

City of Tenino

149 Hodgen Street South
Tenino, WA 98589

City Council Meeting
Tuesday, February 11, 2025 at 6:30 PM

Agenda

WORK SESSION

1. 6:30 pm Review of 2/11/2025 Council Agenda
- 2. Council Priorities**
 - Land Surplus
 - Permit penalty discussion with Dave Champagne
 - Clerk Treasurer Resignation
 - Council Retreat
3. Discussion of 2/25/2025 Council Draft Agenda

CALL TO ORDER

4. Flag Salute

AGENDA APPROVAL

5. Agenda for the Regular Meeting of the 2/11/25.
Recommended Action: Motion to approve the agenda as presented.

APPROVAL OF MINUTES

- 6.** Meeting Minutes for 1/28/2025
Recommended Action: Motion to approve 1/28/2025 meeting minutes as presented.

CONSENT CALENDAR

- 7.** Consent Calendar for January 29, 2025 through February 11, 2025 consisting of

Payroll EFT's in the amount of \$103,898.60 and Claims checks #32984 through #33018 in the amount of \$384,492.26

for a grand total of \$488,391.26

Liquor Cannabis License: None

Recommended Action: Move to approve the consent calendar as presented.

EXECUTIVE SESSION

PRESENTATIONS

PUBLIC COMMENTS

PUBLIC HEARING

PROCLAMATIONS

OLD BUSINESS

NEW BUSINESS

- [8.](#) Thurston EDC Agreement

Recommended Action: Motion to approve Thurston EDC Agreement

- [9.](#) Change Order #1 JA Morris

Recommended Action: Motion to approve Change order #1 JA Morris.

- [10.](#) Change Order #5 Travers Electric

Recommended Action: Motion to approve Change Order #5 for Elite Mechanical

- [11.](#) Change Order #3 Elite Mechanical.

Recommended Action: Motion to approve Change Order #3 Elite Mechanical.

- [12.](#) ILA Energize Thurston

Recommended Action: Motion to approve ILA for Energize Thurston

- [13.](#) ARTS WA creative district convening agreement

Recommended Action: Motion to approve ARTS WA creative district convening agreement

- [14.](#) Amendment 4 Authorization for Engineering services No. 2023-002 AG Park Building Improvements

Recommended Action: Motion to approve Amendment 4.

15. Authorization to remove Jen Scharber from all Timberland bank accounts and Add Veronica Barnes as Signer on Timberland bank accounts starting 2/15/2025

Recommended Action: Motion to approve removing Jen Scharber from all Timberland bank accounts and adding Veronica Barnes as a signer on Timberland bank accounts starting 2/15/2025

RESOLUTIONS

ORDINANCES

[16.](#) Ordinance 935 an Ordinance Amending the City of Tenino Ord 2.68.020 D Civil Service Commission Qualifications.

Recommended Action: Motion to accept Second reading and adoption of Ordinance 935

REPORTS

17. Outside Agency

- 1) Chamber of Commerce
- 2) Economic Development Council (EDC)
- 3) South Thurston Economic Development Initiative (STEDI)
- 4) ARCH Commission
- 5) Experience Olympia & Beyond (VCB)
- 6) Timberland Regional Library

18. Committees/Commissions

- 1) Civil Service Commission
- 2) Façade Improvement Grant Review Committee
- 3) Finance Committee
- 4) Planning Commission
- 5) Public Safety Committee
- 6) Public Works Committee

19. Staff

- 1) Chief of Police
- 2) Director of Public Works
- 3) Code Enforcement/Building Inspector
- 4) PARC Specialist
- 5) Clerk/Treasurer
- 6) Mayor

20. Liaisons

- 1) Bucoda/Tenino Healthy Action Team (BTHAT)
- 2) Solid Waste Advisory Board
- 3) TCOMM/911

4) Tenino School Board

5) Thurston Regional Planning Council (TRPC)

6) Transportation Policy Board

7) Thurston County Commissioner's Office

8) Legislature

PUBLIC COMMENTS 2

ANNOUNCEMENTS

ADJOURNMENT

File Attachments for Item:

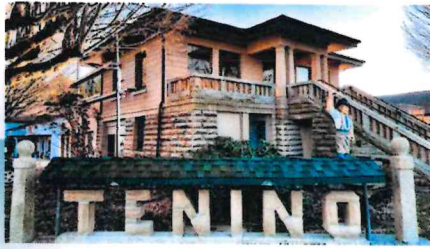
2. Council Priorities

Land Surplus

Permit penalty discussion with Dave Champagne

Clerk Treasurer Resignation

Council Retreat



City of Tenino

149 Hodgden St. S
PO Box 4019
Tenino, WA 98589
(360) 264-2368
Fax (360) 264-5772

January 30, 2025

Dear Mayor Watterson,

I am writing to formally resign from my position as the City of Tenino Clerk Treasurer. My last day of employment will be February 14th, 2025.

It has been an honor to serve the City of Tenino, I am proud to have been part of some major accomplishments and wish the City of Tenino all the best.

Sincerely,

Jen Scharber

File Attachments for Item:

6. Meeting Minutes for 1/28/2025

Recommended Action: Motion to approve 1/28/2025 meeting minutes as presented.

**City Council Meeting
Tuesday, January 28, 2025**

Minutes

WORK SESSION

1. 6:30 pm Review of 1/28/2025 Council Agenda
6:30 pm Review of 1/28/2025 Council Agenda

PRESENT

Councilmember Linda Gotovac
Councilmember Elaine Klamn
Councilmember John O'Callahan
Councilmember Jason Lawton
Councilmember Jeff Eisel

2. Council Priorities

Council Liaisons for 2025/Mayor Pro Tem Nominations.

Council Retreat

Federal Funding Emergency

Court Services

Affordable Housing Tax use

Letter from Business Owner Dave Champagne RE Building Permits.

Council Liaisons for 2025/Mayor Pro Tem Nominations. - All agree liaisons will remain the same as previous year, Mayor Pro Tem will be Linda Gotovac.

Council Retreat- Council Member Gotovac thinks a retreat would be helpful, Council Member Eisel agrees but thinks it would be more valuable from a professional and not the County Commissioner. Mayor Watterson updates Councilmember Lawton about previous meeting discussion. No further discussion.

Federal Funding Emergency- Concern from Mayor Watterson RE Food Bank and possibly future relief on building rent and letting them move into vacant City Building. No Further discussion.

Court Services- Still awaiting a response from Thurston County to clarify some pricing.

Affordable Housing Tax use- need to look into uses for this. several areas that we can use it for, discussion will continue.

Letter from Business Owner Dave Champagne RE Building Permits. Clerk Treasurer Scharber reads complaint letter from Dave Champagne asking for forgiveness for penalty on building

permit. Scharber also reads letter from Building official Brian Von Cluck. Council will discuss further next meeting.

3. Discussion of 2/11/2025 Council Draft Agenda

CALL TO ORDER

4. Flag Salute

AGENDA APPROVAL

5. Agenda for the Regular Meeting of the 1/28/25.

Recommended Action: Motion to approve the agenda as presented.

Agenda for the Regular Meeting of the 1/28/25.

Motion made by Councilmember O'Callahan, Seconded by Councilmember Lawton.

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Lawton, Councilmember Eisel

Motion Passes 5/0

APPROVAL OF MINUTES

6. Meeting Minutes for 1/14/2025

Recommended Action: Motion to approve 1/14/2025 meeting minutes as presented.

Meeting Minutes for 1/14/2025

Motion made by Councilmember Gotovac, Seconded by Councilmember Lawton.

Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan, Councilmember Lawton, Councilmember Eisel

Motion Passes 5/0

CONSENT CALENDAR

7. Consent Calendar for January 15, 2025 through January 28, 2025 consisting of

Payroll EFT's in the amount of \$32,578.94 and Claims checks #32953 through #32983 in the amount of \$132,904.41

for a grand total of \$165,483.35

Liquor Cannabis License: None

Recommended Action: Move to approve the consent calendar as presented.

Motion made by Councilmember Lawton, Seconded by Councilmember Gotovac.
 Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan,
 Councilmember Lawton, Councilmember Eisel

Motion Passes 5/0

EXECUTIVE SESSION

PRESENTATIONS

8. TRPC Executive Director Marc Daily.

Recommended Action: None, Presentation only.

See attached presentation documents.

PUBLIC COMMENTS

PUBLIC HEARING

PROCLAMATIONS

OLD BUSINESS

NEW BUSINESS

9. Thurston County Heritage Grant Award to replace the Ticknor Schoolhouse roof.

Recommended Action: Motion to accept Thurston County Heritage Grant Award

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.
 Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan,
 Councilmember Lawton, Councilmember Eisel

Motion Passes 5/0

RESOLUTIONS

10. Resolution 2025-03 Tenino PD Funding

Recommended Action: Motion to approve Resolution 2025-03 Tenino PD Funding

Motion made by Councilmember Gotovac, Seconded by Councilmember O'Callahan.
 Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan,
 Councilmember Lawton
 Voting Nay: Councilmember Eisel

Motion Passes 4/1

ORDINANCES

11. Ordinance 935 an Ordinance Amending the City of Tenino Ord 2.68.020 D Civil Service Commission Qualifications.

Recommended Action: Motion to accept first reading of Ordinance 935

Approval of First Reading to Ord 935

Motion made by Councilmember O'Callahan, Seconded by Councilmember Gotovac.
Voting Yea: Councilmember Gotovac, Councilmember Klamn, Councilmember O'Callahan,
Councilmember Lawton, Councilmember Eisel

Motion Passes 5/0

REPORTS

12. Outside Agency

- 1) Chamber of Commerce**
- 2) Economic Development Council (EDC)**
- 3) South Thurston Economic Development Initiative (STEDI)**
- 4) ARCH Commission**
- 5) Experience Olympia & Beyond (VCB)**
- 6) Timberland Regional Library**

13. Committees/Commissions

- 1) Civil Service Commission**
- 2) Façade Improvement Grant Review Committee**
- 3) Finance Committee**
- 4) Planning Commission**
- 5) Public Safety Committee**
- 6) Public Works Committee**

14. Staff

- 1) Chief of Police**
- 2) Director of Public Works**
- 3) Code Enforcement/Building Inspector**
- 4) PARC Specialist**
- 5) Clerk/Treasurer**
- 6) Mayor**

15. Liaisons

- 1) Bucoda/Tenino Healthy Action Team (BTHAT)
- 2) Solid Waste Advisory Board
- 3) TCOMM/911
- 4) Tenino School Board
- 5) Thurston Regional Planning Council (TRPC)
- 6) Transportation Policy Board
- 7) Thurston County Commissioner's Office
- 8) Legislature

PUBLIC COMMENTS 2

ANNOUNCEMENTS

ADJOURNMENT

Meeting Adjourned 8:03pm

File Attachments for Item:

7. Consent Calendar for January 29, 2025 through February 11, 2025 consisting of Payroll EFT's in the amount of \$103,898.60 and Claims checks #32984 through #33018 in the amount of \$384,492.26

for a grand total of \$488,391.26

Liquor Cannabis License: None

Recommended Action: Move to approve the consent calendar as presented.

Consent Calendar for January 29, 2025 through February 11, 2025 consisting of:

- **Payroll EFT's in the amount of \$103,898.60**
- **Claims Checks #32984 through #33018 and EFT's in the amount of \$384,492.66.**

for a grand total of \$488,391.26

a) Liquor & Cannabis License:

CHECK REGISTER

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
460	02/11/2025	Claims	5	32998	N C Machinery	116.44	
461	02/11/2025	Claims	5	32999	Pitney Bowes	1,063.66	
462	02/11/2025	Claims	5	33000	Puget Sound Energy	8,486.93	
463	02/11/2025	Claims	5	33001	Quill	104.56	
464	02/11/2025	Claims	5	33002	RTS Enviromental LLC	5,500.00	
465	02/11/2025	Claims	5	33003	Right Systems Inc	8,923.92	
466	02/11/2025	Claims	5	33004	Maria Rodriguez	30.31	
467	02/11/2025	Claims	5	33005	Matt Russell	750.00	
468	02/11/2025	Claims	5	33006	Kayleigh Smith	30.00	Class cancelled 12/6
469	02/11/2025	Claims	5	33007	South Sound Interpreting & Srvc	90.25	
470	02/11/2025	Claims	5	33008	Tenino Marketfresh	132.09	
471	02/11/2025	Claims	5	33009	Tenino Telephone Co	1,632.44	
472	02/11/2025	Claims	5	33010	City Of Tenino	1,867.16	
473	02/11/2025	Claims	5	33011	Thoren Electric, LLC	3,181.32	
474	02/11/2025	Claims	5	33012	Thurston Co Treasurer	16.18	
475	02/11/2025	Claims	5	33013	Travers Electric	41,267.63	
476	02/11/2025	Claims	5	33014	Utilities Underground Location	5.40	
477	02/11/2025	Claims	5	33015	Brian Von Clück	1,989.10	
478	02/11/2025	Claims	5	33016	WA State Dept of Health	1,372.40	
479	02/11/2025	Claims	5	33017	WA State Treasurer	850.27	
480	02/11/2025	Claims	5	33018	Wilson Parts Corporation	55.19	
						114,816.36	
001 General Government Fund #001							
002 Quarry Pool Fund #002						389.99	
101 City Street Fund #101						5,993.10	
310 Municipal Capital Imp Fund 310						315,943.27	
401 Water Fund						7,063.45	
410 Sewer Fund						30,042.95	
421 Sewer Capital Improvement Fund						14,142.14	
						488,391.26	
							Claims: 384,492.66
							Payroll: 103,898.60

CHECK REGISTER

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
324	02/05/2025	Payroll	5	EFT	Jeffrey A Eisel	136.66	
325	02/05/2025	Payroll	5	EFT	Linda Gotovac	136.66	
326	02/05/2025	Payroll	5	EFT	Effie E Klamn	91.11	
327	02/05/2025	Payroll	5	EFT	Jason A Lawton	136.66	
328	02/05/2025	Payroll	5	EFT	John J O'Callahan	227.77	
329	02/05/2025	Payroll	5	EFT	David A Watterson	1,366.68	
330	02/05/2025	Payroll	5	EFT	Robert A Auderer	2,802.23	
331	02/05/2025	Payroll	5	EFT	Veronica A Barnes	2,310.57	
332	02/05/2025	Payroll	5	EFT	Troy LK Cannon	2,969.61	
333	02/05/2025	Payroll	5	EFT	Brent L Gibbs	2,696.60	
334	02/05/2025	Payroll	5	EFT	Drew Johnson	5,971.01	
335	02/05/2025	Payroll	5	EFT	Aaron Lee	3,696.27	
336	02/05/2025	Payroll	5	EFT	Alec C McClelland	3,276.11	
337	02/05/2025	Payroll	5	EFT	Cole Plaja	2,611.64	
338	02/05/2025	Payroll	5	EFT	Jason M Plaja	2,701.96	
339	02/05/2025	Payroll	5	EFT	Jessica Reeves-Rush	1,202.11	
340	02/05/2025	Payroll	5	EFT	Maria Rodriguez	2,145.63	
341	02/05/2025	Payroll	5	EFT	Jennifer N Scharber	3,012.61	
342	01/30/2025	Payroll	5	EFT	WA Cares Fund Employment Security Dept	1,642.97	Pay Cycle(s) 10/20/2024 To 01/05/2025 - LTC
343	01/30/2025	Payroll	5	EFT	Employment Security	1,498.40	Pay Cycle(s) 10/20/2024 To 01/05/2025 - PFML
344	01/30/2025	Payroll	5	EFT	WA State Dept of Retirement Systems	12,952.91	Pay Cycle(s) 12/20/2024 To 12/20/2024 - LEOFF II; Pay Cycle(s) 12/20/2024 To 12/20/2024 - PERS II; Pay Cycle(s) 12/31/2024 To 12/31/2024 - LEOFF II; Pay Cycle(s) 12/31/2024 To 12/31/2024 - PERS II
369	01/31/2025	Payroll	5	EFT	Timberland Bank	12,622.45	941 Deposit for Pay Cycle(s) 10/05/2024 - 10/05/2024
370	01/31/2025	Payroll	5	EFT	Timberland Bank	12,424.38	941 Deposit for Pay Cycle(s) 10/20/2024 - 10/20/2024
371	01/31/2025	Payroll	5	EFT	Timberland Bank	10,599.27	941 Deposit for Pay Cycle(s) 12/20/2024 - 12/20/2024
423	02/06/2025	Payroll	5	EFT	Timberland Bank	14,326.33	941 Deposit for Pay Cycle(s) 02/05/2025 - 02/05/2025
424	02/06/2025	Payroll	5	EFT	WA State Dept of Retirement Systems	340.00	Pay Cycle(s) 02/05/2025 To 02/05/2025 - Deferred Comp
446	02/11/2025	Claims	5	32984	ALS Group USA, Corp	1,053.00	
447	02/11/2025	Claims	5	32985	Cintas Corporation	136.46	
448	02/11/2025	Claims	5	32986	City of Tumwater	9,294.00	
449	02/11/2025	Claims	5	32987	Corporate Payment Systems	9,068.65	
450	02/11/2025	Claims	5	32988	Crystal Springs	32.48	
451	02/11/2025	Claims	5	32989	Dille Law, PLLC	1,530.00	
452	02/11/2025	Claims	5	32990	Duni Sanitation	330.00	
453	02/11/2025	Claims	5	32991	Elite Mechanical Services	134,825.55	
454	02/11/2025	Claims	5	32992	Sarah Gaden	352.80	
455	02/11/2025	Claims	5	32993	H D Fowler Co	14,805.81	
456	02/11/2025	Claims	5	32994	J.A. Morris Construction, LLC.	132,612.40	
457	02/11/2025	Claims	5	32995	Joes Refuse	1,487.95	
458	02/11/2025	Claims	5	32996	Mark & Michele Keller	150.00	
459	02/11/2025	Claims	5	32997	Les Schwab Tires (Tumwater)	1,348.31	

File Attachments for Item:

8. Thurston EDC Agreement

Recommended Action: Motion to approve Thurston EDC Agreement

**THURSTON ECONOMIC DEVELOPMENT COUNCIL
CITY OF TENINO
2025 CONTRACT FOR SERVICES**

CONTRACT FOR SERVICES

THIS AGREEMENT, entered into this 1st day of February, 2025 is between:

THURSTON ECONOMIC DEVELOPMENT COUNCIL (EDC)

4220 - 6th Avenue SE
Lacey, WA 98503
(hereafter “Council”)

and:

CITY OF TENINO

149 Hodgden Street South
Tenino, WA 98589
(hereafter “City”)

WHEREAS, The State of Washington has created RCW 35.21.703 which recognizes participation in economic development programs as a public purpose in which all cities may engage either directly or through non-profit corporations; and

WHEREAS, the City realizes that a sound tax base and providing quality services to its citizens are each positively influenced by creation of economic vitality; and

WHEREAS, the City owns and operates various utilities and cooperates in providing other public services, and is therefore interested and concerned with customer utilization of these services; and

WHEREAS, lack of family-wage job opportunities leads to a decreased standards of living for Tenino residents, increased rates of crime and family violence, as well as physical and mental problems; and

WHEREAS, the nonprofit EDC is actively working to identify and encourage new family wage job opportunities for residents of the City of Tenino; and

WHEREAS, the EDC is actively pursuing and facilitating the location of targeted businesses to Tenino through development and implementation of a strategy to attract such targeted new business and industry, as well as through work with local firms considering expansion; and

WHEREAS, the City is desirous of obtaining for its benefit the knowledge, experience, and resources of the EDC for business development marketing, business expansion and retention, and small business assistance;

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, to be kept, performed and fulfilled by the respective parties hereto, it is agreed as follows:

I. SERVICES BY the Thurston EDC

See attached Scope of Work, labeled as “Attachment A.”

II. TIME AND PERFORMANCE

The services of the EDC are to commence on January 1, 2025, and terminate on December 31, 2025. The duration of the contract may be extended upon mutual agreement between the two parties hereto and pursuant to the terms and conditions of the agreement. Either Party may terminate this Agreement upon 90 days' written notice.

III. COMPENSATION

The City shall reimburse the EDC for services as follows:

1. The total contract price for the time of performance shall be ten thousand dollars (\$10,000.00).
2. Payment shall be made in quarterly installments payable at the end of each quarter.
3. The EDC shall submit such properly executed vouchers or forms together with such other reports and recommendations to the City as are necessary or required.

IV. INDEPENDENT CONTRACTOR

1. The EDC is and shall be at all times during the term of this contract an independent contractor and shall not be entitled to any of the usual benefits incident to employment with the City.
2. The EDC shall provide management, establish compensation of independent consultants and personnel, maintain payroll records, and provide payment for all of its personnel, including withholding of income taxes, payment of social security taxes, unemployment compensation (where applicable), and fringe benefits.
3. Any and all employees of the EDC, other persons or independent consultants, while engaged in the performance of any work or services required by the EDC, shall be considered employees or consultants of the EDC only, and not of the City. Any and all claims that may or might arise under the Workman’s Compensation Act, on behalf of said employee or other persons while so engaged in any of the work or service rendered hereunder shall be the sole obligation and responsibility of the EDC.

V. HOLD HARMLESS INDEMNIFICATION

The EDC shall indemnify and hold the City and its agents, employees, and or officers harmless from and shall process and defend at its own expense any and all claims, demands, suits, at law or equity, actions, penalties, losses, damages, or costs, of whatsoever kind or nature, brought against the City arising out of, in connection with, or incident to the execution of this contract and/or the EDC’s performance or failure to perform any aspect of this contract; provided, however, that if such claims are caused by or result from the concurrent negligence of the City, its agents, employees, and or officers, this indemnity shall be valid and enforceable only to the extent of the negligence of the EDC; and provided further, that nothing herein shall require the EDC to hold harmless or defend the City, its agents, employees and or offices from any claims arising the sole negligence of the City, its agents, employees, and or officers. The EDC expressly agrees that the indemnification provided herein constitutes the contractor’s waiver of immunity under Title 51 RCW, for the purposes of this contract. This waiver was mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this contract.

VI. NON-DISCRIMINATION

The EDC shall not discriminate against any employee, applicant for employment or client because of race, creed, color, sex, age, national origin, marital status, or physical or motor handicap.

VII. COMPLIANCE WITH LAWS

The EDC shall comply with all applicable state, federal, and local laws and safety regulations.

VIII. CHANGES

Either party may request changes in the scope of services, performance, or reporting standards to be performed or provided hereunder. Proposed changes mutually agreed upon shall be incorporated by written amendments to this contract.

**THURSTON ECONOMIC DEVELOPMENT COUNCIL
CITY OF TENINO
2025 CONTRACT FOR SERVICES**

IN WITNESS THEREOF, the parties hereto have executed this contract.

CITY OF TENINO

David Watterson, Mayor

Date

THURSTON ECONOMIC DEVELOPMENT COUNCIL:

Michael Cade, Executive Director

Date

ATTACHMENT A: 2025 EDC SCOPE OF WORK

The Thurston Economic Development Council (EDC) proposes to provide economic development activities in support of the City of Tenino.

The theme of this contract highlights the use of the EDC professional staff as an ad hoc extension of City staff, available for consultations, analysis, project review, and proposal writing. Specifically, the EDC/Tenino 2025 work plan would focus on the following elements:

1. South Thurston Economic Development Initiative (STEDI). EDC staff shall convene, facilitate and support the efforts of STEDI to coordinate and drive economic development within Tenino and throughout the rural communities of Thurston County, ensuring these efforts are communicated back to the City Council.
2. Agricultural Business Park. EDC staff shall continue efforts to support the expansion of the Agriculture Innovation Park within the City of Tenino, including efforts to oversee and manage park construction, raise funds, build partnerships, attract business tenants, and market the project. With funding through 2024 HUD CPF, the EDC will assist with overseeing the Landscaping of Lots 2, 3 & 4, Subdivision of Lot 5, Civil Site Design for the Meat Processing Infrastructure, and creation of the Tenino Stone Carvers Monument Sign.
3. Creative District. EDC staff, will continue to provide input and guidance to city staff and council, in their management of the operations of the District, and continue

**THURSTON ECONOMIC DEVELOPMENT COUNCIL
CITY OF TENINO
2025 CONTRACT FOR SERVICES**

- efforts to build out the offering, partnerships, and economic activity associated with the creative economy.
4. **Business Retention and Expansion (BRE).** EDC staff will support Tenino business retention and expansion through support of and participation within the Tenino Chamber of Commerce.
 5. **Recruitment.** EDC staff shall seek out opportunities to attract new businesses to locate in the area and facilitate discussions between the City and regional economic drivers.
 6. **Tourism & Marketing.** EDC staff shall continue to partner with organizations such as the Visitor & Convention Bureau, Tenino Chamber of Commerce, Thurston County, Washington Film Commission and others.
 7. **Legislative Agenda.** EDC staff shall work with City staff and officials to strengthen legislative relationships and advocate for the City's legislative agenda.
 8. **Tenino City Council.** EDC staff shall meet with Council as appropriate at Council meetings, in work sessions and retreats to present, discuss and strategize opportunities and long range economic development efforts in coordination with an overall regional economic development alliance.
 9. **Economic Data Dashboard.** EDC staff shall work with City staff to develop an economic dashboard that provides critical information to the City on the area's economic activities.

File Attachments for Item:

9. Change Order #1 JA Morris

Recommended Action: Motion to approve Change order #1 JA Morris.

CHANGE ORDER

(Instructions on reverse side)
No. 1

PROJECT: Tenino Ag Park North Building TI Improvements
DATE OF ISSUANCE: February 10, 2025 EFFECTIVE DATE: February 12, 2025

OWNER: City of Tenino
OWNER's Contract No.: N/A

CONTRACTOR: J.A. Morris Construction LLC ENGINEER: Gibbs & Olson, Inc.

You are directed to make the following changes in the Contract Documents.

Description: Reconcile numerous project credits

Reason for Change Order: Account for on-going credits due to decreased scope of work and account for sales tax increase.

This change order includes all direct and indirect costs for labor, equipment, materials and the time required for completion of the work described delivered to the Owner ready for use.

Attachments: (List documents supporting change)

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>899,932.50 Inc. Tax</u>	Original Contract Times Substantial Completion: <u>150 Calendar days</u> Ready for final payment: <u>180 Calendar days</u> days or dates
Net changes from previous Change Order No. <u> </u> to No. <u> </u> \$ <u>N/A</u>	Net changes from previous Change Order No. <u> </u> to No. <u> </u> <u>N/A</u> days
Contract Price prior to this Change Order \$ <u>899,932.50</u>	Contract Times prior to this Change Order Substantial Completion: <u>150 Calendar days</u> Ready for final payment: <u>180 Calendar days</u> days or dates
Net Increase of this Change Order \$ <u><\$21,809.98></u>	Net Increase (decrease) of this Change Order <u>161 Calendar days</u> days
Contract Price with all approved Change Orders \$ <u>878,122.52 incl. sales tax</u>	Contract Times with all approved Change Orders Substantial Completion: <u>311 Calendar days</u> Ready for final payment: <u>341 Calendar days</u> days or dates

RECOMMENDED:
By: *Paul E. Russell*
Engineer (Authorized Signature)

APPROVED:
By: _____
Owner (Authorized Signature)

ACCEPTED:
By: *[Signature]*
Contractor (Authorized Signature)

9.

Date: 2/3/2025

Date: _____

Date: 1/29/25

File Attachments for Item:

10. Change Order #5 Travers Electric

Recommended Action: Motion to approve Change Order #5 for Elite Mechanical

CHANGE ORDER

(Instructions on reverse side)

No. 5

PROJECT: Tenino Ag Park North Building - Electrical

DATE OF ISSUANCE: February 5, 2025 EFFECTIVE DATE: February 12, 2025

OWNER: City of Tenino

OWNER's Contract No.: N/A

CONTRACTOR: Travers Electric, Inc.

ENGINEER: Gibbs & Olson, Inc.

You are directed to make the following changes in the Contract Documents.

Increase contract amount for increased sales tax rate.

Reason for Change Order: Increased sales tax rate.

This change order includes all direct and indirect costs for labor, equipment, materials and the time required for completion of the work described delivered to the Owner ready for use.

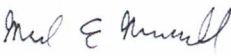
Attachments: (List documents supporting change) : None

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>362,135.00</u>	Original Contract Times Substantial Completion: <u>150 calendar days</u> Ready for final payment: <u>180 calendar days</u> days or dates
Net changes from previous Change Order No. <u>1</u> to No. <u>4</u> \$ <u>70,536.55</u>	Net changes from previous Change Order No. <u>1</u> to No. <u>4</u> <u>60 calendar days</u> days
Contract Price prior to this Change Order \$ <u>432,671.55 including sales tax</u>	Contract Times prior to this Change Order Substantial Completion: <u>210 Calendar days</u> Ready for final payment: <u>240 calendar days</u> days or dates
Net Increase of this Change Order \$ <u>670.00 for sales tax</u>	Net Increase (decrease) of this Change Order <u>176 calendar days</u> days
Contract Price with all approved Change Orders \$ <u>433,341.55 including sales tax</u>	Contract Times with all approved Change Orders Substantial Completion: <u>386 calendar days</u> Ready for final payment: <u>416 calendar days</u> days or dates


RECOMMENDED:

APPROVED:

ACCEPTED:

By: 
Engineer (Authorized Signature)

By: _____
Owner (Authorized Signature)

By: 
Contractor (Authorized Signature)

Date: February 5, 2025

Date: _____

Date: 3-6-25

CHANGE ORDER

INSTRUCTIONS

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Contract Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating change order items to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order may be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Contractor for approval. After approval by Contractor, all copies should be sent to Owner for approval. Engineer should make distribution of executed copies after approval by Owner.

If a change only applies to Contract Price or to Contract Times, cross out the part of the tabulation that does not apply.

1/8/2025

Mr. Troy Cannon
Public Works Director
City of Tenino
149 Hodgden Street South
Tenino, WA 98589

Re: Tenino Ag Park North Building - Electrical
Pay Estimate No. 5 - Final

Dear Mr. Cannon:

Please find enclosed Pay Estimate No. 5 for the above referenced project. The amount due Travers Electric, Inc., 122 Sturdevant Rd, Chehalis, WA 98532 is as follows:

Subtotal - Base Bid (1)	\$39,949.30
Washington State Sales Tax on (1) @ 8.3%	<u>\$3,315.79</u>
Subtotal	\$43,265.09
Retainage at 5%	<u>\$1,997.47</u>
TOTAL AMOUNT DUE PAY ESTIMATE NO. 5	\$41,267.63

We recommend that you approve this pay request for processing and payment.

During this pay period the contractor has completed construction.

If you have any questions please contact me at 360/352-1120.

Sincerely,

GIBBS & OLSON, INC.

By _____ #VALUE!
Michael Marshall, P.E.

cc: Marge Moen

File: 751.5027

Tenino Ag Park North Building

Electrical

Travers Electric, Inc.

Pay Estimate #5 - Final

Pay Cutoff:

1/31/2025

10.

Bid Item No.	Bid Item Description	Scheduled Value	This Estimate		Previous Estimates		Total to Date	
			Quantity	Amount	Quantity	Amount	Quantity	Amount
1	Progress Payment	\$400,130.70	21%	\$39,949.30	79%	\$360,181.40	100%	\$400,130.70
	Subtotal	\$400,130.70		\$39,949.30		\$360,181.40		\$400,130.70
	Sales Tax on Subtotal at 8.3%	\$33,210.85		\$3,315.79		\$29,895.06		\$33,210.85
	Grand Total	\$433,341.55		\$43,265.09		\$390,076.46		\$433,341.55
	Retainage at 5%			\$1,997.47		\$18,009.07		\$20,006.54
	Grand Total Less Retainage			\$41,267.63		\$372,067.39		\$413,335.01
	Less Previous Estimates							\$372,067.39
	Total Due Pay Estimate No. 5							\$41,267.63

File Attachments for Item:

11. Change Order #3 Elite Mechanical.

Recommended Action: Motion to approve Change Order #3 Elite Mechanical.

CHANGE ORDER

(Instructions on reverse side)

No. 3

PROJECT: Tenino Ag Park North Building HVAC and Plumbing

DATE OF ISSUANCE: February 5, 2025 EFFECTIVE DATE: February 12, 2025

OWNER: City of Tenino

OWNER's Contract No.: N/A

CONTRACTOR: Elite Mechanical Services, LLC

ENGINEER: Gibbs & Olson, Inc.

You are directed to make the following changes in the Contract Documents.

Description: **Increase final price for sales tax increase.**

Reason for Change Order: Required to reflect increased sales tax rate.

This change order includes all direct and indirect costs for labor, equipment, materials and the time required for completion of the work described delivered to the Owner ready for use.

Attachments: (List documents supporting change): None

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price \$ <u>387,049.67 including sales tax</u>	Original Contract Times Substantial Completion: <u>150 Calendar Days</u> Ready for final payment: <u>180 Calendar Days</u> days or dates
Net changes from previous Change Order No. <u>1</u> to No. <u>2</u> \$ <u>120,498.38 including sales tax</u>	Net changes from previous Change Order No. <u>1</u> to No. <u>2</u> <u>60 calendar days</u> days
Contract Price prior to this Change Order \$ <u>507,548.05 including sales tax</u>	Contract Times prior to this Change Order Substantial Completion: <u>384 calendar days</u> Ready for final payment: <u>414 Calendar days</u> days or dates
Net Increase of this Change Order \$ <u>716.10 including sales tax</u>	Net Increase (decrease) of this Change Order <u>N/A</u> days
Contract Price with all approved Change Orders \$ <u>508,264.15 including sales tax</u>	Contract Times with all approved Change Orders Substantial Completion: <u>384 calendar days</u> Ready for final payment: <u>414 calendar days</u> days or dates

RECOMMENDED:
By: *Mark E. Russell*
Engineer (Authorized Signature)
Date: February 4 2025

APPROVED:
By: _____
Owner (Authorized Signature)
Date: _____

ACCEPTED:
By: *Cassie Stayton*
Contractor (Authorized Signature)
Date: 2/4/2025

CHANGE ORDER

INSTRUCTIONS

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Contract Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating change order items to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order may be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Contractor for approval. After approval by Contractor, all copies should be sent to Owner for approval. Engineer should make distribution of executed copies after approval by Owner.

If a change only applies to Contract Price or to Contract Times, cross out the part of the tabulation that does not apply.

File Attachments for Item:

12. ILA Energize Thurston

Recommended Action: Motion to approve ILA for Energize Thurston

**Interlocal Agreement Between Thurston County and the Cities of Lacey, Olympia,
Tumwater, and Tenino to Support Implementation of the 2025 “Energize Thurston”
Heat Pump Group Purchase Campaign**

THIS AGREEMENT (“Agreement”) is made and entered into as of the date of the last signature below (which is the “effective date”) by and between the City of Lacey, a Washington municipal corporation (“Lacey”); the City of Olympia, a Washington municipal corporation (“Olympia”); the City of Tumwater, a Washington municipal corporation (“Tumwater”); the City of Tenino, a Washington municipal corporation (“Tenino”); and Thurston County, a Washington municipal corporation (“County”), collectively referred to herein as “the Parties” and individually as “Party.”

WHEREAS, RCW 39.34.010 permits local governmental units to make the most efficient use of their powers by enabling them to cooperate with other localities on a basis of mutual advantage and thereby to provide services and facilities in a manner pursuant to forms of governmental organization that will accord best with geographic, economic, populations, and other factors influencing the needs and development of local communities; and

WHEREAS, pursuant to RCW 39.34.080, each Party is authorized to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which each public agency entering into the contract is authorized by law to perform; provided, that such contract is authorized by the governing body of each Party to the contract and sets forth its purposes, powers, rights, objectives, and responsibilities of the contracting parties; and

WHEREAS, the Thurston Climate Mitigation Collaborative (TCMC) is an ongoing partnership among Thurston County, Lacey, Olympia, and Tumwater to identify and implement actions to reduce local sources of greenhouse gas emissions that contribute to global climate change; and the TCMC was formalized through a December 2023 Interlocal Agreement; and

WHEREAS, the TCMC’s 2022 greenhouse gas emissions inventory found that residential natural gas use and associated emissions increased 31% from 2015 to 2022 in Thurston County, and that natural gas use had the largest increase of all emissions-generating activities over that time period, underscoring the importance of providing voluntary incentives to transition homes toward modern, efficient heating/cooling and water heating systems to meet regional emission reduction goals; and

WHEREAS, from 2015 to 2022 in Thurston County, residential electricity use increased 17% but emissions from residential electricity use only increased 3% as a result of growing investments in clean electricity generation, and these investments are expected to continually reduce emissions from electricity use in the future; and

WHEREAS, the TCMC executed another Interlocal Agreement in March 2024 to implement two regionally coordinated initiatives that aim to reduce emissions in residential buildings and implement Strategies B1 and B6 in the *Thurston Climate Mitigation Plan*, one of which was to design a Residential Energy Efficiency and Electrification Campaign; and

WHEREAS, the TCMC completed background research and stakeholder engagement to design the Residential Energy Efficiency and Electrification Campaign, named the campaign “Energize Thurston,” and plans to launch Energize Thurston in the first quarter of 2025; and

WHEREAS, Energize Thurston will expand on the City of Olympia’s 2023-2024 “Energize Olympia” campaign by providing discounted and streamlined installations of efficient electric heat pump space heaters and heat pump water heaters to residents throughout Thurston County, as well as subsidized installations for qualifying low- and moderate-income (LMI) residents; and

WHEREAS, the City of Tenino wishes to join the four TCMC jurisdictions in implementing Energize Thurston, and all five jurisdictions have been awarded state and/or federal grant funding to contribute to subsidized equipment installations for qualifying residents within their jurisdictions; and

NOW, THEREFORE, in consideration of the mutual promises contained in this Agreement, the Parties agree as follows:

I. Purpose and Goals of Agreement

The purpose of this Agreement is to establish a framework for regionally coordinated implementation of the 2025 Energize Thurston heat pump group purchase campaign. Energize Thurston aims to make it faster, easier, and more affordable for Thurston County residents to purchase and install efficient, all-electric heat pump space conditioning systems and heat pump water heaters (hereafter “heat pump equipment”). Energize Thurston will reduce upfront costs through a group purchase discount provided by competitively selected Campaign Installer(s), and application of all available rebates as a time-of-sale discount. The campaign will offer two participant pathways:

- Low- and Moderate-Income (LMI) Pathway: will provide fully subsidized equipment installations for low-income households (<80% area median income; AMI) and partially subsidized installations for moderate-income households (≥80% but <120% AMI).
- Self-Funded Pathway: will provide a group purchase discount, free educational workshops, guidance on relevant incentives and financing, streamlined installation, and customer support available to all households in Thurston County.

This Agreement defines partner roles and responsibilities to complete all tasks and deliverables detailed in the “Energize Thurston Launch and Implementation Plan” (attached as Exhibit A and incorporated herein). The Agreement also proposes a Campaign Administration Budget (attached as Exhibit B and incorporated herein) and cost share structure to cover shared costs of Energize Thurston administration, outreach, and marketing.

II. Roles

- i. **Jurisdiction Parties.** Thurston County, Lacey, Olympia, Tumwater, and Tenino each received state grant funding to support the Energize Thurston campaign. Some of the jurisdictions also expect to contribute federal grant funding as detailed in Section III below. Each Party will execute a contract with the LMI Pathway Administrator to transfer grant funds and authorize the LMI Pathway Administrator to perform its role as detailed below. Each jurisdiction will allocate staff time as needed to implement Energize Thurston.
- ii. **Lead Jurisdiction.** As Lead Jurisdiction, Thurston County will hold contract(s) with the selected Campaign Installers and a Customer Support Consultant. Staff from the Lead Jurisdiction will lead the campaign’s execution and administration with support from other jurisdictional staff and the Customer Support Consultant.
- iii. **LMI Pathway Administrator.** Each of the Parties will contract with a partner organization (TBD) that will contract with the selected Campaign Installers to provide installations of qualifying equipment for qualified LMI participants. The LMI Pathway Administrator will

- verify participant income eligibility, coordinate installer site assessments and installations, review completion of work with LMI participants as well as provide installer oversight. They will also support campaign promotion, administration of grant funding for subsidized installations, participant recruitment, marketing, and outreach efforts.
- iv. **Campaign Installer(s).** Installer(s) will be selected through a competitive Request for Proposals (RFP) process evaluating qualifications, experience, pricing, alignment with campaign goals, and commitment to customer support. The RFP and resulting contract(s) with the Lead Jurisdiction will detail the Installer scope of work and specify equipment requirements for qualifying heat pump equipment. The contract(s) will set a group purchase discount rate for all participants and require that the Installer(s) apply all available rebates as a time-of-sale discount. Campaign Installers will provide information at the educational workshops, conduct free site assessments, offer streamlined access to incentives and rebates, provide information on financing if requested, and execute installations for the campaign.
 - v. **Customer Support Consultant.** The Lead Jurisdiction may also contract with a Customer Support Consultant (TBD) to augment staff capacity by assisting with customer support and/or campaign outreach and education.

III. Services Provided by Thurston County

- i. County shall serve as Lead Jurisdiction for the 2025 Energize Thurston campaign as defined in Section II.
- ii. County shall serve as the contract manager and conduct all contracting responsibilities with the selected Campaign Installers, a Customer Support Consultant, and other contractors as needed, except for design and printing of marketing materials (provided by Olympia).
- iii. County's contract management responsibilities include monitoring contractor compliance with the terms of their contracts, ensuring contractors comply with the fiscal conditions of their contracts, and when necessary, implementing corrective actions.
- iv. County shall host a Community Energy Fellow through the U.S. Department of Energy's Energy Efficiency Conservation Block Grant (EECBG) Program, from August 2024 through July 2025 or longer. The Fellow will lead campaign outreach and marketing, customer service, and participant tracking for Energize Thurston.
- v. County shall allocate all or some of its awarded grant funding from the State Home Electrification and Appliance Rebates (HEAR) program and/or the EECBG program toward subsidized installations of heat pump equipment for income-qualified participants.
- vi. County shall execute a contract with the LMI Pathway Administrator to utilize the County's grant funds to provide equipment installations and associated services for income-qualified participants.

IV. Services Provided by Olympia

- i. Olympia shall serve as contract manager and conduct all contracting responsibilities for design and printing of Energize Thurston marketing materials.
- ii. Olympia's contract management responsibilities include monitoring contractor compliance with the terms of their contracts, ensuring contractors comply with the fiscal conditions of their contracts, and when necessary, implementing corrective actions.
- iii. Olympia shall allocate all or some of its awarded grant funding from the HEAR program and/or the EECBG program toward subsidized installations of heat pump equipment for income-qualified participants.

- iv. Olympia shall execute a contract with the LMI Pathway Administrator to utilize the City's grant funds to provide equipment installations and associated services for income-qualified participants.

V. Services Provided by Lacey

- i. Lacey shall allocate all or some of its awarded grant funding from the HEAR program and/or the EECBG program toward subsidized installations of heat pump equipment for income-qualified participants.
- ii. Lacey shall execute a contract with the LMI Pathway Administrator to utilize the City's grant funds to provide equipment installations and associated services for income-qualified participants.

VI. Services Provided by Tumwater

- i. Tumwater shall allocate all or some of its awarded grant funding from the HEAR program toward subsidized installations of heat pump equipment for income-qualified participants.
- ii. Tumwater shall execute a contract with the LMI Pathway Administrator to utilize the City's grant funds to provide equipment installations and associated services for income-qualified participants.

VII. Services Provided by Tenino

- i. Tenino shall allocate all or some of its awarded grant funding from the HEAR program toward subsidized installations of heat pump equipment for income-qualified participants.
- ii. Tenino shall execute a contract with the LMI Pathway Administrator to utilize the City's grant funds to provide equipment installations and associated services for income-qualified participants.

VIII. Funding and In-Kind Commitment

- i. **Funding.** The Campaign Administration Budget (Exhibit B) specifies the proposed budget of \$47,000 for Energize Thurston administration, outreach, and marketing.
 - a. County, Lacey, Olympia, and Tumwater shall each contribute an equal share of funds not to exceed \$11,750 per Party.
 - b. Tenino is exempt from the cost-share requirements of this Agreement.
 - c. County shall issue an invoice to each Party specifying each Party's share of actual expenses, excluding design and printing of outreach and marketing materials. Invoices must be paid within thirty (30) days.
 - d. Olympia shall issue an invoice to each Party specifying each Party's share of actual expenses for design and printing of outreach and marketing materials. Invoices must be paid within thirty (30) days.
 - e. The Campaign Administration Budget does not include the following:
 - 1) Costs of subsidized equipment installations, which are to be funded through jurisdictional grant awards and administered through contracts between the LMI Pathway Administrator and each individual jurisdiction.
 - 2) Costs of any social media marketing, jurisdiction-specific mailers, and/or other outreach and incentives that may be provided by individual jurisdictions.
- ii. **In-kind Commitment.** Each Party shall allocate in-kind staff time to implement this Agreement. In-kind staff support includes, but is not limited to:

- a. Staff time to manage jurisdictional grant awards, execute this Agreement, execute a contract with the LMI Pathway Administrator, select Campaign Installers, conduct outreach, and collaboratively implement the Energize Thurston campaign.
- b. Jurisdictional staff to provide oversight of participant applications and equipment installations for participants residing within their own jurisdiction.
- c. Support from jurisdictional staff with specific expertise (i.e., communications, housing, planning, permitting, etc.).

IX. Indemnification and Insurance

Each Party shall defend, indemnify, and hold the other parties, their officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits, including reasonable attorney fees, arising out of or in connection with the indemnifying Party's performance of this Agreement, including injuries and damages caused by the negligence of the indemnifying Party's officers, officials, and employees.

Each Party shall maintain liability insurance; this may be fulfilled by a Party's membership and coverage in Washington Cities Insurance Authority (WCIA), a self-insured municipal insurance pool, or another recognized self-insured municipal risk pool.

X. No Separate Legal Entity Created; No Real or Personal Property to be Acquired or Held

This Agreement creates no separate legal entity. No real or personal property will be acquired or held as part of carrying out this Agreement. To the extent any Party furnishes property for purposes of carrying out this Agreement, such property must be returned to that Party upon termination of this Agreement, or upon that Party's withdrawal from this Agreement.

XI. Relationship of the Parties

The employees or agents of each Party who are engaged in the performance of this Agreement continue to be employees or agents of that Party and may not be considered for any purpose to be employees or agents of the other Party. This Agreement is for the benefit of the Parties, and no third-party beneficiary relationship is intended.

XII. Duration of Agreement

This Agreement terminates on December 31, 2025, unless earlier terminated as provided in Section XIV, below.

XIII. Amendment of Agreement

This Agreement may be amended only by written agreement by all Parties and executed in accordance with chapter 39.34 RCW.

XIV. Termination of Agreement

This Agreement may be terminated upon mutual agreement of the Parties. Any party may withdraw upon thirty (30) days written notice to the other Parties.

XV. Interpretation and Venue

This Agreement is governed by the laws of the State of Washington as to interpretation and performance. Venue for enforcement of any provision of this Agreement, or for any lawsuit arising out of or relating to this Agreement, is as described in RCW 36.01.050.

XVI. Entire Agreement

This Agreement sets forth all terms and conditions agreed upon by the Parties and supersedes all prior agreements oral or otherwise with respect to the specific subject matter addressed herein.

XVII. Recording

Prior to its entry into force, Thurston County shall file this Agreement with the Thurston County Auditor's Office.

XVIII. Counterparts

This Agreement may be executed in counterparts, and all such counterparts once so executed together must be deemed to constitute one final agreement, as if one document had been signed by all Parties, and each such counterpart, upon execution and delivery, must be deemed a complete original, binding on the parties. A faxed or email copy of an original signature must be deemed to have the same force and effect as the original signature. A Party may sign by digital or electronic signature, which signature shall be effective as permitted by law.

XIX. Rights

This Agreement is between the signatory Parties only and does not create any third-party rights.

XX. Notice

Any notice required under this Agreement must be to the party at the address listed below and it becomes effective five business days following the date of deposit with the United States Postal Service.

THURSTON COUNTY

Attn: Rebecca Harvey, Climate Mitigation Senior Program Manager
Thurston County
3000 Pacific Avenue SE, Suite 200
Olympia, WA 98501

CITY OF OLYMPIA

Attn: Pamela Braff, Director of Climate Programs
City of Olympia
P.O. Box 1967
Olympia, WA 98507-1967

CITY OF LACEY

Attn: Vanessa Dolbee, Community and Economic Director
City of Lacey
420 College Street SE
Lacey, WA 98503

CITY OF TENINO

Attn: Jen Scharber, Clerk Treasurer
City of Tenino
149 Hodgen St. S./PO Box 4019

Tenino, WA 98589

CITY OF TUMWATER

Attn: Dan Smith, Water Resources & Sustainability Director
 City of Tumwater
 555 Israel Road SW
 Tumwater, WA 98501

XXI. Waiver

A failure by a Party to exercise its rights under this Agreement does not preclude that Party from subsequent exercise of such rights and does not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the Party and attached to the original Agreement.

XXII. Severability

If any provision of this Agreement or any provision of any document incorporated by reference is held invalid, such invalidity does not affect the other provisions of this Agreement which can be given effect without the invalid provision if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

XXIII. Records Retention and Audit

During the progress of the work and for a period not less than six years from the completion of the tasks set forth herein, the records and accounts pertaining to the work and accounting therefore are to be kept available for inspection by any Party and the Federal and State Government and copies of all records, accounts, documents, or other data pertaining to the work will be furnished upon request. If any litigation, claim, or audit is commenced, each Party shall retain the records and accounts along with supporting documentation until all litigation, claim, or audit finding has been resolved even though such litigation, claim, or audit continues past the six-year retention period.

XXIV. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND INELIGIBILITY

County, Olympia, Lacey, Tumwater, and Tenino certifies that neither it nor its principals are debarred, suspended, proposed for debarment, or voluntarily excluded from participation in transactions by any federal department or agency. County, Olympia, Lacey, Tumwater, and Tenino further certifies that they will ensure that potential subcontractors or subrecipients or any of their principals are not debarred, suspended, proposed for debarment, or voluntarily excluded from participation in covered transactions by any federal department or agency. County, Olympia, Lacey, Tumwater, and Tenino may do so by obtaining a certification statement from the potential subcontractor or subrecipient or by checking [SAM.GOV](https://www.sam.gov) and Washington State vendor debarment list.

[Signatures follow on next page.]

Exhibit A
Energize Thurston Launch & Implementation Plan
(Attached Separately)

Exhibit B

Proposed Campaign Administration Budget for Energize Thurston 2025

The budget includes project tasks that are expected to be completed by third-party service providers. Project tasks not listed here will be completed in-house by jurisdictional staff.

Project Step and Task	Description	Total
Step 1: Contract with Energize Thurston Partners		
1.4 Contract with Customer Support Consultant	Thurston County may contract with a Customer Support Consultant (TBD) to augment staff capacity by assisting with customer support and/or campaign outreach and education.	\$30,000
Step 2: Develop Communications Plan and Outreach Materials		
2.1 Design and Print Energize Thurston marketing materials	City of Olympia is contracting with Kelly Design to design Energize Thurston marketing materials and will pay for the printing of all materials.	\$14,000
2.3 Design Energize Thurston workshops	Thurston County will contract for Language Interpretation Services (as needed).	\$3,000
Total Proposed Budget (not to exceed)		\$47,000
Per Partner Cost Share (not to exceed)		\$11,750



Thurston Climate Mitigation Collaborative

“Energize Thurston”

Launch and Implementation Plan

2024 TCMC Regional Initiative: Energy Efficiency & Electrification Campaign

Phase 1 - Campaign Design and Planning

Deliverable #3

Prepared by the Thurston Climate Mitigation Collaborative Staff Team:

Rebecca Harvey, Thurston County
Julia Downing, USDOE Community Energy Fellow
Dominic Jones, City of Olympia
Pamela Braff, City of Olympia
Linsey Fields, City of Lacey
Alyssa Jones Wood, City of Tumwater

December 19, 2024

TABLE OF CONTENTS

- Introduction 3
 - Campaign Goals 3
- Partnerships and Funding 4
 - Project Team Roles and Responsibilities 5
 - Campaign Funding 6
- Participant Pathways 7
 - Income Qualifications 7
 - LMI Pathway 7
 - Self-Funded Pathway 8
- Types of Equipment and Services 8
 - Heat Pumps 8
 - Heat Pump Water Heaters 10
- Campaign Structure and Processes 11
 - Contracting Structure 11
 - Applicant Process 13
 - Participant Management System 13
- Outreach and Marketing Strategy 14
- Campaign Timeline, Tasks and Deliverables 15

I. Introduction

The [Thurston Climate Mitigation Collaborative \(TCMC\)](#) prioritized development of a Residential Energy Efficiency and Electrification Campaign as one of its 2024 regional initiatives. The TCMC Staff Team¹ presented a Phase I Project Plan to the Executive Committee and Community Advisory Workgroup (CAW) in January – February 2024. The Staff Team has now completed key tasks in the Phase I plan including [Market Assessment and Incentive Program Research](#), Stakeholder Interviews, and a Resident Survey.

We have named the forthcoming campaign “Energize Thurston” and are moving toward launch and implementation in the first quarter of 2025. Energize Thurston will provide outreach and financial incentives to accelerate residential building decarbonization and reduce energy costs for households throughout the county. The campaign will provide turnkey, subsidized installations of heat pump space conditioning systems (hereafter “heat pumps”) and heat pump water heaters (HPWH) for income-qualified participants. It will also provide access to equipment discounts, streamlined installations, guidance, and customer support for all participants regardless of income.

Energize Thurston builds on the foundation of existing local and regional campaigns:

- City of Olympia’s [Energize Olympia](#) campaign, which has provided discounted and subsidized ductless heat pumps to City residents in 2023-2024
- [The Switch Is On](#) web platform, which provides education about electric home appliances and location-based tools to find incentives and vetted contractors.

The Staff Team applied recommendations from the Phase I research to make programmatic decisions about elements of the Energize Thurston campaign. This Launch and Implementation Plan describes the structure and processes for Energize Thurston including Partnerships and Funding, Participant Pathways, Types of Equipment and Services, Campaign Structure and Processes, and Outreach and Marketing Strategy. This plan provides a timeline and a detailed list of tasks and deliverables to guide the launch, implementation, evaluation, and continuation of Energize Thurston.

A. Campaign Goals

The Phase I project plan defined the following overarching goals for the energy efficiency and electrification campaign:

- Deliver a compelling and accessible educational campaign to raise awareness of the climate, health, and economic benefits of building electrification and energy efficiency among broad segments of the Thurston community.
- Support energy equity by prioritizing program benefits to low- to moderate-income (LMI) households and members of overburdened communities.
- Connect a quantifiable number of residents with information about technologies, incentives, and advisory support services.

¹ The TCMC Staff Team is comprised of the climate program staff from each of the four TCMC jurisdictions. The Staff Team meets on a regular basis to share information and actively facilitate cross-jurisdictional coordination on selected regional initiatives. The TCMC Staff Team is a subset of the Energize Thurston Project Team defined in Section II.A. below.

- Implement a quantifiable number of home electrification and efficiency improvements across the participating jurisdictions during the campaign period.
- Maintain program flexibility to respond and adapt to regional, state, and national clean energy programs and investments, with the aim of ensuring ongoing benefits to Thurston residents.

Based on prior outputs of Energize Olympia and considering the currently available funding and geographic scale of Energize Thurston, approximate numeric goals for the campaign are listed below.

- Engage at least 600 residents via community workshops, online and in-person.
- Complete a total of 60-70 subsidized HPWH installations for LMI participants.
- Complete a total of 70-95 subsidized heat pump installations (combination of ducted and ductless) for LMI participants.²
- Enable approximately 150 total discounted and streamlined equipment installations for self-funded participants (i.e., we anticipate approximately the same number of LMI and self-funded installations).

II. Partnerships and Funding

Partner Jurisdictions: The TCMC is an ongoing partnership among Thurston County and the cities of Lacey, Olympia, and Tumwater to identify and implement regional climate mitigation initiatives including the 2024 initiative Energize Thurston. These jurisdictions along with the city of Tenino each received funding from the State Home Electrification and Appliance Rebates (HEAR) program to support the campaign. Thurston County, Olympia, and Lacey also expect to receive federal Energy Efficiency & Conservation Block Grant (EECBG) funding to support the campaign. The partner jurisdictions expect to enter into an interlocal agreement for joint implementation of Energize Thurston.

Lead Jurisdiction: As Lead Jurisdiction, Thurston County will hold contract(s) with the selected Campaign Installers and a Customer Support Consultant. Staff from the Lead Jurisdiction will lead the campaign's execution and administration with support from TCMC Staff Team members and the Customer Support Consultant.

Customer Support Consultant. The Lead Jurisdiction may also contract with a Customer Support Consultant (TBD) to augment staff capacity by assisting with customer support, case management, and/or outreach and education.

LMI Pathway Administrator: Each of the Parties will contract with a partner organization that will contract with the selected Campaign Installers to provide installations of qualifying equipment for qualified LMI participants. The project team expects that this role will be served by **South Puget Sound**

Habitat for Humanity (SPSHFH) because they have been an integral partner in the design and implementation of Energize Olympia (2023 and 2024). The LMI Pathway Administrator will verify participant income eligibility, coordinate installer site assessments and installations, review completion of work with LMI participants as well as provide installer oversight. They will also support campaign

² Potential supplemental grant funding from partner SPSHFH may add at least 20 more subsidized heat pump installations, for a campaign total of approximately 90-115.

promotion, administration of grant funding for subsidized installations, participant recruitment, marketing, and outreach efforts.

Installation Partners: Installers will be selected through a competitive Request for Proposals (RFP) process evaluating qualifications, experience, pricing, alignment with campaign goals and commitment to customer support. Installation partners will provide information at the educational workshops, conduct free site assessments, offer streamlined access to incentives and rebates, and execute installations for the campaign. Energize Thurston expects to contract with up to five installation partners.

Puget Sound Energy (PSE): PSE is the local electric and natural gas utility and provides rebates for energy efficiency retrofits including heat pump and heat pump water heater installations. This includes increased rebates amounts for households up to 90% AMI through the Efficiency Boost Rebate Program. This incentive helps reduce the cost of installations and will allow Energize Thurston to provide subsidized installations to a greater quantity of households. Note: While the TCMC is coordinating with PSE on the design and implementation of Energize Thurston, PSE is not an official campaign partner.

A. Project Team Roles and Responsibilities

Name	Organization/Work Group	Role
Julia Downing	DOE Community Energy Fellow (Thurston County)	<ul style="list-style-type: none"> • Campaign Co-Lead • Primary participant contact • Case management and outreach lead
Dominic Jones	City of Olympia, Building Decarbonization Manager	<ul style="list-style-type: none"> • Campaign Co-Lead (TBD) • Marketing materials lead • Participant management software lead • Case management and outreach support for Olympia participants
Rebecca Harvey	Thurston County, Climate Mitigation Senior Program Manager	<ul style="list-style-type: none"> • Contracting lead • Installer and campaign administration oversight • Case management and outreach support for Thurston County participants
Pamela Braff	City of Olympia, Director of Climate Programs	<ul style="list-style-type: none"> • Campaign advisor • Outreach support
Linsey Fields	City of Lacey, Climate and Sustainability Coordinator	<ul style="list-style-type: none"> • Case management and outreach support for City of Lacey participants
Alyssa Jones Wood	City of Tumwater, Sustainability Coordinator	<ul style="list-style-type: none"> • Case management and outreach support City of Tumwater participants
Amanda Schuyler	South Puget Sound Habitat for Humanity	<ul style="list-style-type: none"> • Installer selection support • LMI intake and case management • Outreach support

Amit Singh	Puget Sound Energy, Program Manager	<ul style="list-style-type: none"> PSE Point of Contact
TBD	TBD Customer Support Consultant	<ul style="list-style-type: none"> Support of case management, customer support, and/or outreach and education

B. Campaign Funding

Thurston County and the cities of Olympia, Lacey, Tumwater, and Tenino have each been awarded funds through the HEAR Program³. The jurisdictions will utilize these funds to subsidize installations of eligible equipment for LMI households. Since the EECBG funding (described below) is allocated to subsidize HPWH installations, the partners expect that the HEAR funding will be used primarily to subsidize heat pump space conditioning systems. The HEAR program allows up to 15% of the grant funding to be used for administrative costs. This portion of the funding will help to cover the cost of administering the Energize Thurston LMI Pathway.

Thurston County, Olympia, and Lacey have also applied for formula grants through the U.S. Department of Energy’s EECBG program. This grant funding will be used to subsidize installations of HPWH for qualifying LMI households. The cities of Tumwater and Tenino do not meet the population threshold to qualify for this EECBG formula funding, but the County’s allocation can support residents in small cities and unincorporated Thurston County.

Table 1 summarizes the jurisdictions’ grant funding sources that directly support the Energize Thurston campaign. Across all five jurisdictions, total funding available to subsidize equipment installations is approximately \$1.7 million. This is anticipated to fund 60-70 subsidized HPWH installations, and 70-95 subsidized heat pump installations (ducted and ductless) for qualifying LMI participants.

Table 1: Jurisdictions’ Grants for Energize Thurston 2025.

Jurisdiction	Total Grant Funds	HEAR Grants			EECBG Grants
		Total HEAR Grants	Administration Costs	Heat Pump Subsidies	HPWH Subsidies
Thurston County	\$553,303	\$472,263	\$70,839	\$401,424	\$81,040
Olympia ⁴	\$603,513	\$481,483	\$72,222	\$409,261	\$122,030
Lacey ⁵	\$593,015	\$477,555	\$71,633	\$350,000	\$115,460
Tumwater	\$477,540	\$477,540	\$71,631	\$405,909	\$0

³ The Home Electrification and Appliance Rebates Program is supported with funding from Washington’s Climate Commitment Act. The CCA supports Washington’s climate action efforts by putting cap-and-invest dollars to work reducing climate pollution, creating jobs, and improving public health. Information about the CCA is available at www.climate.wa.gov.

⁴ City of Olympia may allocate a some of its HEAR grant towards ductless heat pump installations during the 2024 Energize Olympia program dependent on program demand.

⁵ City of Lacey plans to allocate about 12% of its HEAR grant to the City’s existing matching rebate program, and the rest to Energize Thurston.

Tenino	\$95,009	\$95,009	\$14,251	\$80,758	\$0
Total	\$2,322,380	\$2,003,850	\$300,578	\$1,647,351	\$318,530

In addition to the grants provided by the jurisdictions, partner SPSHFH may supplement the campaign by leveraging approximately \$360,000 of their own grant funding from the WA State Department of Commerce HEAR Program to supplement the quantity of heat pump and HPWH retrofits provided to LMI households. These funds will be used to provide integrated weatherization services in coordination with the energy upgrades for LMI participants.

The City of Olympia also expects to allocate approximately \$96,000 in Federal Community Development Block Grant (CDBG) funding for additional heat pump and HPWH installations, as well as weatherization upgrades for low-income participants in Olympia.

III. Participant Pathways

A. Income Qualifications

Energize Thurston participant pathways are defined based on household gross annual income compared to Thurston County’s area median income (AMI). This is the same metric used by the U.S. Department of Housing and Urban Development (HUD) to determine eligibility for affordable housing. A table of specific income levels for the 80% and 120% AMI thresholds in Thurston County can be [found here](#).

Table 2: Energize Thurston Income Qualification Levels.

Pathway	Qualifying Income Levels
Low and Moderate Income (LMI) Pathway	
Fully Subsidized	Less than 80% AMI
Partially Subsidized	At least 80% but less than 120% AMI
Self-funded (Market Rate) Pathway	120% AMI or higher

B. LMI Pathway

The Energize Thurston LMI Pathway will provide subsidized equipment and services for LMI households as defined in Table 2. It is expected that campaign partner SPSHFH will administer this pathway by contracting directly with installer(s) and subcontractors to coordinate subsidized installations for LMI participants along with site assessments, integrated critical home repair, and limited weatherization services.

Energize Thurston will subsidize the cost of home energy equipment and services for LMI participants at two different levels based on household income qualification:

- Full Cost Coverage for Low-Income: Households under 80% AMI will be eligible for 100% cost coverage of equipment and services. The campaign will reserve at least 60% of available funding for this pool of applicants on a first-come first-served basis.
- Partial Cost Coverage for Moderate-Income: Households with annual incomes of at least 80% AMI but less than 120% AMI will be eligible for partial cost coverage of eligible equipment and services. The exact portion of required household contribution is to be determined but is expected to be capped at \$2,500.

C. Self-Funded Pathway

The Energize Thurston Self-Funded Pathway (aka “Market Rate”) will provide a group purchase discount⁶ to participants with household incomes of 120% AMI or higher. The exact discount rate will be negotiated with installers during the contracting process. Installers will also be required to include all applicable rebates (from Puget Sound Energy, manufacturers, jurisdiction partners, etc.) as a time-of-sale discount to participants.

In addition to the financial incentives noted above, self-funded participants will have access to further benefits of Energize Thurston:

- Free educational workshops;
- Guidance on additional incentives (e.g., tax credits) and financing;
- Streamlined installation; and
- Customer support.

Staff from Thurston County and the other Jurisdiction Partners will administer the self-funded pathway and provide case management and installer oversight.

The Energize Thurston Project Team may identify local financing providers (e.g., banks, credit unions) with favorable rates/terms that participants may choose to use to finance their projects. Installation partners may also recommend financing products if approved by Thurston County per the terms of their contract.

IV. Types of Equipment and Services

After attending an Energize Thurston workshop, participants in both the LMI and Self-Funded pathways will be asked to state on their applications if they request a site assessment for a heat pump , HPWH, or both. They will then be connected to a campaign installer who will provide a free site assessment and recommend the appropriate equipment for their home. The installer will also assess and inform participants of relevant aspects of the building envelope, such as air sealing and insulation, that may affect customer satisfaction and savings from the equipment.

Specific requirements for all Energize Thurston equipment and services will be defined in the contracts between Thurston County and the selected installers. These requirements have been defined to align with Puget Sound Energy’s planned 2025 rebates for heat pumps and HPWH.

A. Heat Pumps

Energize Thurston will focus on space conditioning heat pumps because our research found space heating to be the largest overall consumer of energy for households across all fuel types. Eligible heat pump equipment will include ducted as well as ductless electric heat pumps. For both LMI and Self-Funded participants, the installer will assess the needs of the home and recommend the appropriate

⁶ Group Purchase discount in Energize Olympia 2024 was 10% discount up to a maximum of \$1,200 off total equipment + labor cost.

heating and cooling equipment for the customer. Installed equipment may replace any type of heating fuel.

1. Heat Pumps for Energize Thurston must meet the following minimum requirements:

- i. Consortium for Energy Efficiency (CEE) highest efficiency tier for 2025:

2025 CEE Split ASHP Specification (DUCTLESS Heat Pumps)					
CEE Level	SEER2	EER2	HSPF2	COP at 5°F*	Capacity Ratio [~]
CEE Tier 1					
Path A	≥ 16.0	≥ 9.8	≥ 8.5	≥ 1.75	≥ 60% at 5°F/47°F
Path B	≥ 16.0	≥ 11.0	≥ 8.0	≥ 1.75	≥ 45% at 5°F/47°F
CEE Advanced Tier	Refer to the DOE Cold Climate Heat Pump Challenge Specification				

2025 CEE Packaged ASHP Specification (DUCTED Heat Pumps)					
CEE Level	SEER2	EER2	HSPF2	COP at 5°F*	Capacity Ratio [~]
CEE Tier 1	≥ 15.2	≥ 10.0	≥ 7.2	≥ 1.75	≥ 45% at 5°F/47°F

- ii. System must be AHRI Certified as a variable speed heat pump, mini-split or multi-split heat pump and use inverter technology and be a minimum of ¾ ton in heating mode.
- iii. For ductless heat pump only installations, at least one indoor head must be installed in the main living (high-flow) area of the home; bedroom only installations do not qualify for the campaign.

2. Additional Heat Pump Requirements for LMI Pathway

For participants in the LMI Pathway, Energize Thurston will cover costs of the recommended heat pump equipment plus the following upgrades, which are eligible uses of HEAR grant funding:

- i. Electric panel upgrades necessary to enable heat pump upgrades.
- ii. Duct sealing as needed for installations of ducted heat pump systems.

For ductless heat pump systems, the LMI Pathway will cover the cost of up to two ductless heads. At least one indoor head must be installed in the main living (high-flow) area of the home; bedroom only installations are not eligible for Energize Thurston subsidies.

For ducted systems, the campaign will cover the cost of duct repair as required. Installation of new ductwork where existing ductwork was not present is not eligible for Energize Thurston subsidies.

3. All heat pump installations that are funded with HEAR grants must meet the following HEAR program requirements:

- i. Remove all fossil fuel equipment where technically and economically feasible.

- ii. All air-source heat pumps must be listed on the Northeast Energy Efficiency Partnership's (NEEP) Cold Climate Air Source Heat Pump (ccASHP) Product List or meet the most recent ENERGY STAR Cold Climate product criteria.
- iii. All equipment must be ENERGY STAR Certified or CEE North Region Certified.
- iv. All equipment that uses refrigerants must follow the statutory global warming potential (GWP) limits from the Washington State Department of Ecology and the U.S. Environmental Protection Agency (EPA), and where technically and economically feasible, must use low GWP refrigerants listed by the EPA's Significant New Alternatives Policy (SNAP) Program, or the California Air Resources Board (CARB).

B. Heat Pump Water Heaters

The campaign will also incentivize HPWH because our research found water heating to be the second largest natural gas end use for residential homes in Washington State. HPWHs have also shown to be more cost effective for homeowners when replacing an existing electric water heater.

For both LMI and Self-Funded participants, the installer will assess the needs of the home (in coordination with SPSHFH for the LMI Pathway) and recommend the appropriate water heating equipment for the customer, which may or may not be a HPWH. As for heat pump space heaters, the installed equipment may replace any type of heating fuel.

1. Energize Thurston's requirements for heat pump water heaters:

- i. Must be Northwest Energy Efficiency Alliance (NEEA) Tier 3 or 4⁷ heat pump water heater.

2. Additional HPWH Requirements for LMI Pathway

For participants in the LMI Pathway, Energize Thurston will cover costs of a HPWH if it is recommended by the selected installer as appropriate water heating equipment for the site. The campaign may include an age requirement for water heater replacement (e.g., equipment is 10 or more years old; TBD). In addition to the equipment costs, Energize Thurston will cover costs of electrical upgrades to accommodate HPWH installation when needed in LMI households.

3. All LMI installations that are funded with HEAR grants must meet the following HEAR program requirements:

- i. Remove all fossil fuel equipment where technically and economically feasible.
- ii. All equipment must be ENERGY STAR Certified or CEE North Region Certified.
- iii. All equipment that uses refrigerants must follow the statutory global warming potential (GWP) limits from the Washington State DOE and the U.S. EPA, and where technically and economically feasible, must use low GWP refrigerants listed by the EPA's SNAP Program, or the CARB.

⁷ Refer to NEEA Advanced Water Heating Specification 8.1 for information on HPWH Product Tiers

V. Campaign Structure and Processes

A. Contracting Structure

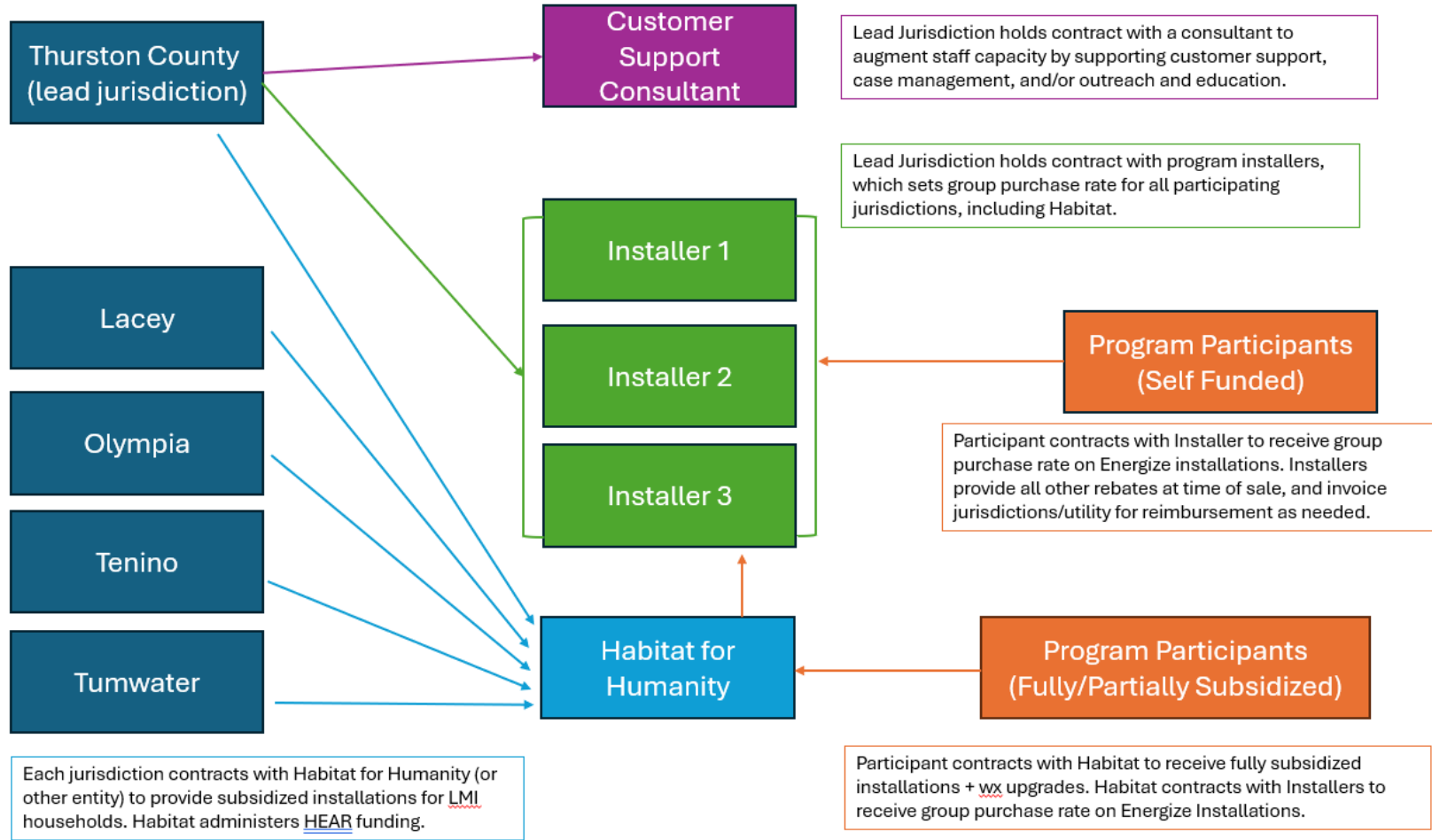
Energize Thurston will follow the “installer model” used by Energize Olympia, in which program installers are selected by evaluating price and qualifications through a competitive bidding process. The lead jurisdiction (Thurston County or County) will issue a Request for Proposals (RFP) to select qualified contractors to provide installation of ducted and ductless heat pumps, heat pump water heaters, and associated electrical work. The partners anticipate needing approximately four to five contracted installers to serve Energize Thurston. Selected installers will be required to provide a fixed group-purchase discount for all installations, and to apply all applicable rebates as a time-of-sale discount to participants. Thurston County will hold a contract with each selected installer to set the group purchase rate. Self-funded participants will contract directly with an installer as described in the “Applicant Process” section below.

SPSHFH will contract with the same suite of selected installers, who will be required to apply the same discounts for the LMI installations as for the self-funded installations. Each of the partner jurisdictions will enter a contract with the administrative partner to allow them to administer the LMI installations using funding provided by the jurisdiction.

The County will also issue an RFP to select a Customer Support Consultant (TBD), who will support case management, installer oversight, outreach, and/or campaign evaluation.

The contracting structure for Energize Thurston is illustrated in Figure 1 below.

Figure 1. Energize Thurston Proposed Contracting Structure



B. Applicant Process

1. All participants will progress through the Energize Thurston campaign as follows:

- i. Sign up for and attend a campaign workshop (either in-person or virtual).
- ii. Submit a campaign application that includes their general information and the following:
 - a) Whether they are applying for the LMI Pathway or the Self-Funded Pathway; and
 - b) If they request a site assessment for a heat pump space conditioning system, heat pump water heater, or both.
- iii. Campaign staff will verify site eligibility and request income eligibility information from LMI Pathway applicants.
- iv. Campaign staff will provide the participant with a status update and notify the installer that the participant is ready to schedule a site assessment.

2. LMI Pathway:

- i. The installer will work with the LMI Pathway Administrator and the participant to schedule a site assessment, recommend the appropriate equipment, and provide a quote. If the participant chooses to move forward, the installer will contract with Habitat for Humanity to complete the installation. The installer will provide all available rebates and incentives at the time of sale, including the Energize Thurston campaign pricing.
- ii. Moderate-income households (80%-120% AMI) will pay their household cost share to SPSHFH. Payment plans are available.

1. Self-Funded Pathway:

- i. The installer will contact the participant to schedule a site assessment, recommend the appropriate equipment, and provide a quote. If the participant chooses to move forward, the installer will contract directly with the participant to complete the installation. The installer will provide all available rebates and incentives at the time of sale, including the Energize Thurston campaign pricing, as well as direct participants to program-approved financing options. The campaign staff team will support self-funded participants by offering customer support throughout the installation process.

C. Participant Management System

The partners will follow the model used by Energize Olympia for participant tracking and case management. “Monday.com” software will serve as a platform for project and task management, providing a streamlined system to track participant applications and partner tasks all in one place. The Staff Team will modify this system as needed to accommodate the expanded multijurisdictional campaign. We will refine and document the participant intake process for the LMI and self-funded pathways; train all campaign partners and installation partners on the use of the tracking software; and assign roles and responsibilities for case management, customer support, and installer oversight. We will host regular meetings with all campaign partners to ensure installers are meeting the contract deliverables and installation timelines, and address case management issues as they arise.

VI. Outreach and Marketing Strategy

Energize Thurston will build upon the existing “Energize Olympia” brand and will expand outreach and marketing efforts countywide through a variety of methods as described below. Following the recommendations from background research, outreach will target both rural and urban areas with messages emphasizing environmental, health and safety benefits of electrification, as well as concerns about electric appliances cost and performance.

Energize Thurston will focus on reaching underserved and disadvantaged communities via targeted outreach and supportive program implementation. Target communities will include low-income households, communities of color, immigrants, seniors, first-time homeowners, and people on utility support programs, among others. Campaign staff will aim to develop partnerships with community-based organizations to leverage trusted networks that support these communities. A list of Community Outreach Partners will be included in the Energize Thurston Communications Plan.

Educational Workshop Series: Campaign staff, SPSHFH, and campaign installers will educate residents of Thurston County on the benefits of electrification appliances and services through a free series of educational workshops. The workshops provide information on the benefits of heat pump technology, residential energy efficiency, an overview of the program pathways and installation process, as well as information on the many available financial incentives including federal tax credits, and local utility incentives from Puget Sound Energy. The partners will host multiple in-person workshops across the county as well as an on-demand workshop to expand the accessibility of events.

TCMC Website: The TCMC website (Thurstonclimatecollaborative.org) will serve as the primary hub for interested residents to access Energize Thurston campaign information. The site will include information about in-person and on-demand workshops, participant eligibility criteria, FAQs, and contact information for the campaign’s point of contact.

Switch Is On (SIO) Website: The Energize Thurston Campaign will build on an existing outreach and marketing campaign that was launched regionally in 2024 via the wa.SwitchIsOn.org web platform. The Switch Is On (SIO) website serves as a central information hub for residential home electrification. It educates residents about home electrification benefits and technologies and provides tools to find vetted contractors and available incentives.

Outreach at Community Events: Campaign staff and SPSHFH staff will provide targeted outreach to community groups throughout Thurston County. This will include informational presentations for cultural organizations, faith-based organizations, and neighborhood associations, as well as tabling at local businesses, trade shows or community events.

Distribution of Marketing Materials: Physical marketing materials will be distributed around the County including post cards, flyers, and street banners at central hubs in the community. Campaign staff will also regularly post online updates on the status of the campaign through partner jurisdictions’ e-newsletters and via social media platforms such as Facebook, Instagram, Threads, X, Nextdoor, and/or Reddit.

Outreach Partnerships and Volunteers: Energize Thurston will leverage trusted community partners to engage members of target communities. Staff will maintain a list of Community Outreach Partners and track engagements before and during campaign launch. Campaign staff will work with partners to recruit community volunteers (“Energize Ambassadors”) to assist with distribution of marketing materials throughout the County. Early recruitment of volunteers can build greater awareness of the program, natural engagement of community partners, and opportunities for press coverage.

Translation and Interpretation services: The partners will set aside marketing budget to translate outreach materials and the on-demand workshop into Spanish; and to provide interpretation services as needed throughout the campaign.

Post-Installation Education: All participants will receive an educational packet providing information on how to use and maintain their newly installed equipment as well as a reference to the sources of funding that helped subsidize their installation.

VII. Campaign Timeline, Tasks and Deliverables

To launch the Energize Thurston campaign in Q1 2025, the Staff Team will aim to complete the following project tasks by the end of 2024.

Step 1: Contract with Energize Thurston Partners (October – December 2024)

This step includes executing an interlocal agreement among the jurisdiction partners for joint implementation of Energize Thurston, conducting a competitive solicitation for installation partners, and contracting with Habitat for Humanity. The jurisdictions may also contract with a Customer Support Consultant to augment staff capacity (TBD).

Step 1 Tasks:

- 1.0 Execute Energize Thurston 2025 Interlocal Agreement (ILA)
 - Define roles and responsibilities of each jurisdiction partner
 - Develop collaborative budget for campaign launch and implementation

- 1.2 Lead Jurisdiction: Issue Request for Proposal (RFP) for installation partners
 - Develop scope of work and scoring rubric for Energize Thurston installation partners
 - Publish and promote RFP
 - Establish Installer Selection Committee and review proposals
 - Contract individually with up to 5 installers that are selected through the RFP process
 - Negotiate Energize Thurston group purchase discount with selected installers

- 1.3 All jurisdictions: Contract with LMI Pathway Administrator
 - Confirm that South Puget Sound Habitat for Humanity (SPSHFH) will serve as the LMI Pathway Administrator based on their foundational role in the design and implementation of Energize Olympia (2023-2024).
 - Each jurisdiction will execute a contract(s) with SPSHFH to provide grant funding for subsidized installations for LMI households.

- 1.4 (TBD) Lead Jurisdiction: Contract with Customer Support Consultant
- Refine scope of work for Customer Support Consultant
 - Issue RFP and select consultant
 - Contract with consultant

Step 1 Deliverables:

- 1.1 Energize Thurston 2025 ILA
- 1.2 Contracts with up to 5 installation partners
- 1.3 Contracts between SPSHFH and each jurisdiction
- 1.4 (TBD) Lead jurisdiction contract with Customer Support Consultant

Step 2: Develop Communications Plan and Outreach Materials (October – December 2024)

Energize Thurston will leverage existing Energize Olympia outreach materials and communication strategies and modify them as needed for the expanded program. This step includes producing the new marketing assets, developing a communications plan and tracking system, establishing outreach partnerships, and developing a framework for the educational workshops.

Step 2 Tasks:

- 2.1 Design Energize Thurston marketing materials
 - Work with Energize Olympia designer to revise materials for Energize Thurston
 - Develop content for campaign website
 - Compile weatherization information packet to provide participants (TBD if staff capacity allows)
- 2.2 Develop Communications Plan
 - Build the Outreach & Marketing Strategy into a detailed campaign Communications Plan
 - Determine number and locations of in-person workshops
- 2.3 Establish outreach partnerships
 - Develop list of community-based organizations (CBOs) and outreach partners
 - Contact outreach partners to initiate relationships and engage potential volunteers
- 2.3 Design Energize Thurston workshops
 - Build off existing Energize Olympia workshops to add new technologies, application processes, and information about the multijurisdictional campaign
 - Provide Spanish translation of workshop subtitles; and explore other options for translation/interpretation of on-demand workshop

Step 2 Deliverables:

- 2.1 Energize Thurston brand and marketing materials
- 2.2 Energize Thurston webpage
- 2.3 Energize Thurston Communications Plan
- 2.4 Tracking system for outreach activities and partner engagement

Step 3 – Develop Participant Application and Tracking System (November 2024 – January 2025)

This step involves modifying Energize Olympia’s participant application and tracking system for the expanded multijurisdictional campaign.

Step 3 Tasks:

- 3.1 Develop application materials and process
 - Revise Energize Olympia’s application as needed for expanded campaign
 - Develop participant intake/tracking process for LMI and self-funded pathways
- 3.2 Set up participant tracking system in Monday.com software
 - Expand existing system to track participants across multiple jurisdictions
 - Establish project and task management boards in Monday.com
- 3.2 Train campaign partners on tracking system
 - Host kickoff meeting with campaign partners, SPSHFH, and installation partners
 - Assign roles and responsibilities for case management, customer support, and installer oversight
 - Establish weekly check-in schedule with all campaign partners

Step 3 Deliverables:

- 3.2 Final participant application
- 3.3 Guidance document on Participant Tracking Process
- 3.4 Complete project, task management system in Monday.com

Step 4 – Implement Campaign (est. March – June 2025)*Step 4 Tasks:*

- 4.1 Implement communications and outreach plan
- 4.2 Conduct in-person workshops
- 4.3 Record virtual “on-demand” workshop and post online
- 4.4 Implement participant intake and management process
- 4.5 Provide customer support and case management
- 4.6 Conduct oversight of installers and partners
- 4.7 Track and report on progress toward goals

Step 4 Deliverables:

- 4.1 Campaign Outcomes
 - Workshop registrations
 - Workshop attendances
 - Participant applications
 - Completed installations for LMI Pathway
 - Completed installations for Self-Funded Pathway

Step 5 – Develop Campaign Continuation Plan (est. July - September 2025)*Step 5 Tasks:*

- 5.1 Document and evaluate processes and partnerships developed in the pilot campaign
- 5.2 Develop a plan for continuation of the campaign in alignment with related federal, state, and regional initiatives.
- 5.3 Develop recommendations for expanding the program to further enhance benefits to disadvantaged communities.

Step 5 Deliverables:

- 5.1 Energize Thurston Evaluation Report
- 5.2 Energize Thurston Continuation Plan

File Attachments for Item:

13. ARTS WA creative district convening agreement

Recommended Action: Motion to approve ARTS WA creative district convening agreement



WASHINGTON STATE ARTS COMMISSION
Creative Districts
RCW 43.17

387-CD25-007

PROFESSIONAL SERVICES CONTRACT

This agreement is entered into by and between the WASHINGTON STATE ARTS COMMISSION ("Commission") 711 Capitol Way S., Suite 600, PO Box 42675, Olympia, WA 98504-2675 and

Name:	City of Tenino
Address:	149 Hodgden St S Tenino, WA 98589
E-mail:	jreevesrush@cityoftenino.org
Statewide Vendor #:	SWV0001495-00

herein after referred to as CONTRACTOR.

The COMMISSION and CONTRACTOR MUTUALLY UNDERSTAND AND AGREE AS FOLLOWS:

The COMMISSION and CONTRACTOR enter into this Contract for the purpose of developing, sponsoring, promoting or administering an activity, project or program which is related to the growth and development of the arts and humanities in the State of Washington. RCW 43.46 provides the statutory authorization for this Contract. It is administered under WAC Title 30.

The CONTRACTOR agrees to perform the following services for the COMMISSION:

1) SCOPE OF WORK

Planning, development, and hosting of 2025 Creative District Annual Convening. Activities include:

- Monthly planning and development meetings with ArtsWA staff.
- Coordinating onsite activities in Tenino for the convening.
- Coordinating with local partners, including the City of Tenino, to secure participation in conference activities.
- Coordinating guided tours for conference attendees within the Creative District.
- Coordinating with local vendors to develop programming for conference.
- Provide conference materials to conference attendees.
- Provide staff helpers during the Convening.

2) BUDGET

N/A

3) PAYMENT SCHEDULE

The COMMISSION agrees to pay the CONTRACTOR a fee not to exceed: **\$2,500.00**

Which amount is to be paid when the services are completed and the COMMISSION has received a proper invoice. The CONTRACTOR shall submit invoice on copy of form attached to this agreement and incorporated herein by the reference.

The CONTRACTOR's compensation for services rendered shall be based in accordance with the following terms and conditions:

1. No funds will be paid to the CONTRACTOR in advance of the stated start date.
2. Payment will be made upon completion of deliverables as set forth in the Scope of Work above.
3. All requests for payment shall be made using the Invoice Voucher (Form A19-1A), *Attachment "A"*.
4. The COMMISSION will make payment to the CONTRACTOR within 45 business days of receipt of a properly completed Invoice Voucher submitted with documentation, if documentation is applicable.

4) TIME SCHEDULE

The services covered by this agreement **begin on February 1, 2025 and end on June 20, 2025.**

5) INDEMNIFICATION

To the fullest extent permitted by law, the CONTRACTOR shall indemnify, defend, and hold harmless the State of Washington, including the COMMISSION and all officials, agents, employees of the State from and against any liability, damages, claims, suits and/or expenses arising out of or resulting from performance of this CONTRACT. The CONTRACTOR's obligation to indemnify, defend, and hold harmless includes any claim by the CONTRACTOR's agents, employees, representatives, or any subcontractor or its employees. The CONTRACTOR shall be required to indemnify, defend, and hold harmless the State only to the extent claim is caused in whole or in part by negligent acts or omissions of the CONTRACTOR.

6) INDEPENDENT CONTRACTOR

This Agreement creates an independent contractor relationship. The CONTRACTOR and its employees or agents performing under this agreement are not employees or agents of the COMMISSION or the State of Washington. The CONTRACTOR and its employees or agents will not hold themselves out as nor claim to be officers or employees of the COMMISSION or of the State of Washington by reason of this Agreement and will not make any claim, demand, or application to or for any right or privilege which would accrue to such an officer or employee under law. The COMMISSION shall not control or otherwise supervise the manner in which this Contract is performed.

All payments accrued on account of payroll taxes, unemployment contributions, any other taxes, insurance or other expenses for the CONTRACTOR or its staff shall be the sole responsibility of the CONTRACTOR.

7) COMPLIANCE WITH LAWS AND REGULATIONS

The CONTRACTOR shall comply with, and COMMISSION is not responsible for determining compliance with, all applicable and current federal, state, and local laws, regulations, and policies, including all applicable local, state, and federal licensing, accreditation and registration requirements/standards necessary for the performance of this CONTRACT.

During the performance of this Agreement, the CONTRACTOR shall comply with all federal and state nondiscrimination laws, regulations, or policies.

The CONTRACTOR shall have no mandatory individual arbitration clauses and Class or Collective

Action Waivers for Employees. The CONTRACTOR shall not require its employees, as a condition of employment, to sign or agree to mandatory individual arbitration clauses or class or collective action waivers.

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington and venue of any action brought hereunder shall be in the Superior Court for Thurston County.

8) SUSPENSION AND DEBARMENT

If federal funds are used for this contract, the CONTRACTOR shall assure that, its officers, agents, SUBCONTRACTORS, and consultants shall not fund, contract with, or engage the services of any consultant, SUBCONTRACTOR, supplier, or other party who is debarred, suspended, or otherwise ineligible to receive funds.

The CONTRACTOR certifies that the CONTRACTOR is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in the AGREEMENT by any federal department or agency. If requested by COMMISSION, the CONTRACTOR shall complete a Certification of Debarment, Suspension, Ineligibility, and Voluntary Exclusion form.

9) AMENDMENTS

No provision of this Agreement may be amended, modified or supplemented except in writing signed by the COMMISSION and the CONTRACTOR. The waiver of the breach of any provision of this Agreement will not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the terms of the Agreement.

10) TERMINATION FOR CAUSE

If the COMMISSION determines the CONTRACTOR has failed to comply with the terms of this Agreement in a timely manner, the COMMISSION has the right to suspend or terminate the Agreement. Before suspending or terminating the Agreement, the COMMISSION shall notify the CONTRACTOR in writing of the need to take corrective action. If corrective action is not taken within fifteen (15) days of receiving notice, COMMISSION may terminate or suspend the Agreement.

11) TERMINATION FOR CONVENIENCE

If the state government or other funding source withdraws, reduces, or limits in any way the funds appropriated for the work under this Agreement, the COMMISSION may terminate the Agreement for convenience without advance notice. The CONTRACTOR shall be reimbursed for eligible fees and expenses incurred prior to the effective date of such termination and not otherwise paid for by the COMMISSION, as the COMMISSION reasonably determines.

12) INSURANCE

In the event that services delivered pursuant to this Contract involve the use of vehicles, or the transportation of clients, current automobile liability insurance shall be required. CONTRACTOR will waive all rights against the State of Washington for the recovery of damages to the extent they are covered by automobile liability insurance, business auto liability or commercial umbrella liability insurance. Upon request, CONTRACTOR shall furnish evidence in the form of a certificate of insurance satisfactory to the State of Washington. Failure to provide proof of insurance, as required, will result in Contract cancellation.

13) RECORDS RETENTION

The CONTRACTOR shall maintain financial records that sufficiently and properly reflect all direct and indirect costs of any nature pertaining to expenses incurred and revenues acquired under this

Agreement. These records shall be subject at all reasonable times to inspection, review, or audit by personnel duly authorized by the COMMISSION or the State Auditor. The CONTRACTOR will retain all books, records, documents, and other materials relevant to this Agreement for six years after termination or expiration of the Agreement, and make them available for inspection by persons authorized under this provision.

14) NONDISCRIMINATION

a. Nondiscrimination Requirement. During the term of this Contract, CONTRACTOR, including any SUBCONTRACTOR, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, CONTRACTOR, including any SUBCONTRACTOR, shall give written notice of this nondiscrimination requirement to any labor organizations with which CONTRACTOR, or SUBCONTRACTOR, has a collective bargaining or other agreement.

b. Obligation to Cooperate. CONTRACTOR, including any SUBCONTRACTOR, shall cooperate and comply with any Washington state agency investigation regarding any allegation that CONTRACTOR, including any SUBCONTRACTOR, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).

c. Default. Notwithstanding any provision to the contrary, Agency may suspend CONTRACTOR, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until Agency receives notification that CONTRACTOR, including any SUBCONTRACTOR, is cooperating with the investigating state agency. In the event CONTRACTOR, or SUBCONTRACTOR, is determined to have engaged in discrimination identified at RCW 49.60.530(3), Agency may terminate this Contract in whole or in part, and CONTRACTOR, SUBCONTRACTOR, or both, may be referred for debarment as provided in RCW 39.26.200. CONTRACTOR or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.

d. Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, CONTRACTOR, SUBCONTRACTOR, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. Agency shall have the right to deduct from any monies due to CONTRACTOR or SUBCONTRACTOR, or that thereafter become due, an amount for damages CONTRACTOR or SUBCONTRACTOR will owe Agency for default under this provision.

15) SUBCONTRACTOR PAYMENTS REPORTING REQUIREMENTS.

This Contract is subject to compliance tracking using the State's business diversity management system, Access Equity (B2Gnow). Access Equity is web-based and can be accessed at the Office of Minority and Women's Business Enterprises at <https://omwbe.diversitycompliance.com/>. The CONTRACTOR and all SUBCONTRACTORS shall report and confirm receipt of payments made to the CONTRACTOR and each SUBCONTRACTOR through Access Equity. The CONTRACTOR may contact Deane Shellman at deane.shellman@arts.wa.gov/360-252-9985 for technical assistance in using the Access Equity system. User guides and documentation related to CONTRACTOR and SUBCONTRACTOR access to and use of Access Equity are available online at <https://omwbe.wa.gov/access-equity-help-center>. The Agency reserves the right to withhold payments from the CONTRACTOR for non-compliance with this section. For purposes of this section, SUBCONTRACTOR means any subcontractor working on the Contract, at any tier and regardless of status as certified WMBE or Non-WMBE.

The CONTRACTOR shall:

a. Register and enter all required SUBCONTRACTOR information into Access Equity no later than 15 days after the Public Owner creates the Contract Record.

b. Complete the required user training (two (2) one-hour online sessions) no later than 20 days after

the Public Owner creates the Contract Record.

c. Report the amount and date of all payments (i) received from the Agency, and (ii) paid to SUBCONTRACTORS, no later than 30 days after the issuance of each payment made by the Agency to the CONTRACTOR, unless otherwise specified in writing by the Agency, except that the CONTRACTOR shall mark as "Final" and report the final SUBCONTRACTOR payments) into Access Equity no later than thirty (30) days after the final payment is due the SUBCONTRACTOR (s) under the Contract, with all payment information entered no later than sixty (60) days after end of fiscal year.

d. Monitor contract payments and respond promptly to any requests or instructions from the Agency or system-generated messages to check or provide information in Access Equity.

e. Coordinate with SUBCONTRACTORS, or Agency when necessary, to resolve promptly any discrepancies between reported and received payments.

f. Require each SUBCONTRACTOR to: (i) register in Access Equity and complete the required user training; (ii) verify the amount and date of receipt of each payment from the CONTRACTOR or a higher tier SUBCONTRACTOR, if applicable, through Access Equity; (iii) report payments made to any lower tier SUBCONTRACTORS, if any, in the same manner as specified herein; (iv) respond promptly to any requests or instructions from the CONTRACTOR or system-generated messages to check or provide information in Access Equity; and (v) coordinate with CONTRACTOR, or Agency when necessary, to resolve promptly any discrepancies between reported and received payments.

16) ENTIRE AGREEMENT

This agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this agreement shall be deemed to exist or to bind any of the parties.

This contract is effective on: 2/1/2025

City of Tenino

Washington State Arts Commission

Signature of party authorized to sign for CONTRACTOR)

Karen Hanan, Executive Director

(Printed name of signatory)

(Signature Date)

(Title of signatory)

(Signature Date)

APPROVED AS TO FORM:

(Signature of Sharon James, Assistant Attorney General, State of Washington, December 19, 2019 on file in the fiscal office)

13. STATE OF WASHINGTON
INVOICE VOUCHER
 (Rev. 5/91)

AGENCY USE ONLY		
AGENCY NO.	LOCATION CODE	P.R. OR AUTH. NO.
3870	107	

AGENCY NAME
 Washington State Arts Commission
 711 Capitol Way S., Ste 600
 PO Box 42675
 Olympia, WA 98504-2675

VENDOR OR CLAIMANT (Warrant is to be payable to)
 City of Tenino
 attn: Jessica Reeves Rush
 149 Hodgden St S
 Tenino, WA 98589
jreevesrush@cityoftenino.org

SWV0001495-00

INSTRUCTIONS TO VENDOR OR CLAIMANT: Submit this form to claim payment for materials, merchandise or services. Show complete detail for each item.

Vendor's Certificate: I hereby certify under penalty of perjury that the items and totals listed herein are proper charges for materials, merchandise or services furnished to the State of Washington, and that all goods furnished and/or services rendered have been provided without discrimination because of age, sex, marital status, race, creed, color, national origin, handicap, religion, or Vietnam era or disabled veterans status.

BY _____
 (SIGN IN INK)
Contractor

 (TITLE) (DATE)

FEDERAL I.D. NO. OR SOCIAL SECURITY NO. (For reporting Personal Services Contract Payments to I.R.S.) RECEIVED BY DATE RECEIVED

DATE	DESCRIPTION	QUANTITY	UNIT	AMOUNT	FOR AGENCY USE
	2025 Creative District Convening Contract #387-CD25-007 Planning, development and hosting of Convening.	1		\$ 2,500.00	
Total Requested for this invoice				\$ 2,500.00	

PREPARED BY: Korja Giles TELEPHONE NUMBER: 360-485-1106 DATE: 2/3/2025 AGENCY APPROVAL: DATE:

DOC. DATE PMT DUE DATE CURRENT DOC. NO. REF DOC. VENDOR NUMBER VENDOR MESSAGE UBI NUMBER

TRANS CODE	MASTER INDEX			SUB OBJ	SUB SUB OBJECT	ORG INDEX	WORK CLASS ALLOC	COU NTY BUDG ET UNIT	CITY/ TOWN MOS	PROJECT	SUB PROJ	PROJ PHAS	AMOUNT	INVOICE NUMBER
	FUND	APPN INDEX	PROGRAM INDEX											
	001-032-00107			CA						7CDP			2,500.00	CD25-007

ACCOUNTING APPROVAL FOR PAYMENT DATE WARRANT TOTAL WARRANT NUMBER

File Attachments for Item:

14. Amendment 4 Authorization for Engineering services No. 2023-002 AG Park Building Improvements

Recommended Action: Motion to approve Amendment 4.

**AMENDMENT NO. 4
TO
AUTHORIZATION FOR ENGINEERING SERVICES NO. 2023-002
AG PARK BUILDING IMPROVEMENTS**

This Amendment No. 4 modifies Authorization 2023-002 between Gibbs & Olson, Inc., Longview, Washington (Engineer) and the City of Tenino, Washington (Client) executed on November 1, 2023, and previously amended by Amendment No. 1 executed on December 12, 2023, Amendment No. 2 executed on September 10, 2024, and Amendment No. 3 executed on October 22, 2024, for a project known as the Ag Park North Building Improvements Project.

The following modifications are made to the Agreement. All other terms and conditions of the Agreement remain unchanged.


BUDGET

The Engineer’s budget is increased for additional time spent on the project by \$7,000 and the total Authorization Amount is increased to \$270,500 as shown below.

Original Agreement Amount	\$ 10,000.00
Amendment No. 1.....	\$ 201,000.00
Amendment No. 2.....	\$ 12,500.00
Amendment No. 3.....	\$ 40,000.00
<u>Amendment No. 4.....</u>	<u>\$ 7,000.00</u>
Total Agreement Amount	\$ 270,500.00

GIBBS & OLSON, INC.

CITY OF TENINO, WASHINGTON

By: 
Richard A. Gushman, President

By: _____
David Watterson, Mayor

Date: February 6, 2025

Date: _____

File Attachments for Item:

16. Ordinance 935 an Ordinance Amending the City of Tenino Ord 2.68.020 D Civil Service Commission Qualifications.

Recommended Action: Motion to accept Second reading and adoption of Ordinance 935

**Ordinance 935
An Ordinance of the City of Tenino
Amending the City of Tenino Ordinance 2.68.020 D.
Civil Service Qualifications**

WHEREAS, the City Council has reviewed the changes set forth below,

WHEREAS, the City of Tenino is amending the municipal code 2.68.020 Section D. - Civil service commission created, appointment, terms, removal and quorum.

WHEREAS, the current ordinance reads No person shall be appointed a member of such commission who is not a citizen of the United States, a resident of the Tenino School District for at least three years immediately preceding such appointment, Tenino School District and an elector of the county wherein he resides.

WHEREAS, the new ordinance qualifications shall read No person shall be appointed a member of such commission who is not a citizen of the United States, a resident of the Tenino School District and an elector of the county wherein he resides.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TENINO, WASHINGTON, that the following changes are hereby amended and adopted as the Tenino City Ordinance 2.68.020 Section D.

PASSED AND ADOPTED by the City Council of the City of Tenino, Washington and **APPROVED** by its Mayor, at a regular scheduled public meeting, this _____ day of _____, 2025.

Dave Watterson, Mayor

ATTEST:

APPROVED AS TO FORM:

Jen Scharber, Clerk Treasurer

Brent Dille, City Attorney