



Next Ord: 1722-11  
Next Res: 854-11

VISION STATEMENT

SEDRO-WOOLLEY IS A FRIENDLY CITY THAT IS CHARACTERIZED BY CITY GOVERNMENT AND CITIZENS WORKING TOGETHER TO ACHIEVE A PROSPEROUS, VIBRANT AND SAFE COMMUNITY

MISSION STATEMENT

TO PROVIDE SERVICES AND OPPORTUNITIES WHICH CREATE A COMMUNITY WHERE PEOPLE CHOOSE TO LIVE, WORK AND PLAY

**CITY COUNCIL AGENDA**

**November 22, 2011**

**7:00 PM**

**Sedro-Woolley Municipal Building**

**Council Chambers**

**325 Metcalf Street**

1. Call to Order
2. Pledge of Allegiance
3. Consent Calendar

NOTE: Agenda items on the Consent Calendar are considered routine in nature and may be adopted by the council by a single motion, unless any Councilmember wishes an item to be removed. The Council on the regular agenda will consider any item so removed after the Consent Calendar.

- a. Minutes from Previous Meeting
  - b. Finance
    - Claim Checks #73258 to #73356 in the amount of \$554,377.81.
    - Payroll Checks #51740 to #51847 in the amount of \$183,826.31.
  - c. Amendment 1 to Professional Services Agreement No. 2011-PS-13 for Construction Phase Services for the SR20, Metcalf to Township Lane Widening & Pedestrian/Bicycle Improvement Project - Reichhardt & Ebe Engineering Inc.
  - d. State of Washington DOT Local Agency Participating Agreement GCB 1104
  - e. Resolution 853-11 - Declaring Certain Property as Surplus and Authorizing its Disposition
  - f. Biosolids Contract with King County and BPI
4. Public Comment (Limited to 3-5 minutes)

**PUBLIC HEARING**

5. Property Tax Levy Ordinance (2<sup>nd</sup> reading-continued public hearing)
6. 2012 Budget (2<sup>nd</sup> reading)

**UNFINISHED BUSINESS**

7. Personnel Policies (2<sup>nd</sup> reading)
  - a. Wireless Devices
  - b. Dual Insurance Coverage
  - c. HRA-VEBA
  - d. Insurance Coverage

**NEW BUSINESS**

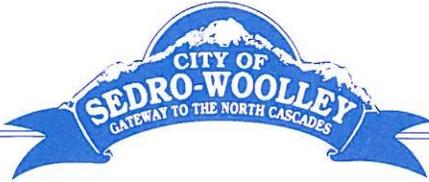
8. Resolution - Establishing 2012 Closure Days

**COMMITTEE REPORTS AND REPORTS FROM OFFICERS**

*There may be an Executive Session immediately preceding, during or following the meeting.*

NOV 22 2011

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 1-3



DATE: November 22, 2011  
TO: Mayor Anderson and City Council  
FROM: Patsy Nelson, Finance Director  
SUBJECT: 1) CALL TO ORDER; 2) PLEDGE OF ALLEGIANCE; 3) CONSENT  
CALENDAR

1. CALL TO ORDER - The Mayor will call the November 22, 2011 Regular Meeting to Order. The Finance Director will note those in attendance and those absent.

\_\_\_ Ward 1 Councilmember Pat Colgan  
\_\_\_ Ward 2 Councilmember Tony Splane  
\_\_\_ Ward 3 Councilmember Thomas Storrs  
\_\_\_ Ward 4 Councilmember Keith Wagoner  
\_\_\_ Ward 5 Councilmember Hugh Galbraith  
\_\_\_ Ward 6 Councilmember Rick Lemley  
\_\_\_ At-Large Councilmember Brett Sandström

2. PLEDGE OF ALLEGIANCE - The Mayor will lead the City Council and citizens in the Pledge of Allegiance to the United States of America.
3. CONSENT CALENDAR - Mayor will ask for Council approval of Consent Calendar items.

NOV 22 2011

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CITY OF SEDRO-WOOLLEY  
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7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 3a

Regular Meeting of the City Council  
November 9, 2011 – 7:00 P.M. –City Hall Council Chambers

ROLL CALL: Present: Mayor Mike Anderson, Councilmembers: Pat Colgan, Tony Splane, Tom Storrs, Keith Wagoner, Hugh Galbraith, Rick Lemley and Brett Sandström. Staff: Recorder Brue, Finance Director Nelson, City Supervisor/Attorney Berg, Engineer Freiberger, Planner Moore, Fire Chief Klinger and Police Chief Wood.

The Meeting was called to order at 7:00 P.M.

Pledge of Allegiance

Consent Calendar

- Minutes from Previous Meeting
- Finance
  - Claim Checks #73178 to #73257 in the amount of \$391,773.36 (Voided Check #73195).
  - Payroll Checks #51634 to #51739 in the amount of \$252,802.32.
- Memo of Agreement with EMC for Maintaining Tactical Radio Infrastructure.
- Second Amended Agreement for Fire and Emergency Medical Services and Joint Operation of Facilities with Fire District No. 8
- Setting a Public Hearing on November 22, 2011 to consider adoption of the 2012 Budget
- Final Acceptance – 2011 Sanitary Sewer Pipeline and Manhole Improvements Project – SRV Construction Inc.
- Agreement for Legal Services – Jennifer Bouwens
- Employment Contract -- Fire Chief Dean Klinger
- Employment Contract – Police Chief Doug Wood
- Resolution 852-11 – Appointing Brian Stiles as Judge for the Municipal Court

Councilmember Colgan moved to approve the consent calendar Items A through J.  
Seconded by Councilmember Storrs

Councilmember Lemley abstained from check #73212 as it was made payable to his business as a refund of an overpayment. Motion carried (6-0-1).

Proclamation – United Way

Mayor Anderson read a proclamation declaring November, United Way Campaign Month in Sedro-Woolley. The proclamation encouraged everyone in the community to step forward with vigor and generosity to help your fellow man by volunteering and contributing financially to the United Way.

Public Comment

No public comments received.

## **PUBLIC HEARING**

### Stormwater Utility Rate Increase

City Supervisor/Attorney Berg reviewed the proposed ordinance for a rate increase of the Stormwater Utility. He noted the original rate was recommended to be \$8.00 at the initial implementation. At that time the Council chose not to charge the recommended rate. Berg discussed the increased requirements on the State and Federal level as well as the technical aspects of cleaning of the stormwater drains, requirements for enforcement, maintenance of private stormwater systems, public education and a required hot line to address spills. He noted the utility is currently not funded to do the minimum requirements required by the NPDES permit. He also noted the proposed increase will not fund capital projects.

Councilmember Wagoner questioned cleaning of the stormwater lines, whether the cleaning has to be completed on a timeline or as needed basis.

Engineer Freiburger noted there are about 1800 catch basins and pipe, 15 municipal ponds and 60 private ponds. Currently staff has been cleaning about two – three hundred per year. Now that they have been cleaned the process should be easier but each catch basin has to be opened and inspected. Freiburger discussed past funding for the stormwater and funding with the rate increase. He also recalled the 2007 rate study which addressed system upgrades and noted that they continue to pursue grant funding for those upgrades.

Mayor Anderson opened the public hearing at 7:10 P.M.

No comments received.

Mayor Anderson closed the public hearing at 7:10 P.M.

Councilmember Storrs moved to approve Ordinance No. 1720-11 An Ordinance Amending the Fees and Charges for the Use of the City of Sedro-Woolley Storm and Surface Water Utility System and Amending Portions of Sedro-Woolley Municipal Code Chapter 2.46. Seconded by Councilmember Galbraith. Motion carried (7-0).

### Property Tax Levy Ordinances

Finance Director Nelson reviewed the proposed property tax levy which is in two portions. The first is payment of the Voter Approved Bond. She noted that low income senior citizens do not pay providing they have filled out the proper paperwork with the Skagit County Assessor's office. The second is the General Property Tax revenues. She

reviewed the preliminary valuations provided by the Skagit County Assessor's office. Final valuations and resulting tax rate will not be known until January, 2012. Nelson noted the proposed ordinance is consistent with the Mayor's preliminary budget for 2012 and reviewed a graph as to how the tax dollars are split. She also noted the ordinance does not include any banking capacity. The forecast is for a long and slow economic recovery.

Mayor Anderson opened the public hearing at 7:17 P.M.

No comments received.

Mayor Anderson closed the public hearing at 7:17 P.M.

## **UNFINISHED BUSINESS**

### Ordinance – Business License Title Update

City Supervisor/Attorney Berg reviewed the changes from the original two readings of the proposed Business License ordinance. He reviewed the addition of mobile vending and open-air vending, their requirements and fee structure. Berg also reviewed the addition of a specialty business license fee for taverns, bars and lounges with a proposed fee of \$1,000 per year to help defray a small portion of the SWPD overtime that results from those businesses. Berg stated that because of the partnership with the State Business License Service the ordinance needs to be passed tonight in order for the state to bill under the master business license process.

Discussion ensued regarding clarifying the definition of a bar, tavern and private clubs with lengthy discussion of wording to include "open to persons 21 years of age", movement of mobile vendors after one hour, additional wording proposed under 5.04.030 B-1 "these businesses are open to patrons 21 years and older and B-3 "these businesses are open to all ages at all times".

Lisa Meiers – business owner of the Overflow Bar addressed the Council stating she and her family have been in the business for years. She spoke regarding the fees already paid to the liquor control board and believes the additional fees to be unfair. She noted they have received instruction from both the Liquor Control Board and Sedro-Woolley Police to call whenever there are issues and said it feels that they are being punished for calling. Meiers reviewed her call log and noted that the police should work with the particular places that are offenders. If its alcohol related anyone selling alcohol should be included, not just the bars. She also addressed kids hanging out in town during the late night hours and nothing is being done to their parents. She addressed the private clubs not being included and also addressed the new rules due to the recent passing of Initiative 1183.

Discussion ensued regarding the amount of increase for the license fee, alternate solutions with bars hiring bouncers, fairness in fee for everyone serving alcohol,

recording of incidents and number of calls as required by the Liquor Control Board and review of annual gambling tax revenues which is allocated by the State per capita.

Brandy Montnay – operations manager at Smiley’s Bar and Grill addressed the Council stating that people bounce back and forth between establishments and restaurants. She believes that any business selling alcohol should be included in the higher fee, not just the bars. She addressed the Liquor Control Board who if there is a problem should be writing more tickets and said the bar owners work together as a community. Montnay said she has a hard time understanding why it is just the bars.

More discussion ensued regarding restaurants with separate lounges, authority of the Liquor Control Board and the idea to allocate cost to core user group causing the cost.

Police Chief Wood noted that bars take more police time and resources and have for over 30 years. Wood gave comparison of calls between various businesses, including bars. He also noted the police do have a good relationship with the bar owners.

Lisa Meiers – again to the podium, spoke of the police officers job which is to provide public safety and said she believes more arrests should be made to those causing the problems.

Discussion was held again regarding arrests and medical and jail costs, fair cost for business license fee, overall struggles of the community due to the economy, whether it be individual, business or city, discrepancy of fees for restaurants and lounges vs. bars, methods of increase in revenue, classifications of specialty license and the difference between having a beer with dinner vs. going to a bar to drink.

Phillip Murray – 223 State St., who lives next to a bar, noted he has called the police on numerous occasions due to the disruptive activities of the patrons. He noted nothing ever happens to the bars and believes the bars should close at midnight which would alleviate the much of the problem.

Further discussion ensued regarding business activity between midnight and the 2 a.m. closing, enforcement for non-payment of business license and bundling the City license with state licenses.

Councilmember Storrs moved to adopt the attached Ordinance No. 1721-11 Repealing, Amending and Enacting New Sections of the Sedro-Woolley Municipal Code Title 5, with change of Section B, Page 3 deleting 2 and 3 and adding on B-1 businesses, clubs and societies, selling/serving beer, wine or spirits operating under license or authority of the Liquor Control Board an annual license fee of \$250. Seconded by Councilmember Splane. Motion carried (7-0).

## **NEW BUSINESS**

### 2012 Budget

Finance Director Nelson reviewed the proposed budget ordinance for 2012. She noted that this year has been a particularly painful budget year. Changes are anticipated to the Mayor's Preliminary Budget before the second reading on November 22. It is also anticipated that voting on the final budget will take place the first meeting in December. Nelson noted the budget is available for viewing on the website and a public copy is available in the Finance office.

City Supervisor/Attorney Berg reviewed changes within the Library budget. He also noted any changes the Council might want considered between drafts to let him know.

### Personnel Policies Update

City Supervisor/Attorney Berg reviewed proposed personnel policies regarding dual insurance coverage policy, wireless devices and insurance coverage for non-represented employees. Berg noted the policies are a first read.

Discussion ensued regarding cafeteria plans for medical insurance, medical coverage being a big issue for the future, dependent coverage, with some policies being time sensitive due to open enrollment.

### Sedro-Woolley Community Skate Park

City Supervisor/Attorney Berg introduced a proposed Rotary Project to redo the Skate Board Park. Berg noted that Police Chief Wood who is a Rotary member and next years president is presenting the project as a major project to build for next year.

Doug Wood – Hamilton Cemetery Rd., addressed the Council as a Rotary Member. He noted he has presented to Rotary to budget money for a major project of the Skate Board Park due to the need for improvements as it is one of the more used parks in town other than organized sports. Wood reviewed a basic footprint plan for the improvements and noted there would be no impact to the ball field. There also is an enthusiastic group to complete the project. Wood then entertained questions from the Council to include liability and City funds to come from Park Impact Fee funds.

Councilmember Sandström noted he spoke with the Babe Ruth Baseball Commissioner and they are in favor of the project.

Councilmember Galbraith moved to authorize the project to move forward with the Skate Park. Seconded by Councilmember Splane. Motion carried (7-0).

## COMMITTEE REPORTS AND REPORTS FROM OFFICERS

### SR20 Widening Project Update

Engineer Freiberger presented an update on the SR20 Widening Project. He discussed some conflicts with various utilities on the North side. The utilities have had to move lines which has caused project delay. He noted mid December is the scheduled completion date and reviewed upcoming work.

Councilmember Lemley – reminded everyone that the next Council meeting will be held on Tuesday due to the Thanksgiving holiday.

Councilmember Wagoner – reported the Sedro-Woolley Girls Swim team will receive an award for the highest GPA in State this coming Saturday.

Councilmember Colgan – stated he has enjoyed working with Council and this is his last meeting. Since the election was held, his replacement will be coming on board the first meeting in December.

A round of applause was given for Councilmember Colgan.

The meeting adjourned to Executive Session at 9:01 P.M. for approximately 30 minutes for the purpose of collective bargaining under RCW 42.30.140 (4) with a possible decision.

The meeting reconvened at 9:55 P.M.

Councilmember Storrs moved to allow the Mayor to sign a Memorandum of Understanding between the City of Sedro-Woolley and AFSCME Local 176 SW. Councilmember Colgan seconded. Motion carried (7-0).

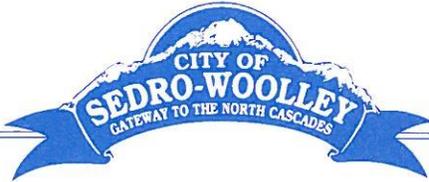
Councilmember Galbraith moved to adjourn. Seconded by Councilmember Colgan. Motion carried (7-0).

The meeting adjourned at 9:57 P.M.

NOV 22 2011

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 36

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DATE: November 22, 2011  
TO: Mayor Anderson and City Council  
FROM: Patsy Nelson, Finance Director  
SUBJECT: FINANCE - CLAIMS

Attached you will find the Claim Checks register proposed for payment for the period ending November 22, 2011.

Motion to approve Claim Checks #73258 to #73356 in the amount of \$554,377.81.

Motion to approve Payroll Checks #51740 to #51847 in the amount of \$183,826.31.

If you have any comments, questions or concerns, please contact me for information during the working day at 855-1661. This will allow me to look up the invoices that are stored in our office.

CITY OF SEDRO-WOOLLEY  
 SORTED TRANSACTION WARRANT REGISTER  
 11/22/2011 (Printed 11/18/2011 09:09)

WARRANT	VENDOR NAME	DESCRIPTION	AMOUNT
73258	SKAGIT COUNTY AUDITOR	MISC-FILING FEES/LIEN EXP SWR	1,302.00
		MISC-FILING FEES/LIEN EXP SAN	1,302.00
		OPERATING SUPPLIES SWTR	62.00
		WARRANT TOTAL	2,666.00
73259	ALL-PHASE ELECTRIC	REPAIR/MAINT-CITY HALL PK	52.91
		REPAIRS/MAINTENANCE ST	130.21
		WARRANT TOTAL	183.12
73260	ALLIED WASTE SERVICES #197	SOLID WASTE DISPOSAL SAN	62.73
		WARRANT TOTAL	62.73
73261	ARAMARK UNIFORM SERVICES	MISC-LAUNDRY CEM	5.60
		MISC-LAUNDRY CEM	5.60
		MISC-LAUNDRY ST	6.74
		MISC-LAUNDRY ST	12.12
		LAUNDRY SWR	7.51
		LAUNDRY SWR	26.36
		WARRANT TOTAL	63.93
73262	ASSOCIATION OF WA CITIES	RETIRED MEDICAL PD	8,254.90
		WARRANT TOTAL	8,254.90
73263	ASSOC PETROLEUM PRODUCTS	AUTO FUEL PD	1,448.03
		AUTO FUEL/DIESEL FD	1,047.72
		AUTO FUEL/DIESEL PK	510.52
		AUTO FUEL/DIESEL ST	198.72
		AUTO FUEL/DIESEL ST	124.59
		AUTO FUEL/DIESEL ST	109.85
		AUTO FUEL/DIESEL ST	290.75
		MAINT OF GENERAL EQUIP SWR	209.38
		AUTO FUEL/DIESEL SWR	185.93
		AUTO FUEL/DIESEL SWR	326.51
		AUTO FUEL/DIESEL SAN	100.51
		AUTO FUEL/DIESEL SAN	46.27
		WARRANT TOTAL	4,598.78
73264	BARNETT IMPLEMENT CO. INC	REPAIR/MT-SMALL TOOLS EQUIP PK	6.36
		REPAIR/MT-SMALL TOOLS EQUIP PK	36.77
		WARRANT TOTAL	43.13
73265	BAY CITY SUPPLY	OPERATING SUPPLIES FD	277.27
		OPERATING SUP - CITY HALL PK	23.53
		OPERATING SUPPLIES SWR	65.87
		WARRANT TOTAL	366.67
73266	BEITLER, HAROLD	RETIRED MEDICAL PD	25.00
		WARRANT TOTAL	25.00
73267	BERG VAULT COMPANY	REPAIR/MAINT-STREETS ST	210.00
		WARRANT TOTAL	210.00

CITY OF SEDRO-WOLLEY  
 SORTED TRANSACTION WARRANT REGISTER  
 11/22/2011 (Printed 11/18/2011 09:09)

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
73268	BOULDER PARK, INC	SOLIDS HANDLING	SWR	2,755.19
		WARRANT TOTAL		2,755.19
73269	BOUWENS, JENNIFER A.	PROF SVC-PROSECUTING ATTY	LGL	2,500.00
		WARRANT TOTAL		2,500.00
73270	CARL'S TOWING INC.	PROFESSIONAL SERVICES	PD	259.68
		WARRANT TOTAL		259.68
73271	CASCADE NATURAL GAS CORP.	PUBLIC UTILITIES	PD	25.21
		PUBLIC UTILITIES	FD	95.45
		UTILITIES-COMMUNITY CTR	PK	34.97
		UTILITIES-SENIOR CENTER	PK	128.62
		UTILITIES-HAMMER SQUARE	PK	13.54
		UTILITIES - SHOP	PK	7.42
		UTILITIES - SHOP	PK	31.07
		PUBLIC UTILITIES-CITY HALL	PK	904.82
		PUBLIC UTILITIES	ST	10.60
		PUBLIC UTILITIES	ST	3.18
		PUBLIC UTILITIES	LIB	112.06
		PUBLIC UTILITIES	SWR	54.29
		PUBLIC UTILITIES	SAN	197.90
		WARRANT TOTAL		1,619.13
73272	CENTRAL WELDING SUPPLY	OPERATING SUPPLIES	SAN	21.10
		WARRANT TOTAL		21.10
73273	CITIES INSURANCE ASSOC.	INSURANCE & BONDS	JUD	28.85
		INSURANCE & BONDS	FIN	115.36
		INSURANCE	LGL	28.85
		INSURANCE	PLN	115.36
		INSURANCE	ENG	115.36
		INSURANCE	PD	1,269.07
		INSURANCE	FD	807.60
		INSURANCE	INSP	57.69
		INSURANCE	PK	576.85
		INSURANCE	CEM	173.06
		INSURANCE	ST	634.54
		INSURANCE	LIB	288.43
		INSURANCE	SWR	1,153.70
		INSURANCE	SAN	403.80
		WARRANT TOTAL		5,768.52
73274	CODE PUBLISHING INC.	CODE BOOK	LGS	93.95
		WARRANT TOTAL		93.95
73275	CRA PAYMENT CENTER	MAINT OF GENERAL EQUIP	SWR	35.71
		WARRANT TOTAL		35.71
73276	COASTAL WEAR PRODUCTS	OPERATING SUPPLIES	ST	709.65
		WARRANT TOTAL		709.65

CITY OF SEDRO-WOLLEY  
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WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
73277	HSBC BUSINESS SOLUTIONS	EMPLOYEE WELLNESS	EXE	112.11
		OFFICE/OPERATING SUPPLIES	PD	91.43
		OPERATING SUP - PARKS SHOP	PK	36.56
		OPERATING SUPPLIES	CEM	31.99
		OPERATING SUPPLIES	ST	36.56
		SUPPLIES - KENNEL		28.77
		OPERATING SUPPLIES	SAN	190.45
		WARRANT TOTAL		527.87
73278	CRYSTAL SPRINGS	OPERATING SUPPLIES	SWR	28.46
		WARRANT TOTAL		28.46
73279	DATA BASE RECORDS DESTRUCTION LLC	PROFESSIONAL SERVICES	JUD	21.95
		SUPPLIES	FIN	21.95
		SUPPLIES/BOOKS	PLN	6.37
		SUPPLIES	ENG	6.37
		OFFICE/OPERATING SUPPLIES	PD	43.90
		OFF/OPER SUPPS & BOOKS	INSP	6.36
		WARRANT TOTAL		106.90
73280	DEMCO INC.	SUPPLIES	LIB	480.26
		WARRANT TOTAL		480.26
73281	DIVERSINT	REPAIR & MAINTENANCE	IT	255.78
		REPAIR/MAINTENANCE-EQUIP	SWR	121.16
		REPAIR/MAINTENANCE	SAN	121.15
		WARRANT TOTAL		498.09
73282	E & E LUMBER	REPAIRS & MAINTENANCE	PD	8.08
		OPERATING SUP - RIVERFRONT	PK	18.25
		OPERATING SUP - CITY HALL	PK	6.32
		OPERATING SUP - LIBRARY	PK	4.92
		OPERATING SUP - LIBRARY	PK	8.55
		OPERATING SUP - LIBRARY	PK	3.42
		OPERATING SUP - BINGHAM PARK		198.01
		SMALL TOOLS & MINOR EQUIP	PK	7.03
		OPERATING SUPPLIES	ST	2.09
		OPERATING SUPPLIES	ST	9.46
		OPERATING SUPPLIES	ST	1.95
		SUPPLIES - KENNEL		4.86
		OPERATING SUPPLIES	SWR	35.36
		WARRANT TOTAL		297.56
		73283	EDGE ANALYTICAL, INC.	SOLID WASTE DISPOSAL
WARRANT TOTAL				456.00
73284	FASTENAL COMPANY	REPAIRS/MAINT-EQUIP	FD	7.03
		MAINT OF GENERAL EQUIP	SWR	7.51
		WARRANT TOTAL		14.54
73285	GARDNER ELECTRONICS	REPAIR & MAINT - AUTO	PD	86.56
		WARRANT TOTAL		86.56

CITY OF SEDRO-WOLLEY  
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WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
73286	GET A FLU SHOT.COM	PROFESSIONAL SERVICES	PD	50.00
		PROF SERVICE-MEDICAL EXAMS	FD	50.00
		PROFESSIONAL SERVICES	LIB	50.00
		WARRANT TOTAL		150.00
73287	GUARDIAN NW TITLE & ESCROW	PROFESSIONAL SERVICES	LGL	324.60
		WARRANT TOTAL		324.60
73288	HACH COMPANY	MAINTENANCE CONTRACTS	SWR	541.00
		WARRANT TOTAL		541.00
73289	HONEY BUCKET	UTILITIES-PORTABLE TOILETS	PK	75.00
		WARRANT TOTAL		75.00
73290	IKON OFFICE SOLUTIONS	REPAIRS & MAINTENANCE	PD	75.74
		EQUIPMENT LEASE	FD	75.74
		WARRANT TOTAL		151.48
73291	INGRAM LIBRARY SERVICES	BOOKS, PERIOD, RECORDS	LIB	21.12
		BOOKS, PERIOD, RECORDS	LIB	105.62
		BOOKS, PERIOD, RECORDS	LIB	52.78
		WARRANT TOTAL		179.52
73292	INTERWEST CONSTRUCTION INC.	CONST-SR20 WIDENING		379,972.29
		CONST-SR20 WIDENING PUD		1,549.88-
		CONST-SR20 WIDENING SK COUNTY		20,274.84
		OTHER IMPROVEMENTS	SWR	12,440.50
		WARRANT TOTAL		411,137.75
73293	INSITUFORM	OTHER IMPROVEMENTS	SWR	10,205.50
		WARRANT TOTAL		10,205.50
73294	JET CITY RENTAL	EQUIPMENT RENTAL	SAN	3,462.40
		WARRANT TOTAL		3,462.40
73295	L N CURTIS & SONS	OPERATING SUPPLIES	FD	50.83
		OPERATING SUPPLIES	FD	36.45
		OPERATING SUPPLIES	FD	37.06
		WARRANT TOTAL		124.34
73296	L.A. EXCAVATING & SELECTIVE LOGGING	OTHER IMPROVEMENTS	SWR	6,538.77
		OTHER IMPROVEMENTS	SWR	2,793.60
		WARRANT TOTAL		9,332.37
73297	LIBRARY CORPORATION (THE)	SOFTWARE - CATELOGUE	LIB	541.00
		SOFTWARE - CATELOGUE	LIB	10,740.96
		WARRANT TOTAL		11,281.96
73298	MCCANN, WILLIAM R.	INDIGENT DEFEND CONTR	JUD	2,557.50
		WARRANT TOTAL		2,557.50
73299	MEASUREMENT SPECIALTIES INC.	MAINT OF GENERAL EQUIP	SWR	778.34

CITY OF SEDRO-WOLLEY  
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WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
		WARRANT TOTAL		778.34
73300	MID-AMERICAN RESEARCH CHEM.	OPERATING SUPPLIES	SWR	130.09
		WARRANT TOTAL		130.09
73301	MOTOR TRUCKS, INC.	REPAIRS/MAINT-EQUIP	SAN	127.70
		REPAIRS/MAINT-EQUIP	SAN	28.82
		WARRANT TOTAL		156.52
73302	NEWMAN SIGNS INC	OPERATING SUP - MEMORIAL PARK		235.20
		OPERATING SUP - HAMMER SQ	PK	200.00
		WARRANT TOTAL		435.20
73303	NORTH CASCADE FORD	REPAIR & MAINTENANCE	CS	1,368.34
		REPAIR & MAINT - AUTO	PD	34.54
		WARRANT TOTAL		1,402.88
73304	OASYS	REPAIR/MAINTENANCE-EQUIP	LIB	56.88
		WARRANT TOTAL		56.88
73305	OGDEN, MURPHY, WALLACE PLLC	PROFESSIONAL SERVICES	LGL	112.50
		WARRANT TOTAL		112.50
73306	OFFICE DEPOT	SUPPLIES	FIN	86.09
		OPERATING SUPPLIES	SWTR	20.61
		WARRANT TOTAL		106.70
73307	OCLC, INC.	CATALOGUE SUBSCRIPTION	LIB	3,055.95
		WARRANT TOTAL		3,055.95
73308	ORCA PACIFIC INC.	OP SUPPLIES-CHEMICALS	SWR	1,792.17
		WARRANT TOTAL		1,792.17
73309	OWEN EQUIPMENT COMPANY	REPAIRS/MAINTENANCE	SWTR	309.02
		REPAIRS/MAINTENANCE	SWTR	301.11
		REPAIRS/MAINTENANCE	SWTR	4.04
		REPAIRS/MAINTENANCE	SWTR	1,073.52
		WARRANT TOTAL		1,085.47
73310	PAT RIMMER TIRE CTR, INC	REPAIR & MAINT - AUTO	PD	594.41
		REPAIRS/MAINT-EQUIP	SAN	1,653.72
		WARRANT TOTAL		2,248.13
73311	PARTSMASTER	OPERATING SUPPLIES	SAN	125.62
		WARRANT TOTAL		125.62
73312	PETTY CASH-DEBRA PETERSON	SUPPLIES	LIB	50.30
		EARLY LITERACY	LIB	32.62
		WARRANT TOTAL		82.92
73313	PITNEY BOWES	OPERATING RENTALS/LEASES	FIN	47.34
		POSTAGE	PLN	47.33

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
		POSTAGE	ENG	47.33
		POSTAGE	PD	47.34
		POSTAGE	FD	47.33
		POSTAGE	INSP	47.33
		WARRANT TOTAL		284.00
73314	PROTECH AUTOMOTIVE	REPAIR/MAINTENANCE-EQUIP	ST	541.11
		WARRANT TOTAL		541.11
73315	PROFORCE LAW ENFORCEMENT	MACHINERY & EQUIPMENT	PD	269.36
		WARRANT TOTAL		269.36
73316	PRINTSTREAMS	SUPPLIES	JUD	67.08
		SUPPLIES	JUD	60.59
		SUPPLIES	JUD	105.50
		SUPPLIES	JUD	57.89
		SUPPLIES	JUD	36.25
		SUPPLIES	JUD	41.65
		WARRANT TOTAL		368.96
73317	PUBLIC UTILITY DIS. NO.1	PUBLIC UTILITIES	PD	17.40
		PUBLIC UTILITIES	FD	221.62
		UTILITIES-RIVERFRONT	PK	158.12
		UTILITIES-COMMUNITY CTR	PK	55.94
		UTILITIES-SENIOR CENTER	PK	203.28
		UTILITIES-HAMMER SQUARE	PK	59.25
		UTILITIES-BINGHAM & MEMORIAL P		35.09
		UTILITIES - OTHER	PK	35.09
		PUBLIC UTILITIES-MUSEUM	PK	36.93
		PUBLIC UTILITIES-CITY HALL	PK	233.77
		PUBLIC UTILITIES	CEM	111.02
		PUBLIC UTILITIES	ST	35.09
		PUBLIC UTILITIES	LIB	44.58
		PUBLIC UTILITIES	SWR	186.02
		PUBLIC UTILITIES	SAN	38.11
		WARRANT TOTAL		1,471.31
73318	PUGET SOUND ENERGY	PUBLIC UTILITIES	ST	8,690.46
		WARRANT TOTAL		8,690.46
73319	ROHLINGER ENTERPRISES, INC.	MAINTENANCE CONTRACTS	SWR	20.30
		WARRANT TOTAL		20.30
73320	SCHORNO, DAVE	MISC-DUES/SUBSCRIPTIONS	SWR	61.00
		WARRANT TOTAL		61.00
73321	SCIENTIFIC SUPPLY	OPERATING SUPPLIES	SWR	93.75
		OPERATING SUPPLIES	SWR	70.18
		PORTABLE EQUIPMENT	SWR	618.05
		WARRANT TOTAL		781.98
73322	SEDRO-WOLLEY AUTO PARTS	REPAIR/MAINTENANCE-EQUIP	ST	1.07

CITY OF SEDRO-WOLLEY  
 SORTED TRANSACTION WARRANT REGISTER  
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WARRANT	VENDOR NAME	DESCRIPTION	AMOUNT
		WARRANT TOTAL	1.07
73323	SJOSTROM LAW OFFICE	MISC-FILING FEES/LIEN EXP SWR	704.68
		MISC-FILING FEES/LIEN EXP SAN	281.64
		OPERATING SUPPLIES SWTR	302.68
		WARRANT TOTAL	1,289.00
73324	SKAGIT CD	CONTRACTED SERVICES	1,377.30
		WARRANT TOTAL	1,377.30
73325	SKAGIT CO. PUBLIC WORKS	PROFESSIONAL SERVICES SWR	550.77
		EQUIPMENT RENTAL SWR	370.48
		SKAGIT CO HEALTH DEPT SWR	58.00
		WARRANT TOTAL	979.25
73326	SKAGIT COUNTY SHERIFF	PRISONERS PD	5,335.04
		PRISONERS PD	8,675.20
		WARRANT TOTAL	14,010.24
73327	SKAGIT FARMERS SUPPLY	OPERATING SUPPLIES-PROPANE ST	8.13
		WARRANT TOTAL	8.13
73328	SKAGIT SOILS	RECYCLING FEE - YARD WASTE SAN	471.10
		WARRANT TOTAL	471.10
73329	SKAGIT VALLEY HERALD	DUES/SUBSCRIPTIONS PD	135.00
		WARRANT TOTAL	135.00
73330	SK. VALLEY BARK & TOPSOIL, INC.	OPERATING SUP - SENIOR CTR PK	140.66
		WARRANT TOTAL	140.66
73331	SKAGIT PUBLISHING	LEGAL PUBLICATIONS LGS	90.00
		LEGAL PUBLICATIONS LGS	80.00
		LEGAL PUBLICATIONS LGS	45.00
		LEGAL PUBLICATIONS LGS	45.00
		LEGAL PUBLICATIONS LGS	45.00
		LEGAL PUBLICATIONS LGS	50.00
		LEGAL PUBLICATIONS LGS	50.00
		ADVERTISING PLN	70.00
		WARRANT TOTAL	475.00
73332	SPARKLE SHOP LAUNDRIES	UNIFORM CLEANING PD	45.99
		WARRANT TOTAL	45.99
73333	STAPLES BUSINESS ADVANTAGE	OFFICE SUPPLIES FD	35.10
		WARRANT TOTAL	35.10
73334	SKAGIT REGIONAL CLINICS PHARMACY	RETIRED MEDICAL PD	30.53
		RETIRED MEDICAL PD	43.00
		RETIRED MEDICAL PD	38.40
		RETIRED MEDICAL PD	42.00
		RETIRED MEDICAL PD	33.70

CITY OF SEDRO-WOOLLEY  
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WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
		RETIRED MEDICAL	PD	46.40
		WARRANT TOTAL		234.03
73335	STILES & STILES	MUNICIPAL COURT JUDGE	JUD	2,728.00
		WARRANT TOTAL		2,728.00
73336	TRAFFIC SAFETY SUPPLY CO.	OPERATING SUPPLIES	ST	256.00
		WARRANT TOTAL		256.00
73337	TRUE VALUE	OPERATING SUPPLIES	FD	38.91
		OPERATING SUP - PARKS SHOP	PK	9.73
		OPERATING SUP - LIBRARY	PK	18.38
		REPAIR/MT-LIONS ROADSIDE PARK		43.27
		OPERATING SUPPLIES	ST	4.09
		OPERATING SUPPLIES	ST	22.71
		MAINT OF GENERAL EQUIP	SWR	49.75
		OPERATING SUPPLIES	SWR	9.19
		OPERATING SUPPLIES	SWR	22.47
		OPERATING SUPPLIES	SWR	30.90
		WARRANT TOTAL		249.40
73338	U.S. GOVT PRINTING OFFICE	BOOKS, PERIOD, RECORDS	LIB	34.00
		WARRANT TOTAL		34.00
73339	US BANK -- PURCHASE CARDS	MEALS/TRAVEL	EXE	66.30
		EMPLOYEE WELLNESS	EXE	13.00
		EMPLOYEE WELLNESS	EXE	153.36
		EMPLOYEE WELLNESS	EXE	131.56
		AUTO FUEL	CS	32.33
		AUTO FUEL	CS	10.00
		MISC-TUITION/REGISTRATION	PLN	24.00
		OFFICE/OPERATING SUPPLIES	PD	36.14
		MACHINERY & EQUIPMENT	PD	44.50
		CONST-SR20 WIDENING		47.06
		CONST-SR20 WIDENING		48.29
		SUPPLIES	LIB	123.83
		SUPPLIES	LIB	44.94
		SUPPLIES	LIB	69.50
		TRAVEL	LIB	28.00
		COMMUNITY GRANT PROGRAMS	LIB	17.99
		BOOKS, PERIOD, RECORDS	LIB	166.32
		BOOKS, PERIOD, RECORDS	LIB	89.12
		WARRANT TOTAL		1,146.24
73340	UNITED GENERAL HOSPITAL	PRISONERS	PD	423.08
		WARRANT TOTAL		423.08
73341	UTIL UNDERGROUND LOC CTR	OPERATING SUPPLIES	SWR	56.55
		WARRANT TOTAL		56.55
73342	VALLEY AUTO SUPPLY	REPAIR/MT-SMALL TOOLS EQUIP	PK	61.01
		MAINTENANCE OF VEHICLES	SWR	112.04

WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
		REPAIRS/MAINT-EQUIP	SAN	412.24
		OPERATING SUPPLIES	SAN	14.60
		REPAIRS/MAINTENANCE	SWTR	40.02
		REPAIRS/MAINTENANCE	SWTR	7.56
		WARRANT TOTAL		647.47
73343	VOYAGER FLEET SYSTEMS INC.	AUTO FUEL/DIESEL	FD	24.05
		AUTO FUEL/DIESEL	CEM	25.99
		WARRANT TOTAL		50.04
73344	VAN'S EQUIPMENT RENT. INC	EQUIPMENT RENTAL	SAN	259.68
		WARRANT TOTAL		259.68
73345	WA STATE DEPT OF ECOLOGY	MISC-DUES/SUBSCRIPTIONS	SWR	30.00
		MISC-DUES/SUBSCRIPTIONS	SWR	30.00
		MISC-DUES/SUBSCRIPTIONS	SWR	30.00
		MISC-DUES/SUBSCRIPTIONS	SWR	30.00
		MISC-DUES/SUBSCRIPTIONS	SWR	30.00
		WARRANT TOTAL		150.00
73346	WA ST DEPT OF ECOLOGY	DOE NPDES PERMIT	SWTR	1,226.98
		WARRANT TOTAL		1,226.98
73347	WA ST DEPT OF PROF LICEN	INTERGOV SVC-GUN PERMITS	PD	108.00
		WARRANT TOTAL		108.00
73348	WA STATE DEPT OF REVENUE	MISC-DUES/SUBSCRIP/MEMSHIP	PLN	13.37
		TAXES AND ASSESSMENTS	PK	56.61
		TAXES AND ASSESSMENTS	CEM	273.15
		REPAIR/MAINTENANCE-EQUIP	ST	9.73
		TAXES AND ASSESSMENTS	LIB	10.62
		BOOKS, PERIOD, RECORDS	LIB	5.00
		MAINTENANCE OF LINES	SWR	27.54
		TAXES AND ASSESSMENTS	SWR	5,743.34
		REPAIRS/MAINT-EQUIP	SAN	112.53
		TAXES & ASSESSMENTS	SAN	5,937.55
		WARRANT TOTAL		12,189.44
73349	WASHINGTON STATE PATROL	INTERGOV SVC-GUN PERMITS	PD	115.50
		WARRANT TOTAL		115.50
73350	WA ST DEPT OF ENTERPRISE SVC	PROFESSIONAL SERVICES	PD	50.00
		PROFESSIONAL SERVICES	FD	50.00
		PROFESSIONAL SERVICES	PK	50.00
		PROFESSIONAL SERVICES	SWR	50.00
		PROFESSIONAL SERVICES	SAN	50.00
		WARRANT TOTAL		250.00
73351	WSU URBAN IPM & PEST SAFE ED	MISC-TUITION/REGISTRATION	CEM	100.00
		WARRANT TOTAL		100.00
73352	WASTE MANAGEMENT OF SKGT	RECYCLING FEE - HOUSEHOLD	SAN	8,484.96

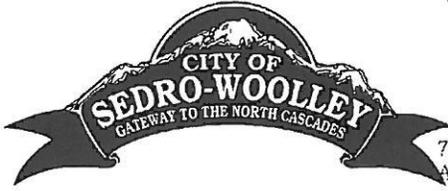
WARRANT	VENDOR NAME	DESCRIPTION		AMOUNT
		WARRANT TOTAL		8,484.96
73353	WEST PAYMENT CTR	WESTLAW SERVICES	LGL	223.44
		WARRANT TOTAL		223.44
73354	WOOD'S LOGGING SUPPLY INC	POSTAGE	PD	8.16
		POSTAGE	PD	8.16
		SMALL TOOLS/MINOR EQUIP	ST	38.93
		OPERATING SUPPLIES	SWR	12.00
		WARRANT TOTAL		67.25
73355	WRITERS DIGEST	BOOKS, PERIOD, RECORDS	LIB	39.96
		WARRANT TOTAL		39.96
73356	SCOTT, RANDY	INTERGOV SVC-GUN PERMITS	PD	55.25
		WARRANT TOTAL		55.25
		RUN TOTAL		554,377.81

FUND	TITLE	AMOUNT
001	CURRENT EXPENSE FUND	43,140.85
101	PARK FUND	4,310.93
102	CEMETERY FUND	726.41
103	STREET FUND	12,094.43
104	ARTERIAL STREET FUND	398,792.60
105	LIBRARY FUND	16,261.84
111	DOG FUND	33.63
401	SEWER FUND	50,531.92
412	SOLID WASTE FUND	24,362.58
425	STORMWATER	4,122.62
TOTAL		554,377.81

CITY OF SEDRO-WOOLLEY  
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DEPARTMENT	AMOUNT
001 000 011	498.95
001 000 012	5,705.26
001 000 013	476.33
001 000 014	270.74
001 000 015	3,189.39
001 000 017	255.78
001 000 018	1,410.67
001 000 019	276.43
001 000 020	169.06
001 000 021	27,874.70
001 000 022	2,902.16
001 000 024	111.38
FUND CURRENT EXPENSE FUND	43,140.85
101 000 076	4,310.93
FUND PARK FUND	4,310.93
102 000 036	726.41
FUND CEMETERY FUND	726.41
103 000 042	12,094.43
FUND STREET FUND	12,094.43
104 000 042	398,792.60
FUND ARTERIAL STREET FUND	398,792.60
105 000 072	16,261.84
FUND LIBRARY FUND	16,261.84
111 000 021	33.63
FUND DOG FUND	33.63
401 000 035	50,531.92
FUND SEWER FUND	50,531.92
412 000 037	24,362.58
FUND SOLID WASTE FUND	24,362.58
425 000 039	4,122.62
FUND STORMWATER	4,122.62
TOTAL	554,377.81



CITY COUNCIL AGENDA  
REGULAR MEETING

NOV 22 2011

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 3C

CITY OF SEDRO-WOOLLEY  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-0771  
Fax (360) 855-0733

Mark A. Freiberger, PE  
Director of Public Works/City Engineer

MEMO TO: City Council and Mayor Mike Anderson

FROM: Mark A. Freiberger, PE

RE: **Amendment 1 to Professional Services Agreement No. 2011-PS-13 for Construction Phase Services for the SR20, Metcalf to Township Lane Widening & Pedestrian/Bicycle Improvements Project**  
Reichhardt & Ebe Engineering, Inc.

DATE: November 15, 2011 (for Council action November 22, 2011)

**ISSUE**

Should Mayor Anderson execute the attached **Amendment 1** to Professional Services Agreement No. 2011-PS-13 dated July 14, 2011 with Reichhardt & Ebe Engineering, Inc. for additional construction phase engineering services totaling \$21,701.23 for the SR20, Metcalf to Township Lane Widening & Pedestrian/Bicycle Improvements Project?

**BACKGROUND/DISCUSSION**

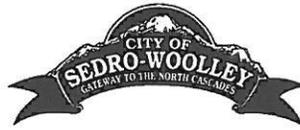
Attached is the proposed Amendment 1 to Professional Services agreement 2011-PS-13. This amendment is for additional construction phase services for the SR20 Widening Project. When the original CM agreement was negotiated, the city limited the Reichhardt & Ebe budget to minimum hours for certain activities, anticipating that additional work if needed would be authorized by Amendment. To date, significant additional work has been done to deal with sixteen Field Orders and two Change Orders issued to the contract, plus a number of quality issues involving the work. This work has resulted in additional time for the R&E project manager, project engineer, project inspector and clerical support. This additional work has been documented in a detailed spreadsheet which is summarized in the attached Supplement.

The CM budget is limited by the total reimbursement available for the Schedule A and Alternate 1 work from TIB of 25% of the construction contract for both design and construction engineering. The design work totaled 12.3% of construction, leaving 12.7% for construction management. The city budgeted 1.3% for staff, leaving 11.4% for R&E CM. The original CM budget was at this figure.

At this point, the impact of the field order and change order work on the total Schedule A/Alternate 1 work is not completely known. Field Orders have added \$16,803.85 in unit quantity work that is not by change order. Force Account work is within the budgeted amounts at this point, but is expected to exceed the budget prior to completion due to many unanticipated utility conflicts. Change Order 1 added \$146,271 for the storm drain replacement west of the BNSF trestle, and Change Order 2 added \$13,952 for miscellaneous items. Overall, we anticipate at least \$175,000 will be added to the contract. We anticipate that unit quantity overruns will add to this number somewhat. The value of the CM associated with this additional work is approximately \$43,750. R&E's requests to date total \$21,701.23, which is well within this additional work allowance.

**MOTION:**

***Move to authorize Mayor Anderson to execute the attached Supplemental Agreement 1 to Professional Services Agreement No. 2011-PS-13 dated July 14, 2011 with Reichhardt & Ebe Engineering, Inc. for additional construction phase engineering services totaling \$21,701.23 for the SR20, Metcalf to Township Lane Widening & Pedestrian/Bicycle Improvements Project.***



**AMENDMENT NO. 1**

To the PROFESSIONAL SERVICES AGREEMENT No. 2011-PS-13  
Dated July 14, 2011  
Between The City of Sedro-Woolley, Washington  
And Reichhardt & Ebe Engineering, Inc.

This Amendment revises the above contract as follows:

**Section 6 Compensation and Schedule of Payments** is revised as follows:  
Cost not to exceed \$280,948.43 without prior approval of the Director of Public Works/City Engineer.

All other terms and conditions remain as per the original agreement.

DATED this **23rd** day of **November, 2011**.

CITY OF SEDRO-WOOLLEY  
A Washington municipal corporation

By: \_\_\_\_\_  
Mike Anderson, Mayor

CONTRACTOR:

Reichhardt & Ebe Engineering, Inc.

By: \_\_\_\_\_

**REICHHARDT & EBE ENGINEERING, INC.**  
**CONSULTING ENGINEERS**

813 Metcalf Street | Sedro-Woolley, WA 98284 | Telephone 360-855-1713 | Fax: 360-855-1164

October 31, 2011

City of Sedro-Woolley  
Mr. Mark Freiberger, PE, Director of Public Works/City Engineer  
325 Metcalf Street  
Sedro-Woolley, WA 98284

**Subject: Supplement 2 for Additional Services:**  
**SR20, Metcalf Street to Township Lane Widening and Bicycle/Pedestrian  
Improvements Project**

Mr. Freiberger,

As you are aware, over the previous months R&E has performed additional services above and beyond the originally agreed upon scope of work anticipated for this project. R&E hopes that the additional costs associated with the Not-in-Scope (N.I.S.) work performed will not exceed the original total budget amount for our services however, at this time it cannot be determined if this will be the case. The following is a summary of the N.I.S. costs incurred by R&E we are aware of at this time:

**N.I.S Work**

Supplement Request 1: Start to August 31, 2011 .....	\$8,004.44	7930.05
Supplement Request 2: Sept. 1, 2011 to Sept. 30, 2011 .....	\$13,696.79	13771.18
<i>TOTAL N.I.S. (Start to Sept. 30, 2011)</i>	\$21,701.23	21701.23 =
R&E original contract amount.....	\$259,247.20	
New Contract Amount: .....	\$280,948.43	

As indicated in section 5 of the City's professional services agreement, these additional costs are being provided for your approval. A detailed man-hour break-down of the Not-in-Scope (N.I.S.) work performed has been previously provided to assist you with your review. If you desire additional information regarding this request, feel free to contact my office and we will be happy to assist you.

Please contact me with any questions or if you require additional information regarding this matter.

Respectfully,



Cody R. Hart P.E.  
Reichhardt & Ebe Engineering

R&E INHOUSE REPORT ONLY - NOT SENT TO CLIENT  
09022.3 SR 20  
Invoiced to Date

Type	Invoice Date	Num	Date Worked	Memo	Qty	Amount	NIS 07/31/11 Inv 22683-C	NIS 08/31/11 Inv 22742-C	NIS 09/30/11 Inv 22742-C	
Service										
R&E Labor										
Clerical Job										
Clerical III										
Invoice	07/31/2011	22683 - C	07/20/2011	Deb Houben - 0.02 - Project Tracking	-1.00	-38.14				
Invoice	07/31/2011	22683 - C	07/21/2011	Debbie Cicchitti - 0.02 - Project Tracking incl setup	-2.00	-76.28				
Invoice	07/31/2011	22683 - C	07/21/2011	Deb Houben - 9.09.1 - Base Bid Sch A, Alt 1 & Alt 2	-4.00	-152.56				
Invoice	07/31/2011	22683 - C	07/21/2011	Deb Houben - 9.13 - Weekly Construction Mtgs	-1.00	-38.14				
Invoice	07/31/2011	22683 - C	07/22/2011	Debbie Cicchitti - 0.02 - Project Tracking - finish setup	-1.00	-38.14				
Invoice	07/31/2011	22683 - C	07/22/2011	Deb Houben - 0.02 - Project Tracking	-1.00	-38.14				
Invoice	07/31/2011	22683 - C	07/25/2011	Deb Houben - 0.02 - Project Tracking	-1.00	-38.14				
Invoice	07/31/2011	22683 - C	07/26/2011	Deb Houben - 0.03 - Subconsultant Team Coordination	-0.50	-19.07				
Invoice	07/31/2011	22683 - C	07/26/2011	Deb Houben - 9.09.1 Base Bid Sch A, Alt 1 & Alt 2	-0.50	-19.07				
Invoice	07/31/2011	22683 - C	07/26/2011	Deb Houben - 9.13 - Weekly Construction Mtgs	-0.50	-19.07				
Invoice	07/31/2011	22683 - C	07/27/2011	Deb Houben - 9.09.1 Base Bid Sch. A, Alt 1 & Alt 2	-0.50	-19.07				
Invoice	07/31/2011	22683 - C	07/28/2011	Deb Houben - 0.03 - Subconsultant Team Coordination	-0.50	-19.07				
Invoice	07/31/2011	22683 - C	07/28/2011	Deb Houben - 9.09.1 Base Bid Sch A, Alt 1 & Alt 2	-1.50	-57.21				
Invoice	07/31/2011	22683 - C	07/29/2011	Deb Houben - 9.09.1 Base Bid Sch. A, Alt 1 & Alt 2	-1.00	-38.14				
Invoice	07/31/2011	22683 - C	07/19/2011	Deb Houben - 0.02 - Project Tracking	-1.00	-38.14				
Invoice	07/31/2011	22683 - C	07/14/2011	Deb Houben - 0.03 - Client Meeting Coordination	-1.00	-38.14				
Invoice	08/31/2011	22742 - C	08/01/2011	Deb Houben - 9.09.1 - Base Bid Sch A, Alt 1 & Alt 2	-5.00	-190.70				
Invoice	08/31/2011	22742 - C	08/02/2011	Deb Houben - 0.02 - Project Tracking	-1.00	-38.14				
Invoice	08/31/2011	22742 - C	08/02/2011	Deb Houben - 9.09.1 - Base Bid Sch. A, Alt 1 & Alt 2	-1.00	-38.14				
Invoice	08/31/2011	22742 - C	08/03/2011	Deb Houben - 9.09.1 - Base Bid Sch. A, Alt 1 & Alt 2	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/04/2011	Debbie Cicchitti - 0.02 - Project Tracking	-1.00	-38.14				
Invoice	08/31/2011	22742 - C	08/04/2011	Deb Houben - 9.09.1 - Base Bid Sch. A, Alt 1 & Alt 2	-1.00	-38.14				
Invoice	08/31/2011	22742 - C	08/05/2011	Deb Houben - 9.09.1 - Base Bid Sch. A, Alt 1 & Alt 2	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/08/2011	Deb Houben - 0.02 - Project Tracking	-1.00	-38.14				
Invoice	08/31/2011	22742 - C	08/09/2011	Deb Houben - 0.01 - Project Invoicing	-1.50	-57.21				
Invoice	08/31/2011	22742 - C	08/09/2011	Deb Houben - 0.02 - Project Tracking	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/09/2011	Debbie Cicchitti - 0.02 - Project Tracking	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/10/2011	Deb Houben - 0.01 - Project Invoicing	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/10/2011	Deb Houben - 0.02 - Project Tracking	-1.00	-38.14				
Invoice	08/31/2011	22742 - C	08/10/2011	Deb Houben - 9.09.1 - Base Bid Sch. A, alt 1 & Alt 2	-1.00	-38.14				
Invoice	08/31/2011	22742 - C	08/10/2011	Deb Houben - 9.15.3 BNSF	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/11/2011	Deb Houben - 9.13 - Weekly Construction Meetings	-1.50	-57.21				
Invoice	08/31/2011	22742 - C	08/15/2011	Deb Houben - 0.02 - Project Tracking	-1.50	-57.21				
Invoice	08/31/2011	22742 - C	08/16/2011	Deb Houben - 0.03 - Subconsultant Team Coordination	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/16/2011	Deb Houben - 9.06.1 - Base Bid Sch A, Alt 1 and Alt 2	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/16/2011	Deb Houben - 9.09.1 - Base Bid Sch A, Alt 1 & Alt 2	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/17/2001	Deb Houben - 9.06.1 - Base Bid Sch A, Alt 1 and Alt 2	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/17/2011	Debbie Cicchitti - 0.02 - Project Tracking	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/18/2011	Deb Houben - 9.13 - Weekly Construction Mtg	-1.00	-38.14				
Invoice	08/31/2011	22742 - C	08/19/2011	Deb Houben - 0.02 - Project Tracking	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/19/2011	Deb Houben - 9.09.1 - Base Bid Sch A, Alt 1 & Alt 2	-1.00	-38.14				
Invoice	08/31/2011	22742 - C	08/22/2011	Deb Houben - 9.09.1 Base Bid Sch A, Alt 1 & Alt 2	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/24/2011	Debbie Cicchitti - 0.02 - Project Tracking	-1.50	-57.21				
Invoice	08/31/2011	22742 - C	08/24/2011	Deb Houben - 0.02 - Project Tracking	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/24/2011	Deb Houben - 9.06.1 Base Bid Sch A, Alt 1 & Alt 2	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/25/2011	Deb Houben - 0.02 - Project Tracking	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/25/2011	Deb Houben - 9.13 - Weekly Construction Mtgs	-1.50	-57.21				
Invoice	08/31/2011	22742 - C	08/26/2011	Deb Houben - 9.09.1 Base Bid Sch A, Alt 1 & Alt 2	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/26/2011	Deb Houben - 9.18 - Prepare field note records for pay estimates	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/30/2011	Debbie Cicchitti - 0.02 - Project Tracking	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/30/2011	Deb Houben - 0.02 - Project Tracking	-1.00	-38.14				
Invoice	08/31/2011	22742 - C	08/30/2011	Deb Houben - 9.09.1 - Base Bid Sch A, Alt 1 & Alt 2 - Submittals/RAMS	-0.50	-19.07				
Invoice	08/31/2011	22742 - C	08/31/2011	Deb Houben - 9.18 - Prepare field note records for Pay Estimates	-0.50	-19.07				
					C-II - Billed thru 08/31/11	-51.00	-1,945.14	0.00	0.00	0.00
Unbilled			09/01/2011	Deb Houben - 9.13 - Weekly Construction Mtg	1.50	-57.21				
Unbilled			09/01/2011	Deb Houben - 9.22.1 - Base Bid Sch A, Alt 1 & Alt 2 - Materials Testing	0.25	-9.54				
Unbilled			09/06/2011	Deb Houben - 0.02 - Project Tracking	0.50	-19.07				
Unbilled			09/06/2011	Deb Houben - 9.13 - Weekly Construction Mtg	0.25	-9.54				
Unbilled			09/07/2011	Deb Houben - 9.18 - Prepare Field Note Records for Pay Estimate	1.00	-38.14				
Unbilled			09/07/2011	Debbie Cicchitti - 0.02 - Project Tracking	0.50	-19.07				
Unbilled			09/08/2011	Deb Houben - 9.13 - Weekly Construction Mtg	1.00	-38.14				
Unbilled			09/09/2011	Deb Houben - 9.18 - Prepare Field Note Records for Pay Estimate	1.00	-38.14				
Unbilled			09/12/2011	Deb Houben - 9.09.1 - Base Bid Sch A, Alt 1 & Alt 2 - Submittals/RAMS	1.00	-38.14				
Unbilled			09/13/2011	Debbie Cicchitti - 0.02 - Project Tracking	1.00	-38.14				
Unbilled			09/13/2011	Debbie Cicchitti - 0.02 - NIS - Project Tracking	1.00	-38.14				
Unbilled			09/13/2011	Debbie Cicchitti - 0.02 - NIS - Project Tracking	1.00	-38.14				
Unbilled			09/13/2011	Debbie Cicchitti - 0.02 - NIS - Project Tracking	1.00	-38.14				
Unbilled			09/13/2011	Debbie Cicchitti - 0.02 - NIS - Project Tracking	1.00	-38.14				



R&E INHOUSE REPORT ONLY - NOT SENT TO CLIENT  
09022.3 SR 20  
Invoiced to Date

Type	Invoice Date	Num	Date Worked	Memo	Qty	Amount	NIS 07/31/11 Inv 22683-C	NIS 08/31/11 Inv 22742-C	NIS 09/30/11 Inv 22873-C
Invoice	08/31/2011	22742 - C	08/12/2011	Gary Stilts - 9.10.1 - Onsite Observations	-7.00	-517.09			
Invoice	08/31/2011	22742 - C	08/12/2011	Gary Stilts - 9.18 - Prepare Field Note Records for Progress Payments	-1.75	-129.27			
Invoice	08/31/2011	22742 - C	08/12/2011	Gary Stilts - 9.26.1 NIS - Force Acct Prep	-0.25	-18.47		-18.47	
Invoice	08/31/2011	22742 - C	08/15/2011	Gary Stilts - 9.10.1 - On-site Observations (Sch A, Alt 1 & Alt 2)	-6.00	-443.22			
Invoice	08/31/2011	22742 - C	08/15/2011	Gary Stilts - 9.18 - Prepare Field Note Records for Progress Payments	-1.00	-73.87			
Invoice	08/31/2011	22742 - C	08/15/2011	Gary Stilts - 9.26.1 NIS - Force Account Prep	-1.00	-73.87		-73.87	
Invoice	08/31/2011	22742 - C	08/16/2011	Gary Stilts - 9.10.1 - On-site Observations (Sch A, Alt 1 & Alt 2)	-7.00	-517.09			
Invoice	08/31/2011	22742 - C	08/16/2011	Gary Stilts - 9.18 - Prepare Field Note Records for Progress Payments	-1.00	-73.87			
Invoice	08/31/2011	22742 - C	08/17/2011	Gary Stilts - 9.10.1 - On-site Observations (Sch A, Alt 1 & Alt 2)	-7.00	-517.09			
Invoice	08/31/2011	22742 - C	08/17/2011	Gary Stilts - 9.18 - Prepare Field Note Records for Progress Payments	-1.00	-73.87			
Invoice	08/31/2011	22742 - C	08/18/2011	Gary Stilts - 9.10.1 - On-site Observations (Sch A, Alt 1 & Alt 2)	-6.00	-443.22			
Invoice	08/31/2011	22742 - C	08/18/2011	Gary Stilts - 9.13 - Weekly Construction Mtg	-1.00	-73.87			
Invoice	08/31/2011	22742 - C	08/18/2011	Gary Stilts - 9.18 - Prepare Field Note Records for Progress Payments	-1.00	-73.87			
Invoice	08/31/2011	22742 - C	08/19/2011	Gary Stilts - 9.10.1 - On-site Observations (Sch A, Alt 1 & Alt 2)	-6.00	-443.22			
Invoice	08/31/2011	22742 - C	08/19/2011	Gary Stilts - 9.15.1 - Coordination w/ COSW	-1.00	-73.87			
Invoice	08/31/2011	22742 - C	08/19/2011	Gary Stilts - 9.18 - Prepare Field Note Records for Progress Payments	-1.00	-73.87			
Invoice	08/31/2011	22742 - C	08/22/2011	Gary Stilts - 9.10.1 - On-site observations - Sch A, Alt 1 & Alt 2	-7.50	-554.03			
Invoice	08/31/2011	22742 - C	08/22/2011	Gary Stilts - 9.15.1 - Coordination w/ COSW	-0.50	-36.94			
Invoice	08/31/2011	22742 - C	08/23/2011	Gary Stilts - 9.10.1 - On-site observations - Sch A, Alt 1 & Alt 2	-6.00	-443.22			
Invoice	08/31/2011	22742 - C	08/23/2011	Gary Stilts - 9.18 - Prepare Field Note records for Progress Payments	-1.00	-73.87			
Invoice	08/31/2011	22742 - C	08/23/2011	Gary Stilts - 9.26.1 NIS - Force Acct Prep	-1.00	-73.87		-73.87	
Invoice	08/31/2011	22742 - C	08/24/2011	Gary Stilts - 9.10.1 - On-site observations - Sch A, Alt 1 & Alt 2	-5.00	-369.35			
Invoice	08/31/2011	22742 - C	08/24/2011	Gary Stilts - 9.18 - Prepare Field Note records for Progress Payments	-1.00	-73.87			
Invoice	08/31/2011	22742 - C	08/24/2011	Gary Stilts - 9.26.1 NIS - Force Acct Prep	-2.00	-147.74		-147.74	
Invoice	08/31/2011	22742 - C	08/25/2011	Gary Stilts - 9.10.1 - On-site observations - Sch A, Alt 1 & Alt 2	-4.00	-295.48			
Invoice	08/31/2011	22742 - C	08/25/2011	Gary Stilts - 9.18 - Prepare Field Note records for Progress Payments	-1.00	-73.87			
Invoice	08/31/2011	22742 - C	08/29/2011	Gary Stilts - 9.10.1 - Onsite observations - Sch A, Alt 1 & Alt 2	-8.00	-590.96			
Invoice	08/31/2011	22742 - C	08/29/2011	Gary Stilts - 9.18 - Prepare Field Note Records for Progress Payments	-1.50	-110.81			
Invoice	08/31/2011	22742 - C	08/29/2011	Gary Stilts - 9.26.1 NIS - Force Acct Prep	-1.00	-73.87		-73.87	
Invoice	08/31/2011	22742 - C	08/30/2011	Gary Stilts - 9.10.1 - Onsite observations - Sch A, Alt 1 & Alt 2	-9.00	-664.83			
Invoice	08/31/2011	22742 - C	08/30/2011	Gary Stilts - 9.26.1 NIS - Force Acct Prep	-1.00	-73.87		-73.87	
Invoice	08/31/2011	22742 - C	08/31/2011	Gary Stilts - 9.10.1 - Onsite observations - Sch A, Alt 1 & Alt 2	-8.50	-627.90			
Invoice	08/31/2011	22742 - C	08/31/2011	Gary Stilts - 9.17 - Response to Public Concerns and Complaints	-0.50	-36.94			
Invoice	08/31/2011	22742 - C	08/31/2011	Gary Stilts - 9.18 - Prepare Field Note Records for Progress Payments	-0.50	-36.94			
Invoice	08/31/2011	22742 - C	08/31/2011	Gary Stilts - 9.26.1 NIS - Force Acct Prep	-1.00	-73.87		-73.87	
T-VI - Billed thru 08/31/11					-201.00	-14,847.93	0.00	-720.24	0.00
Unbilled			09/01/2011	Gary Stilts - 9.13 - Weekly Construction Mtg	1.00	-73.87			
Unbilled			09/01/2011	Gary Stilts - 9.18 - Prepare Field Note Records for Progress Payments	7.00	-517.09			
								-73.87	
Unbilled			09/06/2011	Gary Stilts - 9.10.1 - Onsite Observations (Sch A, Alt 1 & 2)	3.00	-221.61			
Unbilled			09/06/2011	Gary Stilts - 9.18 - Prepare Field Note Records for Progress Payments	7.00	-517.09			
Unbilled			09/07/2011	Gary Stilts - 9.10.1 - Onsite Observations (Sch A, Alt 1 & 2)	2.00	-147.74			
Unbilled			09/07/2011	Gary Stilts - 9.18 - Prepare Field Note Records for Progress Payments	7.00	-517.09			
								-73.87	
Unbilled			09/08/2011	Gary Stilts - 9.10.1 - Onsite Observations (Sch A, Alt 1 & 2)	7.00	-517.09			
Unbilled			09/08/2011	Gary Stilts - 9.13 - Weekly Construction Mtg	1.00	-73.87			
Unbilled			09/09/2011	Gary Stilts - 9.10.1 - Onsite Observations (Sch A, Alt 1 & 2)	4.00	-295.48			
Unbilled			09/12/2011	Gary Stilts - 9.10.1 - Onsite Observations	8.50	-627.90			
Unbilled			09/12/2011	Gary Stilts - 9.15.2 - Coordination w/ PUD #1	0.50	-36.94			
Unbilled			09/13/2011	Gary Stilts - 9.10.1 - Onsite Observations	6.50	-480.16			
Unbilled			09/13/2011	Gary Stilts - 9.15.1 - Coordination w/ COSW	1.00	-73.87			
Unbilled			09/13/2011	Gary Stilts - 9.15.3 Coordination w/ BNSF	0.50	-36.94			
Unbilled			09/14/2011	Gary Stilts - 9.10.1 - Onsite Observations	6.50	-480.16			
Unbilled			09/14/2011	Gary Stilts - 9.15.1 - Coordination w/ COSW	1.00	-73.87			
Unbilled			09/14/2011	Gary Stilts - 9.18 - Prep Filed Note Records for Progress Pmts	0.50	-36.94			
Unbilled			09/15/2011	Gary Stilts - 9.10.1 - Onsite Observations	7.00	-517.09			
Unbilled			09/15/2011	Gary Stilts - 9.13 - Weekly Construction Mtg	1.00	-73.87			
Unbilled			09/16/2011	Gary Stilts - 9.10.1 - Onsite Observations	6.00	-443.22			
Unbilled			09/16/2011	Gary Stilts - 9.15.1 - Coordination w/ COSW	0.50	-36.94			
Unbilled			09/16/2011	Gary Stilts - 9.18 - Prep Filed Note Records for Progress Pmts	0.50	-36.94			
Unbilled			09/19/2011	Gary Stilts - 9.10.1 - Onsite Observations - Sch A, Alt 1 & Alt 2	7.50	-554.03			
Unbilled			09/19/2011	Gary Stilts - 9.18 - Prepare Field Note Records for Progress Payments	0.50	-36.94			
Unbilled			09/20/2011	Gary Stilts - 9.10.1 - Onsite Observations - Sch A, Alt 1 & Alt 2	7.50	-554.03			
Unbilled			09/20/2011	Gary Stilts - 9.18 - Prepare Field Note Records for Progress Payments	0.50	-36.94			
Unbilled			09/21/2011	Gary Stilts - 9.10.1 - Onsite Observations - Sch A, Alt 1 & Alt 2	7.50	-554.03			
Unbilled			09/21/2011	Gary Stilts - 9.13 - Weekly Construction mtg	1.00	-73.87			
Unbilled			09/22/2011	Gary Stilts - 9.10.1 - Onsite Observations - Sch A, Alt 1 & Alt 2	3.00	-221.61			
Unbilled			09/22/2011	Gary Stilts - 9.18 - Prepare Field Note Records for Progress Payments	5.00	-369.35			
Unbilled			09/23/2011	Gary Stilts - 9.10.1 - Onsite Observations - Sch A, Alt 1 & Alt 2	3.00	-221.61			
Unbilled			09/23/2011	Gary Stilts - 9.18 - Prepare Field Note Records for Progress Payments	4.00	-295.48			
Unbilled			09/26/2011	Gary Stilts - 9.10.1 - Onsite Observation (Sch A, Alt 1 & Alt 2)	9.00	-664.83			
Unbilled			09/26/2011	Gary Stilts - 9.15.1 - Coordination w/COSW	0.50	-36.94			

R&E INHOUSE REPORT ONLY - NOT SENT TO CLIENT  
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Invoiced to Date

Type	Invoice Date	Num	Date Worked	Memo	Qty	Amount	NIS 07/31/11 Inv 22683-C	NIS 08/31/11 Inv 22742-C	Inv Amount / Balance
Unbilled	09/27/2011		09/27/2011	Gary Stilts - 9.10.1 - Onsite Observation (Sch A, Alt 1 & Alt 2)	9.50	-701.77			-39.34
Unbilled	09/28/2011		09/28/2011	Gary Stilts - 9.10.1 - Onsite Observation (Sch A, Alt 1 & Alt 2)	9.50	-701.77			-39.34
Unbilled	09/29/2011		09/29/2011	Gary Stilts - 9.10.1 - Onsite Observation (Sch A, Alt 1 & Alt 2)	8.00	-590.96			-39.34
Unbilled	09/29/2011		09/29/2011	Gary Stilts - 9.13 - Weekly Construction Mtg	1.00	-73.87			
Unbilled	09/29/2011		09/29/2011	Gary Stilts - 9.15.1 - Coordination w/COSW	0.50	-36.94			
Unbilled	09/30/2011		09/30/2011	Gary Stilts - 9.10.1 - Onsite Observation (Sch A, Alt 1 & Alt 2)	8.00	-590.96			-39.34
Unbilled	09/30/2011		09/30/2011	Gary Stilts - 9.18 - Prepare Field Note Records for Progress Payments	1.00	-73.87			-71.63
*Slight adj to reconcile Excal calcs to QuickBooks calcs						-0.10			
T=V1 - Unbilled thru 09/30/11					-170.50	-12,594.94	0.00	0.00	-369.37
Total Technician V1					-371.50	-27,442.87	0.00	-720.24	-369.37
<b>Engineers</b>									
<b>Engineer III</b>									
Invoice	07/31/2011	22683 - C	07/06/2011	Ben Kuiken - 9.15.1 - Correspond w/Town to reschedule Contract Mtg	-0.75	-53.59			
Invoice	07/31/2011	22683 - C	07/08/2011	Ben Kuiken - 9.15.3 - BNSF Exhibit	-5.75	-410.84			
Invoice	07/31/2011	22683 - C	07/08/2011	Ben Kuiken - 9.15.1 Coordination w/Agency	-1.25	-89.31			
Invoice	07/31/2011	22683 - C	07/11/2011	Ben Kuiken - 9.15.1 - Plotting Construction Plans	-3.50	-250.08			
Invoice	07/31/2011	22683 - C	07/12/2011	Ben Kuiken - 9.15.2 - Contract Meeting w/Cody	-1.50	-107.18			
Invoice	07/31/2011	22683 - C	07/12/2011	Ben Kuiken - 9.14 - PSE Poles, photograph and email	-1.00	-71.45			
Invoice	07/31/2011	22683 - C	07/12/2011	Ben Kuiken - 9.15.1 - Coordination w/Agency	-2.50	-178.63			
Invoice	07/31/2011	22683 - C	07/25/2011	Garret Gladsjo - 9.04.1 - Construction Staking Support	-1.00	-71.45			
Invoice	07/31/2011	22683 - C	07/25/2011	Garret Gladsjo - 9.04.2 - Construction Staking Support	-0.50	-35.73			
Invoice	07/31/2011	22683 - C	07/25/2011	Garret Gladsjo - 9.04.3 - Construction Staking Support	-0.50	-35.73			
Invoice	07/31/2011	22683 - C	07/25/2011	Garret Gladsjo - 9.14 - Utility Relocation Coordination	-2.00	-142.90			
Invoice	07/31/2011	22683 - C	07/26/2011	Garret Gladsjo - 9.14 - Utility Pole Relocation Plan Review and Coordination	-6.00	-428.70			
Invoice	07/31/2011	22683 - C	07/27/2011	Ben Kuiken - 9.08.1 - RFI - Granite Precast	-0.25	-17.86			
Invoice	07/31/2011	22683 - C	07/27/2011	Garret Gladsjo - 9.04.1 - Construction Staking Support	-0.50	-35.73			
Invoice	07/31/2011	22683 - C	07/27/2011	Garret Gladsjo - 9.04.2 - Construction Staking Support	-0.50	-35.73			
Invoice	07/31/2011	22683 - C	07/27/2011	Garret Gladsjo - 9.14 - Utility Relocation Coordination	-1.00	-71.45			
Invoice	07/31/2011	22683 - C	07/27/2011	Garret Gladsjo - 9.14 - Utility Pole Relocation Plan Review and Coordination	-6.00	-428.70			
Invoice	07/31/2011	22683 - C	07/28/2011	Garret Gladsjo - 9.14 - Utility Relocation Coordination	-2.00	-142.90			
Invoice	07/31/2011	22683 - C	07/26/2011	Garret Gladsjo - 9.14 - Utility Pole Relocation Plan Review and Coordination	-3.00	-214.35			
Invoice	07/31/2011	22683 - C	07/29/2011	Ben Kuiken - 9.08.1 - RFI - Granite Precast	-1.00	-71.45			
Invoice	07/31/2011	22683 - C	07/29/2011	Garret Gladsjo - 9.08.1 - Process RFIs	-3.00	-214.35			
Invoice	07/31/2011	22683 - C	07/29/2011	Garret Gladsjo - 9.14 - Utility Relocation Coordination	-1.00	-71.45			
Invoice	08/31/2011	22742 - C	08/01/2011	Garret Gladsjo - 9.14 - Utility Relocation Coordination	-0.50	-35.73			
Invoice	08/31/2011	22742 - C	08/04/2011	Garret Gladsjo - 9.14 - Utility Relocation Coordination	-2.50	-178.63			
Invoice	08/31/2011	22742 - C	08/10/2011	Ben Kuiken - 9.08.1 - Rainstore elevation question	-0.25	-17.86			
Invoice	08/31/2011	22742 - C	08/11/2011	Ben Kuiken - 9.04.1 - Yard drain elevation verification	-0.75	-53.59			
Invoice	08/31/2011	22742 - C	08/12/2011	Ben Kuiken - 9.08.1 - Existing Stormwater facilities question	-0.25	-17.86			
Invoice	08/31/2011	22742 - C	08/15/2011	Garret Gladsjo - 9.14 - Utility Relocation Coordination	-0.50	-35.73			
Invoice	08/31/2011	22742 - C	08/15/2011	Ben Kuiken - 9.14 - Storm re-design for Watermain conflict	-1.25	-89.31			
Invoice	08/31/2011	22742 - C	08/16/2011	Garret Gladsjo - 9.14 - Utility Relocation Coordination	-0.50	-35.73			
Invoice	08/31/2011	22742 - C	08/16/2011	Garret Gladsjo - 9.12.1 NIS - Change Order #05	-2.00	-142.90		-142.90	
Invoice	08/31/2011	22742 - C	08/17/2011	Garret Gladsjo - 9.12.1 NIS - Change Order #04	-2.00	-142.90		-142.90	
Invoice	08/31/2011	22742 - C	08/16/2011	Garret Gladsjo - 9.04.1 - Construction Staking Support	-0.50	-35.73			
Invoice	08/31/2011	22742 - C	08/18/2011	Garret Gladsjo - 9.12.1 NIS - Change Order #04	-4.50	-321.53		-321.53	
Invoice	08/31/2011	22742 - C	08/18/2011	Garret Gladsjo - 9.12.1 NIS - Change Order #05	-1.00	-71.45		-71.45	
Invoice	08/31/2011	22742 - C	08/18/2011	Garret Gladsjo - 9.14 - Utility Pole Relocation Coordination	-1.00	-71.45			
Invoice	08/31/2011	22742 - C	08/19/2011	Garret Gladsjo - 9.14 - Utility Relocation Coordination	-0.50	-35.73			
Invoice	08/31/2011	22742 - C	08/19/2011	Garret Gladsjo - 9.14 - Utility Pole Relocation Coordination	-1.00	-71.45			
Invoice	08/31/2011	22742 - C	08/19/2011	Garret Gladsjo - 9.12.1 NIS - Change Order #06	-6.00	-428.70		-428.70	
Invoice	08/31/2011	22742 - C	08/22/2011	Garret Gladsjo - 9.14 - Addl Utility Pole Relocation Coordination	-1.00	-71.45			
Invoice	08/31/2011	22742 - C	08/23/2011	Ben Kuiken - 9.10.1 - Question from Gary re outlet from Rain garden	-0.25	-17.86			
Invoice	08/31/2011	22742 - C	08/23/2011	Garret Gladsjo - 9.08.1 - Process RFIs	-0.50	-35.73			
Invoice	08/31/2011	22742 - C	08/23/2011	Garret Gladsjo - 9.14 - Addl Utility Pole Relocation Coordination	-1.00	-71.45			
Invoice	08/31/2011	22742 - C	08/24/2011	Ben Kuiken - 9.15.4 - Reply to WSDOT stormwater review questions	-3.00	-214.35			
Invoice	08/31/2011	22742 - C	08/24/2011	Garret Gladsjo - 9.12.1 NIS - Change Order #04	-1.00	-71.45		-71.45	
Invoice	08/31/2011	22742 - C	08/24/2011	Garret Gladsjo - 9.12.1 NIS - Change Order #07	-2.00	-142.90		-142.90	
Invoice	08/31/2011	22742 - C	08/24/2011	Garret Gladsjo - 9.11.4 NIS - Field verify existing SD conditions for proposed 36" change order	-1.00	-71.45		-71.45	
Invoice	08/31/2011	22742 - C	08/25/2011	Ben Kuiken - 9.15.4 - Reply to WSDOT stormwater review questions	-4.50	-321.53			
Invoice	08/31/2011	22742 - C	08/25/2011	Ben Kuiken - 9.11.4 NIS - 36" Upgrade - Field verify ex-Storm Structures	-2.25	-160.76		-160.76	
Invoice	08/31/2011	22742 - C	08/25/2011	Ben Kuiken - 9.11.4 NIS - 36" upgrade Report	-1.25	-89.31		-89.31	
Invoice	08/31/2011	22742 - C	08/25/2011	Garret Gladsjo - 9.10.1 - On-Site Observation	-7.00	-500.15			
Invoice	08/31/2011	22742 - C	08/25/2011	Garret Gladsjo - 9.11.4 NIS - Field verify existing SD conditions for proposed 36" change order	-1.50	-107.18		-107.18	
Invoice	08/31/2011	22742 - C	08/26/2011	Ben Kuiken - 9.08.1 - Stormfield revision. Rainstore crossing connections	-0.75	-53.59			
Invoice	08/31/2011	22742 - C	08/26/2011	Garret Gladsjo - 9.10.1 - On-Site Observation	-8.00	-571.60			

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Type	Invoice Date	Num	Date Worked	Memo	Qty	Amount	NIS 07/31/11 Inv 22683-C	NIS 08/31/11 Inv 22742-C	NIS 09/30/11 Inv 22800-C
Invoice	08/31/2011	22742 - C	08/27/2011	Ben Kuiken - 9.12.4 NIS - 36" upgrade, Model and analysis	-1.25	-89.31		-89.31	
Invoice	08/31/2011	22742 - C	08/29/2011	Garret Gladsojo - 9.12.1 NIS - Change Order #04-R1 Prep	-4.00	-285.80		-285.80	
Invoice	08/31/2011	22742 - C	08/30/2011	Ben Kuiken - 9.11.4 NIS - 36" upgrade report	-0.75	-53.59		-53.59	
Invoice	08/31/2011	22742 - C	08/30/2011	Garret Gladsojo - 9.12.1 NIS - Change Order #04-R1 Prep	-2.00	-142.90		-142.90	
Invoice	08/31/2011	22742 - C	08/31/2011	Garret Gladsojo - 9.10.1 - On-Site Observation	-1.00	-71.45			
Invoice	08/31/2011	22742 - C	08/31/2011	Garret Gladsojo - 9.11.4 NIS - Storm Drain Extension / West of Trestle Review	-1.00	-71.45		-71.45	
E-III Billed thru 08/31/11					-114.50	-3,181.10	0.00	-2,393.58	0.00
Unbilled			09/01/2011	Garret Gladsojo - 9.10.1 - On-Site Observation	8.00	-571.60			
Unbilled			09/02/2011	Ben Kuiken - 9.11.4 NIS - Storm Drain Extension / West of Trestle Review	1.25	-89.31			
Unbilled			09/02/2011	Ben Kuiken - 9.08.1 NIS - Force Majeure	0.25	-17.36			
Unbilled			09/08/2011	Garret Gladsojo - 9.09.1 - Materials Submittal Review	3.00	-214.35			
Unbilled			09/12/2011	Garret Gladsojo - 9.12.1 NIS - Change Order #10 Preparation	2.00	-142.90			
Unbilled			09/12/2011	Garret Gladsojo - 9.12.1 NIS - Change Order #10 Preparation	0.25	-17.36			
Unbilled			09/14/2011	Garret Gladsojo - 9.10.1 - On-Site Observation	10.00	-714.50			
Unbilled			09/15/2011	Garret Gladsojo - 9.11.4 NIS - Storm Drain Extension/West of Trestle Review	2.00	-142.90			
Unbilled			09/16/2011	Garret Gladsojo - 9.10.1 - On-Site Observation	3.00	-214.35			
Unbilled			09/16/2011	Garret Gladsojo - 9.11.4 NIS - Storm Drain Extension/West of Trestle Review	2.00	-142.90			
Unbilled			09/20/2011	Ben Kuiken - 9.08.4 NIS - Manhole Cur Stakes	3.25	-232.21			
Unbilled			09/22/2011	Ben Kuiken - 9.08.4 NIS - Catch Lysase pipe along and discharge location	1.00	-71.45			
Unbilled			09/22/2011	Ben Kuiken - 9.12.4 NIS - Change Order 1 - 36" Upgrade Plans & Profile	0.75	-53.59			
Unbilled			09/23/2011	Garret Gladsojo - 9.20 - As-Built Drawings	1.50	-107.18			
Unbilled			09/23/2011	Garret Gladsojo - 9.11.4 NIS - Coordination with City of Spokane review	1.25	-89.31			
Unbilled			09/23/2011	Ben Kuiken - 9.12.4 NIS - Change Order 1 - 36" Upgrade Plans & Profile	0.75	-53.59			
Unbilled			09/23/2011	Ben Kuiken - 9.12.4 NIS - Change Order 1 - City of David List	1.00	-71.45			
Unbilled			09/23/2011	Ben Kuiken - 9.12.4 NIS - Change Order 1 - Catch Basins @ Quamie Ponds	1.25	-89.31			
Unbilled			09/23/2011	Ben Kuiken - 9.12.4 NIS - Change Order 1 - 36" Upgrade Plans & Profile	0.25	-17.36			
Unbilled			09/26/2011	Garret Gladsojo - 9.18 - Prep Progress Pmts	2.00	-142.90			
Unbilled			09/26/2011	Garret Gladsojo - 9.12.4 NIS - Storm Drain Ext - West of Trestle	3.00	-214.35			
Unbilled			09/27/2011	Ben Kuiken - 9.12.4 NIS - Change Order 1 - 36" Upgrade Plans & Profile	3.25	-232.21			
Unbilled			09/27/2011	Garret Gladsojo - 9.18 - Prep Progress Pmts	2.00	-142.90			
Unbilled			09/28/2011	Ben Kuiken - 9.08.1 - RFI Overflow manhole adjustments	1.25	-89.31			
Unbilled			09/28/2011	Garret Gladsojo - 9.11.4 NIS - Storm Drain Ext - West of Trestle	1.25	-89.31			
Unbilled			09/30/2011	Ben Kuiken - 9.18 - Force Majeure Payment for alternate 1	0.50	-35.73			
Unbilled			09/30/2011	Garret Gladsojo - 9.18 - Prep Progress Pmts	3.00	-214.35			
*Slight adj to reconcile Excel calcs to QuickBooks calcs						-0.02			
Total Engineer III									
E-III - Unbilled thru 09/30/11					-73.25	-5,233.73	0.00	0.00	-2,786.55
E-III - Billed and unbilled thru 09/30/11					-187.75	-13,414.83	0.00	-2,393.58	-2,786.55
<b>Engineer IV</b>									
Invoice	07/31/2011	22683 - C	06/29/2011	Cody Hart - 9.22.1 - Coordination/Contract Negotiations	-0.50	-40.57			
Invoice	07/31/2011	22683 - C	06/30/2011	Cody Hart - 9.22.1 - Coordination/Contract Negotiations	-0.50	-40.57			
Invoice	07/31/2011	22683 - C	07/06/2011	Cody Hart - 9.22.1 - Coordination/Contract Negotiations	-0.25	-20.28			
Invoice	07/31/2011	22683 - C	07/11/2011	Cody Hart - 9.15.1 - Construction Admin Mtg, Agenda, Coordination	-0.50	-40.57			
Invoice	07/31/2011	22683 - C	07/12/2011	Cody Hart - 9.15.3 - Construction Admin Mtg, Agenda, Coordination	-6.00	-486.78			
Invoice	07/31/2011	22683 - C	07/13/2011	Cody Hart - 9.15.3 - Construction Admin Mtg, Agenda, Coordination	-1.00	-81.13			
Invoice	07/31/2011	22683 - C	07/14/2011	Cody Hart - 9.15.1 - Construction Admin Mtg, Agenda, Coordination	-8.00	-649.04			
Invoice	07/31/2011	22683 - C	07/19/2011	Cody Hart - 9.06.1 - ROM/Schedule A, Alt 1 & Alt 2	-2.50	-202.83			
Invoice	07/31/2011	22683 - C	07/18/2011	Cody Hart - 9.22.1 - Testing Schedule A, Alt 1 & Alt 2	-1.00	-81.13			
Invoice	07/31/2011	22683 - C	07/19/2011	Cody Hart - 9.06.1 - ROM/Schedule A, Alt 1 & Alt 2	-4.50	-365.09			
Invoice	07/31/2011	22683 - C	07/20/2011	Cody Hart - 9.06.1 - ROM/Schedule A, Alt 1 & Alt 2	-4.75	-385.37			
Invoice	07/31/2011	22683 - C	07/20/2011	Cody Hart - 9.15.1 - Coordination w/City of S-W	-1.00	-81.13			
Invoice	07/31/2011	22683 - C	07/21/2011	Cody Hart - 9.06.1 - ROM/Schedule A, Alt 1 & Alt 2	-2.00	-162.26			
Invoice	07/31/2011	22683 - C	07/21/2011	Cody Hart - 9.15.1 - Coordination w/City of S-W	-1.50	-121.70			
Invoice	07/31/2011	22683 - C	07/21/2011	Cody Hart - 9.22.1 - Testing Schedule A, Alt 1 & Alt 2	-1.00	-81.13			
Invoice	07/31/2011	22683 - C	07/21/2011	Cody Hart - 9.07 - Preconstruction Meeting	-2.50	-202.83			
Invoice	07/31/2011	22683 - C	07/22/2011	Cody Hart - 9.06.1 - ROM/Schedule A, Alt 1 & Alt 2	-5.00	-405.65			
Invoice	07/31/2011	22683 - C	07/22/2011	Cody Hart - 9.15.1 - Coordination w/City of S-W	-1.00	-81.13			
Invoice	07/31/2011	22683 - C	07/22/2011	Cody Hart - 9.22.1 - Testing Schedule A, Alt 1 & Alt 2	-0.50	-40.57			
Invoice	07/31/2011	22683 - C	07/25/2011	Cody Hart - 9.06.1 - ROM/Schedule A, Alt 1 & Alt 2	-1.00	-81.13			
Invoice	07/31/2011	22683 - C	07/25/2011	Cody Hart - 9.09.1 - Material Submittal Review	-2.25	-182.54			
Invoice	07/31/2011	22683 - C	07/25/2011	Cody Hart - 9.15.1 - Coordination w/City of S-W	-0.50	-40.57			
Invoice	07/31/2011	22683 - C	07/25/2011	Cody Hart - 9.22.1 - Testing Schedule A, Alt 1 & Alt 2	-1.00	-81.13			
Invoice	07/31/2011	22683 - C	07/25/2011	Cody Hart - 9.04.1 - Construction Staking Support - Base A, Alt 1 & Alt 2	-1.00	-81.13			
Invoice	07/31/2011	22683 - C	07/26/2011	Cody Hart - 9.06.1 - ROM/Schedule A, Alt 1 & Alt 2	-2.00	-162.26			
Invoice	07/31/2011	22683 - C	07/26/2011	Cody Hart - 9.09.1 - Material Submittal Review	-1.00	-81.13			
Invoice	07/31/2011	22683 - C	07/26/2011	Cody Hart - 9.22.1 - Testing Schedule A, Alt 1 & Alt 2	-2.00	-162.26			
Invoice	07/31/2011	22683 - C	07/26/2011	Cody Hart - 9.04.1 - Construction Staking Support - Base A, Alt 1 & Alt 2	-2.00	-162.26			
Invoice	07/31/2011	22683 - C	07/26/2011	Cody Hart - 9.08.1 - RFI Sch A, Alt 1 & Alt 2	-1.50	-121.70			
Invoice	07/31/2011	22683 - C	07/27/2011	Cody Hart - 9.06.1 - ROM/Schedule A, Alt 1 & Alt 2	-1.25	-101.41			
Invoice	07/31/2011	22683 - C	07/27/2011	Cody Hart - 9.09.1 - Material Submittal Review	-2.00	-162.26			

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Type	Invoice Date	Num	Date Worked	Memo	Qty	Amount	NIS 07/31/11 Inv 22683-C	NIS 08/31/11 Inv 22742-C	NIS 09/30/11 Inv 22742-C
Invoice	07/31/2011	22683 - C	07/27/2011	Cody Hart - 9.22.1 - Testing Schedule A, alt 1 & Alt 2	-2.50	-202.83			
Invoice	07/31/2011	22683 - C	07/27/2011	Cody Hart - 9.04.1 - Construction Staking Support - Base A, Alt 1 & Alt 2	-2.00	-162.26			
Invoice	07/31/2011	22683 - C	07/27/2011	Cody Hart - 9.11.1 NIS - Change order review	-0.25	-20.28	-20.28		
Invoice	07/31/2011	22683 - C	07/27/2011	Cody Hart - 9.15.2 - Hydrant Relocation (SE Puget)	-0.75	-60.85			
Invoice	07/31/2011	22683 - C	07/28/2011	Cody Hart - 9.06.1 - ROM/Schedule A, Alt 1 & Alt 2	-1.50	-121.70			
Invoice	07/31/2011	22683 - C	07/28/2011	Cody Hart - 9.09.1 - Material Submittal Review	-4.00	-324.52			
Invoice	07/31/2011	22683 - C	07/28/2011	Cody Hart - 9.04.1 - Construction Staking Support - Base A, Alt 1 & Alt 2	-2.00	-162.26			
Invoice	07/31/2011	22683 - C	07/29/2011	Cody Hart - 9.06.1 - ROM/Schedule A, Alt 1 & Alt 2	-1.00	-81.13			
Invoice	07/31/2011	22683 - C	07/29/2011	Cody Hart - 9.09.1 - Material Submittal Review	-3.25	-263.67			
Invoice	07/31/2011	22683 - C	07/29/2011	Cody Hart - 9.08.1 - RFI Sch A, Alt 1 & Alt 2	-2.00	-162.26			
Invoice	07/31/2011	22683 - C	07/29/2011	Cody Hart - 9.08.1 - RFI Sch C	-0.25	-20.28			
Invoice	07/31/2011	22683 - C	07/29/2011	Cody Hart - 9.11.1 NIS - Change order review	-0.50	-40.57	-40.57		
Invoice	08/31/2011	22742 - C	08/01/2011	Cody Hart - 9.06.1 - ROM/Schedule A, Alt 1 & Alt 2	-2.00	-162.26			
Invoice	08/31/2011	22742 - C	08/01/2011	Cody Hart - 9.09.1 - Material Submittal Review	-3.25	-263.67			
Invoice	08/31/2011	22742 - C	08/01/2011	Cody Hart - 9.08.1 - RFI Sch A, Alt 1, Alt 2	-0.25	-20.28			
Invoice	08/31/2011	22742 - C	08/01/2011	Cody Hart - 9.15.2 - Hydrant Relocation (SE Puget)	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/02/2011	Cody Hart - 9.06.1 - ROM/Schedule A, Alt 1 & Alt 2	-3.00	-243.39			
Invoice	08/31/2011	22742 - C	08/03/2011	Cody Hart - 9.09.1 - Material Submittal Review	-2.00	-162.26			
Invoice	08/31/2011	22742 - C	08/02/2011	Cody Hart - 9.11.1 NIS - Change Order review - USFS Sign	-0.25	-20.28		-20.28	
Invoice	08/31/2011	22742 - C	08/03/2011	Cody Hart - 9.06.1 - ROM/Schedule A, Alt 1 & Alt 2	-1.00	-81.13			
Invoice	08/31/2011	22742 - C	08/03/2011	Cody Hart - 9.09.1 - Material Submittal Review	-6.00	-466.78			
Invoice	08/31/2011	22742 - C	08/03/2011	Cody Hart - 9.28 - BNSF Training	-1.00	-81.13			
Invoice	08/31/2011	22742 - C	08/04/2011	Cody Hart - 9.06.1 - ROM/Schedule A, Alt 1 & Alt 2	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/04/2011	Cody Hart - 9.09.1 - Material Submittal Review	-3.50	-283.96			
Invoice	08/31/2011	22742 - C	08/04/2011	Cody Hart - 9.13 - Weekly Construction Mtg	-1.50	-121.70			
Invoice	08/31/2011	22742 - C	08/05/2011	Cody Hart - 9.06.1 - ROM/Schedule A, Alt 1 & Alt 2	-2.00	-162.26			
Invoice	08/31/2011	22742 - C	08/05/2011	Cody Hart - 9.09.1 - Material Submittal Review	-4.25	-344.80			
Invoice	08/31/2011	22742 - C	08/05/2011	Cody Hart - 9.22.1 - Testing Schedule A, alt 1 & Alt 2	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/05/2011	Cody Hart - 9.11.1 NIS - Change Order review - USFS Sign	-0.75	-60.85		-60.85	
Invoice	08/31/2011	22742 - C	08/08/2011	Cody Hart - 9.09.1 - Material Submittal Review	-2.25	-182.54			
Invoice	08/31/2011	22742 - C	08/08/2011	Cody Hart - 9.08.1 - RFI/Field Questions	-0.75	-60.85			
Invoice	08/31/2011	22742 - C	08/08/2011	Cody Hart - 9.15.4 - Coordination WSDOT - Acceptance & Sampling multiple sources	-0.25	-20.28			
Invoice	08/31/2011	22742 - C	08/09/2011	Cody Hart - 9.11.1 NIS - USFS Sign/Coordination	-0.50	-40.57		-40.57	
Invoice	08/31/2011	22742 - C	08/09/2011	Cody Hart - 9.09.1 - Material Submittal Review	-1.50	-121.70			
Invoice	08/31/2011	22742 - C	08/09/2011	Cody Hart - 9.08.1 - RFI/Field Questions	-0.75	-60.85			
Invoice	08/31/2011	22742 - C	08/09/2011	Cody Hart - 9.04.1 - Construction Staking Support	-0.75	-60.85			
Invoice	08/31/2011	22742 - C	08/09/2011	Cody Hart - 9.11.1 NIS - Change Order Review - FO #4	-0.25	-20.28		-20.28	
Invoice	08/31/2011	22742 - C	08/09/2011	Cody Hart - 9.26.1 NIS - Unknown Sewer Force Main from Church/Coordination	-0.50	-40.57		-40.57	
Invoice	08/31/2011	22742 - C	08/10/2011	Cody Hart - 9.09.1 - Material Submittal Review	-2.25	-182.54			
Invoice	08/31/2011	22742 - C	08/10/2011	Cody Hart - 9.08.1 - RFI/Field Questions	-1.50	-121.70			
Invoice	08/31/2011	22742 - C	08/10/2011	Cody Hart - 9.15.1 - Coordination w/City of S-W	-1.25	-101.41			
Invoice	08/31/2011	22742 - C	08/10/2011	Cody Hart - 9.22.1 - Testing Schedule A, Alt 1 & Alt 2	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/10/2011	Cody Hart - 9.04.1 - Construction Staking Support	-1.00	-81.13			
Invoice	08/31/2011	22742 - C	08/10/2011	Cody Hart - 9.11.1 NIS - USFS Sign/Coordination	-0.25	-20.28		-20.28	
Invoice	08/31/2011	22742 - C	08/11/2011	Cody Hart - 9.09.1 - Material Submittal Review	-1.75	-141.98			
Invoice	08/31/2011	22742 - C	08/11/2011	Cody Hart - 9.13 - Weekly Construction Mtg & Minutes	-1.50	-121.70			
Invoice	08/31/2011	22742 - C	08/11/2011	Cody Hart - 9.08.1 - RFI/Field Questions	-1.75	-141.98			
Invoice	08/31/2011	22742 - C	08/11/2011	Cody Hart - 9.15.1 - Coordination w/City of S-W	-1.75	-141.98			
Invoice	08/31/2011	22742 - C	08/11/2011	Cody Hart - 9.04.1 - Construction Staking Support	-1.50	-121.70			
Invoice	08/31/2011	22742 - C	08/11/2011	Cody Hart - 9.26.1 NIS - Waterline at Metcalf - Standby Field Changes	-0.75	-60.85		-60.85	
Invoice	08/31/2011	22742 - C	08/12/2011	Cody Hart - 9.09.1 - Material Submittal Review	-1.50	-121.70			
Invoice	08/31/2011	22742 - C	08/12/2011	Cody Hart - 9.08.1 - RFI/Field Questions	-2.00	-162.26			
Invoice	08/31/2011	22742 - C	08/12/2011	Cody Hart - 9.15.1 - Coordination w/City of S-W	-1.00	-81.13			
Invoice	08/31/2011	22742 - C	08/12/2011	Cody Hart - 9.04.1 - Construction Staking Support	-1.00	-81.13			
Invoice	08/31/2011	22742 - C	08/12/2011	Cody Hart - 9.11.1 NIS - Material Submittals - East Jordan Markings & Dipped	-0.25	-20.28		-20.28	
Invoice	08/31/2011	22742 - C	08/12/2011	Cody Hart - 9.11.1 NIS - Falling Test Reports/Coordination	-0.75	-60.85		-60.85	
Invoice	08/31/2011	22742 - C	08/12/2011	Cody Hart - 9.26.1 NIS - Coordination Wide Load thru project	-0.50	-40.57		-40.57	
Invoice	08/31/2011	22742 - C	08/15/2011	Cody Hart - 9.06.1 - Material submittal review	-1.75	-141.98			
Invoice	08/31/2011	22742 - C	08/15/2011	Cody Hart - 9.10.1 - On-Site Observation	-0.75	-60.85			
Invoice	08/31/2011	22742 - C	08/15/2011	Cody Hart - 9.08.1 - RFI/Field Questions	-0.75	-60.85			
Invoice	08/31/2011	22742 - C	08/15/2011	Cody Hart - 9.15.1 - Coordination w/COS-W	-0.75	-60.85			
Invoice	08/31/2011	22742 - C	08/15/2011	Cody Hart - 9.22.1 - Testing Schedule A, Alt 1 & Alt 2	-0.25	-20.28			
Invoice	08/31/2011	22742 - C	08/15/2011	Cody Hart - 9.04.1 - Construction Staking Support (Sch A, Alt 1&2)	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/15/2011	Cody Hart - 9.11.1 NIS - Change Order Review - FO#5/Murdock WL Conflicts	-4.00	-324.52		-324.52	
Invoice	08/31/2011	22742 - C	08/16/2011	Cody Hart - 9.06.1 - Material submittal review	-5.75	-466.50			
Invoice	08/31/2011	22742 - C	08/16/2011	Cody Hart - 9.10.1 - On-Site Observation	-0.75	-60.85			
Invoice	08/31/2011	22742 - C	08/16/2011	Cody Hart - 9.08.1 - RFI/Field Questions	-0.25	-20.28			
Invoice	08/31/2011	22742 - C	08/16/2011	Cody Hart - 9.04.1 - Construction Staking Support (Sch A, Alt 1&2)	-1.00	-81.13			
Invoice	08/31/2011	22742 - C	08/16/2011	Cody Hart - 9.11.1 NIS - Change Order Review - FO#5/Murdock WL Conflicts	-2.75	-223.11		-223.11	
Invoice	08/31/2011	22742 - C	08/16/2011	Cody Hart - 9.11.1 NIS - Falling Test Reports/Coordination	-0.25	-20.28		-20.28	
Invoice	08/31/2011	22742 - C	08/17/2011	Cody Hart - 9.06.1 - Material Submittal Review	-1.25	-101.41			
Invoice	08/31/2011	22742 - C	08/17/2011	Cody Hart - 9.06.1 - Material submittal review	-2.75	-223.11			
Invoice	08/31/2011	22742 - C	08/17/2011	Cody Hart - 9.10.1 - On-Site Observation	-1.00	-81.13			
Invoice	08/31/2011	22742 - C	08/17/2011	Cody Hart - 9.15.1 - Coordination w/COS-W	-0.25	-20.28			

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Type	Invoice Date	Num	Date Worked	Memo	Qty	Amount	NIS 07/31/11 Inv 22683-C	NIS 08/31/11 Inv 22742-C	NIS 09/30/11 Inv 22742-C
Invoice	08/31/2011	22742 - C	08/17/2011	Cody Hart - 9.14 - Utility Relocation Coordination	-0.75	-60.85			
Invoice	08/31/2011	22742 - C	08/17/2011	Cody Hart - 9.11.1 NIS - Change Order review - FO#4/Walk Changes (N Start to 8+00)	-1.25	-101.41		-101.41	
Invoice	08/31/2011	22742 - C	08/17/2011	Cody Hart - 9.11.1 NIS - Change Order Review - FO#5/Murdock WL Conflicts	-0.75	-60.85		-60.85	
Invoice	08/31/2011	22742 - C	08/17/2011	Cody Hart - 9.11.1 NIS - Failing Test Reports/Coordination	-0.25	-20.28		-20.28	
Invoice	08/31/2011	22742 - C	08/18/2011	Cody Hart - 9.10.1 - On-Site Observation	-0.25	-20.28			
Invoice	08/31/2011	22742 - C	08/18/2011	Cody Hart - 9.13 - Weekly Construction Mtg & Minutes	-1.50	-121.70			
Invoice	08/31/2011	22742 - C	08/18/2011	Cody Hart - 9.04.1 - Construction Staking Support (Sch A, Alt 1&2)	-2.75	-223.11			
Invoice	08/31/2011	22742 - C	08/18/2011	Cody Hart - 9.14 - Utility Relocation Coordination	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/18/2011	Cody Hart - 9.11.1 NIS - Change Order review - FO#4/Walk Changes (N Start to 8+00)	-1.00	-81.13		-81.13	
Invoice	08/31/2011	22742 - C	08/18/2011	Cody Hart - 9.11.1 NIS - Change Order Review - FO#5/Murdock WL Conflicts	-2.25	-182.54		-182.54	
Invoice	08/31/2011	22742 - C	08/18/2011	Cody Hart - 9.11.4 NIS - Revisions - Alt 1 - Storm Drainage at trestle end to West	-0.25	-20.28		-20.28	
Invoice	08/31/2011	22742 - C	08/19/2011	Cody Hart - 9.22.1 - Testing Schedule A, Alt 1 & Alt 2	-0.25	-20.28			
Invoice	08/31/2011	22742 - C	08/19/2011	Cody Hart - 9.04.1 - Construction Staking Support (Sch A, Alt 1&2)	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/19/2011	Cody Hart - 9.14 - Utility Relocation Coordination	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/19/2011	Cody Hart - 9.11.1 NIS - Change Order review - FO#4/Walk Changes (N Start to 8+00)	-0.50	-40.57		-40.57	
Invoice	08/31/2011	22742 - C	08/19/2011	Cody Hart - 9.11.4 NIS - Revisions - Alt 1 - Storm Drainage at trestle end to West	-0.25	-20.28		-20.28	
Invoice	08/31/2011	22742 - C	08/19/2011	Cody Hart - 9.11.1 NIS - Change Order review - FO#6/Central Street Pole Conflicts	-0.75	-60.85		-60.85	
Invoice	08/31/2011	22742 - C	08/19/2011	Cody Hart - 9.26.1 NIS - Force Account/Unknown Sewer conflict at Central Street	-0.75	-60.85		-60.85	
Invoice	08/31/2011	22742 - C	08/19/2011	Cody Hart - 9.26.1 NIS - Force Account/Unknown Sewer conflict at Ball Street	-0.25	-20.28		-20.28	
Invoice	08/31/2011	22742 - C	08/21/2011	Cody Hart - 9.09.1 - Material Submittal Review	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/22/2011	Cody Hart - 9.15.1 - Coordination w/COSW	-0.25	-20.28			
Invoice	08/31/2011	22742 - C	08/22/2011	Cody Hart - 9.22.1 - Testing Schedule A, Alt 1 & Alt 2	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/22/2011	Cody Hart - 9.17 - Respond to Public concerns & Complaints	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/22/2011	Cody Hart - 9.04.1 - Construction Staking Support - Sch A, Alt 1 & 2	-0.75	-60.85			
Invoice	08/31/2011	22742 - C	08/22/2011	Cody Hart - 9.14 - Utility Relocation Coordination & Mtg	-1.00	-81.13			
Invoice	08/31/2011	22742 - C	08/22/2011	Cody Hart - 9.11.1 NIS - Revisions/PSE Pole Staking request, coordination, tracking	-1.00	-81.13		-81.13	
Invoice	08/31/2011	22742 - C	08/22/2011	Cody Hart - 9.11.1 NIS - Revisions/SWPPP Modifications	-0.25	-20.28		-20.28	
Invoice	08/31/2011	22742 - C	08/22/2011	Cody Hart - 9.11.1 NIS - Revisions/Alternate Material Requests	-0.25	-20.28		-20.28	
Invoice	08/31/2011	22742 - C	08/23/2011	Cody Hart - 9.09.1 - Material Submittal Review	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/23/2011	Cody Hart - 9.13 - Weekly Construction Mtg & Minutes	-0.25	-20.28			
Invoice	08/31/2011	22742 - C	08/23/2011	Cody Hart - 9.08.1 - RFI/Field Questions	-0.75	-60.85			
Invoice	08/31/2011	22742 - C	08/23/2011	Cody Hart - 9.15.1 - Coordination w/COSW	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/23/2011	Cody Hart - 9.15.2 - Coordination w/PUD	-0.25	-20.28			
Invoice	08/31/2011	22742 - C	08/23/2011	Cody Hart - 9.22.1 - Testing Schedule A, Alt 1 & Alt 2	-0.25	-20.28			
Invoice	08/31/2011	22742 - C	08/23/2011	Cody Hart - 9.14 - Utility Relocation Coordination & Mtg	-2.75	-223.11			
Invoice	08/31/2011	22742 - C	08/23/2011	Cody Hart - 9.11.1 NIS - Change Order review - FO #5 / Murdock WL Conflicts	-0.75	-60.85		-60.85	
Invoice	08/31/2011	22742 - C	08/23/2011	Cody Hart - 9.11.1 NIS - Revisions/PSE Pole Staking request, coordination, tracking	-0.75	-60.85		-60.85	
Invoice	08/31/2011	22742 - C	08/23/2011	Cody Hart - 9.11.1 NIS - Revisions/SWPPP Modifications	-0.25	-20.28		-20.28	
Invoice	08/31/2011	22742 - C	08/23/2011	Cody Hart - 9.11.1 NIS - Revisions/USFS Sign	-0.50	-40.57		-40.57	
Invoice	08/31/2011	22742 - C	08/23/2011	Cody Hart - 9.26.1 NIS - Force Account/Sewer Force Main from Church (Ball Street)	-0.25	-20.28		-20.28	
Invoice	08/31/2011	22742 - C	08/24/2011	Cody Hart - 9.06.1 - ROM/Schedule A, Alt 1 & Alt 2	-0.25	-20.28			
Invoice	08/31/2011	22742 - C	08/24/2011	Cody Hart - 9.09.1 - Material Submittal Review	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/24/2011	Cody Hart - 9.15.1 - Coordination w/COSW	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/24/2011	Cody Hart - 9.15.2 - Coordination w/PUD	-0.25	-20.28			
Invoice	08/31/2011	22742 - C	08/24/2011	Cody Hart - 9.17 - Respond to Public concerns & Complaints	-0.25	-20.28			
Invoice	08/31/2011	22742 - C	08/24/2011	Cody Hart - 9.04.3 - Construction Staking Support - Sch C - Waterline work	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/24/2011	Cody Hart - 9.14 - Utility Relocation Coordination & Mtg	-1.00	-81.13			
Invoice	08/31/2011	22742 - C	08/24/2011	Cody Hart - 9.11.1 NIS - Change Order review - FO #5 / Murdock WL Conflicts	-0.50	-40.57		-40.57	
Invoice	08/31/2011	22742 - C	08/24/2011	Cody Hart - 9.11.1 NIS - Change Order review - FO #7 / Mike & Sons - Drive & Drainage	-1.50	-121.70		-121.70	
Invoice	08/31/2011	22742 - C	08/24/2011	Cody Hart - 9.11.1 NIS - Revisions/USFS Sign	-1.00	-81.13		-81.13	
Invoice	08/31/2011	22742 - C	08/24/2011	Cody Hart - 9.11.1 NIS - Revisions/Hydraulic Report Modifications	-0.50	-40.57		-40.57	
Invoice	08/31/2011	22742 - C	08/24/2011	Cody Hart - 9.11.3 NIS - Revisions/PUD field Orders - Plan Revisions	-0.75	-60.85		-60.85	
Invoice	08/31/2011	22742 - C	08/24/2011	Cody Hart - 9.26.1 NIS - Force Account/Administrative Tracking	-0.50	-40.57		-40.57	
Invoice	08/31/2011	22742 - C	08/24/2011	Cody Hart - 9.11.1 NIS - Change Order Review - FO #4 / Walk Changes - N Start to 8+00	-0.25	-20.28		-20.28	
Invoice	08/31/2011	22742 - C	08/25/2011	Cody Hart - 9.10.1 - On-site Observation	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/25/2011	Cody Hart - 9.13 - Weekly Construction Mtg & Minutes	-1.00	-81.13			
Invoice	08/31/2011	22742 - C	08/25/2011	Cody Hart - 9.15.1 - Coordination w/COSW	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/25/2011	Cody Hart - 9.15.2 - Coordination w/PUD	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/25/2011	Cody Hart - 9.04.1 - Construction Staking Support - Sch A, Alt 1 & 2	-0.25	-20.28			
Invoice	08/31/2011	22742 - C	08/25/2011	Cody Hart - 9.14 - Utility Relocation Coordination & Mtg	-0.75	-60.85			
Invoice	08/31/2011	22742 - C	08/25/2011	Cody Hart - 9.11.1 NIS - Revisions/USFS Sign	-0.25	-20.28		-20.28	
Invoice	08/31/2011	22742 - C	08/25/2011	Cody Hart - 9.11.1 NIS - Revisions/Hydraulic Report Modifications	-0.50	-40.57		-40.57	
Invoice	08/31/2011	22742 - C	08/25/2011	Cody Hart - 9.26.1 NIS - Force Account/Unknown PUD waterline SE Murdock	-0.50	-40.57		-40.57	
Invoice	08/31/2011	22742 - C	08/26/2011	Cody Hart - 9.10.1 - On-site Observation	-0.75	-60.85			
Invoice	08/31/2011	22742 - C	08/26/2011	Cody Hart - 9.15.1 - Coordination w/COSW	-0.25	-20.28			
Invoice	08/31/2011	22742 - C	08/26/2011	Cody Hart - 9.15.2 - Coordination w/PUD	-0.50	-40.57			
Invoice	08/31/2011	22742 - C	08/26/2011	Cody Hart - 9.04.1 - Construction Staking Support - Sch A, Alt 1 & 2	-0.25	-20.28			
Invoice	08/31/2011	22742 - C	08/26/2011	Cody Hart - 9.11.1 NIS - Change Order review - FO #7 / Mike & Sons - Drive & Drainage	-0.25	-20.28		-20.28	
Invoice	08/31/2011	22742 - C	08/26/2011	Cody Hart - 9.26.1 NIS - Force Account/Broken Gas Line 8+50	-0.50	-40.57		-40.57	
Invoice	08/31/2011	22742 - C	08/26/2011	Cody Hart - 9.11.1 NIS - Change Order Review - FO #4 / Walk Changes - N Start to 8+00	-0.25	-20.28		-20.28	
Invoice	08/31/2011	22742 - C	08/26/2011	Cody Hart - 9.11.3 NIS - Revisions/PUD field Orders - Plan Revisions	-0.25	-20.28		-20.28	
Invoice	08/31/2011	22742 - C	08/29/2011	Cody Hart - 9.04.1 - Construction Staking Support - Sch A, Alt 1 & 2	-0.25	-20.28			
Invoice	08/31/2011	22742 - C	08/29/2011	Cody Hart - 9.06.1 - ROM / Schedule A, Alt 1 & Alt 2	-0.25	-20.28			
Invoice	08/31/2011	22742 - C	08/29/2011	Cody Hart - 9.09.1 - Material Submittal Review	-2.00	-162.26			

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Type	Invoice Date	Num	Date Worked	Memo	Qty	Amount	NIS 07/31/11 Inv 22683-C	NIS 08/31/11 Inv 22742-C	Unbilled 09/01/11	
Invoice	08/31/2011	22742 - C	08/29/2011	Cody Hart - 9 10 1 - Onsite Observation	-1.25	-101.41				
Invoice	08/31/2011	22742 - C	08/29/2011	Cody Hart - 9 14 - Utility Relocation Coordination/Meetings/Correspondence	-0.25	-20.28				
Invoice	08/31/2011	22742 - C	08/29/2011	Cody Hart - 9 15 1 - Coordination w/COSW	-0.25	-20.28				
Invoice	08/31/2011	22742 - C	08/29/2011	Cody Hart - 9 15 2 - Coordination w/PUD	-0.50	-40.57				
Invoice	08/31/2011	22742 - C	08/29/2011	Cody Hart - 9 11 1 NIS - Change Order Review - FO#4/Walk Changes (N Start to 8+00)	-0.50	-40.57			-40.57	
Invoice	08/31/2011	22742 - C	08/29/2011	Cody Hart - 9 11 3 NIS - Revisions/PUD Field order & Revisions - Central to Ball. Ball St Crossing	-0.25	-20.28			-20.28	
Invoice	08/31/2011	22742 - C	08/29/2011	Cody Hart - 9 26 1 NIS - Force Acct / Gas Line obstruction 11 + 80	-0.25	-20.28			-20.28	
Invoice	08/31/2011	22742 - C	08/29/2011	Cody Hart - 9 26 1 NIS - Force Account / Waterline Obstruction 13 + 60	-0.50	-40.57			-40.57	
Invoice	08/31/2011	22742 - C	08/30/2011	Cody Hart - 9 04 0 - Construction Staking Support - Sch C - Waterline work	-0.50	-40.57				
Invoice	08/31/2011	22742 - C	08/30/2011	Cody Hart - 9 06 1 - ROM / Schedule A, Alt 1 & Alt 2	-0.25	-20.28				
Invoice	08/31/2011	22742 - C	08/30/2011	Cody Hart - 9 09 1 - Material Submittal Review	-2.00	-162.26				
Invoice	08/31/2011	22742 - C	08/30/2011	Cody Hart - 9 10 1 - Onsite Observation	-1.00	-81.13				
Invoice	08/31/2011	22742 - C	08/30/2011	Cody Hart - 9 14 - Utility Relocation Coordination/Meetings/Correspondence	-0.25	-20.28				
Invoice	08/31/2011	22742 - C	08/30/2011	Cody Hart - 9 15 2 - Coordination w/PUD	-0.25	-20.28				
Invoice	08/31/2011	22742 - C	08/30/2011	Cody Hart - 9 11 1 NIS - Change Order Review - FO#4/Walk Changes (N Start to 8+00)	-0.25	-20.28			-20.28	
Invoice	08/31/2011	22742 - C	08/30/2011	Cody Hart - 9 11 3 NIS - Revisions/PUD Field order & Revisions - Central to Ball. Ball St Crossing	-1.75	-141.98			-141.98	
Invoice	08/31/2011	22742 - C	08/30/2011	Cody Hart - 9 26 1 NIS - Force Account / Gas Line obstruction Puget	-0.25	-20.28			-20.28	
Invoice	08/31/2011	22742 - C	08/30/2011	Cody Hart - 9 26 1 NIS - Force Account / Waterline Obstruction 14 + 75	-0.25	-20.28			-20.28	
Invoice	08/31/2011	22742 - C	08/31/2011	Cody Hart - 0 01 - Invoicing	-0.25	-20.28				
Invoice	08/31/2011	22742 - C	08/31/2011	Cody Hart - 0 03 - Project Tracking	-1.00	-81.13				
Invoice	08/31/2011	22742 - C	08/31/2011	Cody Hart - 0 02 4 - NIS Project Tracking - Storm Extension - W of Trestle	-0.25	-20.28			-20.28	
Invoice	08/31/2011	22742 - C	08/31/2011	Cody Hart - 0 02 3 - NIS Project Tracking Sch C	-0.50	-40.57			-40.57	
Invoice	08/31/2011	22742 - C	08/31/2011	Cody Hart - 9 04 1 - Construction Staking Support - Sch A, Alt 1 & 2	-0.25	-20.28				
Invoice	08/31/2011	22742 - C	08/31/2011	Cody Hart - 9 06 1 - ROM / Schedule A, Alt 1 & Alt 2	-2.25	-182.54				
Invoice	08/31/2011	22742 - C	08/31/2011	Cody Hart - 9 09 1 - Material Submittal Review	-1.75	-141.98				
Invoice	08/31/2011	22742 - C	08/31/2011	Cody Hart - 9 10 1 - Onsite Observation	-0.25	-20.28				
Invoice	08/31/2011	22742 - C	08/31/2011	Cody Hart - 9 23 1 - Material Testing Report Review - Sch A, Alt 1 & Alt 2	-0.50	-40.57				
Invoice	08/31/2011	22742 - C	08/31/2011	Cody Hart - 9 11 1 NIS - Change order review - Mike & Sons - Curb modifications	-0.25	-20.28			-20.28	
Invoice	08/31/2011	22742 - C	08/31/2011	Cody Hart - 9 26 1 NIS - Force Account/Frontier Conduit Sweep conflict - SW Puget - Redesign	-1.00	-81.13			-81.13	
					E-IV - Billed hrs thru 08/31/11	-234.00	-18,984.63	-60.85	-3,042.41	0.00
Unbilled			09/01/2011	Cody Hart - 0 01 - Invoicing	0.25	-20.28				
Unbilled			09/01/2011	Cody Hart - 0 02 - Project Tracking	1.00	-81.13				
Unbilled			09/01/2011	Cody Hart - 0 02 3 NIS - Project Tracking Sch C	0.75	-60.85			-60.85	
Unbilled			09/01/2011	Cody Hart - 0 02 4 NIS - Project Tracking Storm Extension - West of Trestle	0.25	-20.28			-20.28	
Unbilled			09/01/2011	Cody Hart - 9 04 1 - Construction Staking Support - Sch A, Alt 1 & 2	0.25	-20.28				
Unbilled			09/01/2011	Cody Hart - 9 06 1 - ROM / Schedule A, Alt 1 & Alt 2	0.50	-40.57				
Unbilled			09/01/2011	Cody Hart - 9 13 - Weekly Construction Meeting & Minutes	1.00	-81.13				
Unbilled			09/01/2011	Cody Hart - 9 15 2 - Coordination w/PUD	0.75	-60.85				
Unbilled			09/01/2011	Cody Hart - 9 18 - Field Note Records for Progress Payment	0.50	-40.57				
Unbilled			09/01/2011	Cody Hart - 9 23 1 - Material Testing Report Review - Sch A, Alt 1 & Alt 2	0.25	-20.28				
Unbilled			09/06/2011	Cody Hart - 9 11 1 NIS - Change order review - Mike & Sons - Curb modifications	0.25	-20.28			-20.28	
Unbilled			09/06/2011	Cody Hart - 0 01 4 NIS - Invoicing Sch A, Alt 1 & 2 Storm Extension	0.25	-20.28			-20.28	
Unbilled			09/06/2011	Cody Hart - 0 01 3 NIS - Invoicing Sch C	0.25	-20.28			-20.28	
Unbilled			09/06/2011	Cody Hart - 0 02 4 NIS - Storm Extension - W of Trestle	0.25	-20.28			-20.28	
Unbilled			09/06/2011	Cody Hart - 0 02 3 NIS - Project Tracking Sch C	0.25	-20.28			-20.28	
Unbilled			09/06/2011	Cody Hart - 9 15 2 - Coordination w/PUD/Mtg. Phone & onsite	0.25	-20.28			-20.28	
Unbilled			09/06/2011	Cody Hart - 9 18 - Field Note Records for Progress Payment	6.75	-547.63				
Unbilled			09/06/2011	Cody Hart - 9 11 3 NIS - Storm Extension - W of Trestle Correspondence & Coordination	0.75	-60.85			-60.85	
Unbilled			09/06/2011	Cody Hart - 9 26 1 NIS - Force Account/Conduit Sweep conflict - SW Puget - Redesign	0.75	-60.85			-60.85	
Unbilled			09/07/2011	Cody Hart - 9 04 1 - Construction Staking Support - Sch A, Alt 1 & 2	0.50	-40.57				
Unbilled			09/07/2011	Cody Hart - 9 09 1 - Material Submittal Review	2.00	-162.26				
Unbilled			09/07/2011	Cody Hart - 9 13 - Weekly Construction mtg & Minutes	1.00	-81.13				
Unbilled			09/07/2011	Cody Hart - 9 15 1 - Coordination w/COSW	0.50	-40.57				
Unbilled			09/07/2011	Cody Hart - 9 15 2 - Coordination w/PUD/Mtg. Phone & onsite	0.50	-40.57				
Unbilled			09/07/2011	Cody Hart - 9 18 - Field Note Records for Progress Payment	2.00	-162.26				
Unbilled			09/07/2011	Cody Hart - 9 23 1 NIS - Material Testing Report Review - Sch A, Alt 1 & Alt 2	0.25	-20.28			-20.28	
Unbilled			09/07/2011	Cody Hart - 9 06 1 NIS - Force Account General Tracking & Correspondence	0.50	-40.57			-40.57	
Unbilled			09/07/2011	Cody Hart - 9 09 1 NIS - Force Account General Tracking & Correspondence - Training	0.50	-40.57			-40.57	
Unbilled			09/08/2011	Cody Hart - 9 06 1 - ROM/Schedule A, Alt 1 & Alt 2	0.75	-60.85				
Unbilled			09/08/2011	Cody Hart - 9 09 1 - Material Submittal Review	4.00	-324.52				
Unbilled			09/08/2011	Cody Hart - 9 13 - Weekly Construction mtg & Minutes	1.50	-121.70				
Unbilled			09/08/2011	Cody Hart - 9 15 2 - Coordination w/PUD/Mtg. Phone & onsite	1.00	-81.13				
Unbilled			09/08/2011	Cody Hart - 9 28 - BNSF Training/Mtg Coordination	0.25	-20.28				
Unbilled			09/09/2011	Cody Hart - 9 11 3 NIS - Storm Extension - W of Trestle Correspondence & Coordination	0.75	-60.85			-60.85	
Unbilled			09/09/2011	Cody Hart - 9 06 1 - ROM/Schedule A, Alt 1 & Alt 2	0.50	-40.57				
Unbilled			09/09/2011	Cody Hart - 9 09 1 - Material Submittal Review	2.75	-223.11				
Unbilled			09/09/2011	Cody Hart - 9 14 - Utility Relocation Coordination/Mtg/Correspondence	1.50	-121.70				
Unbilled			09/09/2011	Cody Hart - 9 15 2 - Coordination w/PUD/Mtg. Phone & onsite	1.50	-121.70				
Unbilled			09/09/2011	Cody Hart - 9 23 1 NIS - Material Testing Report Review - Sch A, Alt 1 & Alt 2	0.25	-20.28			-20.28	
Unbilled			09/12/2011	Cody Hart - 0 02 - Project Tracking	0.50	-40.57				
Unbilled			09/12/2011	Cody Hart - 9 06 1 - ROM / Sch A, Alt 1 & Alt 2	0.50	-40.57				
Unbilled			09/12/2011	Cody Hart - 9 08 1 - RFI / Field Questions - C&G Slopes, ADA Grades, Batch Basins	0.75	-60.85				

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Type	Invoice Date	Num	Date Worked	Memo	Qty	Amount	NIS 07/31/11 Inv 22693-C	NIS 08/31/11 Inv 22742-C	NIS 09/30/11 Inv 22793-C
Unbilled			09/12/2011	Cody Hart - 9 09 1 - Material Submittal Review	2.00	-162.26			
Unbilled			09/12/2011	Cody Hart - 9 10 1 - On-site Observation	0.50	-40.57			
Unbilled			09/12/2011	Cody Hart - 9 15 1 - Coordination w/ COSW	0.75	-60.85			
Unbilled			09/12/2011	Cody Hart - 9 15 2 - Coordination w/ PUD / Mgt's Phone & Onsite	0.25	-20.28			
Unbilled			09/12/2011	Cody Hart - 9 25 - Pre-Paving Mgt / Corresp, Prep, Mtg	1.25	-101.41			
Unbilled			09/12/2011	Cody Hart - 9 22 1 - Material Testing - Sch A, Alt 1 & Alt 2	0.50	-40.57			
Unbilled			09/12/2011	Cody Hart - 9 11 4 NIS - Storm Extension West of Trestle - Correspondence & Coordination	0.50	-40.57			-40.57
Unbilled			09/12/2011	Cody Hart - 9 11 1 NIS - Field Order 10 - Mike and Sons Curb Modifications	0.50	-40.57			-40.57
Unbilled			09/12/2011	Cody Hart - 9 28 4 NIS - Force Account Value (Include 9 28 4 NIS 0 7)	0.25	-20.28			-20.28
Unbilled			09/13/2011	Cody Hart - 0 01 - Invoicing	0.25	-20.28			
Unbilled			09/13/2011	Cody Hart - 0 01 1 NIS Invoicing - Base Sch A, Alt 1 and Alt 2	0.50	-40.57			-40.57
Unbilled			09/13/2011	Cody Hart - 0 01 3 NIS Invoicing - Sch C	0.50	-40.57			-40.57
Unbilled			09/13/2011	Cody Hart - 0 01 4 NIS Invoicing - Storm Extension West of Trestle	0.25	-20.28			-20.28
Unbilled			09/13/2011	Cody Hart - 9 08 1 - RFI / Field Questions - C&G Slopes, ADA Grades, Batch Basins	1.50	-121.70			
Unbilled			09/13/2011	Cody Hart - 9 09 1 - Material Submittal Review	0.75	-60.85			
Unbilled			09/13/2011	Cody Hart - 9 14 - Utility Relocation Coordination / Mgt / Corresp	0.25	-20.28			
Unbilled			09/13/2011	Cody Hart - 9 15 1 - Coordination w/ COSW	0.50	-40.57			
Unbilled			09/13/2011	Cody Hart - 9 15 2 - Coordination w/ PUD / Mgt's Phone & Onsite	0.50	-40.57			
Unbilled			09/13/2011	Cody Hart - 9 25 - Pre-Paving Mgt / Corresp, Prep, Mtg	0.50	-40.57			
Unbilled			09/13/2011	Cody Hart - 9 28 - BNSF Training / Mgt's, Coordination	0.75	-60.85			
Unbilled			09/13/2011	Cody Hart - 9 22 1 - Material Testing - Sch A, Alt 1 & Alt 2	0.50	-40.57			
Unbilled			09/13/2011	Cody Hart - 9 22 3 - Material Testing - Sch C	0.50	-40.57			
Unbilled			09/13/2011	Cody Hart - 9 11 1 NIS - Field Order 10 - Mike and Sons Curb Modifications	1.50	-121.70			
Unbilled			09/14/2011	Cody Hart - 9 06 1 - ROM / Sch A, Alt 1 & Alt 2	0.25	-20.28			
Unbilled			09/14/2011	Cody Hart - 9 08 1 - RFI / Field Questions - C&G Slopes, ADA Grades, Batch Basins	1.25	-101.41			
Unbilled			09/14/2011	Cody Hart - 9 09 1 - Material Submittal Review	1.00	-81.13			
Unbilled			09/14/2011	Cody Hart - 9 10 1 - On-site Observation	1.50	-121.70			
Unbilled			09/14/2011	Cody Hart - 9 14 - Utility Relocation Coordination / Mgt / Corresp	1.00	-81.13			
Unbilled			09/14/2011	Cody Hart - 9 15 1 - Coordination w/ COSW	0.75	-60.85			
Unbilled			09/14/2011	Cody Hart - 9 15 2 - Coordination w/ PUD / Mgt's Phone & Onsite	0.25	-20.28			
Unbilled			09/14/2011	Cody Hart - 9 25 - Pre-Paving Mgt / Corresp, Prep, Mtg	1.25	-101.41			
Unbilled			09/14/2011	Cody Hart - 9 22 1 - Material Testing - Sch A, Alt 1 & Alt 2	0.50	-40.57			
Unbilled			09/14/2011	Cody Hart - 9 11 4 NIS - Storm Extension West of Trestle - Correspondence & Coordination	0.50	-40.57			-40.57
Unbilled			09/14/2011	Cody Hart - 9 11 4 NIS - Storm Extension West of Trestle - Field Verifications, Plans Review	0.25	-20.28			-20.28
Unbilled			09/15/2011	Cody Hart - 0 01 - Invoicing	0.25	-20.28			
Unbilled			09/15/2011	Cody Hart - 0 01 1 NIS Invoicing - Base Sch A, Alt 1 and Alt 2	0.50	-40.57			-40.57
Unbilled			09/15/2011	Cody Hart - 0 01 3 NIS Invoicing - Sch C	0.50	-40.57			-40.57
Unbilled			09/15/2011	Cody Hart - 0 01 4 NIS Invoicing - Storm Extension West of Trestle	0.25	-20.28			-20.28
Unbilled			09/15/2011	Cody Hart - 9 08 1 - RFI / Field Questions - C&G Slopes, ADA Grades, Batch Basins	1.75	-141.98			
Unbilled			09/15/2011	Cody Hart - 9 10 1 - On-site Observation	0.50	-40.57			
Unbilled			09/15/2011	Cody Hart - 9 13 - Weekly Construction Meeting & Minutes	1.25	-101.41			
Unbilled			09/15/2011	Cody Hart - 9 15 1 - Coordination w/ COSW	0.50	-40.57			
Unbilled			09/15/2011	Cody Hart - 9 15 2 - Coordination w/ PUD / Mgt's Phone & Onsite	0.25	-20.28			-20.28
Unbilled			09/16/2011	Cody Hart - 0 01 - Invoicing	0.25	-20.28			
Unbilled			09/16/2011	Cody Hart - 9 08 1 - RFI / Field Questions - C&G Slopes, ADA Grades, Batch Basins	2.00	-162.26			
Unbilled			09/16/2011	Cody Hart - 9 10 1 - On-site Observation	1.50	-121.70			
Unbilled			09/16/2011	Cody Hart - 9 14 - Utility Relocation Coordination / Mgt / Corresp	0.25	-20.28			
Unbilled			09/16/2011	Cody Hart - 9 15 1 - Coordination w/ COSW	0.50	-40.57			
Unbilled			09/16/2011	Cody Hart - 9 22 1 - Material Testing - Sch A, Alt 1 & Alt 2	0.50	-40.57			
Unbilled			09/16/2011	Cody Hart - 9 23 1 - Material Testing Report Review - Sch A, Alt 1 & Alt 2	0.50	-40.57			
Unbilled			09/16/2011	Cody Hart - 9 11 4 NIS - Storm Extension West of Trestle - Field Verifications, Plans Review	1.00	-81.13			-81.13
Unbilled			09/16/2011	Cody Hart - 9 11 1 NIS - Mid Deck Crossing Grade Verifications / Discrepancies	1.00	-81.13			-81.13
Unbilled			09/16/2011	Cody Hart - 0 01 1 NIS - Invoicing - Sch A, Alt 1 & Alt 2	1.25	-101.41			-101.41
Unbilled			09/16/2011	Cody Hart - 0 01 3 NIS - Invoicing - Sch C (PUD)	0.25	-20.28			-20.28
Unbilled			09/16/2011	Cody Hart - 0 01 4 NIS - Invoicing - Storm Extension West of Trestle	0.25	-20.28			-20.28
Unbilled			09/19/2011	Cody Hart - 0 02 - Project Tracking	0.25	-20.28			
Unbilled			09/19/2011	Cody Hart - 9 04 1 - Construction Staking Support - Sch A, Alt 1 & Alt 2	0.25	-20.28			
Unbilled			09/19/2011	Cody Hart - 9 14 - Utility Relocation Coordination/Mgt's/Correspondence	0.50	-40.57			
Unbilled			09/19/2011	Cody Hart - 9 15 1 - Coordination w/COSW	0.25	-20.28			
Unbilled			09/19/2011	Cody Hart - 9 15 2 - Coordination w/PUD/Mgt's, Phone & On-site	0.25	-20.28			
Unbilled			09/19/2011	Cody Hart - 9 22 1 - Material Testing - Sch A, Alt 1 & Alt 2	0.25	-20.28			
Unbilled			09/19/2011	Cody Hart - 9 11 4 NIS - Storm Extension West of Trestle - Correspondence & Coordination	1.00	-81.13			-81.13
Unbilled			09/19/2011	Cody Hart - 9 11 1 NIS - Storm Extension West of Trestle - Field Verifications, Plans Review	1.00	-81.13			-81.13
Unbilled			09/20/2011	Cody Hart - 9 04 1 - Construction Staking Support - Sch A, Alt 1 & Alt 2	0.25	-20.28			
Unbilled			09/20/2011	Cody Hart - 9 14 - Utility Relocation Coordination/Mgt's/Correspondence	0.50	-40.57			
Unbilled			09/20/2011	Cody Hart - 9 15 1 - Coordination w/COSW	0.25	-20.28			
Unbilled			09/20/2011	Cody Hart - 9 16 - Field Note Records for Progress Payment	0.25	-20.28			
Unbilled			09/20/2011	Cody Hart - 9 22 1 - Material Testing - Sch A, Alt 1 & Alt 2	0.25	-20.28			
Unbilled			09/20/2011	Cody Hart - 9 11 4 NIS - Storm Extension West of Trestle - Correspondence & Coordination	0.75	-60.85			-60.85
Unbilled			09/20/2011	Cody Hart - 9 11 4 NIS - Storm Extension West of Trestle - Field Verifications, Plans Review	1.25	-101.41			-101.41
Unbilled			09/20/2011	Cody Hart - 9 11 1 NIS - Field Order 10 - Mike and Sons Curb Modifications - Grading	0.50	-40.57			-40.57
Unbilled			09/20/2011	Cody Hart - 9 11 1 NIS - Cut & Quarter Discrepancies - Correspondence, Coordination, Investigation	2.75	-223.44			-223.44
Unbilled			09/21/2011	Cody Hart - 0 01 1 NIS - Invoicing - Sch A, Alt 1 & Alt 2	0.50	-40.57			-40.57
Unbilled			09/21/2011	Cody Hart - 0 01 3 NIS - Invoicing - Sch C (PUD)	0.25	-20.28			-20.28

R&E INHOUSE REPORT ONLY - NOT SENT TO CLIENT  
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Invoiced to Date

Type	Invoice Date	Num	Date Worked	Memo	Qty	Amount	NIS 07/31/11 Inv 22683-C	NIS 08/31/11 Inv 22742-C	NIS 09/30/11 Inv 22796	
Unbilled	09/21/2011		09/21/2011	Cody Hart - 9 04 1 - Construction Staking Support - Work of Trade	0.25	-20.28			-20.28	
Unbilled	09/21/2011		09/21/2011	Cody Hart - 9 04 1 - Construction Staking Support - Sch A, Alt 1 & Alt 2	0.25	-20.28			-20.28	
Unbilled	09/21/2011		09/21/2011	Cody Hart - 9 06 1 - ROM@chedule A, Alt 1 & Alt 2	0.25	-20.28			-20.28	
Unbilled	09/21/2011		09/21/2011	Cody Hart - 9 13 - Weekly Construction Mtg & Minutes	1.50	-121.70			-121.70	
Unbilled	09/21/2011		09/21/2011	Cody Hart - 9 14 - Utility Relocation Coordination/Mtgs/Correspondence	0.25	-20.28			-20.28	
Unbilled	09/21/2011		09/21/2011	Cody Hart - 9 15 1 - Coordination w/COSW	0.25	-20.28			-20.28	
Unbilled	09/21/2011		09/21/2011	Cody Hart - 9 18 - Field Note Records for Progress Payment	0.25	-20.28			-20.28	
Unbilled	09/21/2011		09/21/2011	Cody Hart - 9 14 NIS - Storm Extension W of Trade - Correspondence & Coordination	0.25	-20.28			-20.28	
Unbilled	09/21/2011		09/21/2011	Cody Hart - 9 14 NIS - Curb & Gutter Deficiencies - Correspondence, Coordination, Investigation	0.25	-20.28			-20.28	
Unbilled	09/22/2011		09/22/2011	Cody Hart - 9 13 - Weekly Construction Mtg & Minutes	0.25	-20.28			-20.28	
Unbilled	09/22/2011		09/22/2011	Cody Hart - 9 14 - Utility Relocation Coordination/Mtgs/Correspondence	0.50	-40.57			-40.57	
Unbilled	09/22/2011		09/22/2011	Cody Hart - 9 15 1 - Coordination w/COSW	0.75	-60.85			-60.85	
Unbilled	09/22/2011		09/22/2011	Cody Hart - 9 20 - As-Builts	0.75	-60.85			-60.85	
Unbilled	09/22/2011		09/22/2011	Cody Hart - 9 22.1 - Material Testing - Sch A, alt 1 & Alt 2	0.25	-20.28			-20.28	
Unbilled	09/22/2011		09/22/2011	Cody Hart - 9 14 NIS - Storm Extension W of Trade - Correspondence & Coordination	1.50	-121.70			-121.70	
Unbilled	09/22/2011		09/22/2011	Cody Hart - 9 14 NIS - Storm Extension W of Trade - Field Verifications, Plans, Review	2.25	-182.26			-182.26	
Unbilled	09/23/2011		09/23/2011	Cody Hart - 9 14 NIS - Curb & Gutter Deficiencies - Correspondence, Coordination, Investigation	0.25	-20.28			-20.28	
Unbilled	09/23/2011		09/23/2011	Cody Hart - 9 15.1 - Coordination w/COSW	0.50	-40.57			-40.57	
Unbilled	09/23/2011		09/23/2011	Cody Hart - 9 20 - As-Builts	0.50	-40.57			-40.57	
Unbilled	09/23/2011		09/23/2011	Cody Hart - 9 22.1 - Material Testing - Sch A, alt 1 & Alt 2	0.25	-20.28			-20.28	
Unbilled	09/23/2011		09/23/2011	Cody Hart - 9 14 NIS - Storm Extension W of Trade - Correspondence & Coordination	2.75	-223.71			-223.71	
Unbilled	09/23/2011		09/23/2011	Cody Hart - 9 14 NIS - Storm Extension W of Trade - Field Verifications, Plans, Review	1.50	-121.70			-121.70	
Unbilled	09/23/2011		09/23/2011	Cody Hart - 9 14 NIS - Curb & Gutter Deficiencies - Correspondence, Coordination, Investigation	1.25	-101.41			-101.41	
Unbilled	09/23/2011		09/23/2011	Cody Hart - 9 14 NIS - Inspecting COR1 Storm Extension	0.25	-20.28			-20.28	
Unbilled	09/26/2011		09/26/2011	Cody Hart - 9 15.1 - Coordination w/COSW	0.75	-60.85			-60.85	
Unbilled	09/26/2011		09/26/2011	Cody Hart - 9 14 NIS - COR1 Storm Ext / Correspond & Coordination	1.00	-81.13			-81.13	
Unbilled	09/26/2011		09/26/2011	Cody Hart - 9 14 NIS - COR1 Storm Ext / Field Verifications, Plans, Review	2.00	-162.26			-162.26	
Unbilled	09/26/2011		09/26/2011	Cody Hart - 9 14 NIS - Curb & Gutter Deficiencies / Correspond, Mtgs, Admin	0.25	-20.28			-20.28	
Unbilled	09/26/2011		09/26/2011	Cody Hart - 9 14 NIS - Curb & Gutter Deficiencies / Investigation, Eval, Research, Exhibits	4.25	-344.93			-344.93	
Unbilled	09/27/2011		09/27/2011	Cody Hart - 9 15.1 - Coordination w/COSW	0.25	-20.28			-20.28	
Unbilled	09/27/2011		09/27/2011	Cody Hart - 9 15.3 - Coordination w/BNSF	0.50	-40.57			-40.57	
Unbilled	09/27/2011		09/27/2011	Cody Hart - 9 14 NIS - COR1 Storm Ext / Correspond & Coordination	1.00	-81.13			-81.13	
Unbilled	09/27/2011		09/27/2011	Cody Hart - 9 14 NIS - COR1 Storm Ext / Field Verifications, Plans, Review	4.00	-325.32			-325.32	
Unbilled	09/27/2011		09/27/2011	Cody Hart - 9 14 NIS - Curb & Gutter Deficiencies / Correspond, Mtgs, Admin	0.75	-60.85			-60.85	
Unbilled	09/27/2011		09/27/2011	Cody Hart - 9 14 NIS - Curb & Gutter Deficiencies / Investigation, Eval, Research, Exhibits	0.25	-20.28			-20.28	
Unbilled	09/28/2011		09/28/2011	Cody Hart - 9 04.1 - Construction Staking Support - Sch A	0.25	-20.28			-20.28	
Unbilled	09/28/2011		09/28/2011	Cody Hart - 9 04.1 NIS - Inspecting COR1 Storm Extension	0.25	-20.28			-20.28	
Unbilled	09/28/2011		09/28/2011	Cody Hart - 9 04.3 NIS - Inspecting C&G Deficiencies & Evaluation	0.25	-20.28			-20.28	
Unbilled	09/28/2011		09/28/2011	Cody Hart - 9 04.1 - Construction Staking Support (Sch A, Alt 1 & 2)	0.50	-40.57			-40.57	
Unbilled	09/28/2011		09/28/2011	Cody Hart - 9 08.1 - RFI/Field Questions	1.00	-81.13			-81.13	
Unbilled	09/28/2011		09/28/2011	Cody Hart - 9 13 - Weekly Construction Mtgs & Minutes	2.00	-162.26			-162.26	
Unbilled	09/28/2011		09/28/2011	Cody Hart - 9 15.1 - Coordination w/COSW	0.25	-20.28			-20.28	
Unbilled	09/28/2011		09/28/2011	Cody Hart - 9 23.1 - Material Testing Report Review - Sch A, Alt 1 & Alt 2	0.25	-20.28			-20.28	
Unbilled	09/28/2011		09/28/2011	Cody Hart - 9 14 NIS - COR1 Storm Ext / Correspond & Coordination	1.00	-81.13			-81.13	
Unbilled	09/28/2011		09/28/2011	Cody Hart - 9 14 NIS - COR1 Storm Ext / Field Verifications, Plans, Review	0.25	-20.28			-20.28	
Unbilled	09/28/2011		09/28/2011	Cody Hart - 9 14 NIS - Curb & Gutter Deficiencies / Correspond, Mtgs, Admin	0.75	-60.85			-60.85	
Unbilled	09/28/2011		09/28/2011	Cody Hart - 9 14 NIS - Curb & Gutter Deficiencies / Investigation, Eval, Research, Exhibits	0.50	-40.57			-40.57	
Unbilled	09/28/2011		09/28/2011	Cody Hart - 9 14 NIS - COR1 & COR11 / Correspond, Admin	0.25	-20.28			-20.28	
Unbilled	09/29/2011		09/29/2011	Cody Hart - 9 04.4 NIS - Inspecting Storm Ext. W of Trade	0.25	-20.28			-20.28	
Unbilled	09/29/2011		09/29/2011	Cody Hart - 9 04.1 - Construction Staking Support (Sch A, Alt 1 & 2)	0.25	-20.28			-20.28	
Unbilled	09/29/2011		09/29/2011	Cody Hart - 9 08.1 - RFI/Field Questions	1.00	-81.13			-81.13	
Unbilled	09/29/2011		09/29/2011	Cody Hart - 9 13 - Weekly Construction Mtgs & Minutes	1.00	-81.13			-81.13	
Unbilled	09/29/2011		09/29/2011	Cody Hart - 9 14 - Utility Relocation Coordination / Mtgs / Correspondence	0.50	-40.57			-40.57	
Unbilled	09/29/2011		09/29/2011	Cody Hart - 9 15.1 - Coordination w/COSW	0.50	-40.57			-40.57	
Unbilled	09/29/2011		09/29/2011	Cody Hart - 9 15.3 - Coordination w/BNSF	1.25	-101.41			-101.41	
Unbilled	09/29/2011		09/29/2011	Cody Hart - 9 18 - Field Note Records for Progress Payment	0.25	-20.28			-20.28	
Unbilled	09/30/2011		09/30/2011	Cody Hart - 9 14 NIS - COR1 Storm Ext / Correspond & Coordination	0.25	-20.28			-20.28	
Unbilled	09/30/2011		09/30/2011	Cody Hart - 9 14 NIS - Curb & Gutter Deficiencies / Correspond, Mtgs, Admin	0.50	-40.57			-40.57	
Unbilled	09/30/2011		09/30/2011	Cody Hart - 9 14 NIS - Curb & Gutter Deficiencies / Investigation, Eval, Research, Exhibits	0.50	-40.57			-40.57	
Unbilled	09/30/2011		09/30/2011	Cody Hart - 9 14 NIS - TO #1 / Correspond, Coordination, Admin	0.25	-20.28			-20.28	
Unbilled	09/30/2011		09/30/2011	Cody Hart - 9 04.1 NIS - Inspecting Sch A	0.25	-20.28			-20.28	
Unbilled	09/30/2011		09/30/2011	Cody Hart - 9 04.1 NIS - Inspecting COR1 Storm Extension	0.25	-20.28			-20.28	
Unbilled	09/30/2011		09/30/2011	Cody Hart - 9 04.1 NIS - Inspecting C&G Deficiencies & Evaluation	0.25	-20.28			-20.28	
Unbilled	09/30/2011		09/30/2011	Cody Hart - 9 02 - Project Tracking	0.50	-40.57			-40.57	
Unbilled	09/30/2011		09/30/2011	Cody Hart - 9 08.1 - RFI/Field Questions	1.25	-101.41			-101.41	
Unbilled	09/30/2011		09/30/2011	Cody Hart - 9 15.3 - Coordination w/BNSF	0.25	-20.28			-20.28	
Unbilled	09/30/2011		09/30/2011	Cody Hart - 9 18 - Field Note Records for Progress Payment	0.50	-40.57			-40.57	
Unbilled	09/30/2011		09/30/2011	Cody Hart - 9 23.1 - Material Testing Report Review - Sch A, Alt 1 & Alt 2	0.25	-20.28			-20.28	
Unbilled	09/30/2011		09/30/2011	Cody Hart - 9 14 NIS - COR1 Storm Ext / Correspond & Coordination	0.25	-20.28			-20.28	
Unbilled	09/30/2011		09/30/2011	Cody Hart - 9 14 NIS - Curb & Gutter Deficiencies / Correspond, Mtgs, Admin	0.25	-20.28			-20.28	
Unbilled	09/30/2011		09/30/2011	Cody Hart - 9 14 NIS - Curb & Gutter Deficiencies / Investigation, Eval, Research, Exhibits	2.50	-203.44			-203.44	
						-0.21				
*Slight adj to reconcile Excel calcs to QuickBooks calcs						-0.21				
E-IV - Unbilled hrs thru 09/30/11						-148.25	-12,027.73	0.00	0.00	-5,009.78

R&E INHOUSE REPORT ONLY - NOT SENT TO CLIENT

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Invoiced to Date

Type	Invoice Date	Num	Date Worked	Memo	Qty	Amount	NIS 07/31/11 Inv 22683-C	NIS 08/31/11 Inv 22742-C	NIS 09/30/11 Inv 22800-C
E-IV - Billed and Unbilled hrs thru 09/30/11					-382.25	-31,012.36	-60.85	-3,042.41	-5,009.78
<b>Engineer VI</b>									
Invoice	07/31/2011	22683 - C	07.11.2011	Jim Hobbs - 0.01 - Project Invoicing	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07.11.2011	Jim Hobbs - 0.02 - Project Tracking	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07/11/2011	Jim Hobbs - 9.14 - Utility Relocation Coordination	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07/11/2011	Jim Hobbs - 9.15.1 - City of Sedro-Woolley	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07/12/2011	Jim Hobbs - 9.14 - Utility Relocation Coordination	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07.12.2011	Jim Hobbs - 9.28 - BNSF Training	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07.13.2011	Jim Hobbs - 9.28 - BNSF Training	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07/14/2011	Jim Hobbs - 0.03 - Subconsultant Team Coordination	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07/14/2011	Jim Hobbs - 9.14 - Utility Relocation Coordination	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07/14/2011	Jim Hobbs - 9.15.1 - City of Sedro-Woolley	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07/14/2011	Jim Hobbs - 9.15.2 - Skagit PUD No 1	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07/14/2011	Jim Hobbs - 9.28 - BNSF Training	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07/15/2011	Jim Hobbs - 9.04.1 - Base Bid Sch A, Alt 1 and Alt 2	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07/15/2011	Jim Hobbs - 9.04.2 - Base Bid Sch B	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07/15/2011	Jim Hobbs - 9.04.3 - Base Bid Sch C	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07/18/2011	Jim Hobbs - 0.03 - Subconsultant Team Coordination	-2.00	-198.60			
Invoice	07/31/2011	22683 - C	07/18/2011	Jim Hobbs - 9.15.2 - Skagit PUD No 1	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07.18.2011	Jim Hobbs - 9.28 - BNSF Training	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07/19/2011	Jim Hobbs - 9.06.1 - Base Bid Sch A, Alt 1 and Alt 2	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07/19/2011	Jim Hobbs - 9.06.3 NIS - Base Bid Sch. C	-0.50	-49.65	-49.65		
Invoice	07/31/2011	22683 - C	07/19/2011	Jim Hobbs - 9.15.1 - City of S-W	-1.50	-148.95			
Invoice	07/31/2011	22683 - C	07/19/2011	Jim Hobbs - 9.28 - BNSF Training	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07/20/2011	Jim Hobbs - 0.03 - Subconsultant Team Coordination	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07/20/2011	Jim Hobbs - 9.04.2 - Base Bid Sch B	-0.25	-24.83			
Invoice	07/31/2011	22683 - C	07/20/2011	Jim Hobbs - 9.08.2 NIS - Base Bid Sch. B	-0.25	-24.83		-24.83	
Invoice	07/31/2011	22683 - C	07/20/2011	Jim Hobbs - 9.08.3 NIS - Base Bid Sch. C	-0.50	-49.65		-49.65	
Invoice	07/31/2011	22683 - C	07/20/2011	Jim Hobbs - 9.15.1 - City of S-W	-1.50	-148.95			
Invoice	07/31/2011	22683 - C	07/21/2011	Jim Hobbs - 0.03 - Subconsultant Team Coordination	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07/21/2011	Jim Hobbs - 9.04.1 - Base Bid Sch A, alt 1 and Alt 2	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07/21/2011	Jim Hobbs - 9.04.2 - Base Bid Sch B	-0.25	-24.83			
Invoice	07/31/2011	22683 - C	07/21/2011	Jim Hobbs - 9.04.3 - Base Bid Sch C	-0.25	-24.83			
Invoice	07/31/2011	22683 - C	07/21/2011	Jim Hobbs - 9.06.1 - Base Bid Sch A, Alt 1 and Alt 2	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07/21/2011	Jim Hobbs - 9.06.3 NIS - Base Bid Sch. C	-0.50	-49.65	-49.65		
Invoice	07/31/2011	22683 - C	07/21/2011	Jim Hobbs - 9.07 - Preconstruction Mtg	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07/21/2011	Jim Hobbs - 9.08.1 - Base Bid Sch. A, Alt 1 and Alt 2	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07/21/2011	Jim Hobbs - 9.14 - Utility Relocation Coordination	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07/21/2011	Jim Hobbs - 9.15.1 - City of S-W	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07/22/2011	Jim Hobbs - 0.02 - Project Tracking	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07/22/2011	Jim Hobbs - 0.03 - Subconsultant Team Coordination	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07/22/2011	Jim Hobbs - 9.04.1 - Base Bid Sch. A, alt 1 and Alt 2	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07/22/2011	Jim Hobbs - 9.04.3 - Base Bid Sch. C	-0.25	-24.83			
Invoice	07/31/2011	22683 - C	07/22/2011	Jim Hobbs - 9.14 - Utility Relocation Coordination	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07/22/2011	Jim Hobbs - 9.15.1 - City of S-W	-1.50	-148.95			
Invoice	07/31/2011	22683 - C	07/22/2011	Jim Hobbs - 9.15.2 - Skagit PUD No 1	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07/25/2011	Jim Hobbs - 0.03 - Subconsultant Team Coordination	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07/25/2011	Jim Hobbs - 9.04.1 - Base Bid Sch. A, Alt 1 & Alt 2	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07/25/2011	Jim Hobbs - 9.04.2 - Base Bid Sch. B	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07/25/2011	Jim Hobbs - 9.04.3 - Base Bid Sch. C	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07/25/2011	Jim Hobbs - 9.28 - BNSF Training	-2.00	-198.60			
Invoice	07/31/2011	22683 - C	07/26/2011	Jim Hobbs - 9.04.1 - Base Bid Sch. A, Alt 1 & Alt 2	-0.75	-74.48			
Invoice	07/31/2011	22683 - C	07/26/2011	Jim Hobbs - 9.04.2 - Base Bid Sch. B	-0.25	-24.83			
Invoice	07/31/2011	22683 - C	07/26/2011	Jim Hobbs - 9.04.3 - Base Bid Sch. C	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07/26/2011	Jim Hobbs - 9.08.1 - Base Bid Sch. A, Alt 1 & Alt 2	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07/26/2011	Jim Hobbs - 9.08.2 NIS - Base Bid Sch. B	-0.25	-24.83		-24.83	
Invoice	07/31/2011	22683 - C	07/26/2011	Jim Hobbs - 9.08.3 NIS - Base Bid Sch. C	-0.25	-24.83		-24.83	
Invoice	07/31/2011	22683 - C	07/26/2011	Jim Hobbs - 9.14 - Utility Relocation Coordination	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07/26/2011	Jim Hobbs - 9.15 - Coordination w/Agencies	-1.50	-148.95			
Invoice	07/31/2011	22683 - C	07/27/2011	Jim Hobbs - 9.09.1 - Materials Submittal Review	-1.00	-99.30			
Invoice	07/31/2011	22683 - C	07/27/2011	Jim Hobbs - 9.14 - Utility Relocation Coordination	-2.50	-248.25			
Invoice	07/31/2011	22683 - C	07/27/2011	Jim Hobbs - 9.15 - Coordination w/Agencies	-2.00	-198.60			
Invoice	07/31/2011	22683 - C	07/28/2011	Jim Hobbs - 9.08.1 - Base Bid Sch. A, Alt 1 & Alt 2	-0.75	-74.48			
Invoice	07/31/2011	22683 - C	07/28/2011	Jim Hobbs - 9.08.2 NIS - Base Bid Sch. B	-0.50	-49.65	-49.65		
Invoice	07/31/2011	22683 - C	07/28/2011	Jim Hobbs - 9.08.3 NIS - Base Bid Sch. C	-0.50	-49.65	-49.65		
Invoice	07/31/2011	22683 - C	07/28/2011	Jim Hobbs - 9.09.1 - Materials Submittal Review	-0.75	-74.48			
Invoice	07/31/2011	22683 - C	07/28/2011	Jim Hobbs - 9.14 - Utility Relocation Coordination	-1.50	-148.95			
Invoice	07/31/2011	22683 - C	07/28/2011	Jim Hobbs - 9.15 - Coordination w/Agencies	-1.50	-148.95			
Invoice	07/31/2011	22683 - C	07/29/2011	Jim Hobbs - 9.08.1 - Base Bid Sch. A, Alt 1 & Alt 2	-0.50	-49.65			
Invoice	07/31/2011	22683 - C	07/29/2011	Jim Hobbs - 9.08.2 NIS - Base Bid Sch. B	-0.25	-24.83		-24.83	
Invoice	07/31/2011	22683 - C	07/29/2011	Jim Hobbs - 9.08.3 NIS - Base Bid Sch. C	-0.25	-24.83		-24.83	
Invoice	07/31/2011	22683 - C	07/29/2011	Jim Hobbs - 9.09.1 - Materials Submittal Review	-0.75	-74.48			

R&E INHOUSE REPORT ONLY - NOT SENT TO CLIENT  
09022.3 SR 20  
Invoiced to Date

Type	Invoice Date	Num	Date Worked	Memo	Qty	Amount	NIS 07/31/11 Inv 22683-C	NIS 08/31/11 Inv 22742-C	NIS 09/30/11 Inv 22799-C
Invoice	07/31/2011	22683 - C	07/29/2011	Jim Hobbs - 9.11.1 NIS - Change Order Review	-0.25	-24.83	-24.83		
Invoice	07/31/2011	22683 - C	07/29/2011	Jim Hobbs - 9.12.1 NIS - Change Order Preparation	-0.25	-24.83	-24.83		
Invoice	07/31/2011	22683 - C	07/26/2011	Jim Hobbs - 9.15 - Coordination w/Agencies	-1.50	-148.95			
Invoice	07/31/2011	22683 - C	07/29/2011	Jim Hobbs - 9.15.4 - WSDOT	-0.25	-24.83			
Invoice	07/31/2011	22683 - C	07/18/2011	Jim Hobbs - 9.14 - Utility Relocation Coordination	-1.00	-99.30			
Invoice	08/31/2011	22742 - C	08/15/2011	Jim Hobbs - 0.03 - Subconsultant Team Coordination	-0.25	-24.83			
Invoice	08/31/2011	22742 - C	08/15/2011	Jim Hobbs - 9.04.1 - Base Bid Sch A, Alt 1 and Alt 2	-0.50	-49.65			
Invoice	08/31/2011	22742 - C	08/15/2011	Jim Hobbs - 9.15.2 - Skagit PUD No 1	-1.00	-99.30			
Invoice	08/31/2011	22742 - C	08/15/2011	Jim Hobbs - 9.26 NIS - Force Account No 1	-0.25	-24.83		-24.83	
Invoice	08/31/2011	22742 - C	08/16/2011	Jim Hobbs - 9.04.1 - Base Bid Sch A, Alt 1 and Alt 2	-0.25	-24.83			
Invoice	08/31/2011	22742 - C	08/16/2011	Jim Hobbs - 9.10.1 - Base Bid Sch A, Alt 1 and Alt 2	-1.00	-99.30			
Invoice	08/31/2011	22742 - C	08/16/2011	Jim Hobbs - 9.14 - Utility Relocation Coordination	-1.00	-99.30			
Invoice	08/31/2011	22742 - C	08/16/2011	Jim Hobbs - 9.15.2 - Skagit PUD No 1	-1.00	-99.30			
Invoice	08/31/2011	22742 - C	08/16/2011	Jim Hobbs - 9.26 NIS - Force Account No 2	-0.25	-24.83		-24.83	
Invoice	08/31/2011	22742 - C	08/17/2011	Jim Hobbs - 0.02 - Project Tracking	-0.25	-24.83			
Invoice	08/31/2011	22742 - C	08/17/2011	Jim Hobbs - 9.10.1 - Base Bid Sch A, Alt 1 and Alt 2	-1.00	-99.30			
Invoice	08/31/2011	22742 - C	08/17/2011	Jim Hobbs - 9.14 - Utility Relocation Coordination	-1.00	-99.30			
Invoice	08/31/2011	22742 - C	08/18/2011	Jim Hobbs - 9.14 - Utility Relocation Coordination	-1.00	-99.30			
Invoice	08/31/2011	22742 - C	08/18/2011	Jim Hobbs - 9.15.1 - City of S-W	-0.25	-24.83			
Invoice	08/31/2011	22742 - C	08/19/2011	Jim Hobbs - 9.12 NIS - Change Order Prep, Mike and sons Drainage	-0.75	-74.48		74.48	
Invoice	08/31/2011	22742 - C	08/22/2011	Jim Hobbs - 0.03 - Subconsultant Team Coordination	-0.50	-49.65			
Invoice	08/31/2011	22742 - C	08/22/2011	Jim Hobbs - 9.04.1 - Base Bid Sch A, Alt 1 and Alt 2	-0.50	-49.65			
Invoice	08/31/2011	22742 - C	08/23/2011	Jim Hobbs - 0.02 - Project Tracking	-0.50	-49.65			
Invoice	08/31/2011	22742 - C	08/23/2011	Jim Hobbs - 0.03 - Subconsultant Team Coordination	-0.50	-49.65			
Invoice	08/31/2011	22742 - C	08/23/2011	Jim Hobbs - 9.26.1 NIS - Force Acct Prep	-0.50	-49.65		-49.65	
Invoice	08/31/2011	22742 - C	08/24/2011	Jim Hobbs - 9.04.1 - Base Bid Sch A, Alt 1 and Alt 2	-0.50	-49.65			
Invoice	08/31/2011	22742 - C	08/24/2011	Jim Hobbs - 9.12.4 NIS - Replace 30" pipe w/ 36" pipe west of trestle	-2.50	-248.25		-248.25	
Invoice	08/31/2011	22742 - C	08/24/2011	Jim Hobbs - 9.14 - Utility Relocation Coordination	-0.50	-49.65			
Invoice	08/31/2011	22742 - C	08/24/2011	Jim Hobbs - 9.26.1 NIS - Force Acct Prep	-0.50	-49.65		-49.65	
Invoice	08/31/2011	22742 - C	08/25/2011	Jim Hobbs - 9.12.4 NIS - Replace 30" pipe w/ 36" pipe west of trestle	-3.00	-297.90		-297.90	
Invoice	08/31/2011	22742 - C	08/25/2011	Jim Hobbs - 9.14 - Utility Relocation Coordination	-0.50	-49.65			
Invoice	08/31/2011	22742 - C	08/26/2011	Jim Hobbs - 9.12.4 NIS - Replace 30" pipe w/ 36" pipe west of trestle	-3.50	-347.55		-347.55	
Invoice	08/31/2011	22742 - C	08/26/2011	Jim Hobbs - 9.14 - Utility Relocation Coordination	-0.50	-49.65			
Invoice	08/31/2011	22742 - C	08/29/2011	Jim Hobbs - 9.12.4 NIS - Replace 30" pipe w/36" pipe	-1.50	-148.95		-148.95	
Invoice	08/31/2011	22742 - C	08/30/2011	Jim Hobbs - 9.12.4 NIS - Replace 30" pipe w/36" pipe	-1.00	-99.30		-99.30	
E=11 - Billed hrs thru 08/31/11					-85.50	-8,490.27	-422.06	-1,290.91	0.00
Unbilled	08/01/2011			Jim Hobbs - 9.12.4 NIS - Replace 30" pipe w/36" pipe	1.00	99.30			99.30
Unbilled	08/02/2011			Jim Hobbs - 9.12.4 NIS - Replace 30" pipe w/36" pipe	0.50	49.65			49.65
Unbilled	09/06/2011			Jim Hobbs - 9.06.1 - Base Bid Sch A, Alt 1 & Alt 2	1.00	99.30			99.30
Unbilled	09/06/2011			Jim Hobbs - 9.08.1 NIS - Base Bid Sch B	1.00	99.30			99.30
Unbilled	09/06/2011			Jim Hobbs - 9.12.4 NIS - Extend 30" Storm pipe North	2.00	198.60			198.60
Unbilled	09/06/2011			Jim Hobbs - 9.12.4 NIS - Add Storm Drain 24" Under Trestle	2.00	198.60			198.60
Unbilled	09/06/2011			Jim Hobbs - 9.22.1 - Base Bid Sch A, Alt 1 & Alt 2	1.00	99.30			99.30
Unbilled	09/06/2011			Jim Hobbs - 9.22.2 - Base Bid Sch B	1.00	99.30			99.30
Unbilled	09/07/2011			Jim Hobbs - 9.12.4 NIS - Extend 30" Storm pipe North	1.00	99.30			99.30
Unbilled	09/07/2011			Jim Hobbs - 9.12.4 NIS - Add Storm Drain 24" Under Trestle	1.00	99.30			99.30
Unbilled	09/07/2011			Jim Hobbs - 9.14 - Utility Relocation Coordination	1.00	99.30			99.30
Unbilled	09/07/2011			Jim Hobbs - 9.15.2 - Skagit PUD No. 1	0.50	49.65			49.65
Unbilled	09/07/2011			Jim Hobbs - 9.17 - Response to Public Concerns and Complaints	0.50	49.65			49.65
Unbilled	09/08/2011			Jim Hobbs - 0.03 - Subconsultant Team Coordination	1.00	99.30			99.30
Unbilled	09/08/2011			Jim Hobbs - 9.04.1 - Base Bid Sch A, Alt 1 & Alt 2	0.50	49.65			49.65
Unbilled	09/08/2011			Jim Hobbs - 9.04.2 - Base Bid Sch B	0.50	49.65			49.65
Unbilled	09/08/2011			Jim Hobbs - 9.12.4 NIS - Add Storm Drain 24" Under Trestle	1.00	99.30			99.30
Unbilled	09/08/2011			Jim Hobbs - 9.14 - Utility Relocation Coordination	1.50	148.95			148.95
Unbilled	09/08/2011			Jim Hobbs - 9.18 - Prepare Field Note Records for Progress payments	2.00	198.60			198.60
Unbilled	09/09/2011			Jim Hobbs - 0.02 - Project Tracking	0.25	24.83			24.83
Unbilled	09/09/2011			Jim Hobbs - 0.03 - Subconsultant Team Coordination	1.00	99.30			99.30
Unbilled	09/09/2011			Jim Hobbs - 9.04.1 - Base Bid Sch A, Alt 1 & Alt 2	0.50	49.65			49.65
Unbilled	09/09/2011			Jim Hobbs - 9.04.2 - Base Bid Sch B	0.50	49.65			49.65
Unbilled	09/09/2011			Jim Hobbs - 9.12.4 NIS - Add Storm Drain 24" Under Trestle	1.00	99.30			99.30
Unbilled	09/09/2011			Jim Hobbs - 9.14 - Utility Relocation Coordination	1.00	99.30			99.30
Unbilled	09/09/2011			Jim Hobbs - 9.15.3 - BNSF	1.00	99.30			99.30
Unbilled	09/09/2011			Jim Hobbs - 9.04.1 - Base Bid Sch A, Alt 1 & Alt 2	1.00	99.30			99.30
Unbilled	09/13/2011			Jim Hobbs - 9.12.4 NIS - Replace 30" Pipe w/ 36" Pipe West of Trestle	2.50	248.25			248.25
Unbilled	09/13/2011			Jim Hobbs - 9.12.4 NIS - Add Storm Drain 24" Under Trestle	1.00	99.30			99.30
Unbilled	09/14/2011			Jim Hobbs - 0.02 - Project Tracking	0.25	24.83			24.83
Unbilled	09/14/2011			Jim Hobbs - 9.04.1 - Base Bid Sch A, Alt 1 & Alt 2	1.00	99.30			99.30
Unbilled	09/14/2011			Jim Hobbs - 9.12.4 NIS - Replace 30" Pipe w/ 36" Pipe West of Trestle	3.00	297.90			297.90
Unbilled	09/14/2011			Jim Hobbs - 9.12.4 NIS - Add Storm Drain 24" Under Trestle	1.00	99.30			99.30



R&E INHOUSE REPORT ONLY - NOT SENT TO CLIENT  
09022.3 SR 20  
Invoiced to Date

Type	Invoice Date	Num	Date Worked	Memo	Qty	Amount	NIS 07/31/11 Inv 22683-C	NIS 08/31/11 Inv 22742-C	Inv 08/31/11 Inv 22742-C
Invoice	08/31/2011	22742 - C	08/31/2011	Contractor Orientation - 08/18	-1.00	-11.00			
Total Permits & Fees - Other						-11.00	0.00	0.00	
Total Permits & Fees						-44.00	0.00	0.00	
Supplies									
Invoice	08/31/2011	22742 - C	08/31/2011	Construction Mgmt Binders and Supplies - 141.35	-1.00	-141.35			
Total Supplies						-141.35	0.00	0.00	
Total Reimbursables						-189.70	0.00	0.00	
Total Service						-120,115.93	-482.91	-7,447.14	-13,771.18
No item									
Invoice	07/31/2011	22683 - C	07/31/2011			19,126.74	-482.91		
Invoice	08/31/2011	22742 - C	08/31/2011			50,256.91		-7,447.14	
Invoice	08/31/2011	22742 - C	08/31/2011			50,632.28			-13,771.18
Total no item						120,115.93	-482.91	-7,447.14	-13,771.18
TOTAL						120,115.93	-482.91	-7,447.14	-13,771.18
							-7,930.05	-13,771.18	
									-21,701.23

NOV 22 2011

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 30

**LOCAL AGENCY PARTICIPATING AGREEMENT  
WORK BY LOCAL AGENCY – ACTUAL COST**

**Agreement GCB 1104**

This Agreement is made and entered into between the STATE OF WASHINGTON DEPARTMENT OF TRANSPORTATION (STATE) and CITY OF SEDRO-WOOLLEY, -325 Metcalf Street, Sedro-Woolley, WA 98284, (LOCAL AGENCY).

WHEREAS, the LOCAL AGENCY is currently constructing a project titled “SR 20, Metcalf to Township Lane Widening and Bicycle Pedestrian Improvements TIB Project # 8-2-126(008)-1”, hereinafter the “Project”, and

WHEREAS, a section of SR 20 from Metcalf Street M.P. 65.50, to Murdock Street M.P. 65.58, requires pavement replacement, and

WHEREAS, the STATE has requested the LOCAL AGENCY, as part of their Project, repair that section of pavement, and as further described in Exhibit A, hereinafter the “Work,” and

WHEREAS, it is deemed to be in the public’s best interest for the LOCAL AGENCY to perform the requested Work in conjunction with the LOCAL AGENCY’s Project.

NOW, THEREFORE, pursuant to RCW 47.28.140 and in consideration of the terms, conditions, and performances contained herein, and the attached Exhibit A which is incorporated and made a part hereof,

**IT IS MUTUALLY AGREED AS FOLLOWS:**

**1. PLANS, SPECIFICATIONS, AND COST ESTIMATES**

1.1 The LOCAL AGENCY, on behalf of the STATE, agrees to perform the Work, as further provided herein and pursuant to the attached Exhibit A.

1.1.1 The PS&E has been prepared by the LOCAL AGENCY for the Work in accordance with the current state of Washington Standard Specifications for Road, Bridge and Municipal Construction, and its amendments thereto (Standard Specifications), and the PS&E has been reviewed and approved by the STATE. The LOCAL AGENCY will incorporate the Work, as approved by the STATE and as itemized in Exhibit A, as part of the LOCAL AGENCY’s Project.

1.1.2 The STATE may, if it desires, furnish an inspector for the Work. Any costs for such inspection will be borne solely by the STATE.

1.1.3 The LOCAL AGENCY will be the STATE’s representative during the Work and will act as owner in the administration of the Work. The LOCAL AGENCY will designate a LOCAL AGENCY representative to provide all

services and tools, including but not limited to inspection, materials testing, and representation, necessary to perform the Work and to ensure that the Work is constructed to the STATE's satisfaction.

## 2. ACCEPTANCE

- 2.1 Prior to STATE's Work acceptance, the STATE and LOCAL AGENCY will perform a joint final inspection. The STATE agrees, upon satisfactory completion of the Work, to deliver a letter of acceptance to the LOCAL AGENCY which shall not waive any potential claims against the LOCAL AGENCY for defective work or materials. The STATE reserves the right to require the LOCAL AGENCY to remedy any and all Work deficiencies.
- 2.2 If a letter of acceptance is not received by the LOCAL AGENCY within thirty (30) calendar days following the joint inspection, the Work and LOCAL AGENCY administration thereof shall be considered accepted by the STATE, but such acceptance shall not act to release the LOCAL AGENCY from or waive any right or claim of the STATE for defective work or materials.
- 2.3 The STATE may withhold its acceptance of the Work by submitting written notification to the LOCAL AGENCY within thirty (30) calendar days following the joint inspection. This notification shall include the reason(s) for withholding acceptance.

## 3. PAYMENT

- 3.1 The STATE, in consideration of the faithful performance of the Work performed by the LOCAL AGENCY, agrees to reimburse the LOCAL AGENCY for the actual direct salary and direct non-salary costs of the Work, as estimated in Exhibit A.
- 3.2 The LOCAL AGENCY shall provide detailed invoices to the STATE for the Work performed by the LOCAL AGENCY and the STATE agrees to make payment within thirty (30) calendar days from receipt of an invoice. Invoices may not be submitted more often than once per month. A payment will not constitute agreement as to the appropriateness of any item. At the time of the final invoice, the Parties will resolve any discrepancies.
- 3.3 Increase in Cost: In the event unforeseen conditions require an increase in the cost of the Work above the cost estimate by more than twenty-five (25) percent, the Parties agree to modify this Agreement by executing a written amendment to address the increase pursuant to Section 4.1.

## 4. GENERAL PROVISIONS

- 4.1 Amendment: This Agreement may be amended or modified only by the mutual agreement of the Parties. Such amendments or modifications shall not be binding

unless they are in writing and signed by persons authorized to bind each of the Parties.

4.2 Termination: Neither the STATE nor the LOCAL AGENCY may terminate this Agreement without the written concurrence of the other Party.

4.2.1 If this Agreement is terminated prior to the fulfillment of the terms stated herein, the STATE agrees to reimburse the LOCAL AGENCY for the actual direct salary and direct non-salary expenses and costs it has incurred for the Work up to the date of termination, as well as the costs of non-cancelable obligations.

4.2.2 Any termination of this Agreement shall not prejudice any rights or obligations accrued to the Parties prior to termination.

4.3 Independent contractor: The LOCAL AGENCY shall be deemed an independent contractor for all purposes, and the employees of the LOCAL AGENCY or any of its contractors, subcontractors, consultants, and the employees thereof, shall not in any manner be deemed to be employees of the STATE.

4.4 Indemnification and waiver:

4.4.1 The Parties shall protect, defend, indemnify, and hold harmless each other and their employees, authorized agents, and/or contractors, while acting within the scope of their employment as such, from any and all costs, claims, judgments, and/or awards of damages (both to persons and/or property), arising out of, or in any way resulting from, each Party's obligations to be performed pursuant to the provisions of this Agreement. The Parties shall not be required to indemnify, defend, or hold harmless the other Party if the claim, suit, or action for injuries, death, or damages (both to persons and/or property) is caused by the negligence of the other Party; provided that, if such claims, suits, or actions result from the concurrent negligence of (a) the STATE, its employees, authorized agents, or contractors and (b) the LOCAL AGENCY, its employees, authorized agents, or contractors or involves those actions covered by RCW 4.24.115, the indemnity provisions provided herein shall be valid and enforceable only to the extent of the negligence of each Party, its employees, authorized agents, and/or contractors.

4.4.2 The LOCAL AGENCY agrees that its obligations under this section extend to any claim, demand and/or cause of action brought by, or on behalf of, any LOCAL AGENCY employees or agents while performing the Work located on state-owned right of way. For this purpose, the LOCAL AGENCY, by mutual negotiation, hereby waives with respect to the STATE only, any immunity that would otherwise be available to it against such claims under the Industrial Insurance provisions of chapter 51.12 RCW.

4.5 Survivability: Section 4.4 shall survive the termination of this Agreement.

- 4.6 Disputes: In the event that a dispute arises under this Agreement, it shall be resolved as follows: The STATE and the LOCAL AGENCY shall each appoint a member to a disputes board, these two members shall select a third board member not affiliated with either Party. The three-member board shall conduct a dispute resolution hearing that shall be informal and unrecorded. An attempt at such dispute resolution in compliance with aforesaid process shall be a prerequisite to the filing of any litigation concerning the dispute. The Parties shall equally share in the cost of the third disputes board member; however, each Party shall be responsible for its own costs and fees.
- 4.7 Venue: In the event that either Party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this Agreement, the Parties agree that any such action or proceedings shall be brought in Thurston County Superior Court. Further, the Parties agree that each will be solely responsible for payment of its own attorneys fees, witness fees, and costs.
- 4.8 Audits/Records: All records for the Work in support of all costs incurred during the contract shall be maintained by the LOCAL AGENCY for a period of three (3) years. The STATE shall have full access to and right to examine said records, during normal business hours and as often as it deems necessary. Should the STATE require copies of any records, it agrees to pay the costs thereof. The Parties agree that the Work performed herein is subject to audit by either or both Parties and/or their designated representatives, and/or state of Washington and/or the federal government.
- 4.9 Term of Agreement: Unless otherwise provided herein, the term of this Agreement shall commence as of the date this Agreement is fully executed and shall continue until the Work is accepted by the STATE pursuant to Section 2, or as otherwise provided herein, and all obligations for payment have been met.
- 4.10 Right of Entry. The STATE hereby grants the LOCAL AGENCY and its authorized agents, contractors, subcontractors and employees, a right of entry upon all land in which the STATE has an interest for the purpose of performing the Work pursuant to this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Party's date signed last below.

<b>LOCAL AGENCY</b>	<b>STATE OF WASHINGTON DEPARTMENT OF TRANSPORTATION</b>
By	By
Name	Name Dave McCormick, PE
Title	Title NRW Asst. Regional Admin. Maint.
Date	Date

GCB 1104  
Exhibit A  
Estimate of Work

Item	Description	Quantity	Unit Price	
3	Project Temp Traffic Control		LS	\$ 1,000.00
9	Saw Cut ACP (8" average)	2,640 LF	0.75/LF	\$ 1,980.00
7	Remove/Dispose HMA includes an allowance for preparing base for pavement	60 CY	LS	\$ 3,500.00 –
18	HMA CL ½ In PG 64-22	120 TON	\$75.00/TON	\$ 9,000.00
				<b>TOTAL\$15,480.00</b>

NOV 22 2011

RESOLUTION NO. \_\_\_\_\_-11

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 3e

**A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY DECLARING  
CERTAIN PROPERTY AS SURPLUS AND AUTHORIZING ITS DISPOSITION**

**WHEREAS**, the City has purchased the property and/or equipment identified herein; and

**WHEREAS**, the property and/or equipment identified is surplus to the needs of the City; now, therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY AS FOLLOWS:**

**Section 1.** The City Council does hereby declare the following to be surplus:

All of the living nursery stock (trees) located on the property the city owns that was formerly the Metcalfe Nurseries and legally described as follows:

PARCEL A: BLOCKS 112, 122, 123, 124, 125, 126, 127, 138, 139 AND 140, PLAT OF THE TOWN OF SEDRO, SKAGIT COUNTY, W.T., ACCORDING TO THE PLAT THEREOF RECORDED IN VOLUME 1 OF PLATS, PAGE 18, RECORDS OF SKAGIT COUNTY, WASHINGTON. TOGETHER WITH ALL VACATED STREETS AND ALLEYS ADJACENT THERETO AS VACATED BY ORDER FILED IN COMMISSIONERS FILE NO. 11231. EXCEPT THE FOLLOWING DESCRIBED TRACT: THOSE PORTIONS OF LOTS 1 THROUGH 14 OF BLOCK 139 AND LOTS 18 THROUGH 29 OF BLOCK 139 AND BLOCK 141 AND VACATED WATER AVENUE AND THE VACATED ALLEY IN BLOCK 139 WHICH LIE NORTH OF RIVER ROAD, EAST OF THE SOUTHERLY EXTENSION OF THE WEST LINE OF LOT 14, BLOCK 139, AND WEST OF THE SOUTHERLY EXTENSION OF THE EAST LINE OF BLOCK 139, ALL IN THE FLAT OF THE TOWN OF SEDRO AS RECORDED IN VOLUME 1 OF PLATS AT PAGE 18, RECORDS OF SKAGIT COUNTY, WASHINGTON; EXCEPT THE NORTH 32 FEET THEREOF. ALSO TOGETHER WITH PARCEL B: THAT PORTION OF THE FOLLOWING DESCRIBED TRACT LYING SOUTHERLY OF THE CENTERLINE OF THAT CERTAIN DITCH EASEMENT CONVEYED TO THE CITY OF SEDRO WOOLLEY BY INSTRUMENT RECORDED UNDER AUDITOR'S FILE NO. 649376; THE SOUTH 600 FEET OF THE FOLLOWING DESCRIBED TRACT (AS MEASURED ALONG THE EAST LINE THEREOF, AND BY A LINE DRAWN PARALLEL TO THE SOUTH LINE THEREOF) THAT PORTION OF THE SOUTHWEST 1/4 OF THE NORTHEAST 1/4 OF SECTION 25, TOWNSHIP 35 NORTH, RANGE 4 EAST, W.M., DESCRIBED AS FOLLOWS: BEGINNING AT THE INTERSECTION OF THE SOUTH LINE OF SAID SOUTHWEST 1/4 OF THE NORTHEAST 1/4 AND THE WEST LINE OF THE PLAT OF THE TOWN OF SEDRO, SKAGIT COUNTY, W.T., ACCORDING TO THE PLAT THEREOF, RECORDED IN VOLUME 1 OF PLATS, PAGE 18. RECORDS OF SKAGIT COUNTY, WASHINGTON; THENCE WEST ALONG THE SOUTH LINE OF SAID SOUTHWEST 1/4 OF THE NORTHEAST 1/4, 1,000.93 FEET, MORE OR LESS, TO THE SOUTHEAST CORNER OF THOSE PREMISES CONVEYED TO THE CITY OF SEDRO WOOLLEY BY DEED DATED APRIL 20, 1964, AND FILED UNDER AUDITOR'S FILE NO. 649381; THENCE NORTH ALONG THE EAST LINE OF SAID CITY OF SEDRO WOOLLEY PREMISES 517 FEET, MORE OR LESS, TO THE SOUTH LINE OF THOSE PREMISES TO THE CITY OF SEDRO WOOLLEY BY DEED DATED MARCH 12, 1956, FILED JULY 2, 1956, UNDER AUDITOR'S FILE NO. 536237; THENCE EAST ALONG SAID SOUTH LINE 150 FEET, MORE OR LESS, TO THE SOUTHEAST CORNER OF SAID PREMISES CONVEYED BY DEED FILED UNDER AUDITOR'S FILE NO. 538237; THENCE NORTH ALONG THE EAST LINE OF SAID LAST MENTIONED CITY OF SEDRO WOOLLEY PREMISES 450 FEET TO AN ANGLE POINT IN SAID EAST LINE; THENCE CONTINUE NORTH 19 DEGREES 30' EAST ALONG SAID EAST LINE 258 FEET TO THE SOUTH LINE OF ALEXANDER STREET AS NOW ESTABLISHED IN THE CITY OF SEDRO WOOLLEY; THENCE EAST ALONG THE SOUTH LINE OF SAID ALEXANDER STREET AND SAID SOUTH LINE PRODUCED TO THE WEST LINE OF SAID PLAT OF THE TOWN OF SEDRO, SKAGIT COUNTY, W.T.; THENCE SOUTH ALONG SAID WEST LINE TO THE POINT OF BEGINNING, EXCEPT ROAD, EXCEPT THAT PORTION CONVEYED TO SKAGIT COUNTY BY DEED RECORDED MARCH 27, 1977, UNDER AUDITOR'S FILE NO. 853514. SITUATE IN SKAGIT COUNTY, WASHINGTON.

**Section 2.** The Mayor is directed to sell or trade-in the surplus property for additional property or for the best available price in any manner he determines to be in the best interest of the City and execute any necessary paperwork to effectuate the transfer. This authorization includes the payment of brokerage fees for the sale of the nursery stock

(trees) in an amount not to exceed 20%. For surplus property with little or no value, the Mayor is authorized to recycle or dispose of the property in an environmentally responsible manner with the least cost to the City. For beautification of the City, City Rights-of-Way, parks, schools and other public places, the Mayor is authorized to transfer the plants at little or no cost to other public entities.

**PASSED** by majority vote of the members of the Sedro-Woolley City Council this 22<sup>nd</sup> day of November, 2011.

---

Mike Anderson, Mayor

Attest:

---

Patsy Nelson, Finance Director

Approved as to form:

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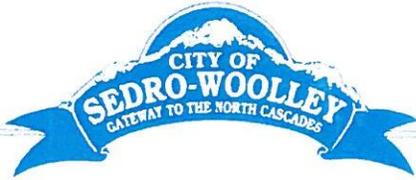
Eron Berg, City Attorney

CITY COUNCIL AGENDA  
REGULAR MEETING

NOV 22 2011

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. \_\_\_\_\_

CITY OF SEDRO-WOOLLEY



Wastewater Treatment Plant  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 856-1100  
Fax (360) 856-5269

**Memorandum**

Date: November 17, 2011  
To: Mayor Anderson and City Council Members  
From: Debbie Allen, Wastewater Treatment Supervisor   
Subject: **Biosolids Contract with King County and BPI**

**Background Information:**

At the City Council meeting on June 22, 2011, the Contract between Sedro-Woolley, King County and Boulder Park, Incorporated (BPI) was approved for the trucking and land application of Sedro-Woolley Biosolids. While routing the contract for signatures, King County noted a need for insurance clarifications. The Contract has been modified in Section 14 to clarify the roles of all three parties versus just BPI. Minor changes were also made in sections 1 and 14 to reflect current practices.

**Recommended Action:**

Authorize Mayor Anderson to sign the modified Biosolids Hauling and Beneficial Use Services Contract for the City of Sedro-Woolley at the Boulder Park Project. The terms of this Contract will be effective through December 31, 2015.

**BIOSOLIDS HAULING AND BENEFICIAL USE SERVICES  
FOR THE CITY OF SEDRO-WOOLLEY  
AT THE BOULDER PARK PROJECT**



**CONTRACT No. 01-0611**

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ATTACHMENTS:

- A: PROJECT ROLES & RESPONSIBILITIES
- B: EQUIPMENT LEASE RATE TABLE 2011
- C: BPI SPILL REPSONSE PLAN

## DEFINITION OF WORDS AND TERMS

Words and terms shall be given their ordinary and usual meanings. Where used in the Contract documents, the following words and terms shall have the meanings indicated. The meanings shall be applicable to the singular, plural, masculine, feminine and neuter of the words and terms.

Beneficial Use Facility or BUF: means a receiving-only facility consisting of a site or sites where biosolids from other treatment works treating domestic sewage are applied to the land for beneficial use, which has been permitted as a treatment works treating domestic sewage in accordance with the provisions of WAC 173-308-310, and that has been designated as a beneficial use facility through the permitting process.

Boulder Park Inc. or BPI: designates the farmer-owned company with headquarters in Mansfield, Washington, that manages biosolids land application operations.

Boulder Park Project or BPP: designates the name of the biosolids land application project in Douglas County, which has been operational since 1992. This project is jointly operated and managed as a BUF by BPI and King County (KC) as outlined in Attachment A, Project Roles and Responsibilities from Contract #471783. The BPP will be permitted as a BUF, so the term BPP will be interchangeable with the term BUF.

Contractor: The individual, association, partnership, firm, company, corporation, or combination thereof, including joint ventures, contracting with the City for the performance of services or Work under this Contract.

Party or Parties: the City (City), King County (KC) and BPI.

Person: Includes individuals, associations, firms, companies, corporations, partnerships, and joint ventures.

Project: Same as Boulder Park Project (BPP).

Project Participants: General term to include the primary people who are involved with the Boulder Park Project (BPP). This would include the local farmers, local government agencies, local residents, Washington State Department of Ecology (Ecology), other public agencies, Washington State University extension service, etc.

Shall or Will: Whenever used to stipulate anything, Shall or Will means mandatory by either BPI, KC or the City, as applicable, and means that BPI, King County (KC), or the City, as applicable, has thereby entered into a covenant with the other party or parties to do or perform the same.

Soil Amendment Value: An agreed to monetary value that the farmer pays to BPI for the nutrient, organic matter and other benefits of biosolids to the soil and crop.

Subcontractor: The individual, association, partnership, firm, company, corporation, or joint venture entering into an agreement with BPI and/or King County (KC) to perform any portion of the Work covered by this Contract.

Subsection: For reference or citation purposes, Subsection shall refer to the paragraph, or paragraphs, called out by part, section and alphanumeric designator.

Work: Everything to be done and provided by BPI and King County (KC) for the fulfillment of the Contract.

This Contract is made and entered into effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 2011, by and between the City of Sedro-Woolley, (hereinafter referred to as "City"), BOULDER PARK INC. (hereinafter referred to as "BPI") and King County (hereinafter referred to as "KC"), witnesseth:

WHEREAS, the City produces significant amounts of biosolids as a by-product of its wastewater treatment process and desires to manage and beneficially use such biosolids; and

WHEREAS, the Boulder Park Project (BPP), located in Douglas County, Washington, is a Beneficial Use Facility (BUF) that has been permitted by the Washington State Department of Ecology for the application of biosolids; and

WHEREAS, BPI and KC have entered into a contract to jointly manage and operate the BPP in accordance with all applicable local, state and federal laws, regulations and best management practices regarding applying dewatered biosolids as a soil amendment to lands; and

WHEREAS, the City desires to enter into this Contract with BPI and KC for (a) the application of the City's biosolids at the BPP, and (b) for the use of KC's equipment to apply the City's biosolids in accordance with all applicable federal, state and local regulations and with BPP requirements; and

WHEREAS, BPI currently possesses and agrees to maintain all necessary regulatory permits and approvals and to comply with all laws, rules and regulations applicable to the transport of biosolids material pursuant to this Contract; and

WHEREAS, it is in the best interests of the environment, the City and the public health, safety and welfare of the citizens served by City that this Contract be entered into; and

WHEREAS, all Parties agree to support and work towards excellence in biosolids management practices and to provide meaningful opportunities for public participation.

NOW, THEREFORE, in consideration of the mutual promises and covenants herein contained and for other good and valuable consideration, it is hereby agreed as follows:

SECTION 1 PURPOSE

1.1 The purpose of this Contract is (a) to allow the City to purchase BPI's services which shall include all work necessary for the utilization of the City's biosolids at the BPP and (b) to allow the City to lease KC's biosolids application equipment for BPI to use in the application of the City's biosolids.

1.2 The further purpose of this Contract is to provide the City with another biosolids management and utilization option to complement the City's other biosolids management contracts. The City has the sole right to allocate the biosolids deliveries among its biosolids contractors.

Deleted: 1

1.3 The City anticipates providing BPI with biosolids during the months of January through December. During the term of the Contract, the City agrees that it will provide BPI with a minimum of twenty (20) percent of the biosolids the City produces annually.

Deleted: 2

1.4 The City will provide BPI with an estimated schedule of deliveries. The City, in its sole discretion, may adjust its estimated schedule of deliveries upon reasonable notice to BPI. Such schedule shall include estimated quantities and estimated timing of deliveries consistent with the City's operating plan and distribution needs. The estimate shall be based on the City's projections of production and distribution to other available reuse sites, cost, and other factors the City determines are reasonable and necessary.

Deleted: 3

1.5 During the term of the Contract, BPI agrees to accept up to one hundred (100) percent of the biosolids the City produces that have a total solids content of no more than forty (40) percent and no less than ten (10) percent. Biosolids having a total solids content greater than forty (40) percent or less than ten (10) percent may

be accepted at BPI's sole discretion, and may be subject to the additional charges to be agreed upon by the City. All biosolids provided to the BPP by the City shall meet the pathogen reduction requirements of WAC 173-308-170 Part (3)(b)(iii), the vector attraction requirements of WAC 173-308-180 Part 2, and the Table I – Ceiling Concentration Limits and Table III – Pollutant Concentration Limits contained in WAC 173-308-160 (Biosolids pollutant limits). The City must notify BPI immediately if the City's biosolids do not meet vector attraction requirements for Class B biosolids.

SECTION 2 BPI'S RESPONSIBILITIES

2.1 BPI shall be solely responsible for biosolids management as defined below, including transport and reuse after acceptance of biosolids from the City. Biosolids loaded into BPI's method of transport shall be considered to be accepted by BPI when the method of transport departs the City site. These biosolids management responsibilities shall include, but are not limited to, the following:

1. Transportation of biosolids loaded into BPI-furnished equipment at the City site, to the location of ultimate disposition;
2. Ultimate disposition of biosolids including management, application, monitoring, permitting, record keeping and reporting;
3. Compliance with all local, state and federal laws and regulations applicable to said operations including best management practices;
4. Payment of employees, subcontractors, lenders and suppliers associated with BPI's management and beneficial use of biosolids, and all related taxes, fees, charges and all other costs; and
5. Maintenance and operation of all KC-owned equipment per the contractual agreement between KC and BPI (see Attachment A, Project Roles & Responsibilities from Contract #471783);

2.2 BPI warrants and represents that it has the business, professional and technical expertise necessary to manage, handle, transport, and utilize the City's biosolids in a safe, prudent, workmanlike and legal manner. Furthermore, BPI warrants and represents that it has the equipment and employee resources required to perform this Contract, and that such equipment shall at all times relevant to the performance of services hereunder be maintained in a good and safe condition and fit for the use as required.

2.3 BPI shall keep all equipment and any application sites clean and orderly. No unsightly debris, broken down equipment, trash, garbage or deleterious materials not necessary for the operation shall be allowed to accumulate. BPI shall cooperate fully with the City to maintain the highest reasonable image for such services. The City shall have no responsibility for the selection or use of an application site by BPI and assumes no responsibility or liability for the adequacy or legality of such site for the beneficial use of biosolids.

2.4 BPI is solely responsible for assuring that all transportation activities required under this Contract are performed by BPI or BPI's subcontractor in compliance with any applicable federal, state or local environmental or public health laws, codes or regulations. BPI is solely responsible for obtaining and maintaining all permits and registrations necessary for the transportation of the City's biosolids. The City and BPI agree KC shall have no responsibility for any transportation or hauling activities related to the City's biosolids.

2.5 BPI shall also be responsible for maintaining necessary security at application sites to protect the public health and safety, and to avoid unauthorized uses of the biosolids material. BPI shall not cause a nuisance, as defined in RCW 7.48.120, at any application site. It is BPI's responsibility to adequately inform its personnel or any subcontractors that wastewater treatment plants process sanitary and industrial waste; that any workers involved in biosolids beneficial use may be exposed to pathogens; and what are the proper hygienic precautions in the handling of biosolids.

SECTION 3 KING COUNTY'S RESPONSIBILITIES

**Deleted:** 1.4 During the term of the Contract, BPI agrees to accept up to one hundred (100) percent of the biosolids the City produces that have a moisture content of no more than eighty-seven (87) percent and no less than seventy (70) percent. Biosolids having a moisture content greater than eighty-seven (87) percent or less than seventy (70) percent may be accepted at BPI's sole discretion, and may be subject to the additional charges to be agreed upon by the City. All biosolids provided to the BPP by the City shall meet the pathogen reduction requirements of WAC 173-308-170 Part (3)(b)(iii), the vector attraction requirements of WAC 173-308-180 Part 2, and the Table I – Ceiling Concentration Limits and Table III – Pollutant Concentration Limits contained in WAC 173-308-160 (Biosolids pollutant limits).¶

KC shall:

1. have first-right of usage as it relates to KC-owned equipment;
2. provide access and use by BPI to project-specific, KC-owned equipment so that BPI may use such equipment to apply the City's biosolids as part of the Boulder Park Project;
3. replace and/or refurbish KC-owned equipment per an equipment replacement schedule which is part of the Equipment Lease Rate Table, (see Attachment B) which is incorporated by reference as if fully stated herein;
4. regularly communicate with BPI regarding daily project activities and perform routine site inspections, which are filed at KC's office;
5. calculate application rates based on the City's current biosolids quality data (these calculations are reviewed by Washington State University research scientists and sent to Ecology for approval);
6. maintain and update the Boulder Park Project Site-Specific Land Application Plan, and promptly provide any revisions to the City when periodic changes are made; and
7. secure and maintain all necessary state and local permits and/or approvals for biosolids to be applied at the BPP, and comply with all applicable federal, state and local regulations.

#### SECTION 4 JOINT BPI/KC's RESPONSIBILITIES

4.1 BPI and KC shall be responsible for obtaining and maintaining all permits and registrations necessary for the management of biosolids land application. Costs for required permits and registrations shall be included in the unit price for biosolids management. BPI and KC shall provide the City with current copies of all permit applications, permits, registrations, records and reports required by local, state and federal laws and regulations throughout the life of the Contract. Costs for documentation shall be included in the unit price for biosolids management. The City's review of such materials is for its information only, implies no approval of BPI's or KC's compliance with applicable requirements, and in no way relieves BPI or KC of its obligations under this Contract.

4.2 BPI and KC shall be responsible for any public involvement or public information efforts associated with biosolids management outside of the City's service area. The City may, at its discretion, handle public involvement or information for a particular situation solely, or in conjunction with BPI or KC. BPI and KC shall record and respond to all complaints within a reasonable time. Written copies of the complaints and the response shall be provided to the City with the monthly invoice. The City shall assist BPI and KC in similar efforts within the City's service area as may be necessary for developing a public involvement program to implement and maintain its biosolids management program.

#### SECTION 5 CITY'S RESPONSIBILITIES

City shall:

1. provide timely communication of any significant variation in biosolids quantities to be delivered;
2. record the delivered tons in a method that is clear and accurate and will reconcile the amount with BPI on a monthly basis;
3. secure and maintain all necessary state and local permits and comply with all applicable federal, state and local regulations;

4. approve the BPI Spill Response Plan (Attachment C), verify the credentials of the truck hauler utilized by BPI, and check to see that the truck hauler has the Spill Response Plan and knows who to call in case of accident or emergency;
5. test their biosolids in accordance with applicable law and provide BPI and KC the biosolids quality data necessary for BPI and KC to use or otherwise manage the biosolids;
6. pay BPI and KC the agreed upon service and lease fees as provided in monthly reconciled invoices; and
7. not operate or maintain KC-owned equipment.

#### SECTION 6 TERMS OF CONTRACT

6.1 The term of this Contract is from the effective date specified above through December 31, 2015. Any extension of the term of this Contract shall be in writing, mutually agreeable by BPI, KC and the City.

6.2 BPI's and KC's obligations and responsibilities shall commence upon delivery of a Notice to Proceed by City. Prior to issuance of the Notice to Proceed, it will be the responsibility of BPI to furnish the appropriate insurance documents (Section 14) to the City.

#### SECTION 7 BASIS FOR PAYMENT

7.1 BPI shall be paid based on wet weight for biosolids loaded in trucks and/or trailers provided by BPI for the purpose of transporting biosolids from the City's treatment plant to BPI's designated application sites. Wet weight shall be determined using a certified scale mutually acceptable to BPI and the City. The City shall be responsible for identifying certified scales and proposing scales to BPI for acceptance. BPI shall maintain tare weights of trucks and/or trailers and provide a list of tare weights for each shipment in writing to the City prior to use in transporting biosolids. All trucks and trailers shall be readily identified by a unique number. The truck and trailer number shall be recorded at the time of weighing on the trip ticket. The forms and procedures for trip tickets and billing shall be developed by BPI and approved by the City prior to hauling biosolids.

7.2 BPI shall submit monthly billings in an approved format that has been reconciled with the City's records. Payment shall be made based on a cost per delivered wet ton of biosolids transported. Within thirty (30) days after receipt of an invoice, the City will pay BPI for authorized materials accepted and/or services, satisfactorily performed, including the leasing of KC equipment, at the rate of \$54.04 (\$2.36 KC, \$0.18 Tax at Mansfield rate of 7.7%, and \$51.50 BPI) per wet ton (BPI base unit price). Acceptance of such payment by BPI shall constitute full compensation for all tasks completed by BPI and KC, including but not limited to supervision, management, labor, supplies, materials, work equipment and the use thereof, and for all other necessary expenses incurred by BPI and KC in performing the services. Adjustments shall be made in billing for errors in measurement discovered within twelve (12) months of the error.

7.3 BPI will submit a quarterly statement to KC that clearly shows the City's tons applied and the date of application. The County after receipt and verification of the statement will submit an invoice to BPI for payment of the KC equipment lease fee. BPI shall pay the invoice and will remit payment to:

Accounts Receivable  
King County Department of Finance  
500 Fourth Avenue, Room 620  
Seattle, WA 98104-2387

7.4 The base unit price shall include everything necessary for the prosecution and completion of the Contract including but not limited to furnishing all materials, application equipment lease fee, tools, and all BPI and KC management, superintendence, labor and service, except as may be provided otherwise in the Contract, provided, Washington State sales tax is not included in the price.

7.5 The base unit price shall remain firm throughout the term of the contract, except for changes allowed in Section 8. Rate changes may also be made at the time this Contract is extended providing BPI and KC

supply adequate documentation of the change in its costs acceptable to the City. Requests for any such change are to be made in writing to the City. Any agreed-to change shall take effect at the time of the Contract extension and shall remain in effect throughout the extension period.

7.6 BPI shall furnish as part of the BPI base unit price sufficient trucks and/or trailers to handle the specified quantities of biosolids. BPI shall be responsible for routine maintenance of these trucks and/or trailers. The City reserves the right to inspect these trucks and/or trailers at any time, and reject the use of these trucks and/or trailers if the City determines these trucks and/or trailers are not capable of safely and/or reliably performing the duties of this Contract.

7.7 BPI will pay the City \$6.77 per dry ton (soil amendment value), based on 2011 dollars, for soil amendment value, including soil improvement benefits, potential to reduce future fertilizer costs, increased crop yields and decreased wind erosion benefits.

## SECTION 8 PRICE ADJUSTMENTS

8.1 Rate adjustments may be made for changes of law and regulatory requirements based on documented cost increases or decreases as mutually agreed to, in writing by all parties. The City has the right to terminate this Contract, pursuant to Section 17, for changes of law or regulatory requirements if the City feels such increases are excessive.

8.2 Annual Adjustments for the total **application rate** will be adjusted using 100% of the annual percent change to the "All Items" category of the Seattle-Tacoma Consumer Price Index for Urban Wage Earners and Clerical Worker for the previous calendar year in which there was a positive adjustment. In the event that the formula results in a negative, the adjustment would be zero adjustment. Retroactive to each January 1 of each year, changes to the base rate will be calculated as follows:

Example:  $\text{new application rate} = \text{previous rate} \times \left[ \frac{\text{current Annual CPI value}}{\text{previous Annual CPI value for series ID: cwura423sa0}} \right]$

The **soil amendment value** per dry ton of biosolids will be handled as follows: Wet tons will be converted to dry tons for this calculation. Values will be adjusted annually by multiplying the previous year's value times 100% of the annual percent change to the "All Items" category of the Seattle-Tacoma Consumer Price Index for Urban Wage Earners and Clerical Worker. The fiscal year for payment of the soil amendment value will be from January 1<sup>st</sup> through December 31<sup>st</sup>.

Example:  $\text{new soil amendment value} = \text{previous value} \times \left[ \frac{\text{current Annual CPI value}}{\text{previous Annual CPI value for series ID}} \right]$

8.3 Effective at the signing of this contract, payments will be made to BPI monthly for fuel used for hauling if the price exceeds \$4.00/gallon. This will be billed based on 100 gallons per trip. The amount billed will be verified from the haulers cardlock printout average price for the month of fuel purchased for this contract.

## SECTION 9 ADDITIONAL WORK

9.1 Additional work means the furnishing of materials or equipment and/or the doing of work or service not presently contemplated by the Contract. If the City requires additional work, it may direct BPI in writing to do the additional work at the base unit price (see Subsection 7.2), or it may direct BPI to do the additional work at a mutually agreed upon lump sum or mutually agreed upon unit prices. Performance of additional work without the prior express written consent of the City shall be at BPI's sole expense. Additional work will be authorized either with a purchase order number or according to the requirements in Subsection 8.2.

9.2 Change orders for material or services will be without effect unless issued and authorized in writing by the City.

## SECTION 10 LIABILITY OF BPI AND KC

10.1 BPI and KC accept the risks and resulting liabilities of managing conforming biosolids when biosolids arrive at the BPP designated application sites. For the purposes of this agreement, conforming biosolids shall mean that all the City's biosolids shall meet Ecology standards for regulated parameters as specified in Subsection 12.6. These risks potentially include, but are not limited to, the following:

- Contamination of groundwater
- Contamination of surface water
- Contamination of air
- Odor issues at the site and how to mitigate them for surrounding neighbors
- Human health impacts
- Impacts to soil
- Impacts to crops, vegetation or livestock
- Impacts to future uses of sites to which biosolids have been applied.

10.2 BPI shall be completely responsible for securing conforming biosolids loaded into the means of transport selected by BPI against spillage, leakage or public exposure, and for providing properly designed locations for the safe and secure unloading of biosolids at BPI's designated application sites.

#### SECTION 11 TRANSFER OF MANAGEMENT RESPONSIBILITIES

All biosolids accepted by BPI shall become BPI's responsibility to manage under the terms of this contract. Acceptance of biosolids is considered to occur when the biosolids depart the City's site. BPI shall accept all biosolids which are within the range of "Biosolids Quantities and Characteristics" as specified in Section 13 of the Contract. BPI is solely responsible for the handling and ultimate disposition of all biosolids loaded onto the BPI-provided transportation.

#### SECTION 12 COMPLIANCE WITH LOCAL, STATE AND FEDERAL LAWS AND REGULATIONS AND BEST MANAGEMENT PRACTICES

12.1 BPI and KC agree to comply with all applicable local, state and federal laws and regulations at all times and obtain and maintain all required permits and registrations necessary for the management of biosolids land application by BPI and KC. Specific laws and regulations specifically applicable to biosolids management include but are not limited to the following:

- 40 CFR 503 Standards for the Use or Disposal of Sewage Sludge
- WAC 173-308 Biosolids Management
- WAC 173-200 Water Quality Standards for Groundwaters of the State of Washington
- WAC 173-201A Water Quality Standards for Surface Waters of the State of Washington

12.2 Biosolids are defined as municipal sewage sludge that is primarily organic, semisolid product resulting from the wastewater treatment process that can be beneficially utilized and meets all applicable requirements under Washington State Chapter 173-308 and conforms to all applicable federal rules adopted under the Federal Clean Water Act. Biosolids rules are enforced by Ecology. BPI and KC shall be responsible for contacting all agencies and jurisdictions necessary to obtain any permits necessary for its performance under this Contract. BPI and KC shall contact Ecology for regulations and permits in effect when this Contract is in effect, including, without limitation, permits and regulations regarding the specific management methods proposed for use by BPI and KC with respect to the City's biosolids.

12.3 BPI and KC shall manage biosolids using applicable best management practices. Best management practices are included in Biosolids Management Guidelines for Washington State published by Ecology. The most recent publication available on or before September 2010 shall be used as best management practices for the Contract. Updated versions of best management practices shall be incorporated into this Contract based on the provisions of Subsection 8.1.

12.4 Other permits and registrations, if any, shall be obtained and maintained by BPI and KC as required for the specific location of biosolids handling, application and disposition sites and specific biosolids management approaches at the project sites. BPI and KC shall be solely responsible for knowledge of and compliance with all laws, regulations and permits required for operation and maintenance of biosolids management application sites and functions.

12.5 BPI and KC shall be responsible for all environmental compliance and monitoring required for the management of biosolids land application. The costs of this environmental compliance and monitoring shall be included in the base unit price hereinbefore agreed to.

12.6 The City will make available to BPI and KC all biosolids monitoring and environmental compliance required by its National Pollution Discharge Elimination System (NPDES) permit and its Washington State General Permit for Biosolids Management, sections WAC 173-308-160 (Biosolids pollutant limits), WAC 173-308-170 (Pathogen reduction) and WAC 173-308-180 (Vector attraction reduction). Results of additional testing performed by the City will be made available to BPI and KC at no cost when necessary for BPI and KC to perform under this Contract.

### SECTION 13 BIOSOLIDS QUANTITIES AND CHARACTERISTICS

13.1 The City may develop other biosolids management options during the term of this Contract, reducing the amount of biosolids delivered to the BPP to no lower than the minimum quantity specified in Subsection 1.2. The City will provide biosolids on as uniform a basis as possible given influent wastewater variations, aerobic digester conditions, and dewatering equipment availability. BPI is responsible for reviewing plant records to determine, estimate and plan for annual, monthly, and weekly averages and variability.

13.2 The City affirms that its biosolids are produced from domestic, commercial and industrial wastewaters generated in the City wastewater service area.

### SECTION 14 INSURANCE

14.1 The Parties shall obtain and maintain the minimum insurance as set forth below covering the operations and activities required by the Contract. By requiring such minimum insurance, the Parties shall not be deemed to have assessed the risks that may be applicable to each Party under this Contract. Each Party shall assess its own risks and, if it deems appropriate and/or prudent, maintain greater limits and/or broader coverage.

Each Party shall also require its subcontractors to maintain the minimum insurance set forth below or such other minimum insurance as is appropriate in respect to the work to be performed. Each party shall obtain certificates of insurance for all of its subcontractors and make them available for inspection by the any other Party on request.

**14.1.1 Commercial General Liability.** \$1,000,000 combined single limit per occurrence and for those policies with aggregate limits, a \$2,000,000 aggregate limit.

**14.1.2 Automobile Liability.** \$1,000,000 combined single limit per accident. If the potential exists to release pollutants either as cargo or from the automobile (as defined by the standard auto policy exclusion of pollution) the auto policy shall be endorsed to include endorsement CA 9948 (or its equivalent)

**14.1.3 Workers' Compensation.** Statutory requirements of the State of residency. Coverage shall be at least as broad as Workers' Compensation coverage, as required by the Industrial Insurance Act of the

State of Washington, as well as any similar coverage required for this work by applicable Federal or "other States" State Law.

14.1.4 **Employer's Liability or "Stop Gap".** For a limit of \$ 1,000,000 Coverage shall be at least as broad as the protection provided by the Workers Compensation policy Part 2 (Employers Liability) or, in states with monopolistic state funds, the protection provided by the "Stop Gap" endorsement to the general liability policy.

14.1.5 OTHER INSURANCE PROVISIONS

A. The insurance policies required in this Contract are to contain and be endorsed to contain the following provisions:

1. With respect to all Liability Policies except Professional Liability and Workers Compensation:

(a) Each Party shall add the other Party's, its officers, officials, employees, and agents to be covered as additional insureds as respects liability arising out of activities performed by or on behalf of the other Party's in connection with this Contract.

(b) Each Party's insurance coverage shall be primary insurance as respects the other Party's, its officers, officials, employees, agents, and consultants. Any insurance and/or self-insurance maintained by the other Parties, its officers, officials, employees, agents and consultants shall not contribute with the Party's insurance or benefit the Party in any way.

(c) The Contractor's insurance shall apply separately to each insured against whom a claim is made and/or lawsuit is brought, except with respect to the limits of the insurer's liability.

Deleted: Additional Insured status shall include Products-Completed Operations-CG 20 10 11/85 or it's equivalent.

14.1.6 King County, a charter county government under the constitution of the State of Washington maintains a fully funded Self-Insurance program as defined in King County Code 4.12 for the protection and handling of the County's liabilities including injuries to persons and damage to property.

14.2 Unless otherwise approved by the City, all insurance shall be on an "occurrence" basis and shall be maintained through the term of this Contract and for a period of three hundred sixty-five (365) days after termination or acceptance of work, as the case may be. All insurance shall be provided on forms and by insurance companies satisfactory to the City.

14.3 No provision in this Contract shall be construed to limit the liability of any Party as provided by law. Each Parties' liability shall extend as far as the appropriate periods of limitation provided by law.

14.4 Each Party shall provide the other parties with certificates and endorsements evidencing insurance from the insurer(s) certifying to the coverage of all insurance required herein within ten (10) days after Notice to Proceed. If BPI neglects so to obtain and maintain in force any such insurance or deliver such policy or policies and receipts to the City, then the City may, at its option, terminate this Contract immediately, purchase required insurance coverage by withholding the premium amounts from payments due BPI, or demand BPI purchase the required insurance within a time frame acceptable to the City.

14.5 Failure to provide such required insurance shall entitle any Party to suspend or terminate the other Parties work hereunder for default in accordance with Subsection 17.2. Suspension or termination of this Contract shall not relieve any Party from its insurance obligations hereunder.

SECTION 15 COORDINATION WITH SEDRO-WOOLLEY TREATMENT PLANT

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The City will provide BPI with e-mail notification when the normal weekly delivery schedule changes. The City will attempt to keep biosolids availability as uniform as possible to BPI.

SECTION 16 DAMAGES

Nothing in this Contract is intended to waive any damages the City may be entitled to as a result of BPI's default. Should BPI fail to commence or continue performance of this Contract after issuance of the Notice to Proceed, BPI shall reimburse the City for the actual damages and costs incurred by the City until other satisfactory arrangements for up to the remaining term of this Contract can be implemented. The City shall have the right to deduct such costs or damages from any amount due, or that may become due BPI, or the amount of such damages shall be due and collectable from BPI or Surety. The City agrees to make all reasonable and practicable efforts to mitigate its damages.

## SECTION 17 TERMINATION OR CONTRACT SUSPENSION

17.1 Any of the three parties may terminate this Contract in whole or in part for any reason by delivering written notice to each of the other parties at the mailing addresses stated herein, properly executed, at least ninety (90) days before the proposed termination date. BPI and KC shall be paid any amounts owing, including necessary and reasonable Contract close-out costs, up to the date of termination as specified in the notice, less any deductions provided by this Contract or by law. The City shall have at least ninety (90) days to find a suitable replacement, as determined by the City. BPI shall promptly submit its request for the termination payment, together with detailed supporting documentation. If BPI has any property in its possession belonging to the City, BPI shall account for the same and handle it in the manner the City directs.

17.2 Either party may terminate the Contract for default in the event of a failure by either of the other two parties to comply with the provisions of this Contract including, but not limited to, the following:

- (A) failure to perform services or other work as required;
- (B) failure to comply with any material terms or provisions of the Contract;
- (C) failure to comply with laws or regulations;
- (D) failure or delay due to inability to obtain the required employees or equipment; or
- (E) failure to provide continuous and solvent business operations.

Termination for default may be delivered by mail and shall be effective upon mailing, directed to either party at the mailing addresses stated above, setting forth the manner in which the party is (or parties are) in default.

17.3 In the event the City believes BPI is in default, the City may include a compliance schedule with the Notice of Termination, which must be met in order to avoid termination. The compliance schedule shall state that within a time period specified by the City, BPI shall submit to the City a written detailed plan describing the actions required to achieve compliance that is subject to the City's approval.

17.4 In the event the Contract is terminated for default, BPI and KC will only be paid the base unit price for services or work delivered or performed in accordance with the Contract, less any deductions provided by this Contract or by law. Further, BPI shall be responsible for additional direct and indirect costs incurred by the City to have the work under this Contract performed by other parties or any other damages or injuries to the City, its facilities or personnel related to BPI's services.

## SECTION 18 RECORDS, REPORTS AND MEETINGS

18.1 BPI shall, for the term of the Contract and one (1) year thereafter, consistently maintain full, complete and accurate books of account and records related to this Contract at its principal place of business. These records shall also include detailed information describing the application rates to all project sites. The City shall have the right during reasonable business hours to inspect and audit such books and records. All books and records of account shall be maintained by BPI according to generally accepted accounting principles and applicable requirements of the State of Washington.

18.2 The following books of account and reports may be reviewed by the City and shall be made available upon request to the City:

- a daily project site log (including: generator, field identification, delivery dates and tonnage) during application of biosolids;

- a weekly project site summary of activities and events;
- application logs (including: application rate, date, acreage and tonnage) for each project site that is applied;
- WAC 173-308 annual report (the City shall assist BPI and KC in collecting and documenting the data required for this regulatory report); and
- copies of all written correspondence relating to this project.

18.3 The City shall have the right during reasonable business hours to inspect BPI's equipment and biosolids management facilities. BPI shall provide the City access to perform said inspections.

SECTION 19 INDEMNIFICATION

19.1 BPI agrees that it shall be liable for and shall indemnify, defend and hold harmless the City and KC, and their officers, agents, and employees, from and against any claims, actions, suits, costs and damages of any nature whatsoever, including reasonable attorneys fees in defense thereof, for injuries or death to persons, or damage to property, arising directly or indirectly out of BPI's intentional or negligent act or omission in the performance of its duties as described in this Contract, BPI's breaches of this Contract or BPI's acts or omissions in violation of law, including fines, penalties and judgments. In the event of any Claim arising out of the concurrent negligence of BPI and the City, or BPI, the City and KC, BPI's indemnification obligations under this section shall be limited to the extent of BPI's negligence.

19.2 KC agrees that it shall be liable for and shall indemnify, defend and hold harmless the City, their officers, agents, and employees, from and against any claims, actions, suits, costs and damages of any nature and whatsoever, including reasonable attorneys fees in defense thereof, for injuries or death to persons, or damage to property, arising directly or indirectly out of KC's intentional or negligent act or omission in the performance of its duties as described in this Contract, KC's breaches of this Contract or KC's acts or omissions in violation of law, including fines, penalties and judgments. In the event of any Claim arising out of the concurrent negligence of KC and the City, or KC, the City and BPI, KC's indemnification obligations under this section shall be limited to the extent of KC's negligence.

19.3 The City agrees that it shall be liable for and shall indemnify, defend and hold harmless BPI and KC, and their officers, agents, and employees, from and against any claims, actions, suits, costs and damages of any nature whatsoever, including reasonable attorneys fees in defense thereof, for injuries or death to persons, or damage to property, arising directly or indirectly out of the City's intentional or negligent act or omission in the performance of its duties as described in this Contract, the City's breaches of this Contract or the City's acts or omissions in violation of law, including fines, penalties and judgments. In the event of any Claim arising out of the concurrent negligence of the City and BPI or KC, the City's indemnification obligations under this section shall be limited to the extent of the City's negligence.

19.4 For purposes of paragraphs 19.1, 19.2 and 19.3 above, each party, by mutual negotiation hereby waives any immunity that would otherwise be available against such claims under the Industrial Insurance provisions of Title 51 RCW.

19.5 The indemnification obligations under this section shall not expire with the termination of this Contract.

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SECTION 20 DISPUTES UNDER THIS CONTRACT

20.1 Questions or claims regarding meaning and intent of the Contract or arising from this contract shall be submitted in writing to the City, within fifteen (15) working days of the date in which either of the other parties knows or should know of the question or claim. The City will ordinarily respond to the other parties in writing with a

decision, but absent such written response, the question or claim shall be deemed denied upon the tenth day following receipt by the City.

20.2 In the event the other parties disagree with any determination or decision of the City, they may, within fifteen (15) calendar days of the date of such determination or decision, appeal the determination or decision in writing to the City Supervisor. Such written notice of appeal shall include all documents and other information necessary to substantiate the appeal. The City Supervisor will review the appeal and transmit a decision or determination in writing. The decision will be considered final. Appeal to the City Supervisor shall be a condition precedent to litigation hereunder.

20.3 All claims, counterclaims, disputes and other matters in question between the three parties that are not resolved through direct discussions, or as described above, shall be handled in the following manner. The parties agree to first endeavor to settle the dispute in an amicable manner by mediation. The mediator shall be chosen by mutual agreement of all parties. Thereafter, any unresolved controversy or claim arising out of or relating to this contract, or breach thereof, may be settled by arbitration, and judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction thereof. Nothing in this subsection precludes any party from seeking relief from any Superior Court with jurisdiction.

20.4 Pending final decision of a dispute hereunder, all parties shall proceed diligently with the performance of the Contract and in accordance with the direction of the City. Failure to comply precisely with the time deadlines under this paragraph as to any claim shall operate as a waiver and release of that claim and an acknowledgment of prejudice to the City, BPI or KC.

#### SECTION 21 SEVERABILITY

If any part of the Contract is declared to be invalid or unenforceable, the rest of the Contract shall remain binding.

#### SECTION 22 INDEPENDENT CONTRACTOR

Each party hereto is and shall perform this Contract as an independent contractor, and as such, shall have and maintain complete control over all of its employees, agents, and operations. None of the parties nor anyone employed by them shall be, represent, act, purport to act or be deemed to be the agent, representative, employee or servant of any of the other parties.

#### SECTION 23 SUBCONTRACTORS

BPI shall identify all proposed suppliers or subcontractors for items or services under this Contract expected to equal or exceed fifty percent (50%) of the estimated service fees to be received by BPI for services under this Contract. The City reserves the right to reject in writing within fifteen (15) days of such submission of any such supplier or subcontractor. The City's right to reject shall not be unreasonably exercised.

#### SECTION 24 FORCE MAJEURE

Should any of the parties be prevented wholly, or in part, from performing their respective obligations under this Contract by a cause reasonably outside of and beyond the control of the party affected thereby, including but not limited to war, government regulation, restriction or action, strike, lockout, accidents, storms, earthquake, fire, acts of God or public enemy or any similar cause beyond the control of the parties, then such party shall be excused hereunder during the time and to the extent that the performance of such obligation are so prevented, and such party shall have no liability whatsoever for any damages, consequential or otherwise, resulting therefrom.

#### SECTION 25 NON-WAIVER

Failure by any of the parties to enforce their rights under any provision of this Contract shall not be construed to be a waiver of that provision. No waiver of any breach of this Contract shall be held to be a waiver of any other breach.

SECTION 26 ASSIGNMENT

BPI and /or KC shall not assign any interest, obligation or benefit under or in this Contract or transfer any interest in the same, whether by assignment or novation, without prior written consent of the City. If assignment is approved, this Contract shall be binding upon and inure to the benefit of the successor/party.

SECTION 27 NOTICES

All notices required under this Contract shall be personally delivered or mailed by certified or registered mail, postage prepaid as follows:

if to the City, addressed to:

Name Debbie Allen, Wastewater Treatment Supervisor  
Address 325 Metcalf Street  
Sedro-Woolley, WA 98284

If to BPI, addressed to:

Name Mr. David K. Ruud, Operations Manager  
Address Boulder Park, Inc.  
P.O. Box 285  
Mansfield, WA 98830

If to KC, addressed to:

Name Ms. Lisa Vogel, Biosolids Project Manager  
Address King County Wastewater Treatment Division  
201 S. Jackson Street, KSC-NR-0512  
Seattle, WA 98104

or to such other address as any party shall specify by written notice so given. Notices shall be deemed to have been given and received as of the date so delivered or three (3) business days after being deposited in the US mail.

SECTION 28 ENTIRE CONTRACT; AMENDMENT

This Contract constitutes the entire agreement between the parties concerning the subject matter hereof and supersedes any and all other communications, representations, proposals, understandings or agreements, either written or oral, between the parties with respect to such subject matter. This Contract may not be modified or amended, in whole or in part, except in writing signed by all parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date above written.

**SEDRO-WOOLLEY**

**BOULDER PARK, INC.**

By \_\_\_\_\_  
Eron Berg, City Supervisor/Attorney

By \_\_\_\_\_  
Leroy Thomsen, President

Date \_\_\_\_\_

Date \_\_\_\_\_

**KING COUNTY**

By \_\_\_\_\_  
Pam Elardo, P.E.  
Director, Wastewater Treatment Division

Date \_\_\_\_\_

Approved as to form only:

\_\_\_\_\_  
William E. Blakney, Deputy Prosecuting Attorney

\_\_\_\_\_  
Date

**EQUIPMENT LEASE RATE TABLE 2011**  
**For Boulder Park Biosolids Land Application Project**

Attachment B

Asset ID#	Description	Purchase Price	Use Life Of Asset	Residual Value of Asset	Deprec. Value	Annual Deprec.*
EWT077	2006 Kenworth T800 Tractor	\$120,000	20	\$60,000	\$60,000	\$3,000
-----	1967 Beall Tanker Trailer	\$25,000	15	\$5,000	\$20,000	\$1,333
EWG003	2006 Poor Boys Grader w/12'6" rake	\$22,000	15	\$4,000	\$18,000	\$1,200
EWT091	2008 Ford F450 PU with service box	\$55,000	10	\$10,000	\$45,000	\$4,500
EWP238	2009 Ford F350 4x4 Pickup	\$30,000	10	\$10,000	\$20,000	\$2,000
EWG035	1984 GMC Dump Trk (snowplow & sander eq)	\$20,000	15	\$8,000	\$12,000	\$800
EWL003	2008 644J John Deere Loader w/5yd bucket	\$170,000	5	\$70,000	\$100,000	\$20,000
EWFT12	2008 STX275 Case/IH 4WD Tractor	\$160,000	10	\$60,000	\$100,000	\$10,000
----	2005 Honda Fourtrax	\$7,000	12	\$2,000	\$5,000	\$417
EWG002	2003 Cat 120H Road Grader	\$110,000	15	\$10,000	\$100,000	\$6,667
EWTE02	John Deere Subsoiler, 915 Ripper	\$20,000	15	\$5,000	\$15,000	\$1,000
EWSA21	2009 West Pt. Spread-All	\$35,000	5	\$7,000	\$28,000	\$5,600
EWTR69	1993 Witzco Challenger lowboy trailer	\$17,820	20	\$5,000	\$12,820	\$641
-----	Snowplow Blade	\$1,500	15	\$300	\$1,200	\$80
-----	Misc. Tools	\$5,000	10	\$0	\$5,000	\$500
-----	Office Lease	\$10,200	30	\$0	\$10,200	\$340
-----	Major Equipment Maintenance	\$10,000	1	\$0	\$10,000	\$10,000
<b>Total Annual Depreciation</b>						<b>\$68,078</b>
*Annual depreciation (straight-line depreciation) is based on the depreciable value and the useful life of the asset.						
<b>Equipment rate/applied ton</b>						<b>\$2.06</b>
<b>King County staff rate/applied ton</b>						<b>\$0.30</b>
<b>Total Fee</b>						<b>\$2.36</b>

Updated: 3/1/11

## ATTACHMENT A

# Project Roles and Responsibilities

## Boulder Park Soil Improvement Project

(Douglas County)

This document clearly defines the roles of each project participant, for clarification between BPI and King County, involved in the beneficial utilization of biosolids as a soil conditioner and fertilizer at the Boulder Park Project (BPP) in Douglas County. Additional descriptions of certain tasks are discussed in more detail within the 2010 Boulder Park Site Specific Land Application Plan (SSLAP).

### **King County Wastewater Treatment Division (KC) Program Manager**

- Overall responsibility for the entire biosolids management program.
- Must approve or be notified of all project proposals; press announcements/responses; public informational handouts and meetings; environmental checklist; permits; research plans; project budgets and capital expenditures; and overall project management.
- May review or be consulted on project issues as they arise.
- Has authority to stop operations at any time for non-compliance of contract specifications.

### **KC Project Manager**

- Overall responsibility for Boulder Park Project management.

Tasks with full responsibility include, but are not limited to:

- Site Development - maintain records for each landowner including: property legal descriptions, signatures, acreage and farmer.  
Product: Boulder Park Comprehensive Index of Project Acreage and DOE Model Form
- Public Involvement/Communications - schedule/coordinate site tours and open houses/public meetings, address project issues, ensure that adequate communications are maintained among all project participants.  
Product: Public meeting, open house, tours; periodic contact with project participants.
- Permits - procure, document and ensure compliance with all applicable permits and regulations.  
Product: Permit application documentation and GIS site maps.
- Applications – prepare table and maps of next season’s application activities; calculate agronomic application rates and send to WSU scientist for review before submitting to WDOE for approval.  
Product: SSLAP Addendum; Boulder Park Biosolids Application Calculations and Nitrogen Value forms.
- Field Operations - ensure that all field operations are performed by BPI according to SSLAP and permit requirements.  
Product: Site visit and inspection logs; BPI weekly report; phone and email log.

- Biosolids Delivery - coordinate with King County Transportation Manager on distribution and scheduling;  
inspect project storage areas.  
Product: Distribution plan; site inspection logs
  - Equipment - schedule, budget and procure necessary equipment for year-round operations.  
Product: Boulder Park Equipment Replacement Schedule; capital budget forecasts/requests.
  - Record keeping - maintain detailed, up-to-date records on all facets of the Boulder Park Project.  
Product: files on the following: correspondence; landowner records; other generators records; contract and change order documents; invoices; capital budget and equipment; monitoring data results; BPI weekly reports; application rate calculations;
  - Reports - prepare annual reports jointly with BPI.  
Product: WDOE 308 and Boulder Park Soil Improvement Project annual report, including: biosolids application and storage tables, site map, monitoring data, operational activities and research results.
  - Monitoring - review monitoring plan, sampling protocols and scheduling with BPI.  
Product: sampling log and data reports.
  - Safety - ensure BPI has approved Safety Plan following all current applicable regulations.  
Product: Safety Plan and safety meeting records
- Assure permit and project plan commitments are followed and all contract performance standards are met as described in the Contract #471783.
- Must review or be consulted on biosolids delivery, tracking and road agreements/restrictions.
- Must be notified about research plans and objectives.
- Has authority to stop operations at any time for non-compliance of contract specifications.

#### **Transportation Manager**

- Overall responsibility for efficient scheduling and safety of biosolids deliveries. Overall responsibility to coordinate response if biosolids are accidentally spilled along the haul route.
- Principal King County contact between treatment plant personnel and haul contractor to coordinate biosolids deliveries.
- Must review and be consulted on road agreements and restrictions regarding haul trucks.
- May review or be consulted on project issues as they arise.

#### **Monitoring Coordinator**

- Ultimately responsible for producing biosolids quality reports and monitoring reports.
- Ultimately responsible for working with the treatment plants and laboratory personnel to track and compare King County's biosolids quality to regulatory requirements.
- Must review or be consulted on monitoring data management; sampling protocols and scheduling; tracking metals data and biosolids quality; and reviewing monitoring and data sections in reports.
- May review or be consulted on project interactions with cooperative extension, land application plans and reports.
- Must be notified and consulted in developing a monitoring plan and consulted regarding unusual data results.

**Partner**

**Boulder Park, Inc. (BPI)**

**President of Boulder Park, Inc.**

- Ultimately responsible for project compliance and that all operations follow the prescribed SSLAP.
- Responsible for directing daily operations and functions of BPI.
- Responsible for hiring and supervising qualified personnel as Operations/Site Supervisor.
- Responsible for maintaining auditable records and files on all operations and expenditures.
- Responsible for maintaining efficient communications network among all project participants.
- Responsible for establishing a local distribution plan to involve other community farmers in utilizing biosolids.
- Must review or be consulted on all site operations, project proposals, public meetings and/or site tours.
- May review or be consulted on contract and permit documentation, press announcements, research projects and monitoring data.
- Serves as site representative of all the land owners on the project. Responsible to speak or assign designee about the pros and cons related to biosolids utilization and be available for tours of the site as his schedule allows. All site tours must be coordinated with King County's Project Manager and BPI's Operations Supervisor.

**Operations/Site Supervisor**

- Principal contact for all contract-related activities on this project. Ensures the project is carried out according to the SSLAP, SEPA, Contract #471783 and WDOE biosolids regulations. Works directly with BPI President and closely with King County's Project Manager and/or designee.

Tasks with full or partial responsibility include, but are not limited to:

- Site Development - identify application fields, storage areas, buffers and significant features; obtain property legal descriptions and landowner signatures  
Product: USDA maps, property descriptions and DOE Model Form
- Public Involvement – coordinate and/or participate in site tours and open houses/public meetings, respond to community questions, promote public acceptance and stay informed of public opinion on local biosolids usage  
Product: Public meeting, open house, tours, attend other community meetings
- Permits - assist in preparing documentation and ensuring compliance with all applicable permits and regulations  
Product: Permit application documentation and site maps as required, no permit violations
- Storage Areas - identify location, haul route and required buffers; prepare site and post signs  
Product: site maps with haul route; level, accessible site
- Field and Storage Access - maintain access roads equivalent to pre-project conditions  
Product: Clean and safe roads for public usage
- County road repair - coordinate with Douglas County to provide water and equipment as necessary to maintain/repair haul route; advise DC of changes to route and delivery schedule  
Product: Updated site map; Minimal complaints from public and DC personnel

- Biosolids Delivery - coordinate with haul contractor, assist truck drivers with deliveries, reconcile tonnage, comply with road agreements and restrictions and inspect site  
Product: delivery schedule, tonnage/inspection records and proper signage
  - Equipment - maintain, operate, store, and repair to minimize down-time  
Product: maintenance records and equipment logs
  - Operations - supervise daily field operations, hire operators, inspect site for compliance with permit and SSLAP and inform BPI President and King County project manager of problems  
Product: weekly summary reports
  - Applications - coordinate delivery and application schedule with farmers; calibrate equipment to apply WDOE approved biosolids application rate;  
Product: SSLAP Addendum; equipment calibration and applied tonnage records by site
  - Record keeping - maintain detailed up-to-date records on all facets of project  
Product: weekly summary reports, biosolids application log, monthly biosolids reconciliation records, maintenance records, sampling log, posting sites, billing and soil amendment value payment
  - Reports - prepare annual reports jointly with King County  
Product: WDOE 308 and Boulder Park Soil Improvement Project annual report
  - Monitoring - ensure all water, soil, grain and biosolids samples are collected, delivered and analyzed according to schedule and protocols as specified in SSLAP and that analytical results are sent to both BPI and King County; procure necessary soil sampling equipment; establish analytical lab contracts  
Product: sampling log and data reports
  - Safety - ensure all operations are performed safely; establish and initiate an operations safety program following Wa. Department of Labor and Industries Agricultural Code  
Product: first aid training certification, approved Safety Program and safety meeting records
- Has authority to stop operations if operations at the site are not in accordance with the Boulder Park SSLAP or as directed by BPI president, landowner or regulatory personnel.
  - May review or be consulted in evaluating vegetation response to biosolids use with the guidance and input of NRCS and WSU Cooperative Extension, as needed.

#### **BPI Principals**

- Responsible for organizing and managing Boulder Park, Inc.
- Responsible for involving other community farmers in developing biosolids recycling sites.
- Responsible for providing guidance in regards to application locations, priority and field application specifics.
- Must be notified of all site operations.

#### **Farmers and/or Landowners**

- Responsible for timely incorporation of all applied biosolids after application.
- Responsible for securing legal descriptions and landowner signatures for property that they farm which will be part of Boulder Park Project.

### **Other Project Participants**

#### **WDOE**

- Responsible for issuing permits and verifying permit compliance, reviewing monitoring data, approving project proposal and storage sites, and responding to public questions and concerns.
- Responsible for interpreting biosolids state regulations.
- Responsible for final approval of all biosolids application rates as submitted by WSU.
- Must review or be consulted on environmental documentation, open houses, public meetings, and new project proposals.
- Must be notified and updated on project operations, biosolids delivery schedule and storage/application progress (weekly reports).

#### **Chelan/Douglas County Health District (CDHD) or other County designee**

- Must review or be consulted on environmental documentation, open houses, public meetings, and new project proposals.
- Must be notified and updated on project operations, biosolids delivery schedule and storage/application progress (weekly reports).

#### **WSU Cooperative Extension**

- Responsible for providing information about best farming practices associated with biosolids utilization in the area.
- Responsible for evaluating crop response and fertilizer savings as a result of biosolids applications. Responsible for collection of vegetative tissue (grain) samples during crop harvest as necessary. Responsible for recording grain test weights on biosolids amended fields to determine grain quality.
- Responsible for any research proposals, plans and reports related to this project.
- Responsible for final approval of all biosolids application rates, which they in then submit to WDOE, CDHD and BPI..
- Must approve soil sampling protocols prior to sample collection.
- Must be consulted on vegetation sampling protocols prior to crop harvest.
- Must be consulted on biosolids applications to highly erodible sites.
- May be consulted by WDOE to review nitrogen loading calculations and application rates.
- May review or be consulted on project proposal, permit preparation, site suitability, monitoring data results, public information, open houses, site tours and press announcements.

#### **Douglas County Transportation and Land Services**

- Responsible for establishing road agreements and determining costs associated with haul vehicle damage to county maintained roads, as it may pertain to the Boulder Park Project.
- Must approve all haul routes prior to biosolids deliveries.

- Must be informed of biosolids delivery schedule in timely manner.
- May conduct unannounced road inspections to ensure that safe road conditions are being maintained during all BPI operations. Has authority to stop operations for non-compliance of road agreements.
- May impose road weight restrictions as necessary.
- May coordinate road repair to be done by BPI and/or County as required.

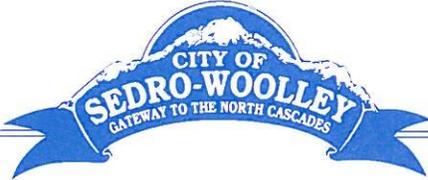
#### **Other Generators**

- Ultimately responsible for complying with all Federal and State regulations; permits; application and equipment usage contract with BPI and King County; hauling their biosolids to designated project storage areas; ensuring that their truck drivers are properly trained and have a copy of their spill response plan in each truck; addressing project issues related to their biosolids; communications between BPI, King County and regulatory agencies regarding their biosolids; preparing and reviewing correspondence and reports; project budgets; audits; and billing.
- Assure permit and project plan commitments are followed and all contract performance standards are met as described in their contract with BPI and King County.
- Must review or be consulted on biosolids delivery, tonnage reconciliation and road agreements / restrictions.
- Ultimately responsible that the quality of their biosolids meets all regulatory requirements and is safe for land application. Must submit their latest biosolids quality data to King County at least annually.
- Must conduct periodic inspection of site operations during periods when they are utilizing sites at the BPP.
- Has authority to stop operations at any time for non-compliance of contract specifications.

NOV 22 2011

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 4

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SUBJECT: PUBLIC COMMENT

Name:  
Address:  
Narrative:

PUBLIC  
HEARING(S)

NOV 22 2011

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 5

# Memorandum

**To:** Mayor Anderson and City Council  
**From:** Patsy Nelson *Patsy*  
**Date:** 11/16/2011  
**Re:** Property Tax Levy Ordinance (second reading)

---

**Issue:** Should the Council establish the 2012 general property tax levy at 100% or at 101% of the 2011 dollar amount (plus annexations and new construction)?

**Background information:** Two ordinances establishing differing property tax amounts for 2012 are presented for your consideration. The first ordinance establishes the general tax levy with an increase at 0% of the 2011 dollar amount (plus any new construction and annexations). The Mayor's Preliminary 2012 Budget was prepared anticipating property tax revenues at this level.

The second ordinance establishes the general tax levy at an increase of 1% of the 2011 dollar amount (plus any new construction and annexations) which would result in an additional \$17,395 of property tax in 2012. This additional money would go into the general fund unless Council approves a specific use restriction.

The voter approved property tax which pays the principal and interest on the GO Bond for the Public Safety Building is presented at \$210,000 in each of the ordinances and is the same dollar amount as 2009, 2010 & 2011 levies. Low-income senior citizens and disabled persons do not pay this tax.

The 2012 budget/levy request form and ordinance is due at the Skagit County Commissioners Office on or before November 30.

**Motion 1:** Move to approve Ordinance No. \_\_\_\_\_, An Ordinance of the City of Sedro-Woolley Approving the Property Tax Levy at an increase of 0%.

-or-

**Motion 2:** Move to approve Ordinance No. \_\_\_\_\_, An Ordinance of the City of Sedro-Woolley Approving the Property Tax Levy at an increase of 1%.

ORDINANCE NO. -11

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY APPROVING THE PROPERTY TAX LEVY AT AN INCREASE OF 0%.

WHEREAS, The City Council of the City of Sedro-Woolley has properly given notice of the public hearing held November 9, 2011, to consider the City of Sedro-Woolley 2012 Real Estate Property Tax Levy; and

WHEREAS, the City Council, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that the City of Sedro-Woolley will not require an increase or decrease in general property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property, addition of properties as a result of annexation and any increase in the value of state assessed property, in order to discharge the expected expenses and obligations of the City of Sedro-Woolley and in its best interest; and

WHEREAS, per a 1996 citizen voted and approved GO Bond issuance, it is necessary to increase property taxes to pay GO Bond principal and interest; and

WHEREAS, the City's actual levy amount from the previous year was \$1,739,520; and

WHEREAS, the population of this City is more than 10,000; and now, therefore,

IT IS HEREBY ORDAINED, by the City Council of the City of Sedro-Woolley, an increase in the regular property tax levy shall not be imposed in addition to the increase resulting from the addition of new construction and improvements to property, addition of properties as a result of annexation and any increase in the value of state-assessed property. It is further ordained that the City Council hereby authorizes the 2012 levy in the amount of an increase of 0.00% from last year, or \$0.00 not to exceed the levy limit as allowed by law.

Also levied here is an amount necessary to fund the debt service of the 1996 G/O Bond Fund (Public Safety Building) in the amount of \$210,000.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS 22nd DAY OF NOVEMBER, 2011.

\_\_\_\_\_  
Mike Anderson, Mayor

ATTEST:

\_\_\_\_\_  
Finance Director

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

ORDINANCE NO. -11

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY APPROVING THE PROPERTY TAX LEVY AT AN INCREASE OF 1%.

WHEREAS, The City Council of the City of Sedro-Woolley has properly given notice of the public hearing held November 9, 2011, to consider the City of Sedro-Woolley 2012 Real Estate Property Tax Levy; and

WHEREAS, the City Council, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that the City of Sedro-Woolley will require an increase in general property tax revenue from the previous year, in addition to the increase resulting from the addition of new construction and improvements to property, addition of properties as a result of annexation and any increase in the value of state assessed property, in order to discharge the expected expenses and obligations of the City of Sedro-Woolley and in its best interest; and

WHEREAS, per a 1996 citizen voted and approved GO Bond issuance, it is necessary to increase property taxes to pay GO Bond principal and interest; and

WHEREAS, the City's actual levy amount from the previous year was \$1,739,520; and

WHEREAS, the population of this City is more than 10,000; and now, therefore,

IT IS HEREBY ORDAINED, by the City Council of the City of Sedro-Woolley, an increase in the regular property tax levy shall be imposed in addition to the increase resulting from the addition of new construction and improvements to property, addition of properties as a result of annexation and any increase in the value of state-assessed property. It is further ordained that the City Council hereby authorizes the 2012 levy in the amount of an increase of 1% from last year, or \$17,395 not to exceed the levy limit as allowed by law.

Also levied here is an amount necessary to fund the debt service of the 1996 G/O Bond Fund (Public Safety Building) in the amount of \$210,000.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS 22nd DAY OF NOVEMBER, 2011.

\_\_\_\_\_  
Mike Anderson, Mayor

ATTEST:

\_\_\_\_\_  
Finance Director

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

# Memorandum

**COPY**

**To:** Mayor Anderson and City Council

**From:** Patsy Nelson

**Date:** 11/2/2011

**Re:** Property Tax Levy Ordinances Public Hearing (first reading)

---

**Background information:** The attached property tax ordinance has two components. The first is voter approved bond tax revenues and the second is general property tax revenues.

Voter Approved Bond Tax Revenues Part of the ordinance is for the debt service for the Public Safety Building which was previously approved by the voters of Sedro-Woolley. Low-income senior citizens and disabled persons do not pay this tax. The 2012 tax request is \$210,000 which is the same as 2009, 2010 and 2011.

General Property Tax Revenues As the population of the City is greater than 10,000, we fall under the Implicit Price Deflator (IPD) levy limit factor. The IPD limits the property tax levy to the lesser of 100% plus inflation or 101 percent (plus new construction and annexation). The Department of Revenue calculates the rate of inflation based upon the percentage change in the IPD. For the 2012 tax year the change in the IPD is 2.755 percent which limits the 2012 property tax to 101% of the 2011 dollar amount of tax (plus any new construction & annexations). Properties in the two areas annexed in 2010 after the property tax cut off date will pay property taxes to the City in 2012 at the same rate as those properties previously existing within the City limits.

The Skagit County Auditor's Office has issued the City's preliminary assessed valuation of \$720,384,890 for the regular levy which is \$72,032,280 less than last year. The decrease in assessed valuation will increase the tax rate. Attached are preliminary tax rate calculations based upon a tax increase of 0% and an increase of 1%. The final assessed valuations and resulting tax rate, will not be known until January, 2012.

If the Council were to decide upon a levy increase in the amount of 1%, it would result in \$17,395 of additional property tax. Low-income senior citizens and disabled persons either do not pay this tax or receive a tax reduction, as determined by the Skagit County Assessor's Office. The use of this 1% tax increase is not limited to the general fund. It may be restricted for specific items such as the acquisition of Park land, etc.

The attached ordinance is consistent with the Mayor's preliminary budget which reflects 2012 property taxes at the same dollar amount as 2011 (plus new construction & annexations).

Other general fund revenues are anticipated to remain at their current level or with slight increases extending through 2012. All indicators predict a long, slow economic recovery.

**COPY**

**PRELIMINARY ASSESSED VALUE  
FOR COMPUTATION OF PROPERTY  
LEVY FOR DISTRICTS WITH  
POPULATION MORE THAN 10,000  
2011 LEVY FOR 2012 TAXES**

**TAXING DISTRICT: City of Sedro Woolley**

<b>Tax Base for Regular Levy</b>	
1. Preliminary total district taxable value (excluding boats, timber assessed value and senior citizen exemptions from regular levy). Tax base for regular levy:	\$708,951,915
2. 2011 State Assessed Utility value:	\$11,432,975
<b>Preliminary Total Tax Base for Regular Levy</b>	<b><u>\$720,384,890</u></b>
<b>Tax Base for Excess and Voted Bond Levies</b>	
3. Less assessed value of the senior citizen/disability exempt property:	\$14,761,915
4. Plus 2011 Timber Assessed Value (TAV):	\$0
5. Tax Base for Excess and Voted Bond Levies (1+2-3+4):	<b><u>\$705,622,975</u></b>

**PRELIMINARY  
LEVY LIMIT CALCULATION  
2011 LEVY FOR 2012 TAXES**

<b>A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy.</b>			
Year: 2011	\$1,739,520	X	100% =
			\$1,739,520
<b>B. Current year's assessed value of new construction and improvements in original district before the annexation occurred times last years levy rate.</b>			
A.V.	\$5,057,294	X	2.1952079357 / \$1,000 =
			\$11,102
<b>C. Current year's assessed value of state assessed property in original district if annexed, less last years value of state assessed property. The remainder to be multiplied by last year's regular levy rate.</b>			
\$ _____	-	\$ 11,432,975	= \$
Current Yr. A.V.		Previous Yr. A.V.	Remainder
\$ _____	X	\$ 2.1952079357	/\$1,000 =
Remainder		Last Years Levy Rate	
<b>D. Regular Property Tax Limit: A+B+C =</b>			<b><u>\$1,750,622</u></b>

**PRELIMINARY ASSESSED VALUE  
FOR COMPUTATION OF PROPERTY  
LEVY FOR DISTRICTS WITH  
POPULATION MORE THAN 10,000  
2011 LEVY FOR 2012 TAXES**

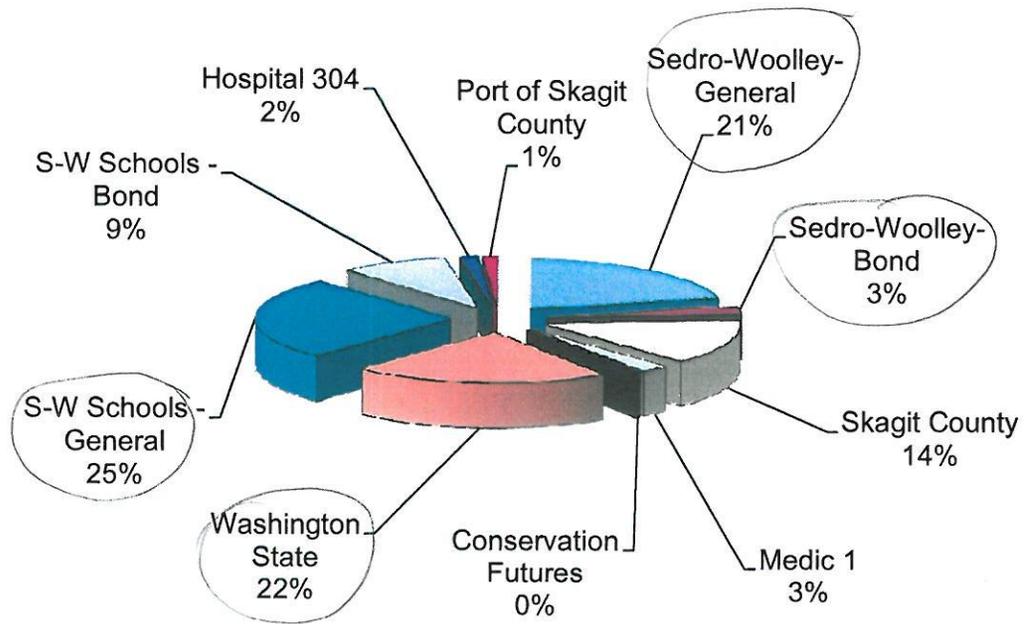
**TAXING DISTRICT: City of Sedro Woolley**

<b>Tax Base for Regular Levy</b>	
1. Preliminary total district taxable value (excluding boats, timber assessed value and senior citizen exemptions from regular levy). Tax base for regular levy:	\$708,951,915
2. 2011 State Assessed Utility value:	\$11,432,975
<b>Preliminary Total Tax Base for Regular Levy</b>	<b><u>\$720,384,890</u></b>
<b>Tax Base for Excess and Voted Bond Levies</b>	
3. Less assessed value of the senior citizen/disability exempt property:	\$14,761,915
4. Plus 2011 Timber Assessed Value (TAV):	\$0
5. Tax Base for Excess and Voted Bond Levies (1+2-3+4):	<b><u>\$705,622,975</u></b>

**PRELIMINARY  
LEVY LIMIT CALCULATION  
2011 LEVY FOR 2012 TAXES**

<b>A. Highest regular tax which could have been lawfully levied beginning with the 1985 levy.</b>			
Year: 2011	\$1,739,520	X	101% =
			\$1,756,915
<b>B. Current year's assessed value of new construction and improvements in original district before the annexation occurred times last years levy rate.</b>			
A.V.	\$5,057,294	X	2.1952079357 / \$1,000 =
			\$11,102
<b>C. Current year's assessed value of state assessed property in original district if annexed, less last years value of state assessed property. The remainder to be multiplied by last year's regular levy rate.</b>			
\$ _____	-	\$ 11,432,975	= \$
Current Yr. A.V.		Previous Yr. A.V.	Remainder
\$ _____	X	\$ 2.1952079357	/\$1,000 =
Remainder		Last Years Levy Rate	
<b>D. Regular Property Tax Limit: A+B+C =</b>			<b><u>\$1,768,017</u></b>

# 2011 Property Tax



NOV 22 2011

7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 6

# Memorandum

**To:** Mayor Anderson and City Council  
**From:** Patsy Nelson *Patsy*  
**Date:** 11/18/10  
**Re:** 2012 Budget Public Hearing (second reading)

---

**ISSUE:** Does the Council recommend changes to the 2012 Preliminary Budget as a result of this evening's public hearing?

**BACKGROUND:** The attached ordinance summarizes the budget amounts for each fund as detailed in the Mayor's 2012 Preliminary Budget which was presented and discussed at the November 2 Worksession and November 9 Council meeting. All funds are balanced. Also attached are copies of the Mayor's draft 2012 budget message and revenue/expenditures summary information.

Unfortunately collective bargaining discussions are still on-going and changes to this document are anticipated with a final reading expected at one of the December Council meetings.

ORDINANCE NO. -11

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF SEDRO-WOOLLEY, WASHINGTON, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2012.

WHEREAS, the Mayor of the City of Sedro-Woolley, Washington, completed and placed on file with the City Finance Director, a proposed budget and estimate of the amount of the moneys required to meet the public expenses, bond retirement and interest, reserve funds and expenses for the City of Sedro-Woolley for the fiscal year ending December 31, 2012, and a notice was published that the Sedro-Woolley City Council would meet on the 22nd day of November, 2011, at the hour of 7:00 P.M., at the Sedro-Woolley City Hall, for the purpose of making and adopting a budget for the year 2012, and giving taxpayers within the city limits of Sedro-Woolley an opportunity to be heard upon said budget; and

WHEREAS, the Sedro-Woolley City Council did meet at said time and place and did then consider the matter of said proposed budget; and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the City of Sedro-Woolley for the purposes set forth in said budget, and the estimated expenditures set forth in said budget being all necessary to carry on the government of said City for said year and being sufficient to meet the various needs of said City during said period.

NOW, THEREFORE, the City Council of the City of Sedro-Woolley do ordain as follows:

Section 1. The budget for the City of Sedro-Woolley, Washington, for the year 2012 is hereby adopted at the fund level in its final form and content as set forth in the document entitled City of Sedro-Woolley 2012 Annual Budget, three copies of which are on file in the Office of the Finance Director.

Section 2. Estimated resources, including fund balances or working capital from each separate fund of the City of Sedro-Woolley, and aggregate totals for all such funds combined, for the year 2012 are set forth in summary form below, and are hereby appropriated for expenditure at the fund level during the year 2012 as set forth below:

FUND:	AMOUNT:
001 GENERAL FUND	4,729,372
101 PARKS FUND	744,739
102 CEMETERY FUND	141,028
103 STREET FUND	756,454
104 ARTERIAL STREET FUND	1,076,864
105 LIBRARY FUND	408,775
106 CEMETERY ENDOWMENT FUND	114,796
107 RESERVE FOR CITY PARKS FUND	3,603
108 STADIUM FUND (HOTEL/MOTEL)	46,133
109 SPECIAL INVESTIGATIONS FUND	12,954
111 DOG FUND	751
113 PATHS AND TRAILS FUND	41,876
205 G/O BOND REDEMPTION FUND 2008	291,516
206 G/O BOND 2008 RESERVE FUND	155,850
230 G/O BOND 1996 REDEMPTION FUND	286,607
302 RESERVE FOR CURRENT EXPENSE CAPITAL FUND	423,358
303 FACILITIES MAINTENANCE RESERVE FUND	128,808
310 MITIGATION RES FOR POLICE FUND	63,007
311 MITIGATION RES FOR PARKS FUND	118,111
312 MITIGATION RES FOR FIRE FUND	22,831
332 PWTF SEWER CONSTRUCTION FUND	314,600
401 SEWER OPERATIONS FUND	3,399,492
402 RESERVE FOR SEWER OPERATIONS FUND	563,381
407 98 SEWER REV BOND REDEPTION FUND	785,027
410 RESERVE FOR SEWER FACILITES FUND	2,338,589
411 98 SEWER REV BOND RESERVE FUND	376,482
412 SOLID WASTE OPERATIONS FUND	1,953,286
413 SOLID WASTE RATE STABILIZATION FUND	115,369
425 STORMWATER FUND	457,363
501 EQUIPMENT REPLACEMENT FUND	972,332
621 SUSPENSE (SWSD)	41,950
TOTAL ALL FUNDS	20,885,304

Section 3. The City Finance Director is directed to transmit a certified copy of the budget hereby adopted to the Association of Washington Cities.

Section 4. This ordinance shall be in force and take effect five (5) days after its publication according to law.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS \_\_\_\_\_ DAY OF DECEMBER, 2011.

\_\_\_\_\_  
Mike Anderson, Mayor

ATTEST:

\_\_\_\_\_  
Finance Director

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

**CITY OF SEDRO-WOOLLEY**  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-9922  
Fax (360) 855-9923

Mike Anderson  
Mayor

## 2012 Budget Message

To the Citizens of Sedro-Woolley:

Our 2012 budget continues a trend of cuts and decreased services that began with the great recession from 2008. In each of the budgets from 2009 to now, departmental spending was trimmed and cut for essential services and deleted entirely for less critical or non-essential programs and services. As a result, 2012 offers fewer opportunities for cuts that don't directly impact services. In the past, the city had more ending fund balances to use the following year; this year that it just not the case. This budget includes city closures that equate to a 5% reduction in pay for all full-time city workers except commissioned police officers as well as the layoff of two full-time employees.

Our city employees have been part of the budget solution each year. In 2009, our non-represented employees took furlough days that resulted in approximate cuts in pay of 3.7%; AFSCME represented employees switched medical plans mid-year, accepted furlough days that reduced their pay by approximately 3.2% and lost positions (street foreman and PWW II at the WWTP). In 2010, the SWPSG represented employees lost positions and waived their COLA. For 2011, AFSCME employees accepted COLAs of 0.5% which represents a reduction of 1.5% over the contracted amount; SWSPG employees received a COLA of 1.5%; and non-represented employees received a COLA of 0.5%. More with less has become the way Sedro-Woolley employees do business.

My top objective for 2011 was preservation of core services with economic development also a top priority. Both of these must continue to be at the top of our agenda as we move forward from this recession. While our cuts have impacted the basic function of city government, this budget attempts to balance the services and still provide as many of the basic services as possible. Our community, however, will feel the impacts of these reductions in 2012 including the addition of 13 closure days, one per month, for the whole year. On those days, all city services other than emergency services will be closed. I apologize in advance if one of those times is when you were hoping to pay a utility bill or get a building permit, however, this action is necessary to achieve the savings required to balance the budget.

In recognizing the state of the economy and the financial distress of our community, I asked and the Council agreed, for the **fourth** year in a row, that we **not increase property taxes**. However, due to federal mandates implemented by the Washington State Department of Ecology, the increased workload in the city's stormwater utility necessitates a rate increase. I am disappointed that these mandates come at such a difficult time, but the alternatives to a rate increase including financial risk to taxpayers for non-compliance or draconian cuts in other departments do not seem reasonable or feasible.

We continue to focus on infrastructure investment and development to support the residents of today and the economic growth of tomorrow. In 2012, the city will repave Metcalf Street, John Liner Road, parts of State Street and Third Street as well as West Nelson, Batey and a small section of Jameson. These projects are funded by some city funds, city sewer utility funds (Metcalf Street) and a grant from the Washington State Transportation Improvement Board.

This budget represents the City's policy objectives for the coming year; if it is missing something important to you, or if you have any questions about it, please come and see me at City Hall.

Sincerely,

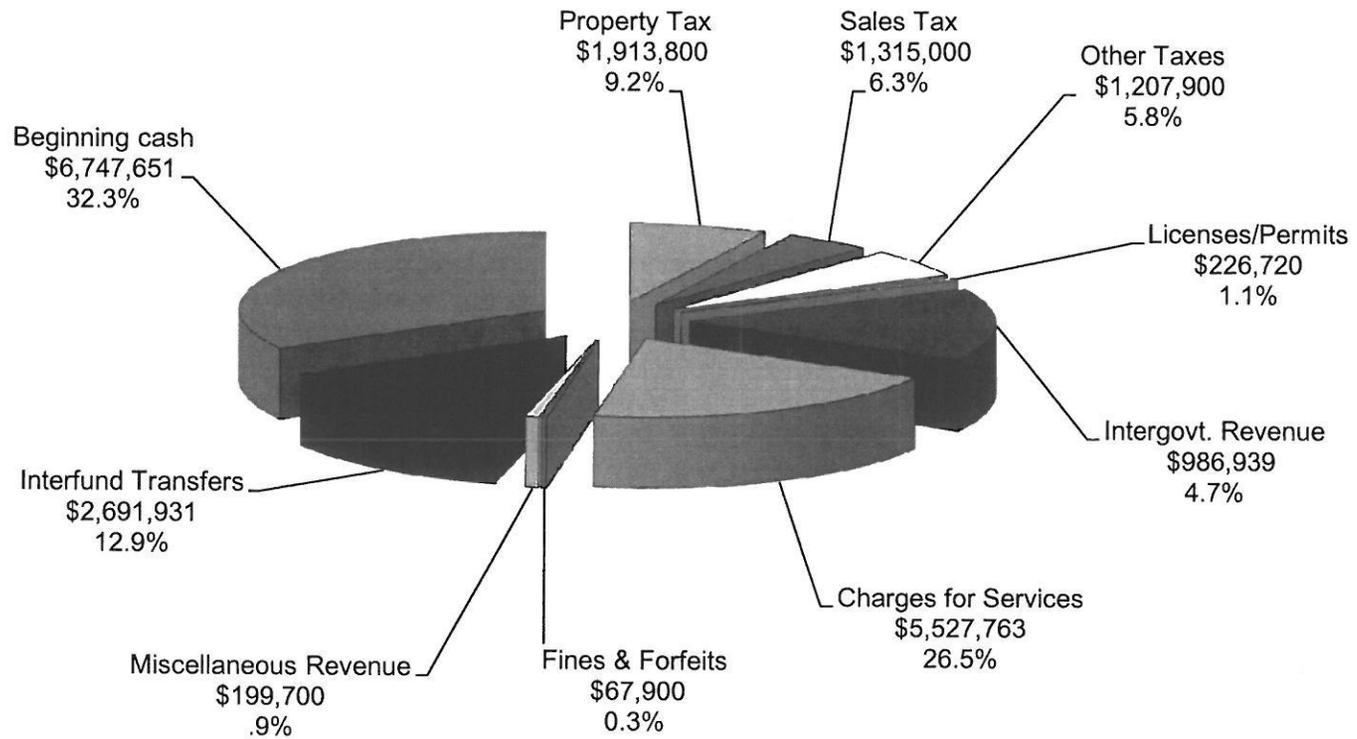
Mike Anderson, Mayor

DRAFT

**City of Sedro-Woolley 2012 Preliminary Budget  
Revenue Projections - All City Funds (by source)**

Fund Name	Property Tax	Sales Tax	Other Taxes	Licenses/ Permits	Intergovt. Revenue	Charges for Services	Fines Forfeits	Misc. Revenue	Interfund Transfers	Beginning Cash	Total
General	795,000	1,104,500	898,900	213,720	531,785	96,085	62,700	14,100	395,800	616,782	4,729,372
Parks	420,000	40,000	-	-	-	40,700	-	20,350	149,300	74,389	744,739
Cemetery	55,000	-	-	13,000	-	60,000	-	180	-	12,848	141,028
Streets	175,000	170,500	-	-	221,000	-	-	140	140,000	49,814	756,454
Arterial Streets	-	-	-	-	-	320,200	-	500	314,600	441,564	1,076,864
Library	263,800	-	-	-	8,211	6,300	5,200	75	80,000	45,189	408,775
Cemetery Endowment	-	-	-	-	-	1,800	-	-	-	112,996	114,796
Cummulative Reserve - Parks	-	-	-	-	-	-	-	500	-	3,103	3,603
Lodging Tax (Tourism)	-	-	29,000	-	-	-	-	50	-	17,083	46,133
Special Investigations	-	-	-	-	-	-	-	50	-	12,904	12,954
Dog Fund	-	-	-	-	-	-	-	750	-	1	751
Paths & Trails	-	-	-	-	1,100	-	-	60	-	40,716	41,876
2008 GO Bond	-	-	200,000	-	-	-	-	450	-	91,066	291,516
2008 GO Bond Reserve	-	-	-	-	-	-	-	-	-	155,850	155,850
1996 GO Bond	205,000	-	-	-	-	-	-	250	-	81,357	286,607
Current Expense Reserve	-	-	80,000	-	-	-	-	400	162,000	180,958	423,358
Facilities Maintenance Reserve	-	-	-	-	-	213	-	120	55,000	73,475	128,808
Police Mitigation Reserve	-	-	-	-	-	61,500	-	35	-	1,472	63,007
Parks Impact Fees	-	-	-	-	-	-	-	190	-	117,921	118,111
Fire Impact Fees	-	-	-	-	-	8,100	-	20	-	14,711	22,831
Sewer Construction - PWTF	-	-	-	-	127,185	-	-	-	-	187,415	314,600
Sewer Operations	-	-	-	-	-	3,040,950	-	37,200	-	321,342	3,399,492
Sewer Operations Reserve	-	-	-	-	-	-	-	725	75,000	487,656	563,381
Sewer Debt Service	-	-	-	-	-	2,000	-	1,350	450,000	331,677	785,027
Sewer Facilities Reserve	-	-	-	-	-	6,630	-	3,500	476,241	1,852,218	2,338,589
Sewer Bond Reserve	-	-	-	-	-	-	-	-	-	376,482	376,482
Solid Waste Operations	-	-	-	-	-	1,558,285	-	76,575	-	318,426	1,953,286
Solid Waste Rate Stabilization	-	-	-	-	-	-	-	100	25,000	90,269	115,369
Stormwater	-	-	-	-	97,658	325,000	-	1,280	-	33,425	457,363
Suspense (SWSD)	-	-	-	-	-	-	-	40,000	-	1,950	41,950
Equipment Replacement & Fleet	-	-	-	-	-	-	-	750	368,990	602,592	972,332
<b>TOTAL</b>	<b>1,913,800</b>	<b>1,315,000</b>	<b>1,207,900</b>	<b>226,720</b>	<b>986,939</b>	<b>5,527,763</b>	<b>67,900</b>	<b>199,700</b>	<b>2,691,931</b>	<b>6,747,651</b>	<b>20,885,304</b>

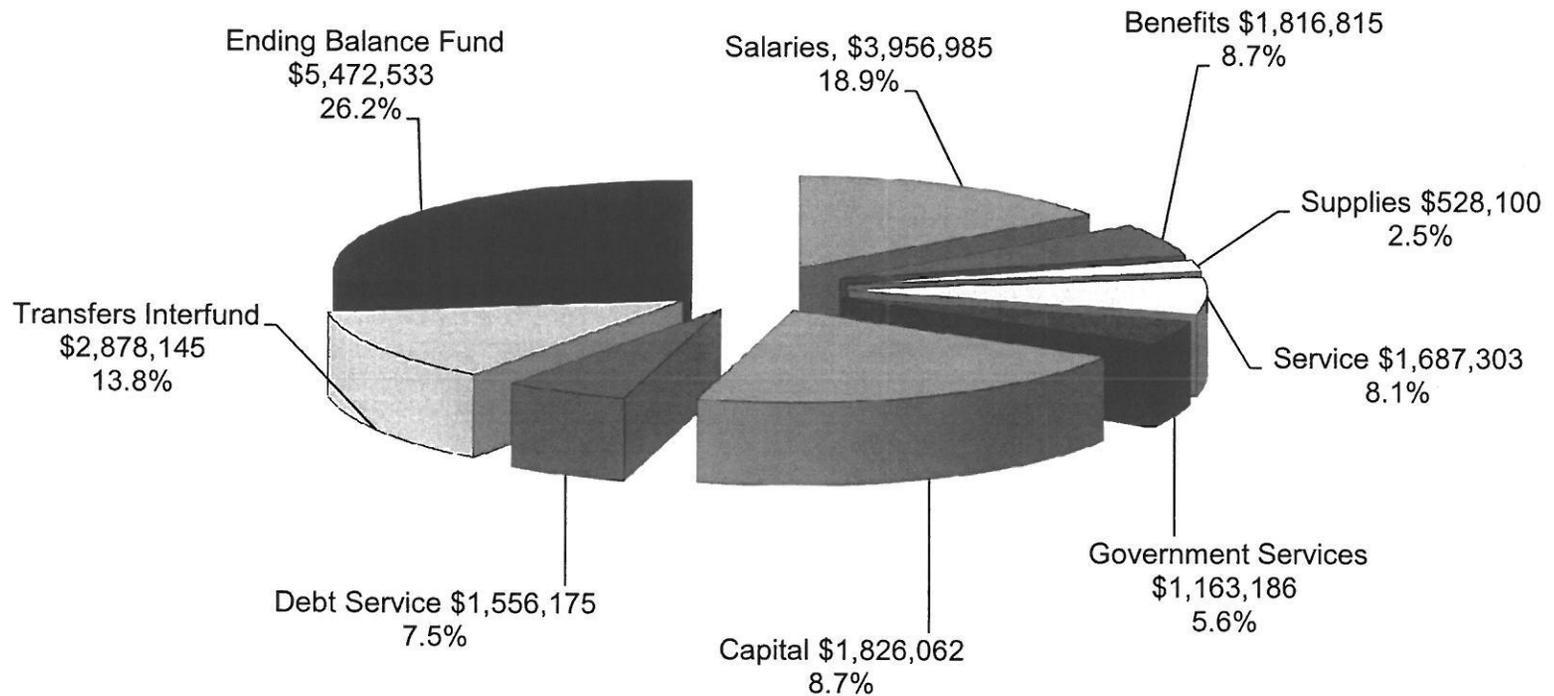
**2012 Preliminary  
Revenue Projections  
All City Funds by source  
\$20,885,304**



**City of Sedro-Woolley 2012 Preliminary Budget  
Expenditures by Category - All Funds**

<b>Fund Name</b>	<b>Salaries</b>	<b>Benefits</b>	<b>Supplies</b>	<b>Service Charges</b>	<b>Gov't Services</b>	<b>Capital</b>	<b>Debt Service</b>	<b>Transfers Interfund</b>	<b>End. Fund Balance</b>	<b>Total</b>
General	2,162,725	948,860	141,000	544,111	303,876	124,105	113,975	7,950	382,770	4,729,372
Parks	204,500	118,350	37,600	169,000	900	73,000	-	97,850	43,539	744,739
Cemetery	56,400	28,220	12,300	12,525	2,000	3,300	-	12,770	13,513	141,028
Streets	158,160	84,290	48,200	233,500	60	75,000	-	94,555	62,689	756,454
Arterial Streets	-	-	-	-	3,200	600,757	-	-	472,907	1,076,864
Library	167,000	43,790	4,000	40,225	150	21,300	-	80,000	52,310	408,775
Cemetery Endowment	-	-	-	-	-	100,000	-	-	14,796	114,796
Cummulative Reserve - Parks	-	-	-	-	-	3,000	-	-	603	3,603
Lodging Tax (Tourism)	-	-	-	39,200	-	-	-	-	6,933	46,133
Special Investigations	-	-	-	1,000	-	10,000	-	-	1,954	12,954
Dog Fund	-	-	500	-	-	-	-	-	251	751
Paths & Trails	-	-	-	-	-	5,000	-	-	36,876	41,876
2008 GO Bond	-	-	-	-	-	-	150,550	55,000	85,966	291,516
2008 GO Bond Reserve	-	-	-	-	-	-	-	-	155,850	155,850
1996 GO Bond	-	-	-	-	-	-	215,300	-	71,307	286,607
Current Expense Reserve	-	-	-	-	-	-	-	307,000	116,358	423,358
Facilities Maintenance Reserve	-	-	-	-	-	-	-	15,000	113,808	128,808
Police Mitigation Reserve	-	-	-	-	-	-	-	-	63,007	63,007
Parks Impact Fees	-	-	-	5,000	-	-	-	45,000	68,111	118,111
Fire Impact Fees	-	-	-	-	-	-	-	22,800	31	22,831
Sewer Construction - PWTF	-	-	-	-	-	-	-	314,600	-	314,600
Sewer Operations	621,500	306,975	144,000	458,635	80,500	362,000	-	1,119,125	306,757	3,399,492
Sewer Operations Reserve	-	-	-	-	-	75,000	-	-	488,381	563,381
Sewer Debt Service	-	-	-	-	-	-	453,000	-	332,027	785,027
Sewer Facilities Reserve	-	-	-	-	-	-	623,350	418,514	1,296,725	2,338,589
Sewer Bond Reserve	-	-	-	-	-	-	-	-	376,482	376,482
Solid Waste Operations	351,400	174,900	127,500	124,225	718,000	40,000	-	257,245	160,016	1,953,286
Solid Waste Rate Stabilization	-	-	-	-	-	-	-	-	115,369	115,369
Stormwater	186,000	92,475	10,000	59,882	14,500	1,600	-	30,736	62,170	457,363
Suspense (SWSD)	-	-	-	-	40,000	-	-	-	1,950	41,950
Equipment Replacement & Fleet	49,300	18,955	3,000	-	-	332,000	-	-	569,077	972,332
<b>TOTAL</b>	<b>3,956,985</b>	<b>1,816,815</b>	<b>528,100</b>	<b>1,687,303</b>	<b>1,163,186</b>	<b>1,826,062</b>	<b>1,556,175</b>	<b>2,878,145</b>	<b>5,472,533</b>	<b>20,885,304</b>

**2012 Preliminary  
All Funds  
Expenditures - by Purpose  
\$20,885,304**



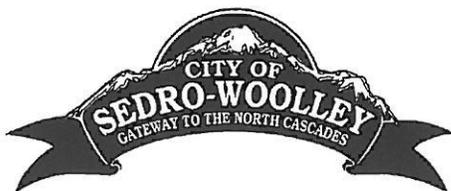
City of Sedro-Woolley  
 2011 / 2012 Budget Comparisons  
 (Not Including Ending Fund Balances)

	2011 BUDGET	2012 BUDGET	Increase (Decrease)	% Change
<b>001 GENERAL FUND</b>				
11 Legislative	69,702	68,900	-802	-1%
12 Judicial	140,659	144,426	3,767	3%
13 Executive	96,295	100,095	3,800	4%
14 Finance	148,467	153,150	4,683	3%
15 Legal	72,390	72,025	-365	-1%
16 Civil Service	3,250	3,250	0	0%
17 IT	102,239	97,785	-4,454	-4%
18 Central Services	9,004	16,550	7,546	84%
19 Planning & Community Development	211,628	194,530	-17,098	-8%
20 Engineering	147,663	111,450	-36,213	-25%
21 Police	2,402,712	2,371,846	-30,866	-1%
22 Fire	897,872	934,855	36,983	4%
24 Building	68,423	8,475	-59,948	-88%
25 Emergency Services	21,000	21,000	0	0%
31 Pollution Control	3,525	3,514	-11	0%
51 Economic Development	2,000	2,000	0	0%
55 Aging	20,441	20,441	0	0%
62 Public Health	38,076	22,310	-15,766	-41%
<b>TOTAL GENERAL FUND</b>	<b>4,455,346</b>	<b>4,346,602</b>	<b>-108,744</b>	<b>-2%</b>
101 Parks Fund	595,541	701,200	105,659	18%
102 Cemetery Fund	144,523	127,515	-17,008	-12%
103 Streets Fund	592,945	693,765	100,820	17%
104 Arterial Streets Fund	1,704,983	603,957	-1,101,026	-65%
105 Library Fund	392,519	356,465	-36,054	-9%
106 Cemetery Endowment Fund	100,000	100,000	0	0%
107 Parks Reserve Fund	8,600	3,000	-5,600	-65%
108 Hotel Motel Fund	48,000	39,200	-8,800	-18%
109 Special Investigations Fund	1,000	11,000	10,000	1000%
111 Dog Fund	0	500	500	#DIV/0!
113 Paths & Trails Fund	5,000	5,000	0	0%
205 2008 GO Bond	205,550	205,550	0	0%
206 2008 GO Bond Reserve	0	0	0	0%
230 G/O Rev Bond-1996 Fund	211,700	215,300	3,600	2%
302 Reserve for Current Exp Capital Fund	333,383	307,000	-26,383	-8%
303 Facilities Maintenance Reserve Fund	35,000	15,000	-20,000	0%
310 Police Mitigation Fund	10,000	0	-10,000	-100%
311 Park Impact Fees Fund	10,000	50,000	40,000	400%
312 Fire Impact Fees Fund	12,696	22,800	10,104	0%
330 Fire Station 2 Construction Fund	127,916	0	-127,916	0%
332 PWTF Sewer Construction Fund	500,000	314,600	-185,400	-37%
401 Sewer Operations Fund	3,295,415	3,092,735	-202,680	-6%
402 Sewer Operations Reserve Fund	75,000	75,000	0	0%
407 1998 Sewer Revenue Bond Fund	467,250	453,000	-14,250	-3%
410 Cumulative Reserve for Sewer Fund	851,241	1,041,864	190,623	22%
411 1998 Sewer Revenue Bond Reserve Fund	0	0	0	0%
412 Solid Waste Fund	1,818,295	1,793,270	-25,025	-1%
413 Solid Waste Rate Stabilization Fund	0	0	0	0%
425 Stormwater Fund	353,346	395,193	41,847	12%
501 ERR / Fleet Fund	87,454	403,255	315,801	361%
621 Suspense - SWSD	40,000	40,000	0	0%
<b>ALL FUNDS</b>	<b>16,482,703</b>	<b>15,412,771</b>	<b>-1,069,933</b>	<b>-6%</b>

UNFINISHED  
BUSINESS

CITY COUNCIL AGENDA  
REGULAR MEETING

NOV 22 2011



7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 7

**CITY OF SEDRO-WOOLLEY**

Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-9922  
Fax (360) 855-9923

Eron M. Berg  
City Supervisor/City Attorney

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MEMO TO: City Council  
FROM: Eron Berg  
RE: Personnel Policies – 2<sup>nd</sup> Reading  
DATE: November 22, 2011

ISSUE: Should the Council approve the attached personnel policies?

BACKGROUND: This is a second reading on these policies, each will be addressed separately as follows:

Wireless Devices: This policy conforms to IRS Notice 2011-72 and allows for the incidental use of city-owned wireless devices, but mandates monthly reviews by employees to ensure no additional cost is created for the City by that incidental use.

Dual Insurance Coverage: This policy pays an incentive to employees, spouses and kids who are covered on another insurance policy. The incentive varies depending on the number of covered individuals removed from the City's insurance, \$200 each for an employee and his/her spouse and \$100 per child with a maximum of two. Incentive payments are monthly and are paid into the employee's HRA-VEBA account. For each employee who elects to use alternate coverage, the City saves a significant amount of money (\$5,000-\$15,000 annually, depending on the size of the family).

HRA-VEBA. This policy expands the existing HRA-VEBA policy for non-represented employees to include dual insurance incentive payments.

Insurance Coverage. There are two items attached for insurance coverage, 1. Comparable coverage information for Skagit County cities and comparable coverage information for all cities in Washington with populations between 7,500 and 14,999 people. This information was requested at your last reading and is here for your information. And, 2. The draft policy presented at the last meeting. The draft policy is unchanged from the last meeting to this meeting and that policy addresses future health care costs through a wholesale change in how Sedro-Woolley covers employees. It simply deletes all paid coverage for future employees' families. I am concerned about this change as it may potentially impact our ability to recruit and retain future employees. However, to implement the HDHP-HSA, you would need to take action tonight on that part of the policy. The future hires part can be modified at any time and at this point, is likely to impact only a single person in the near future. I would like to have the

opportunity to review this policy along with other options for health care insurance cost savings that would be implemented through a more collaborative process.

RECOMMENDATIONS:

1. Wireless Devices: MOTION to approve the attached personnel policy on Wireless Devices.
2. Dual Insurance Coverage: MOTION to approve the attached personnel policy on Dual Insurance Coverage.
3. HRA VEBA: MOTION to approve the attached personnel policy on HRA-VEBA for non-represented employees.
4. Insurance Coverage: MOTION to approve the attached personnel policy on insurance coverage for non-represented employees.

Issue Date: November 22, 2011  
Issued By: City Supervisor  
Approved By: City Council  
Effective: December 1, 2011

## Policy \_\_-2011 Wireless Devices

### A. GENERAL

Wireless data and voice service provides a substantial benefit to City government. Costs fluctuate with the introduction of new tariffs, technology, and equipment, and should be carefully managed. This policy describes departmental and staff responsibilities and choices for acquiring, using, and monitoring the use of such devices. This policy applies to mobile cellular telephone and data services used on cellular telephones and on multi-function devices (such as Nextels or PDAs). This policy is intended to supplement Ordinance 1564-06 (SWMC 2.62) regarding City ethics and use/misuse of City equipment. It is the intent of the City Council that use of City-owned wireless devices consistent with this policy does not violate the City's code of ethics.

This policy is updated based on IRS Notice 2011-72.

### B. ACQUISITION

Wireless communication devices and services are paid for by department funds, subject to available funding in the adopted budget. The Information Technology Department may be consulted for cellular telephone purchases and must be consulted for plans that require data access to City servers, such as blackberry email plans. In some cases, there may be a charge for acquiring licenses to allow access to City data applications. The Information Technology Department sets, reviews and revises, and publishes standards for wireless communication devices.

### C. PROGRAM OPTIONS

Three wireless communication device programs are available. Department directors are responsible for choosing the correct program.

**1. City Owned Devices:** City employees who need access to wireless voice and/or data services to perform the usual functions of their positions may be provided with such a device by the City.

**2. Employee Owned Devices:** City employees who use wireless data and cellular telephone service to perform city business on their personal wireless communication device may bill the City for the actual cost of business communication to the employee if the total monthly bill exceeds the rate plan minutes. This option is recommended for staff who have sporadic or minimal need to use these devices for City business.

**3. Hybrid Plans:** Some employees may want to use a single device for both personal and business uses, depending on class of service. For example, on a multifunction device that has a separate allocation for voice and data, one service may be primarily paid for by the City and the other service may be primarily paid for by the staff member. Each option is described in more detail below.

### D. PROGRAM DETAILS

**1. City-Owned Wireless Communication Devices** - A department head may

authorize an individual to be provided a cellular telephone or other wireless communication device if there is a reasonable public benefit.

City-owned wireless communication devices are intended for official use. Rate plans should be "right-sized" to the business needs of each employee. Service must be provided on a month-to-month basis rather than on a contractual basis for set periods of time.

Usage of city-owned wireless communication devices for personal purposes is acceptable, but is to be minimal, similar to the accepted use of City telephones and/or email.

Each plan assignment needs to be reviewed at a minimum of every 12 months to verify that it continues to be the most cost effective program for the user. During the annual plan review, personal usage is not to be included in analysis of the correct rate plan.

Employees must reimburse the City for all personal calls, texts or data usage that exceed the plan limits including all applicable long-distance, roaming charges and taxes. Plan limits will be based upon assigned minutes as identified by the I.T. Director.

Each individual assigned a City-owned wireless communication device is responsible for reconciling all invoices within 20 days of the invoice date. Bills are to be paid using the City's payable procedures. The employee must then fully reimburse the City for all non-business cellular calls that exceed the plan limits, before the bill is due for payment, by documenting them on the Cellular Charge Settlement form and attaching the corresponding payment. For bills that include incidental personal calls that do not exceed the plan limits, employees must identify the number of personal minutes but shall not be required to make any payment.

Each department head shall establish departmental review and record keeping procedures for staff wireless communication device usage to ensure compliance with this policy. The department will designate a department Wireless Communication Device Coordinator (see section E).

**2. Employee Owned Wireless Communication Devices** - City employees are allowed to use discounted plans for government employees from AT&T, Sprint, Verizon, or any other vendor offering these types of plans. Some vendors allow employees to choose a plan at their retail stores using a government employee code. All personal wireless communication devices are the employee's responsibility and not the liability of the City. If the total monthly bill exceeds the rate plan minutes, employees may request reimbursement from the City for all business calls or data usage up to the amount the bill exceeded the rate plan. All applicable long-distance, roaming charges and taxes should be included in the request for reimbursement.

**A. This section applies only to exempt employees: At the discretion of the department head, with the approval of the City Supervisor, an employee may be compensated with a monthly allowance to offset the cost of maintaining a personal cell phone which is available and required for work, provided:**

**i. The monthly allowance may not exceed the monthly amount paid by the City for a similar City-owned device as determined by the Finance Director and any allowance will be reported as taxable income to the employee;**

**ii. The employee must carry the cell phone at times as required by the City;**

**iii. The cell phone and plan must be compatible with the City's cell phone standard; and**

**iv. The City may cancel the allowance with 30 days notice at any time for any reason.**

**3. Hybrid Plans** – If the total bill on a hybrid plan is the responsibility of the City (the City receives invoices directly), then payment is to be handled similar to City-Owned plans (number 1 above). Otherwise, the process defined in the personal devices (number 2 above) shall be used.

**E. AUDIT**

Each department head will designate a department Wireless Communication Device Coordinator who will be responsible for keeping the contact information for both City-owned devices and personal devices (to the extent that personal devices are used for City business). The coordinators are not responsible for any ordering or billing issues associated with personal devices.

Wireless Communication Device accounts may be audited by the State Auditor's Office, the Internal Revenue Service and the City's Finance Department. Personal usage that is not reimbursed or other violations of this policy can result in disciplinary action including withdrawal of wireless communication device privileges and/or termination from employment.

**F. PRIVACY**

The City of Sedro-Woolley is required to comply with the Public Disclosure Act Chapter 42.56 RCW. This act establishes a strong state mandate in favor of disclosure of public records. As such, the information on any City-owned wireless communication device, including personal information, may ultimately be subject to disclosure as a public record and/or may be reviewed by the City at any time. Employees should be advised that no expectation of privacy should be assumed with the use of City owned wireless devices.

Issue Date: November 22, 2011  
Issued By: Eron Berg, City Supervisor  
Approved By: City Council  
Effective: December 1, 2011

## Policy \_\_\_ Dual Insurance Coverage

### A. Establishment of Policy

- Voluntary program for employees and/or dependents who are eligible for medical benefits from the City of Sedro-Woolley.
- Employees must certify eligibility annually during open enrollment.
- Dual insurance benefit is limited to medical coverage only. Dental and vision insurance will remain in effect for all eligible employees and dependents per AWC requirements for participation.
  - Prior to removing medical insurance for an eligible employee and/or dependents, employees are required to sign a waiver certifying that they and/or their dependents have other medical insurance. This waiver includes acknowledgement that proof of continuous, comprehensive medical coverage is required to re-enroll the employee and/or eligible dependents in a City of Sedro-Woolley plan. *Note: If a court has established that you are financially responsible for a dependent child you are advised to speak with an attorney prior to enrolling in this program.*
  - Employees and/or eligible dependents are only eligible to rejoin the City's medical insurance program during open enrollment. Open enrollment is from November 15 to December 15 of each year (for coverage beginning January 1 of the following year). The only exception would be if an employee and/or eligible dependent loses their (non-City) medical coverage during the middle of the year. In this situation the employee and/or dependent is eligible to rejoin the City's program on the 1<sup>st</sup> day of the month following loss of insurance.
  - Employees are required to notify the Payroll Department of the City of Sedro-Woolley immediately if any dependent who has been removed from the City's medical insurance no longer qualifies as an eligible dependent for medical benefits through the City. The incentive payment will be adjusted to reflect the dependent's loss of eligibility. Failure to do so will cause repayment of the ineligible costs and payments.
  - Incentives shall be paid as follows: For an eligible employee, \$200.00 per month; for an eligible spouse, \$200.00 per month; for an eligible child, \$100.00 per month (maximum of two children as no additional cost savings are achieved by the city for additional children). Incentives shall be paid into the employee's HRA-VEBA account.
  - This program will remain in effect until employee informs the City of Sedro-Woolley of a change or the dependent is no longer eligible for medical insurance, or the City modifies or cancels the program.
  - Employees may be denied participation based upon minimum enrollment requirements from AWC.

### B. Scope & Applicability

- Applies to employees who were eligible for medical benefits from the City of Sedro-Woolley prior to December 1, 2011.
- Limited to non-union employees and/or dependents who are eligible for insurance benefits through the City of Sedro-Woolley and who have other coverage. Employees, spouses and dependents are eligible to be removed from the insurance program.
  - May be extended to represented employees as bargained in the future. The City Supervisor is authorized to enter into MOU's extending this policy to bargaining unit employees.
  - **The City of Sedro-Woolley retains the right to revoke, modify, or cancel the policy at any time and as it sees appropriate.**

Revision Date: November 22, 2011  
Issued By: Eron Berg, City Supervisor  
Approved By: City Council  
Effective: December 1, 2011

## Policy \_\_\_ HRA VEBA FOR NON-REPRESENTED EMPLOYEES

### A. GENERAL

The City of Sedro-Woolley ("Employer") has adopted the HRA VEBA Medical Reimbursement Plan for Public Employees in the Northwest ("Plan"). Employer shall contribute to the Plan on behalf of all non-represented employees ("Group") defined as eligible to participate in the Plan. Each eligible employee must submit a completed and signed Membership Enrollment Form to become a Plan participant and be eligible for benefits under the Plan.

This policy is effective for regular full-time employees of the City who are not represented by or part of any bargaining unit.

### **Contributions on behalf of each eligible employee shall be based on the following selected funding sources/formulas:**

1. **Sick leave cash-out upon retirement.** Eligibility is limited to employees who retire with sick leave cash-out rights during the term hereof. Employer contributions shall include the entire cash-out value of all unused sick leave accrued and available for cash-out upon retirement per Employer policy.
2. **Mandatory employee contributions** (no individual elections permitted). Eligible employees shall receive additional benefits in the form of VEBA Plan contributions equal to twelve Dollars and fifty Cents (\$12.50) per pay period and the employee's salary shall be reduced in an equal amount. Such contributions shall be made on behalf of all Group employees defined as eligible and shall be considered and referred to as Employer contributions.
3. **Dual Insurance Incentives.** Eligible employees who participate in the Dual Insurance Incentive program shall have 100% of their incentive money paid into their HRA-VEBA accounts.

# 2011 Insurance Benefits - Medical/Dental/Vision - Cities & Towns

## General Employees

Jurisdiction	Medical				Dental/Orthodontia				Vision			
	Employee Only		Emp/Spouse/ 2 Dependents		Employee Only		Emp/Spouse/ 2 Dependents		Employee Only		Emp/Spouse/ 2 Dependents	
	Paid by Employer	Paid by Employee	Paid by Employer	Paid by Employee	Paid by Employer	Paid by Employee	Paid by Employer	Paid by Employee	Paid by Employer	Paid by Employee	Paid by Employer	Paid by Employee
<b>Cities 7,500 to 14,999</b>												
Burlington (8,420)	568	0	1544	108	53	0	160	0	22	0	22	0
Cheney (10,790)	520	92	1500	265	93	0	93	0	16	0	16	0
College Place (8,780)	443	125	1527	125	49	0	155	0	24	0	24	0
DuPont (8,430)												
East Wenatchee (13,220)	568	0	1396	256	58	0	204	0	22	0	22	0
Edgewood (9,405)	511	57	1487	165	44	5	136	15	16	0	16	0
Enumclaw (10,920)	612	0	1649	115	56	0	186	0	22	0	22	0
Ephrata (7,690)	903	123	903	123	132	0	132	0	14	0	14	0
Ferndale (11,530)	518	50	1602	50	132	0	132	0	14	0	14	0
Fife (9,220)	600	41	1748	122								
Grandview (10,920)	518	50	1602	50	50	0	153	0	22	0	22	0
Hoquiam (8,650)	568	0	1602	50	38	0	114	0	19	0	19	0
Kelso (11,920)	612	0	1591	173	105	0	105	0				
Lake Forest Park (12,610)	540	28	1515	137	53	0	160	0	16	0	16	0
Liberty Lake (7,705)	511	57	1487	165	42	5	130	14	20	0	20	0
Lynden (12,060)	498	0	1485	0	88	0	88	0	14	0	14	0
Newcastle (10,410)	511	57	1378	274	56	0	173	13	18	0	18	0
Port Orchard (11,440)	575	36	1655	108	53	0	180	0	19	0	19	0
Port Townsend (9,180)	813	90	813	90	79	9	79	9	13	1	13	1
Poulsbo (9,245)	1026	0	1026	0	132	0	132	0	14	0	14	0
Sedro-Woolley (10,590)	508	60	1532	120	55	0	164	0	22	0	22	0
Shelton (9,855)	568	0	1054	598	49	0	151	0	16	0	16	0
Snohomish (9,200)	568	0	1569	83	132	0	132	0	14	0	14	0
Snoqualmie (10,950)	652	0	1843	0	58	0	204	0	19	0	19	0
Sumner	568	0	1601	50	55	0	165	0	23	0	23	0

(9,450)												
Toppenish (8,950)	511	57	1487	165	132	0	132	0	14	0	14	0
Washougal (14,210)	568	0	1607	45	55	0	164	0	22	0	22	0
West Richland (12,200)	511	57	1487	165	57	0	170	0	19	0	19	0
Woodinville (10,940)	553	15	1596	1	55	2	164	4	19	0	19	0

# 2011 Insurance Benefits - Medical/Dental/Vision - Cities & Towns

## General Employees

Jurisdiction	Medical				Dental/Orthodontia				Vision			
	Employee Only		Emp/Spouse/ 2 Dependents		Employee Only		Emp/Spouse/ 2 Dependents		Employee Only		Emp/Spouse/ 2 Dependents	
	Paid by Employer	Paid by Employee	Paid by Employer	Paid by Employee	Paid by Employer	Paid by Employee	Paid by Employer	Paid by Employee	Paid by Employer	Paid by Employee	Paid by Employer	Paid by Employee
<b>Cities 30,000 to 49,999</b> Mount Vernon (31,940)	639	0	1763	98								
<b>Cities 15,000 to 29,999</b> Anacortes (15,860)	568	0	1544	108	49	0	186	0	19	0	19	0
<b>Cities 7,500 to 14,999</b> Burlington (8,420) Sedro-Woolley (10,590)	568	0	1544	108	53	0	160	0	22	0	22	0
<b>Cities 500 to 1,499</b> La Conner (885)	568	0	1652	0	49	0	170	0	16	0	16	0

**Benefits Survey 2011  
Skagit Transit**

Organization	Medical	Dental	Vision	Life	STD/LTD	Retirement	Other Benefits	Part-time	COLA
<b>Skagit County</b> <i>Billie Kadrmas</i>	Self Insured <i>Composite Rate - Full family - medical, dental, vision, life, EAP</i> Employer: \$1,296.98 (100%) Employee: \$0	Self Insured	Self Insured	WCIF	Employee only contribution	PERS, LEOFF, PESERS  As set by law	Def Comp, Nationwide, Hartford, State Def Comp, No employer match  EAP	PT = 20+ hrs/week Benefits pro-rated	Non-Represented 2010 - 0% 2011 - 0%  AFSCME - PW,PD 2010 - 0% 2011 - 0%
<b>City of Mt. Vernon</b> <i>Kandy Bartlett</i>	AWC <i>Employee Coverage</i> Employer: \$568 (100%) Employee: \$0  <i>Spouse &amp; Children</i> Employer: 997.19 (92%) Employee: \$86.71 (8%)	AWC - WDS <i>Employee Coverage</i> Employer: \$48.85 Employee: \$0  <i>Spouse &amp; Children</i> Employer: \$126.24 (92%) Employee: \$10.98 (8%)	AWC -VSP <i>Employee Coverage</i> Employer: \$22.25 Employee: \$0  <i>Family rate included above</i>	Standard Life Insuranc  Employer: \$2.19 \$10,000 coverage	None	PERS  As set by law	EAP	Part-time employees do not receive benefits or life insurance	2010 -1% decrease (2009 2 days furlough) 2011-5% decrease (13 furlough days) 2012-0% (no furlough days)
<b>City of Anacortes</b> <i>Emily Schuh</i>	Regence (Healthfirst) <i>Employee Coverage</i> Employer: \$568 (100%) Employee: \$0  <i>Spouse &amp; Children</i> Employer: \$975.51 (90%) Employee: \$108.39 (10%)	WDS <i>Employee Coverage</i> Employer: \$48.85 Employee: \$0  <i>Spouse &amp; Children</i> Employer: \$150.67 (100%) Employee: \$0	VSP <i>Employee Coverage</i> Employer: \$22.25 Employee: \$0  <i>Family rate included above</i>	Standard  Employer: \$1.60 plus .35 for dependents	Sun Life  Employer: \$4.30	PERS  As set by law	Ortho - \$35.40	Teamster PT empl. gets entire package for employee only  FT=32hrs or more/week PT=20-<32 hrs/wk	2010 -3.4% 2011-3.25% 2012 -2%
<b>City of Burlington</b> <i>Marie Lambert</i>	Regence <i>Employee Coverage</i> Employer: \$523.73 (100%) Employee: \$0  <i>Spouse &amp; Children</i> Employer: \$280.20-\$1083.90 (90%) Employee: (10%)	WDS <i>Employee Coverage</i> Employer: \$53.02 Employee: \$0  <i>Spouse &amp; Children</i> Employer: \$47.58-107.25 (100%) Employee: \$0	VSP <i>Employee Coverage</i> Employer: \$19.33 Employee: \$0  <i>Family rate included above</i>	Teamsters Life (Union) Opt: Atlac, Am Fid, Colonial  Employer: \$1.70	No Employer Contr. Opt: Atlac, Am Fid, Colonial	PERS & LEOFF II  As set by law	Education \$30-\$60/month  Longevity \$5/yr of service  Section 125 Flex Acct No employer contr.	FT = 40 hours/week* PT = <40 hours/week  *not counting furloughs	2010 - 1% and 5% deduction w/furlough days 2011 - 1.22% and 5% deduction w/furlough days 2012 - 3.65% and 5% deduction w/furlough days
<b>City of Sedro Woolley</b> <i>Teresa Nesheim</i>	Regence <i>Employee Coverage</i> Employer: \$508 (90%) Employee: \$60 (10%)  <i>Spouse &amp; Children</i> Employer: \$1023.90 (94%) Employee: \$60 (6%)	WDS <i>Employee Coverage</i> Employer: \$55.07 Employee: \$0  <i>Spouse &amp; Children</i> Employer: \$109.20 Employee: \$0	VSP <i>Employee Coverage</i> Employer: \$22.25 Employee: \$0  <i>Family rate included above</i>	Standard Life Insuranc  Employer: \$1.60	None	PERS  As set by law		FT = 40 hours/week PT = <40 hours/week	2010 - 2% 2011 - .5% 2012 - <i>unknown</i>

Issue Date: November 22, 2011  
 Issued By: Mike Anderson, Mayor  
 Approved By: City Council  
 Effective: Open enrollment in 2011 for effective coverage January 1, 2012

## Policy \_\_\_\_ Insurance Coverage for Non-Represented Employees

### A. Establishment of Policy

1. All full-time employees (standard workweek of 40 hours) are eligible for insurance benefits as described in this policy. Unless bargained for and approved by the City Council, no insurance benefits shall be provided to part-time employees (those who work less than 40 hours per week).
2. Employees who are eligible for insurance coverage from the City of Sedro-Woolley may enroll, make changes during open enrollment which is November 15 to December 15 each year. Additional opportunities for enrollment and/or changes are as per AWC policy.
3. For employees who were eligible for medical benefits from the City of Sedro-Woolley prior to January 1, 2012:

a. The City of Sedro-Woolley offers the following plans:

i. Association of Washington Cities Regence/Asuris HealthFirst Plan, Washington Dental Service Plan F and Vision Service Plan. The employee shall contribute to the cost of these insurance premiums through payroll deduction as follows:

Employee	\$ 50.00
Employee/Spouse	\$ 65.00
Employee /Spouse/Child	\$100.00
Employee/ Spouse/Children	\$100.00
Employee/Child	\$ 65.00
Employee/Children	\$ 80.00

ii. Association of Washington Cities Regence/Asuris High Deductible Health Plan with Health Savings Account, Washington Dental Service Plan F and Vision Service Plan. The employee shall contribute to the cost of these insurance premiums through payroll deduction as follows:

Employee	\$ 50.00
Employee/Spouse	\$ 65.00
Employee /Spouse/Child	\$100.00
Employee/ Spouse/Children	\$100.00
Employee/Child	\$ 65.00
Employee/Children	\$ 80.00

(a) The City will pay into the employee's HSA account the following amounts, paid 50% with the first pay period of the year and the remaining 50% paid 1/12<sup>th</sup> installments with each pay period in months 2 through 7 of the year :

Employee	\$3,100.00
Employee/Spouse	\$6,250.00
Employee /Spouse/Child	\$6,250.00
Employee/ Spouse/Children	\$6,250.00
Employee/Child	\$6,250.00
Employee/Children	\$6,250.00

- b. Spouse includes domestic partners registered with the State of Washington.
- c. The City retains the right to modify coverage, cost, and insurance options at any time.

4. For employees who were eligible for medical benefits from the City of Sedro-Woolley on or after January 1, 2012:

a. The City of Sedro-Woolley offers the following plans:

i. Association of Washington Cities Regence/Asuris HealthFirst Plan, Washington Dental Service Plan F and Vision Service Plan. The employee shall contribute to the cost of these insurance premiums through payroll deduction as follows:

Employee	\$ 50.00
Employee/Spouse	\$ 50.00 + actual cost of dependent coverage
Employee /Spouse/Child	\$ 50.00 + actual cost of dependent coverage
Employee/ Spouse/Children	\$ 50.00 + actual cost of dependent coverage
Employee/Child	\$ 50.00 + actual cost of dependent coverage
Employee/Children	\$ 50.00 + actual cost of dependent coverage

ii. Association of Washington Cities Regence/Asuris High Deductible Health Plan with Health Savings Account, Washington Dental Service Plan F and Vision Service Plan. The employee shall contribute to the cost of these insurance premiums through payroll deduction as follows:

Employee	\$ 50.00
Employee/Spouse	\$ 50.00 + actual cost of dependent coverage
Employee /Spouse/Child	\$ 50.00 + actual cost of dependent coverage
Employee/ Spouse/Children	\$ 50.00 + actual cost of dependent coverage
Employee/Child	\$ 50.00 + actual cost of dependent coverage
Employee/Children	\$ 50.00 + actual cost of dependent coverage

(b) The City will pay into the employee's HSA account the following amounts, paid 50% with the first pay period of the year and the remaining 50% paid 1/12<sup>th</sup> installments with each pay period in months 2 through 7 of the year :

Employee	\$3,100.00
Employee/Spouse	\$3,100.00
Employee /Spouse/Child	\$3,100.00
Employee/ Spouse/Children	\$3,100.00
Employee/Child	\$3,100.00
Employee/Children	\$3,100.00

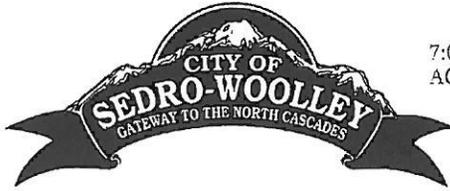
- b. Spouse includes domestic partners registered with the State of Washington.
- c. The City retains the right to modify coverage, cost, and insurance options at any time.

**B. The City of Sedro-Woolley retains the right to revoke, modify, or cancel the policy at any time and as it sees appropriate.**

NEW  
BUSINESS

CITY COUNCIL AGENDA  
REGULAR MEETING

NOV 22 2011



7:00 P.M. COUNCIL CHAMBERS  
AGENDA NO. 8

**CITY OF SEDRO-WOOLLEY**  
Sedro-Woolley Municipal Building  
325 Metcalf Street  
Sedro-Woolley, WA 98284  
Phone (360) 855-9922  
Fax (360) 855-9923

Eron M. Berg  
City Supervisor/City Attorney

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MEMO TO: City Council  
FROM: Eron Berg  
RE: Resolution Establishing 2012 Closure Days  
DATE: November 22, 2011

ISSUE: Should the Council adopt the attached resolution establishing unpaid closure days in 2012?

BACKGROUND: The 2012 budget includes many cuts including the layoff of 1 FTE, 13 unpaid closure days, a reorganization of the public works departments, changes to medical benefits and general cuts. This resolution would establish the closure days that are budgeted to occur in the 2012 budget. It gives the Mayor and City Supervisor authority to implement the closure days, change the dates and bargain the impacts of the closures with represented groups.

It is extremely difficult to be excited about recommending this action. The alternative, however, is a further reduction in the City's workforce by 2 FTE's. With this in mind, it is my recommendation that you proceed with the unpaid closure days for 2012.

RECOMMENDATION: Motion to adopt the attached resolution establishing unpaid closure days in 2012.

RESOLUTION NO. \_\_\_\_-11

**A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY AUTHORIZING  
UNPAID CLOSURE DAYS IN 2012**

**WHEREAS**, the City is experiencing financial difficulties as a result of the national recession; and

**WHEREAS**, the 2012 balanced budget includes unpaid closure days as an alternate to laying off two additional FTE's; and

**WHEREAS**, substantially shutting down all but essential and legally required City services for 13 days would result in the cost savings that have been budgeted; and

**WHEREAS**, the City has discussed and continues to discuss these closure days with its bargaining units; and

**WHEREAS**, the City Council finds that it is in the best interests of the city as a whole for the health, safety and welfare of the city to use unpaid closure days to achieve the necessary budgetary savings rather than through additional layoffs of full time employees; and

**WHEREAS**, the Mayor and City Supervisor will be given authority to implement this resolution, consistent with the 2012 budget and through bargaining with represented groups; now, therefore,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY AS FOLLOWS:**

**Section 1.** The City will substantially shut down most of its facilities, except emergency, necessary and legally mandated operations to remain open, on the following days during the 2012 calendar year requiring mandated unpaid leave by all eligible employees:

2012 City Closure Days:

January 13	July 23
February 17	August 13
March 12	August 31
April 9	October 8
May 25	November 9
June 18	December 21
July 20	

**Section 2.** The Mayor and City Supervisor are authorized to implement this resolution consistent with the 2012 budget and through bargaining with represented groups. This authority includes the ability to modify the dates of closure days identified in Section 1.

**PASSED** by majority vote of the members of the Sedro-Woolley City Council this 22<sup>nd</sup> day of November, 2011.

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Mike Anderson, Mayor

Attest:

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Patsy Nelson, Finance Director

Approved as to form:

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Eron Berg, City Attorney

COMMITTEE  
REPORTS  
AND  
REPORTS  
FROM  
OFFICERS