, include in PWIA all apprentices.

1-07.11(2) Contractual Requirements

Modification

(November 25, 2024 APWA GSP)

Delete item 11 of the first paragraph of Section 1-07.11(2).

1-07.13 Contractor's Responsibility for Work

1-07.13 (4) Repair of Damage

(August 6, 2001 WSDOT GSP)

Modification

This section shall be revised to read as follows:

The Contractor shall promptly repair all damage to either temporary or permanent work as directed by the Engineer. For damage qualifying for relief under Sections 1-07.13(1), 1-07.13(2) or 1-07.13(3), payment will be made in accordance with Section 1-04.4. Payment will be limited to repair of damaged work only. No payment will be made for delay or disruption of work.

1-07.16 (1) Private/Public Property

(March 2007, COA GSP)

Supplement

This Section is supplemented with the following:

The Contractor shall keep the Work site, staging areas, and Contractor's facilities clean and free from rubbish and debris. Materials and equipment shall be removed from the site when they are no longer necessary. Upon completion of the Work and before the Physical Completion Date, the Work site shall be cleared of equipment, unused materials, and rubbish to present a clean and neat appearance in conformance with the condition of the site prior to the commencement of the Work.

Roadway Protection

Only equipment with rubber tires or smooth tracks shall be allowed on road surfaces, which are not to be reconstructed as a part of the Work. Tracks with cleats or other devices which damage the road surface will not be allowed. All outriggers shall be equipped with street pads.

Private Improvements within the Right-of-Way

Private improvements exist within the right-of-way. The Contractor shall not damage or disturb any such improvements unless specifically noted on the Plans or directed by the City of Anacortes Project Manager or Project Inspector. Removal of such items shall be in accordance with Section 2-01 of the Contract Provisions.

1-07.17 Utilities and Similar Facilities

(April 2, 2007 WSDOT GSP)

Supplement

This Section is supplemented with the following:

Locations and dimensions shown on the Plans for existing facilities are in accordance with available information obtained without uncovering, measuring, or other verification.

The following addresses and telephone numbers of utility companies known or suspected of having facilities within the project limits are supplied for the Contractor's convenience:

Ziply Fiber: Michael Merrill
Cell: 615-719-0199
Dennis Keller
Cell: 425-238-1078

Comcast Cable: Casey Jones
400 Sequoia Drive
Bellingham, WA 98226
(425) 508-7335

Cascade Natural Gas
Addam Sad
1520 South 2nd Street
Mount Vernon, WA 98273
(360) 336-3866

City of Anacortes: WiL Ludemann
Water, Street, Sewer, Storm & Fiber Optic
904 6th Street
Anacortes, WA 98221
(360) 293-1921

PSE: Jane Major
1329 State Street
Bellingham, WA 98225
(360) 766-5571

Delete this section in its entirety, and replace it with the following:

1-07.18 Insurance

(January 4, 2024 APWA GSP)

1-07.18(1) General Requirements

- A. The Contractor shall procure and maintain the insurance described in all subsections of section 1-07.18 of these Special Provisions, from insurers with a current A. M. Best rating of not less than A-: VII and licensed to do business in the State of Washington. The Contracting Agency reserves the right to approve or reject the insurance provided, based on the insurer's financial condition.
- B. The Contractor shall keep this insurance in force without interruption from the commencement of the Contractor's Work through the term of the Contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated below.
- C. If any insurance policy is written on a claims made form, its retroactive date, and that of all subsequent renewals, shall be no later than the effective date of this Contract. The policy shall state that coverage is claims made, and state the retroactive date. Claims-made form coverage shall be maintained by the Contractor for a minimum of 36 months following the Completion Date or earlier termination of this Contract, and the Contractor shall annually provide the Contracting Agency with proof of renewal. If renewal of the claims made form of coverage becomes unavailable, or economically prohibitive, the Contractor shall purchase an extended reporting period ("tail") or execute another form of guarantee acceptable to the Contracting Agency to assure financial responsibility for liability for services performed.
- D. The Contractor's Automobile Liability, Commercial General Liability and Excess or Umbrella Liability insurance policies shall be primary and non-contributory insurance as respects the Contracting Agency's insurance, self-insurance, or self-insured pool coverage. Any insurance, self-insurance, or self-insured pool coverage maintained by the Contracting Agency shall be excess of the Contractor's insurance and shall not contribute with it.
- E. The Contractor shall provide the Contracting Agency and all additional insureds with written notice of any policy cancellation, within two business days of their receipt of such notice.
- F. The Contractor shall not begin work under the Contract until the required insurance has been obtained and approved by the Contracting Agency
- G. Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the Contracting Agency may, after giving five business days' notice to the Contractor to correct the breach, immediately terminate the Contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Contracting Agency on demand, or at the sole discretion of the Contracting Agency, offset against funds due the Contractor from the Contracting Agency.
- H. All costs for insurance shall be incidental to and included in the unit or lump sum prices of the Contract and no additional payment will be made.
- I. Under no circumstances shall a wrap up policy be obtained, for either initiating or maintaining coverage, to satisfy insurance requirements for any policy required under this Section. A "wrap up policy" is defined as an insurance agreement or arrangement under which all the parties working on a specified or designated project are insured under one policy for liability arising out of that specified or designated project.

1-07.18(2) Additional Insured

All insurance policies, with the exception of Workers Compensation, and of Professional Liability and Builder's Risk (if required by this Contract) shall name the following listed entities as additional insured(s) using the forms or endorsements required herein:

- the Contracting Agency and its officers, elected officials, employees, agents, and volunteers

The above-listed entities shall be additional insured(s) for the full available limits of liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract, and irrespective of whether the Certificate of Insurance provided by the Contractor pursuant to 1-07.18(4) describes limits lower than those maintained by the Contractor.

For Commercial General Liability insurance coverage, the required additional insured endorsements shall

be at least as broad as ISO forms CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

1-07.18(3) Subcontractors

The Contractor shall cause each Subcontractor of every tier to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors.

The Contractor shall ensure that all Subcontractors of every tier add all entities listed in 1-07.18(2) as additional insureds, and provide proof of such on the policies as required by that section as detailed in 1-07.18(2) using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

Upon request by the Contracting Agency, the Contractor shall forward to the Contracting Agency evidence of insurance and copies of the additional insured endorsements of each Subcontractor of every tier as required in 1-07.18(4) Verification of Coverage.

1-07.18(4) Verification of Coverage

The Contractor shall deliver to the Contracting Agency a Certificate(s) of Insurance and endorsements for each policy of insurance meeting the requirements set forth herein when the Contractor delivers the signed Contract for the work. Failure of Contracting Agency to demand such verification of coverage with these insurance requirements or failure of Contracting Agency to identify a deficiency from the insurance documentation provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

Verification of coverage shall include:

1. An ACORD certificate or a form determined by the Contracting Agency to be equivalent.
2. Copies of all endorsements naming Contracting Agency and all other entities listed in 1-07.18(2) as additional insured(s), showing the policy number. The Contractor 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.

Upon request by the Contracting Agency, the Contractor shall forward to the Contracting Agency a full and certified copy of the insurance policy(s). If Builders Risk insurance is required on this Project, a full and certified copy of that policy is required when the Contractor delivers the signed Contract for the work.

1-07.18(5) Coverages and Limits

The insurance shall provide the minimum coverages and limits set forth below. Contractor's maintenance of insurance, its scope of coverage, and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the Contracting Agency's recourse to any remedy available at law or in equity.

All deductibles and self-insured retentions must be disclosed and are subject to approval by the Contracting Agency. The cost of any claim payments falling within the deductible or self-insured retention shall be the responsibility of the Contractor. In the event an additional insured incurs a liability subject to any policy's deductibles or self-insured retention, said deductibles or self-insured retention shall be the responsibility of the Contractor.

1-07.18(5)A Commercial General Liability

Commercial General Liability insurance shall be written on coverage forms at least as broad as ISO occurrence form CG 00 01, including but not limited to liability arising from premises, operations, stop gap liability, independent contractors, products-completed operations, personal and advertising injury, and liability assumed under an insured contract. There shall be no exclusion for liability arising from explosion, collapse or underground property damage.

The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit, using ISO form CG 25 03 05 09 or an equivalent endorsement.

Contractor shall maintain Commercial General Liability Insurance arising out of the Contractor's completed operations for at least three years following Substantial Completion of the Work.

Such policy must provide the following minimum limits:

\$2,000,000	Each Occurrence
\$2,000,000	General Aggregate
\$2,000,000	Products & Completed Operations Aggregate
\$2,000,000	Personal & Advertising Injury each offence
\$2,000,000	Stop Gap / Employers' Liability each accident

1-07.18(5)B Automobile Liability

Automobile Liability shall cover owned, non-owned, hired, and leased vehicles; and shall be written on a coverage form at least as broad as ISO form CA 00 01. If the work involves the transport of pollutants, the automobile liability policy shall include MCS 90 and CA 99 48 endorsements.

Such policy must provide the following minimum limit:

\$1,000,000	Combined single limit each accident
-------------	-------------------------------------

1-07.18(5)C Workers' Compensation

The Contractor shall comply with Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

1-07.24 Rights of Way

(April 22, 2025 APWA GSP)

Replacement

Delete this section and replace it with the following:

Street Right of Way lines, limits of easements, and limits of construction permits are indicated in the Plans. The Contractor's construction activities shall be confined within these limits, unless arrangements for use of private property are made as described below.

Generally, the Contracting Agency will have obtained, prior to bid opening, all rights of way and easements, both permanent and temporary, necessary for carrying out the work. Exceptions to this are noted in the Bid Documents or will be brought to the Contractor's attention by a duly issued Addendum.

Whenever any of the work is accomplished on or through property other than public Right of Way, the Contractor shall meet and fulfill all covenants and stipulations of any easement agreement obtained by the Contracting Agency from the owner of the private property. Copies of the easement agreements may be included in the Contract Provisions or made available to the Contractor as soon as practical after they have been obtained by the Engineer.

Whenever easements or rights of entry have not been acquired prior to advertising, these areas are so noted in the Plans. The Contractor shall not proceed with any portion of the work in areas where right of way, easements or rights of entry have not been acquired until the Engineer certifies to the Contractor that the right of way or easement is available or that the right of entry has been received. If the Contractor is delayed due to acts of omission on the part of the Contracting Agency in obtaining easements, rights of entry or right of way, the Contractor will be entitled to an extension of time. The Contractor agrees that such delay shall not be a breach of contract.

Each property owner shall be given 48 hours' notice prior to entry by the Contractor. This includes entry onto easements and private property where private improvements must be adjusted.

The Contractor shall be responsible for providing, without expense or liability to the Contracting Agency, any additional land and access thereto that the Contractor may desire for temporary construction facilities, storage of materials, or other Contractor needs. However, before using any private property, whether adjoining the work or not, the Contractor shall file with the Engineer a written permission of the private property owner, and, upon vacating the premises, a written release from the property owner of each property disturbed or otherwise interfered with by reasons of construction pursued under this contract. The statement shall be signed by the private property owner, or proper authority acting for the owner of the private property affected, stating that permission has been granted to use the property and all necessary permits have been obtained or, in the case of a release, that the restoration of the property has been satisfactorily accomplished. The statement shall include the parcel number, address, and date of signature. Written releases must be filed with the Engineer before the Completion Date will be established.

1-08 PROSECUTION AND PROGRESS

Add the following new sections:

1-08.0 Preliminary Matters **New** (May 25, 2006 APWA GSP)

1-08.0(1) Preconstruction Conference **New** (July 8, 2024 APWA GSP) (May 20, 2014, COA GSP)

Prior to the Contractor beginning the work, a preconstruction conference will be held between the Contractor, the Engineer and such other interested parties as may be invited. The purpose of the preconstruction conference will be:

1. To review the initial progress schedule;
2. To establish a working understanding among the various parties associated or affected by the work;
3. To establish and review procedures for progress payment, notifications, approvals, submittals, etc.
4. To review DBE Requirements, Training Plans, and Apprenticeship Plans, when applicable.
5. To establish normal working hours for the work;
6. To review safety standards and traffic control; and
7. To discuss such other related items as may be pertinent to the work.

The Contractor shall prepare and submit at the preconstruction conference the following:

1. A breakdown of all lump sum items;
2. A preliminary schedule of working drawing submittals; and
3. A list of material sources for approval.

1-08.0(2) Hours of Work **New** (December 8, 2014 APWA GSP) (January 24, 2018, COA GSP)

Except in the case of emergency or unless otherwise approved by the Engineer, the normal working hours for the Contract shall be any consecutive 8-hour period between 7:00 a.m. and 6:00 p.m. Monday through Friday, exclusive of a lunch break. If the Contractor desires different than the normal working hours stated above, the request must be submitted in writing prior to the preconstruction conference, subject to the provisions below. The working hours for the Contract shall be established at or prior to the preconstruction conference.

All working hours and days are also subject to local permit and ordinance conditions (such as noise ordinances).

Permission to work between the hours of 10:00 p.m. and 7:00 a.m. during weekdays and between the hours of 10:00 p.m. and 9:00 a.m. on weekends or holidays may also be subject to noise control requirements. Approval to continue work during these hours may be revoked at any time the Contractor exceeds the Contracting Agency's noise control regulations or complaints are received from the public or adjoining property owners regarding the noise from the Contractor's operations. The Contractor shall have no claim for damages or delays should such permission be revoked for these reasons.

If the Contractor wishes to deviate from the established working hours, the Contractor shall submit a written request to the Engineer for consideration. This request shall state what hours are being requested, and why. Requests shall be submitted for review no later than noon on the working day prior to the day(s) the Contractor is requesting to change the hours.

If the Contracting Agency approves such a deviation, such approval may be subject to certain other conditions, which will be detailed in writing. For example:

1. On non-Federal aid projects, requiring the Contractor to reimburse the Contracting Agency for the costs in excess of straight-time costs for Contracting Agency representatives who worked during such times. (The Engineer may require designated representatives to be present during the work. Representatives who may be deemed necessary by the Engineer include, but are not limited to: survey crews; personnel from the Contracting Agency's

- material testing lab; inspectors; and other Contracting Agency employees or third party consultants when, in the opinion of the Engineer, such work necessitates their presence.)
2. Considering the work performed on Saturdays, Sundays, and holidays as working days with regard to the contract time.
 3. Considering multiple work shifts as multiple working days with respect to contract time even though the multiple shifts occur in a single 24-hour period.
 4. If a 4-10 work schedule is requested and approved the non working day for the week will be charged as a working day.
 5. If Davis Bacon wage rates apply to this Contract, all requirements must be met and recorded properly on certified payroll

1-08.1(7)A Payment Certification

(November 25, 2024 APWA GSP)

Modification

Delete this section and replace it with the following:

1-08.1(7)A VACANT

1-08.1(8)B Clauses Required in Subcontracts of All Tiers

(November 25, 2024 APWA GSP)

Modification

Delete item 8 of the second paragraph of Section 1-08.1(8)B.

1-08.3(2)A Type A Progress Schedule

(December 30, 2022 APWA GSP)

Replacement

Revise this section to read:

The Contractor shall submit ***1*** copy of a Type A Progress Schedule no later than at the preconstruction conference, or some other mutually agreed upon submittal time. The schedule may be a critical path method (CPM) schedule, bar chart, or other standard schedule format. Regardless of which format used, the schedule shall identify the critical path. The Engineer will evaluate the Type A Progress Schedule and approve or return the schedule for corrections within 15 calendar days of receiving the submittal.

1-08.4 Prosecution of Work

Replacement

Delete this section and replace it with the following:

1-08.4 Notice to Proceed and Prosecution of Work

(July 23, 2015 APWA GSP)

Notice to Proceed will be given after the contract has been executed and the contract bond and evidence of insurance have been approved and filed by the Contracting Agency. The Contractor

shall not commence with the work until the Notice to Proceed has been given by the Engineer. The Contractor shall commence construction activities on the project site within ten days of the Notice to Proceed Date, unless otherwise approved in writing. The Contractor shall diligently pursue the work to the physical completion date within the time specified in the contract. Voluntary shutdown or slowing of operations by the Contractor shall not relieve the Contractor of the responsibility to complete the work within the time(s) specified in the contract.

When shown in the Plans, the first order of work shall be the installation of high visibility fencing to delineate all areas for protection or restoration, as described in the Contract. Installation of high visibility fencing adjacent to the roadway shall occur after the placement of all necessary signs and traffic control devices in accordance with 1-10.1(2). Upon construction of the fencing, the Contractor shall request the Engineer to inspect the fence. No other work shall be performed on the site until the Contracting Agency has accepted the installation of high visibility fencing, as described in the Contract.

1-08.5 Time for Completion
(November 25, 2024 APWA GSP, Option A)
(August 11, 2025 COA GSP)

Modification

Revise the third and fourth paragraphs to read:

Contract time shall begin as detailed in the Notice to Proceed issued by the City.

Each working day shall be charged to the contract as it occurs, until the contract work is physically complete. If substantial completion has been granted and all the authorized working days have been used, charging of working days will cease. Each week the Engineer will provide the Contractor a statement that shows the number of working days: (1) charged to the contract the week before; (2) specified for the physical completion of the contract; and (3) remaining for the physical completion of the contract. The statement will also show the nonworking days and all partial or whole days the Engineer declares as unworkable. The statement will be identified as a Written Determination by the Engineer. If the Contractor does not agree with the Written Determination of working days, the Contractor shall pursue the protest procedures in accordance with Section 1-04.5. By failing to follow the procedures of Section 1-04.5, the Contractor shall be deemed as having accepted the statement as correct. If the Contractor is approved to work 10 hours a day and 4 days a week (a 4-10 schedule) and the fifth day of the week in which a 4-10 shift is worked would ordinarily be charged as a working day then the fifth day of that week will be charged as a working day whether or not the Contractor works on that day.

Revise the sixth paragraph to read:

The Engineer will give the Contractor written notice of the completion date of the contract after all the Contractor's obligations under the contract have been performed by the Contractor. The following events must occur before the Completion Date can be established:

1. The physical work on the project must be complete; and
2. The Contractor must furnish all documentation required by the contract and required by law, to allow the Contracting Agency to process final acceptance of the contract. The following documents must be received by the Project Engineer prior to establishing a completion date:
 - a. Certified Payrolls (per Section 1-07.9(5)).
 - b. Material Acceptance Certification Documents
 - c. Monthly Reports in DMCS of the amounts paid including the final payment confirmation to all firms required by Section 1-08.1(7)A if applicable
 - d. Final Contract Voucher Certification
 - e. Copies of the approved "Affidavit of Prevailing Wages Paid" for the Contractor and all Subcontractors
 - f. A copy of the Notice of Termination sent to the Washington State Department of Ecology (Ecology); the elapse of 30 calendar days from the date of receipt of the Notice of Termination by Ecology; and no rejection of the Notice of Termination by Ecology. This requirement will not apply if the Construction Stormwater General Permit is transferred back to the Contracting Agency in accordance with Section 8-01.3(16).
 - g. Property owner releases per Section 1-07.24

1-9 MEASUREMENT AND PAYMENT

1-09.2(1) General Requirements for Weighing Equipment
(November 25, 2024 APWA GSP, Option B)

Modification

Revise item 4 of the fifth paragraph to read:

4. Test results and scale weight records for each day's hauling operations are provided to the Engineer daily. Reporting shall utilize WSDOT form 422-027LP, Scaleman's Daily Report, unless the printed ticket contains the same information that is on the Scaleman's Daily Report Form. The scale operator must provide AM and/or PM tare weights for each truck on the printed ticket.

1-09.2(5) Measurement
(December 30, 2022 APWA GSP)

Modification

Revise the first paragraph to read:

Scale Verification Checks – At the Engineer's discretion, the Engineer may perform verification

checks on the accuracy of each batch, hopper, or platform scale used in weighing contract items of Work.

1-09.9 Payments

Modification

(July 8, 2024 APWA GSP, Option B)

Delete the fourth paragraph and replace it with the following:

Progress payments for completed work and material on hand will be based upon progress estimates prepared by the Engineer. A progress estimate cutoff date will be established at the preconstruction conference.

The initial progress estimate will be made not later than 30 days after the Contractor commences the work, and successive progress estimates will be made every month thereafter until the Completion Date. Progress estimates made during progress of the work are tentative, and made only for the purpose of determining progress payment. The progress estimates are subject to change at any time prior to the calculation of the final payment.

The value of the progress estimate will be the sum of the following:

1. Unit Price Items in the Bid Form — the approximate quantity of acceptable units of work completed multiplied by the unit price.
2. Lump Sum Items in the Bid Form — based on the approved Contractor's lump sum breakdown for that item, or absent such a breakdown, based on the Engineer's determination.
3. Materials on Hand — 100 percent of invoiced cost of material delivered to Job site or other storage area approved by the Engineer.
4. Change Orders — entitlement for approved extra cost or completed extra work as determined by the Engineer.

Progress payments will be made in accordance with the progress estimate less:

1. Retainage per Section 1-09.9(1), on non FHWA-funded projects;
2. The amount of progress payments previously made; and
3. Funds withheld by the Contracting Agency for disbursement in accordance with the Contract Documents.

Progress payments for work performed shall not be evidence of acceptable performance or an admission by the Contracting Agency that any work has been satisfactorily completed. The determination of payments under the contract will be final in accordance with Section 1-05.1.

1-09.9 Payments

Supplement

(July 8, 2024 APWA GSP, Option A)

Supplement this section with the following:

Lump sum item breakdowns are not required when the bid price for the lump sum item is less than \$20,000.

1-09.11(3) Time Limitation and Jurisdiction

Replacement

(December 30, 2022 APWA GSP)

Revise this section to read:

For the convenience of the parties to the Contract it is mutually agreed by the parties that any claims or causes of action which the Contractor has against the Contracting Agency arising from the Contract shall be brought within 180 calendar days from the date of final acceptance (Section 1-05.12) of the Contract by the Contracting Agency; and it is further agreed that any such claims or causes of action shall be brought only in the Superior Court of the county where the Contracting Agency headquarters is located, provided that where an action is asserted against a county, RCW 36.01.050 shall control venue and jurisdiction. The parties understand and agree that the Contractor's failure to bring suit within the time period provided, shall be a complete bar to any such claims or causes of action. It is further mutually agreed by the parties that when any claims or causes of action which the Contractor asserts against the Contracting Agency arising from the Contract are filed with the Contracting Agency or initiated in court, the Contractor shall permit the Contracting Agency to have timely access to any records deemed necessary by the Contracting Agency to assist in evaluating the claims or action.

1-09.13(3)A Arbitration General
(January 19, 2022 APWA GSP)

Modification

Revise the third paragraph to read:

The Contracting Agency and the Contractor mutually agree to be bound by the decision of the arbitrator, and judgment upon the award rendered by the arbitrator may be entered in the Superior Court of the county in which the Contracting Agency's headquarters is located, provided that where claims subject to arbitration are asserted against a county, RCW 36.01.050 shall control venue and jurisdiction of the Superior Court. The decision of the arbitrator and the specific basis for the decision shall be in writing. The arbitrator shall use the Contract as a basis for decisions.

1-09.13(4) Venue for Litigation
(December 20, 2022 APWA GSP)

Modification

Revise this section to read:

Litigation shall be brought in the Superior Court of the county in which the Contracting Agency's headquarters is located, provided that where claims are asserted against a county, RCW 36.01.050 shall control venue and jurisdiction of the Superior Court. It is mutually agreed by the parties that when litigation occurs, the Contractor shall permit the Contracting Agency to have timely access to all records deemed necessary by the Contracting Agency to assist in evaluating the claims or action.

1-10 TEMPORARY TRAFFIC CONTROL

1-10.2 Traffic Control Management

1-10.2(1) General
(October 3, 2022 WSDOT GSP)

Supplement

This Section is supplemented with the following:

The Traffic Control Supervisor shall be certified by one of the following:

The Northwest Laborers-Employers Training Trust
27055 Ohio Ave.
Kingston, WA 98348
(360) 297-3035
<https://www.nwlett.edu>

Evergreen Safety Council
401 Pontius Ave. N.
Seattle, WA 98109
1-800-521-0778
<https://www.esc.org>

The American Traffic Safety Services Association
15 Riverside Parkway, Suite 100
Fredericksburg, Virginia 22406-1022
Training Dept. Toll Free (877) 642-4637
Phone: (540) 368-1701
<https://atssa.com/training>

Integrity Safety
13912 NE 20th Ave.
Vancouver, WA 98686
(360) 574-6071
<https://www.integritysafety.com>

US Safety Alliance
(904) 705-5660
<https://www.ussafetyalliance.com>

K&D Services Inc.
2719 Rockefeller Ave.
Everett, WA 98201
(800) 343-4049
<https://www.kndservices.net>

DIVISION 8 – MISCELLANEOUS CONSTRUCTION

DIVISION 8: To be used in its entirety and to include the following changes.

8-02 ROADSIDE RESTORATION

8-02.2 Materials (March 2023, COA GSP)

Supplement

This section is supplemented with the following:

Compost

All compost material, including compost used as a portion of other materials, shall meet the following requirements:

Compost material shall be:

1. produced locally within Skagit County;
2. produced by a supplier that is certified by a nationally recognized organization (e.g., the U.S. Composting Council);
3. produced by a facility permitted by the local health jurisdiction; and
4. derived from municipal solid waste compost programs while meeting quality standards adopted by the Department of Transportation or adopted by rule by the Department of Ecology.



2026 Water Pipeline Replacements **Jura Lane 26-067-WTR-001**





City Council Agenda Bill

February 17, 2026

Action Type: Motion

Item: 5.d.

Title: Special Event: Pride Parade

Staff Contact(s): Stephanie Snyder

Approved for Submittal to Council by:

Stephanie Snyder

John Coleman

Summary: Anacortes Pride organization annual parade.

Budget Impact:

0

Previous Action: Approved, 2025.

Recommended Motion: Approve

Alternative Actions: Disapprove or modify

Attachments (listed in order presented):

1. Pride Parade CC Packet 2.27.2026
2. Pride Parade 2026. Traffic Plan



Special Event Application Processing

Administrator adds this event to the City Council agenda, creates the agenda bill, downloads the reviewed application and any attachments using the link in the email, and uploads those attachments in CivicClerk to go into the City Council packet.

View Anacortes Municipal Code Chapter 7.04, Special Events

Application

Application Date *

1/14/2026

Event Name *

Anacortes Pride Parade & Event

Event Type

- ☐ Street Fair / Festival
- ☐ Athletic Event
- ☒ Parade
- ☐ Rally / Demonstration
- ☐ Filming
- ☐ Other identified in AMC 7.04.010

Applicant/Organization Name *

Anacortes Pride

Mailing Address *

PO Box 2021, Anacortes, WA. 98221

Event Contact Person *

Mason Cole

Event Contact Email *

mcole@anacortespride.org

Event Contact Phone *

360-420-9392

Event Website

anacortespride.org

Estimated Number of Participants/Attendees *

1000

Event Description *

Anacortes Pride was founded in the summer of 2021 when a group of like-minded folks got together on Facebook and decided to enter a pride float in the Anacortes 4th of July parade. Over 100 community members participated and, while the reception wasn't 100% positive, much of the city welcomed the new Pride group with cheers and support. Over the following months, Anacortes Pride began to hold its own events and formed a board and an official non-profit entity. Anacortes Pride seeks to involve local businesses, other community organizations, and local government in celebrating and advocating for the LGBTQIA+ community. We are working to make Anacortes Pride an integral and always-visible part of our beautiful community. Anacortes Pride welcomes all members of the LGBTQIA+ community and our allies. Our Mission is to celebrate and bring together the LGBTQIA+ community in Anacortes, bringing awareness to the need for diversity and inclusion in all forms, in support of liberation for all.

Will food vendors participate in this event? *

All Food Vendors must be inspected by the Fire Marshall on site prior to the start of the event.

☒ Yes ☐ No

Date Event Starts *

6/21/2026

Time Event Starts *

11:00:00 AM

Date Event Ends *

6/21/2026

Time Event Ends *

3:00:00 PM

Does the event require a street closure? *

☒ Yes
☐ No

Date Street Closure Starts *

Include requested closures before and after the event hours if required for set up and tear down.

6/21/2026

Time Street Closure Starts *

10:00:00 AM

Date Street Closure Ends *

6/21/2026

Time Street Closure Ends *

12:00:00 PM

Event Location *

List end points of each street that will be closed (e.g. 6th Street from O Ave to Q Ave). Also include location and dimensions of any structures that will be erected and locations of the event that will not be on city street right of way.

Parade groups waiting in line going north on O Ave between 7th and 3rd St.

Parade groups waiting in line going east on 3rd St between O Ave and Commercial.

Parade route begins going south on Commercial between 3rd St and 9th St. Active Procession turns east on 9th St and 2 certified flaggers will stop north and sound traffic to cross the parade, in sections if necessary, to allow the safe crossing of parade participants and viewers to cross Q Ave at 9th. At east side of Q parade procession continues east on 9th, turns north at R Ave. The event will commence at the Arts Depot Building and courtyard.

Parking Location

List any public parking areas that the event requests to use for dedicated event parking, including handicapped parking.

N/A

Event Map (optional)

Upload one or more maps of the event

[Pride Parade 2026. Traffic Plan...](#) 1.01MB

Indemnification Agreement *

Upload scan of SIGNED indemnification agreement

[Anacortes Pride 2026 indemnifi...](#) 182.62KB

Download the Indemnification Agreement [here](#).

Signage

Street closure signs will be provided by the City of Anacortes. Applicants must contact City staff one week prior to the event to arrange sign delivery. Event sponsor personnel are responsible for placing street closure signs, which may not be posted more than 72 hours prior to the approved closure, must be removed immediately following the event, and must be returned to city staff the first business day following the event.

Insurance

The applicant is required to provide public liability insurance subject to the provisions of AMC 7.04.100 unless the applicant can demonstrate that the event meets an exemption in that section. Applicants will be notified following application approval of insurance requirements for the specific event.

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I state that I am over the age of 18, that I agree to assume responsibility for the above-described event and to abide by all conditions stipulated by the approval of the application. *

☒ Yes

Signature



Admin Review

Council Meeting Date *

Target date for presentation to City Council; no later than 30 days prior to event

2/17/2026

Staff Review Deadline *

Staff review/approval required no later than 7 days prior to City Council meeting to allow packet preparation

2/10/2026

Administrator comments and conditions of approval

A new map has been created for this event to cross Q Ave. This permit is conditional on having 2 certified flaggers addressing north and south bound traffic to safely move this procession and viewers across Q Ave and providing insurance policy to the city no later than 30 days prior to the event. (May 21)

Insurance Certificate

Insurance certificate may be required by staff or as a condition of Council approval

Departmental Review

Building Department will provide the following services for this event:

Building Department concerns, objections, or conditions of approval *

None

Fire Department will provide the following services for this event:

Fire Department concerns, objections, or conditions of approval *

None

Legal Department concerns, objections, or conditions of approval *

Please ensure they have the required insurance and an approved traffic control plan.

Parks Department will provide the following services for this event:

Parks Department concerns, objections, or conditions of approval *

None

Police Department will provide the following services for this event:

downtown patrol emphasis

Police Department concerns, objections, or conditions of approval *

None

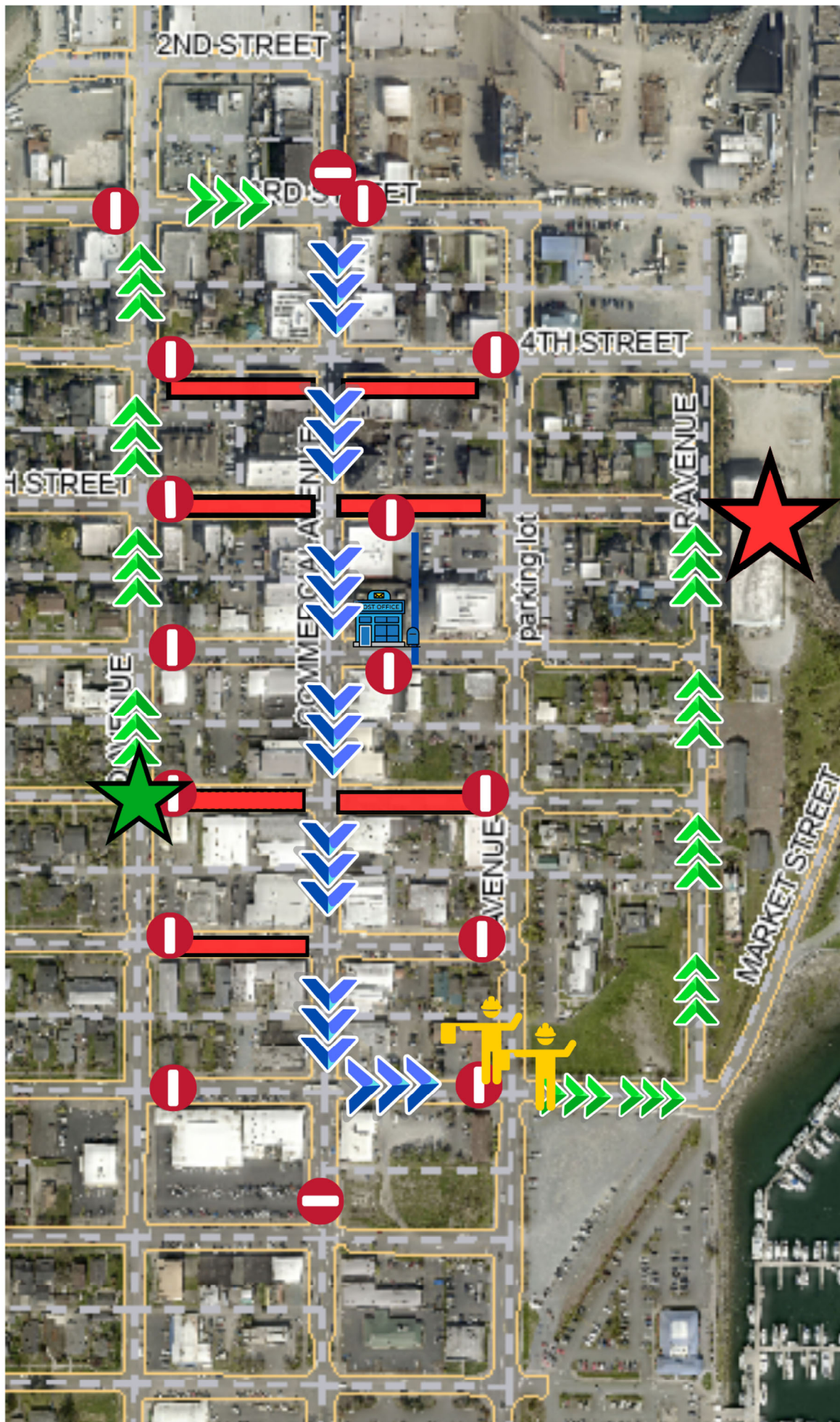
Public Works Department will provide the following services for this event:

Public Works Department concerns, objections, or conditions of approval *

None

Departmental attachments

Upload any staff memos, guidelines, or requirements that will be in effect for this event.



Emergency AFD
Lanes remain clear
at all times
NO TENTS
NO TABLES

Road Closure
Barricades

USPS Ingress/Egress
remain clear

Certified Flaggers

Start Point

Procession Setup
or disbanding

Active procession

Post Parade
Destination



City Council Agenda Bill

February 17, 2026

Action Type: Motion

Item: 5.e.

Title: Special Event: Earth Day Celebration — Luminary Light Parade and Procession of the Species Parade

Staff Contact(s): Stephanie Snyder

Approved for Submittal to Council by:

Stephanie Snyder
John Coleman

Summary: Friday night street closure, April 24th, for Luminary Light Parade: 7-9pm; Saturday day street closure, April 25th, for Procession of the Species parade, 20+ local businesses participation, sidewalk sales, and a fashion show. 2pm-7pm

Budget Impact:

Lodging Tax funding in the amount of \$2000

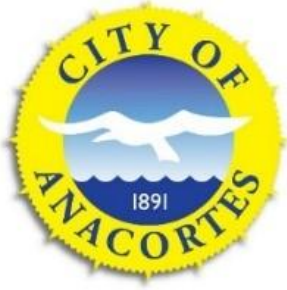
Previous Action: Approved in 2025

Recommended Motion: Approve

Alternative Actions: Disapprove or Modify

Attachments (listed in order presented):

1. Earth Day Special Event Application
2. Earth Day Map 2026



Special Event Application Processing

Administrator adds this event to the City Council agenda, creates the agenda bill, downloads the reviewed application and any attachments using the link in the email, and uploads those attachments in CivicClerk to go into the City Council packet.

View Anacortes Municipal Code Chapter 7.04, Special Events

Application

Application Date *

1/22/2026

Event Name *

Earth Day celebration - Luminary Light Parade-
Procession of the Species

Event Type

- ☒ Street Fair / Festival
☐ Athletic Event
☒ Parade
☐ Rally / Demonstration
☐ Filming
☐ Other identified in AMC 7.04.010

Applicant/Organization Name *

Anacortes Procession of the Species, for Anacortes
Earthday

Mailing Address *

P.O.Box 1241 Anacortes, Wa 98221

Event Contact Person *

J. Andrew Stewart

Event Contact Email *

yawlsailing@gmail.com

Event Contact Phone *

360-941-0425

Event Website

anacortesearthday.com

Estimated Number of Participants/Attendees *

250 participants; 300 attendees in bad weather 1500
in good weather each attendees

Event Description *

Anacortes Earth Day is a joyful community celebration of our natural environment, from the forest to the sea. Folks come downtown to enjoy art, music, and street activities as we renew our commitment to protect the web of life. Many attendees are also participants – making their own costume or luminary or showcasing work they do in the environment.

The event will span two different activities. I am submitting these in this one form.

On Friday evening (4/24/2026) after sunset (8:15pm) the Luminary Light Parade will dazzle onlookers as over 100 colorful, glowing sculptures of animals, flowers, and celestial bodies, take to the street, winding a path up and down Commercial from 4th to 8th avenue. The luminaries will line up at 7pm in the Majestic, Majestic Parking Lot, and on Commercial in front of the Majestic.

The Friday street closure should last from 7 pm to 9pm.

Saturday afternoon (4/25/2026), we will host the Procession of the Species and Environmental Street Fair. From 4-6pm 20+ local businesses and environmental organizations hosting activity booths. Examples from previous years: Friends of the ACFL set up a Forest Discovery Corner. The City of Anacortes captivated kids with microscopic images of sewage bugs. The AHS Key and Green Clubs led crafts and facepainting for kids. We expect these booths to be concentrated on Commercial from 4th to 6th and on 5th street for the half block on each side of Commercial (leaving open the Post Office exit).

At 4PM on Saturday, local vintage and thrift shops will collaborate on a 'End Fast Fashion' Show in the middle of commercial just in front of the Platt building (south of 4th). At 4:45PM, the Procession of the Species will snake its way up and down the street in handmade costumes honoring the flora and fauna of the Pacific Northwest including: octopus, stellar jay, eelgrass, seals, bumble bees, mushrooms, salmon, kelp, jellyfish, and hummingbird. The route will span from 4th to 8th and include the two half blocks of 5th that are closed off. After the Procession ends, the participants and attendees may celebrate by dancing in shelter of the creative hub, details pending.

The Saturday street closure should last from 2pm-7pm on the half block of 5th in front of the Creative Hub, and from 3-7pm on Commercial from 4th. The longer closure on 5th allows Environmental organizations to do a more elaborate setup time to get their exhibits moved in and out.

In previous years, the city was able to help by putting the signs out well before the event and then had volunteers manage the street during the events. We would very much appreciate any and all support again.

Will food vendors participate in this event? *

All Food Vendors must be inspected by the Fire Marshall on site prior to the start of the event.

☐ Yes ☒ No

Date Event Starts *

4/24/2026

Time Event Starts *

8:00:00 PM

Date Event Ends *

4/25/2026

Time Event Ends *

7:00:00 PM

Does the event require a street closure? *☒ Yes☐ No**Date Street Closure Starts ***

Include requested closures before and after the event hours if required for set up and tear down.

4/24/2026

Time Street Closure Starts *

7:00:00 PM

Date Street Closure Ends *

4/25/2026

Time Street Closure Ends *

7:00:00 PM

Event Location *

List end points of each street that will be closed (e.g. 6th Street from O Ave to Q Ave). Also include location and dimensions of any structures that will be erected and locations of the event that will not be on city street right of way.

Downtown Anacortes - Commercial Avenue from 4th to 8th (not including those 2 intersections)

Same as last year. To be clear, there are two separate street closures for this event so that normal traffic continue on Saturday am and early pm

Parking Location

List any public parking areas that the event requests to use for dedicated event parking, including handicapped parking.

No reserved parking areas needed

Event Map (optional)

Upload one or more maps of the event

[Anacortes ED map.jpg](#)

132.88KB

Indemnification Agreement *

Upload scan of SIGNED indemnification agreement

[indemnification form Updated 3...](#) 195.25KB

Download the Indemnification Agreement [here](#).

Signage

Street closure signs will be provided by the City of Anacortes. Applicants must contact City staff one week prior to the event to arrange sign delivery. Event sponsor personnel are responsible for placing street closure signs, which may not be posted more than 72 hours prior to the approved closure, must be removed immediately following the event, and must be returned to city staff the first business day following the event.

Insurance

The applicant is required to provide public liability insurance subject to the provisions of AMC 7.04.100 unless the applicant can demonstrate that the event meets an exemption in that section. Applicants will be notified following application approval of insurance requirements for the specific event.

Electronic Signature Agreement

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I state that I am over the age of 18, that I agree to assume responsibility for the above-described event and to abide by all conditions stipulated by the approval of the application. *

☒ Yes

Signature

J. Andrew Stewart

Admin Review

Council Meeting Date *

Target date for presentation to City Council; no later than 30 days prior to event

2/17/2026

Staff Review Deadline *

Staff review/approval required no later than 7 days prior to City Council meeting to allow packet preparation

2/10/2026

Administrator comments and conditions of approval

Friday Street Closure from 7-9pm (Luminary Light Parade)
Saturday Street Closure from 2-7pm (Local Business Fashion Show, Procession of the Species Parade)
Insurance Policy to be provided no later than 30 days prior to the event. (March 23rd)

Streets* Need Digital Signage at Spur One Week in Advance, (April 16) Digital Signage at Commercial added Thursday prior. (April 23) One Insurance policy for organizer for both activities over weekend under one organizer. Full equipment checkout needed.

Insurance Certificate

Insurance certificate may be required by staff or as a condition of Council approval

Departmental Review

Building Department will provide the following services for this event:

Building Department concerns, objections, or conditions of approval *

None

Fire Department will provide the following services for this event:

Fire Department concerns, objections, or conditions of approval *

None

Legal Department concerns, objections, or conditions of approval *

Please ensure applicant has provided required insurance 30 days prior to the event and proper traffic control plans.

Parks Department will provide the following services for this event:

Parks Department concerns, objections, or conditions of approval *

None

Police Department will provide the following services for this event:

regular police patrols

Police Department concerns, objections, or conditions of approval *

None

Public Works Department will provide the following services for this event:

Public Works Department concerns, objections, or conditions of approval *

None

Departmental attachments

Upload any staff memos, guidelines, or requirements that will be in effect for this event.





City Council Agenda Bill

February 17, 2026

Action Type: Contract Modification

Item: 6.a.

Title: Contract Modification: Anchor QEA Master Services Agreement #21-024-LEG-001

Staff Contact(s): Jonn Lunsford

Approved for Submittal to Council by:

Tiffany Matson

Jonn Lunsford

Summary: City staff seeks Council consent to issue a contract modification to Anchor QEA, LLC in the amount of \$566,653.00, increasing the total contract price to \$2,892,276.00, to include Task Order #7 for the "A Avenue Landfill Site MTCA Support".

Background:

1. Reason for Contract Change: This modification adds Task Order #7 to allow Anchor QEA, LLC to work on behalf of the City with the Department of Ecology (DOE) to respond to DOE comments received on the Draft RI Work Plan, including additional sampling requirements and analysis as part of the remedial investigation (RI) activities.

2. History: The Department of Ecology rescinded a No Further Action letter regarding the A Avenue Landfill site on January 22, 2020, opening the landfill site up for further evaluation and potential action. The City engaged Anchor QEA to advise the City and perform investigation and consultation with the Department of Ecology on site actions. The City entered into an Agreed Order (AO) with Ecology in February 2025 to conduct an RI and prepare a Draft RI Report that describes the nature and extent of potential contamination associated with the Site and assess if there are any environmental or human health risks that warrant further evaluation through an focused feasibility study (FFS). If required, the FFS would evaluate potential remedial alternatives and identify a preferred cleanup action.

On behalf of the City, Anchor QEA submitted the Draft RI Work Plan and associated Sampling and Quality Assurance Project Plan (SQAPP) to Ecology on May 8, 2025. On September 26, 2025, the City received Ecology comments on the Draft RI Work Plan

requiring additional sampling and analysis as part of the RI. The revised Draft RI Work Plan will be submitted to Ecology by December 30, 2025. In accordance with the AO, RI sampling must be performed after Ecology approval of the RI Work Plan.

3. Key Terms:

- Work will be performed on a time and materials basis not-to-exceed \$2,892,276.00.

4. Competitive Bidding: This work is considered a personal service and therefore not subject to any competitive bidding requirements.

Budget Impact:

Consultant	Anchor QEA, LLC
Original Agreement Amount	\$458,400.00
Modification 01	\$114,408.00
Modification 02	\$25,600.00
Modification 03	\$162,200.00
Modification 04	\$1,483,425.00
Modification 05	\$46,900.00
Modification 06	\$0
Modification 07	\$34,690.00
Current Agreement Amount	\$2,325,623.00
Change Per this Modification	\$566,653.00
Total After Modification	\$2,892,276.00
Funding Source	fund balance/reserve
BARS #	450.780.537.10.41
Paid on Contract as of 2/2/2026	\$2,068,810.64
Budget Amendment Required?	No
Start Date	Inception
End Date	06/30/2027

Previous Action: Council approved Contract [21-024-LEG-001](#) at the [January 25, 2021](#) meeting, approved [Modification 01](#) at the [September 7, 2021](#) meeting, approved [Modification 02](#) at the [December 13, 2021](#) meeting, approved [Modification 03](#) at the [April 11, 2022](#) meeting, approved [Modification 04](#) at the [November 7, 2022](#) meeting, [Modification 05](#) was approved at the [July 22, 2024](#) meeting, cost-neutral [Modification 06](#) was executed on May 15, 2025, and [Modification 07](#) was approved at the [October 20, 2025](#) meeting.

Recommended Motion: I move that City Council authorize the Mayor to sign a modification to contract 21-024-LEG-001 with Anchor QEA, LLC in the amount of \$566,653.00, increasing the total contract price to \$2,892,276.00.

Alternative Actions: Not approve the contract modification.

Attachments (listed in order presented):

1. 21-024-LEG-001 - Modification 08
2. A Avenue Landfill_Slides for Council_021326



Date February 2, 2026
Page 1 of 1 Page

Contract Title **MASTER SERVICES AGREEMENT**
Consultant **ANCHOR QEA, LLC**

BACKGROUND

This modification provides for an increase in the Scope of Work to include Task Order #7, "A Avenue Landfill Site MTCA Support" in order to respond to comments received by the City from the Department of Ecology on the Draft RI Work Plan, including additional sampling requirements and analysis as part of the remedial investigation (RI) activities. The total contract price is increased from \$2,325,623.00 by \$566,653.00 to \$2,892,276.00 and the following changes are incorporated under this contract:

ARTICLE 3.J. ATTACHMENTS AND SCHEDULES

The paragraph is hereby deleted and replaced with the following:

"The following attachments and schedules are hereby made a part of this AGREEMENT:

Attachment 1: Authorized Scope of Services, Budget, and Billing Rates – Task Order #1

Attachment 2: Authorized Scope of Services, Budget, and Billing Rates – Change Order to Task Order #2, dated November 16, 2021.

Attachment 3: Authorized Scope of Services, Budget, and Billing Rates - Task Order #3

Attachment 4: Authorized Scope of Services, Budget, and Billing Rates - Task Order #4

Attachment 5: Authorized Scope of Services, Budget, and Billing Rates - Task Order #5

Attachment 6: Change Order to Task Order #1, dated April 29, 2024

Attachment 7: Authorized Scope of Services, Budget, and Billing Rates - Task Order #6

Attachment 8: Authorized Scope of Services, Budget, and Billing Rates - Task Order #7"

All other terms of the contract remain unchanged.

CITY OF ANACORTES

ANCHOR QEA, LLC

By _____

By _____

Title _____

Title _____

Date _____

Date _____

Original Agreement Amount	<u>\$458,400.00</u>	Original Contract Completion Date	<u>03/31/2022</u>
Current Agreement Amount	<u>\$2,325,623.00</u>	Current Contract Completion Date	<u>12/31/2026</u>
Change Per this Modification	<u>\$566,653.00</u>	Net Change	<u>0 Days</u>
Total After Modification	<u>\$2,892,276.00</u>	Contract Completion Date After Change	<u>06/30/2027</u>

Task Order #7 Scope of Work

December 17, 2025

A Avenue Landfill Site MTCA Support

City of Anacortes, Washington

Project Understanding

Anchor QEA, Inc, is pleased to provide this Scope of Work to support the City of Anacortes (City) with support for remedial investigation (RI) activities that are required by the Washington State Department of Ecology (Ecology) at the A Avenue Landfill Site (Site). The Site, located at the intersection of A Avenue and 37th Street in Anacortes, Washington, is a former municipal solid waste landfill that was operated by the City from approximately the 1960s to 2006.

Following a Site Hazard Assessment in 2009, Ecology issued a No Further Action (NFA) determination for the Site. Since that time, the landfill has been monitored by Skagit County Public Health Department (SCPHD) under a 10-year closure plan. In a letter dated January 22, 2020, Ecology notified the City that, following identification of contamination at the site, the 2009 NFA determination had been rescinded and additional site investigation was required.

The City entered into an Agreed Order (AO) with Ecology in February 2025 to conduct and RI and prepare a Draft RI Report that describes the nature and extent of potential contamination associated with the Site and assess if there are any environmental or human health risks that warrant further evaluation through an focused feasibility study (FFS). If required, the FFS would evaluate potential remedial alternatives and identify a preferred cleanup action.

On behalf of the City, Anchor QEA submitted the Draft RI Work Plan and associated Sampling and Quality Assurance Project Plan (SQAPP) to Ecology on May 8, 2025. On September 26, 2025, the City received Ecology comments on the Draft RI Work Plan requiring additional sampling and analysis as part of the RI. The revised Draft RI Work Plan will be submitted to Ecology by December 30, 2025. In accordance with the AO, RI sampling must be performed after Ecology approval of the RI Work Plan.

Scope of Services and Deliverables

These Scope of Work includes the following tasks:

- Task 1 – Project Management and Meetings
- Task 2 – Remedial Investigation
- Task 3 – RI Report
- Task 4 – On Call Support

Task 1: Project Management and Meetings

This task addresses communication and meetings necessary to coordinate the project team and to discuss the project with Ecology and the City. This task includes effort for monthly check-in meetings with the City to support the project through June 2027 and effort to prepare six quarters of quarterly progress reports for Ecology as required by the AO. This task will include routine project schedule updates, budget tracking and reporting, monthly project team meetings, coordination with the City, preparation for and attendance of meetings with Ecology, and distribution of deliverables. This task also includes effort to support the City with two years of annual financial reporting requirements (i.e., associated with the City's environmental liabilities) under Governmental Accounting Standards Board Statement No. 49 (GASB49).

Deliverables

- Project schedule
- Meeting materials (e.g., PowerPoint presentations, agendas)
- Quarterly Progress Reports (one client review copy and one Ecology submittal for six quarters of reporting)
- Year-end 2025 GASB49 reporting materials
- Year-end 2026 GASB49 reporting materials

Assumptions

- Up to eighteen (18) 1-hour meetings (teleconferences) will be held with the City to discuss project progress.
- Up to three (3) 1-hour meetings (teleconferences) will be held with Ecology.

Task 2: Remedial Investigation

This task includes effort to implement the Ecology approved RI Work Plan. As described in the RI Work Plan, the following RI activities will be completed:

- Mapping the extent of the surficial debris field and seasonal wetlands in the vicinity of the landfill
- Installation of groundwater monitoring wells and collection of groundwater and seep data to characterize groundwater quality and flow conditions at the site
- Collection of surface and subsurface soil data in areas adjacent to the landfill and former concrete drying beds
- Collection of surface and subsurface soil within the landfill cap
- Collection of wetland soil and surface water data
- Analytical testing of soil, groundwater, seep, and surface water samples

These RI subtasks are further described below.

Field Preparation and Subcontractor Coordination

Field preparation and subcontractor coordination will occur prior to implementation of RI field activities. Work under this subtask will include procurement of sampling equipment, coordination with the City and subcontractors (e.g., scheduling work, verifying access, etc.), and laboratory coordination (e.g., obtaining sample containers and verifying testing requirements).

Wetland & Debris Field Delineation and Surficial Soil and Surface Water Sampling

Anchor QEA staff will conduct a site survey to map the visible extent of the surficial debris field and note any adverse conditions. Field staff will also map and record field observations on the presence and extent of seeps and seasonal wetlands in the vicinity of the landfill for subsequent sampling. During the initial mobilization, Anchor QEA will mark all soil sampling locations and notify Washington 811 Call Before You Dig to initiate the public utility locate.

Additionally, Anchor QEA staff will conduct shallow surficial soil sampling at a total of 24 locations via hand auger. Four locations will be located along the perimeter of the former concrete drying beds, three will be located within the surficial debris field, five will be located on the perimeter of the surficial debris field, eight will be located within the landfill cap, and four will be located in adjacent wetlands. Surficial soil samples will be collected to 2 feet below ground surface (bgs). Samples will be submitted to Analytical Resources, LLC (ARL) for analytical testing in accordance with the RI Work Plan. Samples not initially analyzed will be archived.

Wetland surface water samples will be collected from up to two locations via hand grabs from wetlands present across the Site. Samples will be submitted to ARL for analytical testing in accordance with the RI Work Plan.

Monitoring Well Installation and Development

Four permanent groundwater monitoring wells will be installed by a state-licensed, resource protection well driller via direct push drilling technology. Following installation, all four monitoring wells will be developed in accordance with the RI Work Plan and all casing and monument elevations will be surveyed by a licensed surveyor.

Subsurface soil samples will be collected from the four well locations to a target depth of 15 to 20 feet bgs. Soil samples will be submitted to ARL for analytical testing in accordance with the RI Work Plan. Samples not initially analyzed will be archived.

The driller will submit the required Washington Start Cards (Notice of Intent Forms) and fees for all new wells and provide 55-gallon drums for containerizing investigation derived waste (IDW; excess

soil and purged groundwater). All IDW drums will be staged on site pending the results of waste profiling, then disposed off-site at a permitted facility.

Groundwater Monitoring & Seep Sampling

Groundwater samples will be collected at all RI wells during four quarterly sampling events (e.g., two wet season and two dry season). Groundwater seeps will be sampled from the base of the northwest and northeast slopes of the former landfill to characterize groundwater seep quality. Groundwater seep samples will be collected during the initial groundwater monitoring event. Groundwater and seep samples will be submitted to ARL and Enthalpy for analytical testing in accordance with the RI Work Plan.

Validation and Data Management

This subtask includes development of the project database, screening of RI sample results to applicable thresholds, interim data review and selection of archived samples for testing, and data validation and submittal of all RI data Ecology's Environmental Information Management (EIM) database in accordance with the RI Work Plan. In addition, this task includes effort to coordinate with the analytical laboratories regarding preliminary sample results and archived sample testing. Upon receipt of all validation packages, final data will be reviewed, incorporated into the project database, and uploaded into Ecology's EIM database. The project database will be used for data screening, statistics and to support development of the Draft RI Report.

Deliverables

- Field forms and photographs
- Laboratory and data validation reports
- Site survey documentation
- Waste profile(s) for investigation-derived waste (IDW)
- Ecology EIM database submittal (all final, validated RI data)

Assumptions

- The scope of RI sampling is based on sample locations, quantities and methods in the revised Draft RI Work Plan (December 2025). If Ecology requires additional sampling and/or analysis in the Final RI Work Plan, that effort will be included in a scope amendment.
- No permitting support is included in this scope of work.
- The City will provide access to the Site to support RI tasks.
- A public utility local (one-call) will be performed prior to any subsurface work.
- Surficial soil sampling and debris field delineation will be performed by two Anchor QEA field staff over five days.
- Wetland delineation will be performed concurrent with the first two days of surficial soil sampling by two Anchor QEA staff.

- Groundwater well installation and subsurface soil sampling will be performed by two Anchor QEA staff over two days. Well development will be performed by one Anchor QEA staff over two days.
- Groundwater sampling (all four events) will be performed by two Anchor QEA staff over two days per event. Seep sampling will be performed during the first event.
- Up to 49 soil samples (27 primary samples, 22 archived samples and 6 QA/QC samples) will be analyzed for total solids (TS), total organic carbon (TOC), metals, polycyclic aromatic hydrocarbons (PAHs), polychlorinated biphenyls (PCBs), volatile organic compounds (VOCs), and total petroleum hydrocarbons (TPH, e.g., diesel, oil and gasoline range organics). This includes analysis of semi volatile organic compounds (SVOCs) and dioxin/furans (D/F) for 25% of soil samples.
- All remaining soil samples will be archived frozen at the laboratory.
- Analytical and data validation costs for soils assume 35% of all archived samples will be analyzed based on initial RI sample results.
- Up to 18 groundwater samples (16 primary samples and 2 QA/QC samples) and 2 seep samples will be analyzed for total suspended solids, TOC, dissolved organic carbon, total and dissolved metals, PAHs, PCBs, VOCs, and TPH (diesel, oil and gasoline range organics), and nutrients (e.g., ammonia, chloride, nitrate, nitrite, and sulfate). Groundwater samples from the first two quarters of monitoring (8 samples) will additionally be analyzed for per- and polyfluoroalkyl substances (PFAS), SVOCs, and D/Fs.
- Laboratory costs assume a standard 15-day turnaround time, a data package for validation, matrix QC chemistry for batches exceeding nine samples, an electronic deliverable, and that all QA/QC samples and required sample dilutions are charged at standard sample rates.
- All sample data (except for IDW results) will undergo Stage 2B data validation by Laboratory Data Consultants (a third-party validator) in accordance with the RI Work Plan.
- IDW will be placed in 55-gallon drums staged on site. After waste characterization data from two composite samples are received, Anchor QEA will support waste profiling and offsite disposal.

Task 3: RI Report

This task includes preparation and submittal of a draft and final RI report in accordance with the AO. The RI Report will present the site background, results of RI sampling activities, the nature and extent of contamination, an updated conceptual site model, proposed cleanup standards for each media, a terrestrial ecological evaluation, conclusions and recommendations. Effort for this task includes development of a Draft RI Report for City and Ecology review and one round of revision to address Ecology comments and finalize the report.

Deliverables

- Draft RI Report (City and Ecology Review drafts)
- Response to Comments Matrix (City and Ecology review drafts)
- Final RI Report (City and Ecology Review drafts)

Task 4: On-Call Support

This task includes up to 20 hours to assist the City with additional directed tasks, as needed, to support the project. These may include support with development of cleanup grant application materials (e.g., Ecology Remedial Action Grants).

Estimated Costs

Anchor QEA proposes to perform this work on a time-and-materials, not-to-exceed basis, unless prior written authorization is obtained from the City. Table 1 reflects the anticipated costs to complete the scope of work described in this Work Order. All work will be billed using Anchor QEA's 2026 rates (Attachment A). Anchor QEA will reevaluate the scope and budget as the project and planned activities progress. This Scope of Work is subject to the terms of the Master Services Agreement between the City and Anchor QEA.

Table 1
Project Budget

Task	Description	Estimated Hours	Estimated Labor Costs	Estimated Subcontractor Costs	Expenses	Total Estimated Budget
1	Project Management and Meetings	154	\$41,880	--	--	\$41,880
2	Remedial Investigation	803	\$162,100	\$237,514	\$10,389	\$410,003
3	RI Report	458	\$107,650	--	\$320	\$107,970
4	On-Call Support	20	\$6,800	--	--	\$6,800
Total		1,435	\$318,430	\$237,514	\$10,709	\$566,653

ACCEPTED BY:

Julia Fitts, LG
Principal
Anchor QEA, Inc

Date

Ryan Walters
Mayor
City of Anacortes

Date

Attachment A

2026 Billing Rates

Anchor QEA

2026 BILLING RATES

Professional Level Hourly Rates

Principal CM ¹ /Engineer/LA ² /Planner/Scientist.....	\$340
Senior Managing Analyst/CM/Engineer/LA/Planner/Scientist	\$310
Managing Analyst/CM/Engineer/LA/Planner/Scientist	\$285
Senior Analyst/CM/Engineer/LA/Planner/Project Manager/Scientist.....	\$260
Staff 3 Analyst/CM/Engineer/LA/Planner/Scientist.....	\$225
Staff 2 Analyst/CM/Engineer/LA/Planner/Scientist.....	\$200
Staff 1 Analyst/CM/Engineer/LA/Planner/Scientist.....	\$170
Senior CAD ³ Designer.....	\$180
CAD Designer.....	\$150
Senior Field Technician	\$155
Technician	\$140
Senior Technical Editor.....	\$175
Technical Editor.....	\$150
Senior Project Coordinator.....	\$165
Project Coordinator	\$140

Special Hourly Rates

National expert consultant.....	\$565
All work by a testifying expert.....	1.5 times professional level rate
Expert Advisor.....	\$435

EXPENSE BILLING RATES

Expense Rates

Computer Modeling (per hour)	\$25
Graphic Plots (varies with plot size)	\$3–\$6/sf
Mileage (per mile).....	Current Federal Standard
SharePoint Project Portal (per month): up to 25GB \$50 26–50GB \$100 51–100GB \$200 101+ GB \$2/GB	

FEE ON LABOR AND EXPENSE CHARGES

Subcontracts/subconsultants	10%
Travel and other direct costs	10%
Field equipment and supplies	10%

¹ CM: Construction Manager

² LA: Landscape Architect

³ CAD: Computer Aided Design

A Avenue Landfill

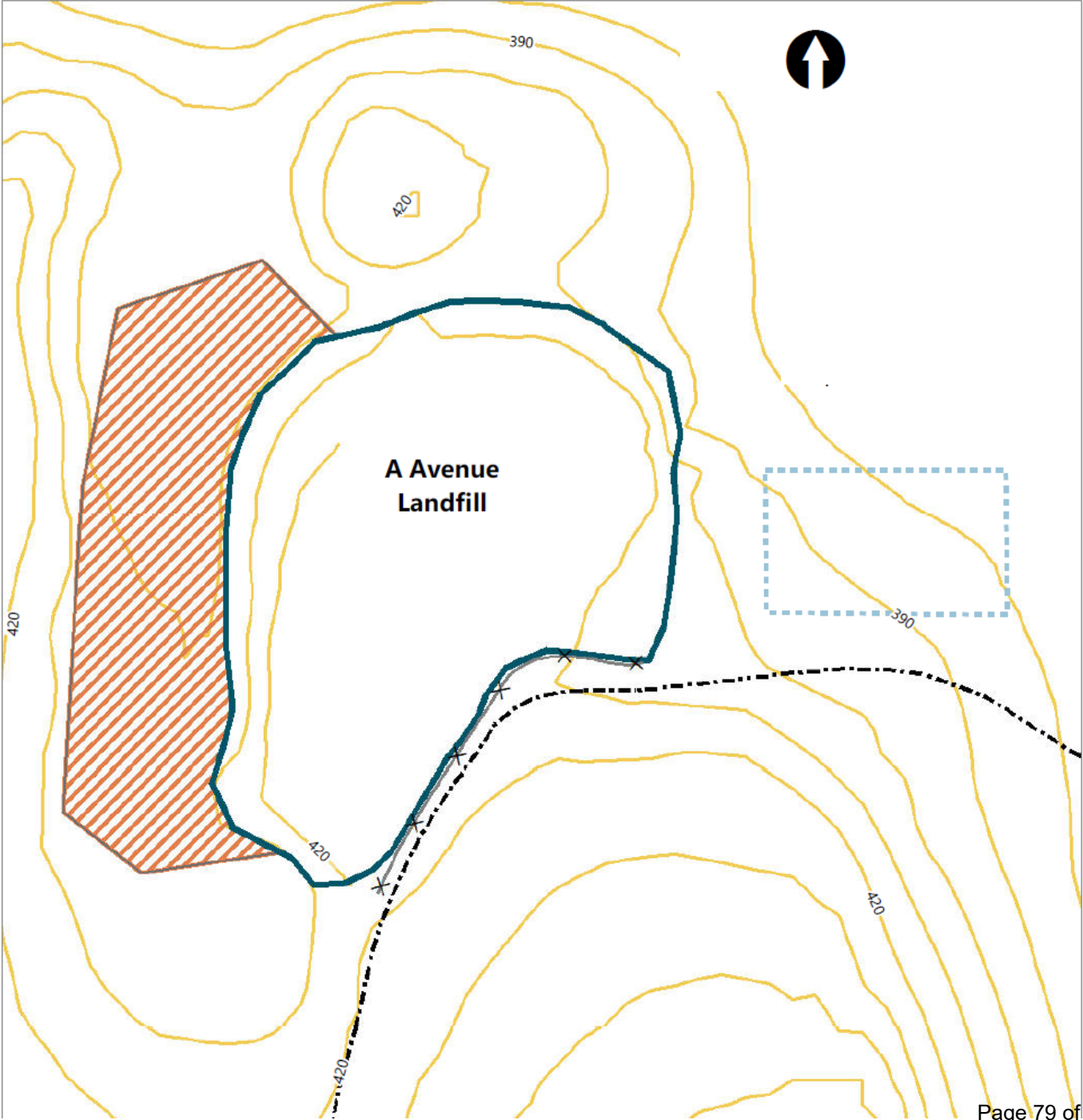


- The City is under an Agreed Order with Ecology to perform a Remedial Investigation (RI)
- The RI Work Plan is being finalized with Ecology
- RI sampling will begin this year
- Results will be presented in a Draft RI Report

Site Features

LEGEND:

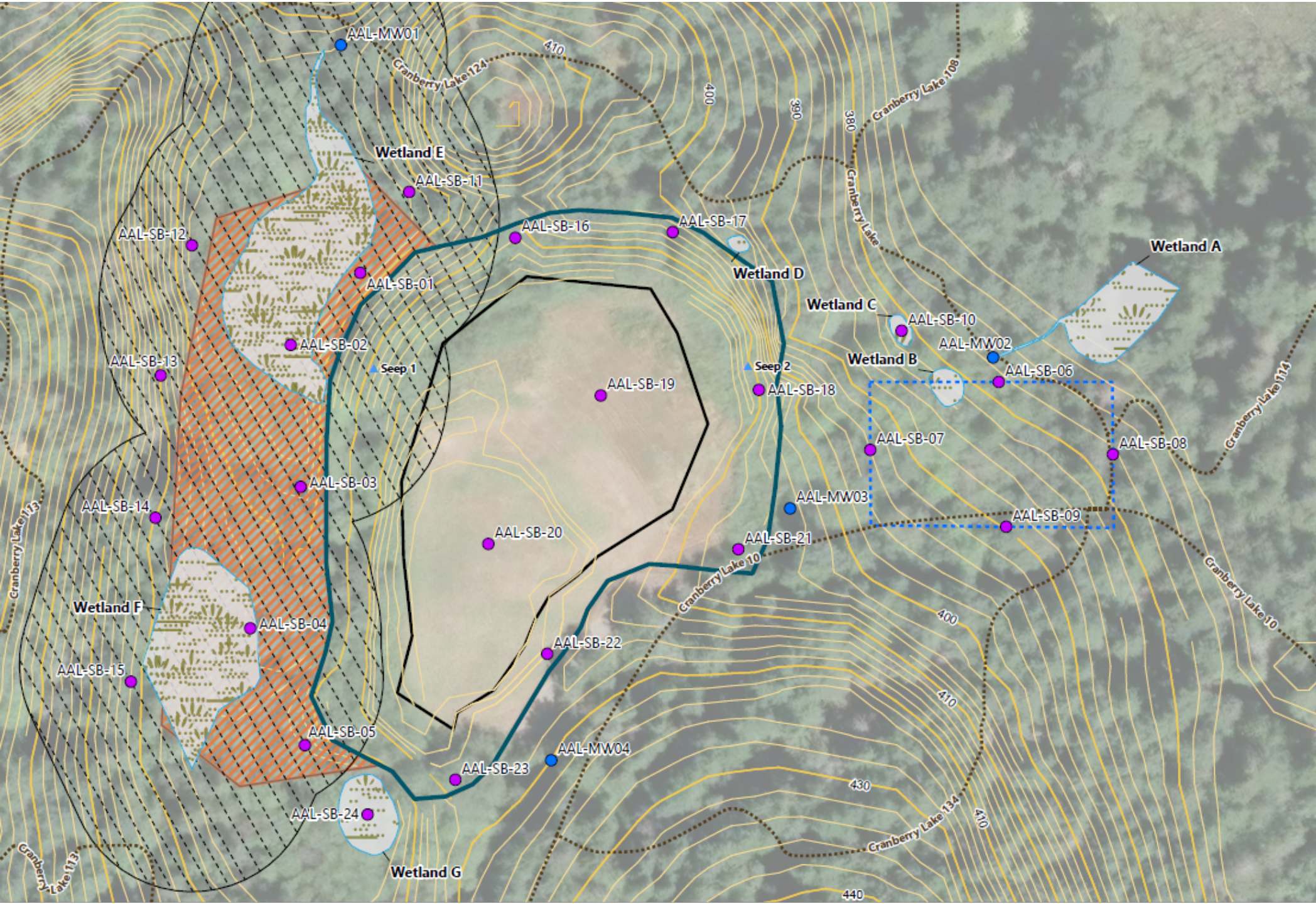
-  Approximate Limit of Landfill
-  Approximate Extent of Concrete Drying Beds
-  Approximate Limit of Surface Debris
-  10' Contour
-  Road
-  Fence



RI Sampling Activities

- Soil Sampling
 - Landfill perimeter
 - Landfill cap
 - Wetland areas and debris field
 - Adjacent to former drying beds
- Groundwater Sampling
 - Upgradient and downgradient wells
 - 4 quarters of seasonal monitoring (1 year)
- Seep Sampling
 - One-time sampling
- Debris field delineation





LEGEND:

- Approximate Limit of Landfill
- Approximate Top of Slope
- Wetland
- Approximate Limit of Surface Debris
- Washington Trails (2017)
- Wetland E/F Buffer
- 10' Contour
- 2' Contour
- Approximate Extent of Concrete Drying Beds
- Seep Sample Location (2003, 2010, 2020)

Proposed Sampling Location

Sample Type

- Proposed Discrete Soil Sampling Location
- Proposed Groundwater Well Location

NOTES:

- Aerial Imagery courtesy of ESRI, County of Skagit 2024
- Horizontal Datum: NAD83 WA State Plane North
- Approximate wetland boundaries from GeoEngineers, 2019





City Council Agenda Bill

February 17, 2026

Action Type: Motion

Item: 6.b.

Title: Ward 1 City Council Applicant Interviews and Appointment

Staff Contact(s): Kendall Moyle

Approved for Submittal to Council by:

Greg Francioch
Kendall Moyle
Ryan Walters

Summary: Effective January 1, 2026, Councilmember Ryan Walters resigned from the Ward 1 City Council seat to assume the office of mayor. Under RCW 42.12.070 and RCW 35A.12.050, the City Council has 90 days to fill the vacancy by appointment of a qualified Ward 1 resident. The City advertised the vacancy and accepted applications through noon on February 3, 2026. Ten eligible applicants submitted public applications. At the February 9, 2026 meeting, applicants provided three-minute statements in open session. Council reviewed the applications, selected 5 candidates for further review at the February 17, 2026 meeting, and adopted a protocol for the interviews as follows:

Each candidate will be asked to provide a 5-minute statement that makes the case for their appointment and responds to the following questions from City Council:

- As a new councilmember, how would you approach the next 60 days?
- What would you like to accomplish as a city councilmember in the two years remaining in this term?
- How would you build support for that among council, staff, and the community, including people with significantly different perspectives from your own?
- What are the most significant budgetary challenges that the city is facing?
- How would you address those challenges?
- What is one specific action you would advocate for within your first year--realistically within the City's authority--to generate measurable new revenue?
- Excluding the financial position of the city, what do you see as the most pressing challenge facing Anacortes over the next 3–5 years?

- What was your favorite job, and why?

Following the statements from all five candidates, councilmembers will be allowed to ask follow-up questions of the candidates at the discretion of the mayor.

At any appropriate point, a councilmember may move to go into an executive session pursuant to RCW 42.30.110(1)(h) "To evaluate the qualifications of a candidate for appointment to elective office."

When Council concludes its discussion, our recommendation is that the Council select the winning candidate by ranked choice vote. With five candidates and six councilmembers, there is a significant potential that traditional voting methods will not yield a candidate supported by a majority of the council. With a ranked choice vote, each councilmember will be asked to rank each candidate from their 1st to 5th choice. If a candidate is selected as the first-choice candidate by more than 50% of voters, they win. If not, the last-place candidate is eliminated and that candidate's second preferences are reapportioned to others and so on until a candidate clears the threshold of 50 percent of the vote plus one. As councilmembers announce their votes in open session, the clerk will type the votes into a ranked-choice tool to calculate the result.

The selected applicant will be sworn in at the February 23, 2026 meeting. The appointee will serve until the Ward 1 seat is filled by election in fall 2027.

Public comment on applicants will not be taken during council meetings; however, written public comment may be submitted in advance. Council may modify this process at any time.

Selected Applicants (Alphabetized by last name)

1. Suzana Clements
2. John Gasser
3. Sarah Henry
4. Marcia Hunt
5. Courtney Orrock

Budget Impact:

N/A

Previous Action:

Recommended Motion:

Alternative Actions:

Attachments (listed in order presented):

1. 2026-02-17 Council Vacancy Selection
2. City Council Application Clements, Suzana
3. Letter of Support for Suzana Clements - City Council Ward 1 - Tom Burfield
4. Ward 1 City Council Position - Suzana Clements - Steve Burman & Juliana Rocha
5. Letter of reference for Suzana Clements - Patty Johnson
6. Letter of Support for Suzana Clements - Ashley McCaughan
7. Suzana Clements Letter of Support - Nicole Nelson
8. City Council Application Gasser, John
9. Letter of Recommendation for John Gasser - Doug Baynham
10. Letter of recommendation for John Gasser - Steven Johnson
11. City Council Application Henry, Sarah
12. City Council Letter of Support - Sarah Henry - Matthew Trunnell
13. City Council Application Hunt, Marcia
14. Ward 1 City Council Position Endorsement - Marcia Hunt - Jim Eberhardt
15. Public Comment Submission - Marcia Hunt Endorsement - IAFF Local 1537
16. Appointment to Ward 1 City Council Seat — Support for Marcia Hunt - Carrie King
17. Council Ward 1 endorsement - Marcia Hunt - Cynthia Richardson
18. Letter of support for Ward 1 for City Council Seat - Marcia Hunt - Hal and Susan Rooks
19. Endorsement of candidate for city council - Marcia Hunt - John E Ed West
20. City Council Appointment Endorsement - Marcia Hunt - Mary Ellen West
21. City Council Application Orrock, Courtney
22. Endorsement for Courtney Orrock - Ute Collins
23. Ward 1 Candidate Recommendation - Courtney Orrock - Steve Wilhoit
24. 2026-02-09 Ward 1 City Council Applicant Statements and Council Deliberation
25. Ward 1 City Council - Round 1 Voting Ballots

Filling the Ward 1 City Council Vacancy

Kendall Moyle, HR & Labor Relations Director

February 17, 2026





Background

- Vacancy created January 1, 2026
- Council has 90 days to fill the vacancy.
- City advertised the vacancy and accepted applications through February 3, 2026.
- February 9, 2026 meeting: Applicants gave 3-minute statements in open session. Council reviewed applications, selected 5 candidates for further review, and adopted an interview protocol.



Interview Protocol

Each candidate provides a 5-minute statement making the case for their appointment and responding to questions from the City Council:

1. As a new councilmember, how would you approach the next 60 days?
2. What would you like to accomplish as a city councilmember in the two years remaining in this term?
3. How would you build support for that among council, staff, and the community, including people with significantly different perspectives from your own?
4. What are the most significant budgetary challenges that the city is facing?
5. How would you address those challenges?
6. What is one specific action you would advocate for within your first year--realistically within the City's authority--to generate measurable new revenue?
7. Excluding the financial position of the city, what do you see as the most pressing challenge facing Anacortes over the next 3–5 years?
8. What was your favorite job, and why?



Follow-Up

- Council may ask follow-up questions at the discretion of the mayor
- Council may enter executive session under RCW 42.30.110(1)(h) to evaluate qualifications.
- No public comment during meetings. Written comments accepted in advance. Council may modify process at any time.



Selected Candidates

- Suzana Clements
- John Gasser
- Sarah Henry
- Marcia Hunt
- Courtney Orrock



Decision

- Staff recommends Council choose the successful candidate via Ranked Choice Vote.
- Each councilmember ranks candidates 1st to 5th choice.
- If no majority, the last-place candidate is eliminated and votes redistributed from eliminated candidate until a candidate reaches a majority.



Next Steps

- February 23, 2026: Selected applicant sworn in.
- Appointee serves until fall 2027 election.



Suzana Clements

Candidate Statement



John Gasser

Candidate Statement



Sarah Henry

Candidate Statement



Marcia Hunt

Candidate Statement



Courtney Orrock

Candidate Statement



Anacortes City Council Application

Thank you for your interest in serving on the Anacortes City Council! This application is for a temporary appointment for the Ward 1 position that will last until the next council election in fall 2027. Please note that all responses provided on this form and uploaded attachments are public records. Applications are due not later than February 3, 2026, at 12pm.

Applicant Information

First Name *

Suzana

Last Name *

Clements

Address *

614 H Avenue

City, State ZIP *

Anacortes, WA 98221

Phone Number *

3607708488

Alternative Phone Number

Email *

suzana.clements@gmail.com

Are you a registered voter in the City of Anacortes? *

☒ Yes

☐ No

Have you been a resident of the City of Anacortes for at least one year immediately preceding this application? *

☒ Yes

☐ No

View City Council wards on an [interactive GIS map](#) or on a [static pdf map](#).

Are you a resident of Ward 1? *

☒ Yes

☐ No

Upload Cover Letter *

Please attach a pdf cover letter. Maximum file size 10 MB.

Clements COA CV.pdf

29.1KB

Upload Resume *

Please attach a pdf of your resume. Maximum file size 10 MB.

Clements 2025.pdf

167.95KB

Acknowledgements

My signature affirms that all information contained herein is true to the best of my knowledge, and I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration.

Signature *

Suzana Clements

Date *

2/3/2026

SUZANA CLEMENTS

Anacortes, Washington 98221 • suzana.clements@gmail.com • 360.770.8488 • [LinkedIn profile](#)

PROGRAM & CATEGORY MANAGEMENT LEADER | PRODUCT & MERCHANDISING STRATEGY

PROFESSIONAL SUMMARY

Senior program and product leader with 20+ years of experience driving revenue growth, managing high-impact product launches, optimizing assortments, and leading strategic vendor partnerships. Strong track record in both retail and consumer electronics sectors. Known for customer obsession, improving operational efficiency, scaling processes, and delivering customer-centric solutions across global markets.

PROFESSIONAL EXPERIENCE

Amazon | Seattle, WA

August 2019 - Present

Sr. Program Manager, Marketing Operations, Devices

- Led strategic **planning and execution of +100 global multi-channel marketing campaigns** and product launches
- **Developed comprehensive project plans, utilizing AI**, detailing creative approaches, stakeholder alignment, timelines, key milestones, resources, and budget management to ensure successful campaign delivery.
- Analyzed marketing operations data and KPIs to identify areas for process improvement and recommend actionable strategies, resulting in a **19% faster delivery of projects**.

Sr. Product Manager, Devices

- **Drove \$15M+ in revenue** across multiple Ring and Blink device families through strategic merchandising, promotions, and forecasting.
- Planned and executed 27+ new product launches, including messaging, demand planning, and inventory allocation.
- Led pricing strategy, **reducing pricing errors from \$12M to \$0** through cross-functional governance and centralized SOP development.
- **Achieved 31% YoY revenue growth** and improved device profitability by 249bps through targeted demand strategies.

Category Manager, Lighting

- **Managed a \$450M category** across top national brands and owned brands.
- **Negotiated \$5.2M in vendor funding** and cost improvements to support category profitability.
- Partnered with Alexa team to launch and market smart lighting bundles, driving attach rate increases and new customer acquisition.

Nordstrom | Seattle, WA

May 2005 – August 2019

Buyer, Multiple Categories

- Managed seasonal and core assortment strategies, buying decisions, and vendor relationships for multiple apparel categories.
- Built & managed +\$60M financial plans, open-to-buy strategies to optimize sales and margin.
- Drove category performance through replenishment, merchandising adjustments, and market trend analysis.
- Negotiated product terms, exclusives, markdown support, and vendor agreements to maximize profitability.

EDUCATION

Skagit Valley College

Associate of Arts

Mt. Vernon, WA

May 2003

CORE COMPETENCIES

Product & Program Management • Category Strategy • Buying & Merchandising • Inventory & Allocation Planning • Vendor Negotiations • Cross-Functional Leadership • GTM Strategy • New Product Launches • Financial & Performance Analysis • Global Expansion • Forecasting & Demand Planning • Process Improvement

Suzana Clements
Anacortes, Washington 98221
suzana.clements@gmail.com
360.770.8488
February 3, 2026

Anacortes City Council
City Hall
904 6th Street
Anacortes, WA 98221

Dear Members of the Anacortes City Council,

I am excited to submit my application for the Ward 1 position on the Anacortes City Council. As a long-time Anacortes resident and senior program and product leader with over 20 years of experience driving strategic growth, managing complex projects, and leading cross-functional teams, I am eager to bring my skills and passion for community-focused leadership to serve our city.

In addition to my professional background, I have actively contributed to our community over the past three years by serving as Secretary on the Executive Board of the Anacortes Youth Football League. In this role, I have conducted public meetings for current and prospective members, organized fundraising events, and collaborated with local businesses to increase community engagement. Moreover, I have taken responsibility for establishing and maintaining league bylaws along with various operational duties to ensure smooth and effective league management. This experience has deepened my commitment to transparency, collaborative leadership, and supporting initiatives that enrich the lives of Anacortes residents.

Throughout my career, including my current role as Senior Program Manager at Amazon, I have demonstrated a strong commitment to customer obsession, operational efficiency, and delivering customer-centric solutions. These skills are directly transferable to local government, where strategic planning, stakeholder engagement, and data-driven decision-making are essential to meeting the needs of our community effectively.

Having built and managed multimillion-dollar budgets, negotiated with vendors, and led large-scale initiatives across global markets, I understand the importance of fiscal responsibility and transparent governance. I am committed to applying this experience to help ensure Anacortes continues to grow sustainably and that the voices of Ward 1 residents are actively heard in city decisions.

My dedication to continuous improvement and collaboration aligns well with the goals of the council, especially in supporting local infrastructure, promoting economic vitality, and enhancing community services that improve the quality of life for all residents.

I would be honored to contribute my leadership experience and community perspective to the Anacortes City Council. Thank you for considering my application. I look forward to the opportunity to discuss how I can support the future of Ward 1 and the broader Anacortes community.

Sincerely,
Suzana Clements

Letter of Support for Suzana Clements - City Council Ward 1

From Tom Burfield <tomburf@hotmail.com>

Date Mon 2/16/2026 4:06 PM

To CityClerk <cityclerk@anacorteswa.gov>

 1 attachment (128 KB)

Letter of Support (Suzana Clements).pdf;

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Good Evening,

Please find my letter of support for Suzana Clements attached. If you have any question I can be reached at the number below.

Warm Regards,

Tom Burfield
360-632-3347

FEBRUARY 16, 2026

To whom it may concern;

I am writing in support of Suzana Clements to fill the seat on the City Counsel representing Ward 1.

I first met Suzana at both of our children's sporting events approximately four years ago. Immediately, I found her engaged and determined to support our community by any means possible. Most recently, I had the pleasure of coaching the Anacortes Youth Football League Midget Black team where Suzana resided on the League Board. As you may be aware, this was a challenging year for Anacortes Youth Football and the board had substantial pressure to lead improvements in the League's culture. Suzana took this responsibility head on and implemented an approach that focused on positive community engagement and inter and intra team camaraderie. She lifted our community up with these efforts and became recognized as the thoughtful, driven leader she is across the surrounding counties. Her motivation, work ethic, commitment to our community, quality of work and ultimately the spirit and heart required to fulfill this position will make her an outstanding member of the Anacortes City Council.

Sincerely,


360-632-3347
TOM BURFIELD



Ward 1 City Council Position

From Steve Burman <burman.pascal@gmail.com>

Date Sun 2/15/2026 11:44 AM

To CityClerk <cityclerk@anacorteswa.gov>

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To the Anacortes City Council,

We are writing to express our strong support for appointing Suzana Clements to fill the Ward 1 City Council position vacated by Ryan Walters.

My wife and I had the privilege of working closely with Suzana through Anacortes Youth Football, where she served as a board member of the Anacortes Youth Football League. During that time, we saw firsthand the leadership, organization, and dedication she brings to our community.

Suzana was instrumental in our team's success and in the overall stability of the league. She consistently demonstrated exceptional organizational skills and a strong ability to manage complex situations. Whether addressing operational challenges, working through concerns with parents, or helping guide league decisions, she approached every issue thoughtfully, fairly, and with a calm, solutions-focused mindset.

Equally important, Suzana has a natural ability to connect with young people. She is patient, encouraging, and genuinely invested in creating a positive experience for the kids. Her leadership helped foster an environment built on teamwork, respect, and community pride.

Beyond her role in youth football, Suzana is a dedicated supporter of the Anacortes community. She gives her time generously, communicates effectively with a wide range of community members, and consistently puts the needs of others first. She listens carefully, works collaboratively, and follows through, all qualities essential for effective public service.

Based on our experience working with her, we are confident that Suzana Clements would bring professionalism, sound judgment, and a strong community-centered perspective to the Anacortes City Council. She has the temperament, integrity, and commitment to serve Ward 1 and the broader Anacortes community exceptionally well.

We strongly encourage the Council to support her appointment.

Sincerely,

Steve Burman

Juliana Rocha

1509 Harborview Ct.
Anacortes, WA 98221

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<https://www.pascaldental.com/>



Outlook

Letter of reference for Suzana Clements

From Maggie Thompson <tmaggie645@gmail.com>

Date Fri 2/13/2026 2:25 PM

To CityClerk <cityclerk@anacorteswa.gov>

 1 attachment (17 KB)

suzana clements.docx;

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Thank you for your email. I am away from my computer so having it sent from another one. Hope it reaches you correctly.

Patty Johnson

Letter of Recommendation for Suzana Clements

It is my pleasure to write a letter of recommendation for Suzana Clements, who is applying for the open seat on the Anacortes City Council.

I have known Suzana and her family since they moved back to Anacortes a few years ago, returning to the town where she was raised. I have taught both of Suzana's sons in their classrooms where I am a substitute teacher, at Fidalgo Elementary. She is a parent who is actively involved and does not hesitate to contribute to any school or classroom activity where help is needed. Suzana is creative and fun to work with. She has served in many roles in the schools and in the Anacortes community. She was Chair of the Fidalgo Parent Teachers Association. She has served as the Youth Football League Board Secretary and has recently coached youth basketball through Anacortes Parks and Recreation.

In each of the roles where I have observed Suzana, I have found her to be organized, efficient, and highly professional in her work and in her communication with others. Her career experiences, since I have known her, have included positions in management at Nordstrom and, currently, with Amazon, as a Project Manager, in addition to her endless hours of volunteer work.

Suzana has enjoyed being involved in local activities in the Anacortes community. I truly feel that she would contribute greatly to the City Council where she will represent her constituents and work to make Anacortes an even greater place to live and work. I know you will find her to be a good listener, a problem solver, and one who will bring energy and creative solutions to issues facing the Council and our City. I hope that you will seriously consider her application. Please do not hesitate to call if you have additional questions about this outstanding candidate (360-961-8906).

Sincerely,

Patty Johnson

Letter of Support for Suzana Clements

From Ashley McCaughan <ashleyamccaughan@gmail.com>

Date Sun 2/15/2026 3:12 PM

To CityClerk <cityclerk@anacorteswa.gov>

 1 attachment (37 KB)

Suzana_Clements_Letter_of_Support.docx;

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Dear Council Members,

Please find attached my letter of support for Suzana Clements' council appointment consideration.

Thank you for your time and service to our community.

Sincerely,

Ashley McCaughan

ashleyamccaughan@gmail.com

360-820-4974

Sent from my iPhone

February 15, 2026

Anacortes City Council

City of Anacortes

Anacortes, Washington

Re: Letter of Support for Suzana Clements

To the Honorable Members of the Anacortes City Council,

I am writing to offer my wholehearted support for Suzana Clements as she seeks appointment to the council.

I have had the privilege of working alongside Suzana for the past five years through our shared volunteer leadership with the Anacortes Youth Football League, and I have consistently been impressed by the depth of her commitment to our community. During this time, she has also coached my children, and I have seen firsthand the care, patience, and encouragement she brings to every interaction.

Suzana approaches every responsibility with genuine compassion, thoughtful attention to detail, and a tireless willingness to step in wherever help is needed. She does not simply participate — she advocates. She listens carefully, considers multiple perspectives, and works diligently to ensure people feel heard, supported, and valued.

She has a remarkable ability to balance empathy with efficiency. Suzana is organized, reliable, and solution-oriented, often putting in long hours behind the scenes to make sure programs run smoothly and that families feel supported. Her positive, approachable personality makes her someone others naturally trust and turn to for guidance.

Most importantly, Suzana is motivated by a sincere desire to see our community thrive. She invests her time and energy because she cares deeply about the well-being of the people around her and consistently demonstrates integrity, fairness, and sound judgment in her decisions.

I am confident she would serve the council with dedication and professionalism, and I believe our community would greatly benefit from her leadership and perspective.

Sincerely,

Ashley McCaughan

ashleyamccaughan@gmail.com

360-820-4974

Suzana Clements Letter Of Support

From nicole nelson <mnrnelson@hotmail.com>

Date Fri 2/13/2026 6:31 PM

To CityClerk <cityclerk@anacorteswa.gov>

 1 attachment (413 KB)

Suzana Clements Letter Of Support - Feb 13 2026 - 6-02 PM.pdf;

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links,
opening attachments, or replying. *****

Attached please find a letter of support for the appointment of Suzana Clements to represent Ward 1
on the Anacortes City Council.

Thank you,
Nicole Nelson

To the Honorable Members of the Anacortes City Council,

I write to formally recommend Suzana Clements for appointment to represent Ward 1 on the Anacortes City Council.

I have known Suzana for more than five years and have had ample opportunity to observe her character, judgment, and commitment to this community. As an attorney practicing in Island County and a long-standing resident of Anacortes, I hold public service and civic responsibility in high regard. In my experience, effective governance requires integrity, sound judgment, respect for process, and a willingness to engage thoughtfully with differing perspectives. Suzana consistently demonstrates these qualities.

Suzana was raised in Anacortes and has maintained deep and continuous ties to this community. Her decision to raise her family here reflects not only personal pride, but also a sustained investment in the city's long-term wellbeing. She possesses an informed understanding of the community's history, values, and evolving needs – an understanding that is essential when weighing policy decisions that affect residents across generations.

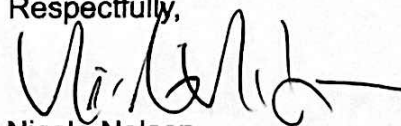
Her record of service reflects both leadership and accountability. As Board Secretary for the Anacortes Youth Football League, she has assumed responsibilities requiring organization and transparency. Her work as a basketball coach with ARPD and as a PTA Chair at Fidalgo Elementary further demonstrates her ability to collaborate constructively, manage competing interests, and support institutional objectives. These roles demand patience, clear communication, and principled decision-making – skills directly transferable to council service.

Professionally, Suzana's 15-year tenure with Nordstrom and six years with Amazon indicate consistency, reliability, and the capacity to operate within structured and performance-driven environments. Such experience cultivates discipline, adherence to standards, and the ability to evaluate issues methodically – attributes that are critical in municipal governance.

Equally important, Suzana approaches disagreement with civility and deliberation. She listens carefully, considers multiple viewpoints, and is prepared to articulate and defend her position when necessary. She is fair-minded, ethically grounded, and not reluctant to stand firm when principle requires it.

Based on my personal knowledge of her character and demonstrated commitment to this community, I am confident she would discharge the duties of a City Councilmember with diligence, impartiality, and sound judgment. I respectfully urge the Council to give her application full and favorable consideration.

Respectfully,

A handwritten signature in black ink, appearing to read 'Nicole Nelson', with a long horizontal flourish extending to the right.

Nicole Nelson



Anacortes City Council Application

Thank you for your interest in serving on the Anacortes City Council! This application is for a temporary appointment for the Ward 1 position that will last until the next council election in fall 2027. Please note that all responses provided on this form and uploaded attachments are public records. Applications are due not later than February 3, 2026, at 12pm.

Applicant Information

First Name *

John

Last Name *

Gasser

Address *

503 4th St

City, State ZIP *

Anacortes, WA 98221

Phone Number *

2069208206

Alternative Phone Number

Email *

john.gasser62@gmail.com

Are you a registered voter in the City of Anacortes? *

- ☒ Yes
☐ No

Have you been a resident of the City of Anacortes for at least one year immediately preceding this application? *

- ☒ Yes
☐ No

View City Council wards on an [interactive GIS map](#) or on a [static pdf map](#).

Are you a resident of Ward 1? *

- ☒ Yes
☐ No

Upload Cover Letter *

Please attach a pdf cover letter. Maximum file size 10 MB.

John Gasser Applicant Cover Letter 2-3-26.pdf 408.96KB

Upload Resume *

Please attach a pdf of your resume. Maximum file size 10 MB.

John Gasser Resume 2-3-26.pdf 255.9KB

Acknowledgements

My signature affirms that all information contained herein is true to the best of my knowledge, and I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration.

Signature *

Date *

2/3/2026

John Gasser

2/3/2026

RE: Ward 1 Anacortes Council Member Vacancy Applicant Cover Letter

To: Mayor Walters, Council Members and City of Anacortes,

This cover letter is a notice of my interest in serving the community by applying for the open Ward 1 Council Member position.

My name is John Gasser and I am fortunate enough to say I live in Anacortes. I have had the good fortune to have lived in the northwest for most of my life and I can say that our community is very emblematic of a closeknit, caring, socially vibrant entity to say the least.

My wife, Mary Migeon, and I have two adult children. After earning their degrees, they have moved on in search of their careers and future communities. My hope is that Anacortes will be a place they, and others of their generation, will return to settle.

Our world is changing and our community is feeling the pressure of that change. Our city leadership is stepping up to the challenge and our community is present to provide support. That is why I am applying for the council vacancy - to do my part and pay back what the community has afforded me.

The city resources that my wife and I support, enjoyed, or have needed: City Parks, Community Forest, Museum, Library, Public Safety, Port facilities, and Public Works. It is my desire to promote affordable housing and commercial growth that will present opportunities for our children and others to work and live in our community.

As a Council Member, I believe my business life experience will provide value to the Mayor, the City Council, the Anacortes City entities, as well as its citizens, in our effort to achieve the goals that are addressed in the Anacortes Comprehensive Plan.

Sincerely,

John Gasser

JOHN GASSER

503 4th St Anacortes, WA e-mail john.gasser62@gmail.com 206-920-8206

SUMMARY

An accomplished professional with over 30 years of sales, business development, and management experience. A proven leader and top performer with strong skills in all aspects of business with an excellent ability to develop relationships and to manage business at the executive level.

PROFESSIONAL EXPERIENCE

Solutions-II

Seattle, WA

A Denver based technology solution provider. Core competencies are managed services, IT security, business continuance, virtualization and data lifecycle management. The Solutions II services to support the aforementioned is critical to the success of my business.

Regional Sales Manager: June 2008 – January 2017

- ◆ Sales and sales development in Washington, Utah, Nevada, Colorado and Texas.
- ◆ Tasked with expanding the customer base as well as business development and formulating sales methodologies for the region. I follow Customer Centric Selling and as a selling and management tool.
- ◆ Sales success in the following industries: healthcare, commercial fishing, SLED, federal government, medium and large business both private and public.

Accomplishments: Healthcare and banking security solutions sales – SEIU 775, Inland NW Health service, Washington Trust Bank. Government infrastructure platform sales – 911 call centers nationwide. Storage managed service – Getty images. President's club member 5 out of the 9 years.

Mountain Desert Builders

Park City, UT

A custom home builder based in Park City.

Operations Manager: August 2005- May 2008

- ◆ Managed operations for a custom home builder in Park City, Utah.
- ◆ Developed multimillion dollar projects, managed personnel and processes through the entire building cycle.
- ◆ Responsibilities include customer satisfaction, sales processes, budgets, project management, qualify and manage sub contractors, educate, manage and maintain client relations through the building process.
- ◆ Create and maintain relationships with government agencies and manage code requirements.
- ◆ Managed accounting practices and relationships.

Accomplishment: Successfully managed several challenging multimillion dollar projects for our clients in the Park City area.

JOHN GASSER

503 4th St Anacortes, WA e-mail john.gasser62@gmail.com 206-920-8206

Legato Systems October 2000- June 2003

Bellevue, WA

Palo Alto based Information Lifecycle Management Software Company focused on deploying data management solutions.

Director of Sales, Western United States

- ◆ Sales and business development in WA, OR, AK, ID, WY, CO, ND, SD, NB, KS, NM, MT and UT
- ◆ Utilized strong communication and presentation skills to create and deliver customized solutions based on the client's business requirements, market conditions, and technology trends
- ◆ Emphasis on creating partnerships with Fortune 500 clients (Nike, Safeco, Microsoft, Level 3, WAMU, Lockheed Martin, Boeing, Nordstrom, etc) Solution selling approach targeted toward CIO, CEO and VP levels
- ◆ Successfully managed software purchase negotiations (pricing, pilot programs, support, maintenance).
- ◆ Pursued Enterprise level direct sales, channel sales and marketing in the 13-state territory.
- ◆ Created Legato's first User's Groups in the company's history. User's groups were in Seattle and Portland.
- ◆ Accountable for ensuring client satisfaction and long-term account planning and budgeting.
- ◆ Provided sales tracking, projected revenue, sales methodology, business and sales plans for every major account in the 13-state territory and presented the information to the Legato executives quarterly.

Accomplishments: Assumed responsibility of a failing territory and created a financially successful territory.

Re-engaged existing customers and created new customers resulting in a 2.3-million-dollar sale to a new client, Microsoft MSN in the 4th quarter of 2000. Another major success was an enterprise wide storage and recovery sale to Expeditors. This trend continued throughout my tenure at Legato. Member of Legato's Presidents Club

Attachmate Corporation – September 1997 to September 2000

Bellevue, WA

Based in Bellevue, Washington Attachmate offers a full range of enterprise-strength solutions that provide secure access to valuable legacy information residing in applications and databases on IBM® mainframes, AS/400®, UNIX®/VMS™, Tandem, and Unisys® systems.

Senior Account Representative

- ◆ New sales and marketing of software solutions to enterprise customers in the Pacific Northwest.
- ◆ Managed software purchase negotiations (pricing, pilot programs, support, maintenance).
- ◆ 1999 quota of 1.3 million. Exceeded 1999 quota by 27%. Y2K 6-month sales 140% of quota.
- ◆ Organized and managed channels sales efforts in AK, ID, WA, and OR.

Accomplishment: Sold new software solutions at Safeco, Washington State, Nordstrom and PSE. Member of Attachmate's Presidents club.

Sales Achievement

- ◆ As a respected Sales Representative I exceeded sales expectations. My experience selling at the highest levels of business has produced lucrative profits for both the companies that I have worked for and myself. My relationship with sales partners and clients spans the United States and Canada. My ability to close business and manage relationships will provide immediate revenue and lasting relationships for the company that I partner with. Sold software solutions to large enterprises such as Safeco, Boeing, Nordstrom, PSE, Washington, Oregon and Idaho State Governments, Providence, Swedish and Group Health Hospitals.

EDUCATION

Boise State University

Earth Sciences-1977 to 1980

• Major: Geology

Boise, ID

• Minor: Criminal Justice

Fwd: John Gasser

From John Gasser <john.gasser62@gmail.com>

Date Tue 2/10/2026 9:57 AM

To CityClerk <cityclerk@cityofanacortes.org>

Hello Steve,

I attended the city council meeting last night and was fortunate enough to be selected to move on to the next round of the ward 1 position. As instructed, I am forwarding one of my letters of recommendation to you in this email. Please confirm receipt and let me know if this is the correct procedure.

Thank you,
John Gasser

----- Forwarded message -----

From: **Doug Baynham** <baynham.doug@gmail.com>

Date: Wed, Feb 4, 2026 at 10:24 AM

Subject: Fwd: John Gasser

To: John Gasser <john.gasser62@gmail.com>

FYI

Doug Baynham
206-258-1186

----- Forwarded message -----

From: **Ryan Walters** <ryanw@anacorteswa.gov>

Date: Wed, Feb 4, 2026 at 9:46 AM

Subject: Re: John Gasser

To: Doug Baynham <baynham.doug@gmail.com>

CC: Jennifer Tottenham <jennifert@anacorteswa.gov>, City Council <citycouncil@anacorteswa.gov>

Thank you, Doug. I've copied the City Council on your message.

Ryan Walters JD, AICP
Mayor, City of Anacortes, Washington

anacorteswa.gov/mayor
360-299-1950

From: Doug Baynham <baynham.doug@gmail.com>
Sent: Wednesday, February 4, 2026 9:04 AM
To: Jennifer Tottenham <jennifert@anacorteswa.gov>; Ryan Walters <ryanw@anacorteswa.gov>
Subject: John Gasser

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

I'm writing to support John Gasser's candidacy for the Ward 1 position. We live on 4th street on the hill to Cap Sante. John has been our neighbor since 2021 and friend before that.

John, and his wife Mary, were drawn to Anacortes (via Decatur Island) from Seattle for the smaller town and tighter community experience. John quickly became a positive and popular figure in our neighborhood, greeting dogs and neighbors alike from their historically significant house.

Shortly after they moved here, in a public forum, standing in front of new neighbors, John was asked "what color are you going to paint your front door?" John's response is exactly the type of response you'll hear from him on city council: "What color would you like?"

John is inquisitive, thoughtful, humble, a storyteller, and a listener. He is a natural at methodical rational thinking and creative brainstorming. His career took him from corporate positions, to owning small coffee shops, to general contracting. 15 years ago John became a stepfather to a young daughter and son. He embraced and loved that role, and was similarly loved and embraced by his extended family.

We previously owned a marine cargo business (a barge) operated out of Skyline. John was a reliable advisor on financing, diesel power, or customer service and onboard help as a deckhand.

John draws from his broad professional, personal, and geographical experiences to arrive at thoughtful, balanced advice and recommendations. I am confident you will find him to be a collaborative, capable, and trusted partner in addressing the challenges currently facing our city.

Sincerely,

Doug Baynham
206-258-1186

John Gasser letter of recommendation form Steven Johnson

From John Gasser <john.gasser62@gmail.com>

Date Tue 2/10/2026 10:18 AM

To CityClerk <cityclerk@cityofanacortes.org>

 1 attachment (16 KB)

John Gasser Recommendation Letter.pdf;

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Steve,

This is the second letter of recommendation that was forwarded to Jennifer for the Mayor to distribute. Let me know if you cannot open the attachment.

Thank you,
John Gasser

On Wed, Feb 4, 2026 at 11:35 AM Steven H. Johnson <xdoctree@gmail.com> wrote:

Jennifer: Attached is my recommendation letter for John Gasser. I greatly appreciate your sharing it with the Mayor and our City Council Representatives.

Thank you,

Steve Johnson

February 4, 2026

To: Anacortes City Council

From: Steven Johnson
211 5th Street
Anacortes, WA 98221

Re: John Gasser

I am writing you to recommend John Gasser as the new city council representative for our ward to replace our now new mayor, Ryan Walters.

John demonstrates many qualities which would benefit our ward as well as the City at large. He is a “people person” who has the unique gift of sincerely engaging with others and making them feel heard as well as appreciated. He is also intelligent without being arrogant, and he can clearly communicate with people from a diffuse range of backgrounds as well as opinions. These are important qualities for a city council representative.

He has a business background involving software, sales, and construction. He is conscientious, diligent, and completes complex tasks. Take as an example the house on 4th Street that he and his wife, Mary, remodeled. It can give a glimpse of John’s character. This house was originally in major disrepair as well as a source of neighborhood and city angst because of its frequent police calls and “issues.” Most new owners would have made it a “tear down,” but it is a classic, nearly 100 year old home. John (and Mary) saw its potential and had the wherewithal to spend countless hours on multiple details, solve unique problems, and eventually resurrect it back into its prior glory. John did the contracting and much of the work himself, and to his credit the house has become a jewel to our neighborhood and our city. (And, amazingly his marriage survived - another testimony to his patience, ability to compromise, and character!)

I believe John would be an excellent addition to the Anacortes City Council and I highly recommend him.



Anacortes City Council Application

Thank you for your interest in serving on the Anacortes City Council! This application is for a temporary appointment for the Ward 1 position that will last until the next council election in fall 2027. Please note that all responses provided on this form and uploaded attachments are public records. Applications are due not later than February 3, 2026, at 12pm.

Applicant Information

First Name *

Sarah

Last Name *

Henry

Address *

2005 9th Street

City, State ZIP *

Anacortes, WA 98221

Phone Number *

6174015856

Alternative Phone Number

Email *

sarahkhenry@gmail.com

Are you a registered voter in the City of Anacortes? *

☒ Yes

☐ No

Have you been a resident of the City of Anacortes for at least one year immediately preceding this application? *

☒ Yes

☐ No

View City Council wards on an [interactive GIS map](#) or on a [static pdf map](#).

Are you a resident of Ward 1? *

☒ Yes

☐ No

Upload Cover Letter *

Please attach a pdf cover letter. Maximum file size 10 MB.

Cover letter_City Council_Sarah

75.78KB

Henry.pdf

Upload Resume *

Please attach a pdf of your resume. Maximum file size 10 MB.

Sarah K. Henry Resume 2026.pdf 218.1KB

Acknowledgements

My signature affirms that all information contained herein is true to the best of my knowledge, and I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration.

Signature *

Date *

1/27/2026

Cover Letter

Dear Members of the Anacortes City Council,

I am writing to express my interest in serving on the Anacortes City Council. I seek this role out of a deep commitment to the community that shaped me and a belief that lasting change happens at the local level through listening, collaboration, and thoughtful governance.

I grew up in Anacortes and, after 25 years living and working elsewhere, have intentionally returned home. That time away gave me perspective, and coming back has reinforced my sense of responsibility to contribute my skills and care to this community. It would be an honor and a privilege to represent my ward, a responsibility I would approach with humility and seriousness.

I bring more than two decades of experience leading complex organizations, managing substantial budgets, and building initiatives that require collaboration across diverse stakeholders. I have founded and led nonprofit organizations, including co-founding and serving as Executive Director and President of the Global Center for Gender Equality at Stanford University, where I raised and stewarded over 25 million dollars in grants and contracts and led large, interdisciplinary teams. Earlier in my career, I served as a Senior Advisor at the Bill and Melinda Gates Foundation and as an executive director and country director working closely with governments and community organizations. Across these roles, I have balanced vision with fiscal responsibility and ensured accountability to the people most affected by decisions.

While my work has been global in scope, the skills it has required are deeply local. I am a consensus and bridge builder, experienced in translating between perspectives and representing the ideas and concerns of others clearly and fairly. I communicate complex issues in accessible ways, break problems down to their core, and approach decision-making with care, curiosity, and analytical rigor.

I am particularly motivated to serve at a time when many people feel disconnected from local government and distrustful of public institutions. I have ideas I would like to spearhead to help bridge current communication gaps, increase transparency, and create more meaningful ways for residents to engage with their city. In a divisive political environment, I believe Anacortes has an opportunity to model what it looks like to come together as a community that listens, collaborates, and cares for every person.

I believe I can help fill this vacancy with steady leadership, practical experience, and a fresh perspective shaped by both deep roots in Anacortes and years of work beyond it. Thank you for your consideration. I would welcome the opportunity to serve and to represent my community with integrity and care.

Warmly,

Sarah K. Henry, MPH

Sarah K. Henry, MPH

<https://www.linkedin.com/in/sarah-henry-3579922/> | (617) 401-5856 | sarahkhenry@gmail.com

Accomplished entrepreneurial leader with over two decades of success in philanthropy and gender justice, specializing in organizational strategy and impactful initiatives. A visionary with a proven track record of building and scaling organizations, strategies, and programs to achieve collective impact. Co-founded the Global Center for Gender Equality at Stanford University, raising over \$25 million dollars in grants, contracts, and gifts, and building a global team and network of 65+. Known for strategic and creative thinking, adept at synthesizing complex ideas, identifying opportunities, and implementing innovative solutions. Expert in inclusive partnership building, collaborating effectively with diverse stakeholders to foster shared agendas and drive meaningful outcomes.

PROFESSIONAL EXPERIENCE

Managing Partner, Tandem

April 2024 - Present

Conceptualized, led strategy and secured a start-up grant for a new for purpose initiative that supports social justice and human rights leaders with a paid fellowship and sabbatical designed to sustain the people who sustain movements. Tandem believes we must reshape the expectations around productivity and social change, rest and movement-building, beginning with the individuals who lead us in the fight for justice.

President, Global Center for Gender Equality (GCfGE)

September 2022 – March 2024

- Envisioned and led successful spin-off of the Global Center for Gender Equality from Stanford University.
- Raised \$1.8M+ in unrestricted gifts from individual donors.
- Led 18+ staff and global consultancy bench of 50+ individuals.
- Negotiated the transfer of grants and contracts totaling approximately \$12M, ensuring seamless continuity and financial stability.

Founding Executive Director, Global Center for Gender Equality (GCfGE), Stanford University | Palo Alto, CA

June 2018 – August 2022

- Conceptualized, built, and launched the Global Center for Gender Equality at Stanford University, integrating gender data and research into actionable initiatives.
- Secured \$5M to launch the GCfGE and raised over \$25M in total grants and contracts.
- Established and managed a global network of gender equality leaders, researchers, implementers, and donors.
- Led the development of the Lancet Series on Gender Equality, Norms, and Health, securing over \$4M, assembling a prestigious Steering Committee, and serving as a content expert and author.

Senior Advisor, Gender Equality, Bill and Melinda Gates Foundation | Seattle, WA

August 2013 – December 2018

- Advised Senior Leadership on developing a foundation-wide strategy to address gender inequalities in investments, strategies, and perspectives.
- Supported the Grand Challenge "Putting Women and Girls at the Center of Development," which attracted over 1,700 applications and directed more than \$22M to over 20 grantees.
- Conceptualized the \$10M Gender Challenge Fund to integrate gender into program strategies, resulting in over 10 new investments in gender equality across the foundation.
- Provided research, analysis, and strategic support on women, girls, and gender-related issues for high-profile events and external stakeholder engagements.
- In 2015 supported the early strategic direction of Pivotal Ventures. Managed the analysis and research that narrowed down potential areas of gender equality investment that would yield the highest potential impact.

Director of Health Services, Global Partnerships | Seattle, WA

November 2011 – August 2013

Managed and oversaw projects across Haiti, Honduras, and Nicaragua, developing cost-effective models for delivering primary health services to low-income women. Provided technical assistance to microfinance institutions and cooperatives in Latin

America on context-specific health service packages and efficient delivery strategies. Ensured timely, on-budget implementation of grant-funded projects, meeting donor requirements and securing additional funding opportunities. Identified and cultivated relationships with strategic partners, fostering new programmatic opportunities.

Executive Director, World Connect | Boston, MA

January 2008 – October 2011

Led organizational streamlining from Infante Sano to World Connect, enhancing program efficiency and enabling increased direct funding allocation. Expanded operations from one to 13 countries, doubling beneficiary impact. Managed diverse, innovative programs spanning maternal and child health to women's economic empowerment. Supervised 5 employees and coordinated goal setting, strategic planning, and program delivery for interns and volunteers. Developed a high-performing Board of Directors and secured \$1.2M in funding from individual donors. Cultivated relationships with high-engagement partners and managed a grants program encompassing research, development, submission, and tracking.

Founding Country Director, World Connect | Baní, Dominican Republic

July 2006 - December 2007

Conceptualized, developed, and implemented programs aimed at reducing maternal and neonatal mortality and morbidity. Managed the organizational budget effectively. Led a team of 15 professionals, including doctors, nurses, community health workers, and leaders, while collaborating closely with stakeholders such as the Ministry of Health and hospital administrators for local health needs assessments.

EDUCATION

Columbia University, Mailman School of Public Health; New York, NY
Master of Public Health (MPH) - Reproductive, Adolescent and Child Health

University of Puget Sound; Tacoma, WA
Bachelor of Science - Occupational Therapy, Certified Occupational Therapist

BOARDS

Board Member, Alliance for Women and Girls (WFWAG), 2023-Present
Board Member, Feminist.com Foundation, 2023-December 2025
Board Member, The Bridge Project, 2022-Present

PUBLICATIONS

Sarah Henry (2022) To reimagine philanthropy, go back to its roots: the love of humanity. Alliance Magazine.
<https://www.alliancemagazine.org/blog/philanthropy-roots-intersectional-feminism-roadmap/>

Hay, K, McDougal, L, Percival, V, Henry, S, Klugman, J, Wurie, H, et al. (2019) Disrupting gender norms in health systems: making the case for change. The Lancet Vol. 393, No. 10190. Series: Gender Equality, Norms and Health.
[http://dx.doi.org/10.1016/S0140-6736\(19\)30648-8](http://dx.doi.org/10.1016/S0140-6736(19)30648-8)

Taukobong, HF, Kincaid, MM, Levy, JK, Bloom, SS, Platt, JL, Henry, SK & Darmstadt, GL. (2016) Does addressing gender inequalities and empowering women and girls improve health and development programme outcomes? Health Policy Plan, 2016 Dec;31(10):1492-1514. Epub 2016 Jul 1, PubMed.gov <https://pubmed.ncbi.nlm.nih.gov/27371549/>

Henry, S., Sandler, J., Passerini, L. & Darmstadt, G. (2015) Taking on the gender challenge in organisations: what does it take? Global Public Health. <http://dx.doi.org/10.1080/17441692.2015.1094110>

Darmstadt, G., Munar, W., & Henry, S. (2014) Newborn health: Everybody's Business. Global Public Health

Letter of support for Sarah Henry for Ward 1 City Council Seat

From Matthew Trunnell <mattertrunnell@gmail.com>

Date Thu 2/12/2026 2:51 PM

To CityClerk <cityclerk@cityofanacortes.org>

 1 attachment (28 KB)

LOS for Sarah Henry.pdf;

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Dear City Clerk,

Please accept and share the attached letter of support for for Sarah Henry. I am hoping this can make it into the packet for Tuesday's council meeting.

Many thanks, and best regards,

Matthew

Matthew Trunnell
1507 16th St
Anacortes, WA

12 February 2026

Anacortes City Council

Dear Councilmembers,

I am writing to express my enthusiasm and support for Sarah Henry for the Ward 1 council position.

I had never met Ms Henry before last week's council meeting. I attended that meeting as an applicant for the council vacancy, and I was honestly as uncertain about what I would want to see in a councilmember.

After hearing Ms. Henry speak it became clear to me what I want most for the city: a dauntless bridge builder. Ms. Henry's experiences in driving efforts across complex organizations and building consensus across diverse stakeholders coupled with her quiet competence and genuine humility make her exceedingly qualified to contribute to the the council on day

Ms. Henry and I spoke for a time while council was in private session. She is curious, engaged, committed, and wonderfully humble at the same time.

As a resident of Ward 1, I would be extremely enthusiastic about having Ms. Ward as a representative on the council. And as a resident of the nation committed to the ideal of being "indivisible, with liberty and justice for all," I would be grateful to have Ms.Henry in a public service role.

Sincerely,

Matthew Trunnell



Anacortes City Council Application

Thank you for your interest in serving on the Anacortes City Council! This application is for a temporary appointment for the Ward 1 position that will last until the next council election in fall 2027. Please note that all responses provided on this form and uploaded attachments are public records. Applications are due not later than February 3, 2026, at 12pm.

Applicant Information

First Name *

MARCIA

Last Name *

HUNT

Address *

1408 15th St

City, State ZIP *

Anacortes, WA 98221

Phone Number *

206-953-6015

Alternative Phone Number

Email *

marcialhunt@outlook.com

Are you a registered voter in the City of Anacortes? *

☒ Yes

☐ No

Have you been a resident of the City of Anacortes for at least one year immediately preceding this application? *

☒ Yes

☐ No

View City Council wards on an [interactive GIS map](#) or on a [static pdf map](#).

Are you a resident of Ward 1? *

☒ Yes

☐ No

Upload Cover Letter *

Please attach a pdf cover letter. Maximum file size 10 MB.

Marcia Hunt Cover Letter.pdf

380.23KB

Upload Resume *

Please attach a pdf of your resume. Maximum file size 10 MB.

Marcia Hunt Resume.pdf

391.18KB

Acknowledgements

My signature affirms that all information contained herein is true to the best of my knowledge, and I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration.

Signature *

Date *

2/1/2026

February 1, 2026

Anacortes City Council
PO Box 547
Anacortes, WA 98221

Dear Councilmembers,

Thank you for considering my application to serve as Councilmember for Ward 1.

I moved to Anacortes in 1996 and have lived, and voted, continuously in Ward 1 since 1997. I have joined and actively participated in three diverse neighborhoods in this ward over the years. I've lived in both multifamily and single family settings, as both a tenant and a homeowner, with neighbors who span generations, employment sectors, and income brackets. I will continue to respect and cherish the many faces of Ward 1, and would be honored to represent them.

I am offering to serve in this role because my thirteen years as an employee of the City would add to and complement the impressive range of experience and expertise already represented on the Council.

As an Accountant serving under Finance Director Steve Hogle, I participated in preparation of capital facilities plans, annual budgets, and annual reports. I have tracked our revenue streams, and I have tracked our expenditures against budget. I tracked and reported on the city's physical assets including both utilities and other facilities before the Cartegraph implementation. I tracked contracts before that role was wisely transferred to and consolidated in the Legal Department. I participated in Emergency Operations drills, state audits, website development, ambulance billing, and countless other processes that City staff undertake 24/7/365 on our collective behalf. I strongly support adopting evolving technologies to give our staff efficient tools for providing the safe, resilient infrastructure and services that allow all our residents to thrive.

As Assistant to the City Clerk, I attended virtually every City Council meeting from July 2009 through April 2022 and prepared and published the agendas, packets and minutes for those meetings. My job was to ensure that Council and the public had the tools they needed to make informed decisions. I remain committed to transparent, efficient and honorable governance. I was fortunate to serve this body under three different mayors and some truly remarkable councilmembers. I would hope to emulate the most admirable of those, who engage their colleagues, their constituents and city staff with respect, with creativity and with gratitude.

Like all of you, I am committed to serving Anacortes because it is my home. I reside here, I do business here, I volunteer here, I recreate here, and three generations of my family are interred at Grand View Cemetery. I would welcome this opportunity to serve my city in a new capacity.

Respectfully yours,



Marcia L. Hunt

Professional History

City of Anacortes, 2009-2022

Accountant/Assistant to City Clerk (2009-2017): Initially as Finance Technician and then as Accountant, I rotated through virtually all of the functions in the Finance Department except payroll during my tenure. Focus areas included asset management, inventory control, grant reporting and contracting. 2014-2017 I managed ambulance billing and served as the City's Privacy Official responsible for HIPAA compliance. As Assistant to the City Clerk I prepared, published and archived City Council agendas, packets, minutes, ordinances and resolutions, and managed the initial conversion of all paper City Council records to electronic format.

Legal Assistant/Assistant to City Clerk (2018-2022): In 2018 I transitioned from the Finance Department to the Legal Department to take on a newly created position managing citywide implementation of the Laserfiche Enterprise Content Management (ECM) records management program. I retained my City Clerk responsibilities and in 2021 migrated all City Council processes and historic electronic records to CivicClerk agenda management software.

Anacortes Tax Service, 2007-2009

Bookkeeper. I provided small business bookkeeping, including excise tax reports and payroll, to several dozen local businesses and supported the principal in preparation of federal tax returns.

MIS Consulting & Sales, Inc., 2005-2007

Software Developer. I developed and implemented tools to convert accounting data from QuickBooks, Peachtree and other commercially available and custom financial software into the proprietary REALedger real estate accounting software.

Freelance Database Design, 1998-2009

I designed, built, installed and supported database applications for public sector clients including the City of Anacortes, Port of Anacortes, Anacortes School District, and San Juan Island Parks & Recreation; non-profit organizations including Skagit Land Trust and San Juan Land Bank; and private construction, legal and property rental firms.

Hunt, Coburn & Associates, 1996-2005

Associate. I assisted the two principals in this construction claims consulting firm with all aspects of claim analysis, preparation, presentation and defense for large, document intensive matters.

Prior to moving to Anacortes in 1996, I held positions with public and academic libraries, bookkeeping and tax preparation firms, software developers, and legal offices in California, Washington and Maine.

Education

Bachelor of Arts, Linguistics, Stanford University

Community Service

I have served on the Forest Advisory Board, the Parks & Recreation Advisory Commission, the Anacortes Arts Festival Board and the Friends of the ACFL Board; have volunteered in the Anacortes School District, with the 29th Street Community Garden, and as a Skagit County Master Composter/Recycler; and currently volunteer at the Friends of the Library Bookshop and on trail maintenance for the Anacortes Parks Department.

City Council Position

From JP Eberhardt <kingjw.jp@gmail.com>
Date Tue 2/10/2026 3:12 PM
To CityClerk <cityclerk@anacorteswa.gov>; JP Eberhardt <kingjw.jp@gmail.com>

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Good afternoon

I'm writing to request Marcia Hunt be appointed to fill the Council position vacated by Ryan Walters.

Marcia has

1. Been employed by the COA involved in systems design to enhance COA operations
2. Worked for a highly successful local engineering consulting firm
3. Volunteered for numerous local non profits including Friends of the ACFL
4. Owned and rented homes in Anacortes
5. Demonstrated exceptional critical thinking and communication skills and an ability to solve problems.
6. Graduated from Stanford
7. Retired and able to devote the time required for due diligence.

I've known Marcia for 30 plus years and was thrilled to learn she was applying to fill Ryans vacated seat on the Council. It is rare to have a candidate with her skills and personality step up. Overall, I'm very pleased with the number of folks who applied as it demonstrates a healthy community.

Please forward my recommendation to the selection committee.

Thank you.

--

Jim Eberhardt
360-420-6553

Public Comment Submission

From No Reply <noreply@civicplus.com>

Date Mon 2/16/2026 4:09 PM

To CityClerk <cityclerk@anacorteswa.gov>

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Submitted by: Chris Byer

Email Address: iaff1537@gmail.com

Commented on event: <https://anacorteswa.portal.civicclerk.com/event/1423/overview>

If you are having trouble viewing the URL above, cut and paste the string into your browser window.

User comment: City Council, Thank you for your dedicated service to the City of Anacortes. As you deliberate on the appointment to fill the Ward One vacancy, the members of Anacortes Firefighters Local 1537 would like to share our perspective. We are proud to recommend Marcia Hunt for the Ward One position. Ms. Hunt is a kind, considerate, and engaged community member with a genuine passion for how the city operates and how it serves its residents. One of the greatest strengths she brings is her detailed understanding of the city's budget, how it is built, where revenue comes from, and how funds move through departments and projects. In her previous role working for the City of Anacortes, Marcia was integral to the success of numerous departments and major city initiatives. This experience is not loosely applicable like some candidates bring. It is direct, hands-on knowledge of one of the most complex and critical responsibilities an elected official must navigate: the budget. We believe this expertise would be an invaluable asset to the Council team as you continue to address the fiscal challenges facing our community. Beyond her technical knowledge, Marcia is widely known for her positive relationships with colleagues across the city. She is supportive, collaborative, and consistently creative in helping departments and employees succeed. This speaks strongly to her character and her ability to work effectively with others. Thank you for taking the time to consider our thoughts. Kind regards, Anacortes Firefighters IAFF Local 1537

Appointment to Ward 1 City Council Seat — Support for Marsha Hunt

From Carrie King <carejking@gmail.com>

Date Tue 2/17/2026 8:25 AM

To City Council <citycouncil@anacorteswa.gov>

Cc Jason King <JasonK@quidne.com>; CityClerk <cityclerk@anacorteswa.gov>

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Dear Mayor, Councilmembers, and City Clerk,

My name is Carrie King, and I am a resident of Ward 1 at 1417 6th Street, Anacortes, WA 98221.

I understand the City Council is in the process tonight of appointing a representative to fill the vacant Ward 1 seat on the Anacortes City Council. As a resident of this ward, I want to share my perspective on this important decision.

In the most recent election, Ward 1 voters supported Carolyn Moulton by a two-thirds majority over Courtney Orrock, and that result reflects the values of many of my neighbors and me. Carolyn earned deep respect in our community because she embodies values that are important to Ward 1 — including strong environmental stewardship, responsible budgeting, and thoughtful support for local business and community interests.

With the upcoming appointment, our neighborhood would like to see someone chosen who most closely represents these same values. Therefore, I respectfully encourage the Council to appoint Marsha Hunt to serve as the Ward 1 City Councilmember.

Thank you for your time, consideration, and service to our community. Please take this letter into account as you make your selection.

Sincerely,
Carrie King
1417 6th Street
Anacortes, WA 98221

Councilmember selection for Ward 1 vacancy

From Cynthia Richardson <richrson315@gmail.com>

Date Thu 2/12/2026 9:23 AM

To CityClerk <cityclerk@anacorteswa.gov>

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Councilmembers,

I am writing to encourage you to select **Marcia Hunt** to fill the Ward 1 vacancy on the Anacortes City Council.

Marcia is one of the most highly qualified council candidates I have seen in over 30 years in Anacortes. In 5 years on the Anacortes Planning Commission and 12 years on the Anacortes City Council, I have had the opportunity to observe and interact with many City employees in a variety of roles. Marcia has always been extraordinarily helpful and knowledgeable and willing to go the extra mile to help anyone by either providing the assistance herself or finding the right source or person to resolve a problem or answer a question. She gets things done.

There are very few people who have the intimate knowledge of how the City functions that Marcia has from her career with the City of Anacortes. That she is willing to step up to the challenge of serving on the City Council after retiring from that career speaks to her dedication to our city and its citizens.

Marcia understands the budget process, how the various departments operate, the different roles that councilmembers and staff play. Participating in a wide array of community causes and events and volunteering her time to help others also gives her a familiarity with people and organizations beyond just those connected with city government.

Because of her in-depth knowledge of how the Council operates and how the City functions, Marcia will not need to get up to speed. She will hit the ground running. I urge you to take advantage of Marcia's outstanding qualifications, and select her to be our next Ward 1 Councilmember.

Cynthia Richardson
315 V Ave.
Anacortes, WA 98221
360-708-5617

Letter of support for Ward 1 for City Council Seat

From Susan Rooks <sgr@susangrooks.com>

Date Sat 2/14/2026 9:00 AM

To CityClerk <cityclerk@anacorteswa.gov>

 1 attachment (16 KB)

Marcia Hunt Ltr.docx;

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Attached please find a letter of support for Marcia Hunt, a candidate for the Ward 1 City Council seat. Please add this letter to the Council's packet for February 17, 2026.

Thank you.

Hal and Susan Rooks

February 8, 2026

To: City Council Members
Fm: Hal and Susan Rooks
Re: Ward 1 City Council Representative

We are writing in support of Marcia Hunt's candidacy for Ward One City Council member.

We have known Marcia for close to 20 years, and during our many discussions with her—and our shared volunteer experiences—we have found her to be a thoughtful, intelligent, well-informed interlocutor on city and national issues. She is a person of integrity who reads widely and forms her own judgments after examining the facts. We believe that she will be able to make the necessary difficult, balanced, realistic decisions that are required of city council members.

Her years of working with City Financial Director Steve Hoglund have given her deep insight into the City's financial issues. At a time when Anacortes faces significant budgetary challenges, Marcia will bring her valuable experience with city finances and a broad understanding of operations to the job as the City Council wrestles with tough decisions and priorities.

Despite, or perhaps because of her years of working for the City, Marcia can be expected to raise thoughtful, informed questions about city programs and policies. She has an independent mindset but demonstrates flexibility and a willingness to listen to new ideas—traits that are needed to meet changing conditions. Her varied career includes software development and database design to meet the needs of a varied clientele, which reflects her ability to find creative solutions. She is not someone who is stuck with a single viewpoint!

Finally, I (Susan) have partnered with Marcia a number of times working at the Friends of the Library's FriendShop. I am always struck by Marcia's ease interacting with all kinds of customers who are seeking a new book. She is able to find something in common or a topic to chat about with almost everyone, enriching the experience of those entering our shop. In fact, there are customers who seek out the days she is working! Ward 1 residents will find that she someone who is very approachable.

We urge you to select Marcia to fill the vacancy on the City Council. She will do a great job!

Sincerely,

Hal and Susan Rooks
2015 10th St., Anacortes

Endorsement of candidate for city council

From Ed West <ctn33319@gmail.com>

Date Thu 2/12/2026 9:28 AM

To CityClerk <cityclerk@anacorteswa.gov>

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Marsha Hunt is would make a great city council member due to her experience with the city of Anacortes.

John E "Ed" West
5301 Sterling Dr, Anacortes, WA 98221
608-792-9387 cell

City Council Appointment

From Mary Ellen West <meswest@gmail.com>

Date Thu 2/12/2026 9:16 AM

To CityClerk <cityclerk@anacorteswa.gov>

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

I am writing to express my opinion on the choice for the vacant Council seat. After reading the article in the Anacortes American, I strongly encourage the Council to appoint **Marcia Hunt** for the vacancy. She has valuable knowledge of the city budget at a critical time. The information provided in the local newspaper makes it clear to me that Ms. Hunt would be ready for Council duties on Day 1. Thank you for allowing me to voice my opinion on this appointment.

Warm regards,
Mary Ellen West
5301 Sterling Dr,
Anacortes, WA 98221



Anacortes City Council Application

Thank you for your interest in serving on the Anacortes City Council! This application is for a temporary appointment for the Ward 1 position that will last until the next council election in fall 2027. Please note that all responses provided on this form and uploaded attachments are public records. Applications are due not later than February 3, 2026, at 12pm.

Applicant Information

First Name *

Courtney

Last Name *

Orrock

Address *

1508 7th Street

City, State ZIP *

Anacortes, WA 98221

Phone Number *

360-391-6690

Alternative Phone Number

Email *

courtney4anacortes@gmail.com

Are you a registered voter in the City of Anacortes? *

- ☒ Yes
☐ No

Have you been a resident of the City of Anacortes for at least one year immediately preceding this application? *

- ☒ Yes
☐ No

View City Council wards on an [interactive GIS map](#) or on a [static pdf map](#).

Are you a resident of Ward 1? *

- ☒ Yes
☐ No

Upload Cover Letter *

Please attach a pdf cover letter. Maximum file size 10 MB.

C Orrock Cover Letter 01-26.pdf 34.21KB

Upload Resume *

Please attach a pdf of your resume. Maximum file size 10 MB.

C Orrock CV 01-26.pdf 99.75KB

Acknowledgements

My signature affirms that all information contained herein is true to the best of my knowledge, and I understand that any misstatement of fact or misrepresentation of credentials may result in this application being disqualified from further consideration.

Signature *

Courtney Orrock

Date *

1/13/2026

Courtney Orrock
P.O. Box 648
Anacortes, WA 98221

January 13, 2026

Dear Anacortes City Council Members,

I am writing to formally apply for the vacant City Council seat, Position 1. I appreciate the Council's willingness to undertake an open and thoughtful appointment process.

As you know, I recently ran for City Council in the 2025 general election. The campaign provided a meaningful opportunity to engage with residents across the community, listen to a wide range of perspectives, and examine the challenges facing our city. Throughout the campaign, I focused on understanding the city's budget and planned projects, long-term financial obligations, and the trade-offs inherent in municipal decision-making. I spent considerable time listening to residents with differing priorities and concerns, and I approached those conversations with respect and openness. These experiences align directly with the work of City Council and have prepared me to contribute productively from day one.

Professionally, I bring practical skills and experience in fiscal management, strategic planning, collaboration, and clear communication—things that are essential in a council setting where decisions must be grounded in facts, guided by long-term thinking, and reached through collegial discussion. I value careful deliberation, respectful disagreement and productive work toward both near-and-long-term goals. I have worked in, and lead organizations through, difficult financial situations and have the skillset to not only address the challenges that are faced today, but help set up an organization for success in the future. I am confident that I can contribute meaningfully as the Council navigates the current fiscal challenges facing the city, while also helping to make decisions that position the city for long-term stability and success.

If appointed, I would approach the role with humility, diligence, and a strong commitment to working constructively with fellow councilmembers, the mayor, staff, and the public. Thank you for your time and consideration. I would be honored to serve my community in this capacity.

Sincerely,

Courtney Orrock

Courtney Orrock

COURTNEY ORROCK

Anacortes, WA 98221 · 360-391-6690

courtney4anacortes@gmail.com

EXPERIENCE

FEB 2026-PRESENT, WINDERMERE REAL ESTATE– ANACORTES, WA
LICENSED REAL ESTATE BROKER

2019-2026
STAY-AT-HOME MOTHER

2013-2019, WYNDHAM DESTINATIONS - LAS VEGAS, NV
VICE PRESIDENT, FINANCIAL OPERATIONS– OCTOBER 2013 – AUGUST 2019
DIRECTOR, ACCOUNT SERVICING – JANUARY 2013-OCTOBER 2013

- Oversaw financial analysis and credit underwriting for a \$3billion consumer loan portfolio.
- Managed team of 40+ professionals who collaborated with internal customers to develop metrics and methods to increase efficiencies, reduce risks, increase controls and increase customer satisfaction in both the portfolio and servicing operations.
- Selected by C-suite to spearhead multiple initiatives that required multi-departmental participation to solve complex company-wide issues.

2011-2012, SUNRISE CHILDREN’S FOUNDATION - LAS VEGAS, NV
EXECUTIVE DIRECTOR

- Established and executed strategic plan to restructure a \$5.5+million organization, allowing the continuation of services to over 150,000 low-income children and families in Clark County.
- Managed organization through major cash flow deficit in less than 120 days, through multi-department budget analysis resulting in increased efficiencies and reduced expenses across the organization.
- Coordinated implementation of internal controls to align financial and programmatic operations with federal and state regulatory requirements.

2008-2010, ISLAND HOSPITAL FOUNDATION – ANACORTES, WA
EXECUTIVE DIRECTOR

- Managed strategic planning, fundraising activities, donor relations, marketing and financial planning in conjunction with the Board of Directors.
- Established fundraising programs that realized a 79% increase in annual giving and the creation of three endowments that received over \$2 million in funding.

2004-2008, ALLDATA SHREDDING, INC – ANACORTES, WA
PRESIDENT

- Organized and implemented business strategies that lead to annual growth rates of 40% during tenure with direct management of business operations including finance, accounting, client relations and human resources.
- Executed sale of business to NASDAQ 200 Company, including negotiations, legalities, closing and disbursement.

2001-2004, U.S. BANK – LAS VEGAS, NV

ASSISTANT VICE PRESIDENT

→ Managed total banking relationships for commercial clients with annual revenues ranging from \$5 million to \$250 million, including underwriting, compliance, credit, deposit and ancillary services.

→ Recognized with U.S. Bank's Leadership Circle Award, given to the top commercial bankers nationwide, for excellence in portfolio management and client advocacy.

EDUCATION

OCTOBER 2014

GRADUATE OF LEADING WITH PURPOSE, THAYER LEADERSHIP DEVELOPMENT GROUP AT THE U.S. MILITARY ACADEMY AT WEST POINT

JUNE 2004

MASTERS IN BUSINESS ADMINISTRATION, UNIVERSITY OF NEVADA, LAS VEGAS

JUNE 2001

BACHELOR OF SCIENCE IN COMMERCE, SANTA CLARA UNIVERSITY

COMMUNITY INVOLVEMENT

CITY OF ANACORTES

→ Current member of Board of Trustees of the Anacortes Public Library, currently serving as Past-President

→ Candidate for Anacortes City Council, Position 6, 2025

→ Graduate of the Anacortes Police Department's Citizens Academy, 2024

→ Past member of Anacortes Futures Project Steering Committee

→ Past member of the City of Anacortes Arts Commission

ANACORTES WOMEN'S GIVING CIRCLE – current member of Grants Committee

THE HOLDING SPACE BIRTH AND WELLNESS COOPERATIVE – current advisory committee member, past member of the Board of Directors, including role as President

SUNRISE CHILDREN'S FOUNDATION – past member of the Board of Directors, including role as Chairman

LAS VEGAS BUSINESS ACADEMY – past member of the Board of Directors, including role as Treasurer

ASSOCIATION OF JUNIOR LEAGUE INTERNATIONAL - Sustaining Member – past recipient of President's Award for Leadership

ROTARY INTERNATIONAL – Paul Harris Fellow

endorsement for Courtney Orrock

From Ute <utejane@yahoo.com>

Date Wed 2/11/2026 9:03 AM

To CityClerk <cityclerk@anacorteswa.gov>

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

To Whom It May Concern:

I am writing this email to endorse Courtney Orrock for the open city council position. She has the tenacity and leadership to be a great city council member.

As an Anacortes resident X 15 years, and a business owner X 20 years, the path of fiscal (ir)responsibility that the city has trended on in the past few years is of concern to me. I don't understand how running a city budget in the red is ok. Listening to some of the happenings with the city budget, I am concerned it has turned into a shell game of where to allocate money, etc. We really can't treat the city budget like a shell game.

Courtney has a background in finance and would bring valuable insight to the issues the city is facing. She is approachable and well spoken. And she is raising a child in this community, and hence has a vested interest in the success of this town. Most of all, she puts the time in to research and understand the issues.

Sincerely,

Ute Collins

Ward 1 Candidate Recommendation - Courtney Orrock

From Steve W <sterobwil@gmail.com>

Date Wed 2/11/2026 4:38 PM

To CityClerk <cityclerk@anacorteswa.gov>

Cc Steve Wilhoit <sterobwil@gmail.com>; Ryan Walters <ryanw@cityofanacortes.org>; TJ Fantini <thomasf@cityofanacortes.org>

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Anacortes City Council Members,

Although I do not personally know any of the citizens who put their names forward to fill the Ward 1 vacancy, I wish to express my thanks to them for doing so. The job is important, requiring a considerable amount of time and commitment.

I have read the short form bio's published in the Anacortes American and it appears each of the finalists would bring useful personal and professional experiences to the job. There is only one person however that brings both excellent personal and professional attributes AND a demonstrated commitment to seek the job- Courtney Orrock. Ms. Orrock actively participated in the 2025 election and both she and Ms. Moulton conducted a spirited and respectful campaign. In a city where many positions go uncontested, the willingness to invest the time to participate in an election (versus just volunteering for an open position) should be given considerable weight in the Councils' decision.

This process is a very short and accelerated one where the Council and the public will only get a brief look at the candidates. Most of the possible selectees will serve out the balance of a two year appointment without the commitment of participating in an election. It would benefit all the municipal organizations in town to have qualified citizens step forward in the future to run for office, including contested races. The failure to recognize the value of this trial by fire is to discourage current and future candidates to the detriment of the City and all other municipal groups.

You have a candidate that appears qualified in every regard, is well known due to her participation in the 2025 election and has demonstrated her commitment to the City and its citizens by participation in that election.

I sincerely request that Courtney Orrock be selected to fill the vacant Ward 1 position on the City Council.

Respectfully submitted ,

Steve Wilhoit
3610 west 10th st

Council Vacancy Appointment Process

Kendall Moyle, Director of HR and Labor Relations

February 9, 2026





Vacancy Background

- Vacancy created January 1, 2026, by Councilmember Walters's resignation to assume office of mayor
- Council has 90 days to fill vacancy by appointment
- Appointee serves until next regular election (Fall 2027)



Application Process

- The City advertised the Ward 1 vacancy
- Applications were accepted through noon on February 3, 2026
- 11 eligible applicants submitted public applications; 1 withdrew



February 9 Meeting (tonight)

- Each applicant will provide a three-minute statement in open session
- A councilmember may move to go into executive session to "evaluate the qualifications of a candidate for appointment to elective office" per RCW 42.30.110(1)(a)(h)
- Council will decide which candidates to move forward to the next meeting



February 17 Meeting

- Final interviews and appointment in open session
- Council deliberates and votes in open session
- Selected applicant sworn in at next meeting (February 23)



Additional Notes

- Public comment on applicants will not be taken during meetings
- Written public comment may be submitted in advance
- Council may modify process at any time



Council Action Requested Tonight

- Listen to candidate statements
- Decide which candidates to move forward to Feb 17 meeting.
Suggestion: make a motion and take a vote on each candidate to move forward
- Decide how to conduct interviews at Feb 17 meeting.
Suggestion:
 - Councilmembers email questions to mayor
 - Mayor to compile and email questions to candidates for them to answer however they'd like in their Feb 17 statements
- Decide whether or how to allow council follow-up questions, including time limits



Applicants

1. Kami Bratten
2. Sharon Brown
3. Suzana Clements
4. John Gasser
5. Sarah Henry
6. Marcia Hunt
7. Courtney Orrock
8. Britta Reyier
9. Matthew Trunnell
10. Connie Wyatt

City of Anacortes Ward 1 City Council Ballot

Instructions:

1. Enter your name in the blank below.
2. Select one candidate ONLY by checking the appropriate box.

If you should check the incorrect box, cross out the entry, initial the cross through and check the appropriate choice.

February 17, 2026

Councilmember: YOUNG

☐ Suzana Clements

☒ Sarah Henry

☐ Marcia Hunt

☐ Courtney Orrock

City of Anacortes Ward 1 City Council Ballot

Instructions:

1. Enter your name in the blank below.
2. Select one candidate ONLY by checking the appropriate box.

If you should check the incorrect box, cross out the entry, initial the cross through and check the appropriate choice.

February 17, 2026

Councilmember: Cleland-McGrath

☐ Suzana Clements

☐ Sarah Henry

☒ Marcia Hunt

☐ Courtney Orrock

City of Anacortes Ward 1 City Council Ballot

Instructions:

1. Enter your name in the blank below.
2. Select one candidate ONLY by checking the appropriate box.

If you should check the incorrect box, cross out the entry, initial the cross through and check the appropriate choice.

February 17, 2026

Councilmember: Carolyn Moulton

☐ Suzana Clements

☐ Sarah Henry

☒ Marcia Hunt

☐ Courtney Orrock

City of Anacortes Ward 1 City Council Ballot

Instructions:

1. Enter your name in the blank below.
2. Select one candidate ONLY by checking the appropriate box.

If you should check the incorrect box, cross out the entry, initial the cross through and check the appropriate choice.

February 17, 2026

Councilmember: _____

Bruce

☐ Suzana Clements

☐ Sarah Henry

☒ Marcia Hunt

☐ Courtney Orrock

City of Anacortes Ward 1 City Council Ballot

Instructions:

1. Enter your name in the blank below.
2. Select one candidate ONLY by checking the appropriate box.

If you should check the incorrect box, cross out the entry, initial the cross through and check the appropriate choice.

February 17, 2026

Councilmember: _____



☐ Suzana Clements

☐ Sarah Henry

☐ Marcia Hunt

☒ Courtney Orrock

City of Anacortes Ward 1 City Council Ballot

Instructions:

1. Enter your name in the blank below.
2. Select one candidate ONLY by checking the appropriate box.

If you should check the incorrect box, cross out the entry, initial the cross through and check the appropriate choice.

February 17, 2026

Councilmember: Luke Anderson

☒ Suzana Clements

☐ Sarah Henry

☐ Marcia Hunt

☐ Courtney Orrock



City Council Agenda Bill

February 17, 2026

Action Type: Resolution

Item: 6.c.

Title: Resolution 3205: Updating the Unified Fee Schedule

Staff Contact(s): Steve Hoglund, Rhonda Peck

Approved for Submittal to Council by:

Greg Francioch
Steve Hoglund
Darcy Swetnam

Summary:

The Parks department has analyzed the fees charged for various cemetery services. The fees in question are fees for burial, marker placement, and some other services unique to the cemetery. These proposed fee changes were reviewed by the Council in detail at the January 26th, 2026 Council Meeting.

The Planning, Community and Economic Development Department is proposing several amendments to the Unified Fee Schedule to reflect the procedural changes to the development regulations resulting from the 2025 Comprehensive Plan Update. For example, the 2025 update changed some permit approvals from hearing examiner decisions to administrative decisions, and others changed from council decisions to hearing examiner decisions; the UFS changes are to specify these changes. The city is anticipating execution of a contract with a new hearing examiner in the near future. The updated UFS includes the fees as currently proposed by that hearing examiner. The fees are specified by permit type, with the exception that appeals are billed on a per-hour basis.

One topic that will require council input, is whether the city should require appellants to pay for the services of the hearing examiner, as opposed to the city paying for the hearing examiner. The city currently does not pass the fee that the hearing examiner charges on to the appellant. The draft UFS changes will help accomplish the intent of Executive Order 2026-01 to conserve city funds. The draft UFS shows that the appellant will pay that fee (unless council directs otherwise). The examiner charges \$275 per hour for appeal hearings. Every appeal is unique, so it is not possible to determine an

average cost for an appeal. The last appeal to the hearing examiner (of a short plat decision) cost the city \$2,900. The city had not received a lot of appeals of project decisions in the past five years. However, we currently have two appeals that are likely to be submitted in the near future. With the recent code amendments, appeals of non-project legislative actions no longer go to the hearing examiner; those appeals go to the Council.

Another change that is intended to reduce the amount of cost the city bears as a result of development applications, is the proposal that permit applications pay for all third-party stormwater review costs. The current UFS states that the city pays for the first and second third-party stormwater review fees. In 2025, this policy cost the city \$64,331.41 in un-reimbursed third-party stormwater review fees. It is proposed that this policy be stricken. This policy change will also address an unanticipated drawback of the current policy, which disincentivizes the applicant to submit accurate, thorough stormwater plans. Instead, the city pays to have a third party explain the deficiencies. This update will incentivize accurate, thorough stormwater plans because the applicant will bear the third-party fees, not the city.

Budget Impact:

Cemetery Fees are adjusted to more closely reflect the actual cost of the action the fee is charged for. Planning Fees are aligned with the 2025 Comprehensive Plan update.

Previous Action: Cemetery presentation to Council at the January 26th, 2026 City Council Meeting. Comprehensive Plan adopted December 15th, 2025.

Recommended Motion: I make a motion to approve resolution 3205 updating the Unified Fee Schedule

Alternative Actions: Do not authorize increase, direct as to next steps.

Attachments (listed in order presented):

1. Resolution 3205 UFS 2.17.26
2. UFS - 2026 update - March
3. Cemetery Fees City Council meeting Jan 26 2026
4. PCED Overview of Changes
5. Fee schedule update, comment for Monday meeting - William Turner

RESOLUTION NO. 3205

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ANACORTES
UPDATING THE UNIFIED FEE SCHEDULE**

WHEREAS, the Anacortes City Council is empowered by City code to pass fees for the utilities and services by resolution, and

WHEREAS, on January 26, 2026, City staff presented to the City Council a proposal to update cemetery fees; and

WHEREAS, the City Council concurred that cemetery fees should be adjusted to reflect the actual costs incurred in providing cemetery services; and

WHEREAS, on December 15, 2025, Anacortes City Council adopted an updated Comprehensive Plan, along with amendments to the development regulations that implement the Plan; and

WHEREAS, the City Council concurred with updating the fees to align with the adopted plan.

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Anacortes, Washington, that:

Section 1. Adoption of Updated Fees

Attachment A, attached hereto and incorporated herein by reference, is hereby adopted as the City of Anacortes Unified Fee Schedule and replaces the previously adopted version in its entirety.

Section 2. Effective Date

The updated fees established by this resolution shall apply to all charges incurred on or after March 1, 2026.

INTRODUCED, PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF ANACORTES on this 17th day of February 2026.

Ryan Walters, Mayor

Approved as to form:

Attest:

Darcy Swetnam, WSBA #40530
City Attorney

Steven D. Hoglund, City Clerk Treasurer



Unified Fee Schedule

Resolution 3205 | February 17, 2026
Effective March 1, 2026

Index:

General

Utility Discount Program

Fiber

Water

Sewer

Solid Waste

Storm

Impact Fees

Engineering & Development Fees

Planning, Community & Economic Development Department

Parks Fees

Cemetery Fees

General Provisions applicable to all City fees and charges

Resolution 3205 | February 17, 2026

Unless otherwise noted	
	Rates Effective 1/1/2026
City ACH Autopay and Paperless Billing Discount	\$ 2.00
This does not include autopay thru Paymentus or a bank bill pay service. Only direct debit from a checking or savings account setup thru the City directly.	
Credit Card Fee	3.20%
Fee is applied to the total purchase if using a credit card. This is less than the average cost to accept this payment type.	
Service Fee	\$ 75.00
Charged to all accounts and services if unpaid after 'shut-off' deadline.	
Service Charge Reduction for Low-Income Residential Customers	
Available for Water, Sewer, Solid Waste, Storm, and Fiber service charges.	
See AMC 13.44.020 for more details.	
NSF Fees for Utility Billing	
First offense	\$ 25.00
Each additional offense, rate is increased by \$25	
For example, the third offense is \$75	

For all rate purposes:

“Single-family residence” is defined as a building containing one kitchen, designed and/or used to house not more than one family, including all necessary employees of such family, such building having a single sewer service connection. Manufactured homes occupying a separate lot and providing permanent housing with a separate sewer connected shall be classified as a single-family residence.

“Multiple-family residence” is defined as a building or a group of buildings housing two or more families, living independently of each other, a family being defined as one or more persons living as a single housekeeping unit or household with sewer service being provided through not more than one sewer connection.

Utility Discount Program Information

Resolution 3205 | February 17, 2026

The City of Anacortes has a Utility Discount Program for eligible customers. We offer those who qualify a 30% discount on their City of Anacortes Utility Bill on the water, storm, sewer, refuse, recycling, organics and fiber. The discount may only be applied to residential customer accounts.

More information can be found on our website: <https://anacorteswa.gov/187/Utility-Discount-Program>

Eligibility Guidelines

To be eligible for UDP (Must renew by May 31st every year), applicants must meet the following:

- Your total household income in the monthly period prior to applying meets the income guidelines
- You are the homeowner of the service address or the property owner/manager has designated you to pay the utility bill and your name appears on the City of Anacortes Utility Bill
- Complete and provide all required documentation

Please review AMC chapter 3.50 for all details

Please submit the application and provide the necessary documentation requested on this form below:

[Utility Discount Program - Submission Form](#)

If you need to speak with someone or need help completing the application, please email, or call 360.293.1909.

Office hours are Monday through Friday from 8 a.m. to 4 p.m. (except for City holidays).

Financial Assistance

If you are having trouble making your utility payment, agencies are available to assist you. You may contact Washington Community 211 for assistance referrals, by simply dialing 211 from your phone. Salvation Army, local churches, and even your neighbor may be there to help you. We take funds from anyone. Please reach out to those who can help.

FIBER**Resolution 3205 | February 17, 2026**

Fiber internet service will be billed monthly.

For customers who own the property where internet service is provided, internet will be billed on the same bill as other utilities provided at the same address. Customers who do not own the property at which service is provided will be billed on a separate bill.

Access Anacortes Fiber Internet

Service	Long Term Contract Required	Monthly Service	Monthly Optional Services		Installation Charge*
			Managed Wi-Fi Router	Managed Wi-Fi Router with Extender	
Residential, 100 Mbps	No	\$ 39	\$ 10	\$ 20	\$ 100
Residential, 1 Gbps	No	\$ 69	\$ 10	\$ 20	\$ 100
Business, 100 Mbps	Yes	\$ 89	\$ 10	\$ 20	\$ 100
Business, 1 Gbps	Yes	\$ 149	\$ 10	\$ 20	\$ 100

*Includes applicable sales tax.

Static IP addresses

IPv6	No Charge
IPv4, 1 usable address	\$ 9
IPv4, 5 usable addresses	\$ 20
IPv4, more than 5 usable addresses to be negotiated on an individual case basis	

Unreturned Equipment Fee \$75 fee for equipment not returned within 15 days of changing or canceling service.

Service Suspension \$20 per month Available to residential customers or business class customers who have fulfilled their 12 month contract
Service suspension must be a minimum of 60 days

Customer-Caused Service Call The charges will apply to configuring customer-owned equipment and repairing customer-caused damage to city-owned equipment.
\$50 per hour per technician During regular City work hours
\$75 per hour per technician Outside of regular City work hours

Services Yet To Be Priced

Dedicated Internet Access
Ethernet circuits (point-to-point, point-to-multipoint)
Dark fiber

Water Rates

All rates subject to change based on City Council decisions

WATER

Resolution 3205 | February 17, 2026

Regular water rates are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bellevue-All Urban Wage Earners (CPI-U) for the previous August.

CPI-U All items in Seattle-Tacoma-Bellevue, WA | August 2024 - August 2025 2.824%

The amount billed includes a fee or tax up to 9% calculated on the gross revenue of the water utility.

Water Residential and Commercial Charges**Monthly Fixed Charge****Meter Size (Inches)**

5/8 × ¾ & ¾

1

1½

2

3

4

6

8

Monthly Consumption Charge

All consumption per cubic foot (CF)

All consumption per gallon*

*Utility meters and billing system operate using cubic feet, some rounding may occur when reviewing billed amounts in gallon format.

~Base rates and consumption rates are subject to a 50% surcharge for out of City limits service

Water General Facilities Charges~**Meter Size (Inches)**

5/8 × ¾ & ¾

1

1½

2

3

4

~ Outside City Limits rate is 1.5x the In-City rate.

Water Agriculture Irrigation

Agriculture Meter (double check)

Agriculture Consumption Rate

Rates Effective 1/1/2026**Residential****Commercial****Multi-Family**

\$	28.29	\$	42.50	\$	31.63
\$	47.27	\$	70.96	\$	52.81
\$	94.24	\$	141.50	\$	105.31
\$	150.86	\$	226.51	\$	168.57
		\$	453.02	\$	337.14
		\$	708.01	\$	526.91
		\$	1,416.44	\$	1,054.12
		\$	2,266.38	\$	1,686.66

Residential**Commercial****Multi-Family**

\$	0.03142	\$	0.04721	\$	0.03521
\$	0.00420	\$	0.00631	\$	46.00362

GFC In-City

	\$	10,984
	\$	27,460
	\$	54,919
	\$	87,871
	\$	175,742
	\$	274,597

GFC, Out of City Limits

	\$	16,476
--	----	--------

\$ 553.87

\$ 3,171 Per Million Gallons

\$ 0.0237 Per Cubic Foot

Water Additional Fees

Meter Installation Fee, up to 1" (For non typical installations, as determined by City)
Meter Installation Fee deposit, greater than 1" (For non typical installations, as determined by City)
Standpipe Water Charges
Construction Meter Charges
Flat fee up to 60 days, up to 1000CF, billed at standpipe rate after CF cap.
Water service fee*
After hours additional water service fee*
City ACH Autopay and Paperless Billing Discount*

Rates Effective 1/1/2026		
\$	1,430.07	
\$	1,465.77	towards install cost
\$	0.052325	Per Cubic Foot
\$	80.64	
\$	75.00	
\$	75.00	
\$	2.00	

 This does not include autopay thru Paymentus or a bank bill pay service. Only direct debit from a checking or savings account setup thru the City directly.

*Not subject to CPI adjustments

ALL RATES ARE SUBJECT TO CHANGE BASED ON CITY COUNCIL DECISIONS

Sewer Rates

All rates subject to change based on City Council decisions

SEWER**Resolution 3205 | February 17, 2026**

Regular sewer rates are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bellevue-All Urban Wage Earners (CPI-U) for the previous August.

CPI-U All items in Seattle-Tacoma-Bellevue, WA | August 2024 - August 2025 2.824%

The amount billed includes a fee or tax up to 9% calculated on the gross revenue of the sewer utility.

Sewer Residential and Commercial Charges**Monthly Fixed Charge****Meter Size (Inches)**

5/8 × ¾ & ¾

1

1½

2

3

4

6

Rates Effective 1/1/2026*Residential****Commercial****Multi-Family**

\$	53.05	\$	91.86	\$	91.86
\$	74.30	\$	128.67	\$	128.67
\$	92.29	\$	167.16	\$	167.16
		\$	266.52	\$	266.52
		\$	1,010.93	\$	1,010.93
		\$	1,286.65	\$	1,286.65
		\$	1,929.98	\$	1,929.98

Monthly Consumption Charge

SIC 1 consumption per cubic foot

SIC 1 consumption per gallon*

SIC 2 consumption per cubic foot

SIC 2 consumption per gallon*

SIC 3 consumption per cubic foot

SIC 3 consumption per gallon*

SIC 4 consumption per cubic foot

SIC 4 consumption per gallon*

SIC 4: BOD per pound

SIC 4: TSS per pound

Residential**Commercial****Multi-Family**

\$	0.04186	\$	0.07229	\$	0.07229
\$	0.00560	\$	0.00966	\$	0.00966
		\$	0.09029		
		\$	0.01207		
		\$	0.17575		
		\$	0.02349		
		\$	0.02860		
		\$	0.00382		
		\$	3.41225		
		\$	2.08204		

*Utility meters and billing system operate using cubic feet, some rounding may occur when reviewing billed amounts in gallon format.

Direct Discharge Rates

*Rates Effective 1/1/2026		
Yearly Discharge Card	\$	81.46
Per Gallon Fee		
Waste Generated on Fidalgo Island	\$	0.1629
Waste Generated off Fidalgo Island	\$	0.1955

Sewer General Facilities Charges

Per ERU, see code for details		GFC In-City	
Table 13.08.020 ERU DETERMINATION ALTERNATIVE		\$	13,027
TYPE OF BUILDING AND SEWER USE		ERUs	
1. Single-family residence	1 each per unit	\$	13,027
2. Multiple-family residence	0.8 per dwelling unit	\$	10,422
3. Manufactured home space in manufactured home park (common building at additional commercial rate and laundry areas at laundry rate)	0.65 per space	\$	8,468
4. Recreational vehicle waste dumping station	0.65 per station	\$	8,468
5. Schools	0.030 per student capacity	\$	391
6. Churches (school uses at additional per student capacity rate)	0.64 per 100 seats	\$	8,338
7. Hospitals—General	1 per bed	\$	13,027
8. Convalescent hospitals	0.5 per bed	\$	6,514
9. Residential care/boarding facilities	0.25 per bed	\$	3,257
10. Hotels and motels (additional charges for restaurant or tavern at restaurant or tavern rate, laundry areas at laundry rates, and meeting room areas with fixtures at commercial rate)	0.25 per room or motel unit	\$	3,257
11. Food preparation and/or serving areas	0.15 per 100 sq feet	\$	1,954
12. Vehicle wash			
Self-service vehicle wash	1.17 per bay	\$	15,242
Full-service vehicle wash	15.66 per bay	\$	204,009
All other vehicle washes	See Wet industrial, 13.08.020F.15.		
13. Laundries and Laundromats	0.3 per 100 sq feet	\$	3,908
Industrial laundries	See Wet industrial, 13.08.020F.15.		
14. Commercial, office and dry industrial	Charge for each plumbing fixture to be installed		
Bath tub w/ or w/o shower	0.130	\$	1,694
Dental unit or cuspidor	0.100	\$	1,303
Dishwasher	0.100	\$	1,303

*Rates Effective 1/1/2026		
Disposal	0.100	\$ 1,303
Drinking fountain	0.050	\$ 651
Floor drain	0.013	\$ 169
Fountain/backwash	0.100	\$ 1,303
Kitchen sink	0.080	\$ 1,042
Laundry tray	0.080	\$ 1,042
Lavatory	0.050	\$ 651
Service sink	0.080	\$ 1,042
Shower (each head)	0.130	\$ 1,694
Swimming pool/backwash	0.100	\$ 1,303
Urinal	0.170	\$ 2,215
Urinal trough (for each 2-foot section)	0.170	\$ 2,215
Wash sink (for each set of faucets)	0.080	\$ 1,042
Washing machine	0.070	\$ 912
Water closet	0.330	\$ 4,299
In case of a remodel in types 5—13 which results in no increase in the units on which the charge for a new building is calculated, the ERU for the remodel will be calculated on the basis of the fixtures added using the amounts in Item 14.		
15. Wet industrial	To be determined on an individual basis by the city	
16. Undefined building	To be determined on an individual basis by the city and sewer use	
17. Additional loading or change of use	Determined on basis of new use for entire facility less credit for former use; no refunds if new use is less than former use	

Solid Waste

All rates subject to change based on City Council decisions

SOLID WASTE**Resolution 3205 | February 17, 2026**

Regular solid waste rates are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bellevue-All Urban Wage Earners (CPI-U) for the previous August.

CPI-U All items in Seattle-Tacoma-Bellevue, WA | August 2024 - August 2025

2.824%

These rates do not include the State Refuse Tax of 3.6%

The amount billed includes a fee or tax up to 12% calculated on the gross revenue of the solid waste utility.

Rates effective 1/1/2026**Solid Waste Residential Rates, includes structures with more than one living unit**

Contents	Tote Sizes	Minimum # of Totes	Maximum # of Totes	Monthly Rate	Additional Totes
Organics Tote	32, 64, 96 gallon	n/a	n/a	\$18.46	\$18.46
Recyclables Tote	32, 64, 96 gallon	1	n/a	\$15.11	\$15.11
Refuse Tote	21 gallon	1	1 per dwelling unit	\$13.07	\$13.07
Refuse Tote	32 gallon	n/a	1 per dwelling unit	\$24.28	\$24.28
Refuse Tote	64 gallon	n/a	n/a	\$48.57	\$48.57
Refuse Tote	96 gallon	n/a	n/a	\$72.85	\$72.85

Solid Waste Commercial Rates

Contents	Tote Sizes	Minimum # of Totes	Maximum # of Totes	Monthly Rate	Additional Totes
Organics Tote - Restaurants only	96 gallon	n/a	n/a	\$26.09	\$26.09
Recyclables Tote	n/a	n/a	n/a	n/a	n/a
Refuse Tote	21 gallon	n/a	1	\$13.07	n/a
Refuse Tote	32 gallon	n/a	1	\$24.28	\$24.28
Refuse Tote	64 gallon	n/a	1	\$48.57	\$48.57
Refuse Tote	96 gallon	n/a	n/a	\$72.85	\$72.85

Recycling Container Rates - Residential

Container Size	Monthly Rate	Extra Collections
1 Cubic Yard	\$41.98	\$25.20
2 Cubic Yard	\$75.57	\$33.58
3 Cubic Yard	\$117.55	\$41.98
6 Cubic Yard	\$151.13	\$50.38
8 Cubic Yard	\$218.31	\$67.17

Refuse Drop Box Rental Rates PERMANENT - Commercial

Container Size	Monthly Rate, for rented box only	Delivery Fee	Tonnage Fee Per Ton*	Haul Fee Compactor Box	Haul Fee Non Compactor Box
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Rates effective 1/1/2026					
10 Cubic Yard	\$186.80	\$129.73	At Cost plus \$1.00/ton	\$319.99	\$285.40
30 Cubic Yard	\$186.80	\$129.73	At Cost plus \$1.00/ton	\$319.99	\$285.40

Refuse Drop Box Rental Rates TEMPORARY - Prepayment Required

Container Size	Delivery, Removal & 7 Days	Haul Fee Non Compactor Box	Tonnage Fee Per Ton*	Daily Rate, Starting 8th Day	Pre-Pay amount, includes all tax
10 Cubic Yard	\$467.01	\$285.40	At Cost plus \$1.00/ton	\$25.95	\$483.82
30 Cubic Yard	\$467.01	\$285.40	At Cost plus \$1.00/ton	\$25.95	\$483.82

Refuse Container Rates PERMANENT - Commercial

Container Size	Monthly Rate	Extra Collections
1.5 Cubic Yard	\$177.46	\$46.70
2 Cubic Yard	\$214.83	\$56.04
3 Cubic Yard	\$308.23	\$74.72
6 Cubic Yard	\$607.11	\$158.78
8 Cubic Yard	\$812.60	\$205.49

Refuse Container Rates TEMPORARY - Prepayment required

Container Size	Delivery, Removal & 7 Days	Daily Rate, Starting 8th Day	Extra Collections	Pre-Pay amount, includes tax
1.5 Cubic Yard	\$177.46	\$5.19	\$102.74	\$183.85
2 Cubic Yard	\$205.49	\$6.92	\$121.42	\$212.88
3 Cubic Yard	\$242.85	\$9.51	\$149.44	\$251.59
6 Cubic Yard	\$345.59	\$17.30	\$242.85	\$358.03
8 Cubic Yard	\$420.31	\$25.95	\$308.23	\$435.44

Solid Waste Additional Fees

Description	Per Unit
Additional Organics Dump	\$8.40
City Garbage Bags	\$7.25
City Garbage Bags - Retail Outlet Price	\$6.49
Non-Refrigerated Appliance	\$46.70
Organics Tote Cleaning Fee	\$16.79

Rates effective 1/1/2026	
Garbage Tote Cleaning Fee	\$25.00
Refrigerated Appliance	\$65.38
Refuse Overtime Call-Out, Per Hour	\$92.36
Replacement Tote Due To Negligence	At Cost plus \$12.35
Special Haul Per Cubic Yard	\$65.38
Refuse Return Trip	\$25.00
Recycling or Organics Return Trip	\$25.00

STORM

Resolution 3205 | February 17, 2026

Regular storm rates are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bellevue-All Urban Wage Earners (CPI-U)
CPI-U All items in Seattle-Tacoma-Bellevue, WA | August 2024 - August 2025 2.824%
The amount billed includes a fee or tax up to 9% calculated on the gross revenue of the storm utility.

		Rates Effective 1/1/2026
Storm Residential and Commercial Charges		
Monthly Fixed Charge		
Single Family Residential (flat fee)		\$ 21.87
Commercial per ERU per Month		\$ 21.87
One ERU is 3,600 square feet of impervious area		

Effective 1/1/2019 until 12/31/2022 HM and LM1 zones rate reduction will decrease by 5% per year. Effective 1/1/2023 until 12/31/2028 this rate reduction will decrease by 10% per year. Effective 1/1/2029 all storm charges for properties located in the HM or LM1 zones will be charged the current charges without any reductions. The minimum billed will be 100% of 1 ERU.

Monthly Fixed Charge (HM and LM1 Zones)	Rates Effective		Rates Effective		Rates Effective		Rates Effective	
	1/1/2024		1/1/2025		1/1/2026		1/1/2027	
% of current rate	50%		60%		70%		80%	
Single Family Residential (flat fee)	\$	7.67	\$	9.48	\$	15.31		
Commercial per ERU per Month	\$	7.67	\$	9.48	\$	15.31		

Storm General Facilities Charges	
Type; Residential and Commercial	Rates Effective 1/1/2025
Per ERU, minimum of 1 ERU	\$ 2,226

Explanation of Charges

Single-Family Properties: Residential properties are charged a flat rate per month, and are considered 1 ERU.
This rate was set based on aerial photo surveys which show that the average amount of impervious surface on a single-family parcel in Anacortes is approximately 3,600 square feet.

Commercial and Multi-Family Properties: Commercial properties are assessed a charge based on the actual amount of impervious surface area they contain (buildings, parking lots, etc.)(minimum of 1 ERU).
One ERU is equal to 3,600 square feet (ft2) of impervious surface.
Commercial Storm Water Fee = # ERU x Commercial per ERU per Month fee

Sample Calculation
A property has 10,000 ft² of impervious surface (parking lots, walkways, rooftops, etc.), so the storm water fee would be:
10,000 ft2 /3,600 ft2 = 2.78 ERU
2.78 ERU X \$21.87 per month per ERU = \$60.81 per month

IMPACT FEES

Resolution 3205 | February 17, 2026

Unless otherwise determined, regular impact fees are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle

Tacoma-Bellevue-All Urban Wage Earners (CPI-U) for the previous August.

CPI-U All items in Seattle-Tacoma-Bellevue, WA | August 2024 - August 2025

2.824%

Park Impact Fee Rate Schedule

Rates Effective 1/1/2026			Park Impact Fee adopted via Ord. 3085 <i>Rate Basis: Park & Recreation Impact Fee Study/Report dated 1/28/2021</i> <i>Park impact fee rates are increased annually by the treasurer using CPI-U (source change starting 2025 previous source was CCI)</i>
Land Uses	Unit of Measure	Rate	
Single family	Dwelling	\$1,740.76	
Multi-family, per dwelling unit	Dwelling	\$1,254.18	
Commerical, Retail	Per 1,000 sq. ft.	\$1,464.17	
Commercial, Industrial	Per 1,000 sq. ft.	\$732.10	
Commercial, Services	Per 1,000 sq. ft.	\$2,252.59	
Commercial, Gov/Edu	Per 1,000 sq. ft.	\$2,252.59	

Fire Impact Fee Rate Schedule

Rates Effective		1/1/2026	Fire Impact fees updated via Ord 3030 Rate Basis: Fire Impact Fee Study/Report dated 12/5/18 Per study, 22% is for Fire and 78% is for EMS. Fire Portion is waived for Single Family Residence with Sprinkler System Fire impact fee rates are increased annually by the treasurer using CPI-U (source change starting 2025 previous source was CCI)
Land Uses	Unit of Measure	Rate	
Residential			
Single family	Dwelling	\$595.75	
	EMS Portion	\$464.64	
	Fire Portion	\$131.06	
Multi-family, per dwelling unit	Dwelling	\$504.89	
Commercial			
Commercial 1			
Land uses (NAICS)			
Wholesale/retail trade (42, 44-45)	Per 1,000 sq. ft.	\$1,709.62	
Warehousing (49)			
Information (51)			
Finance & Insurance (52)			
Real Estate and Rental & Leasing (53)			
Professional, Scientific, & Technical Services (54)			
Food Services & Drinking Places (722)			
Commercial 2			
Land uses (NAICS)			
Manufacturing (31-33)	Per 1,000 sq. ft.	\$14.07	
Commercial 3			
Land uses (NAICS)			
Transportation (48)	Per 1,000 sq. ft.	\$2,866.57	
Health Care and Social Assistance (62)			
Arts, Recreation & Entertainment (71)			
Accommodation (721)			

Religious Organizations (8131)		
Commercial 4		
<i>Land uses (NAICS)</i>		
Educational Services (61)	Per 1,000 sq. ft.	\$543.21
Public Administration (92)		

Transportation Impact Fee Rate Schedule

Rates Effective		1/1/2026	Transportation Impact fee rate adopted via Ord. 3011 <i>Rate Basis: 2016 Comprehensive Plan Transportation Element</i>
Land Uses	Unit of Measure*	Rate	
Cost per New P.M. Trip Generated		\$3,600.02	Notes: 1. Transportation impact fee rates are increased annually by the treasurer using CPI-U as a basis for the increase. (source change starting 2025 previous source was CCI) 2. P.M. peak hour trips are determined by using the latest version of the ITE Trip Generation Manual published by the Institute of Transportation Engineers (ITE) for the land use(s) that are the subject of the permit. PM peak hour is the sixty minute period between 4:00 p.m. and 6:00 p.m. with the greatest sum of traffic volumes on a roadway segment or passing through the area of a transportation improvement project. Other trip generation rate sources approved by the City may be used where ITE data are based on a limited survey base or where there may be special trip generating characteristics of the proposal. 3. If the land use does not fit into any of the categories specified in the land use table in the ITE Trip Generation Manual, the City Engineer may use the most directly comparable type of land use. Review Fee for independent fee calculation: \$500 + additional staff time spent in the review and cost of consultant services if the City deems these services to be necessary.
Residential			
Single family (detached)	Dwelling	\$ 3,600.02	
Duplex or Cottage	Dwelling	\$ 2,232.01	
Apartment (rental, low/med/high rise)	Dwelling	\$ 2,088.01	
Low-Rise Apartment (rental, 1-2 levels)	Dwelling	\$ 1,404.01	
Mid-Rise Apartment (rental, 3-10 levels)	Dwelling	\$ 1,260.01	
High-rise (rental, more than 10 levels)	Dwelling	\$ 1,872.01	
Residential condominium/townhouse (ownership units) with at least 1 other owned unit in structure)	Dwelling	\$ 2,808.02	
Low-rise res. condo/townhome	Dwelling	\$ 1,368.01	
High-Rise Residential Condo/Townhome	Dwelling	\$ 2,124.01	
Mobile Home	Dwelling	\$ -	
Commercial - Services			
Bank (drive-in)	sq. ft. / GFA	\$ 87.48	
Day Care	sq. ft. / GFA	\$ 43.85	
Hotel/Motel	room	\$ 2,160.01	
Gasoline/Service Station	fueling position	\$ 49,932.28	
Gasoline/Service Station w/ Convenience Mart	fueling position	\$ 48,636.27	
Quick Lubrication Vehicle Stop	servicing position	\$ 18,684.10	
Marina	berth	\$ 684.00	
Institutional			
Elementary School	student	\$ 540.00	
Middle School	student	\$ 576.00	
High School	student	\$ 468.00	
Church	sq. ft. / GFA	\$ 1.98	
Hospital	sq. ft. / GFA	\$ 3.35	
Assisted Living, Nursing Home, Group Home	bed	\$ 1,044.01	
Transportation Impact Fee Rate Schedule			
Land Uses	Unit of Measure*	Rate	
Industrial			
Light Industry/Manufacturing/Industrial Park	sq. ft. / GFA	\$ 3.49	

Warehousing/Storage	sq. ft. / GFA	\$ 1.15
Mini Warehouse	sq. ft. / GFA	\$ 0.94
Restaurant		
Restaurant	sq. ft. / GFA	\$ 26.96
Fast Food Restaurant (w/ drivethrough)	sq. ft. / GFA	\$ 117.54
Coffee/Donut Shop with Drive-Through Window	sq. ft. / GFA	\$ 154.08
Coffee/Donut Shop without Drive-Through Window	sq. ft. / GFA	\$ 146.70
Commercial - Retail		
Specialty Retail Center (small strip shopping center)	sq. ft. / GFA	\$ 9.76
Apparel Store	sq. ft. / GFA	\$ 13.79
Automobile Sales	sq. ft. / GFA	\$ 9.43
Auto Parts Sales	sq. ft. / GFA	\$ 21.53
Supermarket	sq. ft. / GFA	\$ 34.13
Convenience Market (open 24 hrs)	sq. ft. / GFA	\$ 188.68
Furniture Store	sq. ft. / GFA	\$ 1.62
Nursery/Garden Center	sq. ft. / GFA	\$ 24.98
Pharmacy/Drugstore (w/ drivethrough)	sq. ft. / GFA	\$ 35.68
Hardware/Building Materials Store	sq. ft. / GFA	\$ 16.16
Discount Merchandise Store (Free Standing)	sq. ft. / GFA	\$ 17.93
Commercial - Office		
General office building (multiple tenants)	sq. ft. / GFA	\$ 5.36
Single tenant office building	sq. ft. / GFA	\$ 6.26
Medical/Dental Office Building	sq. ft. / GFA	\$ 12.85

*For uses with a standard of measure in square feet, trip rate is given as trips per 1,000 square feet, and impact fee is dollars per square foot.

Engineering and development fees

Resolution 3205 | February 17, 2026

Unless otherwise determined, regular engineering and development fees are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bellevue-All Urban Wage Earners (CPI-U) for the previous August.

CPI-U All items in Seattle-Tacoma-Bellevue, WA | August 2024 - August 2025

2.824%

Originally Adopted by ordinance 2266

Rates Effective 1/1/2026

Application for encroachment agreement	\$	134.26		
Application for utility extension	\$	134.26		
Application for street improvement waiver	\$	134.26		
Application for curb cut permit	\$	67.13		
Application for street cut/R.O.W. permit				
Inside traveled way	\$	67.13		
Outside traveled way	\$	26.85		
Engineering plan reviews	0.5% approved engineering estimate for all public works improvements			
Construction inspection	\$	671.31	plus	
	1.5% approved engineering estimate for all public works improvements, with a reduction of up to 50% of the percentage fee approvable by the director of engineering and development services when he/she finds that the developer provides on-site construction inspection and construction engineering through private consultants to the same standard as that of the city			
Reinspection fees for curb cuts, street cuts and sewer connections	additional one-half of the original permit fee			
Sewer inspection fee	\$	67.13		
Monitoring clearing and grading permitted activity	\$	134.26	plus	\$ 33.57 per acre

Planning, Community, & Economic Development Department

Resolution 3205 | February 17, 2026

Land Use Application Fees - Updated Effective 3/1/2026

Permit Type		Fee	Notes
PLN	Administrative Permits	\$120	<i>Min. 1 hour</i>
	Interpretations, determinations, departures		
PLN	Appeals	\$200 + Hearing Examiner fees	<i>If appeal is won, City will reimburse appeal fee</i>
	Decisions, Administrative Orders, SEPA Determinations		
LPS	Annexation	\$1,870	<i>For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate</i>
BLA	Boundary Line Adjustment	\$240	
	Comprehensive Plan Amendment		
CPA	Amendment Petition Submittal	\$960	
	If Docketed	\$1,870	<i>Must be paid within 14 days of Ord. setting docket</i>
	Conditional Use Permit		
	Administrative	\$850	
	Quasi-Judicial	\$1,870 + Hearing Examiner fees	
CUP	Essential Public Facility	\$1,870	<i>For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate</i>
	1. Regional (Type 1)	\$1,570 + Hearing Examiner fees	
	2. Local (Type 2)		
	Wireless Facility	\$1,330 + Hearing Examiner fees	<i>Plus \$120 per facility</i>
	Critical Areas		
CAX	Letter of Exemption	\$120	
CAP	Permitted Alteration	\$1,090	
CAV	Reasonable Use/Variance	\$1,630 + Hearing Examiner fees	
BLD	Demolition Permit	\$60	
PLN	Development Agreement	\$1,570	<i>For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate</i>
BLD	Fence Permit	\$25	
FLD	Floodplain Development Permit	\$120	
FMW	Framework Development Plan	\$1,570	<i>For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate</i>
HMO	Home Occupation Permit	\$150	
	Land Divisions - Preliminary		
SPL	Short Plat (up to 9 lots)	\$1,090	
LPS	Long Plat (over 9 lots)	\$1,870 + Hearing Examiner fees	
	Binding Site Plan:		
BSP	Less than 10 lots	\$1,090	
	10+ lots	\$1,870 + Hearing Examiner fees	
	Unit Lot Subdivision		
ULS	Less than 10 lots	\$360 + \$1,090	<i>Type 1 site plan review + short plat</i>
	10+ lots	\$1,090 + \$1,870 + Hearing Examiner fees	<i>Type 2 site plan review + long plat + Hearing Examiner fees</i>
SPL	Short Subdivision Amendment/Modification	\$1,090	
LPS	Long Plat Amendment/Modification	\$1,870	
	Land Divisions - Final		

Planning, Community, & Economic Development Department

Resolution 3205 | February 17, 2026

Land Use Application Fees - Updated Effective 3/1/2026

Permit Type		Fee	Notes
Short Plat (up to 9 lots)			
	with site improvements	\$480	
	without site improvements	\$240	
	Long Plat (over 9 lots)	\$600	
Binding Site Plan:			
	with site improvements	\$480	
	without site improvements	\$240	
Unit Lot Subdivision			
	Less than 10 lots	\$360	
	10+ lots	\$600	
	Short Subdivision Amendment/Modification	\$240	
	Long Plat Amendment/Modification	\$600	
Pre-Application Meeting			
PRE	General Information	\$0	
	Pre-submittal	\$240	Fee credited to formal application fee, if submitted within 6 months
REZ	Rezone	\$1,870	
	Site specific/authorized by Comp. Plan		
SEPA Review			
SEPA	Threshold Determination	\$480	May be added to parent permit fees
	EIS	Actual cost of prep	
Shoreline Permits			
SLX	Letter of Exemption	\$240	
Shoreline Substantial Development Permit			
SDP	Type 2	\$1,630	
SCUP	Shoreline CUP	\$1,870 + Hearing Examiner fees	
SLV	Shoreline Variance	\$1,870 + Hearing Examiner fees	
Site Plan Review			
SPR	Type 1 - Less than: 10 dwelling units, 12,000 sq. ft. of nonresidential gross floor area, or 20,000 sq. ft. of nonresidential site improvements	\$360	May be added to building permit fees
	Type 2 - More than: 10 dwelling units, 12,000 sq. ft. of nonresidential gross floor area, or 20,000 sq. ft. of nonresidential site improvements	\$1,090	
PLN	Stormwater Management Manual Adjustments & Exceptions	\$1,090	
ROW	Vacation of Right-of-Way	\$480	Plus actual cost of appraisal
	Variance		
VAR	Level 1	\$730	
	Level 2	\$1,330 + Hearing Examiner fees	

Planning, Community, & Economic Development Department

Resolution 3205 | February 17, 2026

Land Use Application Fees - Updated Effective 3/1/2026

Permit Type	Fee	Notes
Wireless Service Facilities		
WSF	Wireless Service Facility Permit	Per facility
	Eligible Facility Determination	
	Master ROW Use Agreement	
Other Planning Review		
	Additional plan review requested by changes, additions, or revisions to plans after 2 reviews have been completed.	Min. 1 hour
	Planning review for activities not specifically listed above, as determined by director	Min. 1 hour
Other Fees		
	Consultant/3rd Party Review Fees	Actual Cost
	Additional notice publication costs necessitated by changes, additions, or revisions to an application.	Actual Cost
Other Fees - Added to Parent Permit		
	Minor Permit Revision	\$300
	Major Permit Revision	Cost of new application
	ADU Review	\$120
	Permit Time Extension	\$120
	Stormwater Review	\$150 per lot for subdivisions or \$0.08/ sq. ft. of new or replaced hard surface + 100% of the 3rd Party Review Consultant fee
	Critical area report review/confirmation	\$120 add-on fee
	SFR or duplex site plan review	\$60
	Sign Permit Review	\$60
Transportation Concurrence Review		
	Consultant Review	Actual Cost 100% consultant cost
	Staff Review	\$60/hour Min. 1 Hour
Hearing Examiner Fees		
\$1,950	\$3,400	\$4,300 \$275/hour
Single-Family Residential Variances and Conditional Use Permits	Multifamily Residential Variances and Conditional Use Permits	Binding Site Plans and Preliminary long subdivisions Appeals
	Commercial, Industrial, and Public Agency Variances and Conditional Use Permits	Shoreline Variances and Conditional Use Permits
	Critical area variance - Reasonable Use Exceptions	Multi-permit Applications
	Zone boundary determinations	
	Essential public facilities	

Parks Fees

Resolution 3205 | February 17, 2026

Various Parks Fees

Regular parks rates are indexed annually by the treasurer to reflect one hundred percent of any change from the Consumer Price Index for Seattle-Tacoma-Bellevue-All Urban Wage Earners (CPI-U) for the previous October. Rates are rounded to the CPI-U All items in Seattle-Tacoma-Bellevue, WA | August 2024 - August 2025 2.824%

Washington Park

Rates effective 1/1/2026

Utility Non-Resident	\$	39
Utility - Resident	\$	29
Non-Utility - Non Resident	\$	31
Non-Utility - Resident	\$	26
Boat Lot Daily Non-Resident	\$	14
Boat Lot Daily - Resident	\$	10
Boat Lot Annual Non-Resident	\$	276
Boat Lot Annual Resident	\$	185
Group Camp	\$	138
Group Picnic Weekdays	\$	65
Group Picnic Weekends	\$	93
Hiker/Biker	\$	16
Lot B Overflow Parking	\$	11
Bundle of Wood	\$	8

Athletic Field Rental

Rates effective 1/1/2026

<i>max 4 games per field/per day</i>			
Games - Min 2 hr. rental	\$	57	Per Hour
Tournament - Prep for games by APRD staff only	\$	308	Per Day
Practice - Min 2 hr. rental	\$	15	Per Hour

Depot Arts and Community Center

Rates effective 1/1/2026

ROOM	RATE		CAPACITY
Freight Room	\$	62 Per Hour	150
Baggage Room	\$	22 Per Hour	40
Kitchen	\$	47 Per Hour	
Gallery	\$	47 Per Hour	40
Freight / Baggage / Kitchen	\$	76 Per Hour	190
Freight Room / Baggage Room	\$	69 Per Hour	190
Freight / Baggage / Kitchen all day	\$	539 Per Day	190
Freight/Gallery/ Baggage / Kitchen	\$	83 Per Hour	80
Whole facility all day	\$	689 Per Day	230
Plaza only	\$	45 Per Hour	
Plaza-w/interior rooms	\$	144 Per Day	

All room rentals require a \$100 deposit for regular use and a \$500 deposit if serving alcohol.

AVAILABILITY

The Center is generally available for rental Monday through Sunday from 6:00 am to 12 pm.

The Center is generally available for rental on the following City holidays: New Year's Eve, New Year's Day, Martin Luther King Day, President's Day, Easter, Memorial Day, Juneteenth, Fourth of July, Labor Day, Veteran's Day, Thanksgiving, day after Thanksgiving, Christmas Eve, and Christmas Day, at a premium rate.

Rentals for short term or one-time users will be for a minimum of four hours on Saturdays and Sundays.

APPLICATION PROCEDURE

Complete and submit a Request for Facility Use application to Anacortes Parks & Recreation Department at City Hall, 6th & Q Streets, or mail to P.O. Box 547, Anacortes, WA 98221. Requests for use must be submitted at least 14 days prior to the requested date. The Parks Department staff shall review all applications and has the right to grant or deny use based on policies and availability, or to grant use subject to certain conditions. One individual should be designated as the responsible party for the requesting group and will sign both the request for use and the clean-up agreement. The person signing these forms is the responsible party and is assuming responsibility for the clean-up and any damage, loss, or disturbances during the rental period.

FEES, DEPOSITS, REFUNDS

Rental fees and deposits must be paid NO LATER THAN 14 DAYS PRIOR TO THE SCHEDULED EVENT or the event will be cancelled. Payment will be made payable to the City of Anacortes at the Parks & Recreation office at City Hall or mailed to Anacortes Parks and Recreation, P.O. Box 547, Anacortes WA 98221 (360-293-1918)

Cemetery**Resolution 3205 | February 17, 2026**

All fees at Grand View Cemetery shall be adjusted each year based on the Consumer Price Index - West Region All Items (CUUR0400SA0) as published by the U.S. Department of Labor- Bureau of Labor Statistics.

3.299% Rates effective 1/1/2026

PROPERTY

Grave site	\$	1,052
15% endowment care	\$	158
Total Grave Site	\$	1,210
Grave Site (Youth)	\$	332
15% endowment care	\$	50
Total Grave Site	\$	382
Grave Site (Cremation)	\$	553
15% endowment care	\$	83
Total Grave Site	\$	636
Mausoleum - Eco Niches/Single only	Catalog Price	
Mausoleum - Simplicity Niches	Catalog Price	
Extended Property Use	\$	220
Extended Niche Use	\$	220

SERVICES

Opening & Closing - Regular	\$	1,725
Opening & Closing - Vault	\$	2,200
Opening & Closing- Ground inurnment/No Service	\$	170
Opening & Closing - Ground inurnment/Service	\$	680
Opening & Closing- Eco or Simplicity Niches	\$	170
Opening & Closing - Youth	\$	920
Opening and Closing - Crypt/includes name plate and vase	N/A	
Disinterment - Removal from Cemetery		
Standard	\$	1,725
Youth	\$	920
Cremated remains	\$	510
Relocation - Within Cemetery		
Standard	\$	3,135
Youth	\$	1,410
Cremated remains	\$	850

MATERIALS**

Grave Liner	\$	481	tax included
Youth Liner	\$	345	tax included
Concrete Cremation Urn Liner 15.25"W x 9.75"L x 9.50"D	\$	200	tax included

MISCELLANEOUS SERVICES

Lot Transfers	\$	52
Overtime Charge		
Saturday Standard Burial Charge	\$	836
Saturday Cremation Burial Charge	\$	627
Hourly Rate	\$	209

MEMORIAL MARKER SERVICES

Placement fee for Flat-Bronze or Granite: \$.57 per square inch of the outside dimension (length x width) of the marker.

Placement fee for Pillowed Markers: \$.71 per square inch of the outside dimension (length x width) of the marker.

Placement fee for Slants and Hickeys: \$.85 per square inch of the outside dimension (length x width) of the marker. If the slant or hickey has a granite foundation, then the fee is based upon the outside dimension (length x width) of the granite foundation.

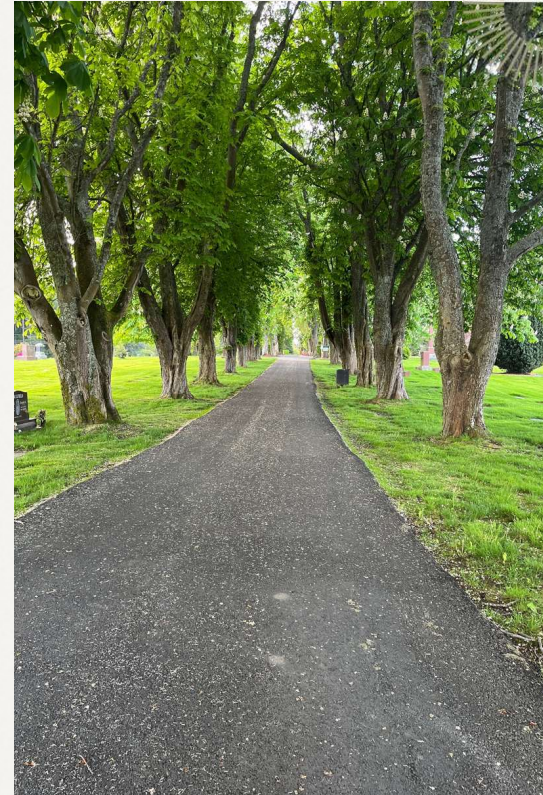
Placement fee for Monuments: \$1.00 per square inch of the outside dimension (length x width) of the monument's granite foundation.

Resetting fee for flats and pillowed markers	\$	170	
Resetting fee for monuments/slants/hickeys	\$	510	
Concrete Collars for FLAT marker sizes**			
16 x 8	\$	128	tax included
20 x 10	\$	144	tax included
24 x 12	\$	160	tax included
36 x 12	\$	192	tax included
Larger than 36 x 12	\$	314	tax included
Concrete Slabs provided by Cemetery**			
32 x 20 x 4	\$	177	tax included
36 x 24 x 4	\$	192	tax included
44 x 20 x 4	\$	208	tax included
56 x 20 x 4	\$	223	tax included
44 x 26 x 4	\$	239	tax included
48 x 24 x 4	\$	239	tax included
64 x 20 x 4	\$	257	tax included
68 x 24 x 4	\$	273	tax included
84 x 20 x 4	\$	295	tax included
84 x 26 x 4	\$	393	tax included
92 x 26 x 4	\$	440	tax included

**Subject to 8.8% Washington State Sales Tax

GRAND VIEW CEMETERY

FEE PRESENTATION



BURIAL SERVICE FEES

OPEN & CLOSE

The process of preparing a burial plot for interment and then restoring the site after the burial. It involves physically digging the grave, lowering the casket or urn, and then filling the grave back in.

FULL CASKET

CURRENT	ACTUAL	COMPS*
\$553	\$1725	\$1000-4050

URN

CURRENT	ACTUAL	COMPS*
\$257	\$680	\$400-2490

NICHE

CURRENT	ACTUAL	COMPS*
\$73	\$170	\$300-1490

NO SERVICE

CURRENT	ACTUAL	COMPS*
\$147	\$170	\$200-2490



*Comparable to five local, City owned and operated cemeteries: Arlington, Bellingham, Edmonds, Kirkland and Sedro Woolley.

STAFF COSTS

OVERTIME-CASKET

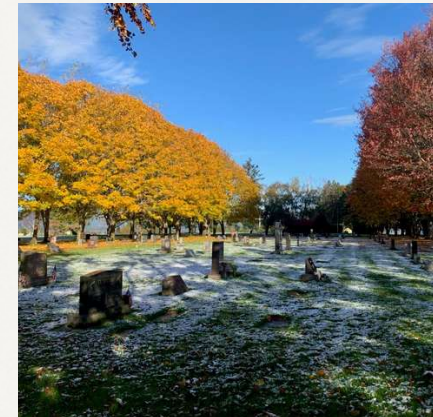
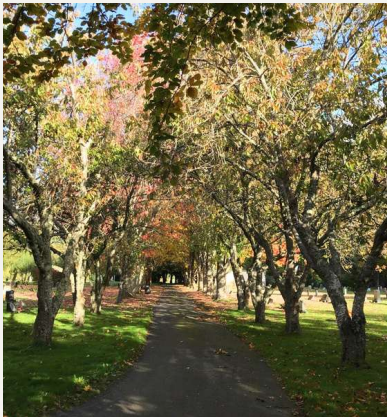
CURRENT	ACTUAL	COMPS*
\$515	\$836	\$500-2292

OVERTIME-URN

CURRENT	ACTUAL	COMPS*
\$295	\$627	\$300-1004

OVERTIME-HOURLY

CURRENT	ACTUAL	COMPS*
\$147	\$209	\$405



*Comparable to five local, City owned and operated cemeteries: Arlington, Bellingham, Edmonds, Kirkland and Sedro Woolley.

REMOVAL SERVICE FEES

DISINTERMENT

The act of removing a body from its burial place for various reasons like legal investigations, medical examinations, or family decisions to move the remains.

RELOCATION

The act of removing a body from its burial place and moving to a new location within the same cemetery.



DISINTER-CASKET

CURRENT	ACTUAL	COMPS*
\$1326	\$1725	\$1200-4050

DISINTER-URN

CURRENT	ACTUAL	COMPS*
\$184	\$510	\$250-788

RELOCATE-CASKET

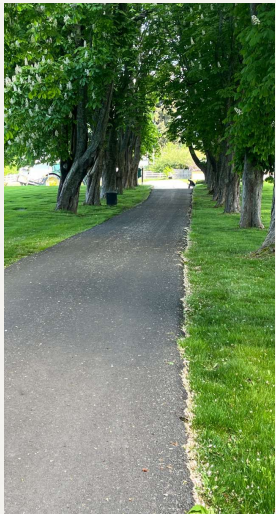
CURRENT	ACTUAL	COMPS*
\$2431	\$3135	\$1600-4050

RELOCATE-URN

CURRENT	ACTUAL	COMPS*
\$369	\$850	\$310-2490



*Comparable to five local, City owned and operated cemeteries: Arlington, Bellingham, Edmonds, Kirkland and Sedro Woolley.



MARKER FEES

PULL & RESET

The process of carefully excavating, removing, and then placing the gravestone back in position.



PULL & RESET-FLAT

CURRENT	ACTUAL	COMPS*
\$59	\$170	\$50-790

PULL & RESET-UPRIGHT

CURRENT	ACTUAL	COMPS*
\$139	\$510	\$231-790

*Comparable to five local, City owned and operated cemeteries: Arlington, Bellingham, Edmonds, Kirkland and Sedro Woolley.

UNIFIED FEE SCHEDULE

These items will be updated annually as part of the unified fee schedule.

LOT PURCHASE

Cost for purchase of full size and urn lots currently at \$1209 and \$636, respectively.

EXTENDED USE

Endowment care for placing second and third person on a single lot, currently \$220.

MARKER SETTING

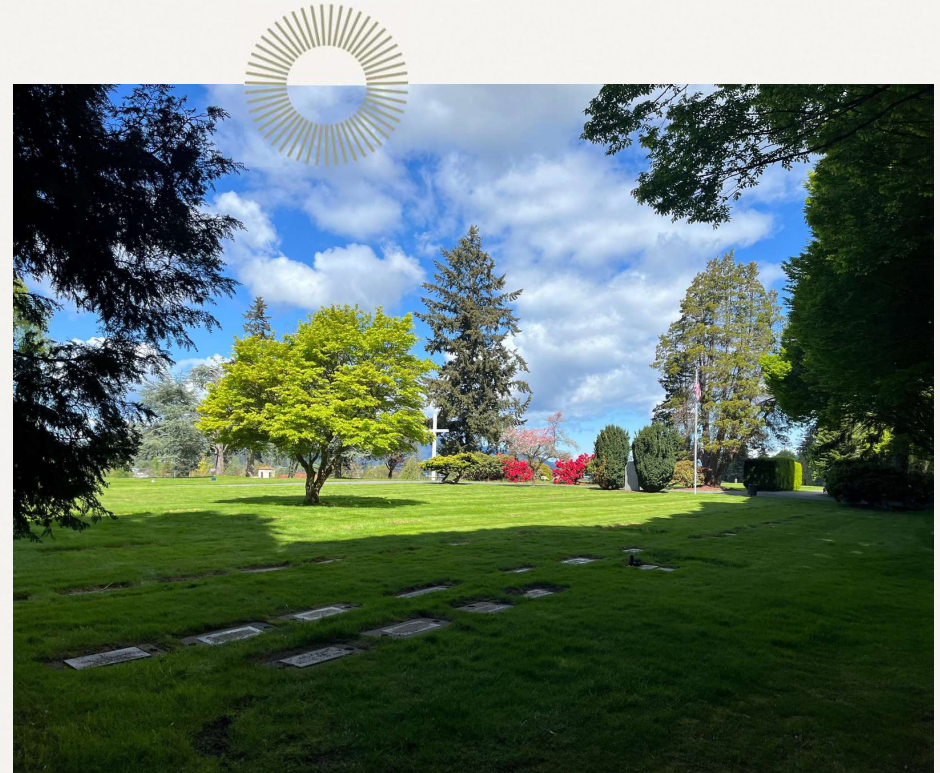
Cost for setting a headstone, based on size of the footprint.

CONCRETE LINER

The concrete box for a casket or urn to protect it from the elements and maintain the integrity of the grave, currently \$481 and \$200, respectively.

CONCRETE COLLAR

The "frame" of concrete around a headstone, price based on size.



COLUMBARIUM

A structure containing niches, or small compartments, where urns with cremated human ashes are stored. These above-ground structures are a burial alternative to a cemetery plot.

Grand View Cemetery will begin offering columbarium niches in Spring 2026. Pricing will be established using comparables from other local, City-owned cemeteries and will vary based on niche location. Once finalized, the purchase price and all related service fees will be added to the City's unified fee schedule.

There will be 160 niches available for purchase and each will accommodate 2 urns.





BY THE NUMBERS



8281

people laid to rest

5000+

headstones

18.7

acres

2 1/2

days it takes to mow



QUESTIONS?

PCED Proposed Amendments to the Unified Fee Schedule (UFS)

02/17/2026



Why Change

Reflect the procedural changes to the development regulations resulting from the 2025 Comprehensive Plan Update.



- Some permit approvals changed from hearing examiner decision to administrative decision
- Others changed from council decision to hearing examiner decision
- Anticipated execution of a contract with a new hearing examiner.
 - The updated UFS include the fees as currently proposed by that hearing examiner.
 - The fees are specified by permit type, with the exception that appeals are billed on a per-hour basis.

Key Decisions



Conserve City Funds	Require appellants to pay for hearing examiner services (city paid \$2,900 in 2024)
(executive order 2026-01)	Permit applicants pay for all third-party stormwater review costs (city paid \$64,331 in 2025)

Change Summary



Procedural Updates

Reflects 2025 Comprehensive Plan changes to permit approval procedures



Hearing Examiner

New contract sets examiner fees at \$275/hr. for appeal hearings



Cost Recovery

Appellants to pay examiner fees to conserve city funds



Stormwater Review

Applicants pay all third-party stormwater review fees



Quality Incentives

Incentivizes accurate stormwater plans by shifting fees.



Appendix – Detail Changes

Detailed Changes

Planning, Community, & Economic Development Department

Resolution 3193 | December 8, 2025

Land Use Application Fees - Updated Effective 1/1/2026

Proposed changes -

black strikethrough = delete;

blue underline = add

Permit Type		Fee	Notes
PLN	Administrative Permits	\$120	Min. 1 hour
	Interpretations, determinations, departures		
PLN	Appeals	200 + <u>Hearing Examiner fees</u>	If appeal is won, City will reimburse appeal fee
	Decisions, Administrative Orders, SEPA Determinations		
LPS	Annexation	\$1,870	For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate
BLA	Boundary Line Adjustment	\$240	
	Comprehensive Plan Amendment		
	Amendment Petition Submittal	\$960	
CPA	If Docketed	\$1,870	Must be paid within 14 days of Ord. setting docket
	Conditional Use Permit		
	Administrative	\$850	
	Quasi-Judicial	\$1,870 + <u>Hearing Examiner fees</u>	
	Essential Public Facility		For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate
CUP	1. Regional (Type 1)	\$1,870	
	2. Local (Type 2)	\$1,570 + <u>Hearing Examiner fees</u>	
	Wireless Facility	\$1,330 + <u>Hearing Examiner fees</u>	Plus \$120 per facility and actual cost of HE, including \$1,000 pre-payment
	Critical Areas		
CAX	Letter of Exemption	\$120	
CAP	Permitted Alteration	\$1,090	
CAV	Reasonable Use/Variance	\$1,630 + <u>Hearing Examiner fees</u> plus HE fees	
BLD	Demolition Permit	\$60	
PLN	Development Agreement	\$1,570	For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate
BLD	Fence Permit	\$25	updated for 2025
FLD	Floodplain Development Permit	\$120	
PLN	Framework Development Plan	\$1,570	For projects requiring more than 20 hours of staff time the applicant will be billed at the hourly Planning Dept. rate
<u>FMW</u>			
HMO	Home Occupation Permit	\$150	

Detailed Changes

Planning, Community, & Economic Development Department

Resolution 3193 | December 8, 2025

Land Use Application Fees - Updated Effective 1/1/2026

Proposed changes -

black strikethrough = delete;

blue underline = add

Land Divisions - Preliminary		
SPL	Short Plat (up to 9 lots)	\$1,090
LPS	Long Plat (over 9 lots)	\$1,870 + Hearing Examiner fees
Binding Site Plan:		
BSP	Less than 10 lots	\$1,090
	10+ lots	\$1,870 + Hearing Examiner fees
Unit Lot Subdivision		
ULS	Less than 10 lots	\$360 + \$1,090
	10+ lots	\$1,090 + \$1,870 + Hearing Examiner fees
		Type 1 site plan review + short plat
		Type 2 site plan review + short plat long plat + Hearing Examiner fees
SPL	Short Subdivision Amendment/Modification	\$1,090
LPS	Long Plat Amendment/Modification	\$1,870
Land Divisions - Final		
Short Plat (up to 9 lots)		
	with site improvements	\$480
	without site improvements	\$240
	Long Plat (over 9 lots)	\$600
Binding Site Plan:		
	with site improvements	\$480
	without site improvements	\$240
Unit Lot Subdivision		
	Less than 10 lots	\$360
	10+ lots	\$600
	Short Subdivision Amendment/Modification	\$240
	Long Plat Amendment/Modification	\$600
Pre-Application Meeting		
PRE	General Information	\$0
	Pre-submittal	\$240
		Fee credited to formal application fee, if submitted within 6 months
REZ	Rezone	\$1,870
	Site specific/authorized by Comp. Plan	
SEPA Review		
SEPA	Threshold Determination	\$480
	EIS	Actual cost of prep
		May be added to parent permit fees

Detailed Changes

Planning, Community, & Economic Development Department

Resolution 3193 | December 8, 2025

Land Use Application Fees - Updated Effective 1/1/2026

Proposed changes -

black strikethrough = delete;

blue underline = add

Shoreline Permits		
SLX	Letter of Exemption	\$240
Shoreline Substantial Development Permit		
SDP	Type 3 Type 2	\$1,630
	Type 4	\$1,870
SCUP	Shoreline CUP	\$300 <u>\$1,870 + Hearing Examiner fees</u>
		<i>Plus parent SDP fees</i>
SLV	Shoreline Variance	\$300 <u>\$1,870 + Hearing Examiner fees</u>
		<i>Plus parent SDP fees</i>
Site Plan Review		
SPR	Type 1 - Less than: 10 dwelling units, 12,000 sq. ft. of nonresidential gross floor area, or 20,000 sq. ft. of nonresidential site improvements	\$360
	Type 2 - More than: 10 dwelling units, 12,000 sq. ft. of nonresidential gross floor area, or 20,000 sq. ft. of nonresidential site improvements	\$1,090
		<i>May be added to building permit fees</i>
PLN	Stormwater Management Manual Adjustments & Exceptions	\$1,090
ROW	Vacation of Right-of-Way	\$480
		<i>Plus actual cost of appraisal</i>
Variance		
VAR	Level 1	\$730
	Level 2	\$1,330 + <u>Hearing Examiner fees</u>
		<i>Plus actual cost of HE, including \$1000 pre-payment</i>
Wireless Service Facilities		
WSF	Wireless Service Facility Permit	\$240
	Eligible Facility Determination	\$120
	Master ROW Use Agreement	\$1,500
Other Planning Review		
	Additional plan review requested by changes, additions, or revisions to plans after 2 reviews have been completed.	\$60/hour
	Planning review for activities not specifically listed above, as determined by director	\$60/hour
		<i>Min. 1 hour</i>
Other Fees		
Consultant/3rd Party Review Fees		Actual Cost
Additional notice publication costs necessitated by changes, additions, or revisions to an application.		Actual Cost

Detailed Changes

Planning, Community, & Economic Development Department

Resolution 3193 | December 8, 2025

Land Use Application Fees - Updated Effective 1/1/2026

Proposed changes -

black strikethrough = delete;

blue underline = add

Other Fees - Added to Parent Permit		
Minor Permit Revision	\$300	
Major Permit Revision	Cost of new application	
ADU Review	\$120	
Permit Time Extension	\$120	
Stormwater Review	\$150 per lot for subdivisions or \$0.08/ sq. ft. of new or replaced hard surface	<i>For Minimum Requirement 1-9 projects: applicant pays 100% of third-party review. For Minimum Requirement 1-5 projects: city will cover the cost of up to 2 third party reviews, after that applicant will pay 100% of third-party review cost.</i>
	<u>+ 100% of the 3rd Party Review Consultant fee</u>	<i>add-on fee</i>
Critical area report review/confirmation	\$120	
SFR or duplex site plan review	\$60	
Sign Permit Review	\$60	
Transportation Concurrency Review		
Consultant Review	Actual Cost	100% consultant cost
Staff Review	\$60/hour	Min. 1 Hour

Hearing Examiner Fees

\$1,950	\$3,400	\$4,300	\$275/hour
Single-Family Residential Variances and Conditional Use Permits	Multifamily Residential Variances and Conditional Use Permits	Binding Site Plans and Preliminary long subdivisions	Appeals
-	Commercial, Industrial, and Public Agency Variances and Conditional Use Permits	Shoreline Variances and Conditional Use Permits	
-	Critical area variance - Reasonable Use Exceptions	Multi-permit Applications	
-	Zone boundary determinations		
-	Essential public facilities		

Fee schedule update, comment for Monday meeting

From William Turner <bill.h.turner@gmail.com>

Date Sun 2/15/2026 12:20 PM

To City Council <citycouncil@anacorteswa.gov>; CityClerk <cityclerk@anacorteswa.gov>

Cc Doyle John <jdoyle9991@yahoo.com>

***** This email is from outside the City of Anacortes network. Please use caution when clicking on links, opening attachments, or replying. *****

Dear Mayor and City Council

Your proposal for fee updates really needs more work, i.e. a cost recovery analysis for each permit type. The permit system needs to be financially self-supporting and not have development applications funded by existing ratepayers and taxpayers (as they obviously currently are).

The public also needs to know well in advance what further increases in sewer and Storm water fees you plan to impose in the next year due to the findings of 2 studies you contracted, that showed the \$120 million needed to fix serious problems in our sewage treatment plant and Storm water systems.

I suggest you create a citizen committee to present some reality to the public response you will get with the current fees (voted on Monday) and the future fees you will impose in the next few years to pay for your failures. You might want to look at Hospital cost increases, school financial shortfalls, and real cost of living increases here in Anacortes. Where are impact fees for affordable housing in this?

What I see the City government doing is this! Pushing increases in population (for more taxes) by putting ADUs everywhere possible and avoiding telling your constituents about the lack of infrastructure and its high cost. You refuse to include middle housing unit numbers in the population count that will make the lack of proper infrastructure in the future worse. How can we believe you about your finances?

And now you want to increase permitting costs, and increase appeal costs to the point and making it more difficult. You have a large staff whose job is to work for its citizens. What do they do? You don't need outside Stormwater expertise as you have designated staff for that. Same goes for critical areas. When I was a developer and builder here (since 1980) the staff did quite well keeping us in line because we builders cooperated, used Conditional permitting, and worked with neighbors to help flesh out any issues so that I could present a "complete" permit application. Few delays if application is complete. It's not that hard.

Further, as to Permit PLN you need to be aware that if you chose to have local appeals to the Hearing Examiner the cost to a concerned neighbor should not be set at a level (undetermined in advance) that discourages an appeal to the Hearing Examiner. Finally, there really does need to be a definition as to what **winning** means, e.g. what if the HE just adds a condition that clarifies or assists a neighbor-is that winning? what if a court overturns a HE decision - is that winning? e.g. if the City loses should the appellant's legal fees be reimbursed (so that both sides have skin in the proceedings? Without clear definitions now you will most likely face significant legal bills later.

Please do not put more onus on local taxpayers to fix these long term problems. More people who come here, and they will, will only add to these problems. How about taking care of us who already are here?

Try facing these issues in a setting that includes our citizens, not just developers, and listen! We citizens love our town, especially its natural beauty. Slow down!

Thank you.

Bill Turner



City Council Agenda Bill

February 17, 2026

Action Type: Contract Award

Item: 6.d.

Title: Contract Award: 2026 Terrace Drive Utility Improvements #26-016-WTR-001

Staff Contact(s): Logan Lee, Jeff Beltramini

Approved for Submittal to Council by:

Tiffany Matson

Logan Lee

Summary: City staff seeks City Council consent to award a contract in the amount of \$364,218.88 to SummitX Contractors to perform the 2026 Terrace Drive Utility Improvements. The project provides for the installation of approximately 800 linear feet of 6-inch ductile iron water main; reconnect existing fire hydrants; make connections to the existing water system; renew or reconnect existing water services; install three (3) Type 1 catch basins; install approximately 326 linear feet of 12-inch corrugated polyethylene storm sewer pipe; connect to existing drainage structures; excavate and reconstruct approximately 300 cubic yards of roadway; remove and replace approximately 237 LF of cement concrete traffic curb and gutter and place approximately 450 tons of hot mix asphalt (HMA).

Background:

1. History: The City continues to make ongoing investments in its water system to maintain the integrity of the system and assure the delivery of safe drinking water to the public. This includes the replacement of aging distribution piping before it reaches the point of possible failure, improving available water pressure within areas, and creating redundancy within the water system.
2. Key Terms:
 - Contract is for a fixed price of \$364,218.88
 - All physical construction activities shall be completed within (90) calendars from the Notice to Proceed.
3. Competitive Bidding: On January 21st, 2026 the City [solicited bids](#) for the subject project and on February 3rd, 2026 a bid opening was conducted and 21 bids were received. SummitX Contractors was determined to be the lowest

responsible bidder. The Engineer's Estimate for this project was \$441,000. Bid results are provided as an attachment hereto.

Budget Impact:

Contractor	SummitX Contractors
Contract Amount	\$364,218.88
Earmarked Funds	\$1,700,000.00
Funding Source	Rates/User Fees
BARS #	401.740.594.34.63
Budget Amendment Required?	No
Start Date	Notice to Proceed
End Date	90 calendar days from NTP

Previous Action: N/A

Recommended Motion: I move that City Council authorize the Mayor to sign contract 26-016-WTR-001 with SummitX Contractors in the amount of \$364,218.88 to perform the 2026 Terrace Drive Utility Improvements.

Alternative Actions: Not award the contract.

Attachments (listed in order presented):

1. Terrace Drive Presentation
2. Terrace Drive Vic Map
3. 26-016-WTR-001 - Bid Tabulation
4. 26-016-WTR-001

Terrace Drive Utility Improvements

Logan Lee, Public Works Director

February 17 2026





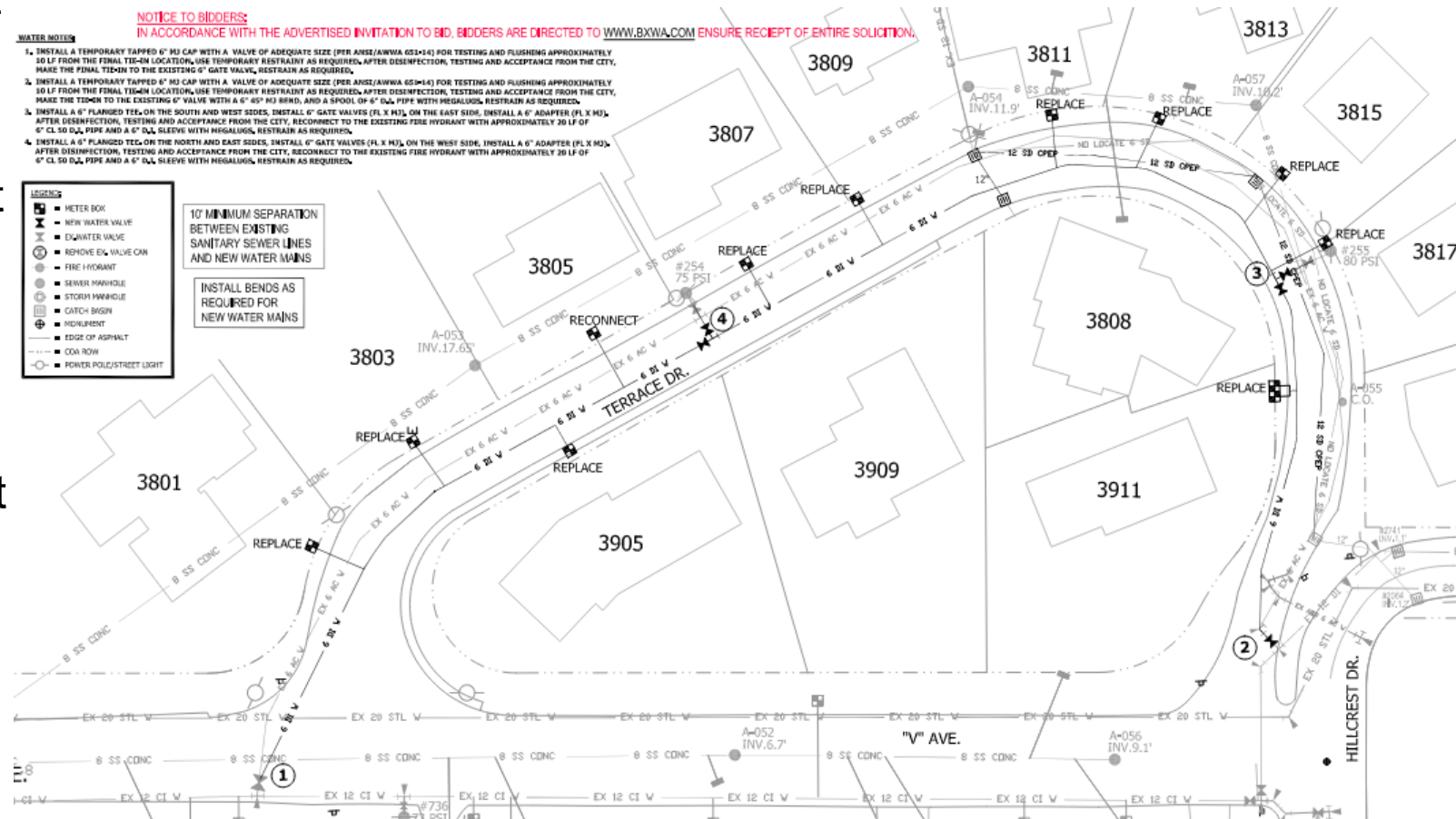
**2026 Terrace Drive
Utility Improvements 26-016-WTR-001**





Project Overview

- Water Rates/User Fees
 - \$1,700,000 Total Budgeted in 2026
- Install approximately 800 linear feet of 6-inch Ductile water main.
- Install three Type 1 Catch basins
- Install Approximately 326 linear feet of 12-inch ductile iron storm pipe.
- Excavate and reconstruct approximately 300 cubic yards of roadway.
- Remove and replace 237 linear feet of concrete traffic curb and gutter.
- Place approximately 450 tons of asphalt.
- Project Page: anacorteswa.gov/1972





2026 Terrace Drive Utility Improvements 26-016-WTR-001





City of Anacortes

26-016-WTR-001

2026 Terrace Drive Utility Improvements

BID TABULATION - BID DATE 2/3/2026

Item No.	Item Description	QTY	Unit	SummitX Contractors		Larry Brown Construction		SEI Neptune General Contractors		Earthwork Solutions	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	Minor Changes	1	EST.	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
2	Mobilization	1	L.S.	\$22,000.00	\$22,000.00	\$23,500.00	\$23,500.00	\$32,000.00	\$32,000.00	\$2,493.75	\$2,493.75
3	Temporary Traffic Control	1	L.S.	\$5,000.00	\$5,000.00	\$2,870.00	\$2,870.00	\$3,500.00	\$3,500.00	\$1,105.00	\$1,105.00
4	Erosion Control And Water Pollution Prevention	1	L.S.	\$200.00	\$200.00	\$315.00	\$315.00	\$4,500.00	\$4,500.00	\$1,105.00	\$1,105.00
5	Spcc Plan	1	L.S.	\$200.00	\$200.00	\$345.00	\$345.00	\$1,100.00	\$1,100.00	\$1.10	\$1.10
6	Pothole Existing Underground Utilities	1	L.S.	\$500.00	\$500.00	\$1,630.00	\$1,630.00	\$8,050.00	\$8,050.00	\$2,762.50	\$2,762.50
7	Asphalt Patching Material (Cold Mix)	10	TN	\$5.00	\$50.00	\$245.00	\$2,450.00	\$402.50	\$4,025.00	\$88.40	\$884.00
8	Customer Notification	1	L.S.	\$500.00	\$500.00	\$320.00	\$320.00	\$1,100.00	\$1,100.00	\$552.50	\$552.50
9	Sawcutting Asphalt	2000	LF	\$0.25	\$500.00	\$1.20	\$2,400.00	\$3.00	\$6,000.00	\$5.19	\$10,380.00
10	Roadway Excavation Incl/Haul Asphalt	23220	SF	\$0.50	\$11,610.00	\$0.39	\$9,055.80	\$1.00	\$23,220.00	\$0.77	\$17,879.40
11	Roadway Excavation Incl/Haul Roadway	300	CY	\$30.00	\$9,000.00	\$39.95	\$11,985.00	\$35.00	\$10,500.00	\$29.83	\$8,949.00
12	Removal of Existing Curb & Gutter	237	LF	\$8.00	\$1,896.00	\$10.00	\$2,370.00	\$10.00	\$2,370.00	\$25.24	\$5,981.88
13	Ductile Iron Pipe CL 50 6 IN . Diam	800	LF	\$80.00	\$64,000.00	\$75.00	\$60,000.00	\$75.00	\$60,000.00	\$80.77	\$64,616.00
14	Connection AS Described Water Note No.1	1	L.S.	\$6,000.00	\$6,000.00	\$1,575.00	\$1,575.00	\$2,750.00	\$2,750.00	\$10,331.75	\$10,331.75
15	Connection AS Described Water Note No.2	1	L.S.	\$6,000.00	\$6,000.00	\$2,535.00	\$2,535.00	\$2,950.00	\$2,950.00	\$10,645.57	\$10,645.57
16	Reconnect Fire Hydrant As Described Water Note.3	1	L.S.	\$5,500.00	\$5,500.00	\$5,900.00	\$5,900.00	\$6,600.00	\$6,600.00	\$7,917.32	\$7,917.32
17	Reconnect Fire Hydrant As Described Water Note.4	1	L.S.	\$5,500.00	\$5,500.00	\$5,900.00	\$5,900.00	\$6,600.00	\$6,600.00	\$7,917.32	\$7,917.32
18	Service Connection 1IN. Diam Replace Short	2	EA	\$1,800.00	\$3,600.00	\$1,800.00	\$3,600.00	\$2,300.00	\$4,600.00	\$2,218.84	\$4,437.68
19	Service Connection 1IN. Diam Replace Long	8	L.S.	\$1,800.00	\$14,400.00	\$1,640.00	\$13,120.00	\$1,950.00	\$15,600.00	\$1,689.25	\$13,514.00
20	Service Connection 1IN Diam Reconnect long	1	L.S.	\$1,800.00	\$1,800.00	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$1,561.36	\$1,561.36
21	Ductile Iron Storm Sewer Pipe 12IN	326	L.F.	\$95.00	\$30,970.00	\$96.45	\$31,442.70	\$90.00	\$29,340.00	\$114.69	\$37,388.94
22	Catch Basin Type 1	3	EA	\$2,000.00	\$6,000.00	\$1,800.00	\$5,400.00	\$1,850.00	\$5,550.00	\$2,277.40	\$6,832.20
23	Cement Conc. Traffic Curb and Gutter	237	L.F.	\$50.00	\$11,850.00	\$58.00	\$13,746.00	\$55.00	\$13,035.00	\$40.88	\$9,688.56
24	Connection to Drainage Structure	1	EA	\$1,200.00	\$1,200.00	\$650.00	\$650.00	\$1,850.00	\$1,850.00	\$1,657.50	\$1,657.50
25	Crushed Surfacing Base Course	302	TN	\$27.00	\$8,154.00	\$54.00	\$16,308.00	\$45.00	\$13,590.00	\$37.57	\$11,346.14
26	Crushed Surfacing Top Course	386	TN	\$30.00	\$11,580.00	\$60.80	\$23,468.80	\$45.00	\$17,370.00	\$34.00	\$13,124.00
27	Fine Grading	1	LS	3000	\$3,000.00	\$3,425.00	\$3,425.00	\$3,860.00	\$3,860.00	\$1.00	\$1.00
28	3-Inches HMA Cl 1/2 inch PG 64-22	450	TN	\$175.00	\$78,750.00	\$144.20	\$64,890.00	\$146.00	\$65,700.00	\$156.91	\$70,609.50
				SUBTOTAL	\$334,760.00	SUBTOTAL	\$335,201.30	SUBTOTAL	\$372,260.00	SUBTOTAL	\$348,682.97
				TAX (8.8%)	\$29,458.88	TAX (8.8%)	\$29,497.71	TAX (8.8%)	\$32,758.88	TAX (8.8%)	\$30,684.10
				TOTAL BID	\$364,218.88	TOTAL BID	\$364,699.01	TOTAL BID	\$405,018.88	TOTAL BID	\$379,367.07

indicates City's adjustment to bid price based on submitted unit prices



City of Anacortes

26-016-WTR-001

2026 Terrace Drive Utility Improvements

BID TABULATION - BID DATE 2/3/2026

Item No.	Item Description	QTY	Unit	Raw Land Construction		Tiger Construction		Associated Paving		Premium Services	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	Minor Changes	1	EST.	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
2	Mobilization	1	L.S.	\$25,000.00	\$25,000.00	\$33,000.00	\$33,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00
3	Temporary Traffic Control	1	L.S.	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00	\$5,000.00	\$5,000.00
4	Erosion Control And Water Pollution Prevention	1	L.S.	\$2,500.00	\$2,500.00	\$4,000.00	\$4,000.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00
5	Spcc Plan	1	L.S.	\$100.00	\$100.00	\$200.00	\$200.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00
6	Pothole Existing Underground Utilities	1	L.S.	\$3,500.00	\$3,500.00	\$3,000.00	\$3,000.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00
7	Asphalt Patching Material (Cold Mix)	10	TN	\$200.00	\$2,000.00	\$400.00	\$4,000.00	\$140.00	\$1,400.00	\$260.00	\$2,600.00
8	Customer Notification	1	L.S.	\$1,000.00	\$1,000.00	\$200.00	\$200.00	\$1,000.00	\$1,000.00	\$700.00	\$700.00
9	Sawcutting Asphalt	2000	LF	\$1.00	\$2,000.00	\$2.00	\$4,000.00	\$0.50	\$1,000.00	\$2.00	\$4,000.00
10	Roadway Excavation Incl/Haul Asphalt	23220	SF	\$0.40	\$9,288.00	\$0.80	\$18,576.00	\$0.50	\$11,610.00	\$1.00	\$23,220.00
11	Roadway Excavation Incl/Haul Roadway	300	CY	\$30.00	\$9,000.00	\$26.00	\$7,800.00	\$25.00	\$7,500.00	\$30.00	\$9,000.00
12	Removal of Existing Curb & Gutter	237	LF	\$10.00	\$2,370.00	\$12.00	\$2,844.00	\$25.00	\$5,925.00	\$10.00	\$2,370.00
13	Ductile Iron Pipe CL 50 6 IN . Diam	800	LF	\$90.00	\$72,000.00	\$84.00	\$67,200.00	\$90.00	\$72,000.00	\$85.00	\$68,000.00
14	Connection AS Described Water Note No.1	1	L.S.	\$4,500.00	\$4,500.00	\$4,600.00	\$4,600.00	\$2,000.00	\$2,000.00	\$4,000.00	\$4,000.00
15	Connection AS Described Water Note No.2	1	L.S.	\$4,500.00	\$4,500.00	\$4,000.00	\$4,000.00	\$2,500.00	\$2,500.00	\$3,500.00	\$3,500.00
16	Reconnect Fire Hydrant As Described Water Note.3	1	L.S.	\$6,000.00	\$6,000.00	\$8,300.00	\$8,300.00	\$6,500.00	\$6,500.00	\$7,000.00	\$7,000.00
17	Reconnect Fire Hydrant As Described Water Note.4	1	L.S.	\$6,000.00	\$6,000.00	\$8,300.00	\$8,300.00	\$6,500.00	\$6,500.00	\$6,500.00	\$6,500.00
18	Service Connection 1IN. Diam Replace Short	2	EA	\$1,600.00	\$3,200.00	\$2,700.00	\$5,400.00	\$3,500.00	\$7,000.00	\$2,500.00	\$5,000.00
19	Service Connection 1IN. Diam Replace Long	8	L.S.	\$1,500.00	\$12,000.00	\$2,700.00	\$21,600.00	\$2,500.00	\$20,000.00	\$2,600.00	\$20,800.00
20	Service Connection 1IN Diam Reconnect long	1	L.S.	\$1,500.00	\$1,500.00	\$900.00	\$900.00	\$4,000.00	\$4,000.00	\$1,500.00	\$1,500.00
21	Ductile Iron Storm Sewer Pipe 12IN	326	L.F.	\$130.00	\$42,380.00	\$50.00	\$16,300.00	\$120.00	\$39,120.00	\$120.00	\$39,120.00
22	Catch Basin Type 1	3	EA	\$1,900.00	\$5,700.00	\$4,100.00	\$12,300.00	\$1,200.00	\$3,600.00	\$1,300.00	\$3,900.00
23	Cement Conc. Traffic Curb and Gutter	237	L.F.	\$55.00	\$13,035.00	\$63.00	\$14,931.00	\$57.00	\$13,509.00	\$50.00	\$11,850.00
24	Connection to Drainage Structure	1	EA	\$250.00	\$250.00	\$1,600.00	\$1,600.00	\$140.00	\$140.00	\$800.00	\$800.00
25	Crushed Surfacing Base Course	302	TN	\$33.00	\$9,966.00	\$36.00	\$10,872.00	\$50.00	\$15,100.00	\$50.00	\$15,100.00
26	Crushed Surfacing Top Course	386	TN	\$50.00	\$19,300.00	\$38.00	\$14,668.00	\$50.00	\$19,300.00	\$65.00	\$25,090.00
27	Fine Grading	1	LS	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$3,500.00	\$3,500.00	\$5,000.00	\$5,000.00
28	3-Inches HMA Cl 1/2 inch PG 64-22	450	TN	\$141.00	\$63,450.00	\$143.00	\$64,350.00	\$140.00	\$63,000.00	\$145.00	\$65,250.00
				SUBTOTAL	\$353,039.00	SUBTOTAL	\$366,941.00	SUBTOTAL	\$374,204.00	SUBTOTAL	\$394,300.00
				TAX (8.8%)	\$31,067.43	TAX (8.8%)	\$32,290.81	TAX (8.8%)	\$32,929.95	TAX (8.8%)	\$34,698.40
				TOTAL BID	\$384,106.43	TOTAL BID	\$399,231.81	TOTAL BID	\$407,133.95	TOTAL BID	\$428,998.40

indicates City's adjustment to bid price based on submitted unit prices



City of Anacortes

26-016-WTR-001

2026 Terrace Drive Utility Improvements

BID TABULATION - BID DATE 2/3/2026

Item No.	Item Description	QTY	Unit	Benham Construction		Strider Construction		Flowline		Western Refinery Services	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	Minor Changes	1	EST.	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
2	Mobilization	1	L.S.	\$30,000.00	\$30,000.00	\$40,000.00	\$40,000.00	\$10,000.00	\$10,000.00	\$40,000.00	\$40,000.00
3	Temporary Traffic Control	1	L.S.	\$2,500.00	\$2,500.00	\$25,000.00	\$25,000.00	\$30,000.00	\$30,000.00	\$9,000.00	\$9,000.00
4	Erosion Control And Water Pollution Prevention	1	L.S.	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00
5	Spcc Plan	1	L.S.	\$1,000.00	\$1,000.00	\$2,000.00	\$2,000.00	\$500.00	\$500.00	\$500.00	\$500.00
6	Pothole Existing Underground Utilities	1	L.S.	\$5,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00
7	Asphalt Patching Material (Cold Mix)	10	TN	\$300.00	\$3,000.00	\$300.00	\$3,000.00	\$100.00	\$1,000.00	\$500.00	\$5,000.00
8	Customer Notification	1	L.S.	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00
9	Sawcutting Asphalt	2000	LF	\$4.00	\$8,000.00	\$2.10	\$4,200.00	\$5.00	\$10,000.00	\$5.00	\$10,000.00
10	Roadway Excavation Incl/Haul Asphalt	23220	SF	\$1.00	\$23,220.00	\$0.55	\$12,771.00	\$0.50	\$11,610.00	\$2.00	\$46,440.00
11	Roadway Excavation Incl/Haul Roadway	300	CY	\$30.00	\$9,000.00	\$23.00	\$6,900.00	\$50.00	\$15,000.00	\$20.00	\$6,000.00
12	Removal of Existing Curb & Gutter	237	LF	\$10.00	\$2,370.00	\$12.00	\$2,844.00	\$10.00	\$2,370.00	\$10.00	\$2,370.00
13	Ductile Iron Pipe CL 50 6 IN . Diam	800	LF	\$120.00	\$96,000.00	\$100.00	\$80,000.00	\$100.00	\$80,000.00	\$95.00	\$76,000.00
14	Connection AS Described Water Note No.1	1	L.S.	\$3,000.00	\$3,000.00	\$2,700.00	\$2,700.00	\$4,500.00	\$4,500.00	\$4,000.00	\$4,000.00
15	Connection AS Described Water Note No.2	1	L.S.	\$3,000.00	\$3,000.00	\$3,800.00	\$3,800.00	\$4,500.00	\$4,500.00	\$5,000.00	\$5,000.00
16	Reconnect Fire Hydrant As Described Water Note.3	1	L.S.	\$5,000.00	\$5,000.00	\$6,400.00	\$6,400.00	\$7,800.00	\$7,800.00	\$5,000.00	\$5,000.00
17	Reconnect Fire Hydrant As Described Water Note.4	1	L.S.	\$5,000.00	\$5,000.00	\$6,400.00	\$6,400.00	\$7,800.00	\$7,800.00	\$5,000.00	\$5,000.00
18	Service Connection 1IN. Diam Replace Short	2	EA	\$1,500.00	\$3,000.00	\$2,500.00	\$5,000.00	\$2,500.00	\$5,000.00	\$1,500.00	\$3,000.00
19	Service Connection 1IN. Diam Replace Long	8	L.S.	\$1,000.00	\$8,000.00	\$2,500.00	\$20,000.00	\$2,362.00	\$18,896.00	\$1,500.00	\$12,000.00
20	Service Connection 1IN Diam Reconnect long	1	L.S.	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00
21	Ductile Iron Storm Sewer Pipe 12IN	326	L.F.	\$120.00	\$39,120.00	\$110.00	\$35,860.00	\$150.00	\$48,900.00	\$100.00	\$32,600.00
22	Catch Basin Type 1	3	EA	\$1,500.00	\$4,500.00	\$1,900.00	\$5,700.00	\$1,500.00	\$4,500.00	\$1,500.00	\$4,500.00
23	Cement Conc. Traffic Curb and Gutter	237	L.F.	\$50.00	\$11,850.00	\$67.00	\$15,879.00	\$40.00	\$9,480.00	\$60.00	\$14,220.00
24	Connection to Drainage Structure	1	EA	\$500.00	\$500.00	\$750.00	\$750.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00
25	Crushed Surfacing Base Course	302	TN	\$50.00	\$15,100.00	\$40.00	\$12,080.00	\$40.00	\$12,080.00	\$43.00	\$12,986.00
26	Crushed Surfacing Top Course	386	TN	\$50.00	\$19,300.00	\$52.00	\$20,072.00	\$40.00	\$15,440.00	\$43.00	\$16,598.00
27	Fine Grading	1	LS	\$5,000.00	\$5,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$5,000.00	\$5,000.00
28	3-Inches HMA Cl 1/2 inch PG 64-22	450	TN	\$140.00	\$63,000.00	\$140.00	\$63,000.00	\$160.00	\$72,000.00	\$139.00	\$62,550.00
				SUBTOTAL	\$394,960.00	SUBTOTAL	\$408,856.00	SUBTOTAL	\$406,376.00	SUBTOTAL	\$408,764.00
				TAX (8.8%)	\$34,756.48	TAX (8.8%)	\$35,979.33	TAX (8.8%)	\$35,761.09	TAX (8.8%)	\$35,971.23
				TOTAL BID	\$429,716.48	TOTAL BID	\$444,835.33	TOTAL BID	\$442,137.09	TOTAL BID	\$444,735.23

indicates City's adjustment to bid price based on submitted unit prices



City of Anacortes

26-016-WTR-001

2026 Terrace Drive Utility Improvements

BID TABULATION - BID DATE 2/3/2026

Item No.	Item Description	QTY	Unit	SRV Construction		Miles Resources		Colacurcio Brothers		Hosanna Construction	
				Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	Minor Changes	1	EST.	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
2	Mobilization	1	L.S.	\$52,000.00	\$52,000.00	\$27,500.00	\$27,500.00	\$37,000.00	\$37,000.00	\$30,000.00	\$30,000.00
3	Temporary Traffic Control	1	L.S.	\$3,250.00	\$3,250.00	\$13,835.00	\$13,835.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
4	Erosion Control And Water Pollution Prevention	1	L.S.	\$2,350.00	\$2,350.00	\$5,000.00	\$5,000.00	\$1,500.00	\$1,500.00	\$4,500.00	\$4,500.00
5	Spcc Plan	1	L.S.	\$500.00	\$500.00	\$500.00	\$500.00	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00
6	Pothole Existing Underground Utilities	1	L.S.	\$4,000.00	\$4,000.00	\$6,440.00	\$6,440.00	\$7,000.00	\$7,000.00	\$3,500.00	\$3,500.00
7	Asphalt Patching Material (Cold Mix)	10	TN	\$335.00	\$3,350.00	\$96.00	\$960.00	\$420.00	\$4,200.00	\$200.00	\$2,000.00
8	Customer Notification	1	L.S.	\$600.00	\$600.00	\$1,350.00	\$1,350.00	\$1,000.00	\$1,000.00	\$500.00	\$500.00
9	Sawcutting Asphalt	2000	LF	\$1.80	\$3,600.00	\$0.10	\$200.00	\$3.00	\$6,000.00	\$4.00	\$8,000.00
10	Roadway Excavation Incl/Haul Asphalt	23220	SF	\$0.90	\$20,898.00	\$0.90	\$20,898.00	\$1.00	\$23,220.00	\$0.50	\$11,610.00
11	Roadway Excavation Incl/Haul Roadway	300	CY	\$44.50	\$13,350.00	\$64.00	\$19,200.00	\$80.00	\$24,000.00	\$45.00	\$13,500.00
12	Removal of Existing Curb & Gutter	237	LF	\$21.00	\$4,977.00	\$20.00	\$4,740.00	\$9.00	\$2,133.00	\$40.00	\$9,480.00
13	Ductile Iron Pipe CL 50 6 IN . Diam	800	LF	\$83.75	\$67,000.00	\$114.00	\$91,200.00	\$95.00	\$76,000.00	\$120.00	\$96,000.00
14	Connection AS Described Water Note No.1	1	L.S.	\$2,950.00	\$2,950.00	\$3,900.00	\$3,900.00	\$4,200.00	\$4,200.00	\$1,869.40	\$1,869.40
15	Connection AS Described Water Note No.2	1	L.S.	\$3,300.00	\$3,300.00	\$3,900.00	\$3,900.00	\$4,500.00	\$4,500.00	\$2,423.20	\$2,423.20
16	Reconnect Fire Hydrant As Described Water Note.3	1	L.S.	\$6,935.00	\$6,935.00	\$7,880.00	\$7,880.00	\$6,700.00	\$6,700.00	\$5,340.00	\$5,340.00
17	Reconnect Fire Hydrant As Described Water Note.4	1	L.S.	\$6,900.00	\$6,900.00	\$7,880.00	\$7,880.00	\$6,700.00	\$6,700.00	\$5,340.00	\$5,340.00
18	Service Connection 1IN. Diam Replace Short	2	EA	\$2,600.00	\$5,200.00	\$2,825.00	\$5,650.00	\$2,200.00	\$4,400.00	\$1,500.00	\$3,000.00
19	Service Connection 1IN. Diam Replace Long	8	L.S.	\$2,350.00	\$18,800.00	\$2,550.00	\$20,400.00	\$2,200.00	\$17,600.00	\$1,500.00	\$12,000.00
20	Service Connection 1IN Diam Reconnect long	1	L.S.	\$950.00	\$950.00	\$2,750.00	\$2,750.00	\$1,500.00	\$1,500.00	\$1,300.00	\$1,300.00
21	Ductile Iron Storm Sewer Pipe 12IN	326	L.F.	\$125.00	\$40,750.00	\$142.00	\$46,292.00	\$100.00	\$32,600.00	\$145.15	\$47,318.90
22	Catch Basin Type 1	3	EA	\$2,250.00	\$6,750.00	\$2,200.00	\$6,600.00	\$2,300.00	\$6,900.00	\$1,500.00	\$4,500.00
23	Cement Conc. Traffic Curb and Gutter	237	L.F.	\$56.50	\$13,390.50	\$59.00	\$13,983.00	\$43.00	\$10,191.00	\$90.00	\$21,330.00
24	Connection to Drainage Structure	1	EA	\$935.00	\$935.00	\$1,450.00	\$1,450.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
25	Crushed Surfacing Base Course	302	TN	\$50.00	\$15,100.00	\$59.00	\$17,818.00	\$60.00	\$18,120.00	\$37.50	\$11,325.00
26	Crushed Surfacing Top Course	386	TN	\$45.00	\$17,370.00	\$59.00	\$22,774.00	\$55.00	\$21,230.00	\$37.50	\$14,475.00
27	Fine Grading	1	LS	\$6,375.00	\$6,375.00	\$4,900.00	\$4,900.00	\$2,000.00	\$2,000.00	\$5,000.00	\$5,000.00
28	3-Inches HMA Cl 1/2 inch PG 64-22	450	TN	\$160.00	\$72,000.00	\$110.00	\$49,500.00	\$150.00	\$67,500.00	\$180.00	\$81,000.00
				SUBTOTAL	\$418,580.50	SUBTOTAL	\$432,500.00	SUBTOTAL	\$433,194.00	SUBTOTAL	\$444,311.50
				TAX (8.8%)	\$36,835.08	TAX (8.8%)	\$38,060.00	TAX (8.8%)	\$38,121.07	TAX (8.8%)	\$39,099.41
				TOTAL BID	\$455,415.58	TOTAL BID	\$470,560.00	TOTAL BID	\$471,315.07	TOTAL BID	\$483,410.91

indicates City's adjustment to bid price based on submitted unit prices



City of Anacortes

26-016-WTR-001

2026 Terrace Drive Utility Improvements

BID TABULATION - BID DATE 2/3/2026

NON RESPONSIVE - USED WRONG BID
PROPOSAL PAGE 4

				C. Johnson Construction		East Slope Earthworks		PNW Heavy Civil Construction		RAM Construction		E + E Contracting	
Item No.	Item Description	QTY	Unit	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
1	Minor Changes	1	EST.	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
2	Mobilization	1	L.S.	\$21,920.00	\$21,920.00	\$36,200.00	\$36,200.00	\$42,000.00	\$42,000.00	\$94,200.00	\$94,200.00	\$10,000.00	\$10,000.00
3	Temporary Traffic Control	1	L.S.	\$1,080.00	\$1,080.00	\$7,600.00	\$7,600.00	\$33,937.00	\$33,937.00	\$35,000.00	\$35,000.00	\$15,000.00	\$15,000.00
4	Erosion Control And Water Pollution Prevention	1	L.S.	\$2,000.00	\$2,000.00	\$4,000.00	\$4,000.00	\$205.00	\$205.00	\$12,200.00	\$12,200.00	\$3,000.00	\$3,000.00
5	Spcc Plan	1	L.S.	\$100.00	\$100.00	\$1,850.00	\$1,850.00	\$1.00	\$1.00	\$365.00	\$365.00	\$500.00	\$500.00
6	Pothole Existing Underground Utilities	1	L.S.	\$17,740.00	\$17,740.00	\$5,950.00	\$5,950.00	\$4,612.00	\$4,612.00	\$5,500.00	\$5,500.00	\$5,000.00	\$5,000.00
7	Asphalt Patching Material (Cold Mix)	10	TN	\$230.00	\$2,300.00	\$240.00	\$2,400.00	\$115.00	\$1,150.00	\$330.00	\$3,300.00	\$250.00	\$2,500.00
8	Customer Notification	1	L.S.	\$480.00	\$480.00	\$2,500.00	\$2,500.00	\$1.00	\$1.00	\$600.00	\$600.00	\$1,500.00	\$1,500.00
9	Sawcutting Asphalt	2000	LF	\$1.80	\$3,600.00	\$1.77	\$3,540.00	\$5.00	\$10,000.00	\$4.90	\$9,800.00	\$2.00	\$4,000.00
10	Roadway Excavation Incl/Haul Asphalt	23220	SF	\$1.15	\$26,703.00	\$1.20	\$27,864.00	\$1.00	\$23,220.00	\$0.80	\$18,576.00	\$0.35	\$8,127.00
11	Roadway Excavation Incl/Haul Roadway	300	CY	\$27.00	\$8,100.00	\$94.00	\$28,200.00	\$82.00	\$24,600.00	\$28.00	\$8,400.00	\$40.00	\$12,000.00
12	Removal of Existing Curb & Gutter	237	LF	\$26.00	\$6,162.00	\$9.00	\$2,133.00	\$3.00	\$711.00	\$13.60	\$3,223.20	\$10.00	\$2,370.00
13	Ductile Iron Pipe CL 50 6 IN . Diam	800	LF	\$120.00	\$96,000.00	\$103.00	\$82,400.00	\$170.00	\$136,000.00	\$156.00	\$124,800.00	\$50.00	\$40,000.00
14	Connection AS Described Water Note No.1	1	L.S.	\$5,070.00	\$5,070.00	\$3,800.00	\$3,800.00	\$3,001.00	\$3,001.00	\$5,670.00	\$5,670.00	\$3,500.00	\$3,500.00
15	Connection AS Described Water Note No.2	1	L.S.	\$10,460.00	\$10,460.00	\$3,650.00	\$3,650.00	\$2,290.00	\$2,290.00	\$5,830.00	\$5,830.00	\$3,500.00	\$3,500.00
16	Reconnect Fire Hydrant As Described Water Note.3	1	L.S.	\$10,460.00	\$10,460.00	\$6,250.00	\$6,250.00	\$8,301.00	\$8,301.00	\$7,700.00	\$7,700.00	\$5,000.00	\$5,000.00
17	Reconnect Fire Hydrant As Described Water Note.4	1	L.S.	\$10,460.00	\$10,460.00	\$8,150.00	\$8,150.00	\$8,301.00	\$8,301.00	\$7,700.00	\$7,700.00	\$5,000.00	\$5,000.00
18	Service Connection 1IN. Diam Replace Short	2	EA	\$1,900.00	\$3,800.00	\$3,570.00	\$7,140.00	\$3,273.00	\$6,546.00	\$2,475.00	\$4,950.00	\$2,500.00	\$5,000.00
19	Service Connection 1IN. Diam Replace Long	8	L.S.	\$2,620.00	\$20,960.00	\$3,050.00	\$24,400.00	\$3,047.00	\$24,376.00	\$2,650.00	\$21,200.00	\$2,000.00	\$16,000.00
20	Service Connection 1IN Diam Reconnect long	1	L.S.	\$2,100.00	\$2,100.00	\$130.00	\$130.00	\$2,502.00	\$2,502.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
21	Ductile Iron Storm Sewer Pipe 12IN	326	L.F.	\$150.00	\$48,900.00	\$130.00	\$42,380.00	\$59.00	\$19,234.00	\$120.00	\$39,120.00	\$85.00	\$27,710.00
22	Catch Basin Type 1	3	EA	\$3,220.00	\$9,660.00	\$2,050.00	\$6,150.00	\$1,892.00	\$5,676.00	\$2,750.00	\$8,250.00	\$1,500.00	\$4,500.00
23	Cement Conc. Traffic Curb and Gutter	237	L.F.	\$50.00	\$11,850.00	\$60.90	\$14,433.30	\$65.00	\$15,405.00	\$58.00	\$13,746.00	\$35.00	\$8,295.00
24	Connection to Drainage Structure	1	EA	\$2,390.00	\$2,390.00	\$1,190.00	\$1,190.00	\$274.00	\$274.00	\$930.00	\$930.00	\$500.00	\$500.00
25	Crushed Surfacing Base Course	302	TN	\$56.00	\$16,912.00	\$62.00	\$18,724.00	\$67.00	\$20,234.00	\$45.00	\$13,590.00	\$30.00	\$9,060.00
26	Crushed Surfacing Top Course	386	TN	\$52.00	\$20,072.00	\$82.00	\$31,652.00	\$67.00	\$25,862.00	\$45.00	\$17,370.00	\$30.00	\$11,580.00
27	Fine Grading	1	LS	\$6,950.00	\$6,950.00	\$8,100.00	\$8,100.00	\$1.00	\$1.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00
28	3-Inches HMA Cl 1/2 inch PG 64-22	450	TN	\$160.00	\$72,000.00	\$157.10	\$70,695.00	\$125.00	\$56,250.00	\$135.00	\$60,750.00	\$157.00	\$70,650.00
				SUBTOTAL	\$463,229.00	SUBTOTAL	\$476,481.30	SUBTOTAL	\$499,690.00	SUBTOTAL	\$551,770.20	SUBTOTAL	\$300,792.00
				TAX (8.8%)	\$40,764.15	TAX (8.8%)	\$41,930.35	TAX (8.8%)	\$43,972.72	TAX (8.8%)	\$48,555.78	TAX (8.8%)	\$26,469.70
				TOTAL BID	\$503,993.15	TOTAL BID	\$518,411.65	TOTAL BID	\$543,662.72	TOTAL BID	\$600,325.98	TOTAL BID	\$327,261.70

indicates City's adjustment to bid price based on submitted unit prices



This Contract is between the City of Anacortes, Washington, a Municipal Corporation (herein after referred to as "City") and SummitX Contractors Inc., a private contractor at 2018 R Avenue, Anacortes, WA 98221 (herein after referred to as "Contractor").

WITNESSETH:

That in consideration of the terms and conditions contained herein and attached and made a part of this agreement, the parties hereto covenant and agree as follows:

- I. **WORK.** The Contractor shall do all work and furnish all tools, materials, equipment, and transportation required for the **2026 Terrace Drive Utility Improvements**, in accordance with and as described in the Invitation for Bid entitled the same, Project No. 26-016-WTR-001. Incorporated by reference, and made a part hereof, are the Invitation for Bid aforementioned, current edition of the Washington State Department of Transportation *Standard Specifications for Road, Bridge, and Municipal Construction M 41-10* and Amendments, except as modified by the Special Provisions included in this Invitation to Bid. Any changes to the work contracted herein shall be subject to contract modification signed by the Parties.

The City hereby promises and agrees with the Contractor to retain and does retain the Contractor to provide the materials and to do and cause to be done the above-described work and to complete and finish the same according to the attached plans and specifications and the terms and conditions herein contained, and hereby contracts to pay for the same according to the attached specifications and the schedule of prices bid and hereto attached, at the time and in the manner and upon the conditions provided for in this contract.

The Contractor for themselves, and for their heirs, executors, administrators, successors, and assigns, does hereby agree to full performance of all covenants required of the Contractor in the contract.

- II. **PRICE.** The Total Contract Price is **Three Hundred Sixty-Four Thousand Two Hundred Eighteen Dollars and Eighty-Eight Cents (\$364,218.88)**. The Contractor's bid schedule is incorporated by reference and attached hereto as Exhibit A.
- III. **TIME.** Unless otherwise stated in the Invitation for Bid, all physical construction activities shall be completed **Ninety (90) calendar days** from the first working day following the Notice to Proceed. The Contractor shall supply the materials within the specified period of time after Notice to Proceed has been issued by the City.
- IV. **LIQUIDATED DAMAGES.** Under 1-08.9 of the current WSDOT *Standard Specifications for Road, Bridge, and Municipal Construction*, the City is entitled to liquidated damages for each and every calendar day said work remains uncompleted after expiration of the specified time. However, rather than using the Liquidated Damages Formula, the Contractor agrees to pay the City \$500.00 per day for each and every calendar day said work remains uncompleted. All other terms of WSDOT 1-08.9 remain unchanged.
- V. **INDEMNIFICATION/HOLD HARMLESS.**
The Contractor shall defend, indemnify and hold the City, its appointed and elective officers, officials, employees and volunteers harmless from any and all claims, injuries, including death at any time resulting there from, damages, losses or suits including attorney fees, to the extent caused by negligent acts, errors or omissions of the Contractor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

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 Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the

extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor'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 Clause shall survive the expiration or termination of this Agreement.

- VI. **INSURANCE.** The Contractor 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 Contractor, their agents, representatives, employees or subcontractors.

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

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.

Owner:

City of Anacortes

Title

Date

Contractor:

SummitX Contractors Inc.

Title

Date

TO: City of Anacortes
City Hall
904 Sixth Street
Anacortes, WA 98221

Attention:

The undersigned, hereinafter called the bidder, declares that the only persons or parties interested in this proposal are those named herein; that this proposal is in all respects fair and without fraud; that it is made without collusion with any official of the City of Anacortes; and that the proposal is made without any connection or collusion with any person making another proposal of this contract. **Moreover, the Bidder declares by signing the signature page of this Proposal that the following statement is true and correct:**

My firm, association or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this proposal is submitted.

The bidder declares that they have carefully examined the contract documents for the construction of the project; that they have personally inspected the site; that they have satisfied themselves as to the quantities involved, including materials and equipment and conditions of work involved, including the fact that the description of the quantities of work and materials, as included herein, is brief and is intended only to indicate the general nature of the work and to identify the said quantities with the detailed requirements of the contract documents and that this proposal is made according to the provisions and under the terms of the contract documents, which documents are hereby made a part of this proposal.

The bidder declares that they have exercised their own judgment regarding the interpretation of subsurface information and has utilized all data, which they believe pertinent from the Engineer, Owner and other sources in arriving at their conclusions.

The bidder agrees that if this proposal is accepted, they will, within ten calendar days after Notification of Award, execute the contract with the City of Anacortes in the form of contract included in the contract documents, and will, prior to the time of execution of the contract, deliver to the City of Anacortes the Performance and Payment Bonds and all Certificates of Insurance required therein and will, to the extent of their proposals, furnish all necessary labor, tools, materials, equipment, and services required to do the work in the manner, in the time, and according to the methods as specified in the contract documents and required by the Engineer or other Project Manager designated thereunder.

The bidder further agrees, if awarded the contract, to begin work the working day following the date of the Notice to Proceed and to (a) achieve **Physical Completion within Ninety (90) calendar days**, and (b) achieve **Contract Completion within One Hundred Twenty (120) calendar days** after the date of the Notice to Proceed.

In the event the bidder is awarded the contract and shall fail to complete the work within the time limit agreed upon as more particularly set forth in the contract documents, liquidated damages shall be paid to the owner per the specifications contained in the contract documents.

The bidder proposes to accept as full payment for the work proposed herein the amount computed under the provisions of the contract documents and based upon the unit price, it being expressly understood that the unit price is independent of the exact quantities involved. Bidder agrees that the unit prices shown represent a true measure of the labor and materials required to perform the work, including all allowances for overhead and profit for each type of work called for in these contract documents. The undersigned bids for complete construction of the following described project:

NOTICE TO BIDDERS: IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO WWW.BXWA.COM TO ENSURE RECEIPT OF ENTIRE SOLICITATION.

2026 TERRACE DRIVE UTILITY IMPROVEMENTS #26-016-WTR-001
ATTACHMENT C - BID PROPOSAL
PAGE 2 OF 5

The work included in this project consists of furnishing all materials, equipment, labor, and incidentals necessary to complete the installation of approximately 800 linear feet of 6-inch ductile iron water main; reconnect existing fire hydrants; make connections to the existing water system; renew or reconnect existing water services; install three (3) Type 1 catch basins; install approximately 326 linear feet of 12-inch corrugated polyethylene storm sewer pipe; connect to existing drainage structures; excavate and reconstruct approximately 300 cubic yards of roadway; remove and replace approximately 237 LF of cement concrete traffic curb and gutter, place hot mix asphalt (HMA); and perform all other work required, all in accordance with the Contract Plans, these Contract Provisions, and the Standard Specifications.

The bid prices shall include everything necessary for the prosecution and completion of the services as detailed in the specifications including but not limited to furnishing all materials, equipment, supplies, tools, plant and other facilities and all management, supervision, labor and service, except as may be provided otherwise in this bid.

ITEM NO.	QTY	UNIT OF MEASURE	ITEM DESCRIPTION	UNIT PRICE (Figures)	TOTAL AMOUNT (Figures)
1	1	MC	MINOR CHANGES 1-04.4(1)	\$25,000.00 Allowance	\$25,000.00
2	1	LS	MOBILIZATION 2-01.5	At \$ 22,000.00 Per Lump Sum	\$ 22,000.00
3	1	LS	TEMPORARY TRAFFIC CONTROL 2-04.5	At \$ 5,000.00 Per Lump Sum	\$ 5,000.00
4	1	LS	EROSION CONTROL AND WATER POLLUTION PREVENTION 8-01.5	At \$ 200.00 Per Lump Sum	\$ 200.00
5	1	LS	SPCC PLAN 1-07.15(1)	At \$ 200.00 Per Lump Sum	\$ 200.00
6	1	LS	POTHOLE EXISTING UNDERGROUND UTILITIES	At \$ 500.00 Lump Sum	\$ 500.00
7	10	TN	ASPHALT PATCHING MATERIAL (COLD MIX)	At \$ 5.00 Per Ton	\$ 50.00
8	1	LS	CUSTOMER NOTIFICATION	At \$ 500.00 Per Lump Sum	\$ 500.00
9	2,000	LF	SAWCUTTING ASPHALT 3-02.5	At \$ 0.25 Per Linear Foot	\$ 500.00

NOTICE TO BIDDERS: IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO
WWW.BXWA.COM TO ENSURE RECEIPT OF ENTIRE SOLICITATION.

2026 TERRACE DRIVE UTILITY IMPROVEMENTS #26-016-WTR-001
ATTACHMENT C - BID PROPOSAL
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ITEM NO.	QTY	UNIT OF MEASURE	ITEM DESCRIPTION	UNIT PRICE (Figures)	TOTAL AMOUNT (Figures)
10	23,220	SF	ROADWAY EXCAVATION INCL/HAUL - ASPHALT 3-03.5	At \$ 0.50 Per Square Foot	\$ 11,610.00
11	300	CY	ROADWAY EXCAVATION INCL/HAUL - ROADWAY 3-03.5	At \$ 30.00 Per Cubic Yard	\$ 9,000.00
12	237	LF	REMOVAL OF EXISTING CURB & GUTTER 3-02.5	At \$ 8.00 Per Linear Foot	\$ 1,896.00
13	800	LF	DUCTILE IRON PIPE CL 50 6 IN. DIAM. 7-09.5	At \$ 80.00 Per Linear Foot	\$ 64,000.00
14	1	LS	CONNECTION AS DESCRIBED WATER NOTE NO. 1	At \$ 6,000.00 Per Lump Sum	\$ 6,000.00
15	1	LS	CONNECTION AS DESCRIBED WATER NOTE NO. 2	At \$ 6,000.00 Per Lump Sum	\$ 6,000.00
16	1	LS	RECONNECT FIRE HYDRANT AS DESCRIBED WATER NOTE NO. 3	At \$ 5,500.00 Per Lump Sum	\$ 5,500.00
17	1	LS	RECONNECT FIRE HYDRANT AS DESCRIBED WATER NOTE NO. 4	At \$ 5,500.00 Per Lump Sum	\$ 5,500.00
18	2	EA	SERVICE CONNECTION 1 IN. DIAM. (REPLACE SHORT) 7-15.5	At \$ 1,800.00 Per Each	\$ 3,600.00
19	8	EA	SERVICE CONNECTION 1 IN. DIAM. (REPLACE LONG) 7-15.5	At \$ 1,800.00 Per Each	\$ 14,400.00
20	1	EA	SERVICE CONNECTION 1 IN. DIAM. (RECONNECT LONG) 7-15.5	At \$ 1,800.00 Per Each	\$ 1,800.00

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2026 TERRACE DRIVE UTILITY IMPROVEMENTS #26-016-WTR-001
ATTACHMENT C - BID PROPOSAL
PAGE 4 OF 5

ITEM NO.	QTY	UNIT OF MEASURE	ITEM DESCRIPTION	UNIT PRICE (Figures)	TOTAL AMOUNT (Figures)
21	326	LF	DUCTILE IRON STORM SEWER PIPE 12 IN. DIAM. 7-04.5	At \$ 95.00 Per Linear Foot	\$ 30,970.00
22	3	EA	CATCH BASIN TYPE 1 7-05.5	At \$ 2,000.00 Per Each	\$ 6,000.00
23	237	LF	CEMENT CONC. TRAFFIC CURB AND GUTTER 8-04.5	At \$ 50.00 Per Foot	\$ 11,850.00
24	1	EA	CONNECTION TO DRAINAGE STRUCTURE 7-05.5	At \$ 1,200.00 Per Each	\$ 1,200.00
25	302	TN	CRUSHED SURFACING BASE COURSE 4-05.5	At \$ 27.00 Per Ton	\$ 8,154.00
26	386	TN	CRUSHED SURFACING TOP COURSE 4-05.5	At \$ 30.00 Per Ton	\$ 11,580.00
27	1	LS	FINE GRADING	At \$ 3,000.00 Per Lump Sum	\$ 3,000.00
28	450	TN	3-INCHES HMA CL. ½ INCH PG 64-22 5-04.5	At \$ 175.00 Per Ton	\$ 78,750.00

*Note Rule WAC 458-20-170 applies. Sales tax is separately priced and added to the base bid price.

SUBTOTAL	\$ 334,760.00
SALES TAX (8.8%)	\$ 29,458.88
TOTAL BID	\$ 364,218.88

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA:

Bidder acknowledges review of all Addenda No. 1 through No. 1 *Tm*

NOTE: Failure to acknowledge any issued Addenda may render proposal non-responsive and therefore void. It is the sole responsibility of the Bidder to learn of Addendum, if any. Such information may be obtained from the Builders Exchange website at www.bxwa.com.

NOTICE TO BIDDERS: IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO WWW.BXWA.COM TO ENSURE RECEIPT OF ENTIRE SOLICITATION.

2026 TERRACE DRIVE UTILITY IMPROVEMENTS #26-016-WTR-001
ATTACHMENT C - BID PROPOSAL
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BID DEPOSIT: A proposal deposit in an amount of five percent (5%) of the total bid is attached here in the form indicated: ☒ **Bid Bond** ☐ **Cashier's Check** ☐ **Postal Money Order**

NOTICE TO ALL BIDDERS: To report bid rigging activities call: 1-800-424-9071. The U.S. Department of Transportation (USDOT) operates the above toll-free "hotline" Monday through Friday, 8:00 a.m. to 5:00 p.m., Eastern time. Anyone with knowledge of possible bid rigging, Bidder collusion, or other fraudulent activities should use the "hotline" to report activities. The "hotline" is part of USDOT's continuing effort to identify and investigate highway construction contract fraud and abuse and is operated under the direction of the USDOT Inspector General. All information will be treated confidentially, and caller anonymity will be respected.

BIDDER CERTIFIES

- They have examined the work site and all existing conditions;
- They fully understand the manner in which payment is proposed;
- They propose to furnish all labor, equipment, and materials required to perform and complete specified work within the time fixed, and for the price proposed;
- They will observe the national, Washington State, and local codes; and
- They have the insurance coverage required for this Contract, which includes: Commercial General Liability Insurance, Business Auto Liability, Worker's Comp

Name of Bidder: SUMMITX CONTRACTORS INC.

Contact Name: TYLER MCKEE

Mailing Address: 2018 R AVENUE

City, State, Zip: ANACORTES, WA 98221

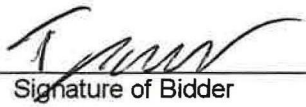
Business Telephone: 360-899-4692 Cell Phone: 360-420-4590

Email Address: tyler@summitxcontractors.com or leslie@summitxcontractors.com

Contractor's State License No: SUMMICI802BZ

UBI Number: 602-318-271

By signing this proposal, the bidder agrees to all requirements contained in the contract documents.

	<u>SUMMITX CONTRACTORS INC.</u>	<u>OWNER / PRESIDENT</u>
(Corporate Seal)	Name of Bidder	Title
<u>02/03/2026</u>		
Date	Signature of Bidder	
	<u>TYLER MCKEE</u>	
	Print Name	

NOTICE TO BIDDERS: IN ACCORDANCE WITH THE ADVERTISED INVITATION TO BID, BIDDERS ARE DIRECTED TO WWW.BXWA.COM TO ENSURE RECEIPT OF ENTIRE SOLICITATION.



City Council Agenda Bill

February 17, 2026

Action Type: Ordinance

Item: 6.e.

Title: Ordinance 5022: Codification of Resolutions

Staff Contact(s): Darcy Swetnam, Steve Hoglund

Approved for Submittal to Council by:

Greg Francioch
Darcy Swetnam
Steve Hoglund

Summary: This ordinance would clarify how City ordinances are codified and available to the public in the Anacortes Municipal Code. It would also create an online codification of those City policies that are adopted by Council, including Council procedures, personnel policies, purchasing policies, and others. These policies would be organized into the Anacortes Municipal Policies, which would be publicly available on the City's Code Publishing page along with the Anacortes Municipal Code.

Budget Impact:

N/A

Previous Action: N/A

Recommended Motion: I move we adopt Ordinance 5022 regarding codification of the City's ordinances and organization of City Council resolutions of long-term effect.

Alternative Actions:

Attachments (listed in order presented):

1. 260217 Ord 5022 - AMC 1.01 Codification and Policies
2. 260217 Ord 5022 - Codification

Ordinance No. 5022

An Ordinance Adopting New AMC Chapter 1.01 Regarding Codification of the City's Ordinances and Organization of City Council Resolutions of Long-term Effect

Whereas City ordinances are codified into the Anacortes Municipal Code so that they can be easily referenced and updated;

Whereas no such organization exists for policies adopted by City Council resolution;

Whereas the effect and process for adoption of ordinances and resolutions is different, and should be clarified;

Now, therefore, the City Council of the City of Anacortes does ordain as follows:

Section 1. New Chapter 1.01 is added to the Anacortes Municipal Code as shown in Exhibit A.

Section 2. The Anacortes Municipal Policies are hereby created, with an initial organization as shown in Exhibit B.

Section 3. The City Attorney is directed to instruct the Code Reviser to organize the following resolutions into the Anacortes Municipal Policies, consistent with the initial table of contents in this ordinance:

Resolution No 3188 adopting the City Council's rules of procedure

Resolution No 2060 adopting the City Council's policy of inclusion

Section 4. Consistent with RCW 35A.12.130, this ordinance takes effect five days after passage and publication.

PASSED and APPROVED this ____ day of _____, 2026.

CITY OF ANACORTES:

Ryan Walters, Mayor

Attest:

Steve Hoglund, City Clerk-Treasurer

Approved as to Form:

Darcy Swetnam, City Attorney

Exhibit A

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Chapter 1.01 Code Adoption

1.01.010 Purpose.

The purpose of this chapter is to:

- A. establish a system of codifying City of Anacortes ordinances;
- B. establish a system of organizing City Council resolutions of long-term effect;
- C. facilitate minor updates to the policies; and
- D. ensure that the Anacortes Municipal Code and Anacortes Municipal Policies are readily available to the public and city staff through electronic means.

1.01.020 Laws, Ordinances, Code, Resolutions, and Policies.

- A. Ordinances. An ordinance is the law of the City. Per RCW 35A.12.100, an ordinance may be vetoed by the mayor. The City Council must adopt the following by ordinance:
 - 1. a regulation that affects the rights and privileges of a member of the public;
 - 2. a regulation creating any civil infraction or criminal offense;
 - 3. an act or regulation that state law directs the City Council to adopt by ordinance.
- B. Resolution. A resolution is an action by the City Council that does not require the concurrence of the mayor and may not be vetoed. The City Council may adopt by resolution a regulation that creates city policy in an area where the City Council is authorized by state law to do so without an ordinance, for example:
 - 1. City Council procedures, as authorized by RCW 35A.11.020, clause 1;
 - 2. Personnel policies, as authorized by RCW 35A.11.020, clause 2;

3. Financial policies, as authorized by RCW 35A.33.075;
 4. Public records policies, as authorized by RCW 42.56.100;
 5. Real property acquisition, sale, and management policies, as authorized by RCW 35A.11.020;
 6. Fees, including the city's unified fee schedule, but not impact fees which must be adopted by ordinance per RCW 82.02.050.
- C. Supremacy. In a situation where an ordinance and resolution that are both currently in effect are in conflict, the ordinance controls.

1.01.030 Codification of Ordinances

- A. Ordinances should be codified, with the exception of:
1. those that have limited duration (such as the budget ordinance); and
 2. plans (such as the Comprehensive Plan).
- B. This codification of ordinances is known as the "Anacortes Municipal Code" and may be cited by the abbreviation "AMC."
- C. Ordinances are organized into the Anacortes Municipal Code with a tri-part system of numbering in the form Title.Chapter.Section (AMC X.YY.ZZZ).
1. The first number (X) is one or two digits that designates the title.
 2. The second number (YY) is two digits, with a leading zero as necessary, that designates the chapter.
 3. The third number (ZZZ) is three digits, with leading zeros as necessary, that designates the section.
 4. Paragraphs within each section are numbered with a hierarchical numbering scheme in the form (A)(1)(a)(i). Unnumbered paragraphs within sections should be avoided except as the sole paragraph within a section or as the introduction to a list.
- D. It is sufficient to designate any ordinance adding to, amending, correcting, or repealing all or any part or portion thereof as an addition to, amendment to, correction or repeal of the "Anacortes Municipal Code."
- E. Whenever a reference is made to the code as the "Anacortes Municipal Code" or to any portion thereof, the reference applies to the latest version of the AMC including all amendments, corrections, and additions.

- F. It is sufficient to refer to the “Anacortes Municipal Code” in lieu of any particular ordinance in any prosecution for the violation of any provision thereof or in any proceeding at law or equity.

1.01.040 Organization of Resolutions of Long-Term Effect

- A. Policy resolutions of long-term effect should be organized in a manner similar to the Anacortes Municipal Code.
- B. This organization of policies is known as the “Anacortes Municipal Policies” and may be cited by the abbreviation “AMP.”
- C. Policies are organized with a tri-part system of numbering in the form Title-Chapter-Section (AMP X-YY-ZZZ) in a manner otherwise consistent with the numbering of the Anacortes Municipal Code.
- D. Paragraphs within each section are numbered with a hierarchical numbering scheme in the form (1)(a)(i)(A). Unnumbered paragraphs within sections should be avoided except as the sole paragraph within a section or as the introduction to a list.
- E. It is sufficient to designate any resolution adding to, amending, correcting, or repealing all or any part or portion thereof as an addition to, amendment to, correction or repeal of the “Anacortes Municipal Policies.”
- F. The Anacortes Municipal Policies must be maintained on the same code reviser website as the Anacortes Municipal Code.

1.01.020 Updating Code and Policies.

- A. If an existing code section needs to be amended, the text of the ordinance should expressly amend the code sections as follows:
“AMC Section 5.10.030 is hereby amended to read as follows:”
Chapters and titles may be amended in a similar manner.
- B. If an existing code section is to be totally replaced by the new ordinance, the text of the ordinance should specifically repeal the prior code section by stating:
“AMC Section 5.10.030 is hereby repealed.”
Chapters and titles may be repealed in a similar manner.
- C. The Anacortes Municipal Policies may be amended in a comparable fashion, via resolution.
- D. Per RCW 35A.12.130, no section of the code may be revised and amended unless the ordinance amending the code section sets forth the revised section in full.

- E. Per RCW 35A.12.130, no ordinance may contain more than one subject, and that subject must be clearly expressed in its title.

Exhibit B
Initial Organization of the Anacortes Municipal Policies

Title 1 City Council

Chapter 1-10 Council Procedures

Chapter 1-20 Inclusion

Chapter 1-30 Budget/Financial Policies

Title 2 Personnel

Title 3 Fees (Unified Fee Schedule)

Title 4 Purchasing

Title 5 Public Records

Ordinance 5022 New AMC Chapter 1.01

February 17, 2026



Overview

- Would clarify organization of the Anacortes Municipal Code
- Creates standards for organizing code
- Articulates difference between ordinances and resolutions
- Creates online codification of resolutions of long-term effect, like policies
- Examples of policies to be included:
 - Personnel Policies
 - Purchasing Policy
 - Financial Policies
 - Unified Fee Schedule



Structure of New Chapter

Chapter 1.01 Code Adoption.....

1.01.010 Purpose.....

1.01.020 Laws, Ordinances, Code, Resolutions, and Policies.

1.01.030 Codification of Ordinances

1.01.040 Organization of Resolutions of Long-term Effect

1.01.020 Updating Code and Policies.....



Next Steps

- Staff recommend adoption
- Could be adopted tonight



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Municipal Code



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- 3 Revenue and Finance
- 5 Business Licenses and Regulations
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Charter

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Federal Way Revised Code

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FEDERAL WAY REVISED CODE

**A Codification of the General Ordinances
of the City of Federal Way, Washington**

The Federal Way Revised Code is current through Ordinance 25-1033, passed November 5, 2025.

Disclaimer: The city clerk's office has the official version of the Federal Way Revised Code. Users should contact the city clerk's office for ordinances passed subsequent to the ordinance cited above.

City Website: <https://www.federalwaywa.gov/>

City Telephone: (253) 835-7000

Codification services provided by [General Code](#)

83	Shoreline Management
85	Critical Areas: Geologically Hazardous Areas Amended
90	Critical Areas: Wetlands, Streams, Minor Lakes, Fish and Wildlife Habitat Conservation Areas, and Frequently Flooded Areas Amended
92	Design Regulations Amended
95	Tree Management and Required Landscaping Amended
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95	Tree Management and Required Landscaping (Old Version)

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2044 Comprehensive Plan Acknowledgements	12.F Juanita Neighborhood Plan
1 Introduction Chapter	12.G Kingsgate Neighborhood Plan
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3 Land Use Element	12.I Market Neighborhood Plan
4 Housing Element	12.J Market Street Corridor Plan
Transportation Element	12.K Moss Bay Neighborhood Plan

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