



CITY OF
TUMWATER
CITY COUNCIL
MEETING AGENDA

Online via Zoom and In Person at
Tumwater City Hall, Council Chambers,
555 Israel Rd. SW, Tumwater, WA 98501

Tuesday, February 04, 2025
7:00 PM

1. **Call to Order**
2. **Roll Call**
3. **Flag Salute**
4. **Special Items:**
 - a. Proclamation: Black History Month, February 2025
5. **Public Comment:** (for discussion of items not having a public hearing on tonight's agenda)
6. **Consent Calendar:**
 - a. Approval of Minutes: City Council Work Session, January 14, 2025
 - b. Approval of Minutes: City Council, January 21, 2025
 - c. Payment of Vouchers (Finance Department)
 - d. Resolution No. R2025-002, Adopting the 2025 Fee Resolution (Public Works Committee)
 - e. Grant Agreement with the Department of Ecology for the Beehive Industrial Area Stormwater Retrofit Design Project (Public Works Committee)
 - f. Reappointment of Trent Grantham, Alex Chacon and Brodrick Coval to the Tree Board (Executive Department)
7. **Committee Reports**
 - a. Public Health and Safety Committee (Peter Agabi)
 - b. General Government Committee (Michael Althausen)
 - c. Public Works Committee (Eileen Swarthout)
 - d. Budget and Finance Committee (Debbie Sullivan)
8. **Mayor/City Administrator's Report**
9. **Councilmember Reports**
10. **Any Other Business**
11. **Adjourn**

Hybrid Meeting Information

The public are welcome to attend in person, by telephone or online via Zoom.

Watch Online

Go to <http://www.zoom.us/join> and enter the Webinar ID 827 3374 4419 and Passcode 470223.

Listen by Telephone

Call (253) 215-8782, listen for the prompts and enter the Webinar ID 827 3374 4419 and Passcode 470223.

Public and Written Comment

Attend in person to give public comment or register by 6:45 p.m. the day of the meeting to provide public comment using the web-based meeting platform:

https://us02web.zoom.us/webinar/register/WN_g-SkAylnQn-CFnU7k92bVg

After registering, you will receive a confirmation email with a login to join the online meeting.

As an alternative, prior to the meeting, the public may submit comments by sending an email to council@ci.tumwater.wa.us, no later than 5:00 p.m. on the day of the meeting. Comments are submitted directly to the Mayor and City Councilmembers and will not be read individually into the record of the meeting.

Post Meeting

Video of this meeting will be recorded and posted on our City Meeting page: <https://tumwater-wa.municodemeetings.com>.

Accommodations

The City of Tumwater takes pride in ensuring that people with disabilities are able to take part in, and benefit from, the range of public programs, services, and activities offered by the City. To request an accommodation or alternate format of communication, please contact the City's ADA Coordinator directly, call (360) 754-4129 or email ADACoordinator@ci.tumwater.wa.us. For vision or hearing impaired services, please contact the Washington State Relay Services at 7-1-1 or 1-(800)-833-6384.

Proclamation

WHEREAS, the City of Tumwater proudly embraces the cultural diversity of our community and honors organizations, families, and individuals of African American descent in appreciation of their invaluable contributions that continue to enrich our City, and unite and sustain us as a community; and

WHEREAS, Tumwater was settled by George Bush, a prominent member of the 1845 settlement party, and his family. A frontiersman and successful farmer, he was the first Black settler to receive a land grant in Washington territory; and

WHEREAS, in 1915, noted Black scholar Dr. Carter G. Woodson, son of former slaves, founded the Association for the Study of African American Life and History and initiated Negro History Week in 1926 to encourage the study of African American history; and

WHEREAS, Black History Month was formally adopted in 1976 to honor and affirm the importance of Black People in American History, advance the cause of civil rights, and to strengthen families, communities, and the nation; and

WHEREAS, observing Black History Month provides opportunities to gain a deeper understanding of African American history and acknowledge the centuries of struggles for equality and freedom; and

WHEREAS, Black History Month serves as both a celebration and a powerful reminder that Black history is American history, Black culture is American culture, and Black stories are essential to our continued journey towards a better society, to understanding ourselves, and growing stronger as a community; and

WHEREAS, the Study of African American Life and History has selected “African Americans and Labor” as the theme for Black History Month 2025, highlighting the ways their work has profoundly shaped the experiences of Black people throughout history and recognizing the significant contributions of Black workers, from enslaved laborers to modern-day professionals, in shaping the American economy.

NOW, THEREFORE, I, Debbie Sullivan, Mayor of the City of Tumwater, do hereby proclaim the month of

February 2025

Black History Month

and, I call upon the people of the City of Tumwater to celebrate the contributions of African Americans that are central to society, including civic, economic, professional, medical, scientific, military, and artistic excellence;

Signed in the City of Tumwater, Washington, and recognized on this 4th day of February in the year two thousand twenty-five.



Debbie Sullivan

Debbie Sullivan
Mayor

**TUMWATER CITY COUNCIL WORK SESSION
MINUTES OF VIRTUAL MEETING
JANUARY 14, 2025 Page 1**

CONVENE: 6:00 p.m.

PRESENT: Mayor Debbie Sullivan and Councilmembers Peter Agabi, Michael Althausser, Joan Cathey, Leatta Dahlhoff, Angela Jefferson, Eileen Swarthout, and Kelly Von Holtz.

Staff: City Administrator Lisa Parks, City Attorney Karen Kirkpatrick, Finance Department Director Troy Niemeyer, Community Development Department Director Michael Matlock, Transportation and Engineering Department Director Brandon Hicks, IT Department Director Lance Inman, Water Resources and Sustainability Department Director Dan Smith, Deputy Community Development Department Director Brad Medrud, Communications Manager Jason Wettstein, Housing and Land Use Planner Erika Smith-Erickson, Associate Planner Dana Bowers, and Deputy City Clerk Tracie Core.

Others: Marc Daily, Thurston Regional Planning Council.

**2025 LONG RANGE
PLANNING WORK
PROGRAM:**

Deputy Director Medrud reported that the request is for approval to schedule the 2025 Long Range Planning Work Program on the Council’s January 21, 2025 consent calendar following a follow-up discussion on any proposed changes or questions pertaining to the Council’s review of the work program on December 10, 2024. Since then, the General Government Committee discussed some of the issues addressed by the Council about scheduling the urban forestry amendments as a work item. Based on feedback from the committee, staff moved the update of the tree preservation ordinance as a work item in the 2025 work program replacing and deferring the review of the multifamily tax exemption program to 2026 because the program sunsets on December 31, 2026.

Councilmember Althausser commented that based on the General Government Committee’s discussion, members agreed to present the recommendation to the Council because the multifamily tax exemption program does not expire until the end of 2026 affording time to work on amendments to the tree preservation code.

The Council agreed to place the proposed 2025 Long Range Planning Work Program on the Council’s consent calendar at the January 21, 2025 meeting.

**SERVICE PROVIDER
AGREEMENT WITH
THE DISPUTE
RESOLUTION CENTER
FOR THE TENANT AND
LANDLORD
MEDIATION PROJECT**

Deputy Director Medrud requested placement of the Service Provider Agreement with the Dispute Resolution Center on the January 21, 2025 Council consent calendar. Staff recommends approval of the proposed service provider agreement.

Staff has been working with the Dispute Resolution Center on tenant landlord mediation following direction by the Council as a potential

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**AND CONFLICT
RESOLUTION
RESOURCE LINE:**

action to address tenant protections. The Council approved a scope of work with the project initiated in 2023. The original budget allocation for the project was \$50,000 annually. In fall 2024, as part of the Human Services Program funding discussion, the Council approved a second component of a conflict resolution resource line as part of the same contract based on available funding to cover the cost. The initial service provider agreement for the landlord tenant mediation project expired at the end of 2024. Staff drafted a new service provider agreement combining both functions of conflict resolution and the landlord tenant mediation project as one contract. Funding for conflict resolution is \$10,000 for the biennium. Tenant and landlord mediation is funded at \$40,000 for the biennium based on invoicing received by the City for mediations performed by the Dispute Resolution Center.

Councilmember Dahlhoff asked about any examples of success stories because several residents indicated the Dispute Resolution Center was not able to assist in mediating disputes in manufactured home parks. Deputy Director Medrud advised of the importance of relying on the performance of the Dispute Resolution Center over the next year. An evaluation on outcomes and progress will follow at the end of the year serving as a check-in point to assess whether the service has been successful.

Deputy Director Medrud responded to questions as to the details of the process when a tenant and a landlord are engaged in a disagreement. He explained that the agreement also includes conflict resolution, a separate service performed by the Dispute Resolution Center and funded by the City and other jurisdictions. Landlord and tenant mediation is a Tumwater-specific program for residents. Residents contact the Dispute Resolution Center for assistance. Funds provided to the Dispute Resolution Center for the service are to offset the costs of that service. The program is intended to encourage residents to use the program to assist them in remaining in their homes.

Councilmember Swarouth said that although she is appreciative of the ability for tenants to have the resource, she is concerned about rent increases many residents have experienced. She questioned the ability of the program to assist residents experiencing an increase in rent. Deputy Director Medrud said the issue of rent increases would likely be addressed by the Legislature as legislators have introduced upwards of 630 bills on the docket with one bill specifically addressing capping rent increases to 7% plus other noticing requirements. Legislation could be adopted later in the year enabling an avenue for the City to address rent increase issues. In terms of issues surrounding the sale of manufactured home parks, the state enacted notification requirements for the sale of parks requiring a 70-day notice prior to a sale closing. The notice requirement does not speak to the identity of the purchaser or their

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location. Unless existing funds are immediately available, the sale of an existing manufactured home park is difficult to address. Manufactured home parks are considered at the same level of protection as other tenants in the City. Notification is required for a variety of actions, such as a rent increase or tenants that have been asked to leave regardless of whether the home is an apartment or located within a manufactured home park. Based on the City's discussions with residents of different manufactured park communities, many are paying lower rents and the opportunity to move to another housing unit is likely limited.

Councilmember Cathey said she was asked whether an action by a landlord stays on a tenant's record, such as taking advantage of dispute resolution services. Deputy Director Medrud said the activities by the Dispute Resolution Center are not considered court procedures and are not officially recorded. The names of people involved in the process are treated confidentially.

City Attorney Kirkpatrick affirmed Deputy Director Medrud's explanation as the Dispute Resolution Center process is one method to help avoid having any information listed on an individual's credit report.

Councilmember Dahlhoff said feedback from residents from two manufactured home parks spoke to retaliation. She asked how the Dispute Resolution Center can involve both entities to address issues as well as any provisions to eliminate retaliation. Retaliation is often a limiting factor for residents for engagement because many believe they will be subjected to retaliation. Deputy Director Medrud said retaliation is not addressed in the service provider agreement with the Dispute Resolution Center. It could be considered a civil matter between the tenant and the landlord.

City Attorney Kirkpatrick noted that although retaliation is not covered in the agreement, the City included language in the new code addressing retaliation.

Councilmember Von Holtz inquired as to whether the agreement addresses landlords that often take retaliatory actions. City Attorney Kirkpatrick advised that the agreement does not cover those circumstances because the program is a voluntary program providing a resource to residents to help avoid escalating issues with their landlords. The issue is important as the City implements provisions within the code regarding landlord-tenant issues.

Mayor Sullivan affirmed the placement of the provider service agreement on the Council's consent calendar at the January 21, 2025 meeting.

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**REGIONAL PLANNING
COUNCIL DOES THAT
IMPACTS THE CITY OF
TUMWATER:**

(TRPC), briefed the Council on TRPC planning activities.

TRPC is an independent organization serving the region for over 55 years. TRPC is a voluntary organization of cities, towns, Thurston County, tribal nations, school districts, and other special purpose districts that work and plan together on issues that cross jurisdictional boundaries.

A major component of the work is state and federal funding funneled to the region through TRPC for transportation projects. TRPC's Transportation Policy Board and TRPC render decisions on where federal funds should be allocated locally. In December, TRPC completed its largest call for projects and programmed approximately \$20 million for local transportation projects. Tumwater received some funding for the largest project funded during the last call for projects of approximately \$2.6 million for the next phase of the Deschutes Valley Trail for construction.

TRPC also serves as the region's clearinghouse for data on the region. Over 70 topics are included in the publication, *The Profile*, specific to the county and individual jurisdictions on population, employment, housing, and environment, etc.

Current work underway includes:

- Supporting Comprehensive Plan Periodic Updates within the region:
 - TRPC adopted updated housing allocations in December
 - TRPC completed a Land Capacity Analysis
 - TRPC identified adequate capacity in Tumwater and in urban growth area to accommodate housing need
 - Scope Countywide Planning Policy changes in late 2025
- Habitat Conservation Plan Support:
 - To account for the impacts of gopher soils on development, TRPC is updating assumptions in the 2021 Buildable Lands Report
 - Will assess the effects of the Bush Prairie Habitat Conservation Plan
 - Model three future (20 years) land use scenarios using different density assumptions provided by Tumwater
 - Prepare memo summarizing assumptions and results to support Comprehensive Plan Update
- Comprehensive Plan Transportation Element Consistency Review:
 - As the Regional Transportation Planning Organization (RTPO), TRPC will determine whether the Transportation Element reflect the principles established in the Regional Transportation Plan

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- Determine whether the Transportation Element is consistent with the adopted Regional Transportation Plan
- Determine whether the Transportation Element implements and is consistent with the Land Use Element
- TRPC and jurisdictional staff developed 14-criteria review checklist
- In December 2024, TRPC provided a preliminary consistency review of Olympia’s Transportation Element
- Stormwater Retrofit Strategy
 - A partnership with Tumwater, Olympia, Lacey, Thurston County, TRPC, and Washington Department of Ecology
 - EPA-funded project to create a toolkit for prioritizing areas for stormwater retrofit to benefit water quality, salmon habitat, and ecosystem functions
 - Literature review and best practices report outlining policies and procedures to support retrofit implementation
 - Retrofit Implementation Strategy, including priority project specifics process for ongoing regional retrofit planning
- High-Capacity Transportation Study:
 - Express business and vanpool are existing high-capacity options that could be enhanced
 - Not sufficient density in the region for the foreseeable future to support light rail
 - Household and employment densities are marginal for commuter rail
 - Any high-capacity transportation expansion will require additional transportation revenue and more collaboration between agencies in the Puget Sound region
- Emergency Detour Route Study:
 - Study will evaluate different detour routes for the region and consider different scenarios of closure by using the transportation model to determine outcomes in different areas during a closure. One closure that could affect Tumwater significantly is closure of Interstate 5 at U.S. Highway 101. Modeling will identify areas in the transportation system that creates problems when the region experiences a freeway closure. A consultant will complete some operational analysis to identify ways to operate the system differently at specific locations through either infrastructure improvements or other types of improvements. The study is scheduled for completion in 2026.
- Regional Safety Action Plan:
 - Federal Safe Streets grant monies fund the development of the action plan. Trends for death and serious injury

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from traffic accidents are increasing especially for pedestrians and bicyclists. The action plan will explore areas within the region experiencing repeated safety issues to develop strategies to reduce the number of incidents. Lacey and Thurston County also received federal funds and have initiated planning specific to each area. TRPC will combine the work from Lacey and Thurston County and build from the information to benefit the entire region.

- Update of Regional Transportation Plan:
 - Plan is updated every five years with the update scheduled for completion in July 2025 with a draft plan issued in April 2025.
- Regional Trails Plan:
 - Plan was completed in 2024 and includes a number of actions TRPC is tasked to complete. TRPC is seeking funding sources. Funding was awarded through the call for projects process for 2028 through 2032. However, work on the plan should be initiated sooner with TRPC actively seeking other funding sources.
- Martin Way Corridor:
 - The Martin Way corridor is part of the strategy completed as part of the Capitol Way/Capitol Boulevard review through Olympia and Tumwater to develop a vision for how major corridors should function within the region.
 - TRPC is working with the Cities of Olympia, Lacey, and Tumwater, Thurston County, and Intercity Transit to identify the location and construction of up to 10 additional pedestrian crossings along Martin Way.
- Regional Bicycle Connectivity:
 - In late 2025, TRPC will begin working on the strategy for bicycle connectivity to identify gaps and safety issues in the region's bicycle network.

Mayor Sullivan and the Council thanked Mr. Daily for providing an update on important work affecting the region.

**RESOLUTION R2025-001
TRANSPORTATION
BENEFIT DISTRICT
SOLUTION:**

Director Hicks reviewed the draft resolution and changes in project eligibility for the Transportation Benefit District (TBD).

The Tumwater TBD was established by the City Council in 2014 and approved by voters in 2015 to fund the TBD by an increase in sales tax. The program has added a substantial amount of funding for City streets in excess of \$19.2 million enabling the City to leverage the funds to obtain additional grants resulting in a total funding package of \$25 million over the ten-year period.

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Prior to 2015, the City's pavement maintenance program was funded at only approximately \$200,000 each year, street conditions in the City were degrading quickly, and pavement conditions were arguably the worst among the four largest jurisdictions in Thurston County. Following the collection of TBD funding, pavement management improved. The City was awarded a large pavement maintenance grant to complete significant work on Tumwater Boulevard, Capitol Boulevard, Old Highway 99, and other National Highway System routes. Overall, while the City was able to address some of the larger problems in the City, other streets in good condition continued to degrade slowly.

Sales tax revenue for the TBD continued to grow rapidly with a large increase in 2020. The TBD funds were used to leverage even more grant funds and pavement conditions improved. A significant amount of grant funding was also received in 2023.

The City's mantra, "promises made promises kept," was the message to voters when asked to approve the TBD. The City added an annual pavement maintenance project to both the Transportation Improvement Program and the Capital Facilities Plan to meet the requirements to utilize TBD funds. As part of the information presented to voters in 2014, a map was developed of needed improvements.

Director Hicks displayed a new map depicting improvements completed to date with most of the map covered. Most of the street segments not completed to date will be completed with this summer's pavement maintenance project and other TBD funded projects that are currently being designed for construction next year. The few segments that will not be complete using TBD funds will be reconstructed by development in the near future, are awaiting completion of utility projects, or were determined to have not degraded enough to warrant maintenance work. .

The City's Street Saver Program is a software program that rates Citywide pavement ratings every few years based on data collected from inspection of the streets. The program produces a report identifying the order of projects to complete to receive the greatest cost benefit. City staff inspect roads and review any logged complaints or requests from the public.

Councilmember Swarthout commented on her surprise as to how Tumwater roads were rated poor in recent work by TRPC as part of the detour program compared to other roads in other jurisdictions. She asked whether the work considered all Tumwater streets or only specific roads in the City. Mr. Daily explained that the research was not related to pavement condition.

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Director Hicks added that TRPC collected data several years ago on Tumwater street conditions. The results rated City roads as in mid-condition compared to other jurisdictions. Information was collected from the City on the level of funding required to maintain the system. At that time, the City experienced a significant gap between available funding and required funds to maintain the system.

Mr. Daily noted that data utilized by TRPC are provided by each jurisdiction for pavement conditions.

Director Hicks reviewed accomplishments achieved by the TBD over the last ten years:

- Street maintenance completed on more than 100 lane miles (approximately 40% of the entire street system)
- Used over 50,000 tons of asphalt
- Replaced more than 100 curb ramps to improve accessibility for all users

The Council is scheduled to consider Resolution No. R2025-001. Most of the language in the resolution is similar to the resolution adopted by the Council in 2015. The resolution authorizes a ballot measure for the April 22, 2025 election for renewing the current 0.2% sales tax for the TBD. Renewal of the TBD requires a simple majority affirmative vote of City voters.

Because of a change in language to increase the eligibility of projects funded by the TBD, a public hearing is required. The proposed change is to add stand-alone sidewalk projects and projects included in the City's ADA Transition Plan as eligible projects for use of TBD funds. Currently, \$200,000 is dedicated to fund the Sidewalk Program. Adding the sidewalk program as a TBD eligible program increases funding and allows the City to utilize TBD funds as match for additional grants.

Director Hicks reviewed a list of proposed TBD project types if the TBD is renewed:

- All pavement preservation/maintenance and sidewalk projects included in the Transportation Improvement Program or Transportation Capital Facilities Plan
- Typical project types:
 - Annual pavement maintenance projects
 - Repaving portion of large non-pavement maintenance transportation projects
 - Stand-alone sidewalk projects
- Priority areas
 - Paving and Sealing
 - Residential streets that are not generally eligible for

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- grants
- Roadway repairs and sealing to prepare for overlays
- Very poor condition streets (Antsen Street, 83rd Avenue, Irving Street, etc.)
- Mill and inlay or chip seal for arterials and collectors with surfacing 20 years or older
- Pedestrian Improvements
 - Priority improvements in the ADA Transition Plan
 - Sidewalk Program enhancement
 - Accessibility barriers in the vicinity of, but outside the limits of other projects

The proposal to fund the TBD of 0.2% sales tax ensures all people who shop in Tumwater are paying a fair share of the transportation system. The proposal is not a sales tax increase but a renewal of the current 0.2% portion of the sales tax with no change in the current sales tax rate in the City.

The TBD provides a method of funding sidewalks and roadway maintenance and distributes the cost to all users of the system, maintains the current rate of 0.2% of sales tax, and leverages the ability for the City to secure other grant funds. Staff forecasts the TBD would generate \$35 million over the next ten years if voters approve renewing the TBD. TBD monies can be used to leverage multimodal and capacity grants and improve and maintain roadway conditions.

Director Hicks reviewed the steps for seeking renewal of the TBD. The Council is scheduled to consider the resolution to certify a ballot proposition on January 21, 2025 following a public hearing. Deadline for submittal of the Resolution to Thurston County is February 21, 2025. Between February and March, the Council selects opposing and supporting committees for the ballot measure. Staff will develop an informational mailer for the April 22, 2025 election.

City Administrator Parks explained that at this time, staff is not aware of any other measures included on the ballot. She offered to follow-up with the Thurston County Auditor.

**2025 CITY COUNCIL
MEETING SCHEDULE
AND SUMMER RECESS:**

City Administrator Parks requested feedback on the Council’s preference to establish the timeline for the annual recess in August 2025. Because the 2025 calendar includes five Tuesdays in July, the Council has the ability to recess for three weeks if the recess is scheduled during the first two weeks in August. However, if the recess is during the first two weeks in August, the Council would not have a business meeting for five weeks whereas the recess during the last two weeks in August would result in four weeks between business meetings (August 5 through September 2, 2025).

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Councilmembers shared their respective preferences and selected the first two weeks in August for the Council recess.

**MAYOR/CITY
ADMINISTRATOR'S
REPORT:**

City Administrator Parks reported the next Tumwater Youth Program event is scheduled on Friday, January 17, 2025 at Bush Middle School from 7 p.m. to 10 p.m. featuring a dodge ball tournament.

A community center workshop was held on Monday, January 13, 2025. An update on the project for the Council is scheduled at the January 28, 2025 work session.

City Hall will be closed on Monday, January 20, 2025 in observance of Martin Luther King Day.

Mayor Sullivan thanked Councilmember Jefferson for attending the chamber meeting in her absence.

Mayor Sullivan encouraged Councilmembers to attend local events in honor of Martin Luther King Jr.

ADJOURNMENT:

With there being no further business, Mayor Sullivan adjourned the meeting at 7:39 p.m.

Prepared by Valerie L. Gow, Recording Secretary/President
Puget Sound Meeting Services, psmsoly@earthlink.net

**TUMWATER CITY COUNCIL MEETING
MINUTES OF HYBRID MEETING
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CONVENE: 7:00 p.m.

PRESENT: Mayor Debbie Sullivan and Councilmembers Peter Agabi, Michael Althaus, Joan Cathey, Leatta Dahlhoff, Angela Jefferson, Eileen Swarthout, and Kelly Von Holtz.

Staff: City Administrator Lisa Parks, City Attorney Karen Kirkpatrick, Finance Department Director Troy Niemeyer, Police Chief Jon Weiks, Fire Chief Brian Hurley, Community Development Department Director Michael Matlock, Transportation & Engineering Department Director Brandon Hicks, Water Resources & Sustainability Department Director Dan Smith, IT Department Director Lance Inman, Deputy Community Development Department Director Brad Medrud, Police Administrative Manager Laura Wohl, Community Engagement Specialist Margo Bergendahl, and Deputy City Clerk Tracie Core.

SPECIAL ITEMS:

**PROCLAMATION:
MARTIN LUTHER
KING JR. DAY,
JANUARY 20, 2025:** Councilmember Swarthout read a proclamation declaring January 20, 2025 as *Martin Luther King Jr. Day*. The proclamation urged people to take this opportunity to reflect upon Dr. King's vision and rededicate themselves to continuing to advance the principles of justice and equality for all.

PUBLIC COMMENT: **Pamela Hansen, PO Box 14521, Tumwater**, cited humor satire performed by Carol Burnett and Tim Conway and commented on issues surrounding illegal drugs, drug trafficking organizations, and signal jammers used to disable calls for help. She urged funding for the Police Department to help combat the use of and the confiscation of signal jammers.

**CONSENT
CALENDAR:**

- a. Approval of Minutes: City Council Work Session, November 26, 2024
- b. Approval of Minutes: City Council Joint Planning Commission Work Session & Council Work Session, December 10, 2024
- c. Approval of Minutes: City Council January 7, 2025
- d. Payment of Vouchers
- e. Service Provider Agreement with SCJ Engineering for On-Call Engineering Services Amendment No. 2
- f. Service Provider Agreement with the Dispute Resolution Center for the Tenant and Landlord Mediation Project and Conflict Resolution Resource Line
- g. Interlocal Agreement with the City of Olympia for Fire Vehicle Maintenance
- h. Interlocal Agreement for Thurston County Emergency Management Council
- i. Interlocal Agreement (ILA) with the Cities of Olympia and Lacey, and Thurston County Implementing a Regional Environmental Education Program (REEP)

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- j. Right of Entry Agreement with Dana Day for the Barnes Lake Management District
- k. Memorandum of Understanding (MOU) Between the City of Tumwater (CITY) and LOTT Clean Water Alliance (LOTT) Regarding a Purchase and Sale Agreement for Properties in the Deschutes Valley Amendment 2
- l. Software License and Service Agreement with 365Labs on behalf of the Thurston County Law Enforcement Records Management System Consortium (“LERMS”)
- m. 2025 Long Range Planning Work Program
- n. 2025 City Council Meeting Schedule and Summer Recess
- o. Waiver of TMC 15.01.080(B)

MOTION:

Councilmember Dahlhoff moved, seconded by Councilmember Von Holtz, to approve the consent calendar as published. A voice vote approved the motion unanimously.

Mayor Sullivan reviewed the items approved on the Consent Calendar.

PUBLIC HEARINGS:

**RESOLUTION NO.
R2025-001
TRANSPORTATION
BENEFIT DISTRICT
RESOLUTION:**

Director Hicks reported the proposed resolution is for the renewal of the Transportation Benefit District (TBD) and its funding source of 0.2% sales tax. For a taxable purchase of \$100, a consumer would pay an additional 20 cents in sales tax.

The TBD supports the City’s Pavement Management Program. Management of street pavement is important to avoid the high cost of improvements by maintaining streets in good condition using chip seals, overlays, and other repair methods. Over the last ten years, the TBD has generated over \$19.2 million with a forecast of over \$20 million at the expiration of the TBD. Funding has been used to leverage more than \$6 million in grants. In total, the TBD has provided approximately \$26 million for street preservation. Monthly revenue exceeded the City’s annual pavement maintenance budget prior to the formation of the TBD.

Director Hicks displayed a graphic depicting how pavement deteriorates over time and the importance of pavement preservation treatments to impede deterioration, extend service life, and improve functionality in a cost-effective manner while also enhancing safety and contributing to customer satisfaction. With the availability of TBD revenue, the City was able to increase the size of projects with road conditions beginning to improve. In 2018, the City was able to leverage substantial grants helping to preserve TBD revenue for future years, as well as improving street conditions.

The City’s mantra, “promises made promises kept,” was the message to voters when asked to approve the TBD. As part of the information presented to voters in 2014, a map was developed of needed improvements.

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Director Hicks reviewed street segments repaired or preserved to date. Most of the remaining segments from the original map provided to voters are currently in design, funded, and scheduled for construction within the next two years. Seven street segments will not be repaired or preserved because they will be reconstructed by development projects, are awaiting completion of utility projects, or were determined to not need maintenance at this time.

Director Hicks reviewed accomplishments achieved by the TBD over the last ten years:

- Street maintenance completed on more than 100 lane miles (approximately 40% of the City's street system)
- Used over 50,000 tons of asphalt
- Replaced more than 100 curb ramps to improve accessibility for all users

Director Hicks requested consideration of Resolution R2025-001 providing for a ballot measure to be submitted to voters in April 2025. The intent is to renew the current 0.2% sales tax for TBD for an additional ten years. Renewal requires an affirmative vote by taxpayers. A public hearing would not have been necessary to place the measure on the ballot if scope were unchanged, however the proposal includes expansion of eligibility of projects for the TBD with a focus on projects included in the City's Sidewalk Program. The goal of the program is to ensure all pedestrian facilities are accessible with a focus on using TBD funds to leverage grants targeted for sidewalk and pedestrian projects.

Director Hicks reviewed a list of proposed TBD project types if the TBD is renewed:

- All pavement preservation/maintenance and sidewalk projects included in the Transportation Improvement Program or Transportation Capital Facilities Plan
- Typical project types:
 - Annual pavement maintenance projects
 - Repaving portion of large non-pavement maintenance transportation projects
 - Stand-alone sidewalk projects
- Priority areas
 - Paving and Sealing
 - Residential streets that are not generally eligible for grants
 - Roadway repairs and sealing to prepare for overlays
 - Very poor condition streets (Antsen Street, 83rd Avenue, Irving Street, etc.)
 - Mill and inlay or chip seal for arterials and collectors with surfacing 20 years or older

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- Pedestrian Improvements
 - o Priority improvements in the ADA Transition Plan
 - o Sidewalk Program enhancement
 - o Accessibility barriers in the vicinity of, but outside the limits of other projects

The proposal to fund the TBD of 0.2% sales tax ensures all people who shop in Tumwater are paying a fair share of the transportation system. The proposal is not a sales tax increase but a renewal of the current 0.2% portion of sales tax with no change in the current sales tax rate in the City.

The TBD provides a method of funding sidewalks and roadway maintenance and distributes the cost to almost all users of the system, maintains the current rate of 0.2% of sales tax, and leverages the ability for the City to secure other grant funds. Staff forecasts the TBD would generate over \$30 million in the next ten years if voters approve renewing the TBD. TBD monies will be leveraged to seek multimodal and capacity grants and improve and maintain roadway conditions.

Staff requests consideration of the proposed resolution following the public hearing. Between January and February based on approval of the resolution, the process of soliciting supporting and opposing committees will commence. Communications staff will develop an informational mailer. In February, the Council will be presented with a collective statement for consideration. If the Council elects to establish pro and con committees, a separate resolution will be presented for consideration for each committee. February 21, 2025 is the deadline for submittal of the resolution to Thurston County followed by the election on April 22, 2025.

The Council unanimously supported pursuing both committees rather than deferring the action to Thurston County.

Councilmember Althausler inquired as to the source of the language for the ballot measure. City Attorney Kirkpatrick affirmed the language for the ballot measure was drafted by the City Attorney,

Mayor Sullivan opened the public hearing at 7:36 p.m.

With there being no public testimony, Mayor Sullivan closed the public hearing at 7:37 p.m.

MOTION:

Councilmember Swarthout moved, seconded by Councilmember Jefferson, to adopt Resolution No. R2025-001, providing for a ballot proposition to be submitted to the qualified electors on April 22, 2025. A voice vote approved the motion unanimously.

**TUMWATER CITY COUNCIL MEETING
MINUTES OF HYBRID MEETING
JANUARY 21, 2025 Page 5**

**COUNCIL
CONSIDERATIONS:**

**ORDINANCE NO.
O2024-008,
GENERAL
COMMERCIAL
RESIDENTIAL
MIXED-USE
AMENDMENTS:**

Deputy Director Medrud presented Ordinance No. O2024-008 for consideration. The Planning Commission received a briefing on the ordinance and conducted a public hearing last year followed by a briefing to the General Government Committee earlier in the month.

The ordinance amends Tumwater Municipal Code (TMC) Chapter 18.22 to enable high intensity mixed use residential uses in the General Commercial (GC) zone district. Most of the City’s GC zones are concentrated along the west side of Interstate 5 between the freeway and Littlerock Road.

The City currently allows for high-rise (five stories or more) multifamily residential uses within the General Commercial zone district with an approved conditional use permit. Staff proposes to eliminate the conditional use permit requirement and permit the use outright of multifamily residential structures with a minimum density of 40 dwelling units per acre as part of a mixed use development in the same structure or site. The intent is to allow multifamily uses in the GC zone of an appropriate intensity while also preserving space for commercial uses.

In addition to changes to the Use Table within the chapter, changes were made to the development standards adding language on mixed use development requirements. Non-residential uses in a mixed use development in the same structure must occupy twenty-five percent or more of the total square footage of the structure. Non-residential uses in a mixed use development in the same project site must occupy forty percent or more of the total square footage of the project site.

Deputy Director Medrud explained that the commercial use can be placed within any area of the mixed use structure as long as the commercial use is a minimum of 25% of the total square footage of the structure.

The General Government Committee recommended the Council adopt Ordinance No. O2024-008.

Councilmember Jefferson asked whether the proposal is a mandate from the state. Deputy Director Medrud advised that the proposal is not required by the state.

MOTION:

Councilmember Von Holtz moved, seconded by Councilmember Dahlhoff, to adopt Ordinance No. O2024-008 Amending Chapter 18.22 of the Tumwater Municipal Code as recommended by the General Government Committee. A voice vote approved the motion unanimously.

**TUMWATER CITY COUNCIL MEETING
MINUTES OF HYBRID MEETING
JANUARY 21, 2025 Page 6**

**COMMITTEE
REPORTS:**

**PUBLIC HEALTH &
SAFETY:
*Peter Agabi***

At the January 14, 2025 meeting, members were briefed on a Software License and Service Agreement with 365Labs on behalf of the Thurston County Law Enforcement Records Management System Consortium (“LERMS”), an Interlocal Agreement with the City of Olympia for Fire Vehicle Maintenance, and an Interlocal Agreement for Thurston County Emergency Management Council. Councilmember Dahlhoff also requested a comprehensive briefing on the implementation process for body worn cameras by police officers.

**GENERAL
GOVERNMENT:
*Michael Althaus***

The committee met on January 8, 2025. Briefings continued on the 2025 Comprehensive Plan Periodic Update specific to the new Climate Element. Members received a presentation on Ordinance No. O2024-008. Members agreed to change several meeting dates to accommodate a member’s schedule.

**PUBLIC WORKS:
*Eileen Swarthout***

At the last meeting on Thursday, January 9, 2025, members received briefings and recommended approval of several of the items on the consent calendar approved by the Council earlier in the meeting. The agenda for the Thursday, January 23, 2025 meeting includes briefings and consideration of a Grant Agreement with the Department of Ecology for the Beehive Industrial Area Stormwater Retrofit Design Project and Resolution No. R2025-002, 2025 Fee Resolution.

**BUDGET AND
FINANCE:
*Debbie Sullivan***

The committee is scheduled to meet on Friday, January 24, 2025 at noon.

**MAYOR/CITY
ADMINISTRATOR'S
REPORT:**

City Administrator Parks reported that with the opening of the legislative session, the City is receiving information from the Association of Washington Cities (AWC). Several events have been scheduled. A presentation will be featured on a resident-owned community model for mobile home parks on February 5, 2025 during a virtual meeting. Mayor Sullivan is presenting information on Tumwater’s manufactured home park zoning district. Mobile home parks can offer a solution for affordable housing needs. City Action Day is scheduled on February 19-20, 2025 in Lacey sponsored by AWC. The Council is encouraged to attend both events.

Last year, the City’s arts program worked collaboratively with the Tumwater School District to bring a Tumwater Youth Showcase to the Washington Center for the Performing Arts. This year, two shows will be featured to enable attendance by parents. The dates include February 12, 2025 from 6:30 to 8:00 p.m. Jazz Night will feature jazz bands from Tumwater Middle School, Black Hills High School, and Tumwater High School. Orchestra Night is scheduled on February 25, 2025 featuring Tumwater Middle School and Black Hills High School from 6:30 to 8:00 p.m.

**TUMWATER CITY COUNCIL MEETING
MINUTES OF HYBRID MEETING
JANUARY 21, 2025 Page 7**

Councilmember Dahlhoff asked whether the City has a list of public service provider contacts. She cited a recent email to the Council regarding complaints about a service provider. Previously, the City possessed a list of liaisons from local service providers to assist constituents who are experiencing problems or have questions. City Administrator Parks said she is unaware of any list but would follow-up. Some of the challenges conveyed in the email were not unique to that particular person, as well as to the City. She added that the City has no control over the business practices of individual service providers. Although the City has franchise agreements with utility providers for the use of right-of-way, the agreement only authorizes the conditions the City requires of the utility to utilize right-of-way. The City has no control or influence over business practices or charges for services.

Councilmember Dahlhoff encouraged the City to pursue discussions with providers to learn about potential programs the business may be offering but are unknown by constituents.

Mayor Sullivan thanked Councilmembers for attending the Martin Luther King Jr. event at South Puget Sound Community College. She was able to attend the Martin Luther King Jr. event at New Life Baptist Church in Lacey.

Mayor Sullivan is attending the Thurston Economic Development Board meeting as a new member.

Mayor Sullivan is welcoming participants to the AWC Mayor's Exchange scheduled on Friday, January 24, 2025 in Olympia, as well as the Olympia Area Chinese New Year on Saturday, February 1, 2025.

**COUNCILMEMBER
REPORTS:**

Joan Cathey:

Councilmember Cathey attended the General Government Committee meeting and the Olympic Region Clean Air Agency meeting. Members discussed smoke from wood stoves and complaints received by the agency from some neighborhoods.

Kelly Von Holtz:

At the January 15, 2025 Intercity Transit Authority meeting, members received a briefing on new fixed route changes effective September 2025 providing improved service with bus service every 15 minutes on some routes.

Councilmember Von Holtz attended the Martin Luther King Jr. event at South Puget Sound Community College in conjunction with Councilmembers Jefferson and Swarthout. On Saturday, she attended the NACCP of Thurston County meeting. She also attended the Martin Luther King Jr. event in Lacey on Monday, January 20, 2025.

**TUMWATER CITY COUNCIL MEETING
MINUTES OF HYBRID MEETING
JANUARY 21, 2025 Page 8**

Angela Jefferson:

At the last meeting of the Olympia and Beyond, members discussed the search process for the organization's new CEO. The position was announced on several job sites last month. Three candidates have applied. Members agreed to utilize a recruitment company to assist in broadening the search.

On January 8, 2025, Councilmember Jefferson attended the State of the Community Forum hosted by the Thurston County Chamber of Commerce. She provided the State of the City report on behalf of Mayor Sullivan.

The last meeting of Tumwater HOPES was hosted by Family Education and Support Services (FESS). The partnership with FESS will focus on parenting programs to educate families on the mission of both organizations.

Councilmember Jefferson volunteered at a new years eve themed event at Bush Middle School for grades 2 through 5. The event offered something for every child.

Councilmember Jefferson attended several community events. One event was a scholarship dinner for under privileged children hosted by South Puget Sound Community College and the Thurston Group of Washington, which has awarded more than \$6 million in scholarships. She received an award on behalf of the Mayor recognizing the City of Tumwater City of Lacey and the City of Olympia for the work the cities are undertaking to ensure equality for all people. She read the inscription on the plaque awarded to the City by the Thurston Group of Washington.

Peter Agabi:

At the January 8, 2025 Transportation Policy Board meeting, members reappointed former Mayor Pete Kmet as Emeritus Representative. Members agreed to change the meeting time to 8:30 a.m. Members received presentations on Regional Transportation Plan (RTP) Equity and the Emergency Detour Routes Current Conditions Report.

Leatta Dahlhoff:

The Thurston County Opioid Response Task Force Plan was adopted by the Thurston County Board of Health. The plan includes strategies for all subgroups. The adoption enables the subgroups to begin working on planning for the year.

Calls to 911 are reducing, which prompted a discussion by members of TCOMM 9-1-1 on the reason for the reduction in calls. November calls in 2023 totaled 29,000 while November 2024 calls totaled 28,000. Staff advised that although the number of calls decreased, the time spent on calls and the complexity has increased.

Michael Althaus:

The next meeting of the Regional Housing Council is scheduled on Wednesday, January 22, 2025.

**TUMWATER CITY COUNCIL MEETING
MINUTES OF HYBRID MEETING
JANUARY 21, 2025 Page 9**

Eileen Swarthout: Members of the Thurston Regional Planning Council adopted the agency's operating budget and received a briefing on the Emergency Detour Routes Current Conditions Report. Members received the 2024 Profile.

The next meeting of the Thurston Climate Mitigation Collaboration is Monday, January 27, 2025 from 4 p.m. to 6 p.m.

ADJOURNMENT: **With there being no further business, Mayor Sullivan adjourned the meeting at 8:12 p.m.**

Prepared by Valerie L. Gow, Recording Secretary/President
Puget Sound Meeting Services, psmsoly@earthlink.net

TO: City Council
 FROM: Shelly Carter, Deputy Finance Director
 DATE: February 4, 2025
 SUBJECT: Payment of Vouchers

1) Recommended Action:

Staff is seeking City Council ratification of:

- January 17, 2024, payment of Eden vouchers 174444 to 174444 in the amount of \$111.60; payment of Enterprise vouchers 185566 to 185639 in the amount of \$404,866.89 and electronic payments 905124 to 905151 in the amount of \$91,298.80
- January 24, 2025, payment of Eden vouchers 174445 to 174449 in the amount of \$474.41; payment of Enterprise vouchers 185640 to 185695 in the amount of \$550,039.26 and electronic payments 905152 to 905195 in the amount of \$361,376.07 and wire payments in the amount of \$306,503.83

2) Background:

The City pays vendors monthly for purchases approved by all departments. The Finance Director has reviewed and released the payments as certified on the attached Exhibit(s). The full voucher listings are available upon request from the Deputy Finance Director. The most significant payments* were:

Vendor		
MILES RESOURCES, LLC	27,015.50	PE#5 Israel Rd, Linderson way PED and Bike improvements
NISQUALLY INDIAN TRIBE	25,410.00	Inmate incarceration fees December 2024
OLYMPIA REGION CLEAN AIR AGENCY	25,907.60	Per capita assessment FY 2025
RH2 ENGINEERING	100,239.52	SE Reservoir, work through 11/24/2024
SARE ELECTRIC, INC	46,699.45	Fleet EV charging, grant project
NORTHWEST CASCADE INC	89,985.14	PE#4 Linwood Ave sidewalk
THURSTON COUNTY AUDITOR	30,458.00	Voter registration services
CLARY LONGVIEW, LLC	54,097.29	2025 Ford Police SUV AWD – 6070521
HDR ENGINEERING INC	26,170.42	Tumwater BLVD NB I-5 On/Off ramp December 2024 work
WA STATE DEPT OF REVENUE	49,226.17	December 2024 excise, sales and use tax

* Includes vouchers in excess of \$20,000, excluding routine utility payments.

3) Policy Support:

- Strategic Goals and Priorities: Fiscally responsible and develop sustainable financial

- strategies.
- Vision Mission Beliefs-Excellence: Efficient stewards of public resources, building public trust through transparency.
-

4) Alternatives:

- Ratify the vouchers as proposed.
 - Develop an alternative voucher review and approval process.
-

5) Fiscal Notes:

The vouchers are for appropriated expenditures in the respective funds and departments.

6) Attachments:

- A. Exhibit A – Payment of Vouchers – Review and Approval
- B. Exhibit B – Payment of Vouchers – Review and Approval

EXHIBIT "A"

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Tumwater, and that I am authorized to authenticate and certify to said claim.

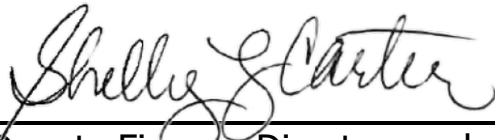
Enterprise ERP

Voucher/Check Nos 185566 through 185639 in the amount of \$404,866.89

Electronic payment Nos 905124 through 905151 in the amount of \$91,298.80

Eden

Voucher/Check Nos 174444 through 174444 in the amount of \$111.60



Deputy Finance Director, on behalf of the Finance Director

Checks dated 01/17/2025

EXHIBIT "B"

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Tumwater, and that I am authorized to authenticate and certify to said claim.

Enterprise ERP

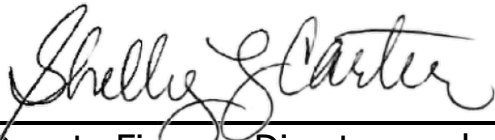
Voucher/Check Nos 185640 through 185695 in the amount of \$550,039.26

Electronic payment Nos 905152 through 905195 in the amount of \$361,376.07

Wire payments in the amount of \$306,503.83

Eden

Voucher/Check Nos 174445 through 174449 in the amount of \$474.41



Deputy Finance Director, on behalf of the Finance Director

Checks dated 01/24/2025

TO: City Council
FROM: Troy Niemeyer, Finance Director
DATE: February 4, 2025
SUBJECT: Resolution No. R2025-002, Adopting the 2025 Fee Resolution

1) Recommended Action:

Adopt Resolution R2025-002 via the February 4, 2025 Council consent calendar. This resolution was recommended for adoption by the Public Works Committee at their January 23, 2025 meeting.

2) Background:

The City annually adjusts fees via a fee resolution that applies to all City service areas. The Council adopted Resolution R2024-017 on November 4, 2024. Staff found minor errors on Table I, Table II, Table IV and Table VIII of the Fee Schedule. Some fees, including utility plan check and inspection fees, site plan review fees and Lifeline fees were inaccurate. This resolution corrects those inaccuracies.

3) Policy Support:

Be a Leader in Environmental Sustainability.
Refine and Sustain a Great Organization.
Purse Targeted Community Development Opportunities.
Create and Maintain a Transportation System Safe for All Modes of Travel.

4) Alternatives:

Send back to staff for changes.

5) Fiscal Notes:

Fees proposed will be effective February 4, 2025.

6) Attachments:

- A. Resolution No. R2025-002 Fee Schedule
- B. Revised Fees – Redline

RESOLUTION NO. R2025-002

A RESOLUTION of the City Council of the City of Tumwater, Washington, establishing fees and charges, as more particularly set forth herein.

Whereas, staff found minor errors on Table I, Table II, Table IV and Table VIII of Resolution R2024-017 (the Fee Resolution), adopted November 4, 2024, which needs to be corrected.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUMWATER, STATE OF WASHINGTON, THAT THE FOLLOWING FEES AND CHARGES ARE HEREBY ESTABLISHED FOR THE CITY OF TUMWATER AS FOLLOWS:

Section 1. Repealer. Resolution R2024-017, and any prior fee resolution, is hereby repealed in its entirety effective midnight February 4, 2025.

Section 2. Fees and Charges Established. Fees shall be established in the following categories presented in this section as presented in attached Exhibit A.

TABLE #	SUBJECT AREA
I	Business Licenses, Administrative & Publications
II	Zoning, Land Division & Environmental
III	Building & Fire Safety
IV	Transportation, Engineering, Utilities, & Utility Connections
V	Public Safety
VI	Recreation
VII	Utility Rates
VIII	Life-line Program

Section 3. Ratification. Any act consistent with the authority and prior to the effective date of this Resolution is hereby ratified and affirmed.

Section 4. Severability. The provisions of this Resolution are declared separate and severable. The invalidity of any clause, sentence, paragraph, subdivision, section, or portion of this Resolution or the invalidity of the application thereof to any person or circumstance, shall not affect the validity of the remainder of the Resolution, or the validity of its application to other persons or circumstances.

Section 5. Effective Date. This Resolution shall become effective February 4, 2025.

RESOLVED this 4th day of February 2025.

CITY OF TUMWATER

APPROVED AS TO FORM:

Debbie Sullivan, Mayor

Karen Kirkpatrick, City Attorney

ATTEST

Melody Valiant, City Clerk

2025 Table I			
BUSINESS LICENSES, ADMINISTRATIVE & PUBLICATIONS			
Primary Department	Title	Rate/Fee/Charge	Code Reference (if applicable)
Various Departments	Blueprints and Photocopies		
	Blueprints	\$0.50 per square foot	\$3.48.020
	Photocopies	\$0.15 per page over 10	
Transportation & Engineering	GIS Maps (Including Zoning Maps)		
	• City Street Map (36" x 48")	\$12.00	
	• E Size (34" x 44")	\$11.00	
	• D Size (22" x 34")	\$6.00	
	• C Size (17" x 22")	\$5.00	
	<i>Note: Any map printed at a different size than listed here, will be billed to the closest matching size from the list above.</i>		
Community Development	Comprehensive Plan Document, Volume I		
	• Land Use Plan	\$15.00	\$3.48.030
	• Housing Plan	\$8.00	
	• Parks & Recreation Plan	\$5.00	
	• Lands for Public Purpose/EPF Plan	\$5.00	
	• Utilities Plan	\$12.00	
	• Capital Facilities Plan	\$10.00	
	Complete Volume I	\$55.00	
	Comprehensive Plan Document, Volume II		
	• Conservation Plan	\$6.00	
	• Economic Development Plan	\$5.00	
	• Transportation Plan	\$18.00	
	• Joint Plan	\$25.00	
	• <i>Shoreline Master Program (SMP)</i>	\$25.00	
	– SMP for the Thurston Region	\$9.00	
– Deschutes Riparian Habitat Plan	\$5.00		
– Deschutes River Special Area	\$5.00		
– New Market Historic District Plan	\$6.00		
Complete Volume II	\$79.00		
Development Guide			
Disk Copy	\$25.00		
Paper Copy	\$30.00		
Various Departments	Notary Fee for Non-City related documents	\$10.00 each	
Administrative Services	Public Records		
	• Photocopying	\$0.15 per page over 10	\$2.88.060
	• Copies on Compact Discs or DVDs	\$2.00 per CD or DVD	
	• Flash Drives, USB & Other Portable Devices	Actual cost	
	• Postage - if customer requests delivery by U.S.P.S	Actual cost based on weight	
	• Any size manila envelope	\$0.45	
	• Duplicating records in non-routine formats such as photographs, cassettes, videotapes	Actual cost from outside vendor	
	• Scanned records, or use of agency equipment for scanning	\$0.10 per page	
	• Records uploaded to email, or cloud-based data storage service or other means of electronic delivery	\$0.05 for every 4 electronic files or attachments	
	• Records transmitted in electronic format for use of agency equipment to send records electronically	\$0.10 per gigabyte	
Community Development	Public Notice Cost		
	• Sign Posting	\$35.00 per site sign	\$ 3.48.040
	• Other than Site Signs	\$15.00	
	Recording Costs	\$35.00 + auditor fee	\$3.48.010
Finance	Returned Item (check) for any reason	\$30.00	\$3.48.050
	Business Licenses		
	• Original License	\$50.00	\$5.04.060
	• Annual Renewal	\$20.00	
<i>Note: City business licenses paid through the WA Department of Revenue will be subject to additional state fees, as applicable.</i>			

2025 Table I			
BUSINESS LICENSES, ADMINISTRATIVE & PUBLICATIONS			
Primary Department	Title	Rate/Fee/Charge	Code Reference (if applicable)
Finance	Event Application Fee	\$50	
	Other Hearing Examiner Appeals Note: Reimbursed if appeal is substantially upheld.	\$100	
Community Development	Business Licenses - (Request for Certificate of Occupancy) • Inspection fee for new location or change-in-use (per inspection)	\$110.00	
Finance	Occupational Permits • Original Permit • Annual Renewal (second & third years) <i>Note: The original permit fee includes the cost of fingerprinting and background check.</i>	\$70.00	
		\$30.00	
Finance	Sexually Oriented Businesses • Permit Application Fee, and • Annual Fee	\$400.00	\$5.50.040
	<i>Adult Cabaret Business</i>	\$640.00 annually	\$5.50.070
	<i>Adult Cabaret Managers</i>	\$1,320.00 annually	
	• Processing Fee, and • Annual Fee	\$50.00	\$5.50.080
	<i>Models and Escorts</i>	\$150.00 annually	
	• Processing Fee, and • Annual Fee	\$50.00	\$5.50.090
		\$150.00 annually	

2025 Table II				
ZONING, LAND DIVISION & ENVIRONMENTAL				
Primary Department	Title	Rate/Fee/Charge per...	Unit	Code Reference (If Applicable)
Community Development	Appeals			
	• Hearing Examiner			
	– Administrative Appeal*	\$1,500.00		\$18.62.020
	– SEPA Appeal*	\$2,000.00		\$16.04.160
	– Appeal of Impact Fee with Independent Fee Calculation	\$260.00	calculation	\$3.50.140
	*Reimbursed if appeal is substantially upheld			
Community Development	Transportation Impact Fees			\$3.50.130
	<u>Type of Development</u>			ITE Land Use Code
	<i>Residential</i>			
	• Single Family / Duplex (Detached)	\$4,540.00	dwelling	
	Single Family Detached and Attached (including duplexes) that are less than 1200 square feet floor area. Not to be used with any other impact or permit fee discounts.	\$3,404.99	dwelling	
	Single Family detached and attached (including duplexes) located within one-half mile walking distance on a sidewalk or improved path from regular InterCity bus service and meets the federal definition of "Low Income Housing". For example, if a single family home then it must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$2,270.00	dwelling	210
	• Multifamily – Apartment	\$2,946.16	dwelling	
	Multi-family dwellings located within one-half mile walking distance on a sidewalk or improved path from regular InterCity bus service and meets the federal definition of "Low Income Housing". For example, if a single family home then it must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,473.14	dwelling	220
	• Mobile Home Park	\$2,652.06	dwelling	240
	• Senior Adult Housing – Detached	\$970.92	dwelling	251
	• Senior Adult Housing – Attached	\$575.36	dwelling	252
	• Congregate Care	\$611.33	dwelling	253
	• Accessory Dwelling Unit	\$2,210.28	dwelling	
Community Development	Accessory dwelling units located within one-half mile walking distance on a sidewalk or improved path from regular InterCity bus service and meets the federal definition of "Low Income Housing." For example, if a single family home then it must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,473.15	dwelling	
	• Assisted Living	\$508.59	bed	254
	<i>Industrial</i>			
	• Light Industrial	\$6.42	SF / GFA	110

2025 Table II

ZONING, LAND DIVISION & ENVIRONMENTAL

Community Development	• Industrial Park	\$5.93	SF / GFA	130	
	• Manufacturing	\$5.01	SF / GFA	140	
	• Warehousing	\$2.28	SF / GFA	150	
	• Mini-Warehouse	\$1.70	SF / GFA	151	
	• High-Cube Warehouse	\$0.78	SF / GFA	152	
	<i>Commercial – Services</i>				
	• Hotel	\$3,030.93	room		310
	• Motel	\$2,414.48	room		320
	• Walk-in Bank	\$12.39	SF / GFA		911
	• Drive-through Bank	\$26.35	SF / GFA		912
	• Day Care Center	\$32.02	SF / GFA		565
	• Quick Lubrication Vehicle Shop	\$6,458.83	VSP		941
	• Automobile Care Center	\$5.45	SF / GFA		942
	• Gasoline/Service Station	\$17,588.26	VFP		944
	• Service Station/Minimart	\$12,853.49	VFP		945
	• Service Station/ Minimart/Carwash	\$13,391.47	VFP		946
	• Carwash – Self Serve	\$6,410.60	VSP		947
	• Carwash – Automated	\$89,678.91	VSP		948
	• Movie Theater	\$265.83	seat		444, 445
	• Health/Fitness Club	\$18.92	SF / GFA		492, 493
	<i>Commercial – Institutional</i>				
	• Elementary School	\$3.10	SF / GFA		520
	• Middle School/Junior High School	\$3.06	SF / GFA		522
	• High School	\$2.50	SF / GFA		530
	• Community/Junior College	\$462.34	student		540
	• College/University	\$809.11	student		550
	• Church	\$2.60	SF / GFA		560
	• Hospital	\$7.30	SF / GFA		609
	• Nursing Home	\$2.65	SF / GFA		620
	<i>Commercial - Restaurant</i>				
	• Quality Restaurant	\$18.32	SF / GFA		931
	• High Turnover (sit down) Restaurant	\$27.75	SF / GFA		931
	• Fast Food Restaurant w/out Drive Thru	\$33.59	SF / GFA		933
• Fast Food Restaurant with Drive Thru	\$44.34	SF / GFA		934	
• Tavern/Drinking Place	\$32.18	SF / GFA		935	
• Coffee/Donut Shop w/out Drive Thru	\$52.33	SF / GFA		936	
• Coffee/Donut Shop with Drive Thru	\$55.14	SF / GFA		937	
• Coffee/Donut Shop with Drive Thru and with no inside seating	\$21.18	SF / GFA		938	
Community Development	Type of Development			ITE Land Use Code	
	<i>Commercial – Office</i>				
	• General Office Building	\$9.76	SF / GFA		710
	• Government Office Building	\$12.24	SF / GFA		730
	• Medical-Dental Office/Clinic	\$21.33	SF / GFA		720
Community Development	<i>Commercial –</i>				
	• Retail Shopping Center -				
	up to 49,999 sq. ft.	\$7.04	SF / GLA		820
	50,000 – 99,999	\$7.82	SF / GLA		820
	100,000 – 199,999	\$7.89	SF / GLA		820
	200,000 – 299,999	\$8.03	SF / GLA		820
	300,000 – 399,999	\$8.28	SF / GLA		820
	400,000 sq. ft. or more	\$8.81	SF / GLA		820
	• Automobile Parts Sales	\$9.19	SF / GFA		843
	• Car Sales – New/Used	\$11.47	SF / GFA		841
	• Convenience Market	\$34.11	SF / GFA		851
	• Discount Club	\$8.77	SF / GFA		861
	• Electronic Superstore	\$9.19	SF / GFA		863
	• Toy Superstore	\$8.10	SF / GFA		864
	• Furniture Store	\$0.47	SF / GFA		890
	• Hardware/Paint Store	\$9.64	SF / GFA		816
	• Home Improvement Superstore	\$3.32	SF / GFA		862
	• Nursery/Garden Center	\$7.68	SF / GFA		817
	• Pharmacy/Drugstore w/out Drive Thru	\$8.65	SF / GFA		880
	• Pharmacy/Drugstore with Drive Thru	\$11.53	SF / GFA		881
• Supermarket	\$18.13	SF / GFA		850	
• Tire Store	\$8.07	SF / GFA		848	
• Tire Superstore	\$4.10	SF / GFA		849	

2025 Table II				
ZONING, LAND DIVISION & ENVIRONMENTAL				
Community Development	Cost per New Trip Generated:	\$3,852.88		
SOURCE: ITE, "Trip Generation, 8th Edition"				
Notes: ¹ Abbreviations:				
SF = Square Feet		VSP = Vehicle Service Position		
GFA = Gross Floor Area		VFP = Vehicle Fueling Position		
GLA = Gross Leasable Area				
² Annual Escalator: Transportation Impact Fees will be adjusted annually, based on the Engineering News Record Construction Cost Index for the Seattle, Washington, area as reported for July to establish the fee schedules effective January 1st of the subsequent year.				
Community Development	Olympia School District No. 111 School Impact Fees			\$3.50.135 and Olympia School District Resolution No. 653
	<i>Type of Residential Development</i>			
	• Single Family (includes townhouses, duplexes, and manufactured homes).	\$0.00 (fee suspended for 2025)	dwelling	
	• Multi Family (three units or more and accessory dwelling units).	\$0.00 (fee suspended for 2025)	dwelling	
	• Multi Family Downtown	\$0.00 (fee suspended for 2025)	dwelling	
Community Development	Tumwater School District No. 33 School Impact Fees			\$3.50.135 and Tumwater School District Resolution No. 02-23-24
	<i>Type of Residential Development</i>			
	• Single Family (includes townhouses, duplexes, and manufactured homes).	\$5,700.00	dwelling	
	• Multi Family (three units or more and accessory dwelling units).	\$1,185.00	dwelling	
Community Development	Independent Fee Calculations			\$3.50.140
	• Applicant chooses to prepare IFC			
	– Administrative Processing fee	\$525.00		
	– Deposit on Review Costs of IFC*	\$525.00		
	*Balance refunded or additional costs collected as a precondition to building permit issuance.			
Community Development	Park Impact Fees			
	<i>Type of Residential Development</i>			
	• Single Family, Detached	\$3,726.86	housing unit	
	• Single Family Detached. If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or the dwelling unit is within one-half mile of a park at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,863.43	housing unit	
	• Single Family Detached and Attached (including duplexes) that are less than 1200 square feet floor area. Not to be used with any other impact or permit fee discounts.	\$2,795.15	housing unit	
	• Single Family, Attached (and duplexes)	\$2,784.68	housing unit	
Community Development	• Single Family Detached. If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or the dwelling unit is within one-half mile of a park at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,392.34	housing unit	
	• Manufactured Home (mobile home)	\$2,227.71	housing unit	

2025 Table II

ZONING, LAND DIVISION & ENVIRONMENTAL

	• Multi Family (3-4 units per structure)	\$2,746.11	housing unit	§3.52.070
	• Multi Family (3-4 units per structure). If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or the dwelling is within one-half mile of a park at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,373.06	housing unit	
Community Development	Park Impact Fees (Continued)			
	• Multi Family (5+ units per structure)	\$2,413.12	housing unit	
	• Multi Family (5+ units per structure). If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or within one-half mile of a public park at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,373.06	housing unit	

2025 Table II

ZONING, LAND DIVISION & ENVIRONMENTAL

Community Development	• Accessory Dwelling Unit	\$1,670.78	housing unit	
	• Accessory Dwelling Unit. If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or the dwelling is within one-half mile of a public park that is at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,113.86	housing unit	
Community Development	Impact Fee Deferral Program			
	• Administrative Application Fee	\$100.00	application	\$3.50.130
				\$3.52.070
	Wireless Communication Antennas			
	• Wireless Communication (WCF) Permits			
	– Accessory (requiring WCF permit)	\$110.00	antenna	
	– Attached WCF	\$330.00	carrier	
	– Freestanding WCF	\$1,100.00	structure	
	– Co-location on freestanding WCF	\$330.00	carrier	
	• WCF Administrative Site Plan Review	Same as regular SPR fees		
	• Conditional Use Permit	Same as zoning CUP fees		
	• Request for Administrative Deviation	\$247.50	request	
	Telecommunications in Rights-of-Way			\$3.52.069
	• Telecommunications Right-of-Way Use			
	– Right-of-Way (ROW) Use Authorization	\$1,700.00		\$11.06.010
	• Telecommunications Franchise/Master Permit Application	\$5,550.00		\$11.06.020
	• Master Permit Renewal Application	\$2,800.00		\$11.06.120
	– Annual Fee	\$500.00		\$11.06.160
	– Supplemental Site Permit	\$500.00 (up to 5)		\$11.06.110
		\$100.00 (after 5)		
		\$1,000.00	new pole	
		\$270.00 pole rent	year	
• Telecommunications Facilities Lease				
– Lease Application	\$500.00		\$11.08.020	
– Renewal of Lease	\$225.00		\$11.08.120	
Community Development	Site Plan Review			
	• Feasibility Site Plan Review*	\$150.00		
	Feasibility Site Plan Review Resubmittal	\$100.00		
	*Credited toward Preapplication Meeting			
	Preapplication Meeting	\$825.00		\$14.02.080
	• Preapplication Meeting Resubmittal	\$400.00		
	• Site Plan Review Application Type I	\$500.00		
	• Site Plan Review Application Type II	\$1,000.00		
	Multi-Family Tax Exemption	\$100.00		
	• Design Plan Review	2.5% of the Building Permit		\$18.43.010
	• Landscape Plan Review**	\$220.00		\$18.47.020
	**Applies only to landscape plans required under \$18.47.020			
	• Exterior Illumination***			
– Issuance and Inspection Fee	\$55.00 +...	\$7.50 per fixture	\$18.40.035	
– Plan Review Fee	65% of above lighting fee			
***Applies to non-residential applications 4,000 square feet or larger in area				
• Request for Parking Modification	\$275.00		\$18.50.075	

2025 Table II				
ZONING, LAND DIVISION & ENVIRONMENTAL				
Water Resources & Sustainability	Drainage Manual Administration			
	• Adjustment application	\$500.00		\$13.12.015
	• Variance and Exception application	\$1,000.00		
Community Development	Protection of Trees & Vegetation			
	• Land clearing application & review	\$110.00		
	• Work by City Tree Professional	Consultant Cost	hour	
	• Land Clearing Permit			
	Protection of Trees & Vegetation (Continued)			
	– Less than 30 Trees	\$135.00		\$16.08.050
	– 30 Trees or more	\$220.00		
	• Add'l Review or Inspections after one hour	\$66.00	hour	
	• Investigation Charge for Land Clearing without required Permit	Double application and permit fee for tree cutting without a permit		
	• Request for Land Clearing Modification	\$385.00		
	• Replacement Tree Mitigation Fee	\$400.00		\$16.08.070
	Environmental Policy			
	• Environmental SEPA Checklist	\$880.00		
	• Expanded Environmental Checklist	\$880.00, plus consultant cost		\$16.04.190
	• Environmental Impact Statement (EIS)	\$880.00, plus consultant		
	• Addendum to Environmental Documents	\$220.00		
	Wetland Protection Standards			
• Wetland Permit Application	\$440.00		\$16.28.140	
• Reasonable Use Exception	\$880.00		\$16.28.190	
Fish and Wildlife Habitat Protection				
• Reasonable Use Exception	\$880.00		\$16.32.097	
Community Development	Land Divisions			
	• Boundary Line Adjustment	\$450.00		
	• Lot Consolidation	\$450.00		
	• Preliminary Binding Site Plan	\$770.00 +...	\$27.50 per lot	\$17.02.160
	• Final Binding Site Plan	\$440.00 +...	\$27.50 per lot	
	• Preliminary Plat	\$2,750.00 +...	\$38.50 per lot	
	• Final Plat	\$1,650.00 +...	\$38.50 per lot	
	• Preliminary Short Plat	\$1,100 +...	\$55.00 per lot	
	• Final Short Plat	\$440.00 +...	\$55.00 per lot	
	• Preliminary PUD (includes limited overlay zone)	\$1,320 +...	\$33.00 per lot	
	• Final PUD	\$935.00		
	• Preliminary Plat Extension	\$550.00		
	• Replats, Vacations, and Alterations			
– Replats	Same as Preliminary and			
– Vacations	\$450.00			
– Alterations	\$450.00			
Community Development	Zoning			\$2.62.060
	• Certificate of Appropriateness	\$110.00		
	• Zoning Certification Letter	\$82.50		
	• Planned Unit Development	Same as preliminary and final PUD		\$18.36.030
	• Home Occupation	See Business Licenses		\$18.42.030
	• Mobile Home Installation*			
	– Single	\$150.00 + plumbing fees		\$18.48.010
	– Double	\$175.00 + plumbing fees		
	– Triple	\$200.00 + plumbing fees		
	• Title Elimination Inspection Fee	\$170.00		
	• Title Elimination Review	\$110.00		
	* plus footing, foundation, skirting, and tie downs			
	• Mobile Home Park – Site Plan			
	– Preliminary	\$1,00.00 +...	\$30 per unit	\$18.48.130
– Final	\$750.00 +...	\$30 per unit		
• Conditional Use Permit	\$2,090.00		\$18.56.020	
• Variance	\$1,000.00		\$18.58.020	
	• Rezone	\$1,500.00		\$18.60.065
	Zoning			
	• Comprehensive Plan			
	– Map Amendment	\$1,500.00		\$18.60.065
	• Annexations			

2025 Table II					
ZONING, LAND DIVISION & ENVIRONMENTAL					
Community Development	- Not in an Unincorporated Island	\$200.00	acre, Maximum of \$4,000		
	- In Unincorporated Islands	No fee (\$0.00)			
	• Sign				
	- Application for Conditional Exemption	\$20.00	sign	\$18.44.075	
	Shoreline Management Act				Resolution 250
	• Shoreline Exemption Letter	\$200.00			
	• Substantial Development Permit	\$1,600.00			
	• Conditional Use	\$1,750.00			
	• Variance	\$1,750.00			
	• Shoreline Permit Time Extension	\$500.00			
	Transportation Concurrency				\$15.48.040
	• Concurrency Application	\$170.00			
	• Traffic Impact Analysis (TIA) Review	\$260.00			

2025 Table III				
BUILDING & FIRE SAFETY				
Primary Department	Title	Rate/Fee/Charge	Code Reference (If Applicable)	
Community Development	Building Code			
	Building Permit Fee Schedule (including signs)		\$15.01.070	
	Total Valuation	Fee		
	Single family (detached and attached), Accessory Dwelling Units, and multi-family housing that meets the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	50% of the calculated building permit fee using the table of fees in this section		
	\$1.00 to \$500	\$43.48		
	\$501 to \$2,000	\$43.48 for the first \$500 plus \$5.64 for each additional \$100 or fraction thereof, to and including \$2,000		
	\$2,001 to \$25,000	\$151.04 for the first \$2,000 plus \$25.90 for each additional \$1,000 or fraction thereof, to and including \$25,000		
	\$25,001 to \$50,000	\$742.50 for the first \$25,000 plus \$18.69 for each additional \$1,000 or fraction thereof, to and including \$50,000		
	\$50,001 to \$100,000	\$1,203.89 for the first \$50,000 plus \$12.95 for each additional \$1,000 or fraction thereof, to and including \$100,000		
\$100,001 to \$500,000	\$3,291.80 for the first \$100,000 plus \$18.55 for each additional \$1,000 or fraction thereof, to and including \$500,000			
\$500,001 to \$1,000,000	\$10,664.10 for for the first \$500,000 plus \$15.74 for each additional \$1,000 or fraction thereof, to and including \$1,000,000			
\$1,000,001 and up	\$18,578.99 for the first \$1,000,000 plus \$12.10 for each additional \$1,000 or fraction thereof			
Community Development	Other Inspection and Fees			
	1. Commercial building plan review fee	65% of the building permit fee		
	2. One and two family, garages and accessory buildings < 1400 sq. ft.	25% of the building permit fee		
	2.a. One and two family and accessory dwelling units < 1400 sq. ft. that meet the federal definition of "Low Income Housing". For example, if single family then the home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rentals, or leases of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	12.5% of the building permit fee		
	3. One and two family > 1400 sq. ft. and pole barns	50% of the building permit fee		
	3.a. Both single family housing > 1400 sq. ft. and multi-family housing that meet the federal definition of "Low Income Housing". For example, if single family then the home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rentals, or leases of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income. Not to be used with any other impact fee discounts except the building permit fee discount for low income housing listed above.	25% of the building permit fee		
	4. 1 st Plan Review Extension Fee	5% of plan review fee OR \$25.00, whichever is greater.		
	2 nd Plan Review Extension Fee	10% of plan review fee OR \$25.00, whichever is greater.		
	<i>Continued on next page</i>			

2025 Table III			
BUILDING & FIRE SAFETY			
	5. 1 st Permit Extension Fee	5% of permit fee OR \$25.00, whichever is greater.	
	2 nd Permit Extension Fee	10% of permit fee OR \$25.00, whichever is greater.	
	8. One-and-Two Family Re-Roof permit.	\$170	
	9. Commercial Re-Roof permit.	Based on valuation and the fee schedule	
Community Development	Other Inspection and Fees (continued)		
	10. Inspections outside of normal inspection hours (minimum charge - 1 hour)	\$110.00 per hour	
	11. Reinspection fees assessed under provisions of Section 108	\$110.00 per hour	
	12. Inspections for which no fee is specifically indicated (minimum charge - 1 hour)	\$110.00 per hour	
	13. Additional plan review required by changes, additions or revisions to approved plans (minimum charge - 1 hour)	\$110.00 per hour	
	14. For use of outside consultants for plan checking or inspection	Actual cost plus 8% administrative fees	
Community Development	ENERGY CODE FEES		
	Energy Code Plan Check Fee		
	Single Family	\$110.00	
	Residential Remodel/Addition	\$60.00	
	Multi-Family	\$210.00	
	New Commercial Building		
	0 to 12,000 sq. ft.	\$210.00	
	12,001 to 60,000 sq. ft.	\$395.00	
	60,001 to 200,000 sq. ft.	\$770.00	
	200,000 sq. ft. and over	\$1,520.00	
	Remodels and Tenant Improvements	50% of the new commercial fee	
	Warehouses	50% of the new commercial building fee	
	GRADING PERMIT FEES		
	Grading Plan Review Fees		
	100 cubic yards or less (no cut\fill greater than 12 inches)	\$47.00	
	101 to 500 cubic yards	\$94.00	
	501 to 1,000 cubic yards	\$187.00	
	1,001 to 5,000 cubic yards	\$280.00	
	5,001 to 10,000 cubic yards	\$374.00	
	10,001 to 100,000 cubic yards	\$375.00 for 1st 10,000 cubic yards plus \$24.50 for each additional 10,000 cubic yards or fraction thereof	
100,001 cubic yards or more	\$1,000.00 for the 1st 100,000 cubic yards plus \$13.25 for each additional 10,000 cubic yards or fraction thereof		
Other Fees			
Additional plans review required by changes, additions or revisions to approved plans (minimum charge - 1 hour)	\$110.00 per hour		
Grading Permit Fees			
For the issuance of each permit	\$30.00		
100 cubic yards or less (no cut\fill greater than 12 inches)	\$55.00		
101 to 500 cubic yards	\$170.00		
501 to 1,000 cubic yards	\$340.00		
1,0001 to 5,000 cubic yards	\$680.00		
5,001 to 10,000 cubic yards	\$1,360.00		
10,001 cubic yards or more	\$1,360.00 for 1st 10,000 cubic yards plus \$42.50 for each additional 10,000 yards or fraction thereof		
Certificates of Occupancy			
°Temporary Certificates of Occupancy			
-One or Two Family	\$25.00		
-Commercial/Industrial/Multi-family	\$100.00		
-Renewal	\$200.00		
°Final Certificates of Occupancy			
- One or Two-Family	No fee		
- Commercial/Industrial/Multi-family	No fee		
°Business License			
- Request for Certificate of Occupancy	\$110.00		
Mechanical Code			
• Mechanical Permit	Stand alone commercial mechanical permits based on valuation.		
• Mechanical Plan Review	65% of permit fee		
For the issuance of each permit	\$40.00		
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	\$35.00		

2025 Table III

BUILDING & FIRE SAFETY

2025 Table III		
BUILDING & FIRE SAFETY		
Community Development	Unit Fee Schedule	
	Furnaces	
	For the installation or relocation of each forced air or gravity-type furnace, floor furnace, suspended heater, or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h	\$25.00
	For the installation or relocation of each forced air or gravity-type furnace, floor furnace, suspended heater, or burner, including ducts and vents attached to such an appliance over 100,000Btu/h	\$30.00
	Boilers, Compressors and Refrigeration Units	
	For the installation or relocation of each boiler or compressor to and including three horsepower or for each absorption system to and including 100,000 Btu/h	\$25.00
	Boilers, Compressors and Refrigeration Units (continued)	
	For the installation or relocation of each boiler or compressor over three horsepower to and including 15 horsepower or for each absorption system over 100,000 Btu/h to and including 500,000 Btu/h	\$40.00
	For the installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower or for each absorption system over 500,000 Btu/h to and including 1,000,000Btu/h	\$45.00
	For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or for each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h	\$65.00
For the installation or relocation of each boiler or compressor over 50 horsepower, or for each absorption system over 1,750,000 Btu/h	\$110.00	
Community Development	Air Handlers	
	For each air-handling unit to 10,000 cubic feet per minute	\$25.00
	For each air-handling unit over 10,000 cubic feet per minute	\$30.00
	Photo-Voltaic Solar Panels	
	Roof mounted; One-and-Two Family Dwellings	\$260.00
	Photo-Voltaic Solar Panels; Commercial	Based on valuation and the fee schedule
	Evaporative Coolers	
	For each evaporative cooler other than the portable type	\$20.00
	Ventilation and Exhaust	
	For each vent fan connected to a single duct	\$15.00
	For each system not a part of a permitted HVAC system	\$20.00
	For each non-residential type I hood (grease)	\$175.00
	Ventilation and Exhaust	
	For each non-residential type II hood (steam)	\$95.00
	Water Heaters	
	Residential	\$25
	Commercial	\$50.00
Gas Piping		
For each gas pipe system of one to four outlets	\$15.00	
For each gas piping system additional outlets over 5	\$2.00 each	
Community Development	Miscellaneous	
	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the Code	\$20.00
	Other Inspections and Fees	
	1. Mechanical plan review fee	65% of the mechanical permit fee
	2. Inspection fees outside normal inspection hours (minimum charge – 1 hour)	\$110.00
	3. 1 st Plan Review Extension Fee	5% of plan review fee OR \$25.00, whichever is greater.
2 nd Plan Review Extension Fee	10% of plan review fee OR \$25.00, whichever is greater.	
4. 1 st Permit Extension Fee	5% of permit fee OR \$25.00, whichever is greater.	

2025 Table III		
BUILDING & FIRE SAFETY		
Community Development	2 nd Permit Extension fee	10% of permit fee OR \$25.00, whichever is greater.
	5. Reinspection fees per inspection	10% of permit fee OR \$25.00, whichever is greater.
	6. Inspection for which no fee is specifically indicated (minimum charge – 1 hour)	\$110.00 per hour
	7. Additional plan review required by changes, additions, or revisions to plans or to plans for which an initial review has been completed (minimum charge – 1 hour)	\$110.00 per hour
	8. For use of outside consultants for plan checking or inspection, or both	Actual cost + 8% administrative fee
Community Development	Plumbing Code	
	• Plumbing Permit	\$40.00
	• Plumbing Plan Review	
	• Backflow Protection Device	
	For the issuance of each permit	
	• Commerical Plumblng Permit	Stand alone commercial plumblng permits based on valuation
	For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	\$35.00
	Fee for review of septic system applications from County Health Department	\$35.00
	Unit Fee Schedule	
	For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage, piping and backflow protection therefore)	\$20.00
	For each building sewer and each trailer park sewer	\$35.00
	Rainwater systems - per drain	\$20.00
	For each residential sewer grinder	\$30.00
	For each commercial sewer grinder	\$95.00
	<i>Continued on the next page</i>	
	Plumbing Code (continued)	
	For each electric water heater	\$25.00
	For each pre-treatment grease or oil interceptor including its trap and vent	\$30.00
	For each installation, alteration or repair of water piping and/or water treating equipment	\$15.00
	For repair or alteration of drainage or vent piping, each fixture	\$15.00
	For each commercial lawn sprinkler system on any one meter	\$25.00
	For atmospheric type vacuum breakers	
	– 1 to 5	\$20.00
	– Over 5, each	\$5.00
	For each backflow device other than atmospheric type vacuum type breakers	
	– 2 inches and smaller	\$15.00
	– Over 2 inches	\$30.00
Expansion Tank	\$20.00	
Community Development	Other Inspections and Fees	
	1. Commerical Plumbing Plan Review Fee	65% of the plumbing permit fee
	2. Inspection fees outside normal inspection hours (minimum charge – 1 hour)	\$110.00 per hour
	3. Reinspection fees per inspection (minimum charge – 1 hour)	\$110.00 per hour
	4. 1 st Plan Review Extension Fee	5% of plan review fee OR \$25.00, whichever is greater.
	2 nd Plan Review Extension Fee	10% of plan review fee OR \$25.00, whichever is greater.
	5. 1 st Permit Extension Fee	5% of permit fee OR \$25.00, whichever is greater.
	2 nd Permit Extension Fee	10% of permit fee OR \$25.00, whichever is greater.
	6. Inspection for which no fee is specifically indicated (minimum charge – 1 hour)	\$110.00 per hour
	7. Additional plan review required by changes, additions, or revisions to plans or to plans for which an initial review has been completed (minimum charge – 1 hour)	\$110.00 per hour
	8. For use of outside consultants for plan checking or inspection, or both	Actual cost + 8% administrative fee

2025 Table III

BUILDING & FIRE SAFETY

2025 Table III		
BUILDING & FIRE SAFETY		
Community Development	Moving of Buildings	
	• Permit Application	\$500.00 + building and demolition permits, as applicable
	• Traffic Officer Fee	Fully-based rate + materials
Fire & Emergency Services	Fire Code	
	Fire Safety	
	• Fire Safety – Inspection Fee & Permitting	Based on Valuation
	• Underground Storage Tank Removal	
	– Residential	Based on Valuation
	– Commercial	Based on Valuation
	• Fire Sprinkler Permit	Based on Valuation
	• Fire Sprinkler Plan Check	65% of permit fee
	Fire Alarm Systems	
	• Fire Alarm Installation Permit	Based on Valuation
	• System Retest	\$110.00 per hour
	• Fire Alarm Plan Check	65% of permit fee
	Fire Hydrant (fireflow) Test	\$180.00
	Fire Inspection Fees	
	Square Footage Factor:	
	1 = 0 - 2,500 square feet	\$20.00
	2 = 2,501 - 7,500 square feet	\$40.00
3 = 7,501 - 50,000 square feet	\$60.00 + hourly rate of \$80.00	
4 = 50,001 square feet + >	\$80.00 + hourly rate of \$80.00	
Non-compliance and Reinspection Fee	\$80.00 per hour	

2025 Table IV

TRANSPORTATION, ENGINEERING, UTILITIES & UTILITY CONNECTIONS

Primary Department	Title	Rate/Fee/Charge	Unit	Code Reference (If Applicable)
Transportation & Engineering	Right-of-Way License (includes projections over ROW)			
	• Application Fee	\$290.00 + license rate		§3.40.010
	• Five-Year License Rate			§3.40.020
	– 1 to 1,000 square feet	\$163.00		
	– 1,001 to 5,000 square feet	\$218.00		
– 5,001 to 20,000 square feet	\$273.00			
	– More than 20,000 square feet	Negotiable		
Transportation & Engineering	Right-of-Way Access/Utility Permit			§12.16.050
	• General	\$121.00		
	• Residential (1-single family or duplex; lots of record; includes erosion control)			
	– Street Only or 1 Utility Use	\$152.00		
	– Multiple	\$299.00		
	• Private Utility			
	– Overhead			
	Plan Check	\$195 for 1st 150' + \$0.10 per 1' thereafter		
	Inspection	\$195 for 1st 150' + \$0.10 per 1' thereafter		
	– Underground			
	Plan Check	\$436.00 + \$0.38 per ...	linear foot	
Inspection	\$2.10 per...	linear foot		
– Single Service	\$60.00			
Transportation & Engineering	Street & Alley Vacation			§12.04.020
	• Application Fee	\$567.00		
	• Publishing Notice	\$191.00		
	• Acquisition Cost	Up to 50% of value		
Transportation & Engineering	Street Construction and Restoration			§12.18.030
	• Street, Curbs, and Sidewalks			
	– Plan Check	\$436 + \$0.60 per...	linear foot	
	– Inspections	\$2.63 per linear foot	linear foot	
	• Street Lighting			
	– Plan Check	\$436.00 + \$0.60 per ...	linear foot	
	– Inspections	\$1.31 per...	linear foot	
	• Street Signals			
– Plan Check	\$1,318.00 per...	Signal		
– Inspections	\$1,796.00 per...	Signal		
Transportation & Engineering	Street Disruption Fee			§12.16.060
	• 1 st year	5 times construction cost		
	• 2 nd year	4 times construction cost		
	• 3 rd year	3 times construction cost		
	• 4 th year	2 times construction cost		
	• 5 th year	1 times construction cost		

2025 Table IV

TRANSPORTATION, ENGINEERING, UTILITIES & UTILITY CONNECTIONS

Water Resources & Sustainability	Notice Required to Have Water Disconnected • Disconnection of water service on a temporary or permanent basis	\$30.00		\$13.04.060
	Water Service • Occupant turning on penalty	\$30.00		\$13.04.080
	Hydrant Meter Rental • (2½") – for construction	\$1,500.00 deposit + 3" meter monthly fee + consumption		\$13.04.140
	Sewer Service - Lateral Extension • Gravity Tap	\$294.00		\$13.08.100
	• Force Main Tap	\$3,465.00		
	Utility Billing Late Penalty • If bill not paid until after the due date - minimum penalty	1% of late balance per utility or... Water - \$5.00 Sewer - \$4.00 Stormwater - \$1.00		\$13.18.020
	• If past due bill is not paid 20 days after the due date	\$10.00 penalty - water		
	Water Utility • Reconnection Fee	\$30.00 weekdays, \$100.00 weekdays after 4:30 PM, all day weekends, & holidays		\$13.18.040
	Utility Account Set-up Fees • Owner Account Setup	\$15.00 (Water \$8.00, Sewer \$5.00, Stormwater \$2.00)		\$13.18.055
	Utility Plan Check & Inspection Fees • Watermain – Plan Check – Inspections	\$840.00 \$436.00 + \$0.55 per... \$2.99 per ...	linear foot linear foot	\$13.20.030
	• Sewermain, Gravity – Plan Check – Inspections	\$436.00 + \$0.55 per... \$2.99 per ...	linear foot linear foot	
	• Sewermain, Pressure – Plan Check – Inspections	\$436.00 + \$0.55 per... \$2.99 per ...	linear foot linear foot	
	• Sewer Pump Station, Community System – Plan Check – Inspections	\$1,273.00 for each \$1,273.00 for each		
• Stormwater System – Plan Check – Storm Pipe Plan Check – Stormwater Report Review – Inspections	\$436.00 + \$47.00 per... \$436.00 + \$0.55 per... \$478.00 per... \$3.80 per...	acre linear foot report linear foot		
– Resubmittals (1 hour minimum)	\$630.00 per...	system		
• High Groundwater Reviews	\$100.00 per hour starting with 2nd	hour		
• Latecomers – Streets/Utilities	\$2,625.00 + \$100.00 per... \$840.00 + \$100.00 per hour after 10 hours + 8%			
• Bonding Agreements, Letters of Credit (providing forms and reviewing documents once complete)	\$120.00		Resolution 494	
Water Meter Testing	\$140.00		\$13.04.400	
Water – Installation charge (service line & meter)	Installation	Meter Size	\$13.04.360	
	\$3,900.00	¾"		
	\$4,300.00	1"		
	\$8,100.00	1-1/2"		
	\$8,400.00	2"		
* For meters larger than 2" the charge will be the actual cost of labor & materials for furnishing and installing the meter, plus an amount equal to 25% of the cost of labor and materials for overhead expenses.	*	3"		
	*	4"		
	*	6"		
	*	9"		
	*	10"		
	*	12"		

2025 Table IV

TRANSPORTATION, ENGINEERING, UTILITIES & UTILITY CONNECTIONS

2025 Table IV				
TRANSPORTATION, ENGINEERING, UTILITIES & UTILITY CONNECTIONS				
Water Resources & Sustainability	Water – Drop-In Meter charge (charge if the service line has been installed by the developer or property owner)	<u>Installation</u>	<u>Meter Size</u>	\$13.04.360
		\$650.00	3/4"	\$13.04.360
		\$760.00	1"	
		\$1,300.00	1-1/2"	
		\$1,600.00	2"	
	* Drop-in charges for meters larger than 2" will be the actual costs of labor and materials for furnishing & installing the meter plus an amount equal to 25% of the cost of labor and materials for overhead expenses.	*	3"	
		*	4"	
		*	6"	
		*	8"	
		*	10"	
		*	12"	
		<u>Connection Fee</u>	<u>Connection Size</u>	\$13.04.370
	Water – Connection Charges in the General Service Area	\$5,511.14	3/4"	
		\$9,369.77	1"	
		\$17,880.03	1-1/2"	
		\$29,208.66	2"	
		\$55,110.50	3"	
		\$91,849.15	4"	
		\$183,515.28	6"	
		\$459,108.48	8"	
\$698,282.01	10"			
\$1,065,294.78	12"			
Sewer – Connection Charges	<u>Charge</u>		\$13.08.090	
• Equivalent Residential Unit (ERU)	\$3,139.32			
• Accessory Dwelling Unit	\$2,197.53			
• Multi-Family Unit	\$2,197.53			
Sewer – Capacity Development Charge (CDC) *Change effective January 1, 2021	\$7,434.99 per...	ERU*	\$13.08.090 and LOTT Resolution No. 20-002	

2025 Table V			
PUBLIC SAFETY			
Primary Department	Title	Rate/Fee/Charge	Code Reference (If Applicable)
Police	Records		
	• Accident Reports to Insurance Company	\$4.00	
	• Incident Reports	\$0.15 per page over 10	
Police	Animal Services	Pursuant to a posted schedule of fees adopted by the joint animal services commission (www.jointanimalservices.org)	\$6.04.040
			\$6.04.060
			\$6.04.070
Police	Police Alarm Systems		
	• Installer ID Card/Renewal	\$25.00 every 5 years	\$8.20.070
	• Alarm Permit Reinstatement		
	• False Alarm		\$8.20.100
	– 3rd within 90-day continual period	\$50.00	
– 4th within 90-day continual period	\$75.00		
	– 5th and thereafter within 90-days	\$150.00	
Fire	Fire Alarm Systems		
	• False Alarm		\$401.00 - as per WSAOFC for equipment; labor shall be charged at city costs
	– 2nd within a calendar year	\$25.00	
– 3rd alarm and thereafter in a calendar year			
Fire	Fireworks		
	• Display Fireworks Application (effective February 21, 2007)	\$100.00	\$8.30.030

2025 Table VI

RECREATION

Primary Department	Title	Rate/Fee/Charge	Code Reference (If Applicable)
Parks & Recreation	Recreation Services		
	• All classes that require an outside instructor	City's fee 30% overhead of class instructor's fee	
	• All classes provided that utilize in-house staff	City's fee shall be in excess of out-of-expense costs by an overhead of 30%	
	• Athletic field use	\$20.00 per hour	
	• Public parks – private event shelter rental		
	• 9:00am – 2:00pm	\$50.00	
	• 3:00pm – 8:00pm	\$50.00	
	• 9:00am – 8:00pm	\$75.00	
	• Youth Baseball League	\$110.00	
		\$10.00 additional for late registrations	
	• Youth Basketball League	\$120.00	
		\$10 additional for late registrations	
• Public Events Permit	\$10.00	\$12.28.020	
• Public Parks – concession/merchandise sales		\$12.32.040	
	0-4 hours	\$30.00	
	4-8 hours	\$60.00	
Executive	Street Banners		
	• Banner Permit Fee	\$300.00	

2025 Table VII

UTILITY RATES

Primary Department	Title	Rate/Fee/Charge		Code Reference (If Applicable)	
Water Resources & Sustainability	Water Base Rate Monthly per meter – within the General Service Area. *User fee base rates shall be established based on AWWA Standards for meter equivalency. A three-quarter inch (3/4") meter shall be used as the multiplier base.	Meter Size	Current User Fee Base	\$13.04.210	
		3/4"	\$10.90		
		1"	\$18.43		
		1-1/2"	\$35.96		
		2"	\$57.72		
		3"	\$108.87		
		4"	\$181.89		
		6"	\$362.49		
		8"	*		
	10"	*			
	12"	*			
	Water Base Rate Monthly per meter – in the unincorporated areas of Thurston County, provided that no power of attorney agreement with the City to petition in favor of annexation has been filed.	140% of water base rate		\$13.04.220	
	Water Monthly Consumption Rate – Single Family & Duplex units & within the General Service Area		Volume of Water Used (Cubic Feet)	Charge per each 100 Cubic Feet	\$13.04.210
		Block 1	0 to 600	\$3.20	
Block 2		601 to 1,200	\$3.54		
Block 3		1,201 to 2,400	\$4.23		
Water Monthly Consumption Rate – Multi-family units (per unit) & within the General Service Area		Volume of Water Used (Cubic Feet)	Charge per each 100 Cubic Feet	\$13.04.210	
	Block 1	0 to 500	\$3.20		
	Block 2	501 to 1,000	\$3.54		
	Block 3	1,001 to 2,000	\$4.23		
Water Monthly Consumption Rate – Non-Residential & within General Service Area	\$3.54 per each 100 cubic feet consumed (Block 2)				
	\$4.23 per each 100 cubic feet consumed (Block 3)				
	\$5.55 per each 100 cubic feet consumed (Block 4)				
Water Monthly Consumption Rate – Irrigation & within the General Service Area					
Water Fill Station Consumption Rate					
Water Monthly Consumption Rate – for all users in the unincorporated areas of Thurston County, provided that no power of attorney agreement with City to petition in favor of annexation has been filed.	140% of water consumption rate all category types (single family & duplex, multi-family units, non-residential and irrigation)			\$13.04.220	
Water Resources & Sustainability	Sewer – Monthly City Wastewater Service Rate & within General Service Area	Type	Monthly Rate	\$13.08.160	
		Single-family	\$24.73 (1.0 ERU)		
		Individual mobile home	\$24.73 (1.0 ERU)		
		Residential Duplex	\$24.73 (1.0 ERU)		
		Multifamily (>2 units)	\$17.31 (0.7 ERU)		
		Mobile home (>2 units)	\$24.73 (1.0 ERU)		
	Uses other than or only partially residential (Minimum charge not less than 1.0 ERU)	Charge computed at a rate equal to the monthly discharge of sewage / 900 cubic feet (measured at the source either by water consumption or sewage discharge) x \$24.73			
Sewer – Monthly City Wastewater Service Rate for all rate payers – in the unincorporated areas of Thurston County, provided that no power of attorney agreement with City to petition in favor of annexation has been filed.	140% of the sewer monthly operations & maintenance use		\$13.08.170		
Water Resources & Sustainability	Sewer – Monthly LOTT Wastewater Service Charge	Type	Monthly Rate	\$13.08.160 and LOTT Resolution No. 20-002	
		Single-family	\$47.52 (1.0 ERU)		
		Individual mobile home	\$47.52 (1.0 ERU)		
		Residential Duplex	\$47.52 (1.0 ERU)		
		Multifamily (>2 units)	\$33.26 (0.7 ERU)		
		Mobile home (>2 units)	\$47.52 (1.0 ERU)		
	Uses other than or only partially residential (Minimum charge not less than 1.0 ERU)	Charge computed at a rate equal to the monthly discharge of sewage / 900 cubic feet (measured at the source either by water consumption or sewage discharge) x \$47.52			

2025 Table VII

UTILITY RATES

Water Resources & Sustainability	Stormwater – Monthly Account Fee	\$2.27 on every developed property within the city limits		\$13.12.040
	Stormwater - Monthly Service Charge *Provided that if the amount of impervious area on any such property shall exceed 50% of the gross property area, the service charge shall be computed as other property not included in the single-family or duplex category.			
		<u>Unit Type</u>	<u>Charge</u>	
		Single-family residential	\$12.93	\$13.12.050
		Each duplex-family	\$12.93	
	Stormwater - Monthly Service Charge	All other developed properties not defined as single-family residential and duplex family	\$12.93 x Gross Impervious Area/3,250 square feet	\$13.12.060
	Stormwater – Monthly Service Charge	All mobile residence communities	\$12.93 x 1,800 x available Residence Site / 3,250 feet + \$11.97 x Other Gross Impervious Area / 3,250 square feet	\$13.12.070

2025 Table VIII

Life-line Program

Primary Department	Title	Rate/Fee/Charge		Code Reference (If Applicable)
Water Resources & Sustainability	Life-line, low-income senior citizen and low-income disabled person rate discounts – Every qualified			
	Water Base Rate Monthly per meter – within the General Service Area (50%)	METER SIZE	BASE FEE (50%)	
		3/4"	\$5.45	
		1"	\$9.22	
		1-1/2"	\$17.98	
		2"	\$28.86	
		3"	\$54.44	
	Water Monthly Consumption Rate – Single Family & Duplex units & within the General Service Area		Volume of Water Used (Cubic Feet)	Charge per each 100 Cubic Feet
		Block 1	0 to 600	\$1.60
		Block 2	601 to 1,200	\$1.77
		Block 3	1,201 to 2,400	\$2.11
		Block 4	2,401 & greater	\$2.78
	Water Monthly Consumption Rate – Multi-family units (per unit) & within the General Service Area		Volume of Water Used (Cubic Feet)	Charge per each 100 Cubic Feet
		Block 1	0 to 500	\$1.60
		Block 2	501 to 1,000	\$1.77
		Block 3	1,001 to 2,000	\$2.11
		Block 4	2,001 & greater	\$2.78
	Water – Connection Charges in the General Service Area	Connection Fee		Connection Size
		\$2,755.57		3/4"
		\$4,684.89		1"
	Sewer Utility	Monthly City Wastewater Service	\$12.37	
Sewer – Connection Charges	Charge			
• Equivalent Residential Unit (ERU)	\$1,569.66		\$13.08.090	
• Accessory Dwelling Unit	\$1,098.77			
• Multi-Family Unit	\$1,099.77			
Monthly LOTT Wastewater Service Charge (50%)	\$23.76			
Monthly LOTT Wastewater Service Charge Multifamily (>2 units) (50%)	\$16.63			
Storm Utility	Base Rate (50%)			\$1.13
	Stormwater Monthly Service Charge (50%)		\$6.46	
Single Family, Accessory Dwelling units, and Multi-family housing that meets the federal definition of "Low Income Housing". An affidavit must be submitted with the building permit application stating that the housing meets the definition of low income and that a deed and title restriction will be placed on the property and recorded so that future sales or rental/lease of the property will also abide by the requirements of this section and be affordable to those making 80% of the median income.		WATER: 50% of the applicable connection charge based on connection size.		
		SEWER: 50% of the applicable connection charge based on ERU calculation.		

2025 Table I				
BUSINESS LICENSES, ADMINISTRATIVE & PUBLICATIONS				
Primary Department	Title	Rate/Fee/Charge	2025 NEW RATES	Code Reference (if applicable)
Various Departments	Blueprints and Photocopies			
	Blueprints	\$0.50 per square foot		\$3.48.020
	Photocopies	\$0.15 per page over 10		
Transportation & Engineering	GIS Maps (Including Zoning Maps)			
	• City Street Map (36" x 48")	\$12.00		
	• E Size (34" x 44")	\$11.00		
	• D Size (22" x 34")	\$6.00		
	• C Size (17" x 22")	\$5.00		
	<i>Note: Any map printed at a different size than listed here, will be billed to the closest matching size from the list above.</i>			
Community Development	Comprehensive Plan Document, Volume I			
	• Land Use Plan	\$15.00		
	• Housing Plan	\$8.00		
	• Parks & Recreation Plan	\$5.00		
	• Lands for Public Purpose/EPF Plan	\$5.00		
	• Utilities Plan	\$12.00		
	• Capital Facilities Plan	\$10.00		
	Complete Volume I	\$55.00		\$3.48.030
	Comprehensive Plan Document, Volume II			
	• Conservation Plan	\$6.00		
	• Economic Development Plan	\$5.00		
	• Transportation Plan	\$18.00		
	• Joint Plan	\$25.00		
	• Shoreline Master Program (SMP)	\$25.00		
– SMP for the Thurston Region	\$9.00			
– Deschutes Riparian Habitat Plan	\$5.00			
– Deschutes River Special Area	\$5.00			
– New Market Historic District Plan	\$6.00			
Complete Volume II	\$79.00			
	Development Guide			
	Disk Copy	\$25.00		
	Paper Copy	\$30.00		
Various Departments	Notary Fee for Non-City related documents	\$10.00 each		
Administrative Services	Public Records			
	• Photocopying	\$0.15 per page over 10		
	• Copies on Compact Discs or DVDs	\$2.00 per CD or DVD		
	• Flash Drives, USB & Other Portable Devices	Actual cost		
	• Postage - if customer requests delivery by U.S.P.S	Actual cost based on weight		
	• Any size manila envelope	\$0.45		
	• Duplicating records in non-routine formats such as photographs, cassettes, videotapes	Actual cost from outside vendor		\$2.88.060
• Scanned records, or use of agency equipment for scanning	\$0.10 per page			
• Records uploaded to email, or cloud-based data storage service or other means of electronic delivery	\$0.05 for every 4 electronic files or attachments			
• Records transmitted in electronic format for use of agency equipment to send records electronically	\$0.10 per gigabyte			
Community Development	Public Notice Cost			
	• Sign Posting	\$35.00 per site sign		\$ 3.48.040
	• Other than Site Signs	\$15.00		
	Recording Costs	\$35.00 + auditor fee		\$3.48.010
Finance	Returned Item (check) for any reason	\$30.00		\$3.48.050
	Business Licenses			
	• Original License	\$50.00		
	• Annual Renewal	\$20.00		\$5.04.060
	<i>Note: City business licenses paid through the WA Department of Revenue will be subject to additional state fees, as applicable.</i>			
	Event Application Fee		\$50	
	Other Hearing Examiner Appeals Note:		\$100	
	Reimbursed if appeal is substantially upheld.			
Community Development	Business Licenses - (Request for Certificate of Occupancy)			
	• Inspection fee for new location or change-in-use (per inspection)	\$85.00	\$110.00	
Finance	Occupational Permits			
	• Original Permit	\$70.00		
	• Annual Renewal (second & third years)	\$30.00		\$5.06.050
	<i>Note: The original permit fee includes the cost of fingerprinting and background check.</i>			
Finance	Sexually Oriented Businesses			
	• Permit Application Fee, and	\$400.00		\$5.50.040
	• Annual Fee	\$640.00 annually		\$5.50.070
	<i>Adult Cabaret Business</i>	\$1,320.00 annually		
	<i>Adult Cabaret Managers</i>	\$50.00		\$5.50.080
	• Processing Fee, and	\$150.00 annually		
	• Annual Fee	\$50.00		\$5.50.090
	<i>Models and Escorts</i>	\$150.00 annually		
	• Processing Fee, and			
	• Annual Fee			

2025 Table II					
ZONING, LAND DIVISION & ENVIRONMENTAL					
Primary Department	Title	Rate/Fee/Charge per...	2025 NEW RATES	Unit	Code Reference (If Applicable)
Community Development	Appeals				
	• Hearing Examiner				
	– Administrative Appeal*	\$1,500.00			\$18.62.020
	– SEPA Appeal*	\$2,000.00			\$16.04.160
	– Appeal of Impact Fee with Independent Fee Calculation	\$260.00		calculation	\$3.50.140
	*Reimbursed if appeal is substantially upheld				
Community Development	Transportation Impact Fees				\$3.50.130
	<u>Type of Development</u>				ITE Land Use Code
	<u>Residential</u>				
	• Single Family / Duplex (Detached)	\$4,401.78	\$4,540.00	dwelling	
	Single Family Detached and Attached (including duplexes) that are less than 1200 square feet floor area. Not to be used with any other impact or permit fee discounts.	\$3,301.33	\$3,404.99	dwelling	
	Single Family detached and attached (including duplexes) located within one-half mile walking distance on a sidewalk or improved path from regular InterCity bus service and meets the federal definition of "Low Income Housing". For example, if a single family home then it must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$2,200.80	\$2,270.00	dwelling	210
	• Multifamily – Apartment	\$2,856.47	\$2,946.16	dwelling	
	Multi-family dwellings located within one-half mile walking distance on a sidewalk or improved path from regular InterCity bus service and meets the federal definition of "Low Income Housing". For example, if a single family home then it must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,428.20	\$1,473.14	dwelling	220
	• Mobile Home Park	\$2,571.32	\$2,652.06	dwelling	240
	• Senior Adult Housing – Detached	\$941.36	\$970.92	dwelling	251
	• Senior Adult Housing – Attached	\$557.84	\$575.36	dwelling	252
	• Congregate Care	\$592.72	\$611.33	dwelling	253
	• Accessory Dwelling Unit	\$2,142.99	\$2,210.28	dwelling	
	Accessory dwelling units located within one-half mile walking distance on a sidewalk or improved path from regular InterCity bus service and meets the federal definition of "Low Income Housing." For example, if a single family home then it must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,428.30	\$1,473.15	dwelling	
Community Development	• Assisted Living	\$493.11	\$508.59	bed	254
	<u>Industrial</u>				
	• Light Industrial	\$6.22	\$6.42	SF / GFA	110
	• Industrial Park	\$5.75	\$5.93	SF / GFA	130
	• Manufacturing	\$4.86	\$5.01	SF / GFA	140
	• Warehousing	\$2.21	\$2.28	SF / GFA	150
	• Mini-Warehouse	\$1.65	\$1.70	SF / GFA	151
	• High-Cube Warehouse	\$0.76	\$0.78	SF / GFA	152
	<u>Commercial – Services</u>				
	• Hotel	\$2,938.66	\$3,030.93	room	310
	• Motel	\$2,340.97	\$2,414.48	room	320
	• Walk-in Bank	\$12.01	\$12.39	SF / GFA	911
	• Drive-through Bank	\$25.55	\$26.35	SF / GFA	912
	• Day Care Center	\$31.05	\$32.02	SF / GFA	565
	• Quick Lubrication Vehicle Shop	\$6,262.20	\$6,458.83	VSP	941
	• Automobile Care Center	\$5.28	\$5.45	SF / GFA	942
	• Gasoline/Service Station	\$17,052.80	\$17,588.26	VFP	944

2025 Table II

ZONING, LAND DIVISION & ENVIRONMENTAL

Community Development	• Service Station/Minimart	\$12,462.18	\$12,853.49	VFP	945	
	• Service Station/ Minimart/Carwash	\$12,983.78	\$13,391.47	VFP	946	
	• Carwash – Self Serve	\$6,215.44	\$6,410.60	VSP	947	
	• Carwash – Automated	\$86,048.79	\$89,678.91	VSP	948	
	• Movie Theater	\$257.74	\$265.83	seat	444, 445	
	• Health/Fitness Club	\$18.34	\$18.92	SF / GFA	492, 493	
	<i>Commercial – Institutional</i>					
	• Elementary School	\$9.91	\$3.10	SF / GFA	520	
	• Middle School/Junior High School	\$2.97	\$3.06	SF / GFA	522	
	• High School	\$2.42	\$2.50	SF / GFA	530	
	• Community/Junior College	\$448.26	\$462.34	student	540	
	• College/University	\$784.48	\$809.11	student	550	
	• Church	\$2.52	\$2.60	SF / GFA	560	
	• Hospital	\$7.08	\$7.30	SF / GFA	609	
	• Nursing Home	\$2.57	\$2.65	SF / GFA	620	
	<i>Commercial - Restaurant</i>					
	• Quality Restaurant	\$17.76	\$18.32	SF / GFA	931	
	• High Turnover (sit down) Restaurant	\$26.04	\$27.75	SF / GFA	931	
	• Fast Food Restaurant w/out Drive Thru	\$32.57	\$33.59	SF / GFA	933	
	• Fast Food Restaurant with Drive Thru	\$42.99	\$44.34	SF / GFA	934	
	• Tavern/Drinking Place	\$31.20	\$32.18	SF / GFA	935	
	• Coffee/Donut Shop w/out Drive Thru	\$50.74	\$52.33	SF / GFA	936	
	• Coffee/Donut Shop with Drive Thru	\$53.46	\$55.14	SF / GFA	937	
	• Coffee/Donut Shop with Drive Thru and with no inside seating	\$20.54	\$21.18	SF / GFA	938	
Community Development	Type of Development				ITE Land Use Code	
	<i>Commercial – Office</i>					
	• General Office Building	\$9.46	\$9.76	SF / GFA	710	
	• Government Office Building	\$11.87	\$12.24	SF / GFA	730	
	• Medical-Dental Office/Clinic	\$20.68	\$21.33	SF / GFA	720	
Community Development	<i>Commercial –</i>					
	• Retail Shopping Center - up to 49,999 sq. ft.	\$6.83	\$7.04	SF / GLA	820	
	50,000 – 99,999	\$7.58	\$7.82	SF / GLA	820	
	100,000 – 199,999	\$7.65	\$7.89	SF / GLA	820	
	200,000 – 299,999	\$7.79	\$8.03	SF / GLA	820	
	300,000 – 399,999	\$8.03	\$8.28	SF / GLA	820	
	400,000 sq. ft. or more	\$8.54	\$8.81	SF / GLA	820	
	• Automobile Parts Sales	\$8.91	\$9.19	SF / GFA	843	
	• Car Sales – New/Used	\$11.12	\$11.47	SF / GFA	841	
	• Convenience Market	\$33.07	\$34.11	SF / GFA	851	
	• Discount Club	\$8.50	\$8.77	SF / GFA	861	
	• Electronic Superstore	\$8.91	\$9.19	SF / GFA	863	
	• Toy Superstore	\$7.85	\$8.10	SF / GFA	864	
	• Furniture Store	\$0.46	\$0.47	SF / GFA	890	
	• Hardware/Paint Store	\$9.35	\$9.64	SF / GFA	816	
	• Home Improvement Superstore	\$9.22	\$9.32	SF / GFA	862	
	• Nursery/Garden Center	\$7.45	\$7.68	SF / GFA	817	
	• Pharmacy/Drugstore w/out Drive Thru	\$8.29	\$8.65	SF / GFA	880	
	• Pharmacy/Drugstore with Drive Thru	\$11.18	\$11.53	SF / GFA	881	
	• Supermarket	\$17.58	\$18.13	SF / GFA	850	
	• Tire Store	\$7.82	\$8.07	SF / GFA	848	
• Tire Superstore	\$2.98	\$4.10	SF / GFA	849		
Cost per New Trip Generated:	\$2,735.58	\$3,852.88				

SOURCE: ITE, "Trip Generation, 8th Edition"

Notes: ¹ Abbreviations:

SF = Square Feet VSP = Vehicle Service Position
 GFA = Gross Floor Area VFP = Vehicle Fueling Position
 GLA = Gross Leasable Area

² Annual Escalator: Transportation Impact Fees will be adjusted annually, based on the Engineering News Record Construction Cost Index for the Seattle, Washington, area as reported for July to establish the fee schedules effective January 1st of the subsequent year.

Community Development	Olympia School District No. 111 School Impact Fees				\$3.50.135 and Olympia School District Resolution No. 653	
	<i>Type of Residential Development</i>					
	• Single Family (includes townhouses, duplexes, and manufactured homes).	\$6,812.00	\$0.00 (fee suspended for 2025)	dwelling		
	• Multi Family (three units or more and accessory dwelling units).	\$2,606.00	\$0.00 (fee suspended for 2025)	dwelling		
	• Multi Family Downtown	\$2,040.00	\$0.00 (fee suspended for 2025)	dwelling		
Community Development	Tumwater School District No. 33 School Impact Fees				\$3.50.135 and Tumwater School District Resolution No. 02-23-24	
	<i>Type of Residential Development</i>					
	• Single Family (includes townhouses, duplexes, and manufactured homes).	\$5,565.00	\$5,700.00	dwelling		
	• Multi Family (three units or more and accessory dwelling units).	\$1,114.00	\$1,185.00	dwelling		
Community Development	Independent Fee Calculations				\$3.50.140	
	• Applicant chooses to prepare IFC					
	– Administrative Processing fee	\$500.00	\$525.00			
	– Deposit on Review Costs of IFC*	\$500.00	\$525.00			
	*Balance refunded or additional costs collected as a precondition to building permit issuance.					

2025 Table II

ZONING, LAND DIVISION & ENVIRONMENTAL

2025 Table II				
ZONING, LAND DIVISION & ENVIRONMENTAL				
Community Development	Park Impact Fees			
	<i>Type of Residential Development</i>			
	• Single Family, Detached	\$3,726.86		housing unit
	• Single Family Detached. If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or the dwelling unit is within one-half mile of a park at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,863.43		housing unit
	• Single Family Detached and Attached (including duplexes) that are less than 1200 square feet floor area. Not to be used with any other impact or permit fee discounts.	\$2,795.15		housing unit
	• Single Family, Attached (and duplexes)	\$2,784.68		housing unit
	• Single Family Detached. If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or the dwelling unit is within one-half mile of a park at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,392.34		housing unit
	• Manufactured Home (mobile home)	\$2,227.71		housing unit
	• Multi Family (3-4 units per structure)	\$2,746.11		housing unit
	• Multi Family (3-4 units per structure). If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or the dwelling is within one-half mile of a park at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,373.06		housing unit
	Park Impact Fees (Continued)			
	• Multi Family (5+ units per structure)	\$2,413.12		housing unit
	• Multi Family (5+ units per structure). If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or within one-half mile of a public park at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,373.06		housing unit
				\$3.52.070

2025 Table II

ZONING, LAND DIVISION & ENVIRONMENTAL

Community Development	• Accessory Dwelling Unit	\$1,670.78		housing unit	
	• Accessory Dwelling Unit. If an active park/open space area at least one-half acre in size is included in the development in which the dwelling is being built or the dwelling is within one-half mile of a public park that is at least one-half acre in size. The home must meet the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	\$1,113.86		housing unit	
Community Development	Impact Fee Deferral Program				
	• Administrative Application Fee	\$100.00		application	\$3.50.130
Community Development	Wireless Communication Antennas				
	• Wireless Communication (WCF) Permits				
	– Accessory (requiring WCF permit)	\$110.00		antenna	
	– Attached WCF	\$330.00		carrier	
	– Freestanding WCF	\$1,100.00		structure	
	– Co-location on freestanding WCF	\$330.00		carrier	\$11.20.050
	• WCF Administrative Site Plan Review	Same as regular SPR fees			
	• Conditional Use Permit	Same as zoning CUP fees			
	• Request for Administrative Deviation	\$247.50		request	
	Telecommunications in Rights-of-Way				\$3.52.069
	• Telecommunications Right-of-Way Use				
	– Right-of-Way (ROW) Use Authorization	\$1,700.00			\$11.06.010
	• Telecommunications Franchise/Master Permit Application	\$5,550.00			\$11.06.020
	• Master Permit Renewal Application	\$2,800.00			\$11.06.120
	– Annual Fee	\$500.00			\$11.06.160
	– Supplemental Site Permit	\$500.00 (up to 5)			\$11.06.110
		\$100.00 (after 5)			
	\$1,000.00		new pole		
	\$270.00 pole rent		year		
• Telecommunications Facilities Lease					
– Lease Application	\$500.00			\$11.08.020	
– Renewal of Lease	\$225.00			\$11.08.120	
Community Development	Site Plan Review				
	• Feasibility Site Plan Review*		\$150.00		
	– One Acre or less Feasibility Site Plan Review Resubmittal	\$80.00	\$100.00		
	– Greater than 1 Acre	\$137.50			
	*Credited toward Preliminary Site Plan Preapplication Meeting				
	– Preliminary Site Plan Review Preapplication Meeting		\$825.00		
	– One Acre or less	\$330.00			
	– Greater than 1 Acre	\$440.00			
	• Preliminary Site Plan Resubmittal Preapplication Meeting Resubmittal		\$400.00		\$14.02.080
	– One Acre or less	\$165.00			
	– Greater than 1 Acre	\$275.00			
	– Formal Site Plan Review Site Plan Review Application Type I		\$500.00		
	– One Acre or less	\$220.00			
– Greater than 1 Acre	\$385.00				
– Formal Site Plan Review Resubmittal Site Plan Review Application Type II		\$1,000.00			
– One Acre or less	\$80.00				
– Greater than 1 Acre	\$220.00				
Community Development	Multi-Family Tax Exemption	\$100.00			
	• Design Plan Review	2.5% of the Building Permit			\$18.43.010
	• Landscape Plan Review**	\$220.00			\$18.47.020
	**Applies only to landscape plans required under \$18.47.020				
	• Exterior Illumination***				
	– Issuance and Inspection Fee	\$55.00 +...		\$7.50 per fixture	\$18.40.035
	– Plan Review Fee	65% of above lighting fee			
***Applies to non-residential applications 4,000 square feet or larger in area					
• Request for Parking Modification	\$275.00			\$18.50.075	
Water Resources &	Drainage Manual Administration				
	• Adjustment application	\$500.00			\$13.12.015

2025 Table II						
ZONING, LAND DIVISION & ENVIRONMENTAL						
Sustainability	• Variance and Exception application	\$1,000.00				
Community Development	Protection of Trees & Vegetation					
	• Land clearing application & review	\$110.00				
	• Work by City Tree Professional	Consultant Cost		hour		
	• Land Clearing Permit					
Community Development	Protection of Trees & Vegetation (Continued)					
	– Less than 30 Trees	\$135.00			\$16.08.050	
	– 30 Trees or more	\$220.00				
	• Add'l Review or Inspections after one hour	\$66.00		hour		
	• Investigation Charge for Land Clearing without required Permit	Double application and permit fee for tree cutting without a permit				
	• Request for Land Clearing Modification	\$385.00				
	• Replacement Tree Mitigation Fee	\$400.00			\$16.08.070	
	Environmental Policy					
	• Environmental SEPA Checklist	\$880.00				
	• Expanded Environmental Checklist	\$880.00, plus consultant cost			\$16.04.190	
	• Environmental Impact Statement (EIS)	\$880.00, plus consultant				
	• Addendum to Environmental Documents	\$220.00				
Community Development	Wetland Protection Standards					
	• Wetland Permit Application	\$440.00			\$16.28.140	
	• Reasonable Use Exception	\$880.00			\$16.28.190	
	Fish and Wildlife Habitat Protection					
	• Reasonable Use Exception	\$880.00			\$16.32.097	
	Community Development	Land Divisions				
		• Boundary Line Adjustment	\$450.00			
		• Lot Consolidation	\$450.00			
		• Preliminary Binding Site Plan	\$770.00 +...		\$27.50 per lot	\$17.02.160
		• Final Binding Site Plan	\$440.00 +...		\$27.50 per lot	
• Preliminary Plat		\$2,750.00 +...		\$38.50 per lot		
• Final Plat		\$1,650.00 +...		\$38.50 per lot		
• Preliminary Short Plat		\$1,100 +...		\$55.00 per lot		
• Final Short Plat		\$440.00 +...		\$55.00 per lot		
• Preliminary PUD (includes limited overlay zone)		\$1,320 +...		\$33.00 per lot		
• Final PUD		\$935.00				
• Preliminary Plat Extension		\$550.00				
• Replats, Vacations, and Alterations						
– Replats		Same as Preliminary and				
– Vacations	\$450.00					
– Alterations	\$450.00					
Community Development	Zoning				\$2.62.060	
	• Certificate of Appropriateness	\$110.00				
	• Zoning Certification Letter	\$82.50				
	• Planned Unit Development	Same as preliminary and final PUD			\$18.36.030	
	• Home Occupation	See Business Licenses			\$18.42.030	
	• Mobile Home Installation*					
	– Single	\$150.00 + plumbing fees			\$18.48.010	
	– Double	\$175.00 + plumbing fees				
	– Triple	\$200.00 + plumbing fees				
	• Title Elimination Inspection Fee	\$170.00				
	• Title Elimination Review	\$85.00	\$110.00			
	* plus footing, foundation, skirting, and tie downs					
	• Mobile Home Park – Site Plan					
	– Preliminary	\$1,000.00 +...		\$30 per unit	\$18.48.130	
	– Final	\$750.00 +...		\$30 per unit		
	• Conditional Use Permit	\$2,090.00			\$18.56.020	
	• Variance	\$1,000.00			\$18.58.020	
	• Rezone	\$1,500.00			\$18.60.065	
	Zoning					
	• Comprehensive Plan					
– Map Amendment	\$1,500.00			\$18.60.065		
• Annexations						
– Not in an Unincorporated Island	\$200.00		acre, Maximum of \$4,000			
– In Unincorporated Islands	No fee (\$0.00)					
• Sign						
– Application for Conditional Exemption	\$20.00		sign	\$18.44.075		
Community Development	Shoreline Management Act					
	• Shoreline Exemption Letter	\$200.00			Resolution 250	
	• Substantial Development Permit	\$1,600.00				
	• Conditional Use	\$1,750.00				
	• Variance	\$1,750.00				
	• Shoreline Permit Time Extension	\$500.00				
	Transportation Concurrence					
	• Concurrence Application	\$170.00			\$15.48.040	
• Traffic Impact Analysis (TIA) Review	\$260.00					

2025 Table III

BUILDING & FIRE SAFETY

Primary Department	Title	Rate/Fee/Charge	2025 NEW RATES	Code Reference (If Applicable)	
Community Development	Building Code				
	Building Permit Fee Schedule (including signs)			\$15.01.070	
	Total Valuation	Fee			
	Single family (detached and attached), Accessory Dwelling Units, and multi-family housing that meets the federal definition of "Low Income Housing". The home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rental, or lease of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	50% of the calculated building permit fee using the table of fees in this section			
	\$1,000 to \$500	\$43.48			
	\$501 to \$2,000	\$43.48 for the first \$500 plus \$5.64 for each additional \$100 or fraction thereof, to and including \$2,000			
	\$2,001 to \$25,000	\$151.04 for the first \$2,000 plus \$25.90 for each additional \$1,000 or fraction thereof, to and including \$25,000			
	\$25,001 to \$50,000	\$742.50 for the first \$25,000 plus \$18.69 for each additional \$1,000 or fraction thereof, to and including \$50,000			
	\$50,001 to \$100,000	\$1,203.89 for the first \$50,000 plus \$12.95 for each additional \$1,000 or fraction thereof, to and including \$100,000			
	\$100,001 to \$500,000	\$3,291.80 for the first \$100,000 plus \$18.55 for each additional \$1,000 or fraction thereof, to and including \$500,000			
\$500,001 to \$1,000,000	\$10,664.10 for for the first \$500,000 plus \$15.74 for each additional \$1,000 or fraction thereof, to and including \$1,000,000				
\$1,000,001 and up	\$18,578.99 for the first \$1,000,000 plus \$12.10 for each additional \$1,000 or fraction thereof				
Community	Other Inspection and Fees				
	1. Commercial building plan review fee	65% of the building permit fee			
	2. One and two family, garages and accessory buildings < 1400 sq. ft.	25% of the building permit fee			
	2.a. One and two family and accessory dwelling units < 1400 sq. ft. that meet the federal definition of "Low Income Housing". For example, if single family then the home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rentals, or leases of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income.	12.5% of the building permit fee			
	3. One and two family > 1400 sq. ft. and pole barns	50% of the building permit fee			
	3.a. Both single family housing > 1400 sq. ft. and multi-family housing that meet the federal definition of "Low Income Housing". For example, if single family then the home must be affordable to those making 80% of the median income. An affidavit must be submitted with the building permit application stating that the home meets the definition of low income and that a deed/title restriction will be placed on the home and recorded so that future sales, rentals, or leases of the home will also abide by the requirements of this section and be affordable to those making 80% of the median income. Not to be used with any other impact fee discounts except the building permit fee discount for low income housing listed above.	25% of the building permit fee			
	4. 1 st Plan Review Extension Fee	5% of plan review fee	OR \$25.00, whichever is greater.		
	2 nd Plan Review Extension Fee	10% of plan review fee	OR \$25.00, whichever is greater.		
	<i>Continued on next page</i>				

2025 Table III			
BUILDING & FIRE SAFETY			
	5. 1 st Permit Extension Fee	5% of permit fee	OR \$25.00, whichever is greater.
	2 nd Permit Extension Fee	10% of permit fee	OR \$25.00, whichever is greater.
	8. One-and-Two Family Re-Roof permit.	\$170	
	9. Commercial Re-Roof permit.	Based on valuation and the fee schedule	
Community Development	Other Inspection and Fees (continued)		
	10. Inspections outside of normal inspection hours (minimum charge - 1 hour)	\$85.00 per hour	\$110.00
	11. Reinspection fees assessed under provisions of Section 108	\$85.00 per hour	\$110.00
	12. Inspections for which no fee is specifically indicated (minimum charge – 1 hour)	\$85.00 per hour	\$110.00
	13. Additional plan review required by changes, additions or revisions to approved plans (minimum charge - 1 hour)	\$85.00 per hour	\$110.00
	14. For use of outside consultants for plan checking or inspection	Actual cost plus 8% administrative fees	
Community Development	ENERGY CODE FEES		
	Energy Code Plan Check Fee		
	Single Family	\$110.00	
	Residential Remodel/Addition	\$60.00	
	Multi-Family	\$210.00	
	New Commercial Building		
	0 to 12,000 sq. ft.	\$210.00	
	12,001 to 60,000 sq. ft.	\$395.00	
	60,001 to 200,000 sq. ft.	\$770.00	
	200,000 sq. ft. and over	\$1,520.00	
	Remodels and Tenant Improvements	50% of the new commercial fee	
	Warehouses	50% of the new commercial building fee	
	GRADING PERMIT FEES		
	Grading Plan Review Fees		
	100 cubic yards or less (no cut\fill greater than 12 inches)	\$47.00	
	101 to 500 cubic yards	\$94.00	
	501 to 1,000 cubic yards	\$187.00	
	1,001 to 5,000 cubic yards	\$280.00	
	5,001 to 10,000 cubic yards	\$374.00	
	10,001 to 100,000 cubic yards	\$375.00 for 1st 10,000 cubic yards plus \$24.50 for each additional 10,000 cubic yards or fraction thereof	
100,001 cubic yards or more	\$1,000.00 for the 1st 100,000 cubic yards plus \$13.25 for each additional 10,000 cubic yards or fraction thereof		
Other Fees			
Additional plans review required by changes, additions or revisions to approved plans (minimum charge - 1 hour)	\$85.00 per hour	\$110.00	
Grading Permit Fees			
For the issuance of each permit	\$30.00		
100 cubic yards or less (no cut\fill greater than 12 inches)	\$55.00		
101 to 500 cubic yards	\$170.00		
501 to 1,000 cubic yards	\$340.00		
1,0001 to 5,000 cubic yards	\$680.00		
5,001 to 10,000 cubic yards	\$1,360.00		
10,001 cubic yards or more	\$1,360.00 for 1st 10,000 cubic yards plus \$42.50 for each additional 10,000 yards or fraction thereof		
Community Development	Certificates of Occupancy		
	°Temporary Certificates of Occupancy		
	-One or Two Family	\$25.00	
	-Commercial/Industrial/Multi-family	\$100.00	
	-Renewal	\$200.00	
	°Final Certificates of Occupancy		
	- One or Two-Family	No fee	
	- Commercial/Industrial/Multi-family	No fee	
	°Business License		
	- Request for Certificate of Occupancy	\$85.00	\$110.00
	Mechanical Code		
	• Mechanical Permit	Stand alone commercial mechanical permits based on valuation.	
	• Mechanical Plan Review	65% of permit fee	
	For the issuance of each permit	\$40.00	
For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	\$35.00		

2025 Table III

BUILDING & FIRE SAFETY

Unit Fee Schedule				
Community Development	Furnaces			
	For the installation or relocation of each forced air or gravity-type furnace, floor furnace, suspended heater, or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h	\$25.00		
	For the installation or relocation of each forced air or gravity-type furnace, floor furnace, suspended heater, or burner, including ducts and vents attached to such an appliance over 100,000Btu/h	\$30.00		
	Boilers, Compressors and Refrigeration Units			
	For the installation or relocation of each boiler or compressor to and including three horsepower or for each absorption system to and including 100,000 Btu/h	\$25.00		
Community Development	Boilers, Compressors and Refrigeration Units (continued)			
	For the installation or relocation of each boiler or compressor over three horsepower to and including 15 horsepower or for each absorption system over 100,000 Btu/h to and including 500,000 Btu/h	\$40.00		
	For the installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower or for each absorption system over 500,000 Btu/h to and including 1,000,000Btu/h	\$45.00		
		For the installation or relocation of each boiler or compressor over 30 horsepower to and including 50 horsepower, or for each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h	\$65.00	
		For the installation or relocation of each boiler or compressor over 50 horsepower, or for each absorption system over 1,750,000 Btu/h	\$110.00	
	Air Handlers			
		For each air-handling unit to 10,000 cubic feet per minute	\$25.00	
		For each air-handling unit over 10,000 cubic feet per minute	\$30.00	
	Photo-Voltaic Solar Panels			
		Roof mounted; One-and-Two Family Dwellings	\$260.00	
		Photo-Voltaic Solar Panels; Commercial	Based on valuation and the fee schedule	
	Evaporative Coolers			
		For each evaporative cooler other than the portable type	\$20.00	
	Ventilation and Exhaust			
		For each vent fan connected to a single duct	\$15.00	
		For each system not a part of a permitted HVAC system	\$20.00	
		For each non-residential type I hood (grease)	\$175.00	
	Ventilation and Exhaust			
		For each non-residential type II hood (steam)	\$95.00	
	Water Heaters			
	Residential	\$25		
	Commercial	\$50.00		
Gas Piping				
	For each gas pipe system of one to four outlets	\$15.00		
	For each gas piping system additional outlets over 5	\$2.00 each		
Community Development	Miscellaneous			
	For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the Code	\$20.00		
	Other Inspections and Fees			
	1. Mechanical plan review fee	65% of the mechanical permit fee		
	2. Inspection fees outside normal inspection hours (minimum charge – 1 hour)	\$85.00	\$110.00	
	3. 1 st Plan Review Extension Fee	5% of plan review fee	OR \$25.00, whichever is greater.	
	2 nd Plan Review Extension Fee	10% of plan review fee	OR \$25.00, whichever is greater.	
	4. 1 st Permit Extension Fee	5% of permit fee	OR \$25.00, whichever is greater.	
	2 nd Permit Extension fee	10% of permit fee	OR \$25.00, whichever is greater.	
	5. Reinspection fees per inspection	10% of permit fee	OR \$25.00, whichever is greater.	
6. Inspection for which no fee is specifically indicated (minimum charge – 1 hour)	\$85.00 per hour	\$110.00		
7. Additional plan review required by changes, additions, or revisions to plans or to plans for which an initial review has been completed (minimum charge – 1 hour)	\$85.00 per hour	\$110.00		

2025 Table III

BUILDING & FIRE SAFETY

	8. For use of outside consultants for plan checking or inspection, or both	Actual cost + 8% administrative fee	
Community Development	Plumbing Code		
	• Plumbing Permit	\$40.00	
	• Plumbing Plan Review		
	• Backflow Protection Device		
	For the issuance of each permit		
	• Commerical Plumbing Permit	Stand alone commercial plumbing permits based on valuation	
	For issuing each supplemental permit for which the original permit has not expired, been canceled or finalized	\$35.00	
	Fee for review of septic system applications from County Health Department	\$35.00	
	Unit Fee Schedule		
	For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage, piping and backflow protection therefore)	\$20.00	
	For each building sewer and each trailer park sewer	\$35.00	
	Rainwater systems - per drain	\$20.00	
	For each residential sewer grinder	\$30.00	
	For each commercial sewer grinder	\$95.00	
	<i>Continued on the next page</i>		
	Plumbing Code (continued)		
	For each electric water heater	\$25.00	
	For each pre-treatment grease or oil interceptor including its trap and vent	\$30.00	
	For each installation, alteration or repair of water piping and/or water treating equipment	\$15.00	
	For repair or alteration of drainage or vent piping, each fixture	\$15.00	
For each commercial lawn sprinkler system on any one meter	\$25.00		
For atmospheric type vacuum breakers			
- 1 to 5	\$20.00		
- Over 5, each	\$5.00		
For each backflow device other than atmospheric type vacuum type breakers			
- 2 inches and smaller	\$15.00		
- Over 2 inches	\$30.00		
Expansion Tank	\$20.00		
Community Development	Other Inspections and Fees		
	1. Commerical Plumbing Plan Review Fee	65% of the plumbing permit fee	
	2. Inspection fees outside normal inspection hours (minimum charge – 1 hour)	\$85.00 per hour	\$110.00
	3. Reinspection fees per inspection (minimum charge – 1 hour)	\$85.00 per hour	\$110.00
	4. 1 st Plan Review Extension Fee	5% of plan review fee	OR \$25.00, whichever is greater.
	2 nd Plan Review Extension Fee	10% of plan review fee	OR \$25.00, whichever is greater.
	5. 1 st Permit Extension Fee	5% of permit fee	OR \$25.00, whichever is greater.
	2 nd Permit Extension Fee	10% of permit fee	OR \$25.00, whichever is greater.
	6. Inspection for which no fee is specifically indicated (minimum charge – 1 hour)	\$85.00 per hour	\$110.00
	7. Additional plan review required by changes, additions, or revisions to plans or to plans for which an initial review has been completed (minimum charge – 1 hour)	\$85.00 per hour	\$110.00
	8. For use of outside consultants for plan checking or inspection, or both	Actual cost + 8% administrative fee	
	Moving of Buildings		
	• Permit Application	\$500.00 + building and demolition permits, as applicable	
• Traffic Officer Fee	Fully-based rate + materials		

2025 Table III

BUILDING & FIRE SAFETY

Fire & Emergency Services	Fire Code		
	• Fire Safety – Inspection Fee & Permitting	Based on Valuation	
• Underground Storage Tank Removal			
– Residential	Based on Valuation		
– Commercial	Based on Valuation		
• Fire Sprinkler Permit	Based on Valuation		
• Fire Sprinkler Plan Check	65% of permit fee		
Fire Alarm Systems			
• Fire Alarm Installation Permit	Based on Valuation		
• System Retest	\$85.00 per hour		\$110.00
• Fire Alarm Plan Check	65% of permit fee		
Fire Hydrant (fireflow) Test	\$180.00		
Fire Inspection Fees			
Square Footage Factor:			
1 = 0 - 2,500 square feet	\$20.00		
2 = 2,501 - 7,500 square feet	\$40.00		
3 = 7,501 - 50,000 square feet	\$60.00 + hourly rate of \$80.00		
4 = 50,001 square feet + >	\$80.00 + hourly rate of \$80.00		
Non-compliance and Reinspection Fee	\$80.00 per hour		

2025 Table IV

TRANSPORTATION, ENGINEERING, UTILITIES & UTILITY CONNECTIONS

Primary Department	Title	Rate/Fee/Charge	2025 NEW RATES	Unit	Code Reference (If Applicable)
Transportation & Engineering	Right-of-Way License (includes projections over ROW)				
	• Application Fee	\$275.00 + license rate	\$290.00 + license rate		\$3.40.010
	• Five-Year License Rate				\$3.40.020
	– 1 to 1,000 square feet	\$155.00	\$163.00		
	– 1,001 to 5,000 square feet	\$208.00	\$218.00		
– 5,001 to 20,000 square feet	\$260.00	\$273.00			
	– More than 20,000 square feet	Negotiable	Negotiable		
Community-Development-Transportation & Engineering	Right-of-Way Access/Utility Permit				\$12.16.050
	• General	\$115.00	\$121.00		
	• Residential (1-single family or duplex; lots of record; includes erosion control)				
	– Street Only or 1 Utility Use	\$145.00	\$152.00		
	– Multiple	\$285.00	\$299.00		
	• Private Utility				
	– Overhead				
	Plan Check	\$186 for 1st 150' +\$0.10 per 1' thereafter	\$195 for 1st 150' + \$0.10 per 1' thereafter		
	Inspection	-\$186 for 1st 150' +\$0.10 per 1' thereafter	\$195 for 1st 150' + \$0.10 per 1' thereafter		
	– Underground				
	Plan Check	\$415.00 + \$0.36 per ...	\$436.00 + \$0.38 per ...	linear foot	
Inspection	\$2.00 per...	\$2.10 per...	linear foot		
– Single Service	\$57.00	\$60.00			
Transportation & Engineering	Street & Alley Vacation				\$12.04.020
	• Application Fee	\$515.00	\$567.00		
	• Publishing Notice	\$182.00	\$191.00		
	• Acquisition Cost	Up to 50% of the assessed or appraised value	Up to 50% of value		
Community-Development-Transportation & Engineering	Street Construction and Restoration				\$12.18.030
	• Street, Curbs, and Sidewalks				
	– Plan Check	\$415 + \$0.57 per...	\$436 + \$0.60 per...	linear foot	
	– Inspections	\$2.50 per linear foot	\$2.63 per linear foot	linear foot	
	• Street Lighting				
	– Plan Check	\$415.00 + \$0.57 per ...	\$436.00 + \$0.60 per ...	linear foot	
	– Inspections	\$1.25 per...	\$1.31 per...	linear foot	
• Street Signals					
– Plan Check	\$1,255.00 per...	\$1,318.00 per...	Signal		
– Inspections	\$1,710.00 per...	\$1,796.00 per...	Signal		
Community-Development-Transportation & Engineering	Street Disruption Fee				\$12.16.060
	• 1 st year	5 times construction cost			
	• 2 nd year	4 times construction cost			
	• 3 rd year	3 times construction cost			
	• 4 th year	2 times construction cost			
	• 5 th year	1 times construction cost			
Water Resources & Sustainability	Notice Required to Have Water Disconnected				\$13.04.060
	• Disconnection of water service on a temporary or permanent basis	\$30.00			
	Water Service	\$30.00			
	• Occupant turning on penalty				
Water Resources & Sustainability	Hydrant Meter Rental				\$13.04.140
	• (2½") – for construction	\$1,500.00 deposit + 3" meter monthly fee + consumption			
Water Resources & Sustainability	Sewer Service - Lateral Extension				\$13.08.100
	• Gravity Tap	\$280.00	\$294.00		
	• Force Main Tap	\$3,300.00	\$3,465.00		
	Utility Billing Late Penalty				\$13.18.020
	• If bill not paid until after the due date	1% of late balance per utility or...			
	– minimum penalty	Water - \$5.00 Sewer - \$4.00 Stormwater - \$1.00			
	• If past due bill is not paid 20 days after the due date	\$10.00 penalty - water			
	Water Utility	\$30.00 weekdays, \$100.00 weekdays after 4:30 PM, all day weekends, & holidays			\$13.18.040
	• Reconnection Fee				
	Utility Account Set-up Fees				\$13.18.055
• Owner Account Setup	\$15.00 (Water \$8.00, Sewer \$5.00, Stormwater \$2.00)				

2025 Table IV

TRANSPORTATION, ENGINEERING, UTILITIES & UTILITY CONNECTIONS

2025 Table IV					
TRANSPORTATION, ENGINEERING, UTILITIES & UTILITY CONNECTIONS					
Community Development Water Resources & Sustainability	Utility Plan Check & Inspection Fees		\$840.00		\$13.20.030
	• Watermain				
	– Plan Check	\$415.00 + \$0.52 per...	\$436.00 + \$0.55 per...	linear foot	
	– Inspections	\$2.85 per ...	\$2.99 per ...	linear foot	
	• Sewermain, Gravity				
	– Plan Check	\$415.00 + \$0.52 per...	\$436.00 + \$0.55 per...	linear foot	
	– Inspections	\$2.85 per ...	\$2.99 per ...	linear foot	
	• Sewermain, Pressure				
	– Plan Check	\$415.00 + \$0.52 per...	\$436.00 + \$0.55 per...	linear foot	
	– Inspections	\$2.85 per ...	\$2.99 per ...	linear foot	
	• Sewer Pump Station, Community System				
	– Plan Check	\$1,212.00 for each	\$1,273.00 for each		
	– Inspections	\$1,212.00 for each	\$1,273.00 for each		
	• Stormwater System				
	– Plan Check	\$415.00 + \$45.00 per...	\$436.00 + \$47.00 per...	acre	
	– Storm Pipe Plan Check	\$415.00 + \$0.52 per...	\$436.00 + \$0.55 per...	linear foot	
	– Stormwater Report Review	\$455.00 per...	\$478.00 per...	report	
	– Inspections	\$3.80 per...	\$3.80 per...	linear foot	
		\$600.00 per...	\$630.00 per...	system	
	– Resubmittals (1 hour minimum)	\$98.50 per hour starting with 2nd submittal	\$100.00 per hour starting with 2nd submittal		
• High Groundwater Reviews	\$2,500.00 + \$95.00 per...	\$2,625.00 + \$100.00 per...	hour		
• Latecomers – Streets/Utilities	\$800.00 + \$95.00 per hour after 10 hours + 8%	\$840.00 + \$100.00 per hour after 10 hours + 8%			
• Bonding Agreements, Letters of Credit (providing forms and reviewing documents once complete)	\$120.00			Resolution 494	
Water Resources & Sustainability	Water Meter Testing	\$140.00			\$13.04.400
	Water – Installation charge (service line & meter)	Installation		Meter Size	\$13.04.360
		\$3,000.00	\$3,900.00	3/4"	
		\$3,400.00	\$4,300.00	1"	
		\$7,000.00	\$8,100.00	1-1/2"	
		\$7,500.00	\$8,400.00	2"	
	* For meters larger than 2" the charge will be the actual cost of labor & materials for furnishing and installing the meter, plus an amount equal to 25% of the cost of labor and materials for overhead expenses.	*		3"	
		*		4"	
		*		6"	
		*		9"	
		*		10"	
		*		12"	
	Water – Drop-In Meter charge (charge if the service line has been installed by the developer or property owner)	Installation		Meter Size	\$13.04.360
		\$650.00		3/4"	\$13.04.360
		\$760.00		1"	
		\$1,300.00		1-1/2"	
		\$1,600.00		2"	
	* Drop-in charges for meters larger than 2" will be the actual costs of labor and materials for furnishing & installing the meter plus an amount equal to 25% of the cost of labor and materials for overhead expenses.	*		3"	
		*		4"	
		*		6"	
	*		8"		
	*		10"		
	*		12"		
Water – Connection Charges in the General Service Area	Connection Fee		Connection Size	\$13.04.370	
	\$5,079.39	\$5,511.14	3/4"		
	\$8,635.73	\$9,369.77	1"		
	\$16,479.29	\$17,880.03	1-1/2"		
	\$26,920.42	\$29,208.66	2"		
	\$50,793.09	\$55,110.50	3"		
	\$84,653.59	\$91,849.15	4"		
	\$169,138.51	\$183,515.28	6"		
	\$423,141.46	\$459,108.48	8"		
	\$643,577.89	\$698,282.01	10"		
	\$981,838.51	\$1,065,294.78	12"		
Sewer – Connection Charges	Charge			\$13.08.090	
• Equivalent Residential Unit (ERU)	\$3,018.58	\$3,139.32			
• Accessory Dwelling Unit	\$2,113.01	\$2,197.53			
• Multi-Family Unit	\$2,113.01	\$2,197.53			
Sewer – Capacity Development Charge (CDC)				\$13.08.090 and LOTT Resolution No. 20-002	
Change effective January 1, 2021	\$7,080.94 per...	\$7,434.99	ERU		

2025 Table V				
PUBLIC SAFETY				
Primary Department	Title	Rate/Fee/Charge	2025 NEW RATES	Code Reference (If Applicable)
Police	Records			
	• Accident Reports to Insurance Company	\$4.00		
Police	• Incident Reports	\$0.15 per page over 10		
	Animal Services	Pursuant to a posted schedule of fees adopted by the joint animal services commission (www.jointanimalservices.org)		\$6.04.040
				\$6.04.060
				\$6.04.070
Police	Police Alarm Systems			
	• Installer ID Card/Renewal	\$25.00 every 5 years		\$8.20.070
	• Alarm Permit Reinstatement			
	• False Alarm			
	– 3rd within 90-day continual period	\$50.00		\$8.20.100
– 4th within 90-day continual period	\$75.00			
– 5th and thereafter within 90-days	\$150.00			
Fire	Fire Alarm Systems			
	• False Alarm			
	– 2nd within a calendar year	\$25.00		
	– 3rd alarm and thereafter in a calendar year	\$393.00 - as per WSAOFC for equipment; labor shall be charged at city costs	\$401.00	
Fire	Fireworks			
	• Display Fireworks Application (effective February 21, 2007)	\$100.00		\$8.30.030

2025 Table VI				
RECREATION				
Primary Department	Title	Rate/Fee/Charge	2025 NEW RATES	Code Reference (If Applicable)
Parks & Recreation	Recreation Services			
	• All classes that require an outside instructor	City's fee 30% overhead of class instructor's fee		
	• All classes provided that utilize in-house staff	City's fee shall be in excess of out-of-expense costs by an overhead of 30%		
	• Athletic field use	\$20.00 per hour		
	• Public parks – private event shelter rental			
	• 9:00am – 2:00pm	\$50.00		
	• 3:00pm – 8:00pm	\$50.00		
	• 9:00am – 8:00pm	\$75.00		
	• Youth Baseball League	\$100.00 \$10.00 additional for late registrations	\$110.00	
	• Youth Basketball League	\$110.00 \$10 additional for late registrations	\$120.00	
	• Public Events Permit	\$10.00		§12.28.020
	• Public Parks – concession/merchandise sales			§12.32.040
	0-4 hours	\$30.00		
	4-8 hours	\$60.00		
	Executive	Street Banners		
	• Banner Permit Fee	\$300.00		

2025 Table VII

UTILITY RATES

Primary Department	Title	Rate/Fee/Charge		2025 NEW RATES	Code Reference (If Applicable)	
Water Resources & Sustainability	Water Base Rate Monthly per meter – within the General Service Area.	Meter Size	Current User Fee Base		\$13.04.210	
		3/4"	\$10.28	\$10.90		
		1"	\$17.30	\$18.43		
		1-1/2"	\$39.92	\$35.96		
		2"	\$54.45	\$57.72		
		3"	\$102.71	\$108.87		
		4"	\$171.59	\$181.89		
		6"	\$311.97	\$362.49		
		8"	*	*		
		10"	*	*		
	12"	*	*			
		Water Base Rate Monthly per meter – in the unincorporated areas of Thurston County, provided that no power of attorney agreement with the City to petition in favor of annexation has been filed.	140% of water base rate			\$13.04.220
		Water Monthly Consumption Rate – Single Family & Duplex units & within the General Service Area	Block	Volume of Water Used (Cubic Feet)	Charge per each 100 Cubic Feet	\$13.04.210
			Block 1	0 to 600	\$3.02	\$3.20
			Block 2	601 to 1,200	\$3.34	\$3.54
		Block 3	1,201 to 2,400	\$3.99	\$4.23	
		Block 4	2,401 & greater	\$5.24	\$5.55	
	Water Monthly Consumption Rate – Multi-family units (per unit) & within the General Service Area	Block	Volume of Water Used (Cubic Feet)	Charge per each 100 Cubic Feet	\$13.04.210	
		Block 1	0 to 500	\$3.02	\$3.20	
		Block 2	501 to 1,000	\$3.34	\$3.54	
		Block 3	1,001 to 2,000	\$3.99	\$4.23	
		Block 4	2,001 & greater	\$5.24	\$5.55	
	Water Monthly Consumption Rate – Non-Residential & within General Service Area	\$3.34 per each 100 cubic feet consumed (Block 2)		\$3.54		
	Water Monthly Consumption Rate – Irrigation & within the General Service Area	\$3.99 per each 100 cubic feet consumed (Block 3)		\$4.23		
	Water Fill Station Consumption Rate	\$5.24 per each 100 cubic feet consumed (Block 4)		\$5.55		
	Water Monthly Consumption Rate – for all users in the unincorporated areas of Thurston County, provided that no power of attorney agreement with City to petition in favor of annexation has been filed.	140% of water consumption rate all category types (single family & duplex, multi-family units, non-residential and irrigation)			\$13.04.220	
Water Resources & Sustainability	Sewer – Monthly City Wastewater Service Rate & within General Service Area	Type	Monthly Rate		\$13.08.160	
		Single-family	\$23.11 (1.0 ERU)	\$24.73		
		Individual mobile home	\$23.11 (1.0 ERU)	\$24.73		
		Residential Duplex	\$23.11 (1.0 ERU)	\$24.73		
		Multifamily (>2 units)	\$16.48 (0.7 ERU)	\$17.31		
		Mobile home (>2 units)	\$23.11 (1.0 ERU)	\$24.73		
	Uses other than or only partially residential (Minimum charge not less than 1.0 ERU)	Charge computed at a rate equal to the monthly discharge of sewage / 900 cubic feet (measured at the source either by water consumption or sewage discharge) x \$23.11	\$24.73			
	Sewer – Monthly City Wastewater Service Rate for all rate payers – in the unincorporated areas of Thurston County, provided that no power of attorney agreement with City to petition in favor of annexation has been filed	140% of the sewer monthly operations & maintenance use			\$13.08.170	
Water Resources & Sustainability	Sewer – Monthly LOTT Wastewater Service Charge	Type	Monthly Rate		\$13.08.160 and LOTT Resolution No. 20-002	
		Single-family	\$46.37 (1.0 ERU)	\$47.52		
		Individual mobile home	\$46.37 (1.0 ERU)	\$47.52		
		Residential Duplex	\$46.37 (1.0 ERU)	\$47.52		
		Multifamily (>2 units)	\$32.46 (0.7 ERU)	\$33.26		
		Mobile home (>2 units)	\$46.37 (1.0 ERU)	\$47.52		
	Type	Monthly Rate				
	Uses other than or only partially residential (Minimum charge not less than 1.0 ERU)	Charge computed at a rate equal to the monthly discharge of sewage / 900 cubic feet (measured at the source either by water consumption or sewage discharge) x \$46.37	\$47.52			
		Stormwater – Monthly Account Fee	\$2.10 on every developed property within the city limits		\$2.27	\$13.12.040
		Stormwater - Monthly Service Charge *Provided that if the amount of impervious area on any such property shall exceed 50% of the gross property area, the service charge shall be computed as other property not included in the single-family or duplex category.	Unit Type	Charge		\$13.12.050
		Single-family residential	\$11.97	\$12.93		
		Each duplex-family	\$11.97	\$12.93		
	Stormwater - Monthly Service Charge	All other developed properties not defined as single-family residential and duplex family	\$11.97 x Gross Impervious Area/3,250 square feet	\$12.93	\$13.12.060	
	Stormwater – Monthly Service Charge	All mobile residence communities	\$11.97 x 1,800 x available Residence Site / 3,250 feet + \$11.97 x Other Gross Impervious Area / 3,250 square feet	\$12.93	\$13.12.070	

2025 Table VIII (NEW FOR 2025!)

Life-line Program

Primary Department	Title	Rate/Fee/Charge		Code Reference (If Applicable)
Water Resources & Sustainability	Life-line, low-income senior citizen and low-income disabled person rate discounts – Every qualified			
	Water Base Rate Monthly per meter – within the General Service Area (50%)	METER SIZE	BASE FEE (50%)	
		3/4"	\$5.45	
		1"	\$9.22	
		1-1/2"	\$17.98	
		2"	\$28.86	
		3"	\$54.44	
	Water Monthly Consumption Rate – Single Family & Duplex units & within the General Service Area		Volume of Water Used (Cubic Feet)	Charge per each 100 Cubic Feet
		Block 1	0 to 600	\$1.60
		Block 2	601 to 1,200	\$1.77
		Block 3	1,201 to 2,400	\$2.11
		Block 4	2,401 & greater	\$2.78
	Water Monthly Consumption Rate – Multi-family units (per unit) & within the General Service Area		Volume of Water Used (Cubic Feet)	Charge per each 100 Cubic Feet
		Block 1	0 to 500	\$1.60
		Block 2	501 to 1,000	\$1.77
		Block 3	1,001 to 2,000	\$2.11
		Block 4	2,001 & greater	\$2.78
	Water – Connection Charges in the General Service Area	Connection Fee		Connection Size
		\$2,755.57		3/4"
		\$4,684.89		1"
	Sewer Utility	Monthly City Wastewater Service	\$12.37	
	Sewer – Connection Charges	Charge		
	• Equivalent Residential Unit (ERU)	\$1,569.66		\$13.08.090
• Accessory Dwelling Unit	\$1,098.77			
• Multi-Family Unit	\$1,099.77			
Monthly LOTT Wastewater Service Charge (50%)	\$23.76			
Monthly LOTT Wastewater Service Charge Multifamily (>2 units) (50%)	\$16.63			
Storm Utility	Base Rate (50%)		\$1.13	
	Stormwater Monthly Service Charge (50%)		\$6.46	
Single Family, Accessory Dwelling units, and Multi-family housing that meets the federal definition of "Low Income Housing". An affidavit must be submitted with the building permit application stating that the housing meets the definition of low income and that a deed and title restriction will be placed on the property and recorded so that future sales or rental/lease of the property will also abide by the requirements of this section and be affordable to those making 80% of the median income.		WATER: 50% of the applicable connection charge based on connection size.		
		SEWER: 50% of the applicable connection charge based on ERU calculation.		

TO: City Council
FROM: Dave Kangiser, Water Resources Specialist
DATE: February 4, 2025
SUBJECT: Grant Agreement with the Department of Ecology for the Beehive Industrial Area Stormwater Retrofit Design Project

1) Recommended Action:

Approve and authorize the Mayor to sign the Grant Agreement with the Department of Ecology for the Beehive Industrial Area Stormwater Retrofit Design Project. This grant agreement was recommended for approval on the Council consent calendar by the Public Works Committee at their January 23, 2025 meeting.

2) Background:

The Beehive Industrial Area struggles with frequent flooding during storm events and poor water quality due to a lack of stormwater treatment. The City of Tumwater received a grant from the Department of Ecology to complete design and permitting related to developing a series of bioretention facilities throughout the industrial area to capture and treat stormwater runoff. Once designs are completed, Tumwater plans to apply for additional grant funding to complete the construction of these facilities.

3) Policy Support:

Strategic Priority – Be a Leader in Environmental Health and Sustainability

4) Alternatives:

- Request changes to the grant agreement.
-

5) Fiscal Notes:

This project is anticipated to cost \$220,000 to complete and Tumwater has secured \$187,000 from the Department of Ecology in grant funds to complete the project. The 15% match, \$33,000, is coming from the Storm Fund.

6) Attachments:

- A. Grant Agreement



Agreement WQC-2025-Tumwat-00055

WATER QUALITY COMBINED FINANCIAL ASSISTANCE AGREEMENT

BETWEEN THE STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

CITY OF TUMWATER

This is a binding Agreement entered into by and between the State of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY" and the CITY OF TUMWATER, hereinafter referred to as the "RECIPIENT" to carry out with the provided funds, the activities described herein.

GENERAL INFORMATION

Project Title: Beehive Industrial Area Stormwater Retrofit Design

Total Cost:	\$ 220,000.00
Total Eligible Cost:	\$ 220,000.00
Ecology Share:	\$ 187,000.00
Recipient Share:	\$ 33,000.00

The Effective Date of this Agreement is: 07/01/2024

The Expiration Date of this Agreement is no later than: 1/31/2027

Project Type: Stormwater Facility

Project Short Description: (500-character limit, includes spaces)

This project will improve water quality in Percival Creek through design and future construction of four linear bioretention facilities in the Beehive Industrial Area (BIA) in the City of Tumwater. When installed, this project will provide treatment for total suspended solids (TSS) and dissolved copper and zinc, reduce organics and bacteria, and reduce flows to Percival Creek by increasing stormwater infiltration.

Project Long Description: (4,000-character limit, includes spaces)

This project will improve water quality in Percival Creek through design and future construction of four linear bioretention facilities in the Beehive Industrial Area (BIA). The BIA Stormwater Retrofit Design project was identified as the highest priority stormwater retrofit opportunity within the Trosper Lake Subbasin (TLS) through the Stormwater Management Action Planning (SMAP) process. Within the Percival Creek watershed, six subbasins were identified and TLS ranked as the highest priority due to the potential influence of stormwater management enhancements, subbasin size, percent of the subbasin within city limits, and a large amount of land uses with a high potential for pollution. The

BIA was subsequently prioritized within the subbasin. Stormwater from the BIA currently drains into Percival Creek without proper water quality and flow control facilities. Percival Creek is included in Total Maximum Daily Loads (TMDL) for temperature and dissolved oxygen and the impairments are primarily from unmanaged stormwater. Several other impairments were identified during the SMAP process and include bacteria, turbidity, and fish passage barriers. Percival Creek is habitat for salmonids and other wildlife species and adds aesthetic value to the surrounding area. The creek also has downstream impacts on Capitol Lake.

The BIA is zoned for light industrial use with a variety of businesses including welding services, car collision repair, construction services, and other industrial-based businesses. Runoff from the BIA currently sheet flows in the right of way and is conveyed by poorly maintained ditches into two parcels southeast of the BIA. Runoff then makes its way north, behind the businesses on Lambskin Steet through several parcels to an unmapped stream. Stormwater runoff travels approximately 2,000 feet in unmapped wetlands and streams before entering Percival Creek northeast of the BIA.

The BIA is segmented into four different areas comprising a 52.4-acre area with 16.3 acres of pollution generating impervious surfaces. The RECIPIENT analyzed several different alternatives for treating stormwater runoff from the BIA including construction of a regional facility and various localized retrofits. The chosen alternative, linear bioretention facilities, will provide treatment for total suspended solids (TSS) and dissolved copper and zinc, reduce organics and bacteria, and reduce flows to Percival Creek by increasing stormwater infiltration.

Overall Goal: (1,000-character limit, includes spaces)

This project will help protect and restore water quality in Washington State by reducing stormwater impacts from existing infrastructure and development.

RECIPIENT INFORMATION

Organization Name: City of Tumwater

Mailing Address: 555 Israel Road SW Tumwater, Washington 98501

Physical Address: 555 Israel Road SW Tumwater, Washington 98501

Organization Email:

Contacts

Project Manager	<p>Dave Kangiser Water Resources Specialist Water Resources and Sustainability</p> <p>555 Israel Rd. SE Tumwater, WA 98501 Email: dkangiser@ci.tumwater.wa.us Phone: 360-754-4140</p>
Authorized Signatory	<p>Dan Smith Director Water Resources and Sustainability</p> <p>555 Israel Rd. SE Tumwater, WA 98501 Email: desmith@ci.tumwater.wa.us Phone: 360-754-4140</p>
Billing Contact	<p>Bonnie Hale Administrative Assistant Water Resources and Sustainability</p> <p>555 Israel Rd. SE Tumwater, WA 98501 Email: bhale@ci.tumwater.wa.us Phone: 360-754-4140</p>

ECOLOGY INFORMATION

Mailing Address: Department of Ecology
 Water Quality
 PO BOX 47600
 Olympia, WA 98504-7600

Physical Address: Department of Ecology
 300 Desmond Drive SE
 Lacey, WA 98503

Contacts

Project Manager	Rachel Yonemura
Financial Manager	Xavier Gilbert
Technical Advisor	Doug Howie

RECIPIENT agrees to furnish the necessary personnel, equipment, materials, services, and otherwise do all things necessary for or incidental to the performance of work as set forth in the Scope of Work.

RECIPIENT agrees to read, understand, and accept all information contained within this entire Agreement. Furthermore, RECIPIENT acknowledges that they have reviewed the terms and conditions of this Agreement, Scope of Work, attachments, all incorporated or referenced documents, as well as all applicable laws, statutes, rules, regulations, and guidelines mentioned in this agreement.

This Agreement contains the entire understanding between the parties, and there are no other understandings or representations other than as set forth, or incorporated by reference, herein.

This Agreement shall be subject to the written approval of Ecology's authorized representative and shall not be binding until so approved.

The signatories to this Agreement represent that they have the authority to execute this Agreement.

Washington State Department of Ecology

Recipient Name

Vincent McGowan
Water Quality
Program Manager

Date

Dan Smith
Director

Date

Debbie Sullivan Date
Email Address: dsullivan@ci.tumwater.wa.us

SCOPE OF WORK

Task Number: 1

Task Cost: \$5,000

Task Title: Grant and Loan Administration

Task Description:

A. The RECIPIENT shall carry out all work necessary to meet ECOLOGY grant or loan administration requirements. Responsibilities include, but are not limited to: maintenance of project records; submittal of requests for reimbursement and corresponding backup documentation; progress reports; an EAGL (Ecology Administration of Grants and Loans) and Recipient Close Out Report. In the event that the RECIPIENT elects to use a contractor to complete project elements, the RECIPIENT shall retain responsibility for the oversight and management of this funding agreement.

B. The RECIPIENT shall keep documentation that demonstrates the project is in compliance with applicable procurement, contracting, and interlocal agreement requirements; permitting requirements, including application for, receipt of, and compliance with all required permits, licenses, easements, or property rights necessary for the project; and submittal of required performance items. This documentation shall be made available to ECOLOGY upon request.

C. The RECIPIENT shall maintain effective communication with ECOLOGY and maintain up-to-date staff contact information in the EAGL system. The RECIPIENT shall carry out this project in accordance with any completion dates outlined in this agreement.

Task Goal Statement:

Properly managed and fully documented project that meets ECOLOGY’s grant and loan administrative requirements.

Task Expected Outcome:

* Timely and complete submittal of requests for reimbursement, quarterly progress reports, and Recipient Close Out Report.

* Properly maintained project documentation.

Grant and Loan Administration Deliverables

Number	Description	Due Date
1.1	Progress Reports that include descriptions of work accomplished, project challenges, and changes in the project schedule. Submitted at least quarterly.	
1.2	Recipient Close Out Report (EAGL Form).	

SCOPE OF WORKTask Number: 2Task Cost: \$28,356Task Title: Cultural and Environmental Review, and PermittingTask Description:

The RECIPIENT must ensure the following items are completed and provide the associated deliverables to ECOLOGY. The RECIPIENT must approve all materials prior to submitting them to ECOLOGY for acceptance.

- A. The RECIPIENT will submit the documents listed below to initiate ECOLOGY's cultural resources review. Property acquisition and above and below ground activities proposed at any project site must be reviewed by ECOLOGY for potential affects to cultural resources.

The RECIPIENT must receive written notice from ECOLOGY prior to proceeding with work. Examples of work may include (but are not limited to) geotechnical work, acquisition, site prep work, and BMP installations. Work done prior to written notice to proceed shall not be eligible for reimbursement.

To initiate cultural resources review:

1. The RECIPIENT will submit the Cultural Resources Review Form to ECOLOGY, using the ECOLOGY template. Any supporting materials must conform to the Department of Archeology and Historic Preservation's (DAHP) Washington State Standards for Cultural Resource Reporting. The Cultural Resources Review Form template may be found on the ECOLOGY website.
 2. The RECIPIENT will submit an Inadvertent Discovery Plan (IDP) to ECOLOGY, using the ECOLOGY template. The RECIPIENT will ensure that all contractors and subcontractors have a copy of the completed IDP prior to and while working on-site. The IDP template may be found on the ECOLOGY website.
- B. The RECIPIENT will submit the State Environmental Policy Act (SEPA) checklist for ECOLOGY project manager review and notify the ECOLOGY project manager when the official comment period begins. The RECIPIENT will also upload the final SEPA determination.
- C. The RECIPIENT is responsible for application of, receipt of, and compliance with all required local, state, tribal, and federal permits, licenses, easements, or property rights necessary for the project.

Task Goal Statement:

The RECIPIENT will complete all cultural and environmental reviews and permitting tasks in a timely manner.

Task Expected Outcome:

The project will meet the requirements set forth by the cultural resource protection requirements, State Environmental Policy Act, and all other applicable federal, state, and local laws, and regulations.

Cultural and Environmental Review, and Permitting Deliverables

Number	Description	Due Date
2.1	ECOLOGY Cultural Resources Review Form. Email the form and any supplemental cultural resources documentation directly to the ECOLOGY Project Manager. DO NOT upload the cultural resources form or documentation to EAGL.	
2.2	ECOLOGY Inadvertent Discovery Plan (IDP). Email the form directly to the ECOLOGY Project Manager for review. Upload to EAGL once review is complete.	

2.3	SEPA Checklist. Upload the checklist, or other documentation for projects considered exempt from SEPA review, to EAGL and notify ECOLOGY when official comment period begins.	
2.4	Final SEPA Determination. Upload to EAGL and notify ECOLOGY.	

DRAFT

SCOPE OF WORK

Task Number: 3

Task Cost: \$185,767

Task Title: Design Plans and Specifications

Task Description:

The RECIPIENT must ensure the following items are completed and provide the associated deliverables to ECOLOGY. The RECIPIENT must approve all materials prior to submitting them to ECOLOGY for acceptance.

The RECIPIENT will develop a stormwater project design. The design submittals must conform to the Stormwater Deliverables Guidance document. Projects must be designed in accordance with the Stormwater Management Manual for Eastern Washington, Stormwater Management Manual for Western Washington, or equivalent manual. Refer to the ECOLOGY website for specific guidance. Project must be reviewed and accepted in writing by ECOLOGY to be eligible for reimbursement.

The RECIPIENT will upload the design submittals listed below to EAGL for ECOLOGY review. Reduce design figures to 11x17 inches in size and ensure they are legible.

- A. The RECIPIENT will submit a Design Report to ECOLOGY for review and acceptance. Allow 45 calendar days for ECOLOGY review.

The RECIPIENT agrees to respond to ECOLOGY comments. The RECIPIENT must receive an Ecology Design Report Acceptance Letter prior to proceeding to 90 Percent Design.

- 1. The RECIPIENT will calculate and submit a preliminary equivalent new/re-development area for the completed design using the methods outlined in the Stormwater Deliverables Guidance.

- B. The RECIPIENT will submit a 90 Percent Design Package to ECOLOGY for review and acceptance. At a minimum, this package must include 90 percent plans, specifications, engineer’s opinion of cost including a schedule of eligible costs, and project construction schedule. The current required bid inserts and specifications may be found on the Ecology website. Allow 45 calendar days for ECOLOGY review.

The RECIPIENT agrees to respond to ECOLOGY comments. The RECIPIENT must receive an Ecology 90 Percent Design Acceptance Letter prior to proceeding to Final Bid Package.

- C. The RECIPIENT will submit preliminary GIS polygon data for the contributing basin(s) and the BMP footprint(s). Acceptable formats include shapefiles, file geodatabase feature classes, shared feature service URLs, or ECOLOGY-accepted equivalent. Refer to the Stormwater Deliverables Guidance for more information.

Task Goal Statement:

The RECIPIENT will complete all design tasks and respond to ECOLOGY comments in a timely manner.

Task Expected Outcome:

The project will meet the requirements set forth by ECOLOGY water quality facility design standards and all other applicable federal, state, and local laws, and regulations.

Design Plans and Specifications Deliverables

Number	Description	Due Date

3.1	Signed and dated consultant contract, if procuring services for design. The contract must include ECOLOGY's standard contract clauses and/or specification insert. Upload to EAGL and notify ECOLOGY.	
3.2	Design Report. Upload to EAGL and notify ECOLOGY.	
3.3	Responses to ECOLOGY Design Report comments. Upload to EAGL and notify ECOLOGY	
3.4	ECOLOGY Design Report Acceptance Letter. Upload to EAGL and notify ECOLOGY.	
3.5	90 Percent Design Package. Upload to EAGL and notify ECOLOGY.	
3.6	Responses to ECOLOGY 90 Percent Design Package comments. Upload to EAGL and notify ECOLOGY.	
3.7	ECOLOGY 90 Percent Design Acceptance Letter. Upload to EAGL and notify ECOLOGY.	
3.8	Preliminary project shapefiles, file geodatabase feature classes, shared feature services, or ECOLOGY-accepted equivalent. Upload to EAGL and notify ECOLOGY.	

SCOPE OF WORKTask Number: 4Task Cost: \$877Task Title: Project Close OutTask Description:

The RECIPIENT must ensure the following items are completed and provide the associated deliverables to ECOLOGY. The RECIPIENT must approve all materials prior to submitting them to ECOLOGY for acceptance.

- A. The RECIPIENT will submit the Recipient Close Out Report (RCOR) in EAGL in accordance with Task 1.
- B. The RECIPIENT will submit an Outcomes Summary using the ECOLOGY template.

Task Goal Statement:

The RECIPIENT will complete all close out submittals in a timely manner.

Task Expected Outcome:

* Timely and complete submittal of Recipient Closeout Report and Outcomes Summary.

Project Closeout Deliverables

Number	Description	Due Date
4.1	Outcomes Summary. Upload to EAGL and notify ECOLOGY.	

BUDGET (EAGL WILL GENERATE THIS SECTION BASED ON PROJECT TYPE/PARAMETERS, ETC. IT MIGHT BE HELPFUL FOR THE RECIPIENT TO USE THE BUDGET TABLE TO PLAN OUT THEIR BUDGET).

Funding Distribution

Funding Title: SFAP

Funding Type: Grant

Funding Effective Date: 07/01/2024

Funding Expiration Date: 1/31/2027

Funding Source: State – Stormwater Financial Assistance Program

Recipient Match %: 15%

InKind Interlocal Allowed: No

InKind Other Allowed: No

Is this Funding Distribution used to match a federal grant? No

Indirect Rate: 30%

Stormwater Financial Assistance Program	Task Total	Recipient Amount	ECY Amount
1. Grant and Loan Administration	\$5,000	\$750	\$4,250
2. Cultural and Environmental Review, and Permitting	\$28,356	\$4,253	\$24,103
3. Design Plans and Specifications	\$185,767	\$27,865	\$157,902
4. Project Close Out	\$877	\$132	\$745
Total	\$220,000	\$33,000	\$187,000

Funding Distribution Name	Recipient Match	Recipient Share	Ecology Share	Total
SFAP	15%	\$	\$	\$
Total	15%	\$33,00.00	\$187,000.00	\$220,000.00

DRAFT

Application Budget Worksheet (not for EAGL, but do not delete from this draft document)

Funding Offer:

SFAP Grant Offer	SRF Standard Loan Offer	SRF Forgivable Principal Loan Offer	[Other WQC Funding] Offer	Total Funding Offer
\$187,000.00	\$0.00	\$0.00	\$0.00	\$187,000.00

Does the funding offer amount shown in the following forms all match?

Offer Letter uploaded in EAGL:	Yes
EAGL Offer Form:	Yes
Published Offer List:	Yes

Was the funding offer less than the amount requested because of ineligible items? Please describe.

No

Any other comments / concerns / etc? Please describe.

No

Application Budget (copy tasks and amounts from EAGL)

Task	Budget in App	Notes
1. Grant and Loan Administration	\$5,877.00	
2. Cultural, Environmental Review, and Permitting	\$28,356.00	
3. Design Plans and Specifications	\$185,767.00	
4. Project Close Out		
Total	\$220,000.00	

Agreement Budget

Task	Revised Budget	Notes
1. Grant and Loan Administration	\$5,000	
2. Cultural, Environmental Review, and Permitting	\$28,356	
3. Design Plans and Specifications	\$185,767	
4. Project Close Out	\$877	
Total	\$220,000.00	

AGREEMENT SPECIFIC TERMS AND CONDITIONS

N/A

SPECIAL TERMS AND CONDITIONS

SECTION 1: DEFINITIONS

Unless otherwise provided, the following terms will have the respective meanings for all purposes of this agreement:

“Administration Charge” means a charge established in accordance with Chapter 90.50A RCW and Chapter 173-98 WAC, to be used to pay Ecology’s cost to administer the State Revolving Fund by placing a percentage of the interest earned in an Administrative Charge Account.

“Administrative Requirements” means the effective edition of ECOLOGY’s Administrative Requirements for Recipients of Ecology Grants and Loans at the signing of this agreement.

“Annual Debt Service” for any calendar year means for any applicable bonds or loans including the loan, all interest plus all principal due on such bonds or loans in such year.

“Average Annual Debt Service” means, at the time of calculation, the sum of the Annual Debt Service for the remaining years of the loan to the last scheduled maturity of the loan divided by the number of those years.

“Acquisition” means the purchase or receipt of a donation of fee or less than fee interests in real property. These interests include, but are not limited to, conservation easements, access/trail easements, covenants, water rights, leases, and mineral rights.

“Centennial Clean Water Program” means the state program funded from various state sources.

“Contract Documents” means the contract between the RECIPIENT and the construction contractor for construction of the project.

“Cost Effective Analysis” means a comparison of the relative cost-efficiencies of two or more potential ways of solving a water quality problem as described in Chapter 173-98-730 WAC.

“Defease” or “Defeasance” means the setting aside in escrow or other special fund or account of sufficient investments and money dedicated to pay all principal of and interest on all or a portion of an obligation as it comes due.

“Effective Date” means the earliest date on which eligible costs may be incurred.

“Effective Interest Rate” means the total interest rate established by Ecology that includes the Administrative Charge.

“Estimated Loan Amount” means the initial amount of funds loaned to the RECIPIENT.

“Estimated Loan Repayment Schedule” means the schedule of loan repayments over the term of the loan based on the Estimated Loan Amount.

“Equivalency” means projects designated by ECOLOGY to meet additional federal requirements.

“Expiration Date” means the latest date on which eligible costs may be incurred.

“Final Accrued Interest” means the interest accrued beginning with the first disbursement of funds to the RECIPIENT through such time as the loan is officially closed out and a final loan repayment schedule is issued.

“Final Loan Amount” means all principal of and interest on the loan from the Project Start Date through the Project Completion Date.

“Final Loan Repayment Schedule” means the schedule of loan repayments over the term of the loan based on the Final Loan Amount.

“Forgivable Principal” means the portion of a loan that is not required to be paid back by the borrower.

“General Obligation Debt” means an obligation of the RECIPIENT secured by annual ad valorem taxes levied by the RECIPIENT and by the full faith, credit, and resources of the RECIPIENT.

“General Obligation Payable from Special Assessments Debt” means an obligation of the RECIPIENT secured by a valid general obligation of the Recipient payable from special assessments to be imposed within the constitutional and statutory tax limitations provided by law without a vote of the electors of the RECIPIENT on all of the taxable property within the boundaries of the RECIPIENT.

“Gross Revenue” means all of the earnings and revenues received by the RECIPIENT from the maintenance and operation of the Utility and all earnings from the investment of money on deposit in the Loan Fund, except (i) Utility Local Improvement Districts (ULID) Assessments, (ii) government grants, (iii) RECIPIENT taxes, (iv) principal proceeds of bonds and other obligations, or (v) earnings or proceeds (A) from any investments in a trust, Defeasance, or escrow fund created to Defeasance or refund Utility obligations or (B) in an obligation redemption fund or account other than the Loan Fund until commingled with other earnings and revenues of the Utility or (C) held in a special account for the purpose of paying a rebate to the United States Government under the Internal Revenue Code.

“Guidelines” means the ECOLOGY’s Funding Guidelines that correlate to the State Fiscal Year in which the project is funded.

“Initiation of Operation Date” means the actual date the Water Pollution Control Facility financed with proceeds of the loan begins to operate for its intended purpose.

“Loan” means the Washington State Water Pollution Control Revolving Fund Loan or Centennial Clean Water Fund (Centennial) Loan made pursuant to this loan agreement.

“Loan Amount” means either an Estimated Loan Amount or a Final Loan Amount, as applicable.

“Loan Fund” means the special fund created by the RECIPIENT for the repayment of the principal of and interest on the loan.

“Loan Security” means the mechanism by which the RECIPIENT pledges to repay the loan.

“Loan Term” means the repayment period of the loan.

“Maintenance and Operation Expense” means all reasonable expenses incurred by the RECIPIENT in causing the Utility to be operated and maintained in good repair, working order, and condition including payments to other parties, but will not include any depreciation or RECIPIENT levied taxes or payments to the RECIPIENT in lieu of taxes.

“Net Revenue” means the Gross Revenue less the Maintenance and Operation Expense.

“Original Engineer’s Estimate” means the engineer’s estimate of construction costs included with bid documents.

“Principal and Interest Account” means, for a loan that constitutes Revenue-Secured Debt, the account created in the loan fund to be first used to repay the principal of and interest on the loan.

“Project” means the project described in this agreement.

“Project Completion Date” means the date specified in the agreement on which the Scope of Work will be fully completed. This term is only used in loan agreements.

“Project Schedule” means that schedule for the project specified in the agreement.

“Revenue-Secured Debt” means an obligation of the RECIPIENT secured by a pledge of the revenue of a utility and one not a general obligation of the RECIPIENT.

“Reserve Account” means, for a loan that constitutes a Revenue Secured Debt and if specifically identified as a term and condition of the funding agreement, the account of that name created in the loan fund to secure the payment of the principal of and interest on the loan.

“Risk-Based Determination” means an approach to sub-recipient monitoring and oversight based on risk factors associated to a RECIPIENT or project.

“Scope of Work” means the tasks and activities constituting the project.

“Section 319” means the section of the Clean Water Act that provides funding to address nonpoint sources of water pollution.

“Senior Lien Obligations” means all revenue bonds and other obligations of the RECIPIENT outstanding on the date of execution of this loan agreement (or subsequently issued on a parity therewith, including refunding obligations) or issued after the date of execution of this loan agreement having a claim or lien on the Gross Revenue of the Utility prior and superior to the claim or lien of the loan, subject only to Maintenance and Operation Expense.

“State Water Pollution Control Revolving Fund (Revolving Fund)” means the water pollution control revolving fund established by Chapter 90.50A.020 RCW.

“Termination Date” means the effective date of ECOLOGY’s termination of the agreement.

“Termination Payment Date” means the date on which the RECIPIENT is required to repay to ECOLOGY any outstanding balance of the loan and all accrued interest.

“Total Eligible Project Cost” means the sum of all costs associated with a water quality project that have been determined to be eligible for ECOLOGY grant or loan funding, including any required recipient match.

“Total Project Cost” means the sum of all costs associated with a water quality project, including costs that are not eligible for ECOLOGY grant or loan funding.

“ULID” means any utility local improvement district of the RECIPIENT created for the acquisition or construction of additions to and extensions and betterments of the Utility.

“ULID Assessments” means all assessments levied and collected in any ULID. Such assessments are pledged to be paid into the Loan Fund (less any prepaid assessments permitted by law to be paid into a construction fund or account). ULID Assessments will include principal installments and any interest or penalties which may be due.

“Utility” means the sewer system, stormwater system, or the combined water and sewer system of the RECIPIENT, the Net Revenue of which is pledged to pay and secure the loan.

SECTION 2: THE FOLLOWING CONDITIONS APPLY TO ALL RECIPIENTS OF WATER QUALITY COMBINED FINANCIAL ASSISTANCE FUNDING.

The Water Quality Financial Assistance Funding Guidelines are included in this agreement by reference and are available on ECOLOGY's Water Quality Program website.

A. Architectural and Engineering Services: The RECIPIENT certifies by signing this agreement that the requirements of Chapter 39.80 RCW, "Contracts for Architectural and Engineering Services," have been, or shall be, met in procuring qualified architectural/engineering services. The RECIPIENT shall identify and separate eligible and ineligible costs in the final architectural/engineering services contract and submit a copy of the contract to ECOLOGY.

B. Acquisition: The following provisions shall be in force only if the project described in this agreement is an acquisition project:

a. Evidence of Land Value and Title. The RECIPIENT shall submit documentation of the cost of the property rights and the type of ownership interest that has been acquired.

b. Legal Description of Real Property Rights Acquired. The legal description of the real property rights purchased with funding assistance provided through this agreement (and protected by a recorded conveyance of rights to the State of Washington) shall be incorporated into the agreement before final payment.

c. Conveyance of Rights to the State of Washington. Upon purchase of real property rights (both fee simple and lesser interests), the RECIPIENT shall execute the document necessary to convey certain rights and responsibilities to ECOLOGY, on behalf of the State of Washington. The documents required will depend on the project type, the real property rights being acquired, and whether or not those rights are being acquired in perpetuity (see options below). The RECIPIENT shall use language provided by ECOLOGY, to record the executed document in the County where the real property lies, and to provide a copy of the recorded document to ECOLOGY.

Documentation Options:

1. Deed of Right. The Deed of Right conveys to the people of the state of Washington the right to preserve, protect, and/or use the property for public purposes consistent with the fund source. RECIPIENTS shall use this document when acquiring real property rights that include the underlying land. This document may also be applicable for those easements where the RECIPIENT has acquired a perpetual easement for public purposes. The RECIPIENT must obtain ECOLOGY approval on the draft language prior to executing the deed of right.

2. Assignment of Rights. The Assignment of Rights document transfers certain rights such as access and enforcement to ECOLOGY. The RECIPIENT shall use this document when an easement or lease is being acquired for water quality and habitat conservation. The Assignment of Rights requires the signature of the underlying landowner and must be incorporated by reference in the easement document.

3. Easements and Leases. The RECIPIENT may incorporate required language from the Deed of Right or Assignment of Rights directly into the easement or lease document, thereby eliminating the requirement for a separate document. Language will depend on the situation; therefore, the RECIPIENT must obtain ECOLOGY approval on the draft language prior to executing the easement or lease.

d. Real Property Acquisition and Relocation Assistance.

1. Federal Acquisition Policies. See Section 4 of this agreement for requirements specific to Section 319 and SRF funded projects.

2. State Acquisition Policies. When state funds are part of this agreement, the RECIPIENT agrees to comply with the terms and conditions of the Uniform Relocation Assistance and Real Property Acquisition Policy of the State of Washington, Chapter 8.26 RCW, and Chapter 468-100 WAC.

3. Housing and Relocation. In the event that housing and relocation costs, as required by federal law set out in subsection (1) above and/or state law set out in subsection (2) above, are involved in the execution of this project, the RECIPIENT agrees to provide any housing and relocation assistance required.

e. Hazardous Substances.

1. Certification. The RECIPIENT shall inspect, investigate, and conduct an environmental audit of the proposed acquisition site for the presence of hazardous substances, as defined in RCW 70.105D.020(10), and certify:

i. No hazardous substances were found on the site, or

ii. Any hazardous substances found have been treated and/or disposed of in compliance with applicable state and federal laws, and the site is deemed “clean.”

2. Responsibility. Nothing in this provision alters the RECIPIENT's duties and liabilities regarding hazardous substances as set forth in RCW 70.105D.

3. Hold Harmless. The RECIPIENT will defend, protect and hold harmless ECOLOGY and any and all of its employees and/or agents, from and against any and all liability, cost (including but not limited to all costs of defense and attorneys' fees) and any and all loss of any nature from any and all claims or suits resulting from the presence of, or the release or threatened release of, hazardous substances on the property the RECIPIENT is acquiring.

f. Restriction On Conversion Of Real Property And/Or Facilities To Other Uses

The RECIPIENT shall not at any time convert any real property (including any interest therein) or facility acquired, developed, maintained, renovated, and/or restored pursuant to this agreement to uses other than those purposes for which funds were approved without prior approval of ECOLOGY. For acquisition projects that are term limited, such as one involving a lease or a term-limited restoration, renovation or development project or easement, this restriction on conversion shall apply only for the length of the term, unless otherwise provided in written documents or required by applicable state or federal law. In such case, the restriction applies to such projects for the length of the term specified by the lease, easement, deed, or landowner agreement.

C. Best Management Practices (BMP) Implementation: If the RECIPIENT installs BMPs that are not approved by ECOLOGY prior to installation, the RECIPIENT assumes the risk that part or all of the reimbursement for that activity may be delayed or ineligible. For more details regarding BMP Implementation, please reference the Water Quality Financial Assistance Funding Guidelines available on ECOLOGY's Water Quality Program funding website.

D. Electronic Fund Transfers: Payment will be issued through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process or electronic fund transfers, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.

E. Equipment Purchase: Equipment purchases over \$5,000 and not included in the scope of work or the Ecology approved construction plans and specifications, must be pre-approved by ECOLOGY's project manager before purchase. All equipment purchases over \$5,000 and not included in a contract for work being completed on the funded project, must also be reported on the Equipment Purchase Report in EAGL.

F. Funding Recognition: The RECIPIENT must inform the public about ECOLOGY or any EPA (see Section 3.B for Section 319 funded or Section 5.E for SRF funded projects) funding participation in this project through the use of project signs,

acknowledgement in published materials, reports, the news media, websites, or other public announcements. Projects addressing site-specific locations must utilize appropriately sized and weather-resistant signs. Sign logos are available from ECOLOGY's Financial Manager upon request.

G. Growth Management Planning: The RECIPIENT certifies by signing this agreement that it is in compliance with the requirements of Chapter 36.70A RCW, "Growth Management Planning by Selected Counties and Cities." If the status of compliance changes, either through RECIPIENT or legislative action, the RECIPIENT shall notify ECOLOGY in writing of this change within 30 days.

H. Interlocal: The RECIPIENT certifies by signing this agreement that all negotiated interlocal agreements necessary for the project are, or shall be, consistent with the terms of this agreement and Chapter 39.34 RCW, "Interlocal Cooperation Act." The RECIPIENT shall submit a copy of each interlocal agreement necessary for the project to ECOLOGY upon request.

I. Lobbying and Litigation: Costs incurred for the purposes of lobbying or litigation are not eligible for funding under this agreement.

J. Post Project Assessment Survey: The RECIPIENT agrees to participate in a brief survey regarding the key project results or water quality project outcomes and the status of long-term environmental results or goals from the project approximately three years after project completion. A representative from ECOLOGY's Water Quality Program may contact the RECIPIENT to request this data. ECOLOGY may also conduct site interviews and inspections, and may otherwise evaluate the project, as part of this assessment.

K. Project Status Evaluation: ECOLOGY may evaluate the status at any time. ECOLOGY's Project Manager and Financial Manager will meet with the RECIPIENT to review spending trends, completion of outcome measures, and overall project administration and performance. If the RECIPIENT fails to make satisfactory progress toward achieving project outcomes, ECOLOGY may change the scope of work, reduce grant funds, or increase oversight measures.

L. Technical Assistance: Technical assistance for agriculture activities provided under the terms of this agreement shall be consistent with the current U.S. Natural Resource Conservation Service ("NRCS") Field Office Technical Guide for Washington State and specific requirements outlined in the Water Quality Funding Guidelines. Technical assistance, proposed practices, or project designs that do not meet these standards may be eligible if approved in writing by ECOLOGY.

SECTION 3: THE FOLLOWING CONDITIONS APPLY TO SECTION 319 AND CENTENNIAL CLEAN WATER FUNDED PROJECTS BEING USED TO MATCH SECTION 319 FUNDS.

The RECIPIENT must submit the following documents to ECOLOGY before this agreement is signed by ECOLOGY:

1. Federal Funding Accountability and Transparency Act (FFATA) Form, available on the Water Quality Program website. (This form is used for Section 319 funds only)

2. "Section 319 Initial Data Reporting" form in EAGL.

A. Data Reporting: The RECIPIENT must complete the "Section 319 Initial Data Reporting" form in EAGL before this agreement can be signed by Ecology. This form is used to gather general information about the project for EPA.

B. Funding Recognition and Outreach: In addition to Section 2.F. of these Special Terms and Conditions, the RECIPIENT shall provide signage that informs the public that the project is funded by EPA. The signage shall contain the EPA logo and follow usage requirements available at <http://www2.epa.gov/stylebook/using-epa-seal-and-logo>. To obtain the appropriate EPA logo or seal graphic file, the RECIPIENT may send a request to their Ecology Financial Manager.

To increase public awareness of projects serving communities where English is not the predominant language, RECIPIENTS are encouraged to provide their outreach strategies communication in non-English languages. Translation costs for this purpose are allowable, provided the costs are reasonable. (Applies to both the Section 319 funded projects and the Centennial match projects)

The RECIPIENT shall use the following paragraph in all reports, documents, and signage developed under this agreement: (Applies to Section 319 funded projects only)

“This project has been funded wholly or in part by the United States Environmental Protection Agency under an assistance agreement to the Washington State Department of Ecology. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the mention of trade names or commercial products constitute endorsement or recommendation for use.”

C. Load Reduction Reporting: The RECIPIENT shall complete the “Section 319 Annual Load Reduction Reporting” form in EAGL by January 15 of each year and at project close-out. ECOLOGY may hold reimbursements until the RECIPIENT has completed the form. This form is used to gather information on best management practices (BMPs) installed and associated pollutant load reductions that were funded as a part of this project.

D. Time Extension: The RECIPIENT may request a one-time extension for up to 12 months. However, the time extension cannot exceed the time limitation established in EPA’s assistance agreement. In the event a time extension is requested and approved by ECOLOGY, the RECIPIENT must complete all eligible work performed under this agreement by the expiration date. (For Section 319 funded projects only)

SECTION 4: THE FOLLOWING CONDITIONS APPLY TO SECTION 319 AND STATE REVOLVING FUND (SRF) LOAN FUNDED PROJECTS ONLY.

A. Accounting Standards: The RECIPIENT shall maintain accurate records and accounts for the project (PROJECT Records) in accordance with Generally Accepted Accounting Principles (GAAP) as issued by the Governmental Accounting Standards Board (GASB), including standards related to the reporting of infrastructure assets or in accordance with the standards in Chapter 43.09.200 RCW “Local Government Accounting – Uniform System of Accounting.”

B. Acquisitions: Section 319 and SRF Equivalency project RECIPIENTS shall comply with the terms and conditions of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 84 Stat. 1894 (1970)--Public Law 91-646, as amended by the Surface Transportation and Uniform Relocation Assistance Act, PL 100-17-1987, and applicable regulations and procedures of the federal agency implementing that Act.

C. Audit Requirements: In accordance with 2 CFR 200.501(a), the RECIPIENT agrees to obtain a single audit from an independent auditor, if their organization expends \$750,000 or more in total Federal funds in their fiscal year. The RECIPIENT must submit the form SF-SAC and a Single Audit Report Package within 9 months of the end of the fiscal year or 30 days after receiving the report from an independent auditor. The SF-SAC and a Single Audit Report Package MUST be submitted using the Federal Audit Clearinghouse’s Internet Data Entry System available at: <https://facweb.census.gov/>.

D. Archaeological Resources and Historic Properties (Section 106): The RECIPIENT shall comply with the additional requirements under section 106 of the National Historic Preservation Act (NHPA, 36 CFR 800).

E. Data Universal Numbering System (DUNS) and Central Contractor Registration (CCR) Requirements: RECIPIENTS shall have a DUNS number. Unless exempted from this requirement under 2 CFR 25.110, the RECIPIENT must ensure that their organization’s information in the System for Award Management (SAM), <https://www.sam.gov>, is kept current through project closeout. This requires that the RECIPIENT reviews and updates the information at least annually after the initial registration, and more frequently if information changes.

F. Disadvantaged Business Enterprise (DBE): General Compliance, 40 CFR, Part 33. The RECIPIENT agrees to comply with the requirements of the Environmental Protection Agency's Program for Utilization of Small, Minority, and Women's Business Enterprises (MBE/WBE) 40CFR, Part 33 in procurement under this agreement.

Six Good Faith Efforts, 40 CFR, Part 33, Subpart C. The RECIPIENT agrees to make the following good faith efforts whenever procuring construction, equipment, services, and supplies under this agreement. Records documenting compliance with the following six good faith efforts shall be retained:

- 1) Ensure Disadvantaged Business Enterprises are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government RECIPIENTS, this shall include placing Disadvantaged Business Enterprises on solicitation lists and soliciting them whenever they are potential sources.
- 2) Make information on forthcoming opportunities available to Disadvantaged Business Enterprises and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by Disadvantaged Business Enterprises in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of thirty (30) calendar days before the bid or proposal closing date.
- 3) Consider, in the contracting process, whether firms competing for large contracts could subcontract with Disadvantaged Business Enterprises. For Indian Tribal, State, and Local Government RECIPIENTS, this shall include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by Disadvantaged Business Enterprises in the competitive process.
- 4) Encourage contracting with a consortium of Disadvantaged Business Enterprises when a contract is too large for one of these firms to handle individually.
- 5) Use services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- 6) If the prime contractor awards subcontracts, require the prime contractor to take the five good faith efforts steps in paragraphs 1 through 5 above.

The RECIPIENT agrees to submit ECOLOGY's Contractor Participation Report Form D with each payment request.

Contract Administration Provisions, 40 CFR, Section 33.302. The RECIPIENT agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

Non-discrimination Provision. The RECIPIENT shall not discriminate on the basis of race, color, national origin or sex in the performance of this agreement. The RECIPIENT shall carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the RECIPIENT to carry out these requirements is a material breach of this agreement which may result in the termination of this contract or other legally available remedies.

This does not preclude the RECIPIENT from enacting broader nondiscrimination protections.

The RECIPIENT shall comply with all federal and state nondiscrimination laws, including but not limited to, Title VI and VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and Chapter 49.60 RCW, Washington's Law Against Discrimination, and 42 U.S.C. 12101 et seq., the Americans with Disabilities Act (ADA).

In the event of the RECIPIENT's noncompliance or refusal to comply with any applicable nondiscrimination law, regulation, or policy, this agreement may be rescinded, canceled, or terminated in whole or in part and the RECIPIENT

may be declared ineligible for further funding from ECOLOGY. The RECIPIENT shall, however, be given a reasonable time in which to cure this noncompliance.

The RECIPIENT shall include the following terms and conditions in contracts with all contractors, subcontractors, engineers, vendors, and any other entity for work or services pertaining to this agreement.

“The Contractor will not discriminate on the basis of race, color, national origin or sex in the performance of this Contract. The Contractor will carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under Environmental Protection Agency financial agreements. Failure by the Contractor to carry out these requirements is a material breach of this Contract which may result in termination of this Contract or other legally available remedies.”

Bidder List, 40 CFR, Section 33.501(b) and (c). The RECIPIENT agrees to create and maintain a bidders list. The bidders list shall include the following information for all firms that bid or quote on prime contracts, or bid or quote subcontracts, including both MBE/WBEs and non-MBE/WBEs.

1. Entity's name with point of contact
2. Entity's mailing address, telephone number, and e-mail address
3. The procurement on which the entity bid or quoted, and when
4. Entity's status as an MBE/WBE or non-MBE/WBE

G. Electronic and information Technology (EIT) Accessibility: RECIPIENTS shall ensure that loan funds provided under this agreement for costs in the development or purchase of EIT systems or products provide individuals with disabilities reasonable accommodations and an equal and effective opportunity to benefit from or participate in a program, including those offered through electronic and information technology as per Section 504 of the Rehabilitation Act, codified in 40 CFR Part 7. Systems or products funded under this agreement must be designed to meet the diverse needs of users without barriers or diminished function or quality. Systems shall include usability features or functions that accommodate the needs of persons with disabilities, including those who use assistive technology.

H. Hotel-Motel Fire Safety Act: The RECIPIENT shall ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (15 USC 2225a, PL 101-391, as amended). Recipients may search the Hotel-Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance, or to find other information about the Act. Pursuant to 15 USC 2225a.

I. Trafficking In Persons: The RECIPIENT and RECIPIENT employees that are private entities shall not engage in forms of trafficking in persons during the period of time this agreement is effective. This includes, but is not limited to, the procurement of a commercial sex act or forced labor. The RECIPIENT shall notify ECOLOGY immediately of any information received from any source alleging a violation under this provision.

SECTION 5: THE FOLLOWING CONDITIONS APPLY TO STATE REVOLVING FUND (SRF) LOAN FUNDED PROJECTS ONLY.

The RECIPIENT must submit the following documents/forms to ECOLOGY before this agreement is signed by ECOLOGY:

1. Financial Capability Assessment Documentation
2. Opinion of RECIPIENT's Legal Council
3. Authorizing Ordinance or Resolution

4. Federal Funding Accountability and Transparency Act (FFATA) Form (Required for SRF Equivalency projects only)
5. CWSRF Federal Reporting Information form available in EAGL
6. Fiscal Sustainability Plan (Asset Management) Certification Form in EAGL (Only required if the project includes construction of a wastewater or stormwater facility construction)
7. Cost and Effectiveness Analysis Certification Form in EAGL (Required for all projects receiving SRF Loan funding)
8. State Environmental Review Process (SERP) Documentation (Required for facility projects only)

A. Alteration and Eligibility of Project: During the term of this agreement, the RECIPIENT (1) shall not materially alter the design or structural character of the project without the prior written approval of ECOLOGY and (2) shall take no action which would adversely affect the eligibility of the project as defined by applicable funding program rules and state statutes, or which would cause a violation of any covenant, condition, or provision herein.

B. American Iron and Steel (Buy American): This loan provision applies to projects for the construction, alteration, maintenance, or repair of a "treatment works" as defined in the Federal Water Pollution Control Act (33 USC 1381 et seq.) The RECIPIENT shall ensure that all iron and steel products used in the project are produced in the United States. Iron and Steel products means the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials. The RECIPIENT may request waiver from this requirement from the Administrator of the Environmental Protection Agency. The RECIPIENT must coordinate all waiver requests through ECOLOGY. This provision does not apply if the engineering plans and specifications for the project were approved by ECOLOGY prior to January 17, 2014. ECOLOGY reserves the right to request documentation of RECIPIENT'S compliance with this provision.

C. Authority of RECIPIENT: This agreement is authorized by the Constitution and laws of the state of Washington, including the RECIPIENT'S authority, and by the RECIPIENT pursuant to the authorizing ordinance or resolution. The RECIPIENT shall submit a copy of the authorizing ordinance or resolution to the ECOLOGY Financial Manager before this agreement shall be signed by ECOLOGY.

D. Equivalency Projects: (For designated equivalency projects only)

1. The RECIPIENT must procure architectural and engineering services in accordance with the federal requirements in Chapter 11 of Title 40, U.S.C. (see www.gpo.gov/fdsys/pkg/USCODE-2011-title40/pdf/USCODE-2011-title40-subtitle-chap11.pdf).

E. Fiscal Sustainability Plan Certification: The RECIPIENT shall submit a completed Fiscal Sustainability Plan Certification before this agreement is signed by ECOLOGY. The Fiscal Sustainability Plan Certification is available from the ECOLOGY Financial Manager or on the Water Quality Program website.

F. Funding Recognition and Outreach: In addition to Section 2.F of these Terms and Conditions, the RECIPIENT agrees to comply with the EPA SRF Signage Guidance in order to enhance public awareness of EPA assistance agreements nationwide. The signage guidance can be found at: <https://ecology.wa.gov/About-us/How-we-operate/Grants-loans/Find-a-grant-or-loan/Water-Quality-grants-and-loans/Facility-project-resources>.

G. Insurance: The RECIPIENT shall at all times carry fire and extended insurance coverage, public liability, and property damage, and such other forms of insurance with responsible insurers and policies payable to the RECIPIENT on such of the buildings, equipment, works, plants, facilities, and properties of the Utility as are ordinarily carried by municipal or privately-owned utilities engaged in the operation of like systems, and against such claims for damages as are ordinarily carried by municipal or privately-owned utilities engaged in the operation of like systems, or it shall self-insure or participate in an insurance pool or pools with reserves adequate, in the reasonable judgment of the RECIPIENT, to protect it against loss.

H. Litigation Authority: No litigation is now pending, or to the RECIPIENT's knowledge, threatened, seeking to restrain, or enjoin:

(i) the execution of this agreement; or

(ii) the fixing or collection of the revenues, rates, and charges or the formation of the ULID and the levy and collection of ULID Assessments therein pledged to pay the principal of and interest on the loan (for revenue secured lien obligations); or

(iii) the levy and collection of the taxes pledged to pay the principal of and interest on the loan (for general obligation-secured loans and general obligation payable from special-assessment-secured loans); or

(iv) in any manner questioning the proceedings and authority under which the agreement, the loan, or the project are authorized. Neither the corporate existence, or boundaries of the RECIPIENT nor the title of its present officers to their respective offices is being contested. No authority or proceeding for the execution of this agreement has been repealed, revoked, or rescinded.

I. Loan Interest Rate and Terms: This loan agreement shall remain in effect until the date of final repayment of the loan, unless terminated earlier according to the provisions herein.

When the Project Completion Date has occurred, ECOLOGY and the RECIPIENT shall execute an amendment to this loan agreement which details the final loan amount (Final Loan Amount), and ECOLOGY shall prepare a final loan repayment schedule. The Final Loan Amount shall be the combined total of actual disbursements made on the loan and all accrued interest to the computation date.

The Estimated Loan Amount and the Final Loan Amount (in either case, as applicable, a "Loan Amount") shall bear interest based on the interest rate identified in this agreement as the "Effective Interest Rate," per annum, calculated on the basis of a 365 day year. Interest on the Estimated Loan Amount shall accrue from and be compounded monthly based on the date that each payment is mailed to the RECIPIENT. The Final Loan Amount shall be repaid in equal installments, semiannually, over the term of this loan "Loan Term" as outlined in this agreement.

J. Loan Repayment:

Sources of Loan Repayment

1. Nature of RECIPIENT's Obligation. The obligation of the RECIPIENT to repay the loan from the sources identified below and to perform and observe all other agreements and obligations on its part, contained herein, shall be absolute and unconditional, and shall not be subject to diminution by setoff, counterclaim, or abatement of any kind. To secure the repayment of the loan from ECOLOGY, the RECIPIENT agrees to comply with all of the covenants, agreements, and attachments contained herein.

2. For General Obligation. This loan is a General Obligation Debt of the RECIPIENT.

3. For General Obligation Payable from Special Assessments. This loan is a General Obligation Debt of the RECIPIENT payable from special assessments to be imposed within the constitutional and statutory tax limitations provided by law without a vote of the electors of the RECIPIENT on all of the taxable property within the boundaries of the RECIPIENT.

4. For Revenue-Secured: Lien Position. This loan is a Revenue-Secured Debt of the RECIPIENT's Utility. This loan shall constitute a lien and charge upon the Net Revenue junior and subordinate to the lien and charge upon such Net Revenue of any Senior Lien Obligations.

In addition, if this loan is also secured by Utility Local Improvement Districts (ULID) Assessments, this loan shall constitute a lien upon ULID Assessments in the ULID prior and superior to any other charges whatsoever.

5. Other Sources of Repayment. The RECIPIENT may repay any portion of the loan from any funds legally available to it.

6. Defeasance of the Loan. So long as ECOLOGY shall hold this loan, the RECIPIENT shall not be entitled to, and shall not affect, an economic Defeasance of the loan. The RECIPIENT shall not advance refund the loan.

If the RECIPIENT defeases or advance refunds the loan, it shall be required to use the proceeds thereof immediately upon their receipt, together with other available RECIPIENT funds, to repay both of the following:

(i) The Loan Amount with interest

(ii) Any other obligations of the RECIPIENT to ECOLOGY under this agreement, unless in its sole discretion ECOLOGY finds that repayment from those additional sources would not be in the public interest.

Failure to repay the Loan Amount plus interest within the time specified in ECOLOGY's notice to make such repayment shall incur Late Charges and shall be treated as a Loan Default.

7. Refinancing or Early Repayment of the Project. So long as ECOLOGY shall hold this loan, the RECIPIENT shall give ECOLOGY thirty days written notice if the RECIPIENT intends to refinance or make early repayment of the loan.

Method and Conditions on Repayments

1. Semiannual Payments. Notwithstanding any other provision of this agreement, the first semiannual payment of principal and interest on this loan shall be due and payable no later than one year after the project completion date or initiation of operation date, whichever comes first.

Thereafter, equal payments shall be due every six months.

If the due date for any semiannual payment falls on a Saturday, Sunday, or designated holiday for Washington State agencies, the payment shall be due on the next business day for Washington State agencies.

Payments shall be mailed to:

Department of Ecology

Cashiering Unit

P.O. Box 47611

Olympia WA 98504-7611

In lieu of mailing payments, electronic fund transfers can be arranged by working with ECOLOGY's Financial Manager.

No change to the amount of the semiannual principal and interest payments shall be made without a mutually signed amendment to this agreement. The RECIPIENT shall continue to make semiannual payments based on this agreement until the amendment is effective, at which time the RECIPIENT's payments shall be made pursuant to the amended agreement.

2. Late Charges. If any amount of the Final Loan Amount or any other amount owed to ECOLOGY pursuant to this agreement remains unpaid after it becomes due and payable, ECOLOGY may assess a late charge. The late charge shall be one percent per month on the past due amount starting on the date the debt becomes past due and until it is paid in full.

3. Repayment Limitations. Repayment of the loan is subject to the following additional limitations, among others: those on defeasance, refinancing and advance refunding, termination, and default and recovery of payments.

4. Prepayment of Loan. So long as ECOLOGY shall hold this loan, the RECIPIENT may prepay the entire unpaid principal balance of and accrued interest on the loan or any portion of the remaining unpaid principal balance of the Loan Amount. Any prepayments on the loan shall be applied first to any accrued interest due and then to the outstanding principal balance of the Loan Amount. If the RECIPIENT elects to prepay the entire remaining unpaid balance and accrued interest, the RECIPIENT shall first contact ECOLOGY's Revenue/Receivable Manager of the Fiscal Office.

K. Loan Security

Due Regard: For loans secured with a Revenue Obligation: The RECIPIENT shall exercise due regard for Maintenance and Operation Expense and the debt service requirements of the Senior Lien Obligations and any other outstanding obligations pledging the Gross Revenue of the Utility, and it has not obligated itself to set aside and pay into the loan Fund a greater amount of the Gross Revenue of the Utility than, in its judgment, shall be available over and above such Maintenance and Operation Expense and those debt service requirements.

Where collecting adequate gross utility revenue requires connecting additional users, the RECIPIENT shall require the sewer system connections necessary to meet debt obligations and expected operation and maintenance expenses.

Levy and Collection of Taxes (if used to secure the repayment of the loan): For so long as the loan is outstanding, the RECIPIENT irrevocably pledges to include in its budget and levy taxes annually within the constitutional and statutory tax limitations provided by law without a vote of its electors on all of the taxable property within the boundaries of the RECIPIENT in an amount sufficient, together with other money legally available and to be used therefore, to pay when due the principal of and interest on the loan, and the full faith, credit and resources of the RECIPIENT are pledged irrevocably for the annual levy and collection of those taxes and the prompt payment of that principal and interest.

Not an Excess Indebtedness: For loans secured with a general obligation pledge or a general obligation pledge on special assessments: The RECIPIENT agrees that this agreement and the loan to be made do not create an indebtedness of the RECIPIENT in excess of any constitutional or statutory limitations.

Pledge of Net Revenue and ULID Assessments in the ULID (if used to secure the repayment of this loan): For so long as the loan is outstanding, the RECIPIENT irrevocably pledges the Net Revenue of the Utility, including applicable ULID Assessments in the ULID, to pay when due the principal of and interest on the loan.

Utility Local Improvement District (ULID) Assessment Collection (if used to secure the repayment of the loan): All ULID Assessments in the ULID shall be paid into the Loan Fund and used to pay the principal of and interest on the loan.

L. Maintenance and Operation of a Funded Utility: The RECIPIENT shall, at all times, maintain and keep the funded Utility in good repair, working order, and condition.

M. Opinion of RECIPIENT's Legal Counsel: The RECIPIENT must submit an "Opinion of Legal Counsel to the RECIPIENT" to ECOLOGY before this agreement will be signed. ECOLOGY will provide the form.

N. Prevailing Wage (Davis-Bacon Act): The RECIPIENT agrees, by signing this agreement, to comply with the Davis-Bacon Act prevailing wage requirements. This applies to the construction, alteration, and repair of treatment works carried out, in whole or in part, with assistance made available by the State Revolving Fund as authorized by Section 513, title VI of the Federal Water Pollution Control Act (33 U.S.C. 1372). Laborers and mechanics employed by contractors and subcontractors shall be paid wages not less often than once a week and at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor.

The RECIPIENT shall obtain the wage determination for the area in which the project is located prior to issuing requests for bids, proposals, quotes or other methods for soliciting contracts (solicitation). These wage determinations shall be incorporated into solicitations and any subsequent contracts. The RECIPIENT shall ensure that the required EPA contract language regarding Davis-Bacon Wages is in all contracts and sub contracts in excess of \$2,000. The RECIPIENT shall maintain records sufficient to document compliance with the Davis-Bacon Act, and make such records available for review upon request.

The RECIPIENT also agrees, by signing this agreement, to comply with State Prevailing Wages on Public Works, Chapter 39.12 RCW, as applicable. Compliance may include the determination whether the project involves “public work” and inclusion of the applicable prevailing wage rates in the bid specifications and contracts. The RECIPIENT agrees to maintain records sufficient to evidence compliance with Chapter 39.12 RCW, and make such records available for review upon request.

O. Progress Reports: RECIPIENTS funded with State Revolving Fund Loan or Forgivable Principal shall include the following verification statement in the “General Comments” text box of each progress report.

“We verify that we are in compliance with all the requirements as outlined in our funding agreement(s) with the Department of Ecology. This includes but is not limited to:

- The Davis-Bacon Act, 29 CFR (If applicable)
- Washington State Prevailing Wage Rate, Chapter 39.12 RCW (Pertaining to all recipients)
- The Disadvantaged Business Enterprise (DBE), 40 CFR, Part 33”

P. Representations and Warranties: The RECIPIENT represents and warrants to ECOLOGY as follows:

Application: Material Information. All information and materials submitted by the RECIPIENT to ECOLOGY in connection with its loan application were, when made, and are, as of the date the RECIPIENT signs this agreement, true and correct. There is no material adverse information relating to the RECIPIENT, the project, the loan, or this agreement known to the RECIPIENT, which has not been disclosed in writing to ECOLOGY.

Existence; Authority. It is a duly formed and legally existing municipal corporation or political subdivision of the state of Washington or a federally recognized Indian Tribe. It has full corporate power and authority to execute, deliver, and perform all of its obligations under this agreement and to undertake the project identified herein.

Certification. Each payment request shall constitute a certification by the RECIPIENT to the effect that all representations and warranties made in this loan agreement remain true as of the date of the request and that no adverse developments, affecting the financial condition of the RECIPIENT or its ability to complete the project or to repay the principal of or interest on the loan, have occurred since the date of this loan agreement. Any changes in the RECIPIENT’s financial condition shall be disclosed in writing to ECOLOGY by the RECIPIENT in its request for payment.

Q. Sale or Disposition of Funded Utility: The RECIPIENT shall not sell, transfer, or otherwise dispose of any of the works, plant, properties, facilities, or other part of the funded Utility or any real or personal property comprising a part of the funded Utility unless:

1. The facilities or property transferred are not material to the operation of the funded Utility, or have become unserviceable, inadequate, obsolete, or unfit to be used in the operation of the funded Utility or are no longer necessary, material, or useful to the operation of the funded Utility; or
2. The aggregate depreciated cost value of the facilities or property being transferred in any fiscal year comprises no more than three percent of the total assets of the funded Utility; or
3. The RECIPIENT receives from the transferee an amount equal to an amount which will be in the same proportion to the net amount of Senior Lien Obligations and this LOAN then outstanding (defined as the total amount outstanding less the amount of cash and investments in the bond and loan funds securing such debt) as the Gross Revenue of the funded Utility from the portion of the funded Utility sold or disposed of for the preceding year bears to the total Gross Revenue for that period.
4. Expressed written agreement by the ECOLOGY.

The proceeds of any transfer under this paragraph must be used (1) to redeem promptly, or irrevocably set aside for the redemption of, Senior Lien Obligations and to redeem promptly the loan, and (2) to provide for part of the cost of additions to and betterments and extensions of the Utility.

R. Sewer-Use Ordinance or Resolution for Funded Wastewater Facility Projects: If not already in existence, the RECIPIENT shall adopt and shall enforce a sewer-use ordinance or resolution. Such ordinance or resolution shall be submitted to ECOLOGY upon request.

The sewer use ordinance must include provisions to:

- 1) Prohibit the introduction of toxic or hazardous wastes into the RECIPIENT's sewer system.
- 2) Prohibit inflow of stormwater into separated sewer systems.
- 3) Require that new sewers and connections be properly designed and constructed.

S. Termination and Default:

Termination and Default Events

1. For Insufficient ECOLOGY or RECIPIENT Funds. ECOLOGY may terminate this loan agreement for insufficient ECOLOGY or RECIPIENT funds.
2. For Failure to Commence Work. ECOLOGY may terminate this loan agreement for failure of the RECIPIENT to commence project work.
3. Past Due Payments. The RECIPIENT shall be in default of its obligations under this loan agreement when any loan repayment becomes 60 days past due.
4. Other Cause. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance in full by the RECIPIENT of all of its obligations under this loan agreement. The RECIPIENT shall be in default of its obligations under this loan agreement if, in the opinion of ECOLOGY, the RECIPIENT has unjustifiably failed to perform any obligation required of it by this loan agreement.

Procedures for Termination. If this loan agreement is terminated prior to project completion, ECOLOGY shall provide to the RECIPIENT a written notice of termination at least five working days prior to the effective date of termination (the "Termination Date"). The written notice of termination by the ECOLOGY shall specify the Termination Date and, when applicable, the date by which the RECIPIENT must repay any outstanding balance of the loan and all accrued interest (the "Termination Payment Date").

Termination and Default Remedies

No Further Payments. On and after the Termination Date, or in the event of a default event, ECOLOGY may, at its sole discretion, withdraw the loan and make no further payments under this agreement.

Repayment Demand. In response to an ECOLOGY initiated termination event, or in response to a loan default event, ECOLOGY may at its sole discretion demand that the RECIPIENT repay the outstanding balance of the Loan Amount and all accrued interest.

Interest after Repayment Demand. From the time that ECOLOGY demands repayment of funds, amounts owed by the RECIPIENT to ECOLOGY shall accrue additional interest at the rate of one percent per month, or fraction thereof.

Accelerate Repayments. In the event of a default, ECOLOGY may, in its sole discretion, declare the principal of and interest on the loan immediately due and payable, subject to the prior lien and charge of any outstanding Senior Lien

Obligation upon the Net Revenue. That is, the loan is not subject to acceleration so long as any Senior Lien Obligations are outstanding. Repayments not made immediately upon such acceleration will incur Late Charges.

Late Charges. All amounts due to ECOLOGY and not paid by the RECIPIENT by the Termination Payment Date or after acceleration following a default event, as applicable, shall incur late charges.

Intercept State Funds. In the event of a default event and in accordance with Chapter 90.50A.060 RCW, "Defaults," any state funds otherwise due to the RECIPIENT may, at ECOLOGY's sole discretion, be withheld and applied to the repayment of the loan.

Property to ECOLOGY. In the event of a default event and at the option of ECOLOGY, any personal property (equipment) acquired under this agreement may, in ECOLOGY's sole discretion, become ECOLOGY's property. In that circumstance, ECOLOGY shall reduce the RECIPIENT's liability to repay money by an amount reflecting the fair value of such property.

Documents and Materials. If this agreement is terminated, all finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, and reports or other materials prepared by the RECIPIENT shall, at the option of ECOLOGY, become ECOLOGY property. The RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Collection and Enforcement Actions. In the event of a default event, the state of Washington reserves the right to take any actions it deems necessary to collect the amounts due, or to become due, or to enforce the performance and observance of any obligation by the RECIPIENT, under this agreement.

Fees and Expenses. In any action to enforce the provisions of this agreement, reasonable fees and expenses of attorneys and other reasonable expenses (including, without limitation, the reasonably allocated costs of legal staff) shall be awarded to the prevailing party as that term is defined in Chapter 4.84.330 RCW.

Damages. Notwithstanding ECOLOGY's exercise of any or all of the termination or default remedies provided in this agreement, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and/or the state of Washington because of any breach of this agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

T. User-Charge System for Funded Utilities: The RECIPIENT certifies that it has the legal authority to establish and implement a user-charge system and shall adopt a system of user-charges to assure that each user of the funded utility shall pay its proportionate share of the cost of operation and maintenance, including replacement during the design life of the project. The user-charge system will include provisions for a connection charge.

In addition, the RECIPIENT shall regularly evaluate the user-charge system, at least annually, to ensure the system provides adequate revenues necessary to operate and maintain the funded utility, to establish reserves to pay for replacement, and to repay the loan.

ECOLOGY GENERAL TERMS AND CONDITIONS

1. ADMINISTRATIVE REQUIREMENTS

- a) RECIPIENT shall follow the "Administrative Requirements for Recipients of Ecology Grants and Loans – EAGL Edition." (<https://apps.ecology.wa.gov/publications/SummaryPages/1701004.html>)
- b) RECIPIENT shall complete all activities funded by this Agreement and be fully responsible for the proper management of all funds and resources made available under this Agreement.

c) RECIPIENT agrees to take complete responsibility for all actions taken under this Agreement, including ensuring all sub grantees and contractors comply with the terms and conditions of this Agreement. ECOLOGY reserves the right to request proof of compliance by sub grantees and contractors.

d) RECIPIENT's activities under this Agreement shall be subject to the review and approval by ECOLOGY for the extent and character of all work and services.

2. AMENDMENTS AND MODIFICATIONS

This Agreement may be altered, amended, or waived only by a written amendment executed by both parties. No subsequent modification(s) or amendment(s) of this Agreement will be of any force or effect unless in writing and signed by authorized representatives of both parties. ECOLOGY and the RECIPIENT may change their respective staff contacts and administrative information without the concurrence of either party.

3. ACCESSIBILITY REQUIREMENTS FOR COVERED TECHNOLOGY

The RECIPIENT must comply with the Washington State Office of the Chief Information Officer, OCIO Policy no. 188, Accessibility (<https://ocio.wa.gov/policy/accessibility>) as it relates to "covered technology." This requirement applies to all products supplied under the Agreement, providing equal access to information technology by individuals with disabilities, including and not limited to web sites/pages, web-based applications, software systems, video and audio content, and electronic documents intended for publishing on Ecology's public web site.

4. ARCHAEOLOGICAL AND CULTURAL RESOURCES

RECIPIENT shall take all reasonable action to avoid, minimize, or mitigate adverse effects to archaeological and historic archaeological sites, historic buildings/structures, traditional cultural places, sacred sites, or other cultural resources, hereby referred to as Cultural Resources.

The RECIPIENT must agree to hold harmless ECOLOGY in relation to any claim related to Cultural Resources discovered, disturbed, or damaged due to the RECIPIENT's project funded under this Agreement.

RECIPIENT shall:

a) Contact the ECOLOGY Program issuing the grant or loan to discuss any Cultural Resources requirements for their project:

- Cultural Resource Consultation and Review should be initiated early in the project planning process and must be completed prior to expenditure of Agreement funds as required by applicable State and Federal requirements.

* For state funded construction, demolition, or land acquisitions, comply with Governor Executive Order 21-02, Archaeological and Cultural Resources.

- For projects with any federal involvement, comply with the National Historic Preservation Act of 1966 (Section 106).

b) If required by the ECOLOGY Program, submit an Inadvertent Discovery Plan (IDP) to ECOLOGY prior to implementing any project that involves field activities. ECOLOGY will provide the IDP form.

RECIPIENT shall:

- Keep the IDP at the project site.

- Make the IDP readily available to anyone working at the project site.

- Discuss the IDP with staff, volunteers, and contractors working at the project site.

- Implement the IDP when Cultural Resources or human remains are found at the project site.
- c) If any Cultural Resources are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the ECOLOGY Program, who will notify the Department of Archaeology and Historic Preservation at (360) 586-3065, any affected Tribe, and the local government.
- d) If any human remains are found while conducting work under this Agreement, follow the protocol outlined in the project IDP.
- Immediately stop work and notify the local Law Enforcement Agency or Medical Examiner/Coroner's Office, the Department of Archaeology and Historic Preservation at (360) 790-1633, and then the ECOLOGY Program.
- e) Comply with RCW 27.53, RCW 27.44, and RCW 68.50.645, and all other applicable local, state, and federal laws protecting Cultural Resources and human remains.

5. ASSIGNMENT

No right or claim of the RECIPIENT arising under this Agreement shall be transferred or assigned by the RECIPIENT.

6. COMMUNICATION

RECIPIENT shall make every effort to maintain effective communications with the RECIPIENT's designees, ECOLOGY, all affected local, state, or federal jurisdictions, and any interested individuals or groups.

7. COMPENSATION

- a) Any work performed prior to effective date of this Agreement will be at the sole expense and risk of the RECIPIENT. ECOLOGY must sign the Agreement before any payment requests can be submitted.
- b) Payments will be made on a reimbursable basis for approved and completed work as specified in this Agreement.
- c) RECIPIENT is responsible to determine if costs are eligible. Any questions regarding eligibility should be clarified with ECOLOGY prior to incurring costs. Costs that are conditionally eligible require approval by ECOLOGY prior to expenditure.
- d) RECIPIENT shall not invoice more than once per month unless agreed on by ECOLOGY.
- e) ECOLOGY will not process payment requests without the proper reimbursement forms, Progress Report and supporting documentation. ECOLOGY will provide instructions for submitting payment requests.
- f) ECOLOGY will pay the RECIPIENT thirty (30) days after receipt of a properly completed request for payment.
- g) RECIPIENT will receive payment through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment you must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. If you have questions about the vendor registration process, you can contact Statewide Payee Help Desk at (360) 407-8180 or email PayeeRegistration@ofm.wa.gov.
- h) ECOLOGY may, at its sole discretion, withhold payments claimed by the RECIPIENT if the RECIPIENT fails to satisfactorily comply with any term or condition of this Agreement.

i) Monies withheld by ECOLOGY may be paid to the RECIPIENT when the work described herein, or a portion thereof, has been completed if, at ECOLOGY's sole discretion, such payment is reasonable and approved according to this Agreement, as appropriate, or upon completion of an audit as specified herein.

j) RECIPIENT must submit within thirty (30) days after the expiration date of this Agreement, all financial, performance, and other reports required by this Agreement. Failure to comply may result in delayed reimbursement.

8. COMPLIANCE WITH ALL LAWS

RECIPIENT agrees to comply fully with all applicable federal, state and local laws, orders, regulations, and permits related to this Agreement, including but not limited to:

- a) RECIPIENT agrees to comply with all applicable laws, regulations, and policies of the United States and the State of Washington which affect wages and job safety.
- b) RECIPIENT agrees to be bound by all applicable federal and state laws, regulations, and policies against discrimination.
- c) RECIPIENT certifies full compliance with all applicable state industrial insurance requirements.
- d) RECIPIENT agrees to secure and provide assurance to ECOLOGY that all the necessary approvals and permits required by authorities having jurisdiction over the project are obtained. RECIPIENT must include time in their project timeline for the permit and approval processes.

ECOLOGY shall have the right to immediately terminate for cause this Agreement as provided herein if the RECIPIENT fails to comply with above requirements.

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

9. CONFLICT OF INTEREST

RECIPIENT and ECOLOGY agree that any officer, member, agent, or employee, who exercises any function or responsibility in the review, approval, or carrying out of this Agreement, shall not have any personal or financial interest, direct or indirect, nor affect the interest of any corporation, partnership, or association in which he/she is a part, in this Agreement or the proceeds thereof.

10. CONTRACTING FOR GOODS AND SERVICES

RECIPIENT may contract to buy goods or services related to its performance under this Agreement. RECIPIENT shall award all contracts for construction, purchase of goods, equipment, services, and professional architectural and engineering services through a competitive process, if required by State law. RECIPIENT is required to follow procurement procedures that ensure legal, fair, and open competition.

RECIPIENT must have a standard procurement process or follow current state procurement procedures. RECIPIENT may be required to provide written certification that they have followed their standard procurement procedures and applicable state law in awarding contracts under this Agreement.

ECOLOGY reserves the right to inspect and request copies of all procurement documentation, and review procurement practices related to this Agreement. Any costs incurred as a result of procurement practices not in compliance with state procurement law or the RECIPIENT's normal procedures may be disallowed at ECOLOGY's sole discretion.

11. DISPUTES

When there is a dispute with regard to the extent and character of the work, or any other matter related to this Agreement the determination of ECOLOGY will govern, although the RECIPIENT shall have the right to appeal decisions as provided for below:

- a) RECIPIENT notifies the funding program of an appeal request.
- b) Appeal request must be in writing and state the disputed issue(s).
- c) RECIPIENT has the opportunity to be heard and offer evidence in support of its appeal.
- d) ECOLOGY reviews the RECIPIENT's appeal.
- e) ECOLOGY sends a written answer within ten (10) business days, unless more time is needed, after concluding the review.

The decision of ECOLOGY from an appeal will be final and conclusive, unless within thirty (30) days from the date of such decision, the RECIPIENT furnishes to the Director of ECOLOGY a written appeal. The decision of the Director or duly authorized representative will be final and conclusive.

The parties agree that this dispute process will precede any action in a judicial or quasi-judicial tribunal.

Appeals of the Director's decision will be brought in the Superior Court of Thurston County. Review of the Director's decision will not be taken to Environmental and Land Use Hearings Office.

Pending final decision of a dispute, the RECIPIENT agrees to proceed diligently with the performance of this Agreement and in accordance with the decision rendered.

Nothing in this Agreement will be construed to limit the parties' choice of another mutually acceptable method, in addition to the dispute resolution procedure outlined above.

12. ENVIRONMENTAL DATA STANDARDS

a) RECIPIENT shall prepare a Quality Assurance Project Plan (QAPP) for a project that collects or uses environmental measurement data. RECIPIENTS unsure about whether a QAPP is required for their project shall contact the ECOLOGY Program issuing the grant or loan. If a QAPP is required, the RECIPIENT shall:

- Use ECOLOGY's QAPP Template/Checklist provided by the ECOLOGY, unless ECOLOGY Quality Assurance (QA) officer or the Program QA coordinator instructs otherwise.
- Follow ECOLOGY's Guidelines for Preparing Quality Assurance Project Plans for Environmental Studies, July 2004 (Ecology Publication No. 04-03-030).
- Submit the QAPP to ECOLOGY for review and approval before the start of the work.

b) RECIPIENT shall submit environmental data that was collected on a project to ECOLOGY using the Environmental Information Management system (EIM), unless the ECOLOGY Program instructs otherwise. The RECIPIENT must confirm with ECOLOGY that complete and correct data was successfully loaded into EIM, find instructions at: <http://www.ecy.wa.gov/eim>.

c) RECIPIENT shall follow ECOLOGY's data standards when Geographic Information System (GIS) data is collected and processed. Guidelines for Creating and Accessing GIS Data are available at: <https://ecology.wa.gov/Research-Data/Data-resources/Geographic-Information-Systems-GIS/Standards>. RECIPIENT, when requested by ECOLOGY, shall provide copies to ECOLOGY of all final GIS data layers, imagery, related tables, raw data collection files, map products, and all metadata and project documentation.

13. GOVERNING LAW

This Agreement will be governed by the laws of the State of Washington, and the venue of any action brought hereunder will be in the Superior Court of Thurston County.

14. INDEMNIFICATION

ECOLOGY will in no way be held responsible for payment of salaries, consultant's fees, and other costs related to the project described herein, except as provided in the Scope of Work.

To the extent that the Constitution and laws of the State of Washington permit, each party will indemnify and hold the other harmless from and against any liability for any or all injuries to persons or property arising from the negligent act or omission of that party or that party's agents or employees arising out of this Agreement.

15. INDEPENDENT STATUS

The employees, volunteers, or agents of each party who are engaged in the performance of this Agreement will continue to be employees, volunteers, or agents of that party and will not for any purpose be employees, volunteers, or agents of the other party.

16. KICKBACKS

RECIPIENT is prohibited from inducing by any means any person employed or otherwise involved in this Agreement to give up any part of the compensation to which he/she is otherwise entitled to or receive any fee, commission, or gift in return for award of a subcontract hereunder.

17. MINORITY AND WOMEN'S BUSINESS ENTERPRISES (MWBE)

RECIPIENT is encouraged to solicit and recruit, to the extent possible, certified minority-owned (MBE) and women-owned (WBE) businesses in purchases and contracts initiated under this Agreement.

Contract awards or rejections cannot be made based on MWBE participation; however, the RECIPIENT is encouraged to take the following actions, when possible, in any procurement under this Agreement:

- a) Include qualified minority and women's businesses on solicitation lists whenever they are potential sources of goods or services.
- b) Divide the total requirements, when economically feasible, into smaller tasks or quantities, to permit maximum participation by qualified minority and women's businesses.
- c) Establish delivery schedules, where work requirements permit, which will encourage participation of qualified minority and women's businesses.
- d) Use the services and assistance of the Washington State Office of Minority and Women's Business Enterprises (OMWBE) (866-208-1064) and the Office of Minority Business Enterprises of the U.S. Department of Commerce, as appropriate.

18. ORDER OF PRECEDENCE

In the event of inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order: (a) applicable federal and state statutes and regulations; (b) The Agreement; (c) Scope of Work; (d) Special Terms and Conditions; (e) Any provisions or terms incorporated herein by reference, including the "Administrative Requirements for Recipients of Ecology Grants and Loans"; (f) Ecology Funding Program Guidelines; and (g) General Terms and Conditions.

19. PRESENTATION AND PROMOTIONAL MATERIALS

ECOLOGY reserves the right to approve RECIPIENT's communication documents and materials related to the fulfillment of this Agreement:

- a) If requested, RECIPIENT shall provide a draft copy to ECOLOGY for review and approval ten (10) business days prior to production and distribution.
- b) RECIPIENT shall include time for ECOLOGY's review and approval process in their project timeline.
- c) If requested, RECIPIENT shall provide ECOLOGY two (2) final copies and an electronic copy of any tangible products developed.

Copies include any printed materials, and all tangible products developed such as brochures, manuals, pamphlets, videos, audio tapes, CDs, curriculum, posters, media announcements, or gadgets with a message, such as a refrigerator magnet, and any online communications, such as web pages, blogs, and twitter campaigns. If it is not practical to provide a copy, then the RECIPIENT shall provide a description (photographs, drawings, printouts, etc.) that best represents the item.

Any communications intended for public distribution that uses ECOLOGY's logo shall comply with ECOLOGY's graphic requirements and any additional requirements specified in this Agreement. Before the use of ECOLOGY's logo contact ECOLOGY for guidelines.

RECIPIENT shall acknowledge in the communications that funding was provided by ECOLOGY.

20. PROGRESS REPORTING

- a) RECIPIENT must satisfactorily demonstrate the timely use of funds by submitting payment requests and progress reports to ECOLOGY. ECOLOGY reserves the right to amend or terminate this Agreement if the RECIPIENT does not document timely use of funds.
- b) RECIPIENT must submit a progress report with each payment request. Payment requests will not be processed without a progress report. ECOLOGY will define the elements and frequency of progress reports.
- c) RECIPIENT shall use ECOLOGY's provided progress report format.
- d) Quarterly progress reports will cover the periods from January 1 through March 31, April 1 through June 30, July 1 through September 30, and October 1 through December 31. Reports shall be submitted within thirty (30) days after the end of the quarter being reported.
- e) RECIPIENT must submit within thirty (30) days of the expiration date of the project, unless an extension has been approved by ECOLOGY, all financial, performance, and other reports required by the Agreement and funding program guidelines. RECIPIENT shall use the ECOLOGY provided closeout report format.

21. PROPERTY RIGHTS

- a) Copyrights and Patents. When the RECIPIENT creates any copyrightable materials or invents any patentable property under this Agreement, the RECIPIENT may copyright or patent the same but ECOLOGY retains a royalty free, nonexclusive, and irrevocable license to reproduce, publish, recover, or otherwise use the material(s) or property, and to authorize others to use the same for federal, state, or local government purposes.
- b) Publications. When the RECIPIENT or persons employed by the RECIPIENT use or publish ECOLOGY information; present papers, lectures, or seminars involving information supplied by ECOLOGY; or use logos, reports, maps, or other data in printed reports, signs, brochures, pamphlets, etc., appropriate credit shall be given to ECOLOGY.

c) Presentation and Promotional Materials. ECOLOGY shall have the right to use or reproduce any printed or graphic materials produced in fulfillment of this Agreement, in any manner ECOLOGY deems appropriate. ECOLOGY shall acknowledge the RECIPIENT as the sole copyright owner in every use or reproduction of the materials.

d) Tangible Property Rights. ECOLOGY's current edition of "Administrative Requirements for Recipients of Ecology Grants and Loans," shall control the use and disposition of all real and personal property purchased wholly or in part with funds furnished by ECOLOGY in the absence of state and federal statutes, regulations, or policies to the contrary, or upon specific instructions with respect thereto in this Agreement.

e) Personal Property Furnished by ECOLOGY. When ECOLOGY provides personal property directly to the RECIPIENT for use in performance of the project, it shall be returned to ECOLOGY prior to final payment by ECOLOGY. If said property is lost, stolen, or damaged while in the RECIPIENT's possession, then ECOLOGY shall be reimbursed in cash or by setoff by the RECIPIENT for the fair market value of such property.

f) Acquisition Projects. The following provisions shall apply if the project covered by this Agreement includes funds for the acquisition of land or facilities:

1. RECIPIENT shall establish that the cost is fair value and reasonable prior to disbursement of funds provided for in this Agreement.
 2. RECIPIENT shall provide satisfactory evidence of title or ability to acquire title for each parcel prior to disbursement of funds provided by this Agreement. Such evidence may include title insurance policies, Torrens certificates, or abstracts, and attorney's opinions establishing that the land is free from any impediment, lien, or claim which would impair the uses intended by this Agreement.
- g) Conversions. Regardless of the Agreement expiration date, the RECIPIENT shall not at any time convert any equipment, property, or facility acquired or developed under this Agreement to uses other than those for which assistance was originally approved without prior written approval of ECOLOGY. Such approval may be conditioned upon payment to ECOLOGY of that portion of the proceeds of the sale, lease, or other conversion or encumbrance which monies granted pursuant to this Agreement bear to the total acquisition, purchase, or construction costs of such property.

22. RECORDS, AUDITS, AND INSPECTIONS

RECIPIENT shall maintain complete program and financial records relating to this Agreement, including any engineering documentation and field inspection reports of all construction work accomplished.

All records shall:

- a) Be kept in a manner which provides an audit trail for all expenditures.
- b) Be kept in a common file to facilitate audits and inspections.
- c) Clearly indicate total receipts and expenditures related to this Agreement.
- d) Be open for audit or inspection by ECOLOGY, or by any duly authorized audit representative of the State of Washington, for a period of at least three (3) years after the final grant payment or loan repayment, or any dispute resolution hereunder.

RECIPIENT shall provide clarification and make necessary adjustments if any audits or inspections identify discrepancies in the records.

ECOLOGY reserves the right to audit, or have a designated third party audit, applicable records to ensure that the state has been properly invoiced. Any remedies and penalties allowed by law to recover monies determined owed will be enforced. Repetitive instances of incorrect invoicing or inadequate records may be considered cause for termination.

All work performed under this Agreement and any property and equipment purchased shall be made available to ECOLOGY and to any authorized state, federal or local representative for inspection at any time during the course of this Agreement and for at least three (3) years following grant or loan termination or dispute resolution hereunder.

RECIPIENT shall provide right of access to ECOLOGY, or any other authorized representative, at all reasonable times, in order to monitor and evaluate performance, compliance, and any other conditions under this Agreement.

23. RECOVERY OF FUNDS

The right of the RECIPIENT to retain monies received as reimbursement payments is contingent upon satisfactory performance of this Agreement and completion of the work described in the Scope of Work.

All payments to the RECIPIENT are subject to approval and audit by ECOLOGY, and any unauthorized expenditure(s) or unallowable cost charged to this Agreement shall be refunded to ECOLOGY by the RECIPIENT.

RECIPIENT shall refund to ECOLOGY the full amount of any erroneous payment or overpayment under this Agreement.

RECIPIENT shall refund by check payable to ECOLOGY the amount of any such reduction of payments or repayments within thirty (30) days of a written notice. Interest will accrue at the rate of twelve percent (12%) per year from the time ECOLOGY demands repayment of funds.

Any property acquired under this Agreement, at the option of ECOLOGY, may become ECOLOGY's property and the RECIPIENT's liability to repay monies will be reduced by an amount reflecting the fair value of such property.

24. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, and to this end the provisions of this Agreement are declared to be severable.

25. STATE ENVIRONMENTAL POLICY ACT (SEPA)

RECIPIENT must demonstrate to ECOLOGY's satisfaction that compliance with the requirements of the State Environmental Policy Act (Chapter 43.21C RCW and Chapter 197-11 WAC) have been or will be met. Any reimbursements are subject to this provision.

26. SUSPENSION

When in the best interest of ECOLOGY, ECOLOGY may at any time, and without cause, suspend this Agreement or any portion thereof for a temporary period by written notice from ECOLOGY to the RECIPIENT. RECIPIENT shall resume performance on the next business day following the suspension period unless another day is specified by ECOLOGY.

27. SUSTAINABLE PRACTICES

In order to sustain Washington's natural resources and ecosystems, the RECIPIENT is fully encouraged to implement sustainable practices and to purchase environmentally preferable products under this Agreement.

a) Sustainable practices may include such activities as: use of clean energy, use of double-sided printing, hosting low impact meetings, and setting up recycling and composting programs.

b) Purchasing may include such items as: sustainably produced products and services, EPEAT registered computers and imaging equipment, independently certified green cleaning products, remanufactured toner cartridges, products with reduced packaging, office products that are refillable, rechargeable, and recyclable, 100% post-consumer recycled paper, and toxic free products. For more suggestions visit ECOLOGY's web page, Green Purchasing, <https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Sustainable-purchasing>.

28. TERMINATION

a) For Cause

ECOLOGY may terminate for cause this Agreement with a seven (7) calendar days prior written notification to the RECIPIENT, at the sole discretion of ECOLOGY, for failing to perform an Agreement requirement or for a material breach of any term or condition. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Failure to Commence Work. ECOLOGY reserves the right to terminate this Agreement if RECIPIENT fails to commence work on the project funded within four (4) months after the effective date of this Agreement, or by any date mutually agreed upon in writing for commencement of work, or the time period defined within the Scope of Work.

Non-Performance. The obligation of ECOLOGY to the RECIPIENT is contingent upon satisfactory performance by the RECIPIENT of all of its obligations under this Agreement. In the event the RECIPIENT unjustifiably fails, in the opinion of ECOLOGY, to perform any obligation required of it by this Agreement, ECOLOGY may refuse to pay any further funds, terminate in whole or in part this Agreement, and exercise any other rights under this Agreement.

Despite the above, the RECIPIENT shall not be relieved of any liability to ECOLOGY for damages sustained by ECOLOGY and the State of Washington because of any breach of this Agreement by the RECIPIENT. ECOLOGY may withhold payments for the purpose of setoff until such time as the exact amount of damages due ECOLOGY from the RECIPIENT is determined.

b) For Convenience

ECOLOGY may terminate for convenience this Agreement, in whole or in part, for any reason when it is the best interest of ECOLOGY, with a thirty (30) calendar days prior written notification to the RECIPIENT, except as noted below. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

Non-Allocation of Funds. ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to the completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, or renegotiate the Agreement, subject to new funding limitations or conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification or restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the RECIPIENT through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the RECIPIENT. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the Agreement and any amendments.

If payments have been discontinued by ECOLOGY due to unavailable funds, the RECIPIENT shall not be obligated to repay monies which had been paid to the RECIPIENT prior to such termination.

RECIPIENT's obligation to continue or complete the work described in this Agreement shall be contingent upon availability of funds by the RECIPIENT's governing body.

c) By Mutual Agreement

ECOLOGY and the RECIPIENT may terminate this Agreement, in whole or in part, at any time, by mutual written agreement.

d) In Event of Termination

All finished or unfinished documents, data studies, surveys, drawings, maps, models, photographs, reports or other materials prepared by the RECIPIENT under this Agreement, at the option of ECOLOGY, will become property of ECOLOGY and the RECIPIENT shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials.

Nothing contained herein shall preclude ECOLOGY from demanding repayment of all funds paid to the RECIPIENT in accordance with Recovery of Funds, identified herein.

29. THIRD PARTY BENEFICIARY

RECIPIENT shall ensure that in all subcontracts entered into by the RECIPIENT pursuant to this Agreement, the state of Washington is named as an express third party beneficiary of such subcontracts with full rights as such.

30. WAIVER

Waiver of a default or breach of any provision of this Agreement is not a waiver of any subsequent default or breach, and will not be construed as a modification of the terms of this Agreement unless stated as such in writing by the authorized representative of ECOLOGY.

TO: City Council
 FROM: Brittaney McClanahan, Executive Assistant
 DATE: February 4, 2025
 SUBJECT: Reappointment of Trent Grantham, Alex Chacon and Brodrick Coval to the Tree Board

1) Recommended Action:

Confirm Mayor Sullivan’s reappointment of Trent Grantham, Alex Chacon and Brodrick Coval to the Tree Board

2) Background:

Trent Grantham, Alex Chacon and Brodrick Coval have contributed their time and expertise to the Tree Board and have each volunteered to serve an additional term. Upon Council confirmation, their new 3-year terms will expire March 1, 2028.

3) Policy Support:

Vision | Mission | Beliefs - Our Vision:

Tumwater of the future will be people-oriented and highly livable, with a strong economy, dynamic places, vibrant neighborhoods, a healthy natural environment, diverse and engage residents, and living connection to its history.

We Believe in PEOPLE:

Partnership | We work collaboratively with residents, businesses and community organizations.

4) Alternatives:

- Confirm some of the reappointments
 - Do not confirm the reappointments
-

5) Fiscal Notes:

There is no fiscal impact associated with this report.


6) Attachments:




- A. Applications and supplemental information.


APPLICATION

The City of Tumwater's advisory boards, commissions and committees are listed below with a short paragraph describing the make-up of the group. Please complete the application below and show your group preference, listing your first choice as #1, second choice as #2, etc. Please attach a letter of interest and a resume with this application showing your current qualifications and interests. Thank you!

Name: TRENT GRANTHAM

Address: 

Telephone:  (Home)  (Cell)
 (Work)

Date: 02/22/10 Email: 

BOARD, COMMITTEE OR COMMISSION

PREFERENCE NUMBER:

Barnes Lake Management District Steering Committee
Nine members; Mayoral appointment; two-year terms; active

Board of Parks Commissioners:
Seven members; Mayoral appointment with Council confirmation; three-year terms; active

1

Building Board of Appeals / Building Code Advisory Committee:
Seven members; Mayoral appointment; two-year terms

Civil Service Commission:
Three members; Mayoral appointment; six-year terms; active

Crime Stoppers:

Two citizen representatives; Mayoral appointment with Council confirmation; three-year terms; active

Historic Preservation Commission:

Seven members; Mayoral appointment with Council confirmation; three-year terms; active

_____ 4 _____

Human Services Review Council:

One citizen member; Mayoral appointment with Council confirmation; three-year terms; active

Library Advisory Board:

Five members; Mayoral appointment with Council confirmation; five-year terms; active

Planning Commission:

Nine members; Mayoral appointment with Council confirmation; six-year terms; active

_____ 2 _____

Thurston Community Television:

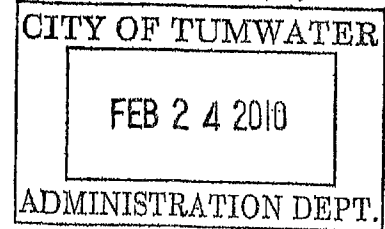
One citizen representative; Mayoral appointment; three-year terms; active

Tree Board:

Five to seven members; Mayoral appointment with Council confirmation; three-year terms; active

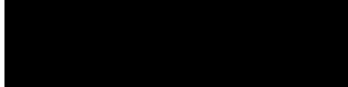
_____ 3 _____

Also submitted 12/23/07



February 22, 2010

Trent Grantham



Office of the Mayor
City of Tumwater
555 Israel Road SW
Tumwater, WA 98501

Dear Mayor Pete Kmet,

As a current resident of Tumwater, I am looking for opportunities to be more actively involved in my community. Although I recently moved to Tumwater in April of 2008, The Company I work for has been responsible for quite a few development, road and park projects in and around Tumwater. Working on projects within the city of Tumwater has made me aware and familiar with the city and county development codes. Living in Tumwater has provided me an insight to the challenges and resources available for our growing community. As a landscape architect I feel my expertise would benefit as a member of a number of boards including Parks Commissioners, Tree Board, Planning Commission, Historic Preservation Committee or the Building Board of Appeals/ Building Code advisory Committee. I would be pleased to receive your appointment to any vacant position available.

I really enjoy living in this growing community and would love the opportunity to be more involved. Feel free to contact me if you have any questions, enclosed is resume of experience and business card. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Trent Grantham".

Trent Grantham, ASLA

TRENT L. GRANTHAM

STATEMENT

Looking for an opportunity to become a member of a committee or board that allows me to be more engaged and active in my community.

EXPERIENCE

Jeffrey B. Glander & Associates, PLLC.

Landscape Architecture and Site Planning

Olympia, WA

October 2007- Present and June 2000 – October 2006

Title: Associate Landscape Architect

Duties include preparation of schematic design, design development, and construction documents, specifications and cost estimates for landscape and irrigation designs for residential, commercial, sportfield, parks and school projects per local and state guidelines.

J.T. Atkins & Associates

Landscape Architecture and Site Planning

Bend, OR

October 2007- October 2006

Title: Senior Associate

Duties include preparation of schematic design, design development, and construction documents, specifications and cost estimates for landscape and irrigation designs for residential, commercial, sportfield, parks and school projects per local and state guidelines.

Malone's Landscape & Nursery

Kent, WA

January 2000 - June 2000

Title: Designer

Duties include meeting with clients, measuring sites for design, designing residential and commercial projects, material takeoffs, estimating, job scheduling, writing proposals, contracts, project management, and billing.

Soundview Landscape & Sprinkler, Co.

Tacoma, WA

April 1998 - January 2000 & December 1995 to March 1997

Title: Designer & Estimator

Duties include meeting with clients, measuring sites for design, designing residential and commercial projects, material takeoffs, estimating, job scheduling, writing proposals, contracts, project management, and billing.

Sousa's Landscape Management Co. Ltd.

Bermuda (Independent British Territory)

March 1997 to March 1998

Title: Landscape Contracting Foreman

Duties included installation of trees, shrubs and groundcover, annuals and perennials, installation of pavers, meeting with clients, measuring sites for design,

Application

Complete the application, attach a letter of interest, a resume, or any other documents showing your current qualifications and interests.

Name: Alex Chacon

Address: [Redacted]

Telephone: (Home) [Redacted] (Mobile) [Redacted]

(Work) [Redacted]

Date: 8/2/2024 Email: [Redacted]

Review the Advisory Board, Commission, and Committee descriptions and rank your preferred assignments with #1 indicating first choice, #2 second choice, etc.

Board, Committee, or Commission	Preference Number
<u>Barnes Lake Management District Steering Committee</u> Eleven members; Mayoral appointment; two-year terms; active	<u>N/A</u>
<u>Board of Parks and Recreation Commissioners</u> Seven members; Mayoral appointment with Council confirmation; three-year terms; active	<u>N/A</u>
<u>Civil Service Commission</u> Three members; Mayoral appointment; six-year terms; active	<u>N/A</u>
<u>Historic Preservation Commission</u> Seven members; Mayoral appointment with Council confirmation; three-year terms; active	<u>N/A</u>
<u>Lodging Tax Advisory Committee</u> Five to seven members; Mayoral appointment with Council confirmation; annual term; active	<u>N/A</u>
<u>Planning Commission</u> Nine members; Mayoral appointment with Council confirmation; four-year terms; active	<u>N/A</u>
<u>Tree Board</u> Five to seven members; Mayoral appointment with Council confirmation; three-year terms; active	<u>1</u>

Alexander I. Chacon

❖ Tumwater, WA

WORK EXPERIENCE

Thurston Conservation District

Mar. 2024 – Present

Stewardship Forester

Tumwater, WA

- Acts as the technical forestry lead for the District, coordinating and providing technical assistance on forest management to non-industrial private forest landowners in Thurston County
 - Write Forest Management Plans (FMPs) that meet Washington State Integrated Forest Management Plan & USDA NRCS CAP106 guidelines
 - Provide on-site forest management advice to support individual landowner objectives, including recommendations on forest health, wildlife habitat, water/stream quality, and wildfire risk
- Coordinates with regional partners on forestry projects

Mason Conservation District

Dec. 2022 – Feb. 2024

Stewardship Forester

Shelton, WA

- Worked with forest landowners throughout the South Puget Sound region in development of FMPs, enrollment into cost-share programs, and on-site technical assistance

Inland Empire Resource Conservation District (IERCD)

Dec. 2020 – Dec. 2022

Forest Health Specialist

Redlands, CA

- Supported planning, organization, and implementation of various projects related to forest health and wildfire mitigation including but not limited to:
 - Surveys and mitigation efforts for the invasive tree pest Goldspotted Oak Borer (*Agrilus auroguttatus*) on private and federal lands, including coordinating tree removal contracts, working collaboratively with local, state, & federal partners, and public education and outreach
 - Common Stand Exams (CSE) forest inventorying in partnership with the United States Forest Service consisting of fixed radius plots, fuels data collection, and vegetation composition data collection in dry mixed-conifer forest of Southern California
 - Post-wildfire disaster recovery assistance in partnership with NRCS, providing technical assistance, conservation planning, natural resource assessments, and forest management planning assistance for private landowners affected by fire in wildland-urban interface areas
 - Creation of an urban tree inventory, Level 2 Basic tree risk assessments, and site planning for a recreational nature center managed by IERCD
- Provided ArcGIS support for development of a Regional Priority Plan used to coordinate forest health and wildfire mitigation projects between various agencies and partners in Southern California
- Developed and participated in outreach events such as community meetings, tabling, and volunteer tree planting

CN Utility Consulting

Feb. 2016 – Apr. 2017 | Mar. 2020 – Dec. 2020

Consulting Utility Forester

Rancho Cucamonga, CA

- Inspected and assessed hazardous trees and brush near overhead power lines in both urban and wildland-urban interface areas
- Prescribed tree trimming work and reported to utility client with electronic devices
- Conducted field inspections of vegetation near power lines for fire and electrical hazard compliance
- Provided customer notification and conflict resolution to property owners of vegetation management activities
- Inventoried and mapped an electronic database of trees utilizing ArcGIS software

ACRT

Oct. 2017 – Jan. 2020

Consulting Utility Forester

Denver, CO

- Performed quality assurance and safety audits of contracted tree crews in urban and WUI areas across Colorado

- Ensured contractor compliance to project guidelines, ANSI Z133 safety standards, and ISA Best Management Practices for utility pruning of trees
- Educated and informed customers of utility client's vegetation management program
- Used geospatial and work management software WorkStudio in the field with electronic data recording devices

Utah State University

June 2015 – Sept. 2015

Field Technician

Cedar Breaks National Monument, UT

- Established a 34-acre permanent monitoring forest dynamics plot in subalpine forest of Cedar Breaks, UT
 - Tagged, measured, mapped, and identified 17 species of tree and shrub totalling over 27,000 stems

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

- **ISA Tree Risk Assessment Qualification (TRAQ)** Exp: Aug. 2024
- **ISA Certified Arborist & Utility Specialist** Exp: June 2026
 - WE-11840AU
- **PNW-ISA 2023 Annual Training Conference** Sept. 2023
 - Developed skills in pruning prescriptions, tree identification, & tree inspection in the Pacific Northwest

PUBLICATIONS & RESEARCH EXPERIENCE

[A.I. Chacon, A. Baer, J. Wheeler, J. Pittermann. 2020. Two coastal Pacific evergreens, *Arbutus menziesii*, Pursh, and *Quercus agrifolia*, Née show little water stress during California's exceptional drought. *PLOS ONE*.](#)

EDUCATION

University of California, Santa Cruz

June 2015

B.S., Plant Sciences

Santa Cruz, CA

VOLUNTEERING EXPERIENCE

Denver Botanic Gardens

Apr. 2018 – Feb. 2020

- Assisted in the tissue culture of plants under sterile conditions, including micropropagation, media preparation, and cleaning of laboratory glassware, for production of plant stock
- Propagated plants through stem cuttings, tray fillings, and transplantings in greenhouse setting

SKILLS

Professional Skills

- Team management and leadership: supervision and training of field technicians, interns, and volunteers
- Development and implementation of forest health and wildfire mitigation projects
- Forest management layout, design,

Technical Skills

- Forest stand analysis (Intensive Common Stand Exams, ForestGEO long-term dynamics plots, height measurements via laser and estimation, diameter measurements, canopy cover and vegetation composition)
- Forest fuels surveys (Browns transects)
- Forest pathology (insect and other pathogen identification, recognition of stress symptoms and causes)
- Best Management Practices in urban arboriculture (tree pruning, installation, general care, and risk assessment)
- Species identification through taxonomic keys
- Plant rearing and tending in both greenhouse and laboratory setting

Software Proficiencies

- ArcGIS Pro, ArcMap, Survey123, Collector, Field Maps, Microsoft Office

From: [Alex Chacon](#)
To: [Brittaney McClanahan](#); [Alyssa Jones Wood](#)
Subject: Chacon, Alex Tree Board Application
Date: Friday, August 2, 2024 3:59:29 PM
Attachments: [Chacon, Alex Resume2Aug2024.pdf](#)
[Chacon, Alex Tree Advisory Board Application 2Aug2024.pdf](#)

To Alyssa Wood & Brittaney McClanahan,

Please see my application for the City of Tumwater's Tree Board attached above, along with my resume with my credentials. I am a newer resident of the City of Tumwater as of February of this year, but had been living in Olympia for the year prior, having moved to WA from southern California in late 2022.

I have a professional background in arboriculture with my ISA Arborist certification and 4 years of experience in utility vegetation management alongside 3 years of experience in forestry, and currently serve non-industrial private forest landowners of Thurston County as Thurston Conservation District's Stewardship Forester. I look forward to the opportunity to use my professional experience to help advise the Tumwater City Council in the direction of our urban forests.

Please let me know if there's anything else I can provide or if you have any further questions, and I look forward to this opportunity!

Thank you for your time and the consideration,

Best,

-Alex Chacon

APPLICATION

The City of Tumwater's advisory boards, commissions and committees are listed below with a short paragraph describing the make-up of the group. Please complete the application below and show your group preference, listing your first choice as #1, second choice as #2, etc. Please attach a letter of interest and a resume with this application showing your current qualifications and interests.

Name: Brodrick Coval

Address: [REDACTED]
Tuwater, WA 98512

Telephone: [REDACTED] (Home) _____ (Cell)
_____ (Work)

Date: 03/02/2023 Email: [REDACTED]



BOARD, COMMITTEE OR COMMISSION

PREFERENCE NUMBER:

Barnes Lake Management District Steering Committee
Eleven members; Mayoral appointment; two-year terms; active

Board of Parks and Recreation Commissioners:
Seven members; Mayoral appointment with Council confirmation; three-year terms; active

2

Civil Service Commission:
Three members; Mayoral appointment; six-year terms; active

Crime Stoppers:

One citizen representative; Mayoral appointment with Council confirmation; three-year terms; active

Historic Preservation Commission:

Seven members; Mayoral appointment with Council confirmation; three-year terms; active

Planning Commission:

Nine members; Mayoral appointment with Council confirmation; four-year terms; active

Thurston Community Television:

One citizen representative; Mayoral appointment; three-year terms; active

Tree Board:

Five to seven members; Mayoral appointment with Council confirmation; three-year terms; active

_____ 1 _____

Brodrick Coval


Dear fellow civil servants,

I am interested in participating in the Tumwater Tree Board and am eager to speak with you regarding the strengths of my candidacy as a new member of the Board. I have a passion for civil service, strong and transparent democratic processes, and a lifelong affinity for forestry and all things arboriculture. I have long sought an opportunity in local government but am adamant that my work in such a role needs to bring value to my community first and foremost—a seat on the Tumwater Tree Board is a perfect opportunity in this vein.

I received a bachelor of science in Environmental Studies and Agriscience from Michigan State University, with a concentration in Science and Policy. Committed to higher education, I then earned a Master of Forestry from Michigan Technological University. I received high honors from both institutions and was heavily involved in extracurricular activities.

My entire professional career has been focused on trees and public land management. I worked as a stewardship crew member on a county parks and recreation commission, and as a timber marker for the USDA Forest Service before life brought me to Tumwater. Here, I have worked for the WA Department of Natural Resources for six years, working in several capacities, from Field Forester to Legislative Coordinator, and most recently, Statewide Recreation Policy Manager. From these opportunities, not only have I deepened my understanding of trees and forests, but I have come to appreciate the public process when working with legacy projects.

Additionally, in 2020 I started a small business, [South Sound Wood](#). My company works with area arborists and community members to deliver a full suite of locally sourced salvaged wood products and services. We specialize in the “tree-to-table” model, beginning with salvaging local urban trees that would otherwise be turned into woodchips or burned as firewood, and giving them a second life as custom furniture pieces or dimensional lumber for building. This venture has deepened my roots in the community, built lifelong relationships, and furthered my understanding of the value of proper urban tree management. From the ecosystem services trees provide, to the environmental justice disparity issues we are grappling with as a society, the role of urban forests is the center of my professional life.

I see the Tumwater Tree Board as an excellent opportunity to serve my community and assist government decision-makers in developing and implementing sustainable policies that improve the lives of all their constituents. I hope to add value to this team of subject matter experts in whatever way I can.

I am excited about this opportunity and look forward to learning more about the role of the Tumwater Tree Board and the important work that this team accomplishes.

Best,
Brody Coval

Brodrick Coval

Tumwater, WA 98512

Work Experience

South Sound Wood—Tumwater, WA

8/20 – Present

Owner/President

- Initiate, develop, and implement company business strategies aimed to provide locally-sourced wood products from salvaged materials
- Run operations for multiple small-scale sawmills to salvage local urban wood and manufacture and sell dimensional and live-edge wood products
- Head furniture maker, specializing in the “tree-to-table” model
- Head of client relations and procurements (including arborist outreach)
- Member of Olympia Woodworkers Guild

Washington Department of Natural Resources—Olympia, WA

9/16 – Present

EP-3 Statewide Recreation Policy Manager (Recreation and Conservation Division 7/22 – Present)

- Review, update, and create policies for statewide recreation on DNR-managed uplands (~3 million acres)
- Manage statewide recreation contracts with non-profit cooperators
- Represent DNR on the Recreate Responsibly Coalition and associated workgroups
- Provide service for DNR recreation managers statewide
- Project team member and contract manager for DNR’s inaugural Statewide Recreation Plan (currently in progress)
- Analyze bills in the Washington State Legislature that impact DNR Recreation and lobby/respond accordingly

NRS-2 Timber Sales Forester (SPS Region 6/18 – 7/22)

- Lead forester for 11 timber sales; pre-harvest review, sale layout (VRH and Riparian Restoration), sale packet completion
- Support forester for several timber sales; pre-harvest review, sale layout and map-building
- Compliance forester for several timber sales; road building/maintenance and harvest
- Primary mentor and trainer for new foresters and forester on developmental assignment
- Point of contact for Unit representation at recreation user group meetings as well as directly with FOCF
- Unit lead for roadside spray vegetation management program
- Active member of the statewide Timber Sales Process Optimization team
- Active in Wildfire Program—qualified Receiving and Distributions Manager and Firefighter Type 1
 - Supervise Supply Unit and hand crew squad on wildfire incidents

Legislative Coordinator (Developmental Role in Legislative and External Affairs 1/20 – 6/21)

- Coordinated the Department’s analysis, response, and messaging for pertinent legislation
 - Passed a historic number of impactful agency-request bills as part of the Legislative Team
 - Develop and lead training efforts for Division Bill Coordinators and Subject Matter Experts
 - Participated in strategy meetings with DNR’s Executive Management Team
 - Led meetings with agency Bill Coordinators and Region Managers
 - Write weekly agency-wide updates on the status of legislative affairs
 - Staff and provide talking points for the Commissioner of Public Lands in legislator meetings
 - Collaborated with subject matter experts in public hearings in response to proposed legislation

NRS-2 (In-training) Silviculture Forester (PC Region 9/16 – 6/18)

- Contract administration—actively complied multiple contracts as both lead administrator and assistant forester for site prep (aerial and ground-based), reforestation (contracts and camps), vegetation management (mechanical and chemical release), and young-stand thinning (PCT) contracts while dealing with neighbor concerns and related social licensure parameters
- Stand assessment – conduct young stand surveys, recommend prescription/treatment, collect/record data.
- Design, build, and implement efficient record-keeping and planning-type spreadsheets for IMF district staff
- Acting timber sales forester
 - Lead forester for one timber sale pre-harvest review, sale layout, and packet completion
 - Support forester for one timber sale layout and map-building

Bartlett Tree Experts—Grand Rapids, MI 4/15 – 8/15

- Plant Health Care Specialist – client consultation and plant diagnoses/prescription, pesticide applications, prescription fertilizer applications, soil sampling, root collar excavations, and record-keeping
- Tree and Shrub Work – tree climbing and ground-man operation for pruning and removals, aerial lift and crane training and usage, installation and maintenance of tree cables
- Scholarship – selected from a national pool of applicants to receive the Bartlett At-Large Scholarship award
- Achieved Tree Care Industry Association membership

USDA Forest Service—Watersmeet, MI 6/14 – 12/14

Forestry Technician—Timber Sales Prep

- Timber cruising and marking in mixed northern hardwoods, and softwood plantations
- Successful completion of Qualified Timber Cruiser written examination.
- Reconnaissance and layout of timber sale units, GIS and GPS work
- Inspection of contractor timber cruising and marking
- JW Toumey Nursery; Field Technician—Watersmeet, MI

Ottawa County Parks and Recreation—Grand Haven, MI 5/12 – 1/13

Stewardship Technician

- New trail design and construction
- Trail maintenance on existing trails and associated infrastructure
- Coordinate and work with volunteer community members
- Manage and map invasive species problem areas
- Forest ecosystem restoration
- Erosion control and shoreline restoration

Academic Work Experience**Michigan Technological University—School of Forest Resources and Environmental Science** 8/15 – 8/16

Teaching assistant (FW3377)

- Instruction and curriculum input for Forest and Environmental Resource Management: supervise 18 students in field forestry practices, such as timber cruising and marking, road layout, property line delineation, riparian management zones, etc.

Teaching assistant (FW2051)

- Instruction in Forestry Field Techniques: supervise 22 students on practical skills field skills and tool usage
- Guest lecture on timber merchantability standards
- Set-up and proctoring of field labs and tests

School Forester's Aide—Earn and Learn Assistantship

- Assist in the management of over 6,000 forested acres on school property

Michigan State University Department of Forestry 8/12 – 12/12

Teaching Assistant (FOR 202)

- Instruction, examination, and assessment for 31 students in Introduction to Forestry

Education**Michigan Technological University** 8/15 - 8/16

- Master of Forestry (accredited by Society of American Foresters)
- Overall GPA: 4.0
- Awarded Outstanding Graduate Student Service honor

Michigan State University 9/10 - 12/13

- B.S. in Environmental Studies and Agriscience, in Science and Policy concentration
- Overall GPA: 3.83
- Dean's List with Honors 2010-2013

Skills and Certifications

- FFT1 and RCDM qualifications for wildland fire fighting (2017-present)
- WSDA Pesticide License Holder (2017-present)
- WA DNR Forklift Operator License (2016)

- First Aide Certified (2016-present)
- USDA Forest Service ATV Safety certification (2014)

Academic and Community Involvement

- Friends of Capitol Forest (FOCF) – trail volunteer
- Xi Sigma Pi Forestry Honors Fraternity member—Michigan Technological University chapter
- Awarded Mont Ripley Snow Sports Instructor of the Year award for youth and collegiate ski programs
- Virgin Islands Environmental Resource Station (USVI National Park)—parks/operations volunteer
- Michigan Technological University Integrated Field Practicum—264+ hours field forestry
- Michigan Technological University Forest Stewards Guild – Adopt-a-trail volunteer
- SAF student chapter—Michigan Technological University Forestry Club
- Michigan State University Leaders in Environmental and Agricultural Fields Club
- Michigan State University Alpine Ski and Snowboard Team Captain, Treasurer, Fundraising Coordinator

Professional References

Amanda Jahshan
Owner Paragon Strategic Partners
Paragonstrategicpartners.com
(360) 522-5048

Cassie Bordelon
Senior Government Affairs Representative
Cassie.bordelon@pse.com
(315) 430-8539

Andrea Martin
Statewide Recreation Manager WA Dept. of Natural Resources
Andrea.Martin@dnr.wa.gov
(360) 947-1574

Andy Ritter
Owner Arbor Experts
(812) 276-9033

Hanna Miles

From: Debbie Sullivan
Sent: Thursday, March 9, 2023 4:22 PM
To: Hanna Miles
Subject: Tree Board Applicants

Hanna,

We interviewed both Hannah Ohman and Brodrick Coval and both were selected to serve on the Tree Board. You can start the process for their appointment.

Thank you,

Debbie Sullivan, Mayor

City of Tumwater
555 Israel Road
Tumwater, WA. 98501

(360)754-4120

www.ci.tumwater.wa.us