

CITY COUNCIL AGENDA

July 8, 2026

6:00 PM

Sedro-Woolley Municipal Building

Council Chambers

325 Metcalf Street

- a. Call to Order**
- b. Pledge of Allegiance**
- c. Roll Call**
- d. Approval of Agenda**
- e. Consent Agenda**

Note: Items on the Consent Agenda are considered routine in nature and may be adopted by the Council by a single motion, unless any Councilmember wishes an item to be removed. The Council on the Regular Agenda will consider any item so removed after the Consent Agenda.

- 1. Minutes - Regular City Council Meeting - June 10, 2026
- 2. Check Register - Regular
- 3. ERR Purchase - Front Mount Mower
- 4. Resolution 1184-26 - Master Fee Schedule Update - 2nd Read
- 5. Resolution 1189-26 - Adoption of the Skagit County Hazard Mitigation Plan and Annex 8 - 2nd Read

- f. Introduction of Special Guests and Presentation**

- 1. Sedro-Woolley Housing Authority

- g. City Administrator Report**

- h. Councilmember and Mayor's Report**

- i. Proclamation(s)**

- j. Public Comments**

Please keep comments to three minutes or less. Because State law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at finance@sedro-woolley.gov Attn: 'Public Comment' until 4:30pm the day before the meeting.

- k. Public Hearing(s)**

- l. Unfinished Business**

- m. New Business**

- 1. Grant Agreement - Washington State Military Department - Flood Recovery
- 2. Ordinance 2124-26 - Intent to Annex and Join the Central Skagit Library District - 1st

Read

3. Resolution 1191-26 - Ballot Proposition for Library District Annexation - 1st Read
4. Purchase Agreement- Braun Northwest - Ambulance Replacement

n. Information Only Items

1. TIB Application Certification Form - 2027 Metcalf Sidewalk Improvements
2. TIB Application Certification Form - 2027 Township Street
3. Public Works Director Signing Authority Record for 2025
4. Public Works Director Signing Authority Record for 2026

o. Good of the Order

p. Executive Session

q. Adjournment

Next Meeting - Regular - City Council - July 22, 2026

The City of Sedro-Woolley complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, national origin, limited English proficiency, age, disability, or sex. The City of Sedro-Woolley doesn't exclude people or treat them differently because of race, color, national origin, limited English proficiency, age, disability, or sex.

The City of Sedro-Woolley also complies with applicable state laws and doesn't discriminate on the basis of creed, gender, gender expression or identity, sexual orientation, marital status, religion, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.

Join Zoom Meeting:

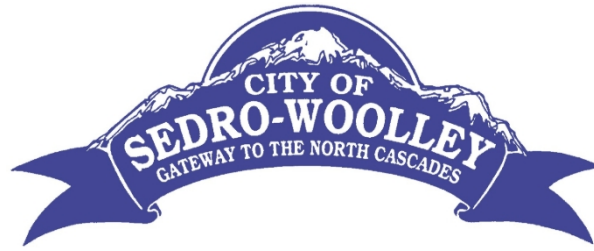
<https://zoom.us/j/91786850179?pwd=Vys0Y29XalZmQTRmemJBM2txVDIUQT09>

or dial by location at:

- +1 253 215 8782 US (Tacoma)
- +1 669 900 6833 US (San Jose)
- +1 346 248 7799 US (Houston)
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 312 626 6799 US (Chicago)

Meeting ID: 917 8685 0179

Passcode: 091845



City Council Agenda Item

Agenda Item No.: e.1.

Date: July 8, 2026

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Minutes - Regular City Council Meeting - June 10, 2026

RECOMMENDED ACTION:

Motion to approve the City Council meeting minutes for the regular meeting held on June 10, 2026.

BACKGROUND/SUMMARY INFORMATION:

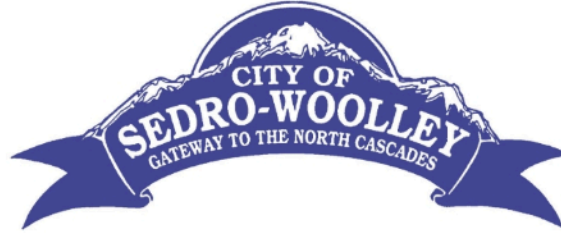
Minutes recorded from the Regular City Council Meeting held on June 10, 2026.

FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. 2026.06.10 City Council Meeting Minutes



Regular Meeting of the City Council
June 10, 2026 - 6:00 PM Hybrid Meeting

a. Call to Order

Mayor JoEllen Kesti called the meeting to order at 6:00 P.M.

b. Pledge of Allegiance

c. Roll Call

Present: Mayor JoEllen Kesti, Councilmembers Paul Cocks, Kevin Loy, Nora Pederson, Allan Henderson, Karl de Jong, James Cox and Nick Lavacca.

d. Approval of Agenda

Motion made by Councilmember Lavacca and seconded by Councilmember Henderson to approve the agenda. Motion carried (7-0).

e. Consent Agenda

Note: Items on the Consent Agenda are considered routine in nature and may be adopted by the Council by a single motion, unless any Councilmember wishes an item to be removed. The Council on the Regular Agenda will consider any item so removed after the Consent Agenda.

Motion made by Councilmember Henderson and seconded by Councilmember Lavacca to approve the consent agenda with minor edits to item 1. Motion carried (7-0).

1. Minutes - Regular City Council Meeting - May 27, 2026
2. Check Register - Regular
3. Professional Services Agreement Amendment No. 3 - WWTP Upgrade – Phase I Design - Revision

f. Introduction of Special Guests and Presentation

g. City Administrator Report

City Administrator Charlie Bush had nothing to report.

h. Councilmember and Mayor's Report

Councilmember Pederson attended the Joint City of Sedro-Woolley, City Council and Port of Skagit County Commissioners Meeting and wanted to thank Mayor Kesti and Councilmember Cocks for their hard work on the Hub building. She also shared that she

walked down to the Blast from the Past and wanted to thank all our partners for making that happen and said it's a fun event and a great way to start the summer.

Councilmember Pederson met with the Building and Planning Department and said they would be doing some code updates. She was able to get some questions answered by our very knowledgeable staff about zoning.

Councilmember Pederson shared that she will be attending the SWAMP fundraiser concert at the YMCA on Thursday, June 11, 2026, and encouraged others to attend.

Councilmember de Jong shared HWY 20 will be reopening June 19, 2026, for the Gateway to the North Cascades. He attended the Joint City of Sedro-Woolley, City Council and Port of Skagit County Commissioners Meeting and said it was useful seeing the HUB building in person.

Councilmember de Jong attended the Blast from the Past and City Works Day and the Chamber Luncheon.

Councilmember de Jong is looking forward to participating fully at the next Skagit Transit Board Meeting. He thanked the residents for sending constructive feedback, as it is helpful.

Councilmember Cox shared he really enjoyed going up to the Swift Center to see the Innovation Center and attending the Joint City of Sedro-Woolley, City Council and Port of Skagit County Commissioners Meeting and said he also attended the Blast from the Past as a business owner and went to the car show.

Councilmember Lavacca spoke about attending a portion of the Joint City of Sedro-Woolley, City Council and Port of Skagit County Commissioners Meeting and was thankful they were able to communicate well with council about their future plans for the Innovation Center.

Councilmember Lavacca said the Blast from the Past was a lot of fun and thanked all the volunteers. And mentioned he supports community-led groups such as Blast from the Past and Loggerodeo. He wants to discuss the proposed name change and squash the rumor mill.

Councilmember Henderson shared that he went downtown for the Blast from the Past this weekend and said it was a great time and very thankful the weather cleared up for the car show on Sunday.

Councilmember Henderson attended the Joint City of Sedro-Woolley, City Council and Port of Skagit County Commissioners Meeting and said they shared a lot of good information, he said the building was beautiful, and it was cool to see the long-term plan of the newly renovated building for new businesses.

Councilmember Loy shared that they had their next-to-last meeting on the upcoming skateboard challenge that was renamed the Log Jam. Everything was rolling on pretty well. Karl de Jong made a poster for the event this year, and he likes to see the growth every year.

Councilmember Cocke thanked the many volunteers and city staff that helped with Blast from the Past, including braving torrential rainfall. He and Mayor Kesti along with other Council members, attended the Joint City of Sedro-Woolley, City Council and Port of Skagit County Commissioners Meeting and met with the Skagit County Commissioners who those who represented the Upper Skagit Tribe and the Innovation Center at the Swift Center.

Councilmember Cocke is on the committee trying to restore the HUB building and said the work they are doing is fantastic. He said a big shout-out to those efforts because the building is beautiful and encourages others to go check it out.

Mayor JoEllen Kest had nothing to report.

i. Proclamation(s)

j. Public Comments

Please keep comments to three minutes or less. Because State law prohibits the use of city facilities for the purpose of supporting or opposing a campaign or ballot proposition, we respectfully request that public comment not make reference to such matters.

Written comments will be accepted by letter or via email at finance@sedro-woolley.gov Attn: 'Public Comment' until 4:30pm the day before the meeting.

A public comment period was held.

Brent Schiefelbein, Andrew Shamp, Eric Johnson and Brad Worley made public comments.

k. Public Hearing(s)

l. Unfinished Business

1. City Strategic Plan (City Council Goals)

City Administrator Charlie Bush reviewed the City Strategic Plan Draft with the City Council and was seeking feedback for completion.

Motion made by Councilmember Lavacca and seconded by Councilmember Henderson to approve the City's Strategic Plan Draft with some edits to goal 1, strategy 4.2 for "future consideration", goal 3 add "continue. Motion carried (5-2). Councilmember Pederson and Cocke opposed.

m. New Business

1. Ordinance 2119-26 - Amending Chapters. 10.92 and 10.96 Regarding E-Bikes - Action Requested

City Attorney Dan Curtis and Police Chief Dan McIlraith shared information about Ordinance 2219-26 amending chapter 10.92 "toy vehicles" and chapter 10.96 "on or off the road vehicles" of the Sedro-Woolley Municipal Code.

Motion made by Councilmember de Jong and seconded by Councilmember Pederson to approve Ordinance 2119-26 amending chapter 10.92 "toy vehicles" and chapter 10.96 "on or off-road vehicles" of the Sedro-Woolley Municipal Code. Motion carried (7-0).

2. Policy Direction Regarding Senior Center Operations

City Administrator Charlie Bush shared information about the policy direction regarding Senior Center Operations.

Motion made by Councilmember Henderson and seconded by Councilmember de Jong to provide Senior Center Services directly and amend the interlocal agreement with the County to acquire the remaining funds slated for 2026. In addition, tasking staff to add to the salary schedule for a Senior Center Services Coordinator position and incorporate a budget amendment for the remainder of 2026. Motion carried (7-0).

3. Ordinance 2121-26 - Repealing Chapter 2.50 "Parking Commission" of the Municipal Code - 1st Read

City Attorney Dan Curtis shared information about Ordinance 2121-26, repealing Chapter 2.50 "Parking Commission" of the Municipal Code.

Motion made by Councilmember de Jong and seconded by Councilmember Lavacca to approve Ordinance 2121-26, repealing Chapter 2.50 "Parking Commission" of the Municipal Code. Motion carried (7-0).

4. Ordinance 2120-26 - Repealing Chapter 2.50 Park and Recreation Advisory Board - 1st Read

City Attorney Dan Curtis shared information about Ordinance 2120-26, repealing Chapter 2.50 Park and Recreation Advisory Board.

Motion made by Councilmember Lavacca and seconded by Councilmember Henderson to approve Ordinance 2120-26, repealing Chapter 2.50 Park and Recreation Advisory Board. Motion carried (5-2). Councilmembers Cocke and Pederson opposed.

5. Adoption of 2027-2032 Six-Year Transportation Improvement Program – 1st Read

Public Works Director Bill Bullock shared information about the adoption of the 2027-2032 six-year transportation improvement program.

No action was taken.

n. Information Only Items

o. Good of the Order

p. Executive Session

1. Discussion with Legal Counsel About Current or Potential Litigation (RCW 42.30.110(1)(i))

At 8:31pm, Mayor Kesti announced the City Council, City Attorney Dan Curtis, and City Administrator Charlie Bush, would be in executive session to discuss with legal counsel about current or potential litigation (RCW 42.30.110(1)(i)) for 15 minutes to return at 8:46.

The executive session was extended by 5 minutes to return at 8:51pm.

No action was taken.

q. Adjournment

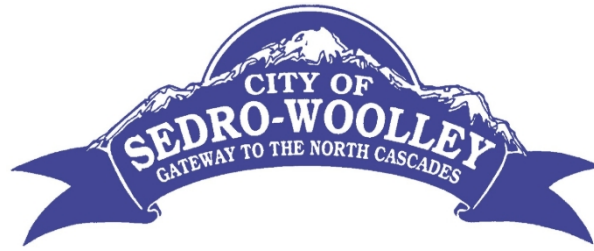
Motion made by Councilmember Pederson and seconded by Councilmember Cox to adjourn the meeting at 8:52pm. Motion carried (7-0).

ATTEST:

APPROVED:

Kelly Kohnken, City Clerk

JoEllen Kesti, Mayor



City Council Agenda Item

Agenda Item No.: e.2.

Date: July 8, 2026

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Check Register - Regular

RECOMMENDED ACTION:

Motion to approve check register, EFTs, and payroll as described.

BACKGROUND/SUMMARY INFORMATION:

Claims checks #207070 through #207176, plus EFTs. Additional surcharges not included on the check register. Payroll ACHs including associated benefit checks #61638 through #61648.

FISCAL IMPACT, IF APPROPRIATE:

Claims checks, plus EFTs, totaling \$352,700.17

Payroll totaling \$308,114.95

ATTACHMENTS:

1. 2026.07.08 Check Register

CHECK REGISTER

City Of Sedro-Woolley

Time: 14:07:19 Date: 07/08/2026

07/08/2026 To: 07/08/2026

Page: 1

Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6847	07/08/2026	Claims	2	EFT	Comcast Holdings Corp	674.73	
					001 - 518 80 42 021 - Internet Services	674.73	
6848	07/08/2026	Claims	2	EFT	United Parcel Service, Inc.	59.32	
					001 - 522 20 42 010 - Postage	59.32	
6849	07/08/2026	Claims	2	EFT	Cellco Partnership dba Verizon Wireless	560.40	
					001 - 521 20 42 020 - Telephone	440.37	
					001 - 522 20 42 020 - Telephone	40.01	
					101 - 576 80 42 020 - Telephone	40.01	
					001 - 595 10 42 025 - Cell Phones	40.01	
6850	07/08/2026	Claims	2	EFT	Cellco Partnership dba Verizon Wireless	4,530.22	
					001 - 513 10 42 020 - Telephone	242.49	
					001 - 514 23 42 020 - Telephone	138.24	
					001 - 518 80 42 020 - Telephone	138.24	
					001 - 521 20 42 020 - Telephone	1,906.59	
					001 - 524 20 42 020 - Telephone	99.01	
					401 - 535 80 42 030 - Cell Phones	479.48	
					102 - 536 20 42 020 - Telephone	139.02	
					412 - 537 80 42 025 - Cell Phones	412.85	
					103 - 542 30 42 020 - Telephone	219.44	
					001 - 558 60 42 020 - Telephone	99.01	
					101 - 576 80 42 020 - Telephone	439.15	
					001 - 595 10 42 025 - Cell Phones	216.70	
6851	07/08/2026	Claims	2	207070	Amazon Capital Svcs, Inc	1,810.17	
					001 - 512 50 31 000 - Supplies	86.83	
					001 - 514 23 31 000 - Supplies	9.55	
					001 - 521 20 31 002 - Office/Operating Supplies	180.71	
					001 - 521 20 31 002 - Office/Operating Supplies	76.02	
					001 - 521 20 31 002 - Office/Operating Supplies	86.90	
					001 - 521 20 31 002 - Office/Operating Supplies	78.43	
					001 - 521 20 31 002 - Office/Operating Supplies	112.86	
					001 - 521 20 31 002 - Office/Operating Supplies	73.90	
					001 - 522 20 48 000 - Repairs/Maint-Equip	74.61	
					001 - 522 21 31 010 - Office Supplies	332.62	
					401 - 535 50 48 050 - Maint Of General Equip	41.30	
					101 - 576 80 48 004 - Community Center	656.44	
6852	07/08/2026	Claims	2	207071	Bay City Supply	3,542.92	
					101 - 576 80 31 005 - Operating Sup - Senior Ctr	287.35	
					101 - 576 80 31 006 - Operating Sup - City Hall	3,255.57	
6853	07/08/2026	Claims	2	207072	Blythe Mechanical Inc	902.03	
					101 - 576 80 48 000 - Repairs/Maintenance	902.03	
6854	07/08/2026	Claims	2	207073	Boulder Park Inc	11,477.10	
					401 - 535 80 35 020 - Solids Handling	11,477.10	
6855	07/08/2026	Claims	2	207074	Buckwood LLC	50,566.58	
					104 - 595 30 63 046 - Const - N Trail Rd - Bucko	50,566.58	
6856	07/08/2026	Claims	2	207075	Central Welding Supply	170.46	
					001 - 522 21 31 000 - Operating Supplies - Medical	170.46	
6857	07/08/2026	Claims	2	207076	Cuz Concrete Products Inc.	1,168.64	
					103 - 542 65 48 000 - Repair Parking	1,168.64	
6858	07/08/2026	Claims	2	207077	David Evans & Assoc Inc	48,654.75	
					104 - 595 10 63 078 - Eng - Jones/John Liner BNSF U	43,950.74	
					104 - 595 20 63 086 - RW - Jones/John Liner BNSF U	4,704.01	
6859	07/08/2026	Claims	2	207078	Gregory Dixon	1,530.00	

CHECK REGISTER

City Of Sedro-Woolley

Time: 14:07:19 Date: 07/08/2026

07/08/2026 To: 07/08/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			001 - 515 93 41 001		- Indigent Defense Conflict Cour	1,530.00	
6860	07/08/2026	Claims	2	207079	E & E Lumber, Inc.	1,450.03	
			001 - 522 21 31 010		- Office Supplies	50.07	
			401 - 535 50 48 010		- Maintenance Of Lines	4.79	
			401 - 535 50 48 010		- Maintenance Of Lines	16.15	
			401 - 535 50 48 050		- Maint Of General Equip	60.74	
			401 - 535 50 48 050		- Maint Of General Equip	28.15	
			102 - 536 20 31 010		- Operating Supplies	4.16	
			103 - 542 30 31 000		- Operating Supplies	14.30	
			103 - 542 30 31 000		- Operating Supplies	13.13	
			103 - 542 30 31 000		- Operating Supplies	19.17	
			103 - 542 30 31 000		- Operating Supplies	23.97	
			103 - 542 30 35 000		- Small Tools/Minor Equip	46.95	
			103 - 542 64 31 001		- Painting & Striping Supplies	863.25	
			101 - 576 80 35 000		- Small Tools & Minor Equip	15.64	
			101 - 576 80 48 001		- Riverfront	58.05	
			101 - 576 80 48 001		- Riverfront	43.81	
			101 - 576 80 48 001		- Riverfront	11.46	
			101 - 576 80 48 001		- Riverfront	-14.12	
			101 - 576 80 48 019		- Skatepark	190.36	
6861	07/08/2026	Claims	2	207080	Ewing Irrigation Prod Inc.	85.33	
			103 - 542 30 31 000		- Operating Supplies	85.33	
6862	07/08/2026	Claims	2	207081	FirstNET/AT&T Mobility	66.86	
			401 - 535 80 41 000		- Professional Services	66.86	
6863	07/08/2026	Claims	2	207082	Ruben Fortuna	1,586.38	
			001 - 521 40 43 000		- Travel	1,586.38	
6864	07/08/2026	Claims	2	207083	Galls, LLC	436.40	
			001 - 521 20 26 000		- Uniforms/Accessories	131.45	
			001 - 522 20 26 000		- Uniforms	167.82	
			001 - 522 20 26 000		- Uniforms	137.13	
6865	07/08/2026	Claims	2	207084	Gordon Truck Centers, Inc	180.67	
			001 - 522 20 48 000		- Repairs/Maint-Equip	97.86	
			001 - 522 20 48 000		- Repairs/Maint-Equip	82.81	
6866	07/08/2026	Claims	2	207085	Guardian Warrior Solutions	457.30	
			001 - 594 21 64 000		- Machinery & Equipment	457.30	
6867	07/08/2026	Claims	2	207086	Hach Company	264.20	
			401 - 535 80 31 010		- Operating Supplies	264.20	
6868	07/08/2026	Claims	2	207087	Home Depot Credit Services	216.71	
			101 - 576 80 48 016		- City Hall	216.71	
6869	07/08/2026	Claims	2	207088	Hughes Fire Equip Inc	3,953.45	
			001 - 522 20 48 000		- Repairs/Maint-Equip	367.60	
			001 - 522 20 48 000		- Repairs/Maint-Equip	582.90	
			001 - 522 20 48 000		- Repairs/Maint-Equip	1,748.71	
			001 - 522 20 48 000		- Repairs/Maint-Equip	483.14	
			001 - 522 20 48 000		- Repairs/Maint-Equip	771.10	
6870	07/08/2026	Claims	2	207089	Kodex, Inc	490.00	
			001 - 521 20 41 001		- Professional Services	245.00	
			001 - 521 20 41 001		- Professional Services	245.00	
6871	07/08/2026	Claims	2	207090	Kelly Kohnken	24.80	
			001 - 511 60 31 000		- Supplies	24.80	
6872	07/08/2026	Claims	2	207091	L N Curtis & Sons	669.60	
			001 - 521 20 26 000		- Uniforms/Accessories	362.21	
			001 - 521 20 26 000		- Uniforms/Accessories	307.39	

CHECK REGISTER

City Of Sedro-Woolley

Time: 14:07:19 Date: 07/08/2026

07/08/2026 To: 07/08/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6873	07/08/2026	Claims	2	207092	Les Schwab Tire Center	2,556.47	
					001 - 521 20 48 010 - Repair & Maint - Auto	117.36	
					001 - 521 20 48 010 - Repair & Maint - Auto	1,783.99	
					425 - 531 50 48 000 - Repairs/Maintenance	43.46	
					425 - 531 50 48 000 - Repairs/Maintenance	431.68	
					103 - 542 30 31 000 - Operating Supplies	140.86	
					103 - 542 30 31 000 - Operating Supplies	39.12	
6874	07/08/2026	Claims	2	207093	Life Assist Inc.	1,278.31	
					001 - 522 21 31 000 - Operating Supplies - Medical	1,278.31	
6875	07/08/2026	Claims	2	207094	Loggers & Contractors	318.14	
					412 - 537 50 48 000 - Repairs/maint-equip	89.08	
					412 - 537 50 48 000 - Repairs/maint-equip	229.06	
6876	07/08/2026	Claims	2	207095	Lou's Gloves Inc.	440.00	
					401 - 535 80 31 010 - Operating Supplies	440.00	
6877	07/08/2026	Claims	2	207096	LeathAnn Moser	100.00	Community Center Deposit Refund
					101 - 582 10 02 101 - Senior Center Deposit Refund	100.00	
6878	07/08/2026	Claims	2	207097	Motorola Solutions	638.67	
					001 - 521 20 31 002 - Office/Operating Supplies	638.67	
6879	07/08/2026	Claims	2	207098	North Coast Electric Co	2,313.66	
					401 - 535 50 48 000 - Maintenance Contracts	2,313.66	
6880	07/08/2026	Claims	2	207099	North County Public Defense	23,394.28	
					001 - 515 93 41 000 - Indigent Defender	23,394.28	
6881	07/08/2026	Claims	2	207100	Oliver-Hammer, Inc	52.08	
					103 - 542 30 35 010 - Safety Equipment	52.08	
6882	07/08/2026	Claims	2	207101	Orca Pacific, Inc.	1,321.15	
					401 - 535 80 31 020 - Op Supplies-Chemicals	1,321.15	
6883	07/08/2026	Claims	2	207102	Pape' Group, dba Pape' Machinery Inc.	265.27	
					425 - 531 50 48 000 - Repairs/Maintenance	265.27	
6884	07/08/2026	Claims	2	207103	Proforce Marketing, Inc	978.30	
					001 - 594 21 64 000 - Machinery & Equipment	978.30	
6885	07/08/2026	Claims	2	207104	LEPS-PSS PLLC dba Public Safety Psych	3,680.00	
					001 - 521 20 41 001 - Professional Services	3,680.00	
6886	07/08/2026	Claims	2	207105	Puget Sound Energy, Inc.	8.00	
					103 - 542 63 47 000 - Public Utilities	8.00	
6887	07/08/2026	Claims	2	207106	Puget Sound Energy, Inc.	11,182.38	
					103 - 542 63 47 000 - Public Utilities	11,182.38	
6888	07/08/2026	Claims	2	207107	Puget Sound Energy, Inc.	18,622.28	
					401 - 535 80 47 000 - Public Utilities	18,622.28	
6889	07/08/2026	Claims	2	207108	Puget Sound Energy, Inc.	310.45	
					401 - 535 80 47 000 - Public Utilities	310.45	
6890	07/08/2026	Claims	2	207109	Puget Sound Energy, Inc.	343.85	
					001 - 521 20 47 000 - Public Utilities	343.85	
6891	07/08/2026	Claims	2	207110	Puget Sound Energy, Inc.	47.07	
					103 - 542 63 47 000 - Public Utilities	47.07	
6892	07/08/2026	Claims	2	207111	Puget Sound Energy, Inc.	73.57	

CHECK REGISTER

City Of Sedro-Woolley

Time: 14:07:19 Date: 07/08/2026

07/08/2026 To: 07/08/2026

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
			401 - 535 80 47 000 - Public Utilities			73.57	
6893	07/08/2026	Claims	2	207112	Puget Sound Energy, Inc.	27.51	
			101 - 576 80 47 053 - Other Utilities			27.51	
6894	07/08/2026	Claims	2	207113	Puget Sound Energy, Inc.	385.54	
			101 - 576 80 47 000 - Riverfront			385.54	
6895	07/08/2026	Claims	2	207114	Puget Sound Energy, Inc.	132.50	
			101 - 576 80 47 000 - Riverfront			132.50	
6896	07/08/2026	Claims	2	207115	Puget Sound Energy, Inc.	10.87	
			101 - 576 80 47 000 - Riverfront			10.87	
6897	07/08/2026	Claims	2	207116	Puget Sound Energy, Inc.	88.03	
			103 - 542 63 47 000 - Public Utilities			88.03	
6898	07/08/2026	Claims	2	207117	Puget Sound Energy, Inc.	168.72	
			101 - 576 80 47 052 - Bingham Caretaker			168.72	
6899	07/08/2026	Claims	2	207118	Puget Sound Energy, Inc.	376.91	
			101 - 576 80 47 010 - Community Center			376.91	
6900	07/08/2026	Claims	2	207119	Puget Sound Energy, Inc.	52.25	
			102 - 536 20 47 000 - Public Utilities			52.25	
6901	07/08/2026	Claims	2	207120	Puget Sound Energy, Inc.	94.27	
			103 - 542 63 47 000 - Public Utilities			94.27	
6902	07/08/2026	Claims	2	207121	Puget Sound Energy, Inc.	104.66	
			103 - 542 63 47 000 - Public Utilities			104.66	
6903	07/08/2026	Claims	2	207122	Puget Sound Energy, Inc.	184.86	
			401 - 535 80 47 000 - Public Utilities			184.86	
6904	07/08/2026	Claims	2	207123	Puget Sound Energy, Inc.	10.87	
			101 - 576 80 47 053 - Other Utilities			10.87	
6905	07/08/2026	Claims	2	207124	Puget Sound Energy, Inc.	31.15	
			425 - 531 50 47 000 - Public Utilities			31.15	
6906	07/08/2026	Claims	2	207125	Puget Sound Energy, Inc.	16.48	
			101 - 576 80 47 040 - Train			16.48	
6907	07/08/2026	Claims	2	207126	Puget Sound Energy, Inc.	119.96	
			412 - 537 80 47 000 - Public Utilities			119.96	
6908	07/08/2026	Claims	2	207127	Puget Sound Energy, Inc.	17.52	
			101 - 576 80 47 000 - Riverfront			17.52	
6909	07/08/2026	Claims	2	207128	Puget Sound Energy, Inc.	177.99	
			401 - 535 80 47 000 - Public Utilities			177.99	
6910	07/08/2026	Claims	2	207129	Puget Sound Energy, Inc.	516.79	
			401 - 535 80 47 000 - Public Utilities			516.79	
6911	07/08/2026	Claims	2	207130	Puget Sound Energy, Inc.	117.67	
			425 - 531 50 47 000 - Public Utilities			117.67	
6912	07/08/2026	Claims	2	207131	Puget Sound Energy, Inc.	42.67	
			101 - 576 80 47 030 - Museum Apartments			42.67	
6913	07/08/2026	Claims	2	207132	Puget Sound Energy, Inc.	10.77	
			101 - 576 80 47 030 - Museum Apartments			10.77	
6914	07/08/2026	Claims	2	207133	Puget Sound Energy, Inc.	161.85	
			401 - 535 80 47 000 - Public Utilities			161.85	

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City Of Sedro-Woolley

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6915	07/08/2026	Claims	2	207134	Puget Sound Energy, Inc.	32.72	
					101 - 576 80 47 030 - Museum Apartments	32.72	
6916	07/08/2026	Claims	2	207135	Puget Sound Energy, Inc.	164.15	
					101 - 576 80 47 050 - Hammer Square	164.15	
6917	07/08/2026	Claims	2	207136	Puget Sound Energy, Inc.	4,360.50	
					101 - 576 80 47 070 - City Hall	4,360.50	
6918	07/08/2026	Claims	2	207137	Puget Sound Energy, Inc.	103.11	
					401 - 535 80 47 000 - Public Utilities	103.11	
6919	07/08/2026	Claims	2	207138	Puget Sound Energy, Inc.	643.25	
					101 - 576 80 47 020 - Senior Center	643.25	
6920	07/08/2026	Claims	2	207139	Puget Sound Energy, Inc.	301.31	
					401 - 535 80 47 000 - Public Utilities	301.31	
6921	07/08/2026	Claims	2	207140	Puget Sound Energy, Inc.	224.79	
					401 - 535 80 47 000 - Public Utilities	224.79	
6922	07/08/2026	Claims	2	207141	Puget Sound Energy, Inc.	39.14	
					001 - 521 20 47 000 - Public Utilities	39.14	
6923	07/08/2026	Claims	2	207142	Puget Sound Energy, Inc.	817.96	
					001 - 522 50 47 000 - Public Utilities	817.96	
6924	07/08/2026	Claims	2	207143	Puget Sound Energy, Inc.	156.87	
					101 - 576 80 47 051 - Bingham / Memorial	156.87	
6925	07/08/2026	Claims	2	207144	Puget Sound Energy, Inc.	718.13	
					401 - 535 80 47 000 - Public Utilities	718.13	
6926	07/08/2026	Claims	2	207145	Puget Sound Energy, Inc.	149.59	
					101 - 576 80 47 053 - Other Utilities	149.59	
6927	07/08/2026	Claims	2	207146	Puget Sound Energy, Inc.	141.48	
					101 - 576 80 47 051 - Bingham / Memorial	141.48	
6928	07/08/2026	Claims	2	207147	Pye-Barker Fire & Safety, LLC	1,154.39	
					101 - 576 80 48 016 - City Hall	1,154.39	
6929	07/08/2026	Claims	2	207148	Rampart USA Corp	1,520.00	
					001 - 521 20 31 002 - Office/Operating Supplies	1,520.00	
6930	07/08/2026	Claims	2	207149	Rick's Refrigeration Inc	532.00	
					412 - 537 60 47 011 - Site Recycling Disposal	532.00	
6931	07/08/2026	Claims	2	207150	Heather Romano	630.00	
					001 - 521 20 41 001 - Professional Services	630.00	
6932	07/08/2026	Claims	2	207151	SBA Structures, LLC	671.74	
					001 - 591 28 70 001 - Lease + Subscription IT (SBITA)	335.87	
					401 - 591 28 70 401 - Leases + Subscription IT (SBITA)	335.87	
6933	07/08/2026	Claims	2	207152	SIRENNET.COM	16,908.45	
					501 - 594 21 64 501 - Equip & Vehicles - Police	170.12	
					501 - 594 21 64 501 - Equip & Vehicles - Police	170.12	
					501 - 594 21 64 501 - Equip & Vehicles - Police	170.12	
					501 - 594 21 64 501 - Equip & Vehicles - Police	1,278.44	
					501 - 594 21 64 501 - Equip & Vehicles - Police	1,278.44	
					501 - 594 21 64 501 - Equip & Vehicles - Police	1,781.81	
					501 - 594 21 64 501 - Equip & Vehicles - Police	2,906.38	
					501 - 594 21 64 501 - Equip & Vehicles - Police	3,409.75	
					501 - 594 21 64 501 - Equip & Vehicles - Police	3,409.75	
					501 - 594 21 64 501 - Equip & Vehicles - Police	2,333.52	

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City Of Sedro-Woolley

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6934	07/08/2026	Claims	2	207153	SWS Equipment, Inc.	1,621.76	
					412 - 537 50 48 000 - Repairs/maint-equip	1,621.76	
6935	07/08/2026	Claims	2	207154	Safelite Auto Glass	1,758.74	
					001 - 521 20 48 010 - Repair & Maint - Auto	879.37	
					001 - 521 20 48 010 - Repair & Maint - Auto	879.37	
6936	07/08/2026	Claims	2	207155	San Diego Police Equip Co. Inc.	5,755.94	
					001 - 521 20 31 015 - Ammunition	5,755.94	
6937	07/08/2026	Claims	2	207156	Sedro-Woolley Auto Parts Inc	96.24	
					001 - 521 20 31 002 - Office/Operating Supplies	25.02	
					401 - 535 50 48 050 - Maint Of General Equip	11.80	
					401 - 535 50 48 050 - Maint Of General Equip	7.64	
					412 - 537 50 48 000 - Repairs/maint-equip	42.00	
					103 - 542 30 31 000 - Operating Supplies	1.74	
					103 - 542 30 31 000 - Operating Supplies	8.04	
6938	07/08/2026	Claims	2	207157	Sedro-Woolley Automotive	1,195.07	
					001 - 521 20 48 010 - Repair & Maint - Auto	300.63	
					001 - 521 20 48 010 - Repair & Maint - Auto	84.92	
					001 - 521 20 48 010 - Repair & Maint - Auto	703.03	
					001 - 521 20 48 010 - Repair & Maint - Auto	106.49	
6939	07/08/2026	Claims	2	207158	Skagit 911	81,748.16	
					001 - 521 20 41 055 - 911 Contracted Services	77,531.54	
					001 - 591 20 70 522 - Leases + Subscription IT (SBITA	4,216.62	V
6940	07/08/2026	Claims	2	207159	Skagit Aggregates LLC	1,018.90	
					401 - 535 50 48 010 - Maintenance Of Lines	702.03	
					401 - 535 50 48 010 - Maintenance Of Lines	316.87	
6941	07/08/2026	Claims	2	207160	Skagit Conservation District	1,773.49	
					425 - 531 50 41 002 - Contracted Services	1,773.49	
6942	07/08/2026	Claims	2	207161	Skagit Farmers Supply	1,078.80	
					001 - 521 20 31 002 - Office/Operating Supplies	9.42	
					401 - 535 50 48 050 - Maint Of General Equip	152.16	
					401 - 535 50 48 050 - Maint Of General Equip	24.99	
					401 - 535 50 48 050 - Maint Of General Equip	21.46	
					401 - 535 50 48 050 - Maint Of General Equip	101.08	
					401 - 535 50 48 050 - Maint Of General Equip	5.63	
					401 - 535 80 35 000 - Small Tools & Minor Equip	35.85	
					103 - 542 30 31 020 - Operating Supplies - Herbicide	641.26	
					101 - 576 80 31 100 - Fertilizer/Herbicide	86.95	
6943	07/08/2026	Claims	2	207162	Acct #600000958 Skagit Regional Health	110.00	
					412 - 537 80 31 000 - Operating Supplies	110.00	
6944	07/08/2026	Claims	2	207163	Brent Straight dba Skagit Shooting Range	469.41	
					001 - 521 20 31 015 - Ammunition	469.41	
6945	07/08/2026	Claims	2	207164	Skagit Sign Co	1,623.66	
					001 - 558 60 31 000 - Supplies/Books	1,232.41	
					101 - 576 80 48 008 - North Township	391.25	
6946	07/08/2026	Claims	2	207165	Sterling Vet Clinic	268.80	
					001 - 521 20 41 023 - Canine	268.80	
6947	07/08/2026	Claims	2	207166	Tacoma Screw Products Inc.	119.74	
					401 - 535 50 48 050 - Maint Of General Equip	119.74	
6948	07/08/2026	Claims	2	207167	Paul Taylor	107.15	
					001 - 521 20 27 000 - Retired Medical	107.15	

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
6949	07/08/2026	Claims	2	207168	Traffic Safety Supply Co, Inc	2,999.42	
					103 - 542 64 31 004 - Street Sign Materials	2,999.42	
6950	07/08/2026	Claims	2	207169	Transportation Solutions, Inc.	1,112.50	
					104 - 544 40 41 000 - Transportation Plan Update	1,112.50	
6951	07/08/2026	Claims	2	207170	Tri-Tec Communications Inc	2,696.76	
					001 - 591 80 70 517 - Leases + Subscription IT (SBIT)	2,696.76	
6952	07/08/2026	Claims	2	207171	Valvoline Instnt Oil Chg	147.12	
					001 - 522 20 48 000 - Repairs/Maint-Equip	147.12	
6953	07/08/2026	Claims	2	207172	Isaiah VanDam	529.00	
					001 - 521 40 43 000 - Travel	529.00	
6954	07/08/2026	Claims	2	207173	Vestis	44.38	
					401 - 535 80 49 000 - Laundry	8.41	
					401 - 535 80 49 000 - Laundry	8.41	
					412 - 537 80 49 000 - Misc-Laundry	8.91	
					412 - 537 80 49 000 - Misc-Laundry	8.93	
					103 - 542 30 49 000 - Misc-Laundry	4.87	
					103 - 542 30 49 000 - Misc-Laundry	4.85	
6955	07/08/2026	Claims	2	207174	WSI Polygraph Service	545.50	
					001 - 521 20 41 001 - Professional Services	545.50	
6956	07/08/2026	Claims	2	207175	Woods Logging	732.23	
					001 - 522 20 35 000 - Small Tools & Minor Equip	281.75	
					401 - 535 50 48 040 - Maintenance Of Vehicles	93.25	
					401 - 535 80 31 010 - Operating Supplies	56.52	
					412 - 537 50 48 000 - Repairs/maint-equip	141.45	
					103 - 542 30 31 000 - Operating Supplies	16.29	
					103 - 542 30 48 005 - Street Tree Maintenance	121.73	
					101 - 576 80 35 010 - Safety Equipment	21.24	
6957	07/08/2026	Claims	2	207176	Zachor, Stock & Krepps, Inc PS	9,575.00	
					001 - 515 41 41 001 - Ext Legal-Prosecutor	9,575.00	
					001 Current Expense Fund	156,659.26	
					101 Parks & Facilities Fund	14,705.21	
					102 Cemetery Fund	195.43	
					103 Street Fund	18,008.85	
					104 Arterial Street Fund	100,333.83	
					401 Sewer Operations Fund	39,910.42	
					412 Solid Waste Operations Fund	3,316.00	
					425 Stormwater Operations	2,662.72	
					501 Equipment Replacement Fund	16,908.45	
						352,700.17	Claims: 352,700.17

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City Of Sedro-Woolley

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Trans	Date	Type	Acct #	Chk #	Claimant	Amount	Memo
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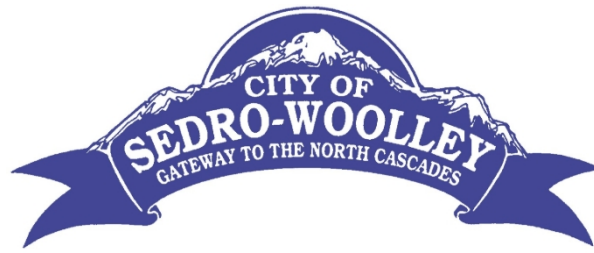
CERTIFICATION: I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Sedro Woolley, and that I am authorized to authenticate and certify to said claim.

Finance Director	Date
------------------	------

Finance Committee Member	Date
--------------------------	------

Finance Committee Member	Date
--------------------------	------

Finance Committee Member	Date
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City Council Agenda Item

Agenda Item No.: e.3.

Date: July 8, 2026

From: Nathan Salseina, Maintenance Operations Supervisor

Subject: ERR Purchase - Front Mount Mower

RECOMMENDED ACTION:

Motion to authorize Public Works Director Bill Bullock to execute PO number 2026-PO-11 (reissued) in the amount of \$30,235.50 to Scholtens Equipment Co of Burlington, WA.

BACKGROUND/SUMMARY INFORMATION:

The 2026 ERR Fund includes budget to replace unit # 336, a commercial front-mount mower used primarily for mowing roadside rights of way, and mowing stormwater facilities. Staff have solicited quotes through the Sourcewell grounds maintenance purchasing contract for a new Kubota F2510 four-wheel drive mower to replace unit #336. The new mower will have an estimated service life of 10 years. The existing unit will be retained as a spare backup unit.

FISCAL IMPACT, IF APPROPRIATE:

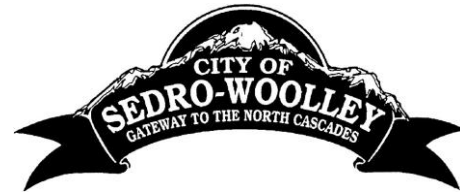
This is a planned and budgeted ERR replacement item. Funding for this equipment is included in the 2026 Equipment Repair and Replacement fund budget.

ATTACHMENTS:

1. 2026-PO-11 Scholten's Equipment Purchase Order_Reissued
2. F2510

City of Sedro-Woolley

325 Metcalf Street
 Sedro-Woolley, WA 98284
 Phone (360) 855-0771 Fax (360) 855-0707



The following number must appear on all related correspondence, shipping papers, and invoices:

PURCHASE ORDER

P.O. NUMBER: 2026-PO-11 Reissued

VENDOR:

Scholten's Equipment
 Attn: Duane Henrickson
 9534 Green Road
 Burlington, WA 98233
 Tel: 360-755-0560
 Email: dh@scheq.com

SHIP TO:

City of Sedro-Woolley
 Attn: Nathan Salseina
 501 Alexander Street
 Sedro-Woolley, WA 98284
 Tel: (360) 856-0151
 Email: nsalseina@sedro-woolley.gov

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS
04/09/2026; 7/8/2026	Nathan Salseina			NET 30

QTY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
1	EA	Kubota F2690 F2510 per attached updated Quote No. 2977686, dated 6/23/2026 Sourcewell Contract 's: 112624-KBA Ground Maintenance Equipment and Solutions; 082923-KBA Ag Tractors with Related Attachments (Note: Previous Quote 33659, dated 3/31/2026 - product not available)	\$35,363.75	\$35,363.75
			SUBTOTAL	\$35,363.75
			DISCOUNT	(7,548.20)
			SHIPPING & HANDLING	Included
			8.7% SALES TAX	\$2,419.95
			OTHER	N/A
			TOTAL	\$30,235.50

1. Please send two copies of your invoice.
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
3. Please notify us immediately if you are unable to ship as specified.
4. Send all correspondence to:

Accounts Payable
City of Sedro-Woolley
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-1661 Fax (360) 855-0707
Email: ap@ci.sedro-woolley.wa.us

594.42.64.000 Fund 501 \$30,235.50 Equipment & Vehicles - Street

Authorized by _____ Date _____



Scholten's Equipment

9534 Green Road
 Burlington WA 98233
 United States
 360.755.0560



Printed 2026-06-23

Quote

Page 1 of 1

Name/Company CITY OF SEDRO WOOLLEY	Telephone 360-855-1661
Address 720 MURDOCK	Account Manager Todd Olson
City/Town, State/Province SEDRO WOOLLEY, WA	Location Burlington Kubota
Postal/Zip Code 98284	Quote No. 34863
	In Effect Until 2026-06-15

How did we get started 45 years ago? Hauling used equipment out of the Midwest. We put a 100hr. 90 day drivetrain warranty-money back guarantee on everything we sold. We still do this today on most of the equipment we sell. (unless noted otherwise). Take the risk out of buying used equipment.

Quantity	Description	Price \$
Sales Items		
2026 - New - Kubota F2510 Mower/Commercial Riding		
Stock No.: TBD		
1	F2510 F2510 4WD TRACTOR W/FOLDABLE ROPS	27349.00
2	AR8641 F-TIRE 24x12.00-12 R3 Maxxis Pro Tech	486.00
2	AF9398A R-TIRE 18x9.50-8 R3 Kenda Supr Tf K500	242.00
1	RCK72R-F36 72"REAR DISCHARGE MOWER	5725.00
1	F8280 SUSPENSION SEAT	508.00
1	ASSEMBLY DEALER ASSEMBLY	110.00
1	FREIGHT FREIGHT COST	543.75
1	PDI	400.00
Sub-Total		\$35,363.75
SOURCEWELL-SOURCEWELL DISCOUNT		(7548.20)
Unit Total		\$27,815.55
Sale Items Subtotal		\$27,815.55
Total Price of Sale Items		\$27,815.55
Balance		\$27,815.55
Tax %		\$2,419.95
Contract Amount		\$30,235.50

Todd Olson
 Cell: 360-420-6755
 Email: todd.o@scheq.com

Account Manager _____ Accepted by _____

This Quote does not include delivery. (unless noted otherwise)

CQ

Quote Provided By
 Scholten's Equipment
 TODD OLSON
 9534 Green Road
 Burlington, WA 98233
 email: todd.o@scheq.com
 phone: 3607550560

-- Standard Features --

-- Custom Options --



F Series F2510

*** EQUIPMENT IN STANDARD MACHINE ***

FEATURES

Liquid Crystal Display (LCD) Panel
 Hour and Battery Meter
 Electric Fuel Gauge
 Temperature Gauge
 Easy Checker™ Indicators:
 • Oil Light
 • Charge Light
 • Glow Plug Light

ENGINE

Model: D1105
 3 Cyl., 1123 cu. cm.
 23.3 Gross Eng. HP @ 3000 Eng. RPM
 CARB Certified
 Alternator: 40 Amps
 Hand Throttle
 Dual Element Air Cleaner

OPERATING FEATURES

Tilt Steering Wheel
 Power Steering

HYDRAULICS

Open Center – Gear Type
 2 Point Hitch Lift
 Cap. at Lift Point: 573 lbs
 8.6 GPM Hyd. Pump Cap.
 6 GPM Remote Outlet

TRANSMISSION

Hydrostatic Drive (F2/R2)
 Forward Speed: 0 – 12.5 mph
 Reverse Speed: 0 – 6.8 mph
 Front Differential Lock

SAFETY EQUIPMENT

2 Post Foldable ROPS w/
 Retractable Seat Belt
 ROPS meet ISO and OSHA
 Safety Start Switch
 Operator Presence Control
 Parking Brake
 Overheat Alarm Buzzer

HYD. INDEPENDENT PTO
 Hyd. Multi-Disc PTO
 Single Speed PTO
 2545 rpm @ 3000 Eng. rpm

FLUID CAPACITY

Fuel Tank: 16.1 gal
 Cooling System: 4.9 qts
 Engine Oil: 3.7 qts
 Transmission and Hydraulics:
 14.8 qts
 Gross Weight: 1631 lbs

F2510 Base Price: \$28,077.00

Selected Kubota Attachments

(1) 72" REAR DISCHARGE MOWER \$5,725.00
RCK72R-F36-72" REAR DISCHARGE MOWER

(1) SUSPENSION SEAT \$508.00
F8280-SUSPENSION SEAT

Total Kubota Attachments: \$6,233.00

Total Attachments: \$6,233.00

Configured Price: \$34,310.00

Sourcewell Discounts:

Kubota Items: (\$7,548.20)

Total Discount: (\$7,548.20)

SUBTOTAL: \$26,761.80

Kubota Item Fees:

Dealer Assembly: \$110.00

Freight Cost: \$543.75

PDI: \$400.00

Total Unit Price: \$27,815.55

Quantity Ordered: 1

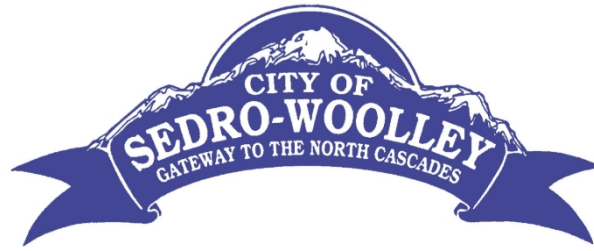
Final Sales Price: \$27,815.55

Purchase Order Must Reflect Final Sales Price.

To order, place your Purchase Order directly with the quoting dealer

*All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.





City Council Agenda Item

Agenda Item No.: e.4.

Date: July 8, 2026

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Resolution 1184-26 - Master Fee Schedule Update - 2nd Read

RECOMMENDED ACTION:

Motion to approve Resolution 1184-26 amending the Master Fee Schedule to include address and street naming fees.

BACKGROUND/SUMMARY INFORMATION:

The City last updated the Master Fee Schedule effective January 1, 2026.

This update adds addressing and street naming fees to Attachment B. Building, Planning & Engineering Fees, in association with Ordinance 2118-26 passed by City Council on June 24, 2026.

The first read of this resolution included the addition of credit card processing fees when making an in-person credit card payment over \$2,000. Council requested additional information. Staff did not have time to compile the requested additional information and will include this information for the next update to the Master Fee Schedule.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. 1. 2026 Master Fee Schedule wAttachments

CITY of SEDRO-WOOLLEY



MASTER FEE SCHEDULE

Effective January 1, 2026

Updated July 8, 2026



2026 SOLID WASTE RATES

RESIDENTIAL GARBAGE RATES

ITEM	RATE	ADD'T INFO
20 Gallon Toter	\$16.11	Customer with existing 20 gallon toter only
32 Gallon Toter	\$26.71	
65 Gallon Toter	\$37.47	
95 Gallon Toter	\$48.22	
LOW INCOME - 20 Gallon Toter	\$12.89	
LOW INCOME - 32 Gallon Toter	\$21.36	Low Income - 80% of regular rate
LOW INCOME - 65 Gallon Toter	\$29.98	
LOW INCOME - 95 Gallon Toter	\$38.58	
OPTIONAL: Food and Yard Waste	\$13.25 per Unit	

RESIDENTIAL RECYCLING RATES

ITEM	RATE	ADD'T INFO
Curbside Recycling	\$9.54 per Unit	single family + multifamily
LOW INCOME - Curbside Recycling	\$7.63 per Unit	80% of regular rate

FUEL SURCHARGE

ITEM	RATE	ADD'T INFO
Diesel over \$3.00 per Gallon	\$2.15	Flat fee when diesel is over \$3.00, \$4.00, or \$5.00 per gallon. Amount is charged per month for each account. Rates include \$1.00 base rate plus garbage and recycling.
Diesel over \$4.00 per Gallon	\$2.70	
Diesel over \$5.00 per Gallon	\$3.27	

COMMERCIAL GARBAGE RATES (PERMANENT)

ITEM	RATE	ADD'T INFO
32 Gallon Toter	\$28.08	
65 Gallon Toter	\$37.47	
95 Gallon Toter	\$50.39	
1 Yard Dumpster	\$121.46	
2 Yard Dumpster	\$160.57	
3 Yard Dumpster	\$239.16	
4 Yard Dumpster	\$314.94	
6 Yard Dumpster	\$464.68	
8 Yard Dumpster	\$621.21	
20, 30 & 40 Yard Roll-Off	\$133.00 a Ton	

DUMPSTER RENTALS (TEMPORARY)

ITEM	DUMPING FEE	RENTAL FEE	ADD'T INFO
1 Yard Dumpsters	\$40.39	\$3.96 per Day	
2 Yard Dumpsters	\$71.44	\$3.96 per Day	
3 Yard Dumpsters	\$110.24	\$3.96 per Day	
4 Yard Dumpsters	\$125.81	\$7.93 per Day	
6 Yard Dumpsters	\$187.88	\$7.93 per Day	
8 Yard Dumpsters	\$250.03	\$7.93 per Day	
20, 30 & 40 Yard Roll-Off	\$133.00 a Ton	\$7.93 per Day	or \$75.61 per month for permanent containers Haul fee of \$249.07
Delivery + Pick Up: 1-8 Yard Dumpster	\$25.83		

Delivery + Pick Up: 20, 30 & 40 Yard
Dumpsters \$75.61

EXTRA CHARGE ITEMS

ITEM	RATE	ADD'T INFO
Recliner	\$17.00	
Refrigerators /freezers	\$27.00	
Other Appliances	\$17.00	
Mattress	\$17.00	
Couch	\$17.00	
Tires	\$6.00	
Wood Waste-Residential	\$12.71 per Yard	We Haul - \$12.71 per yard + \$249.07 haul fee
Wood Waste-Commercial	\$12.71 per Yard	
Yard Waste - Commercial	\$12.71 per Yard	We Haul - \$12.71 per yard + \$105.88 haul fee
Construction and Demo - Recycling	varies	20-40 yard roll-off = varies based on materials recycling + \$7.93 per day (or \$75.61 per month if over 1 month) + \$249.07 haul fee
Cement - Residential	\$11.65 per Ton	We Haul - \$11.65 per yard + \$249.07 haul fee
Cement - Commercial	\$11.65 per Ton	
Chain & Lock (one-time fee) - All Dumpsters	\$15.90	
Toter Replacement	\$117.20	
Liner Replacement	\$104.87	
Re-Trip Fee	\$20.00	

COMMERCIAL RECYCLING

ITEM	MIXED PAPER	CARDBOARD	MIXED RECYCLING
95 Gallon Container	\$74.19	Not available	\$74.19
2 Yard Dumpster	\$84.79	\$42.39	\$84.79
3 Yard Dumpster	\$116.59	\$47.70	\$116.59
4 Yard Dumpster	\$137.78	\$52.99	\$137.78
6 Yard Dumpster	\$172.76	\$58.30	\$172.76
8 Yard Dumpster	\$227.88	\$63.59	\$227.88

UTILITY TAX

ITEM	RATE	ADD'T INFO
Utility Tax	10.50%	

SPECIAL PERMIT RATES

ITEM	RATE PER YEAR	PER CART, CONTAINER OR VEHICLE
Source Separated Recycling Companies and Non-Profits	\$636	\$0.00
Mixed Recycling Companies	\$2,544	\$21.20
Junk Collector Companies	\$2,544	\$21.20
Penalties for Non-Compliance with Above Special Permits	\$0	\$530 per Violation
Solid Waste Truck Advertising	\$1,272	\$55.51 per Vehicle per Side per Month
Hourly Charge for Solid Waste Department to Handle Improve Disposal	\$105.88 per Hour with Minimum of \$105.88, or cost of services	

LATE CHARGES

Sanitation service charges shall be delinquent if not paid in full within twenty-five days after the date of billing. Delinquent charges shall bear interest at the rate of eight percent per annum beginning on the first day of the month following delinquency until paid in full. A late penalty of ten dollars shall be charged for any solid waste account that is delinquent for more than sixty days.



2026 SEWER AND STORMWATER RATES

SEWER CONNECTION FEES		<i>SWMC 13.16.035</i>
ITEM	RATE	ADD'T INFO
Connection or Commencement of Use per ERU	\$ 10,202.29	for single family residential, duplexes, triplexes, mobile home unit or condominium, multiple residential greater than 4 units
Plumbing Fixture	\$ 423.95	per each equivalent fixture unit, applies to all non-residential users
Uses other than plumbing fixtures	\$ 423.95	per 234 gallons water consumption per month, for non-residential users not using equivalent fixture unit counts
Credit for Disconnecting Septic System	\$ 3,025.92	

SEWER UTILITY SPECIAL CONNECTION FEES		<i>SWMC 13.16.037, 13.16.038, 13.16.039, 13.16.039.1, 13.16.039.2</i>
ITEM	Rate	
North Reed Street	\$ 1,152.00	per each residential unit or per each ERU for non residential properties
Cook Road-Trail Road	\$ 3,426.00	per each residential unit or per each ERU for non residential properties
Fruitdale Road	\$ 3,450.00	per each residential unit or per each ERU for non residential properties
North Township Street	\$ 725.00	per each residential unit or per each ERU for non residential properties
West Bennet, West Nelson, Batey Robinson and Borseth Street	\$ 3,450.00	per each residential unit or per each ERU for non residential properties

SEWER RATES		<i>SWMC 13.30.020, 13.30.030, 13.30.040, 13.30.130</i>
ITEM	RATE	ADD'T INFO
Residential	\$ 78.07	Base rate
multi residential	\$ 78.07	Base rate per unit for duplexes, triplexes and multifamily with 4 or more units
Nonresidential	\$ 78.07	Base rate
and	\$ 7.22	per 100 cubic feet of water greater than 750cu.ft per month measured by PUD water meter
credit for BOD less than 120mg/liter	1%	reduction of volume charge for each ten mg/liter BOD less than 120 mg/liter
surcharge for BOD greater than 360mg/liter	1%	increase of volume charge fro each ten mg/liter BOD greater than 360 mg/liter
Low Income Residential Household	\$ 62.46	
Outside City Limit	150%	

STORM AND SURFACE WATER		<i>SWMC 2.46.090, 2.46.100</i>
ITEM	RATE	ADD'T INFO
Class 1 Single-Family/Multifamily/Condo with 1 unit	\$ 14.16	per month per parcel
Class 2 Multifamily/condos with 2or more units	\$ 7.08	per month per unit
Class 3 Commercial/Industrial	\$ 14.16	per 10,000 sq. ft of land per parcel
or	\$ 28.32	per 10,000 sq. ft of impervious surface per parcel
Class 4 Public Use Customer (Schools, Government Builings)	\$ 14.16	per 10,000 sq. ft of land per parcel
or	\$ 28.32	per 10,000 sq. ft of impervious surface per parcel
Class 5 Mixed Use facilities	\$ 14.16	\$13.08 Per Month per Commercial Unit for Every 10,000 Sq. Ft. of Land and \$13.08 per Month per Unit, Unless 3+ Residential, the fee Shall be 50% of the Class 1 per-Unit Basis
Low Income Single Family	\$ 11.33	per month per parcel (80% of Class 1 rate)

Updated annual by August to August CPI-U.



ATHLETIC FIELD USER FEES		
Facility	Weekly Rate	Daily Rate
Riverfront 1 - East	\$90.00	\$25.00
Riverfront 2 - West	\$90.00	\$25.00
Riverfront - Rookie - South	\$50.00	\$15.00
Riverfront - T-Ball - North	\$50.00	\$15.00
Tesarik	\$90.00	\$25.00
Winnie Houser	\$200.00	\$60.00
Denny Engberg	\$150.00	\$45.00

COMMUNITY CENTER RENTAL FEES			
Group			
Day of the Week	Resident	Community Group	All Others
Monday through Thursday	\$250	\$175	\$400
Friday through Sunday	\$300	\$175	\$475

COMMUNITY CENTER RENTAL FEES CONTINUED					
Group	Security Deposit			Facility Monitor	Audio / Visual
Day of the Week	NO Alcohol	WITH Alcohol	Non-Resident	WITH Alcohol	Audio / Visual Equipment
Monday through Sunday	\$100	\$1,000	\$1,000	\$280 flat fee	\$50

Additional Cleanup Required	\$75 per hour
Annual Users	\$200 per use
Storage Closet - Large	\$15 per month
Storage Closet - Small	\$10 per month

SENIOR CENTER RENTAL FEES				
Day of the Week	Resident	Community Group	All Others	Deposit
Monday through Thursday	\$50	\$25	\$200	\$100
Friday through Sunday	\$100	\$25	\$250	\$100

RECREATIONAL VEHICLE PARK FEES	
Location	Fee
Riverfront RV Park (Without Full Sewer Hook-Ups)	\$40 per Night
Bingham RV Park (with Full Sewer Hook-Ups)	\$50 per Night

OTHER FACILITY RENTALS		
Group		
Location	Resident	Nonresident
Olmsted Park - Small Shelter	\$50	\$75
Olmsted Park - Large Shelter	\$100	\$150
Memorial Park - Covered Shelter	\$25	\$35
Bingham Park Shelter	\$100	\$150
Hammer Heritage Square	\$100	\$200
Riverfront - Small Covered Shelter	\$125	\$150
Riverfront - Large Covered Shelter	\$175	\$250
Riverfront - Amphitheatre - Nonprofits, City Sanctioned Festivals, Private Users and For- Profit	\$400	\$650

Credit Card Processing Fee for Reservations Paid Online Through the Reservation System	3%
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Sedro-Woolley Municipal Code Chapter / Section References:

12.36.020	12.36.050
12.36.030	12.36.090
12.36.040	



2026 BUILDING AND CONSTRUCTION

Building and Construction	
Description	Fee
Building Code Fees	See attached Building, Planning & Engineering Fee Schedule
Administrative Fee	\$750
Transportation Fee Schedule and Establishment of Service Area	Attachment A
Park Impact Fee and Establishment of Service Area	Attachment B
Fire Department Impact Fee and Establishment of Service Area	Attachment C
School Impact Fees and Administrative Fees	\$35
Independent Fee Calculations - Deposit	\$500
School Impact Fees - Single Family Units: per single-family residential unit or mobile or manufactured home (whether on a single lot, condominium unit or mobile park)	\$4,461
School Impact Fees - Multifamily Units: per residential unit in a multifamily structure	\$2,888
School Impact Fees - Accessory Dwelling Unit Between the Minimum Allowed Size ADU and 450 Square Feet	\$1,338.30 30% of a standard school impact fee
School Impact Fees - Accessory Dwelling Unit Greater than 450 Square Feet and Below the Maximum Size Allowed ADU	\$2,230 50% of a standard school impact fee

Attachment A – Schedule of Traffic Impact Fees
See attached schedule. SWMC 15.60.050 B. "The impact fee schedule of costs out, a set out in in Attachment A, shall be updated annually at a rate adjusted in accordance with the Federal Highway Administration's National Highway Construction Cost Index (NHCCI), using an annual measure to establish revised fee schedule effective January 1st of each year."

Attachment B - Building, Planning & Engineering Fee Schedule
See attached schedule.

Schedule of Park Impact Fees per Unit	
Structure	Fee
Single-Family Resident	\$2,455
Manufactured Home	\$2,455
Units in a Duplex or Multifamily Unit	\$2,455
Dependent Relative Cottage	\$2,455
Accessory Dwelling Unit Between the Minimum Allowed Size ADU and 450 Square Feet	\$736.51 30% of a standard park impact fee
Accessory Dwelling Unit Greater than 450 Square Feet and Below the Maximum Size Allowed ADU	\$1,227.53 50% of a standard park impact fee
All Units Not Specifically Identified in the Above	\$2,456

Annual increase by Seattle-Tacoma-Bellevue June to June CPI-U

Schedule of Fire Department Impact Fees	
Structure	Fee
Residential structures, including single-family and multifamily structures	\$0.28 per square foot of structure, including garage, outbuildings and attached porches
Accessory Dwelling Unit Between the Minimum Allowed Size ADU and 450 Square Feet	\$0.08 per square foot of structure 30% of a standard fire impact fee
Accessory Dwelling Unit Greater than 450 Square Feet and Below the Maximum Size Allowed ADU	\$0.14 per square foot of structure 50% of a standard fire impact fee

Nonresidential structures	\$0.28 per square foot of structure, including garage, outbuildings and attached porches; provided, that the fee for nonresidential structures shall receive an adjustment, in an amount determined by the responsible official, equal to forty percent reduction for buildings equipped with an approved sprinkler system, and ten percent reduction for buildings equipped with an alarm system
Nonresidential construction and development activity which requires fire protection but is not a traditional structure, such as a bulk fuel storage facility or a fuel pipeline	shall be assessed an impact fee in an amount determined by the responsible official pursuant to Section 15.60.100.

Sedro-Woolley Municipal Code Chapter / Section References:

15.04	15.60.070
15.52.1220	15.60.90
15.60.050	15.664.130
	15.64.150



2026 CEMETERY

BURIAL SPACE	
Description	Amount
Burial Space (includes space at \$1,000; endowment at \$100)	\$1,100
Double Burial Single Space (1 full body and 1 cremains or 2 cremains) Requires purchase of burial space; fee for each additional burial	\$300 Additional
Triple Burial Single Space (1 full body and 2 cremains) Requires purchase of burial space; fee for each additional burial	\$300 additional
Opening/Closing (Includes tent, chairs, greens and equipment)	\$1,000
Standard Size Concrete Liner (Includes purchase price and handling) (Oversize liner price on request)	\$675 + Sales Tax
Concrete Vault (Handling fee only)	\$200
Headstone Reset Fee	\$50
Headstone Setting	\$200
Additional folding chairs (up to 20) \$2.00 per additional chair	\$2.00 per additional chair

URN SPACE	
Description	Amount
Urn Space (Includes space at \$425.00; endowment at \$100.00)	\$525.00
Double Burial Single Space Requires Purchase of Burial Space; Fee for Each Addition Burial	\$300 Additional
Opening/Closing (Includes tent, chairs and greens)	\$400
Opening/Closing (No tent, chairs or greens)	\$200
Urn Vault (Includes purchase price and handling)	\$175 + Sales Tax
Headstone Setting	\$200

BABY SPACE	
Description	Amount
Baby Space (Includes space at \$300.00; endowment at \$100.00)	\$400
Opening/Closing (Includes tent, chairs and greens)	\$300
Opening/Closing (No tent, chairs or greens)	\$275
Concrete Baby Liner (Includes purchase price and handling)	\$225 + Sales Tax
Combo (Liner/Casket) (Handling fee only)	\$75
Headstone Setting	\$200

COLUMBARIUM NICHE WALL (SINGLE INURNMENTS ONLY)	
Description	Amount
Niche Space (Includes space at variable price by location; and endowment at \$100.00)*	Niche Space (Includes space at variable price by location; and endowment at \$100)* Row 1 (top) \$850 Row 2 \$800 Row 3 \$750 Row 4 \$700
Opening/Closing (Includes tent, chairs and greens)	\$300
Opening/Closing (No tent, chairs or greens)	\$250
Inscription (Single shutter inscription)	\$275 + Sales Tax

COLUMBARIUM NICHEL WALL "ESTATE UNITY" (SINGLE INURNMENTS ONLY)	
Description	Amount
Niche space* (11-7/8" x 11-7/8" x 15-1/2") (Includes space and endowment at \$100)	
Niches 1 through 4	\$1,450 Each
Niches 5 through 10	\$1,400 Each
Niches 11 and 12	\$1,300 Each
Niches 13 and 14	\$1,200 Each
2 plus cremains per niche	1-1/2 times single unit price
Opening/Closing (Includes tent, chairs and greens)	\$300

Opening/Closing (Includes tent, chairs and greens)	\$300
Opening/Closing (No tent, chairs or greens)	\$250
Inscription (Single shutter inscription) each cremains \$175.00 + Sales Tax	\$275 + Sales Tax

ADDITIONAL LABOR CHARGES (MAXIMUM OF TWO HEADSTONES PER GRAVE SPACE)	
Description	Amount
Saturday Service (Standard Burial)	\$500
Saturday Service (Cremation)	\$300
Sunday/Holiday Service (Standard Burial)	\$600
Sunday/Holiday Service (Cremation)	\$350
Additional Headstone on Existing Grave Space	\$200
Setting of Headstone Flower Vase	\$25
Chapel Services at 3:00 p.m. or Later	\$200

DISINTERMENT	
Description	Amount
Casket/any removal	\$1,200
Casket/Relocation within Union Cemetery	\$1,600
Urn/any removal	\$250
Urn/Relocation within Union Cemetery	\$310

Sedro-Woolley Municipal Code Chapter / Section References:
2.80.040



2026 PUBLIC RECORDS REQUESTS

PUBLIC RECORDS ACT - RELATED FEES		
Item	Rate	Description
Electronic Files	\$0.01	For each electronic file. Files refers to the number of responsive items. Files may include Word documents, PDFs, PowerPoints, audio files, or emails. The City will charge \$0.01 per file regardless if the individual files are provided to the requester in a combined PDF or one zip file.
First 200 Electronic Files	Waived	The City has determined it is overly burdensome to track invoicing and payment for requests of 200 electronic files or less (\$2.00). Therefore, the \$0.01 electronic files fee will be waiver for the first 200 electronic files.
Printed Copies	\$0.15	Fifteen cents per page for photocopies of public records, printed copies of electronic public records when requested by the person requesting records, or for the use of agency equipment of photocopy public records.
Printed Copies - Plotter Paper	\$0.06	Six cents per square foot for plotter paper.
Scanning	\$0.10	Ten cents per page for public records scanned into an electronic format or for the use of agency equipment to scan the records.
First 100 Scanned Pages	Waived	The City has determined it is overly burdensome to track invoicing and payment for requests of 100 scanned pages or less (\$10.00). Therefore, the \$0.10 scanning fee per page will be waiver for the first 100 scanned pages.
Storage Devices		The actual cost of any digital storage media or device provided by the agency, the actual cost of any container or envelope used to mail the copies to the requester, and the actual postage or delivery charge.
Customized Electronic Access or Data		A customized service charge to recover actual costs for requests that require information technology expertise to prepare data or provide customized electronic access when such compilations and customized access services are not used by the agency for other agency purposes.

Body Worn Camera Records Requests	\$54.30	<p>\$54.30 per hour redaction fee in accordance with RCW 42.56.240(14). The hourly rate may be prorated in 15 minute intervals.</p> <p>Plus, any additional costs permitted and identified in this fee schedule, including the cost of video copying.</p> <p>Charges will not be levied if the request comes from:</p> <ul style="list-style-type: none"> •A person directly involved in a recorded incident and their attorney; •A person or his or her attorney who request a body worn camera recording relevant to a criminal case involving that person; •Executive Directors from the Washington State Commission on African American Affairs, Asian-Pacific Affairs or Hispanic Affairs; • Attorneys who represent a person in a potential or existing civil cause of action involving the denial of civil rights under the federal or state constitution or a violation of a United States Department of Justice settlement agreement and explain the relevancy of the requested video.
Postage		Actual Cost

Sedro-Woolley Municipal Code Chapter / Section References: 1.24.060



2026 OTHER

ANIMAL	
Fee Type	Amount
Impound Fees	\$25 + \$10 Day After 2 Days
Animal Control Infractions	\$150
Potentially Dangerous Dog - Registration Fee	\$250 + \$50 Annually
Dangerous Dog - Registration Fee	\$500 + \$100 Annually
Potentially Dangerous Dog - Fail to Register or Renew Penalty	\$250
Dangerous Dog - Fail to Register or Renew Penalty	\$500
Animal Control Civil Penalty	\$150 + \$10 Day + Care Cost
Animal Control Civil Penalty for Animal Destruction	\$250
Hearings	\$15 per Day
Animal Control Civil Penalty for Animal Destruction- Failure to Pick Up After 10 days	\$50

FESS FOR POLICE AND FIRE REPORTS OR SERVICE FEES TABLE	
Description	Amount
Fingerprint Cards (including applicants for concealed weapons permits)	\$10 (Up to 2)+ \$3 for Additional

BUSINESS LICENSES AND REGULATIONS		FAILURE TO PAY		
Description	Amount	11-60 days late	60-90 days late	90+ days late
Business License Fee - General Business	\$35 annually	\$3.50	\$7.00	\$10.50
Business License Fee - Selling and Beveraging Alcohol or Cannabis	\$250 annually	\$25.00	\$50.00	\$75.00
Business License Fee- Pawnbroker	\$135 annually	\$13.50	\$27.00	\$40.50
Business License Fee- Mobile Vending	\$75 annually	\$7.50	\$15.00	\$22.50
Business License Fee - Taxicabs	\$135 annually	\$13.50	\$27.00	\$40.50
Business License Fee - Extension Vendors	\$200 annually per location	\$20.00	\$40.00	\$60.00

Failure to pay fees may be waived at the Finance Director's discretion on a case by case basis.

CITY RIGHTS-OF-WAY	
Description	Amount
Utility Relocation - Enforcement	\$250 Per Day
Cable Communications - Cable System Evaluation - Non-Compliance Fee	Up to \$3,500 Per Evaluation - To Adjusted from 1997 Inflation

ZONING	
Description	Amount
Enforcement of the Critical Areas Regulations - Violations Civil Penalty	\$75 Per Day
Model Homes - Application Requirements	\$300 Per Model
Temporary Homeless Encampment Permit Application	\$1,500

CODE ENFORCEMENT	
Description	Amount
Notice of Violation and Order/Administrative Proceeding - Appeal Procedure	\$300 filing fee plus actual cost of hearing examiner (if appellant is successful, hearing examiner cost is waived)
Civil Fines and Civil Penalties - Civil Penalty - Critical Areas	\$50,000

Attachment C - Sedro-Woolley Fire Department Training Facility Fees	
See attachment.	

OTHER	
Description	Amount
Fireworks - Public Display - Permit Fees	\$50
Smoking in Public Places and Places of Employment - Penalties - Person	Up to \$100
Smoking in Public Places and Places of Employment - Penalties - Owner Obligations	Up to \$100
Violation - Penalty	Class 1 civil infraction \$250.00 Class 2 civil infraction \$125.00
Tree Standards - Inspection and Appeal - Penalty	\$250 Each Day

EMPLOYEE RECOGNITION	
Description	Amount
Employee Recognition Program Token Appreciation Award	Up to \$100
Years of Service - Value of Item	Example of Type of Item
1 year - \$15	City logo hat or mug
5 years - \$35	City logo polo shirt / sweater
10 years - \$65	City logo jacket / coat / vest
20 years - \$100	City logo article

AMBULANCE SERVICE FEES	
Description	Fee
BLS - Non-Emergency	\$1,109.05
BLS Emergency	\$1,174.30
ALS 1 Non-Emergency	\$1,517.45
ALS 1 Emergency	\$1,523.97
ALS 2	\$1,604.87
Mileage	\$23.49

FIRE DEPARTMENT TRAINING FACILITY FEE SCHEDULE	
Description	Amount
Non-Fire Use (Mutual Aid) - Facility	\$110 / Hour
Non-Fire Use (Non-Mutual Aid) - Facility	\$135 / Hour
Fire Use (Mutual Aid) - Facility	\$135 / Hour
Fire Use (Non-Mutual Aid) - Facility	\$185 / Hour
Additional Instruction	Average Hourly Rate (calculated by City Finance Department)
Propane	Market Value per Gallon
Pallet	Market Value of Pallet
Cancellations	\$100 Under Two day Notice

See Fire Department for further detail.

Utility Taxes	
Description	Rate
Domestic Water	6.00%
Cellular Telephone	6.00%
Cable Television	6.50%
Electricity and Electrical Energy	6.00%
Natural Gas	6.00%

Sedro-Woolley Municipal Code Chapter / Section References:

3.60.010
5.04.030
5.04.060
8.28.060
8.36.040
8.50.160
12.40.120
17.65.760
17.98.040
17.110.020
18.15.040
18.35.030
2.100.040
8.40.120

Effective January 1, 2026



Attachment A - Traffic Impact Fees

Traffic Impact Rate Schedule - Residential					
ITE Code ¹	ITE Land Use Category ¹	ITE Trip Rate ²	Rate per Unit ³	Impact Fee per Unit by District	
				Non-CBD	CBD
210	Single-Family Detached Housing	0.94	DU	\$4,783	\$2,660
215	Single-Family Attached Housing (Duplex/Townhome)	0.57	DU	\$2,901	\$1,614
220	Multifamily Housing (1-3 floors)	0.51	DU	\$2,595	\$1,443
221	Multifamily Housing (4-10 floors)	0.39	DU	\$1,984	\$1,104
230	Low-Rise Residential w/ 1st Floor Commercial	0.36	DU	\$1,832	\$1,019
240	Mobile Home Park	0.58	DU	\$2,952	\$1,641
251	Senior Adult Housing - Single-Family	0.30	DU	\$1,527	\$850
252	Senior Adult Housing - Multifamily	0.25	DU	\$1,272	\$707
253	Congregate Care Facility	0.18	DU	\$916	\$509
254	Assisted Living	0.24	bed	\$1,221	\$679
255	Continuing Care Retirement Community	0.19	DU	\$967	\$538
260	Recreational Home	0.29	DU	\$1,476	\$821
-	Accessory Dwelling Unit (≥ 450 sf) ⁵	0.61	DU	\$3,105	\$1,726
-	Accessory Dwelling Unit (< 450 sf) ⁵	0.30	DU	\$1,527	\$850

1 Institute of Transportation Engineers, Trip Generation Manual (11th Edition)

2 Trip generation rate per development unit for PM peak hour of the adjacent street traffic (4-6 PM)

3 DU = Dwelling Unit

⁴No ITE rate exists for ADUs. ADU trip rates modeled consistent with "Clackamas County Residential TSDC Analysis" (2019)

*Traffic impact fees for PRDs will be based on the type of dwellings



Attachment A - Traffic Impact Fees

Traffic Impact Fee Rate Schedule – Non-Residential LUC 1-799							
ITE Code ¹	ITE Land Use Category ¹	Base Trip Rate ²	% Primary Trips	Net Trip Rate	Rate per Unit ³	Impact Fee per Unit by District	
						Non-CBD	CBD
PORT AND TERMINAL							
30	Intermodal Truck Terminal	1.87	*	1.870	ksf	\$9,516	\$5,292
90	Park and Ride with Bus Service	0.49	*	0.490	space	\$2,493	\$1,387
110	General Light Industrial	0.65	*	0.650	KSF	\$3,307	\$1,839
130	Industrial Park	0.34	*	0.340	KSF	\$1,731	\$962
140	Manufacturing	0.74	*	0.740	KSF	\$3,765	\$2,094
150	Warehousing	0.18	*	0.180	KSF	\$916	\$509
151	Mini Warehouse	0.15	*	0.150	KSF	\$763	\$425
170	Utilities	2.16	*	2.160	KSF	\$10,991	\$6,113
180	Specialty Trade Contractor	1.93	*	1.930	KSF	\$9,821	\$5,462
LODGING							
310	Hotel	0.59	*	0.590	room	\$3,003	\$1,670
311	All Suites Hotel	0.36	*	0.360	room	\$1,832	\$1,019
312	Business Hotel	0.31	*	0.310	room	\$1,578	\$877
320	Motel	0.36	*	0.360	room	\$1,832	\$1,019
RECREATIONAL							
411	Public Park	0.11	*	0.110	acre	\$560	\$311
416	Campground/RV Park	0.27	*	0.270	site	\$1,374	\$764
430	Golf Course	0.28	*	0.280	acre	\$1,425	\$793
432	Golf Driving Range	1.25	*	1.250	tee	\$6,361	\$3,537
433	Batting Cages	2.22	*	2.220	cage	\$11,296	\$6,283
434	Rock Climbing Gym	1.64	*	1.640	KSF	\$8,345	\$4,642
435	Multi-Purpose Recreational Facility	3.58	*	3.580	KSF	\$18,217	\$10,132
437	Bowling Alley	1.16	*	1.160	KSF	\$5,902	\$3,283
445	Movie Theater	13.96	*	13.960	screen	\$71,036	\$39,509
488	Soccer Complex	16.43	*	16.430	field	\$83,604	\$46,499
490	Tennis Courts	4.21	*	4.210	court	\$21,422	\$11,914
491	Racquet/Tennis Club	3.82	*	3.820	court	\$19,438	\$10,811
492	Health Fitness Club	3.45	*	3.450	KSF	\$17,555	\$9,764
493	Athletic Club	6.29	*	6.290	KSF	\$32,007	\$17,802
495	Recreational Community Center	2.50	*	2.500	KSF	\$12,721	\$7,076
INSTITUTIONAL							
520	Elementary School	0.16	*	0.160	student	\$814	\$453
522	Middle/Junior High School	0.15	*	0.150	student	\$763	\$425
525	High School	0.14	*	0.140	student	\$712	\$396
528	School District Office	2.04	*	2.040	student	\$10,381	\$5,774
536	Charter Elementary School	0.16	*	0.160	student	\$814	\$453
540	Junior / Community College	0.11	*	0.110	student	\$560	\$311
560	Church	0.49	*	0.490	KSF	\$2,493	\$1,387
565	Day Care Center	11.12	44%	4.893	KSF	\$24,897	\$13,848
566	Cemetery	0.46	*	0.460	acre	\$2,341	\$1,302
571	Adult Detention Facility	0.08	*	0.080	bed	\$407	\$227
575	Fire & Rescue Station	0.48	*	0.480	KSF	\$2,442	\$1,359
590	Library	8.16	*	8.160	KSF	\$41,522	\$23,094

MEDICAL							
610	Hospital	0.86	*	0.860	KSF	\$4,377	\$2,434
620	Nursing Home	0.14	*	0.140	bed	\$712	\$396
630	Clinic	3.69	*	3.690	KSF	\$18,776	\$10,443
640	Animal Hospital / Veterinary Clinic	3.53	*	3.530	KSF	\$17,963	\$9,991
650	Freestanding Emergency Room	1.52	*	1.520	KSF	\$7,735	\$4,301
OFFICE							
710	General Office	1.44	*	1.440	KSF	\$7,327	\$4,076
712	Small Office Bldg (<10,000 sf)	2.16	*	2.160	KSF	\$10,991	\$6,113
714	Corporate Headquarters Building	1.30	*	1.300	KSF	\$6,615	\$3,680
715	Single Tenant Office (\geq 10,000 sf)	1.76	*	1.760	KSF	\$8,956	\$4,981
720	Medical/Dental Office (Stand-Alone)	3.93	*	3.930	KSF	\$19,998	\$11,123
730	Government Office Building	1.71	*	1.710	KSF	\$8,701	\$4,840
732	US Post Office	11.21	*	11.210	KSF	\$57,042	\$31,726
750	Office Park	1.30	*	1.300	KSF	\$6,615	\$3,680
760	Research and Development Center	0.98	*	0.980	KSF	\$4,987	\$2,773
770	Business Park	1.22	*	1.220	KSF	\$6,208	\$3,453

Institute of Transportation Engineers, Trip Generation Manual (11th Edition)

Trip generation rate per development unit, for PM Peak Hour of the adjacent street traffic (4-6 pm).

3 DU = Dwelling Unit; KSF = 1,000 square feet; VSP = Vehicle servicing position

* Pass-by and diverted trip rate data not available. Primary trip rates may be applied based on local data, development context, and engineering judgment



Attachment A - Traffic Impact Fees

Traffic Impact Fee Rate Schedule – Non-Residential LUC 800-999							
ITE Code ¹	ITE Land Use Category ¹	Base Trip	% Prim	Net Trip Rate	Rate per Unit ⁴	Impact Fee per Unit	
						Non-CBD	CBD
RETAIL							
810	Tractor Supply Store	1.40	66%	0.924	KSF	\$4,702	\$2,615
811	Construction Equipment Rental Store	0.99	74%	0.733	KSF	\$3,728	\$2,073
812	Building Materials and Lumber Store	2.25	74%	1.665	KSF	\$8,472	\$4,712
813	Free-Standing Discount Superstore (w/ Grocery)	4.33	71%	3.074	KSF	\$15,644	\$8,701
814	Variety Store	6.70	66%	4.422	KSF	\$22,501	\$12,515
815	Free Standing Discount Store (w/o Grocery)	4.86	83%	4.034	KSF	\$20,527	\$11,417
816	Hardware/Paint Store	2.98	74%	2.205	KSF	\$11,221	\$6,241
817	Nursery (Garden Center)	6.94	74%	5.136	KSF	\$26,132	\$14,535
818	Nursery (Wholesale)	5.24	74%	3.878	KSF	\$19,731	\$10,975
820	Shopping Center (>150k)	3.40	66%	2.244	KSF	\$11,419	\$6,351
821	Shopping Plaza (40-150k) w/ Supermarket	9.03	66%	5.960	KSF	\$30,326	\$16,868
821	Shopping Plaza (40-150k) w/o Supermarket	5.19	66%	3.425	KSF	\$17,430	\$9,694
822	Strip Retail Plaza (<40k)	6.59	66%	4.349	KSF	\$22,132	\$12,309
823	Factory Outlet Center	2.29	66%	1.511	KSF	\$7,691	\$4,277
840	Automobile Sales (New)	2.42	100%	2.420	KSF	\$12,314	\$6,849
841	Automobile Sales (Used)	3.75	100%	3.750	KSF	\$19,082	\$10,613
842	Recreational Vehicle Sales	0.77	100%	0.770	KSF	\$3,918	\$2,180
843	Automobile Parts Sales	4.90	44%	2.156	KSF	\$10,971	\$6,101
848	Tire Store	3.75	72%	2.700	KSF	\$13,739	\$7,642
849	Tire Superstore	2.11	72%	1.519	KSF	\$7,730	\$4,299
850	Supermarket	8.95	64%	5.728	KSF	\$29,147	\$16,211
851	Convenience Store	49.11	49%	24.064	KSF	\$122,450	\$68,105
857	Discount Club	4.19	63%	2.640	KSF	\$13,432	\$7,471
861	Sporting Goods Superstore	2.14	66%	1.412	KSF	\$7,187	\$3,997
862	Home Improvement Superstore	2.29	58%	1.328	KSF	\$6,759	\$3,759
863	Electronics Superstore	4.25	60%	2.550	KSF	\$12,976	\$7,217
866	Pet Supply Superstore	3.55	66%	2.343	KSF	\$11,923	\$6,632
867	Office Supply Superstore	2.77	66%	1.828	KSF	\$9,303	\$5,174
875	Department Store	1.95	66%	1.287	KSF	\$6,549	\$3,643
876	Apparel Store	4.12	66%	2.719	KSF	\$13,837	\$7,695
879	Arts and Crafts Store	6.21	66%	4.099	KSF	\$20,855	\$11,600
880	Pharmacy/Drug Store w/o Drive-Thru	8.51	47%	4.000	KSF	\$20,353	\$11,320
881	Pharmacy/Drug Store w/ Drive-Thru	10.25	38%	3.895	KSF	\$19,819	\$11,023
882	Marijuana Dispensery	18.92	100%	18.920	KSF	\$96,274	\$53,546
890	Furniture Store	0.52	47%	0.244	KSF	\$1,243	\$692
899	Liquor Store	16.62	64%	10.637	KSF	\$54,125	\$30,104
SERVICES							
911	Walk-in Bank	12.13	65%	7.885	KSF	\$40,120	\$22,315
912	Drive-in Bank	21.01	65%	13.657	KSF	\$69,491	\$38,650
918	Hair Salon	1.45	65%	0.943	KSF	\$4,796	\$2,667
920	Copy, Print, and Express Ship Store	7.42	66%	4.897	KSF	\$24,919	\$13,860
930	Fast Casual Restaurant	12.55	57%	7.154	KSF	\$36,401	\$20,245
931	Fine Dining Restaurant	7.80	56%	4.368	KSF	\$22,227	\$12,362
932	High Turnover (Sit-Down) Restaurant	9.05	57%	5.159	KSF	\$26,249	\$14,600
933	Fast Food w/o Drive-Thru	33.21	57%	18.930	KSF	\$96,324	\$53,574
934	Fast Food w/ Drive-Thru	33.03	50%	16.515	KSF	\$84,037	\$46,740
935	Fast Food Restaurant w/ Drive-Thru w/o Indoor Seating	59.50	50%	29.750	lane	\$151,383	\$84,198

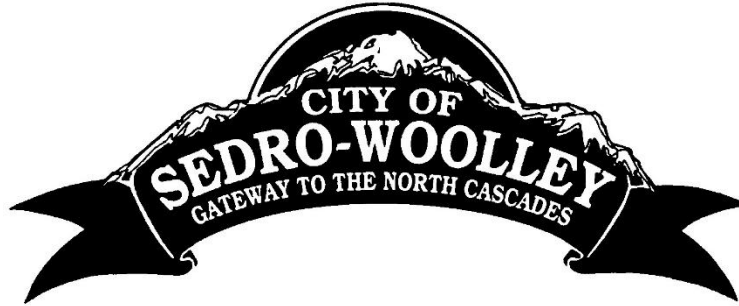
936	Coffee/Donut Shop w/o Drive-Thru	32.29	57%	18.405	KSF	\$93,656	\$52,090
937	Coffee/Donut Shop w/ Drive-Thru	38.99	50%	19.495	KSF	\$99,201	\$55,174
938	Coffee/Donut Shop w/ Drive-Thru w/o Indoor Seating (Espresso Stand)	15.08	11%	1.659	lane	\$8,441	\$4,695
941	Quick Lubrication Vehicle Stop	8.70	72%	6.264	VSP	\$31,875	\$17,728
942	Automobile Care Center	3.11	72%	2.239	KSF	\$11,395	\$6,337
943	Automobile Parts and Service Center	2.06	72%	1.483	KSF	\$7,547	\$4,197
944	Gasoline/Service Station	13.91	58%	8.068	VFP	\$41,053	\$22,834
945	Convenience Store/Gas Station (<4,000 sf)	18.42	12%	2.210	VFP	\$11,248	\$6,255
945	Convenience Store/Gas Station (4,000 sf -- 5,500 sf)	22.76	12%	2.731	VFP	\$13,897	\$7,730
945	Convenience Store/Gas Station (>5,500 sf)	26.90	12%	3.228	VFP	\$16,425	\$9,135
947	Self-Serve Car Wash	5.54	58%	3.213	stall	\$16,350	\$9,094
948	Automated Car Wash	77.50	58%	44.950	stall	\$228,729	\$127,216
950	Truck Stop (Truck Trips Only)	15.42	58%	8.944	VFP	\$45,510	\$25,312
970	Winery	7.31	100%	7.310	KSF	\$37,197	\$20,689
971	Brewery Taproom	9.83	100%	9.830	KSF	\$50,021	\$27,820
975	Drinking Place	11.36	100%	11.360	KSF	\$57,806	\$32,150

Institute of Transportation Engineers, [Trip Generation Manual \(11th Edition\)](#)

Trip generation rate per development unit, for PM Peak Hour of the adjacent street traffic (4-6 pm).

3 Average primary trip rates, per Trip Generation Handbook (3rd Edition), 2017. Additional primary rates based on similar land use and engineering judgment

Pass-by rates should be used with caution and refined using local data whenever possible. ⁴ DU = Dwelling Unit; KSF = 1,000 square feet; VSP = Vehicle servicing position



CITY OF SEDRO-WOOLLEY BUILDING, PLANNING & ENGINEERING FEE SCHEDULE

The fees described below are the minimum fees specific to the identified activities. Other fees may apply and will be added to the minimum fee. Plan Review and Application Fees are due at time of application. All fees must be paid before Permit Issuance or City Action.

SECTION 1. BUILDING PERMIT FEES

To calculate building permit fees, valuation is established by using the current building valuation data published by the International Code Council (ICC). Permit fees are then calculated from the City of Sedro-Woolley BPE Fee Schedule Table 1. Valuation information for structures/improvements not designated by ICC is as shown in this schedule. The plan check fees for projects reviewed by the City of Sedro-Woolley shall be 65 percent of the building permit fee.

TABLE 1—BUILDING PERMIT FEES

TOTAL VALUATION	FEE
\$501.00 to \$2,000.00	\$23.50 for the first \$500.00 plus \$3.05 for each additional \$100.00, or fraction thereof, to and including \$2,000.00
\$1.00 to \$500.00	\$23.50
\$2,001.00 to \$25,000.00	\$69.25 for the first \$2,000.00 plus \$14.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$391.75 for the first \$25,000.00 plus \$10.10 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$643.75 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$993.75 for the first \$100,000.00 plus \$5.60 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,233.75 for the first \$500,000.00 plus \$4.75 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00
\$1,000,001.00 and up	\$5,608.75 for the first \$1,000,000.00 plus \$3.65 for each additional \$1,000.00, or fraction thereof

Structure or Improvement	Valuation
Uninsulated, Unheated Basement	50% of finished space
Open Carport	\$16.10 per Square foot
Foundations	\$35.00 per linear foot
Fences greater than 6' in height	\$12.84 per linear foot
Decks	\$12.84 per Square foot
Post Frame Building	\$16.10 per Square foot
Commercial Signs	\$25.00 Surface mounted \$25.00 Replacement of insert to existing sign cabinet \$200.00 Monument \$300.00 Pole-mounted

Other Building Related Fees	
Plans Examination Review Fee	65% of assessed building permit fee
Projects not specified in schedule	Valuation based on contractor's estimate
Inspections outside of normal business hours, if granted	\$100.00/hour plus administrative overhead 2 hour minimum ¹
Inspections for which no fee is specifically indicated	\$50.00 per hour ¹ ½ hour minimum
Re-inspection fees (due prior to second re-inspection of written correction notice)	\$50.00/hour plus administrative costs 1 hour minimum ¹
Expedited Inspection – for inspection requests received after 8:30 AM (due prior to subsequent inspection)	\$50.00
Additional plan review fee or inspection required by changes, additions, or revisions to plans	\$50.00/hour 1/2 hour minimum
Pre-review of Building Plans Fee – for review of building plans prior to the submittal of a complete building permit application.	10% of the projected Plans Examination Review Fee (based on building size and valuation). The Pre-review Fee does not count towards the Plans Examination Review Fee.
For use of outside consultants for plan checking, inspections, environmental, stormwater, landscape & other related reviews	\$50.00/hour administrative costs plus the resulting consultant fees
Demolition Permits	\$100.00 SFR Demolition Permit \$125.00 Commercial Demolition Permit
Temporary Certificate of Occupancy	\$250.00
Change of Use permit	\$100.00
Building Decision Appeal	\$300.00 Plus \$50.00/hour for staff time plus resulting consultant fees plus resulting attorney fees.
Washington State Building Code Council Fee – building permit fee	\$4.50 per building permit
Washington State Building Code Council Fee – multi-family unit fee	\$2.00 per unit for each unit after the first unit
Adult Family Home Application Review	\$50.00
Adult Family Home Inspection	\$50.00
Solar panel permit for buildings regulated by the International Residential Code (IRC)	\$50.00

Attachment B: Building, Planning & Engineering Fee Schedule

Solar panel permit for buildings regulated by the International Building Code (IBC)	\$50.00 plus building plan review fee based in project valuation of the structural components and labor only
Residential re-roofing permit for roofing projects that require structural modification	\$75.00
Commercial re-roofing permit	\$75.00
Administration fee for processing deferred impact fees	\$100.00

¹ Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.

Manufactured Homes	
Manufactured Home	\$500.00
Modular Homes	\$750.00 plus foundation and/or basement permit fee

Mechanical Permits	
Permit Administration	
1. For the issuance of each mechanical permit	\$25.00
Unit Fees	
1. Furnaces	
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance up to and including 100,000 Btu/h (29.3 kW)	\$20.00
For the installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h (29.3 kW)	\$40.00
For the installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater	\$14.80
2. Appliance Vents	
For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit	\$ 7.25
3. Repairs or Additions	
For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling, absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code	\$13.70
4. Boilers, Compressors and Absorption Systems	
For the installation or relocation of each boiler or compressor to and including 3 horsepower (10.6 kW), or each absorption system to and including 100,000 Btu/h (29.3 kW)	\$14.70

Attachment B: Building, Planning & Engineering Fee Schedule

For the installation or relocation of each boiler or compressor over three horsepower (10.6kw) to and including 15 horsepower (52.7 kW), or each absorption system over 100,000 Btu/h (29.3 kW) to and including 500,000 Btu/h (146.6kw)	\$27.15
For the installation or relocation of each boiler or compressor over 15 horsepower (52.7kW) to and including 30 horsepower (105.5 kW), or each absorption system over 500,000 Btu/h (146.6 kW) to and including 1,000,000 Btu/h (293.1 kW)	\$37.25
For the installation or relocation of each boiler or compressor over 30 horsepower (105.5 kW) to and including 50 horsepower (176 kW), or each absorption system over 1,000,000 Btu/h (293.1 kW) to and including 1,750,000 Btu/h (512.9 kW)	\$55.45
For the installation or relocation of each boiler or compressor over 50 horsepower (176kw), or each absorption system over 1,750,000 Bin/h (512.9 kW)	\$92.65
5. Air Handlers	
For each air-handling unit to and including 10,000 cubic feet per minute (cfm) (4719 L/s), including ducts attached thereto Note: This fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.	\$10.65
For each air-handling unit over 10,000 cfm (4719 L/s)	\$18.10
6. Evaporative Coolers.	
For each evaporative cooler other than portable type	\$10.65
7. Ventilation and Exhaust	
For each ventilation fan connected to a single duct	\$ 7.25
For each ventilation system which is not a portion of any heating or air-conditioning system authorized by a permit	\$10.65
For the installation of each hood which is served by mechanical exhaust, including the ducts for such hood	\$10.65
8. Incinerators	
For the installation or relocation of each domestic-type incinerator	\$18.20
For the installation or relocation of each commercial or industrial-type incinerator	\$14.50
9. 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 table	\$10.65
10. Range hoods	
Residential	\$9.50
Commercial –plan review --inspection (does not include Fire Suppression)	\$50.00/hour \$50.00/hour
11. Wood/gas/pellet stove or insert	
Dryer vent	\$7.50
Gas Range	\$7.50
Other Inspections and Fees:	
1. Inspections outside of normal business hours, per hour (minimum charge—two hours)	\$50.00*
2. Re-inspection fees assessed under provisions of Section 116.6, per inspection	\$50.00*

Attachment B: Building, Planning & Engineering Fee Schedule

3. Inspections for which no fee is specifically indicated, per hour (minimum charge—one-half hour)	\$50.00*
4. Additional plan review required by changes, additions or revisions to plans or top for which an initial review has been completed (minimum charge—one-half hour)	\$50.00*
*Or the total hourly cost to the jurisdiction, whichever is the greatest. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of the employees involved.	

Plumbing Permits	
Permit Administration – See Appendix A for Equivalent Fixture Units table	
1. For issuing each permit	\$ 25.00
Unit Fee Schedule	
1. For each plumbing fixture on one trap or a set of fixtures on one trap	\$ 10.00
2. Rainwater systems - per drain (inside building)	
3. For each water heater and/or vent	\$ 7.00
4. For each gas-piping system of one to five outlets	\$ 7.00
5. For each additional gas piping system outlet, per outlet	\$ 5.00
6. For each industrial waste pretreatment interceptor including its trap and vent, except kitchen-type grease interceptors functioning as fixture traps	\$ 2.00
7. For each installation, alteration or repair of water piping and/or water treating equipment, each	\$ 7.00
8. For each repair or alteration of drainage or vent piping, each fixture	\$ 7.00
9. For each lawn sprinkler system on any one meter including backflow protection devices	\$ 7.00
10. For atmospheric-type vacuum breakers not included in item 12: 1 to 5 over 5, each	\$ 7.00
10. For atmospheric-type vacuum breakers not included in item 12: 1 to 5 over 5, each	\$ 7.00 \$ 1.00
11. For each backflow protective device other than atmospheric type vacuum breakers: 2 inch (51 mm) diameter and smaller over 2 inch (51 mm) diameter	\$ 7.00 \$ 15.00
11. For each backflow protective device other than atmospheric type vacuum breakers: 2 inch (51 mm) diameter and smaller over 2 inch (51 mm) diameter	\$ 7.00 \$ 15.00
12. For initial installation and testing for a reclaimed water system	
13. For each annual cross-connection testing of a reclaimed water system (excluding initial test)	\$30.00*
14. For each medical gas piping system serving one to five inlet(s)/outlet(s) for a specific gas	\$30.00*
15. For each additional medical gas inlet(s)/outlet(s)	\$50.00
Other Inspections and Fees	
1. Inspections outside of normal business hours	\$50.00*

Attachment B: Building, Planning & Engineering Fee Schedule

2. Re-inspection fee	\$50.00*
3. Inspections for which no fee is specifically indicated	\$50.00*
4. Additional plan review required by changes, additions or revisions to approved plans (minimum charge — one-half hour)	\$50.00*
Per hour for each hour worked or the total hourly cost to the jurisdiction, whichever is greater. This cost shall include supervision, overhead, equipment, hourly wages and fringe benefits of all the employees involved.	\$50.00

SECTION 2. PLANNING PERMIT FEES

Planning	
Pre-Application Meeting Fee	\$60.00 Planning Review \$60.00 Engineering Review
Comprehensive Plan Amendment	\$600.00 For projects that require more than 10 hours of staff time, the applicant will be billed at \$60.00/hour plus any consultant fees.
Zoning Ordinance Amendment	\$500.00
Rezone	See Comprehensive Plan Amendment
Long Plat - Preliminary	\$2,000.00 plus \$150/lot. For projects that require more than 30 hours of staff time, the applicant will be billed at \$60.00/hour.
Long Plat - Final	\$500.00
Short Plat	\$1,000.00
Planned Residential Development (in addition to Long Plat fees)	\$2000.00 plus \$15/lot
Conditional Use Permit (does not include Hearing Examiner Fees)	\$300.00 Residential \$1,000.00 Commercial
Essential Public Facility review (in addition to the Conditional Use Permit fee)	\$500.00
Zoning Waiver	\$200.00
Zoning Variance - Residential	\$400.00
Zoning Variance - Commercial	\$1,000.00
Home Occupation Permit	\$25.00
Boundary Line adjustment	\$150.00
Binding Site Plan - Preliminary	\$1,000.00 plus \$150/lot
Binding Site Plan - Final	\$300.00
Binding Site Plan - Amended	\$500.00
Design Review	\$25.00
Design Review for projects using the UVMU Overlay regulations	\$100 base plus \$0.005 per square foot of gross building area

Attachment B: Building, Planning & Engineering Fee Schedule

Annexation	\$1,200.00
Temporary Permit per SWMC 17.64	\$300.00
Planned Action – review of applications for projects within the boundaries of an approved Planned Action Ordinance	\$300.00
Accessory Dwelling Unit (ADU) Permit	\$250.00
Request for letter of interpretation	\$250.00
Non-conforming use certificate	\$500.00
Zoning Compliance letter	\$150.00
Planning Decision Appeal	<p>\$200.00 by Permit Applicant</p> <p>\$100.00 by non-permit applicant residing greater than 500 ft from the project.</p> <p>\$30.00 by non-permit applicant residing less than 500 ft from the project</p> <p>Plus all resultant consultant fees, hearing examiner fees and/or attorney fees</p>
<p>Planning Review of site & construction plans for new buildings (not additions to an existing building)</p> <ul style="list-style-type: none"> - Single-family (including manufactured home) & duplex building permits - Small Commercial & Industrial building permits without SEPA - All other building permits including multi-family 	<p>\$70.00</p> <p>\$110.00</p> <p>10% of Building Permit fee or \$2,500.00 (whichever is less)</p>
Planning Review Fee for Excavation & Grading permits w/SEPA	\$150.00
Planning Review for activities not listed specifically above.	\$60.00/hour
Hearing Examiner Fees	<p>Actual cost</p> <p>Prepayment fees taken at time of application</p>
Hearing Examiner - Prepayment of fees	<p>Type I & II - \$2,200</p> <p>Type III - \$2,200</p> <p>Type IV - \$3,000</p>
Public Notification - Legal Notice in newspaper	Actual cost
Public Notification - Postage	Actual cost
Public Notification - Prepayment of publication costs	\$350.00
Notice of Land Use Action sign	\$25.00

Environmental Fees	
Critical Areas Review Fee	\$10.00 Checklist review and site visit, if req. for building permits \$20.00 Checklist review and site visit, if req. for projects requiring land disturbance, plats, and boundary line adjustments \$380.00 Request and review applicant submitted reports
Shoreline Permit	\$200.00
Shoreline Conditional Use/Variance	\$250.00
Floodplain Permit	\$60.00
For use of outside consultants for specialty plan checking and inspections	\$60.00/hour administrative fee plus the resulting consultant fees
SEPA- State Environmental Policy Act Checklist Review	\$150.00 (up to 10,000 sq. ft. disturbed area) \$300.00 (10,000-50,000 sq. ft. disturbed area) \$500.00 (50,000 sq. ft. and over disturbed area)
SEPA- Site Visit	\$100.00
Environmental Impact Statement (E.I.S.) Review	\$500.00 (included 10 hours of staff time) For projects that require more than 10 hours of staff time, applicant will be billed at \$50.00/hour plus consultant fees
Appeal of SEPA determinations	\$1000 plus consultant fees and attorney fees.

SECTION 3. ENGINEERING PERMIT FEES

ENGINEERING DEPARTMENT FEES	
Permits/Review/Inspection/Misc	Fee
Street Vacation Request	\$1,000.00
Modification of Public Works Standards (PW Variance) Request (SW PWDS 1.3.9)	\$250.00 plus Additional Engineering Plan Review fee for every hour over 3 hours of staff time to process request
Access Permit (new driveways accessing city streets)	\$50.00
Oversize/Overweight Vehicles Permit (SWMC Ch. 10.20.025)	\$30.00
Waiver, Deferral or Modification of Frontage Improvements (SWPWDS 1.3.10 and 3.2.7.E)	\$50.00 for Single Family Residences \$250.00 for all others
Right of Way Permit (any work within city right of way including street cuts, utility extension, driveway construction, sidewalks, etc.; includes initial inspection). One work location per permit	\$70.00
Sewer Service Permit (includes initial inspection)	\$75.00
Decommissioning Septic System Inspection Fee	\$70.00

Attachment B: Building, Planning & Engineering Fee Schedule

Clearing & Grading Permit (when not a part of an Engineering Plan Review project; includes TESC review and inspection)	\$50.00 - Up to 50 CYS \$100.00 plus \$25.00 per Acre – 50 CYS and over
Re-inspection for ROW Permits & Sewer Service Permits, per each	\$75.00
Engineering Plan Review – Simple Site Plan (up to two lots)	\$95.00/hour; minimum ½ hour
Engineering Plan Review (on and off site civil improvements – see SWPWDS Ch. 2.2)	0.5% approved Engineer’s Project Cost Estimate; \$600.00 minimum
Additional Engineering Plan Review (see SWPWDS Ch. 2.2)	\$95.00/hour; minimum ½ hour
Consultant Plan Review where required (Traffic Signals, Traffic Impact Analysis, Stormwater etc.)	Consultant Cost plus 5%
Construction Inspection (on and off site civil improvements; may be reduced up to 50% if Developer provides full time independent inspection services)	\$500.00 plus 1.5% approved Engineers Estimate
Additional Construction Inspection (if required)	\$75.00/hour; minimum ½ hour
Consultant Specialty Inspection & Testing (SWPWDS Ch. 2.1.10)	Consultant Cost plus 5%
Pavement Repair Performance Bond (cuts 100 sf or less - refundable on satisfactory completion of work – SWPWDS Ch. 2.3 and 3.2.15.G.6)	\$750.00 (cash deposit)
Performance and Maintenance Bonds (all civil-related work)	See SWPWDS Chapters 1.4.8.B and 2.3

For Impact Fees, see Master Fee Schedule Title 15.

SECTION 4. OTHER FEES

Fire Code Fees	
Administrative fee	\$60.00
Fire Code Operations Permit (pursuant to IFC 105.6)	\$250.00 plus \$60.00/hr plan review fee plus consultant fees.
Fire Code Construction Permit (pursuant to IFC 105.7)	\$250.00 plus \$60.00/hr plan review fee plus consultant fees.
Fire suppression – building sprinklers	\$300.00 plus Fire Plan Review Fees
Fire suppression – tenant space sprinklers	\$125.00 plus Fire Plan Review Fees
Fire suppression – commercial hood sprinklers	\$77.00 plus Fire Plan Review Fees
Fire alarm system when required	\$125.00 plus Fire Plan Review Fees
Fire alarm panel	\$50 replaced / \$75 new plus Fire Plan Review Fees
Fire Code Violation Investigation Fee	\$60.00/hr minimum 1 hour
Fire Code Violation Fine	\$60.00 - \$200.00 per violation per day
Fire Code Compliance Review Fee and Report	\$100.00 plus consultant fees
Fire Investigation Fee	\$60.00/hr plus consultant fees.
Above/Underground fuel tank installation	\$100

Attachment B: Building, Planning & Engineering Fee Schedule

Underground fuel tank removal	\$75
Underground fuel tank decommission – fill in place	\$100
Compressed gas	\$50.00 plus Fire Plan Review Fees
Install/Remove LP fuel tank	\$35.00
Fire Plan Review Fee	\$60.00/hr – one hour minimum
Fire inspection Fee	\$60.00/hr – one hour minimum
Marijuana Operations Permit	\$275.00 (annual fee)
Carbon Dioxide System Permit	\$275.00 (annual fee)
Extraction Process Permit	\$275.00 (annual fee)

Enforcement Fees	
Work without a permit investigation fee	\$50.00/hour plus consultant fees plus attorney fees plus applicable fines.
Permit violation investigation fee	\$50.00/hour plus consultant fees plus attorney fees plus applicable fines.
Permit compliance monitoring fee (for permits that require temporary monitoring)	\$50.00/hour plus consultant fees
Building Permit Violation Fine	Add 100% of the building fee
Planning/Zoning Violation Fine	Add 100% of resulting planning fees
Legal action	\$50.00/hour administrative fee plus attorney fees and consultant fees.

Computer Mapping Services	
8½ x 11	1-5 copies \$2.50 (20% discount after five copies)
11 x 17	1-5 copies \$5.00 (20% discount after five copies)
17 X 20 to 18 x 24	1-5 copies \$10.00 (20% discount after five copies)
22 X 34 to 24 x 36	1-5 copies \$15.00 (20% discount after five copies)
34 X 44 to 36 x 48	1-5 copies \$20.00 (20% discount after five copies)
A \$60/hour charge will be applied to all custom map request plus actual cost for maps produced and reproduced by outside sources.	

Address & Street Name Fees (SWMC 15.24)	
Standard Address Sign (12" x 6")	\$30.00 / sign
Oversize Address Sign (Larger than 12" x 6")	Actual Cost of Materials and Labor as invoiced by Manufacturer. Prepayment fees taken at time of application.
Oversize Address Sign (Larger than 12" x 6") – Prepayment of Fees	\$30.00 / sign
Street Name Petition – Planning Review	\$60.00/hour; minimum ½ hour
Street Name Petition – Fire Review	\$60.00/hour; minimum ½ hour
Street Name Petition – Engineering Review	\$60.00/hour; minimum ½ hour
Street Name Petition – Replacement of Street Name Signage	Actual Cost of Materials and Labor to order and install replacement signage as invoiced by the City of Sedro-Woolley. Prepayment fees taken at time of petition.
Street Name Petition – Replacement of Street Name Signage – Prepayment of Fees	\$250.00

Administrative And Misc. Fees	
Copies	\$0.15/single-page \$0.25/double-page Actual cost for multi-media materials such as computer diskettes and CD's.
Color Copies	8.5x11/\$0.50 8.5x14/\$0.75 11x17/\$1.00
Copies of recorded public hearings	Free on City website or \$15.00/disk

FEE REFUNDS: The Building Official may authorize a refund of fees in accordance with IRC R108.5 and IBC 108.6

BUILDING PERMIT EXPIRATION: Every building permit issued by the City of Sedro-Woolley under the provisions of the Building Code shall expire by limitation and become null and void if the building or work authorized by such permit is not completed per the permitted requirements within two (2) years of the date of issuance.

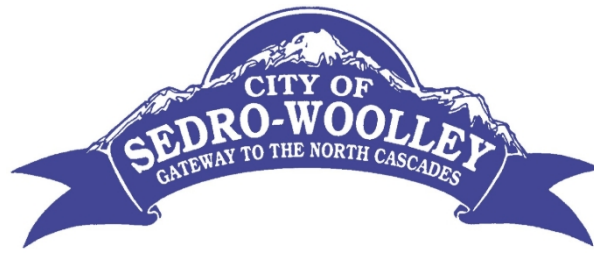
RENEWAL OF EXPIRED BUILDING PERMITS: To renew action on a permit after expiration, the permittee shall pay a renewal fee of one half of the amount of the building permit fee that would be required for a new permit (not plan review fee), provided no changes have been made or will be made in the original plans and specifications for such work. A new permit – including plan review fees – will be required where expiration has been more than six months. Expired non-commercial projects requiring only final inspections shall pay a minimum fee of \$100.00.

Any permittee holding an unexpired permit may apply for a six-month extension in order to complete the authorized work. The Building Official may grant one free 180 day extension of time upon a written request from the permittee showing that circumstances beyond the control of the permittee have prevented the authorized work from being completed. No permit may be extended more than once.

Appendix A - Equivalent Fixture Units

For calculation of Commercial General Facility Charge

Kinds of Fixtures	Units
Bathtubs	2
Bidets	2
Clothes washers, private	2
Clothes washers, commercial	6
Dental units or cuspidors	1
Drinking fountains	1
Floor drains	2
Interceptors for grease, oil, solids, etc.	3
Interceptors for sand, auto wash, etc.	6
Laundry tubs	2
Receptors (floor sinks), indirect waste receptors for refrigerators, coffee urns, water stations, etc.	1
Receptors, indirect waste receptors for commercial sinks, dishwashers, air-washers, etc.	3
Showers, single stalls	2
Showers, gang (per head)	1
Sinks, and/or dishwashers (residential) (2" min. waste)	2
Sinks, bar, commercial	2
Sinks, bar, private	1
Sinks, commercial or industrial, schools, etc., including dishwashers, wash up sinks and wash fountains	3
Sinks, flushing rim, clinic	6
Sinks, service	3
Sinks, service (3" trap)	6
Urinals, pedestal, trap arm only	6
Urinals, stall, separate trap	2
Urinals, wall-mounted, blowout, integral trap 2" trap arm only	3
Urinals, wall-mounted, blowout, integral trap 3" trap arm only	6
Urinals, wall-mounted, washdown or siphon jet, integral trap, trap arm only	2
Urinals, wall-mounted, washdown, separate trap (2" min. waste)	2
Wash basins, in sets	2
Wash basins (lavatories) single	1
Water closet, private installation	4
Water closet, public installation	6



City Council Agenda Item

Agenda Item No.: e.5.

Date: July 8, 2026

From: Bill Bullock, Public Works Director

Subject: Resolution 1189-26 - Adoption of the Skagit County Hazard Mitigation Plan and Annex 8 - 2nd Read

RECOMMENDED ACTION:

Motion to approve Resolution 1189-26 adopting the 2026 Skagit County Hazard Mitigation Plan including Annex 8 Sedro-Woolley.

BACKGROUND/SUMMARY INFORMATION:

Follow-up on questions from Council: This plan does not obligate any of the jurisdictions to monetary obligations or specific level of administrative participation. Beyond the benefits of active regional hazard mitigation planning and emergency management, a county-wide adopted Hazard Mitigation Plan that meets all federal requirements for this level of planning is an eligibility requirement for a number of federal funding sources (such as the BRIC program).

The Skagit Hazard Mitigation Plan is a joint, multi-jurisdictional, county-wide planning document intended to comprehensively address resiliency, response, and reduce risk to a range disaster related events. The Plan contains two volumes. Volume 1 outlines the general county wide plan and Volume 2 (Executive Summary attached) contains the plan elements specific to each partner jurisdiction (cities, towns, and tribes) identified in Annex 1-10. Annex 8 (attached) is the section that covers Sedro-Woolley. Each volume contains approximately 250 pages and will be available on the Skagit DEM website.

This document, adopted by all of the partnering jurisdictions, is an eligibility requirement for BRIC funding application (staff intends to apply for 2026 BRIC funding in July).

FISCAL IMPACT, IF APPROPRIATE:

None

ATTACHMENTS:

1. Resolution 1189-26 Hazard Mitigation Plan
2. Skagit HMP Exec Summary
3. Annex 8 - Sedro-Woolley

RESOLUTION NO. 1189-26

A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE ADOPTION OF THE SKAGIT COUNTY HAZARD MITIGATION PLAN

WHEREAS, all of Skagit County has exposure to hazards that increase the risk to life, property, environment and the County's economy; and

WHEREAS, pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, the Skagit County Hazard Mitigation Plan was originally adopted in 2003 as a multi-jurisdictional plan in accordance with the Disaster Mitigation Act of 2000 (Public Law 106-390) pursuant to Skagit County Resolution # R20030274, and was subsequently updated pursuant to Skagit County Resolution Numbers R20090138, R20150028, and R20200082; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established requirements for pre and post disaster hazard mitigation programs requiring that local and tribal government applicants for sub-grants must have an approved local mitigation plan in accordance with 44 CFR 201.6 prior to receipt of a Hazard Mitigation Grant Program sub-grant funding, and the purpose of such local mitigation plan is to represent the Jurisdiction's commitment to reduce risks from natural and man-made hazards; and

WHEREAS, pursuant to 44 CFR 201.6, a coalition of Skagit County stakeholders with like-planning objectives was formed to pool resources and create consistent mitigation strategies to be implemented within each partner's identified capabilities within the Skagit County Planning Area; and

WHEREAS, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy; and

WHEREAS, pursuant to 44 CFR 201.6 and 44 CFR 201.7, the Skagit County Hazard Mitigation Plan has been reviewed and found to meet the regulatory criteria, and following adoption by participating jurisdictions, will be approved by FEMA, making all adopting jurisdictions eligible for mitigation project grants; and

THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The Skagit County Hazard Mitigation Plan update, dated April 2026, is hereby adopted in its entirety, including the Sedro-Wooley Annex 8, which represents Sedro-Woolley's commitment to reduce risks from natural and human-caused hazards.

PASSED by majority vote of the members of the Sedro-Woolley City Council this
24th day of June, 2026.

MAYOR JOELLEN KESTI

ATTEST:

CLERK

APPROVED AS TO FORM:

CITY ATTORNEY DAN CURTIS



Skagit County Multi-Jurisdictional Hazard Mitigation Plan 2026 Update

Volume 2 – Municipal and Tribal Jurisdiction Annexes



Nature's Fury created by Chat GPT

Adopted: DATE

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Record of Changes

Location	Change	Person	Date

Executive Summary

Hazard mitigation is the short- and long-term strategies that aim to reduce or alleviate the loss of life, personal injury, and property damage that can result from a disaster. It involves strategies such as planning, policy changes, programs, projects, and other activities that can mitigate the impacts of hazards. Mitigation planning provides a basis for risk reduction investments that increase community resilience to future hazard events. The planning process involves various stakeholders and public involvement, including property owners, business owners, and local, state, and federal agencies representatives to guide planning for resilience, land use, and economic development.

A planning partnership made up of Skagit County, local government, Tribes, Fire Districts, Dike and Drainage Districts, and a few special districts worked together to complete this plan. We appreciate their time and effort to make this plan usable as a guide for current and future projects to increase our community resilience. Each of the partner agencies has an Annex with analysis and mitigation actions for their jurisdiction.

Updates from the 2020 Natural Hazard Mitigation Plan include adding man-made disasters, making this an all-hazards plan, and expanding the planning partners to include Fire Districts.

Information regarding hazard history was already completed by mid 2025. Events happening after that (including the flooding event in December 2025), while influencing some jurisdiction Annex mitigation actions, were not included in this update.

Volume 1 is hazard descriptions, county-wide goals and County mitigation actions. **Volume 2 is municipal and tribal governments.** None of the jurisdictions in Volume 3 have National Flood Insurance Program or land use code authority.

Skagit County and its planning partners thank and acknowledge the Washington Military Department's Emergency Management Division and the Federal Emergency Management Agency (FEMA) for financial support of the plan development through the Hazard Mitigation Grant Program.

Annex 8 City of Sedro-Woolley

Introduction

This Annex details the hazard mitigation planning elements specific to the City of Sedro-Woolley, a participating jurisdiction to the Skagit County Hazard Mitigation Plan Update. This Annex is not intended to be a standalone document, but rather appends to and supplements the information contained in the base plan document. As such, all sections of the base plan, including the planning process and other procedural requirements apply to and were met by the City of Sedro-Woolley. For planning purposes, this Annex provides additional information specific to the jurisdiction, with a focus on providing greater details on the risk assessment and mitigation strategy for this community only. This document serves as an update to the previously completed plan. All relevant data has been carried over and updated with new information as appropriate and as identified within the planning process discussed in Volume 1.

Hazard Mitigation Planning Team Points of Contact

The City of Sedro-Woolley followed the planning process detailed in Section 2 of the Base Plan. In addition to providing representation on the County’s Planning Team, the City of Sedro-Woolley also formulated their own internal planning team to support the broader planning process. Individuals assisting in this Annex development are identified in **Table 1** below, along with a brief description of how they participated.

Name	Position, Title	Planning Tasks
Charlie Bush Phone: 360-855-9921 Email: cbush@sedro-woolley.gov	City Administrator	Coordinate functions throughout jurisdiction
Nicole McGowan Phone: 360-855-0771 Email: nmcgowan@sedro-woolley.gov	Planner	Review, comment, and update
Ashton Sandoval Oaks Phone: 360-855-0771 Email: asandovaloaks@sedro-woolley.gov	Assistant Planner	Review, comment, and update
William Bullock Phone: 360-855-0771	Public Works Director	Plan and/or attend planning meetings

Email: bbullock@sedro-woolley.gov		
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Public Engagement

The City of Sedro-Woolley engaged the public through the following means:

- Public workshop held at Central Skagit Library in Sedro-Woolley on August 26, 2025.
- Responses from local respondents to the County’s public survey collected between July 2025 to September 2025.
- Responses from local respondents to the County’s second round of the public survey collected from 23rd of October 2025 to 7th of November 2025.

Suggestions and responses from the engagement activities were taken into consideration in the preparation of this Plan. Specific examples include:

- At the August 26, 2025 public workshop, community members voted on the goals most important to them. The following were identified as the top priorities, with the first being the highest priority:
 - Developing a dam break response and recovery plan.
 - Assisting vulnerable populations by identifying areas of greater need and seeking grant funding for necessary preparedness and improvement programs.
 - Producing and distributing family and traveler emergency preparedness information about severe winter weather and earthquake hazards.
 - Reinforcing downtown buildings for earthquake safety.
 - Developing and implementing a multi-hazard public awareness program.
 - Determining necessity to retrofit City-owned facilities to better withstand damage from flood, wildfire, or earthquake events. Once need is determined, implementing tax levy and seeking grant funding to retrofit structures.

Review of Existing Documents

Key documents and past events that informed current planning efforts include:

- City of Sedro-Woolley Comprehensive Plan
- City of Sedro-Woolley Emergency Management Plan
- Skagit County Natural Hazards Mitigation Plan
- FEMA Flood Insurance Rate Map (FIRM)
- Previous disasters
- Draft Skagit River Modelling provided by SC2 and SRSC

Community Profile

The following is a summary of key information about the jurisdiction and its history:

Date of Incorporation— December 19, 1898

Current Population—13,360 as of April 1, 2025

Population Growth— Based on the data tracked by the Washington Office of Financial Management, the City of Sedro-Woolley has seen roughly a 21% increase in population over the last 10 years.

Location and Description— Sedro-Woolley is known as the "Gateway to the North Cascades" because it is located on the western edge of the Cascade Mountain Range in northwest Washington State. It is situated north of Seattle, Washington and south of Bellingham, Washington on Highway 20, along the banks of the Skagit River.

Brief History— Sedro-Woolley was originally two separate towns called “Sedro” and “Woolley” that merged together in 1889. Key to the development of the area were the three railroads serving the towns of Sedro and Woolley. The railroads and the logging industry contributed to the area's prosperity as local merchants catered to the needs of travelers visiting the area on the trains. Later on, when economics forced a slow-down in logging and related activities and in the closure of the manufacturing site, the city faced severe economic impacts. Likewise, the closure of the former Northern State Hospital heavily impacted the city with its loss of employment opportunities. The city is now attempting to develop a more diversified economic base along with an increase in the number of job opportunities. The Skagit Plant is now a vibrant industrial park, renting out portions of the facility to smaller, independent businesses.

Climate— In Sedro-Woolley, the summers are short, comfortable, and partly cloudy and the winters are cold, wet, and overcast. Over the course of the year, the temperature typically varies from 35° F to 76° F and is rarely below 23° F or above 85° F.

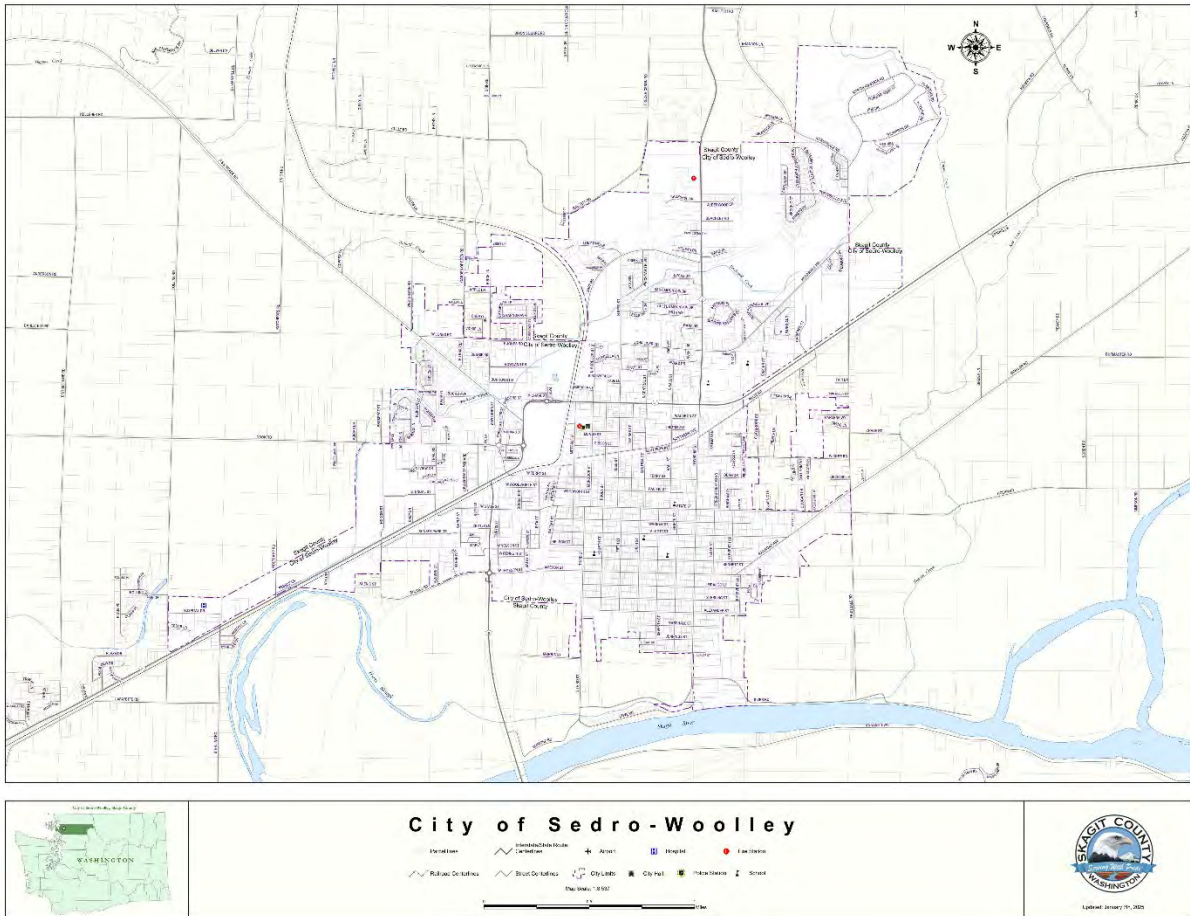
Governing Body Format— The City of Sedro-Woolley has a Mayor-Council form of government. The City Council consists of seven members, with six elected from wards and a seventh at large. The city consists of seven departments: Executive, Finance, Information Technology, Community Development, Public Works, Fire, and Police.

Development Trends— Anticipated development levels for Sedro-Woolley are moderate, consisting primarily of residential subdivisions, infill, and mixed-use development. The City of Sedro-Woolley has maintained the status quo for hazard vulnerability with respect to new development. Larger developments of over 30 units are required to provide at least two access points to meet Fire and Public Works department standards, and minimal development has occurred within the floodplain. Development that has occurred within the floodplain is strictly regulated by Chapter 17.66 SWMC – *Flood Damage Prevention*.

The City of Sedro-Woolley adopted its original comprehensive plan in 1977, most recently updated its plan in 2016, and is currently updating its plan again. The plan focuses on the issues of greatest concern to the community. City decisions and actions, such as those relating to land use allocations, annexation, zoning, subdivision, design review, development, re-development, and capital improvements, must be consistent with the comprehensive plan. Future growth and development in the city will be managed as identified in the comprehensive plan. The City has experienced no increase in vulnerability as a result of its growth and construction since completion of its last plan.

Economy – The City of Sedro-Woolley’s economic base consists primarily of retail, commercial sales, and professional services. The largest employer is Janicki Industries, with over 1,250 employees– the region’s largest aerospace and technology firm. Other significant employers include the Sedro-Woolley School District, with over 600 employees, and the PeaceHealth United General Hospital Medical Center, with more than 300 employees.

The jurisdiction boundaries are identified in the map below.



Hazard Event History

Within the Base Plan, the Planning Team identified all hazard events which have occurred within the City of Sedro-Woolley. In the context of the planning region, it was determined that there are no additional hazards unique to the jurisdiction. **Table 2** lists all past occurrences of hazards within the jurisdiction. If available, dollar loss data is also included.

Type of Event	FEMA Disaster # (if available)	Date	Dollar Losses (if available)
Severe Winter Storms, Snowstorms, Straight-line Winds, Flooding	4650	12/26/2021	Unknown
Flooding and Mudslides	4635	11/25/2021	\$261,386.76
Pandemic	4481	3/23/2020	\$3,610,460
Severe Storms, Flooding, Landslides, and Mudslides	4539	1/20/2020	Unknown
Flood	1817	2009	\$1,978.25
Flood		2006	Unknown
Flood		2003	\$10,583.00
Earthquake		2001	Unknown
Flood		1995	Unknown
Flood		1990	Unknown

The recorded history of hazard events, as mentioned above, can indicate what the likelihood would be of a hazard occurring in the future. **Table 3** below is the rating for probability of hazards according to the parameters described in Volume 1.

Hazard	Impact Factor	Impact ID
Coastal Hazards	Unlikely	1
Drought	Medium	3
Earthquake	Low	2
Flooding	Medium	3
Landslides	Low	2
Severe Weather	High	4
Tsunami	Low	2
Volcano	Low	2
Wildfire	Low	2
Acts of Violence	Medium	3
Hazardous Material Spill or Release	Medium	3
Disease	Low	2
Bridge/Road Failure	Low	2
Power/Water System Failure	Medium	3
Dam Failure	Low	2
Other hazards		

Hazard Area Extent and Location

This section describes the type, location, and extent of all hazards that can affect the jurisdiction (NR = Not Rated).

Table 86. Geographic Extent		
Hazard Type	Impact Factor	Impact ID
Coastal Hazards	NR	0
Drought	Extensive	4
Earthquake	Extensive	4
Flooding	Moderate	2
Landslides	Limited	1
Severe Weather	Extensive	4
Tsunami	Limited	1
Volcano	Extensive	4
Wildfire	Significant	3
Acts of Violence	Limited	1
Hazardous Material Spill or Release	Moderate	2
Disease	Extensive	4
Bridge/Road Failure	Limited	1
Power/Water System Failure	Significant	3
Dam Failure	Extensive	4
Other hazards		

Hazard Risk and Vulnerability Ranking

The jurisdiction’s Planning Team reviewed the hazard list identified within the Base Plan and identified hazards that are most likely to have the highest impact within the City of Sedro-Woolley. **Table 5** presents the ranking of the hazards of concern based on their CPRI score. A qualitative vulnerability ranking was then assigned based on a summary of potential impact determined by: past occurrences, extent, damage, casualties, and continuity of government. The assessment is categorized into the following classifications:

- **Extremely Low** – No or very limited impact. The occurrence and potential cost of damage to life and property is very minimal-to-nonexistent. No impact to government functions with no disruption to essential services.

- **Low (Negligible)** – Minimal potential impact. The occurrence and potential cost of damage to life and property is minimal. Government functions are at 90% with limited disruption to essential services.
- **Medium (Limited)** – Moderate potential impact. This ranking carries a moderate threat level to the general population and /or built environment. The potential damage is more isolated, and less costly than a more widespread disaster. Government functions are at 80% with limited impact to essential services.
- **High (Critical)** – Widespread potential impact. This ranking carries a high threat to the general population and/or built environment. The potential for damage is widespread. Hazards in this category may have occurred in the past. Government functions are at ~50% operations with limited delivery of essential services.
- **Extremely High (Catastrophic)** – Very widespread with catastrophic impact. Government functions are significantly impacted for more than one month.

Table 87. Vulnerability Ranking by Hazard Type			
Hazard Rank	Hazard Type	CPRI Score	Vulnerability Rank
1	Severe Weather	3.10	Low
2	Dam Failure	3.10	Extremely High
3	Earthquake	3.05	Extremely High
4	Volcano	2.80	Medium
5	Power/Water System Failure	2.65	Low
6	Hazardous Materials Spill or Release	2.55	Medium
7	Drought	2.50	Low
8	Wildfire	2.50	Medium
9	Disease	2.45	Medium
10	Flooding	2.30	Low
11	Acts of Violence	2.15	Low
12	Landslides	1.80	Low
13	Bridge/Road Failure	1.70	Low
14	Tsunami	1.65	Low
15	Coastal Hazards	0.40	Extremely Low
16	Other Hazards		

National Flood Insurance Information (NFIP)

This section identifies the number of repetitive loss or severe repetitive loss properties which have occurred within the City of Sedro-Woolley as specified in 44 CFR 201.6(c)(3)(ii). A repetitive loss (RL) property is defined as a structure covered by a contract for flood insurance made available under the NFIP that:

- (xv) Has incurred flood-related damage on two occasions, in which the cost of the repair, on the average, equaled or exceeded 25 percent of the market value of the structure at the time of each such flood event; and
- (xvi) At the time of the second incidence of flood-related damage, the contract for flood insurance contains increased cost of compliance coverage.

A severe repetitive loss (SRL) property is a structure that:

- (xv) Is covered under a contract for flood insurance made available under the NFIP; and
- (xvi) Has incurred flood related damage for which:
 - a. Four or more separate claims payments (includes building and contents) have been made under flood insurance coverage with the amount of each such claim exceeding \$5,000, and with the cumulative amount of such claims payments exceeding \$20,000, or
 - b. At least two separate claims payments (includes only building) have been made under such coverage, with the cumulative amount of such claims exceeding the market value of the insured structure.

The City of Sedro-Woolley entered the NFIP on July 5, 1982. The effective date for the current countywide FIRM is December 1, 1981. There are five Letter of Map Amendments issued by FEMA for removal of properties erroneously identified as being within the floodplain.

Since the time of the last Natural Hazard Mitigation Plan approval, there have been no permits granted for permanent structures that increase flood risk and no known outstanding compliance violations at the time of this writing. By complying with the NFIP standards, risk in the City of Sedro-Woolley has been reduced.

Management of the NFIP program for the City of Sedro-Woolley falls on many shoulders. The City of Sedro-Woolley does not have a floodplain manager per se, but the Community Development Director serves as the floodplain administrator. The City of Sedro-Woolley may contract with the County floodplain manager for permitting and inspection assistance as needed.

As a brief overview, the only development currently permitted in the floodplain is not allowed to raise ground levels and cannot increase the amount of water on neighbors during flood events. Developing property, all or a portion of which is in a regulated floodplain, requires the applicant to demonstrate all plans submitted with a building permit are in compliance with the requirements of the Flood Ordinance codified under Chapter 17.66 of the Sedro-Woolley Municipal Code (SWMC). For purposes of development, development includes, but is not limited to: buildings, homes, manufactured and mobile homes, other structures, bridges, culverts, dredging, filling, grading, paving, excavation, docks, etc. Structures may also require floodproofing under the ordinance, which requires that residential homes be elevated above the level of the base flood elevation (BFE) and commercial structures have the

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option to flood proof above the BFE. A registered professional engineer or architect must design the flood proofing. The flood ordinance also requires Elevation Certificates. The purpose for an Elevation Certificate is to document compliance with permit conditions as Elevation Certificates are the only official document used by FEMA to determine whether a structure is inside or outside a floodplain, and are also used to determine the proper rate when purchasing flood insurance. Elevation Certificates must be completed and stamped by a surveyor licensed in the State of Washington. Properties that fall out of compliance with NFIP standards are dealt with using the same process as nuisance violations, which are administered by code enforcement.

Additional information on the community’s National Flood Insurance Program (NFIP) compliance is presented in **Table 6**. This identifies the current status of the jurisdiction’s involvement with the NFIP. Repetitive flood loss records are as follows:

- Number of FEMA-Identified Repetitive Loss Properties: 3 (residential)
- Number of FEMA-Identified Severe Repetitive Loss Properties: 0
- Number of Repetitive Flood Loss/Severe Repetitive Loss Properties That Have Been Mitigated: 0
- Total FEMA payments: \$ unknown

Table 88. National Flood Insurance Compliance	
What department is responsible for floodplain management in your community?	Sedro-Woolley Planning Department
Who is your community’s floodplain administrator? (department/position)	Tom Glover, Community Development Director
Do you have any certified floodplain managers on staff in your community?	No
What is the date of adoption of your flood damage prevention ordinance?	July 10, 1989 (Ord. #1080)
When was the most recent Community Assistance Visit or Community Assistance Contact?	May 23, 2024
To the best of your knowledge, does your community have any outstanding NFIP compliance violations that need to be addressed? If so, please state what they are.	No
Do your flood hazard maps adequately address the flood risk within your community? (If no, please state why)	Yes
Does your floodplain management staff need any assistance or training to support its floodplain management program? If so, what type of assistance/training is needed?	Yes, training in floodplain development permitting & inspections
Does your community participate in the Community Rating System (CRS)? If so, is your community seeking to improve its CRS Classification? If not, is your community interested in joining the CRS program?	No
<i>Source: Federal Emergency Management Agency</i>	

Capability Assessment

Coordination with other community planning efforts is paramount to the successful implementation of this plan. This section provides information on how planning mechanisms, policies, and programs are integrated into other on-going efforts. It also identifies the jurisdiction’s capabilities with respect to preparing and planning for, responding to, recovering from, and mitigating the impacts of hazard events and incidents.

Capabilities include the programs, policies and plans currently in use to reduce hazard impacts or that could be used to implement hazard mitigation activities. The capabilities are divided into the following sections: National Flood Insurance Information; regulatory capabilities which influence mitigation; administrative and technical mitigation capabilities, including education and outreach, partnerships, and other on-going mitigation efforts; fiscal capabilities which support mitigation, and classifications under various community programs.

Regulatory Capability Assessment

The assessment of the jurisdiction’s legal and regulatory capabilities is presented in **Table 7**. This includes planning and land management tools, typically used by local jurisdictions to implement hazard mitigation activities and indicates those that are currently in place.

Table 89. Legal and Regulatory Capability				
	Local Authority	Other Jurisdictional Authority	State Mandated	Comments
Codes, Ordinances & Requirements				
Building Code Version Year	Yes 2021	Yes	Yes	Ch. 15.04 SWMC adopted by reference
Zoning Ordinance	Yes		Yes	Title 17 SWMC; Ord. 1013 adopted May 13, 1985, and as subsequently amended
Subdivision Ordinance	Yes		Yes	Title 16 SWMC; Ord. 1104 adopted October 8, 1990, and as subsequently amended
Floodplain Ordinance	Yes		Yes	Ch. 17.66 SWMC; Ord. 976 adopted June 14, 1982, and as subsequently amended
Stormwater Management	Yes		Yes	Title 13, Div. II SWMC; Ord. 952 adopted February 9, 1981, and as subsequently amended

Table 89. Legal and Regulatory Capability				
	Local Authority	Other Jurisdictional Authority	State Mandated	Comments
Post Disaster Recovery				Ch. 2.40 SWMC; Ord. 1563-06 adopted December 13, 2006, and as subsequently amended
Real Estate Disclosure				RCW 64.06.020
Growth Management	Yes		Yes	Ord. 1311-98 adopted October 14, 1998, and as subsequently amended
Site Plan Review	Yes			Ch. 2.90 SWMC; Ord. 1449-03 adopted June 25, 2003, and as subsequently amended
Public Health and Safety	Yes			Title 8 SWMC; Ord. 1003 adopted May 14, 1984, and as subsequently amended
Climate Change Adaptation	Yes, in progress		Yes	Ch. 9 Comp Plan (Pending adoption)
Natural Hazard Specific Ordinance (stormwater, steep slope, wildfire, etc.)	Yes		Yes	Ch. 17.65 SWMC; Ord. 1523-05 adopted November 9, 2005, and as subsequently amended
Environmental Protection	Yes		Yes	Ch. 17.65 SWMC; Ord. 1523-05 adopted November 9, 2005, and as subsequently amended
Planning Documents				
General or Comprehensive Plan	Yes		Yes	Anticipated adoption December 2025
<i>Is the plan equipped to provide linkage to this mitigation plan?</i>				Yes
Floodplain or Basin Plan	Yes		Yes	Comp Plan Ch.2, Land Use Element
Stormwater Plan	Yes	Yes	Yes	Dept. of Ecology Stormwater Management Plan adopted 2024
Capital Improvement Plan	Yes		Yes	Comp Plan Ch. 7, Capital Facilities Element
Habitat Conservation Plan	Yes		Yes	Comp Plan Ch. 2, Land Use Element
Economic Development Plan	Yes		Yes	Comp Plan Ch. 8, Economic Development Element

Table 89. Legal and Regulatory Capability				
	Local Authority	Other Jurisdictional Authority	State Mandated	Comments
Shoreline Management Plan	Yes		Yes	Ord. 1847-16 adopted May 12, 2016
Community Wildfire Protection Plan		Yes		Wildfire Chapter of the County's HMP
Transportation Plan	Yes		Yes	Comp Plan Ch. 3, Transportation Element
Response/Recovery Planning				
Comprehensive Emergency Management Plan	Yes		Yes	City of Sedro-Woolley Emergency Operations Plan adopted April 10, 2019
Threat and Hazard Identification and Risk Assessment		Yes	Yes	Skagit County Natural Hazards Mitigation Plan adopted May, 2020
Terrorism Plan	Yes			City of Sedro-Woolley Emergency Operations Plan adopted April 10, 2019
Post-Disaster Recovery Plan		Yes		Skagit County Comprehensive Emergency Management Plan adopted August 8, 2022
Continuity of Operations Plan		Yes		Skagit County Comprehensive Emergency Management Plan adopted August 8, 2022
Public Health Plans		Yes		Skagit County Public Health Department and hospital districts
Boards and Commission				
Planning Commission	Yes			Ord. 1024 adopted April 14, 1986
Mitigation Planning Committee	Yes			The City served as part of the County's 2015, 2020, and 2025 HMP Committee
Maintenance programs to reduce risk (e.g., tree trimming, clearing drainage systems, chipping, etc.)		Yes		Skagit County Comprehensive Emergency Management Plan adopted August 8, 2022
Mutual Aid Agreements / Memorandums of Understanding	Yes			Ch. 2.40 SWMC; Ord. 1563-06 adopted December 13, 2006, and as subsequently amended
Other				

Administrative and Technical Capabilities Assessment

The assessment of the jurisdiction’s administrative and technical capabilities, including educational and outreach efforts, and on-going programmatic efforts are presented in **Table 8**. These are elements which support not only mitigation, but all phases of emergency management already in place that are used to implement mitigation activities and communicate hazard-related information.

Table 90. Administrative and Technical Capability		
Staff/Personnel Resources	Available (Yes/No)	Department/Agency/Position
Planners or engineers with knowledge of land development and land management practices	Yes	Planning and Engineering Departments
Professionals trained in building or infrastructure construction practices (building officials, fire inspectors, etc.)	Yes	Building Department
Engineers specializing in construction practices?	Yes	Engineering Department
Planners or engineers with an understanding of natural hazards	Yes	Planning and Engineering Departments
Staff with training in benefit/cost analysis	Yes	Finance Department
Surveyors	Yes	Contracted with Third Party
Personnel skilled or trained in GIS applications	Yes	Engineering Department
Personnel skilled or trained in Hazus use	No	
Scientist familiar with natural hazards in local area	Yes	Contracted with Third Party
Emergency Manager	Yes	Administrative Department
Floodplain Manager (NFIP compliance)	Yes	Planning Department
Grant writers	Yes	Engineering and Fire Departments
Warning Systems/Services (Reverse 9-1-1, outdoor warning signs or signals, flood or fire warning program, etc.?)	Yes	Police and Fire Departments
Hazard data and information available to public	Yes	Planning and Engineering Departments
Maintain Elevation Certificates	Yes	Planning Department
Education and Outreach		
Local citizen groups or non-profit organizations focused on emergency preparedness?	Yes	The County provides training to citizens wishing to become CERT members

Table 90. Administrative and Technical Capability

Staff/Personnel Resources	Available (Yes/No)	Department/Agency/Position
Local citizen groups or non-profit organizations focused on environmental protection?	Yes	The County provides an extensive public outreach campaign that includes focus on environmental protection. The City works with the County to ensure its citizens are fully aware.
Organization focused on individuals with access and functional needs populations	Yes	Public outreach efforts include those with access and functional needs populations.
Ongoing public education or information program (e.g., responsible water use, fire safety, household preparedness, environmental education)	Yes	The County provides an extensive public outreach campaign for all hazards of concerns. The City works with the County to ensure its citizens are fully aware.
Natural disaster or safety related school programs?	Yes	The school district provides this service to students and families
Public-private partnership initiatives addressing disaster-related issues?	Yes	Provided by the County
Multi-seasonal public awareness program?	Yes	Provided by the County
Other		
On-Going Mitigation Efforts		
Hazardous Vegetation Abatement Program	No	
Noxious Weed Eradication Program or other vegetation management	Yes	Skagit County Noxious Weed Program
Fire Safe Councils	No	
Chipper program	No	
Defensible space inspections program	No	
Creek, stream, culvert or storm drain maintenance or cleaning program	Yes	Public Works Department
Stream restoration program	Yes	Public Works Department
Erosion or sediment control program	Yes	Public Works Department
Address signage for property addresses	Yes	Planning and Public Works Departments
Other		

Fiscal Capability Assessment

The assessment of the jurisdiction’s fiscal capabilities is presented in **Table 9**. These are the financial tools or resources that could potentially be used to help fund mitigation activities.

Table 91. Fiscal Capability	
Financial Resources	Accessible or Eligible to Use?
Community Development Block Grants	Yes
Capital Improvements Project Funding	Yes
Authority to Levy Taxes for Specific Purposes	Yes
User Fees for Water, Sewer, Gas or Electric Service	Yes
Incur Debt through General Obligation Bonds	Yes
Incur Debt through Special Tax Bonds	Yes
Incur Debt through Private Activity Bonds	Yes
Withhold Public Expenditures in Hazard-Prone Areas	No
State Sponsored Grant Programs	Yes
Development Impact Fees for Homebuyers or Developers	Yes
Other	

Community Classifications

The jurisdiction’s classifications under various hazard mitigation programs are presented in **Table 10****Error! Reference source not found..** Each of the classifications identified establishes requirements which, when met, are known to increase the resilience of a community.

Table 92. Community Classifications		
	Participating (Yes/No)	Date Enrolled
Community Rating System	No	
Building Code Effectiveness Grading Schedule	Yes	9/2018
Storm Ready	No	
Firewise	No	
Tsunami Ready (if applicable)	No	

Mitigation Goals and Objectives

This section identifies the mitigation goals and policies for the updated HMP. The measures described below aims to identify, prioritize, and act to reduce risk. They are visions for reducing or avoiding losses from the identified hazards over a broad, long-term time frame.

The City of Sedro-Woolley adopts the hazard mitigation goals and objectives developed by the Planning Team described in Volume 1.

Hazard Mitigation Action Plan

The Planning Team for the jurisdiction identified and prioritized a wide range of actions based on the risk assessment, and their knowledge of the jurisdiction’s assets and hazards of concern. **Table 11** below lists the action items or strategies that make up the jurisdiction’s hazard mitigation plan. Background information and information on how each action item will be administered, responsible agency/office (including outside the district), potential funding sources, the timeframe, who will benefit from the activity, and the type of initiative associated with each item are also identified.

Table 11. Hazard Mitigation Action Plan Matrix									
Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost (High/Medium/Low) or \$ Figure if Known	Sources of Funding (List Grant type, General Fund, etc.)	Timeline (Long-Term, Short-Term)	Included in Previous Plan? Yes/No	Initiative Type: Public Information, Preventive Activities, Structural Projects, Property Protection, Emergency Services, Response & Recovery, Natural Resource Protection	Who or What Benefits ? Facility, Local, County, Region
INITIATIVE #1: Develop a dam break response and recovery plan.									
Existing	DF	1, 4, 7, 8, 9	Skagit County	High	General Fund, PDM Grant	Long-Term	No	Response & Recovery Planning	Local/County
INITIATIVE #2: Assist vulnerable populations by identifying areas of greater need and seek grant funding for necessary preparedness and improvement programs.									
New	F, SW, F, E, L	1, 2, 3, 4	Community Action	Medium	PDM Grant	Long-Term	Yes	Public Information/Preventive Activities/Property Protection	Local
INITIATIVE #3: Produce and distribute family and traveler emergency preparedness information about severe winter weather and earthquake hazards									

**Table 11.
Hazard Mitigation Action Plan Matrix**

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost (High/Medium/Low) or \$ Figure if Known	Sources of Funding (List Grant type, General Fund, etc.)	Timeline (Long-Term, Short-Term)	Included in Previous Plan? Yes/No	Initiative Type: Public Information, Preventive Activities, Structural Projects, Property Protection, Emergency Services, Response & Recovery, Natural Resource Protection	Who or What Benefits ? Facility, Local, County, Region
Existing	SW, E	1, 2, 3, 4, 5	County DEM	Low	General Fund, PDM Grant	Short-Term	No	Public Information / Preventive Activities / Property Protection	Local
INITIATIVE #4: Reinforce downtown buildings for earthquake safety.									
Existing	E	1, 4	City of Sedro-Woolley Council	High	General Fund, PDM Grant	Long-Term	No	Preventive Activities/Structural/Property Protection	Local
INITIATIVE #5: Develop and implement a multi-hazard public awareness program.									
Existing	F, SW, F, E, L	2, 3, 4, 5, 6, 8	Fire & Planning	Low	General fund, PDM Grant	Long-Term	Yes	Public Information/Preventive Activities/Property Protection	Local
INITIATIVE #6: Determine necessity to retrofit City-owned facilities to better withstand damage from flood, wildfire, or earthquake events. Once need is determined, implement tax levy and seek grant funding to retrofit structures.									
Existing	F, WF, E	1, 8, 9	City of Sedro-Woolley Council	High	Tax Levy, Capital Improvements Project Fund	Short-Term	Yes	Protection Planning/Mitigation/Structural	Facility/Local

**Table 11.
Hazard Mitigation Action Plan Matrix**

Applies to new or existing assets	Hazards Mitigated	Objectives Met	Lead Agency	Estimated Cost (High/Medium/Low) or \$ Figure if Known	Sources of Funding (List Grant type, General Fund, etc.)	Timeline (Long-Term, Short-Term)	Included in Previous Plan? Yes/No	Initiative Type: Public Information, Preventive Activities, Structural Projects, Property Protection, Emergency Services, Response & Recovery, Natural Resource Protection	Who or What Benefits? Facility, Local, County, Region
INITIATIVE #7: Make Public Works shops and offices more resilient to floods.									
Existing	F	1, 4	Public Works	High	Capital Improvements Project Fund	Long-Term	No	Preventive Activities/Property Protection	Facility
INITIATIVE #8: Construct a ring dike around the hospital as part of a settlement with Dike District 12.									
Existing	F	1, 2, 7, 8	Public Works	High	Dike District 12 to fund project as settlement	Short-Term	Yes	Preventive Activities/Property Protection/Emergency Services/Structural Project	Facility/Local/Region
INITIATIVE #9: Map and assess vulnerability to wildfire. Seek FEMA or State technical assistance.									
Existing	F	1, 2, 3, 4, 5, 8, 9	Fire	Medium	PDM Grant	Long-Term	Yes	Public Information/Preventive Activities/Property Protection	Facility/Local

Prioritization of Mitigation Initiatives

Once the mitigation initiatives items were identified, the Planning Team followed the same process outlined within Volume 1 to prioritize their initiatives. **Table 11** identifies each initiative based on priority, where the highest priority initiative is listed at the top.

**Table 12.
Mitigation Strategy and Priority Schedule**

Priority No.	# of Objectives met	Hazards Mitigated ¹	Lead Agency	Can project be funded under existing programs/budgets?	Estimated Cost	Is Project Grant Eligible? Yes/No	Timeframe	Included in Previous Plan? Yes/No	Who or What Benefits
¹ Hazards: Coastal Hazard-CZ/ Drought-D/ Earthquake-EQ/ Flooding-FI/ Landslide-LS/ Severe Weather-SW / Volcano-Vol/ Wildfire-WF/ Tsunami-T/ Acts of Violence-AV/ Hazardous Sites or Materials Spill-HazMat/ Disease-D/ Dam Failure-DF/ Infrastructure Failure-IF									
Initiative #1: Develop a dam break response and recovery plan									
1	5	DF	Skagit County	Yes	High	Yes	Long-Term	No	Skagit County
Initiative #2: Assist vulnerable populations by identifying areas of greater need and seek grant funding for necessary preparedness and improvement programs.									
2	4	F, SW, F, E, L	Community Action	Yes	Medium	Yes	Long-Term	Yes	Local
Initiative #3: Produce and distribute family and traveler emergency preparedness information about severe winter weather and earthquake hazards.									
3	5	SW, E	County DEM	Yes	Low	Yes	Short-Term	No	Local
INITIATIVE #4: Reinforce downtown buildings for earthquake safety.									
4	2	E	City of Sedro-Woolley Council	Yes	High	Yes	Long-Term	No	Local
INITIATIVE #5: Develop and implement a multi-hazard public awareness program.									
5	6	F, SW, F, E, L	Fire & Planning	Yes	Low	Yes	Long-Term	Yes	Local
INITIATIVE #6: Determine necessity to retrofit City-owned facilities to better withstand damage and operate during significant disaster events such as flood, wildfire, earthquake and other events. Once needs are determined (such as backup generator power), implement tax levy and seek grant funding to retrofit structures.									

6	3	F, WF, E	City of Sedro-Woolley Council	Yes	High	Yes	Short-Term	Yes	Local/Skagit County
INITIATIVE #7: Make Public Works shops and offices more resilient to floods.									
7	2	F	Public Works	Yes	High	Yes	Long-Term	No	Local/Regional
INITIATIVE #8: Construct a ring dike around the hospital as part of a settlement with Dike District 12.									
8	4	F	Public Works	No	High	No	Short-Term	Yes	Local/Skagit County/Regional
INITIATIVE #9: Map and assess vulnerability to wildfire. Seek FEMA or State technical assistance.									
9	7	F	Fire	Yes	Medium	Yes	Long-Term	Yes	Local

Status of Previous Plan Initiatives

Table 13 summarizes the initiatives that were recommended in the previous version of the hazard mitigation plan and their implementation status at the time this update was prepared.

Table 93. Current Status of Previous Hazard Mitigation Action Plan					
Mitigation Strategy	Project Status	Completed	Continual/ On-Going Nature	Removed/ No Longer Relevant/ No Action	Carried Over
Determine necessity to retrofit City-owned facilities to better withstand damage and operate during significant disaster events such as flood, wildfire, earthquake and other events. Once needs are determined (such as backup generator power), implement tax levy and seek grant funding to retrofit structures	Investigating feasibility and funding of providing generator power to key facilities. Carried over as Initiative #6.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Relocate Public Works Shops and Offices.	Relocating Public Works shops and offices is infeasible. Redirecting efforts toward retrofitting existing buildings as part of Initiative #7. The wastewater treatment plant is planned to be upgraded in 2028. Looking into feasibility of including a sheet-pile flood wall as part of that project to protect from 100-year flood elevation plus 3 feet of freeboard.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Produce and distribute family and traveler emergency preparedness information about severe winter weather and earthquake hazards.	No action. Carried over as Initiative #3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Assist vulnerable populations by identifying areas of greater need and seek grant funding for necessary	No action. Carried over as Initiative #2.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

preparedness and improvement programs.					
Map and assess vulnerability to wildfire, seek FEMA or State technical assistance.	No action. Carried over as Initiative #9.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Construct a ring dike around the hospital as part of a settlement with Dike District 12.	Carried over as Initiative #8. Project design phase is nearing completion. Construction start anticipated for 2027.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Develop and implement a multi-hazard public awareness program.	No action. Carried over as Initiative #5.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Plan Maintenance

The City of Sedro-Woolley continues to seek feedback from members of the public, even after the plan has been approved. Written comments or questions specific to the Sedro-Woolley Annex may be directed to any of the points of contact listed in Table 1. As projects implementing mitigation measures move forward, progress will be shared with City Council and community members through public meetings and other outreach channels. Mitigation actions will be incorporated into the City’s planning mechanisms and community processes to ensure they become part of regular operations and long-term decision-making.

The City generally follows the plan maintenance procedures identified in Section I of the Base Plan but will also implement a localized tracking system specific to Sedro-Woolley’s mitigation strategy. Each initiative will be assigned to a lead department responsible for reporting progress annually. These reports will include status updates (not started, in progress, completed, or deferred), key milestones, and barriers to implementation. Staff will compile these updates into an annual Hazard Mitigation Progress Report that will be reviewed by City leadership and will be made available to the public prior to the Skagit Natural Hazards Mitigation Planning Committee’s annual evaluation.

Plan Update

The City of Sedro-Woolley has not experienced changes in development in hazard-prone areas, therefore, overall vulnerability has remained relatively stable. While vulnerabilities remain in already developed areas, continued enforcement of zoning and development regulations helps to limit exposure to natural hazards.

Future Needs/Additional Comments

The City recognizes the need for additional training and support related to natural hazards mitigation planning. In recent years, the department has experienced significant staff turnover, and many of our newer team members are not yet familiar with the requirements, processes, and best practices associated with hazard mitigation planning. This knowledge gap creates challenges in ensuring

continuity of work and in integrating hazard mitigation considerations into long-range planning, capital improvements, and daily permitting activities.

Keeping up with evolving hazard data, mapping tools, and risk modeling—such as updated floodplain maps, wildfire risk assessments, and landslide susceptibility studies—also presents an ongoing challenge. With staff transitions, it can be difficult to maintain the technical expertise necessary to interpret and apply this information effectively. Training opportunities, technical assistance, and guidance from state or federal partners would help build staff capacity, but equally important is the opportunity to partner with agencies, consultants, and organizations that specialize in hazard mitigation planning. These partnerships would allow staff to stay better informed on emerging data and best practices, strengthen collaboration with regional stakeholders, and ensure that the City's hazard mitigation efforts remain current and actionable.

Support in this area would not only strengthen our ability to maintain compliance with state and federal standards, but also improve our capacity to pursue grant funding, engage the community more effectively, and enhance overall community resilience in the face of natural hazards.

Plan Adoption

The City of Sedro-Woolley provides proof of documentation that the City Council/Board of Commissioners has formally adopted the plan under Resolution **XX** pursuant to 44 CFR § 201.6(c)(5).

Annex 9 Samish Indian Nation

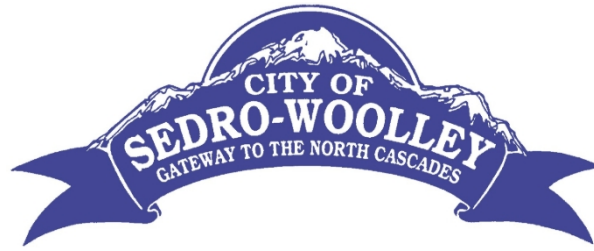
Introduction

This Annex details the hazard mitigation planning elements specific to the Samish Indian Nation, a participating jurisdiction to the Skagit County Hazard Mitigation Plan Update. This Annex is not intended to be a standalone document but rather appends to and supplements the information contained in the base plan document. As such, all sections of the base plan, including the planning process and other procedural requirements apply to and were met by the Samish Indian Nation. For planning purposes, this Annex provides additional information specific to the jurisdiction, with a focus on providing greater details on the risk assessment and mitigation strategy for this community only. This document serves as an update to the previously completed plan. All relevant data has been carried over and updated with new information as appropriate and as identified within the planning process discussed in Volume 1.

Hazard Mitigation Planning Team Point/s of Contact

The Samish Indian Nation followed the planning process detailed in Volume 1 Section 2 of the Base Plan. In addition to providing representation on the County’s Planning Team, the Samish Indian Nation also formulated their own internal planning team to support the broader planning process. Individuals assisting in this Annex development are identified in 2.1 below, along with a brief description of how they participated.

Name	Position, Title	Planning Tasks
Randy Storms	Emergency Management Specialist	Review, comment, and update
		Coordinate functions throughout jurisdiction
		Plan and/or attend planning meetings
Todd Woodard	Infrastructure & Resources Executive Director	Review, comment, and update
		Assist with developing mitigation strategies
		Plan and/or attend planning meetings
		Present to city council for adoption



City Council Agenda Item

Agenda Item No.: f.1.

Date: July 8, 2026

From: JoEllen Kesti, Mayor

Subject: Sedro-Woolley Housing Authority

RECOMMENDED ACTION:

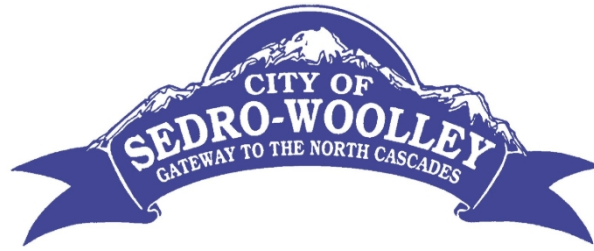
BACKGROUND/SUMMARY INFORMATION:

The presentation will be led by Penny Bradley, Interim Senior VP of Housing and Community for King County Housing Authority (KCHA). She will be accompanied by several other senior staff from King County.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

None



City Council Agenda Item

Agenda Item No.: m.1.

Date: July 8, 2026

From: Bill Bullock, Public Works Director

Subject: Grant Agreement - Washington State Military Department - Flood Recovery

RECOMMENDED ACTION:

Motion to authorize the Mayor or designee to execute a grant agreement with the Washington State Military Department Agreement for the December 2025 flood recovery and authorize Mayor and City staff to execute contracts, certify project completion, request payments and other activities to obtain reimbursement from the Washington State Military Department and FEMA.

BACKGROUND/SUMMARY INFORMATION:

FEMA declared a disaster and available Public Assistance for the December 2025 floods, incident FEMA-4906-DR. This program allows the City to obtain reimbursement for eligible expenses preparing for, managing and in recovery from the December 2025 Skagit River flood event. The Washington State Military Department manages the grant agreement process with FEMA.

City staff are meeting weekly with FEMA to prepare the grant documentation and supplemental information required. Grant completion and reimbursement is expected to be later in 2026 or into 2027.

FISCAL IMPACT, IF APPROPRIATE:

All costs associated with the flood have already been paid from City funds. Reimbursement is available from FEMA at 75% and from Washington State at 12.5% of eligible costs. The preliminary reimbursement amount is estimated at \$90,000, although this will be refined depending on eligible and ineligible cost determinations from FEMA.

ATTACHMENTS:

1. FEMA Emergency Declaration
2. Washington State Military Department Public Assistance Grant Agreement
3. Washington State Military Department Supplemental Contract Documents
4. Designation Letter

DECLARED APRIL 7, 2026

SUMMARY

STATE: **Washington**

NUMBER: **FEMA-4906-DR**

INCIDENT: **Severe Storms, Straight-line Winds, Flooding, Landslides, and Mudslides**

INCIDENT PERIOD: **December 5-19, 2025**

DATE REQUESTED BY GOVERNOR: **January 21, 2026 and February 17, 2026**

FEDERAL COORDINATING OFFICER: **John F. Harrison
National FCO Program**

DESIGNATIONS AND TYPES OF ASSISTANCE:

INDIVIDUAL ASSISTANCE (Assistance to individuals and households):

Chelan, Grays Harbor, King, Lewis, Pacific, Pierce, Skagit, Snohomish, Thurston, and Whatcom Counties, including the Confederated Tribes of the Chehalis Reservation, Lummi Nation, Muckleshoot Indian Tribe, Nisqually Indian Tribe, Nooksack Indian Tribe, Puyallup Tribe, Quinault Indian Nation, Samish Indian Nation, Sauk-Suiattle Indian Tribe, Shoalwater Bay Indian Tribe, Snoqualmie Indian Tribe, Squaxin Island Tribe, Stillaguamish Tribe of Indians, Swinomish Indian Tribal Community, Tulalip Tribes, and the Upper Skagit Indian Tribe.

PUBLIC ASSISTANCE (Assistance for emergency work and the repair or replacement of disaster-damaged facilities):

Asotin, Chelan, Clallam, Clark, Cowlitz, Garfield, Grays Harbor, Island, Jefferson, King, Kittitas, Klickitat, Lewis, Mason, Pacific, Pend Oreille, Pierce, Skagit, Skamania, Snohomish, Wahkiakum, Whatcom, and Yakima Counties,

including the Confederated Tribes and Bands of the Yakama Nation, Confederated Tribes of the Chehalis Reservation, Cowlitz Indian Tribe, Hoh Indian Tribe, Jamestown S’Klallam Tribe, Kalispel Tribe of Indians, Lower Elwha Klallam Tribe, Lummi Nation, Makah Tribe, Muckleshoot Indian Tribe, Nooksack Indian Tribe, Puyallup Tribe, Quileute Tribe, Quinault Indian Nation, Samish Indian Nation, Sauk-Suiattle Indian Tribe, Shoalwater Bay Indian Tribe, Skokomish Indian Tribe, Snoqualmie Indian Tribe, Squaxin Island Tribe, Stillaguamish Tribe of Indians, Swinomish Indian Tribal Community, Tulalip Tribes, and the Upper Skagit Indian Tribe.

HAZARD MITIGATION GRANT PROGRAM (Assistance for actions taken to prevent or reduce long term risk to life and property from natural hazards):

Under Review.

OTHER: Additional designations may be made at a later date if requested by the state and warranted by the results of further damage assessments.

**Washington State Military Department
PUBLIC ASSISTANCE GRANT AGREEMENT FACE SHEET**

1. SUBRECIPIENT Name and Address:		2. Grant Agreement Amount: To be determined, based upon approved project worksheets		3. Grant Number:	
4. SUBRECIPIENT, phone/email:		5. Grant Agreement Start Date: December 5, 2025		6. Grant Agreement End Date: April 7, 2030	
7. DEPARTMENT Program Manager, phone/email: Jonathan L. Holmes, (253) 512-7429 Jonathan.Holmes@mil.wa.gov		8. Unique Entity Identifier (UEI):		9. UBI # (state revenue):	
10. Funding Authority: Washington State Military Department (the "DEPARTMENT"), and Federal Emergency Management Agency (FEMA)					
11. Funding Source Agreement #: FEMA-4906-DR-WA		12. Program Index # 764FC (Federal) / 762FE (State) / 764FD (Admin)		13. Catalog of Federal Domestic Asst. (CFDA) # & Title: 97.036, Public Assistance	
14. Federal EIN #:					
15. Total Federal Award Amount: N/A		16. Federal Award Date: N/A			
17. Service Districts: (BY LEGISLATIVE DISTRICT): _____th (BY CONGRESSIONAL DISTRICT): _____th		18. Service Area by County(ies):		19. Women/Minority-Owned, State Certified?: <input checked="" type="checkbox"/> N/A <input type="checkbox"/> NO <input type="checkbox"/> YES, OMWBE # _____	
20. Contract Classification: <input type="checkbox"/> Personal Services <input type="checkbox"/> Client Services <input checked="" type="checkbox"/> Public/Local Gov't <input type="checkbox"/> Research/Development <input type="checkbox"/> A/E <input type="checkbox"/> Other _____			21. Contract Type (check all that apply): <input type="checkbox"/> Contract <input checked="" type="checkbox"/> Grant <input checked="" type="checkbox"/> Agreement <input type="checkbox"/> Intergovernmental (RCW 39.34) <input type="checkbox"/> Interagency		
22. Contractor Selection Process: <input checked="" type="checkbox"/> "To all who apply & qualify" <input type="checkbox"/> Competitive Bidding <input type="checkbox"/> Sole Source <input type="checkbox"/> A/E RCW <input type="checkbox"/> N/A <input type="checkbox"/> Filed w/OFM? <input type="checkbox"/> Advertised? <input type="checkbox"/> YES <input type="checkbox"/> NO _____			23. Contractor Type (check all that apply) <input type="checkbox"/> Private Organization/Individual <input type="checkbox"/> For-Profit <input checked="" type="checkbox"/> Public Organization/Jurisdiction <input checked="" type="checkbox"/> Non-Profit <input type="checkbox"/> VENDOR <input checked="" type="checkbox"/> SUBRECIPIENT <input type="checkbox"/> OTHER		
24. BRIEF DESCRIPTION: Presidential Disaster Declaration # FEMA-4906-DR-WA Severe Winter Storms, Straight-Line Winds, Flooding, Landslides, and Mudslides. To provide funds to the SUBRECIPIENT for emergency work and the repair or replacement of disaster-damaged facilities. as approved by FEMA in project worksheets describing eligible scopes of work and associated funding. The DEPARTMENT is the Recipient and Pass-through Entity of the Presidential Disaster Declaration # FEMA-4906-DR-WA Severe Winter Storms, Straight-Line Winds, Flooding, Landslides, and Mudslides, and FEMA State Agreement, which are incorporated by reference, and makes a subaward of Federal award funds to the SUBRECIPIENT pursuant to this Agreement. The SUBRECIPIENT is accountable to the DEPARTMENT for use of Federal award funds provided under this Agreement and the associated matching funds.					
IN WITNESS WHEREOF, the DEPARTMENT and SUBRECIPIENT acknowledge and accept the terms of this Agreement, references and attachments hereto and have executed this Agreement as of the date and year written below. This Agreement Face Sheet, Special Terms and Conditions (Attachment 1), General Terms and Conditions (Attachment 2), Project Worksheet Sample (Attachment 3), Washington State Public Assistance Applicant Manual dated April 7, 2026 (Attachment 4), and all other documents, exhibits and attachments expressly referenced and incorporated herein contain all the terms and conditions agreed upon by the parties and govern the rights and obligations of the parties to this Agreement. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties.					
In the event of an inconsistency in this Agreement, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence in the following order:					
1. Applicable Federal and State Statutes and Regulations		5. Special Terms and Conditions			
2. DHS Standard Terms and Conditions		6. General Terms and Conditions, and,			
3. Presidential Declaration, FEMA State Agreement, and other Documents		7. Other provisions of the contract incorporated by reference.			
4. Statement of Work and/or Project Description as outlined in FEMA approved Project Worksheet(s)					
WHEREAS, the parties hereto have executed this Agreement on the day and year last specified below.					
FOR THE DEPARTMENT:			FOR THE SUBRECIPIENT:		
Signature _____ Date _____		Signature _____ Date _____		print or type name: _____	
Stacey McClain, Governor's Authorized Representative Washington State Military Department					
APPROVED AS TO FORM: David B, Merchant 5/28/2026 Assistant Attorney General			APPROVED AS TO FORM:		
			SUBRECIPIENT's Attorney _____ Date _____		

**Washington State Military Department
SPECIAL TERMS AND CONDITIONS**

ARTICLE I – KEY PERSONNEL

The individuals listed below shall be considered key personnel and point of contact. Any substitution by either party must be submitted in writing.

SUBRECIPIENT		MILITARY DEPARTMENT	
Name		Name	Jonathan L. Holmes
Title		Title	Deputy State Coordinating Officer Public Assistance
E-Mail		E-Mail	Jonathan.Holmes@mil.wa.gov
Phone		Phone	(253) 512-7429

ARTICLE II - ADMINISTRATIVE REQUIREMENTS

The SUBRECIPIENT shall comply with all applicable state and federal laws, rules, regulations, requirements and program guidance identified or referenced in this Agreement and the informational documents published by FEMA applicable to the Presidential Declaration including, but not limited to, all criteria, restrictions, and requirements of the “FEMA State Agreement” published by FEMA and the federal regulations commonly applicable to FEMA grants, all of which are incorporated herein by reference. The Presidential Declaration and the FEMA State Agreement are incorporated in this Agreement by reference.

The SUBRECIPIENT shall comply with the Washington State Public Assistance Applicant Manual dated April 7, 2026 incorporated in this Agreement as **Attachment 4**. The DHS Standard Terms and Conditions are incorporated by reference in this Agreement in Appendix F of the Washington State Public Assistance Applicant Manual dated April 7, 2026.

The SUBRECIPIENT acknowledges that since this Agreement involves federal award funding, the period of performance described herein may begin prior to the availability of appropriated federal funds. The SUBRECIPIENT agrees that it will not hold the DEPARTMENT, the State of Washington, or the United States liable for any damages, claim for reimbursement, or any type of payment whatsoever for services performed under this Agreement prior to distribution of appropriated federal funds, or if federal funds are not appropriated or in a particular amount.

Federal funding is provided by FEMA and is administered by the DEPARTMENT. Under the authority of Presidential Disaster Declaration number FEMA-4906-DR-WA, the DEPARTMENT is reimbursing the SUBRECIPIENT for those approved eligible costs and activities necessary under the Public Assistance Grant Program during the incident period beginning December 5 to December 19, 2025. Eligible costs and activities will be identified in Project Worksheets approved by FEMA and a Project Worksheet Sample is incorporated as **Attachment 3**. The DEPARTMENT is also providing Advance Payments to the SUBRECIPIENT where provided by FEMA and required and allowed by law. Any interest earned on advance payments (except for interest earned on advances of funds exempt under the Intergovernmental Cooperation Act (31 U.S.C. 6501 et seq.) and the Indian Self-Determination Act (23 U.S.C. 450)) shall be promptly, but at least quarterly, remitted to the DEPARTMENT to be paid to FEMA. The subrecipient may keep interest amounts up to \$100 per year for administrative expenses.

STATE AND FEDERAL REQUIREMENTS FOR PUBLIC ASSISTANCE GRANTS:

The following requirements apply to all DHS/FEMA Presidential Disasters administered by the DEPARTMENT:

1. FUNDING

The DEPARTMENT will administer the Public Assistance (PA) Grant Program, provide Advance payments, and reimburse approved eligible Public Assistance costs to the SUBRECIPIENT that are identified under the auspices of Presidential Disaster Declaration Number FEMA-4906-DR-WA and authorized by and consistent with the Stafford Act (P.L. 93-288, as amended) and applicable regulations.

It is understood that no final dollar figure is committed to at the time that this Agreement is executed, but that financial commitments will be made by amendments to the project application as Project Worksheets are completed in the field and projects are authorized by state and federal officials.

Pursuant to the FEMA-STATE AGREEMENT, FEMA will contribute not less than **75** percent of the eligible costs for any eligible project and 100 percent of the federal PA Management Costs, up to 5 percent of the total award amount for each Subrecipient, as provided for in subsection 3.E. of Article II of this Public Assistance Agreement. The SUBRECIPIENT commits to providing the remaining up to **25** percent non-federal match to any eligible project that has been identified under the Presidential Disaster Declaration number FEMA-4906-DR-WA, subject to the following exceptions:

DEPARTMENT Match: During the 2026 Session of the State Legislature, funding of the non-federal share of 4906-DR-WA costs was addressed. The State Legislature approved partial funding for the non-federal share which will be equally split for eligible costs covered under the Project Worksheets for the 4906-DR-WA Severe Storms, Straight-line Winds, Flooding, Landslides, and Mudslides event. For local jurisdictions, Public Assistance grant funding will be 75 percent federal funds, 12.5 percent state funds and 12.5 percent local funds.

Donated Resources: FEMA will credit the SUBRECIPIENT for the value of donated resources (non-cash contributions of property or services) related to eligible Emergency Work to offset the non-Federal cost share of its eligible Emergency Work project worksheets – categories A and B, and for the value of donated resources related to eligible work on a Permanent Work project to offset the non-Federal cost share of that specific Permanent Work project worksheet for which the resources were donated – categories C through G. The Donated Resources are recognized by FEMA in a Project Worksheet. Donated Resources offset the non-federal share of the eligible emergency work approved in Project Worksheets or specific permanent work approved in Project Worksheets. For non-state agency SUBRECIPIENTS, the donated resource value will first be applied to the SUBRECIPIENT’s non-federal share, and, if a DEPARTMENT match is authorized, any remaining donated resource value will be applied to the DEPARTMENT’s share. The value of the Donated Resources is calculated as described in Public Assistance Program and Policy Guide V.5 (PAPPG), and is capped at the non-Federal share of approved eligible emergency work costs or capped at the non-Federal share of the specific approved eligible permanent work costs, as applicable. The Federal share of the Donated Resources will not exceed the non-federal share of eligible emergency work costs or of specific permanent work costs approved in Project Worksheets. Any excess credit for eligible emergency work costs can be credited only to other eligible emergency work costs, for the same SUBRECIPIENT in the same disaster. The value of excess donated resources cannot be credited toward or transferred to another eligible SUBRECIPIENT, or toward other State obligations. The DEPARTMENT does not match a FEMA donated resource credit.

The Project Worksheet, sample provided in Attachment 3, is required to be completed by FEMA or State Project Specialists.

2. GRANT AGREEMENT PERIOD

- a. Activities payable under this Agreement and to be performed by the SUBRECIPIENT under this Agreement shall be those activities which occurred during or subsequent to the incident period defined in the FEMA State Agreement and shall terminate upon completion of the project(s) approved by federal and state officials, including completion of close-out and audit. This period shall be referred to as the “Grant Agreement Period.”
- b. The Grant Agreement Period shall only be extended by (1) written notification of FEMA approval of the Grant Agreement Period followed up with a mutually agreed written amendment, or (2) written notification from the DEPARTMENT to the SUBRECIPIENT issued by the DEPARTMENT to address extensions of its underlying federal grant performance period or to provide additional time for completion of the SUBRECIPIENT’s project(s).

3. PAYMENTS

The DEPARTMENT, using funds granted for the purposes of the Presidential Disaster Declaration from FEMA, shall issue payments to the SUBRECIPIENT in compliance with the Washington State Public Assistance Applicant Manual dated April 7, 2026 (**Attachment 4**) procedures as follows:

- a. Small Project Payments: Payments are made for all small projects to the SUBRECIPIENT upon submission and approval of an A19-1A State of Washington Invoice Voucher to the DEPARTMENT, after FEMA has approved funding through approval of Project Worksheets.
- b. Progress Payments: Progress payment of funds for costs already incurred on large projects minus 10 percent retainage may be made to the SUBRECIPIENT upon submission by the SUBRECIPIENT of an A19-1A State of Washington Invoice Voucher, a letter of request, and a spreadsheet identifying the claimed costs supporting the payment request and approval by the DEPARTMENT.
- c. Progress Payments: Progress payment of funds for costs already incurred on Architectural & Engineering (A&E) small/large projects minus 10 percent retainage may be made to the SUBRECIPIENT upon submission by the SUBRECIPIENT of an A19-1A State of Washington Invoice Voucher, a letter of request, and a spreadsheet identifying the claimed costs supporting the payment request and approval by the DEPARTMENT.
- d. Improved Projects: Payments on improved projects (capped project) will be pro-rated based upon the percentage of the project that is funded under this disaster grant to the overall project cost. This percentage will be identified when the first payment on the improved project is made. Progress payments will be made as outlined above in Section B.
- e. Final Payment: Final Payment on a large project will be made following submission by the SUBRECIPIENT of a certification of completion on the STATEMENT OF DOCUMENTATION / FINAL INSPECTION REPORT form upon completion of project(s), completion of all final inspections by the DEPARTMENT, and final approval by FEMA. Final payment on a large project will include any retainage withheld during progress payments. Final payments may also be conditional upon financial review, if determined necessary by the DEPARTMENT or FEMA. Adjustments to the final payment may be made following any audits conducted by the Washington State Auditor's Office, the United States Inspector General or other federal or state agency.
- f. The SUBRECIPIENT is eligible to receive federal PA Management Costs up to 5 percent of the total award amount obligated for each Subrecipient at the time of its request. PA Management Costs includes any of the following when associated with the PA portion of a major disaster or emergency: Indirect costs, direct administrative costs, and other administrative expenses associated with a specific project. Documentation is required to substantiate the eligibility of management activities and associated costs in accordance with PA Management Costs Interim Policy – Standard Operating Procedures.
- g. All payment requests shall be made on an A19-1A form, State of Washington, Invoice Voucher. Payments will be made by electronic fund transfer to the SUBRECIPIENT's account.
- h. Federal funding shall not exceed the total federal contribution eligible for Public Assistance costs under Presidential Disaster Declaration number FEMA-4906-DR-WA.
- i. For state agencies, the DEPARTMENT will, through interagency reimbursement procedures, transfer payment to the SUBRECIPIENT. Payment will be transferred by journal voucher to Agency No. _____, Accounting Fund No. _____.
- j. Within the total Grant Agreement Amount, travel, sub-contracts, salaries, benefits, printing, equipment, and other goods and services will be reimbursed on an actual cost basis unless otherwise provided in this Agreement.
- k. For travel costs, SUBRECIPIENTS shall comply with 2 CFR 200.474 and should consult their internal policies, state rates set pursuant to RCW 43.03.050 and RCW 43.03.060 as now existing or amended, and federal maximum rates set forth at <http://www.gsa.gov>, and follow the most restrictive.
- l. If travel costs exceed set state or federal limits, travel costs shall not be reimbursed without written approval by DEPARTMENT Key Personnel.
- m. Receipts and/or backup documentation for any approved items that are authorized under this Agreement must be maintained by the SUBRECIPIENT consistent with record retention requirements of this Agreement, and be made available upon request by the DEPARTMENT, and local, state, or federal auditors.

- n. All work under this Agreement must end on or before the Grant Agreement End Date, and the final reimbursement request must be submitted to the DEPARTMENT within 45 days after the Grant Agreement End Date, except as otherwise authorized by written amendment of this Agreement and issued by the DEPARTMENT.
- o. No costs for purchases of equipment/supplies will be reimbursed until the related equipment/supplies have been received by the SUBRECIPIENT, its subrecipient or contractor, or any non-federal entity to which the SUBRECIPIENT makes a subaward, and is invoiced by the vendor.
- p. SUBRECIPIENTS shall only use federal award funds under this Agreement to supplement existing funds, and will not use them to replace (supplant) non-federal funds that have been budgeted for the same purpose. The SUBRECIPIENT may be required to demonstrate and document that the reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

The DEPARTMENT shall provide Advance Payments as provided by FEMA and as required and authorized by law.

4. CLOSEOUT

To initiate close-out, the SUBRECIPIENT is required to certify in writing, by Project Worksheet Number, date completed and total amount expended on the project, completion of the small projects. To initiate close-out of the large projects, the SUBRECIPIENT shall submit certification of completion on a STATEMENT OF DOCUMENTATION/FINAL INSPECTION REPORT form to the DEPARTMENT.

The DEPARTMENT will then complete a site inspection and a financial review of documentation to support the claimed costs. Certifications on small and large projects are due within sixty days following the completion of the project or receipt of the approved Project Worksheet, whichever date is later.

If SUBRECIPIENT is claiming federal PA Management Costs: Indirect costs, direct administrative costs, and other administrative expenses associated with disaster-specific projects must be supported by documentation to substantiate the eligibility of management activities and associated costs that has been prepared and assembled in accordance with FEMA Recovery 2000 Policy FP 104-11-2, Public Assistance Management Costs (Interim) and PA Management Costs Standard Operating Procedures prior to close-out.

After all of the projects have been certified as complete and approved for closure by FEMA, the DEPARTMENT will forward a final A19-1A State of Washington Invoice Voucher to the SUBRECIPIENT for release of the remaining funds due to the subrecipient for eligible costs, including any retainage previously withheld, and the allowance for federal indirect costs.

5. DOCUMENTATION / REPORTING REQUIREMENTS

For all Advance Payment, the SUBRECIPIENT shall provide documentation and receipts for all costs related to the Advance Payment and provide such to the DEPARTMENT quarterly.

The SUBRECIPIENT is required to retain all documentation which adequately identifies the source and application of Public Assistance funds, including the federal Management Costs reimbursement, for six years following the closure of this disaster grant. For all funds received, source documentation includes adequate accounting of actual costs and recoveries incurred.

The SUBRECIPIENT shall also comply with the Federal Funding Accountability and Transparency Act (FFATA) and related OMB Guidance consistent with Public Law 109-282 as amended by section 6202(a) of Public Law 110-252 (see 31 U.S.C. 6101 note) and complete the FFATA Form located at <https://mil.wa.gov/emergency-management-division/grants/requiredgrantforms> and return to the DEPARTMENT; which is incorporated by reference and made a part of this Agreement.

Quarterly Reports: The SUBRECIPIENT is required to submit to the DEPARTMENT a quarterly report indicating the status of all their large and A&E projects. The status shall identify the costs incurred to date, the percentage of work completed, the anticipated completion date of the project and whether cost under runs or over runs are expected. A&E project reporting will require specific information which will outline project milestones. In addition, the SUBRECIPIENT should note in the comment field any challenges or issues associated with the project. Failure to submit a complete quarterly report within 15 days following the end of the quarter will result in suspension of all payments to the SUBRECIPIENT until a complete quarterly report is

received by the DEPARTMENT. The quarterly report will serve as the basis for any FEMA Office of Chief Financial Officer (OCFO) funds reduction.

6. TIME EXTENSIONS

A time extension request is required to be forwarded to the DEPARTMENT by the SUBRECIPIENT for a project prior to the expiration of the approved completion date. If the project is approved and funded after the statutory approval time period for completion, then a time extension request must be submitted to the DEPARTMENT within fifteen days of receipt of the funding package.

In accordance with 44 CFR 206.204, the DEPARTMENT reserves the right, in its sole discretion, to consider and approve a time extension request after expiration of the approved completion date and within the DEPARTMENT's statutory extension authority. Requests for time extensions beyond the DEPARTMENT's authority will be considered and approved by FEMA, at their sole discretion.

All determinations made regarding time extension requests will be based on a case by case evaluation of specific factual circumstances.

A time extension request must be in writing and identify the Project Worksheet number, the reason the project has not been completed within the prior approved completion period, the reason the time extension request was not submitted prior to the statutory approval time period (if applicable), a current status of the completion of the work, a detailed timeline for completion of the remaining elements, and an anticipated completion date for the completion of the remaining work. Failure to submit a time extension request in a timely manner may result in denial of the time extension request, and loss of funding for the related project.

7. PROCUREMENT

The SUBRECIPIENT shall comply with all procurement requirements of 2 CFR Part 200.317 through 200.327 and as specified in the General Terms and Conditions, Exhibit A.11.

8. SUBRECIPIENT MONITORING:

- a. The DEPARTMENT will monitor the activities of the SUBRECIPIENT from award to closeout. The goal of the DEPARTMENT's monitoring activities will be to ensure that agencies receiving federal pass-through funds are in compliance with this Agreement, federal and state audit requirements, federal grant guidance, and applicable federal and state financial regulations, as well as 2 CFR Part 200 Subpart F.
- b. To document compliance with 2 CFR Part 200 Subpart F requirements, the SUBRECIPIENT shall complete and return to the DEPARTMENT 2 CFR Part 200 Subpart F Audit Certification Form located at <https://mil.wa.gov/emergency-management-division/grants/requiredgrantforms> with the signed Agreement and each fiscal year thereafter until the Agreement is closed, which is incorporated by reference and made a part of this Agreement.
- c. Monitoring activities may include, but are not limited to:
 - i. review of financial and performance reports;
 - ii. monitoring and documenting the completion of Agreement deliverables;
 - iii. documentation of phone calls, meetings, e-mails, and correspondence;
 - iv. review of reimbursement requests and supporting documentation to ensure eligibility and consistency with Agreement work plan, budget, and federal requirements;
 - v. observation and documentation of Agreement related activities;
 - vi. on-site visits to review equipment records and inventories, to verify source documentation for reimbursement requests and performance reports, and to verify completion of deliverables.
- d. The SUBRECIPIENT is required to meet or exceed the monitoring activities, as outlined above and in 2 CFR Part 200 Subpart F, for any non-federal entity to which the SUBRECIPIENT makes a subaward as a pass-through entity under this Agreement.
- e. Compliance will be monitored throughout the performance period to assess risk. Concerns will be addressed through a Corrective Action Plan. If the SUBRECIPIENT fails to comply with federal or state statutes or regulations, or the terms and conditions of this Agreement, the DEPARTMENT may impose any additional subaward conditions as described in 2 CFR 200.208. If the DEPARTMENT determines

that noncompliance cannot be remedied by imposing additional conditions, it may take one or more of the following actions:

- i. Temporarily withhold cash payments pending correction of the deficiency by the SUBRECIPIENT.
- ii. Wholly or partially suspend or terminate the subaward to the SUBRECIPIENT.
- iii. Initiate suspension or debarment proceedings under 2 CFR 180 or recommend such a proceeding be initiated by the federal awarding agency.
- iv. Withhold further federal awards for the project or program.
- v. Take any other remedies that may be legally available.

f. The DEPARTMENT agrees to:

- i. Provide technical assistance during all monitoring or evaluation activities. The DEPARTMENT will coordinate and schedule the meetings necessary to conduct and complete all monitoring and evaluation activities.
- ii. Develop the SUBRECIPIENT's project worksheet(s) (PW) and supporting attachments with FEMA and the SUBRECIPIENT's assistance based upon the costs determined to be eligible.
- iii. Submit the SUBRECIPIENT's funding package to FEMA.
- iv. Notify the SUBRECIPIENT when funding approval is received, issue payment per the process described above see Article II, A.4 – Payments, and provide the SUBRECIPIENT with a copy of the approved project worksheet.
- v. Work with the SUBRECIPIENT to resolve any issues identified during the monitoring process.
- vi. Review and respond appropriately to the SUBRECIPIENT's requests for time extensions and changes.

9. LIMITED ENGLISH PROFICIENCY (CIVIL RIGHTS ACT OF 1964 TITLE VI)

All subrecipients must comply with the Title VI of the Civil Rights Act of 1964 (Title VI) prohibition against discrimination on the basis of national origin, which requires that subrecipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. Providing meaningful access for persons with LEP may entail providing language assistance services, including oral interpretation and written translation. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (August 11, 2000), requires federal agencies to issue guidance to recipients, assisting such organizations and entities in understanding their language access obligations. DHS published the required recipient guidance in April 2011, DHS Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 76 Fed. Reg. 21755-21768, (April 18, 2011). The Guidance provides helpful information such as how a recipient can determine the extent of its obligation to provide language services; selecting language services; and elements of an effective plan on language assistance for LEP persons. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance at <https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited> and additional resources on <http://www.lep.gov>.

A. FEMA STATE AGREEMENT TERMS AND CONDITIONS

As a subrecipient of FEMA funding, the SUBRECIPIENT shall comply with all applicable DHS/FEMA terms and conditions of the Presidential Declaration and the FEMA State Agreement, which are incorporated in and made a part of this Agreement in Appendix F of the Washington State Public Assistance Applicant Manual dated April 7, 2026 (**Attachment 4**).

**Washington State Military Department
GENERAL TERMS AND CONDITIONS
Department of Homeland Security (DHS)/
Federal Emergency Management Agency (FEMA)
Grants**

A.1 DEFINITIONS

As used throughout this Agreement, the following terms will have the same meaning as defined in 2 CFR 200 Subpart A (which is incorporated herein by reference), except as otherwise set forth below:

- a. **“Agreement”** means this Grant Agreement.
- b. **“Department”** means the Washington State Military Department, as a state agency, any division, section, office, unit or other entity of the Department, or any of the officers or other officials lawfully representing that Department. The Department is a recipient of a federal award directly from a federal awarding agency and is the pass-through entity making a subaward to a Subrecipient under this Agreement.
- c. **“Monitoring Activities”** means all administrative, financial, or other review activities that are conducted to ensure compliance with all state and federal laws, rules, regulations, authorities, and policies.
- d. **“Subrecipient”** when capitalized is primarily used throughout this Agreement in reference to the non-federal entity identified on the Face Sheet of this Agreement that has received a subaward from the Department. However, the definition of “Subrecipient” is the same as in 2 CFR 200.1 for all other purposes.
- e. **“Project”** means those actions funded through the Public Assistance Program and described in approved Project Worksheets. Projects may include one or more of the following: reimbursement of costs for emergency response, debris removal and/or repair or restoration of damaged public facilities. A project may be a small, large, improved, or alternate project.

A.2 ADVANCE PAYMENTS

The DEPARTMENT shall make no payments in advance or in anticipation of goods or services to be provided under this Agreement, except as required under 2 CFR 200.305 for federal grants. SUBRECIPIENT shall not invoice the DEPARTMENT in advance of delivery and invoicing of such goods or services, except as authorized under 2 CFR 200.305.

Pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C §5121-5207), Advance Payment process, FEMA may process a SUBRECIPIENT project worksheet which is provided to the state of Washington for direct disbursement to SUBRECIPIENT.

Pursuant to these provisions and RCW 43.88.160(5), these grant funds are not subject to the advance payments prohibition and will be disbursed immediately to SUBRECIPIENT as grants authorized by law with subsequent authentication and certification of expenditures.

A.3 AMENDMENTS AND MODIFICATIONS

The SUBRECIPIENT or the DEPARTMENT may request, in writing, an amendment or modification of this Agreement. Modifications may be requested for Grant Agreement end date, budget or scope change. However, such amendment or modification shall not be binding, take effect or be incorporated herein until made in writing and signed by the authorized representatives of the DEPARTMENT and the SUBRECIPIENT. No other understandings or agreements, written or oral, shall be binding on the parties.

The Agreement performance period shall only be extended by (1) written notification of DHS/FEMA approval of the Award performance period, followed up with a mutually agreed written amendment, or (2) written notification from the Department to the Subrecipient to provide additional time for completion of the Subrecipient’s project(s).

A.4 AMERICANS WITH DISABILITIES ACT (ADA) OF 1990 , PUBLIC LAW 101-336, 42 U.S.C. 12101 ET SEQ. AND ITS IMPLEMENTING REGULATIONS ALSO REFERRED TO AS THE “ADA” 28 CFR Part 35.

Except as provided herein, the Subrecipient must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunication. If the ADA does not apply to the Subrecipient because the Subrecipient is a federal recognized Indian Tribe, then the acceptance by the Tribe of, or acquiescence to, these General Terms and Conditions does not change or alter its inapplicability to the Indian Tribe. The

execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

A.5 APPLICATION REPRESENTATION-MISREPRESENTATION, INACCURACY AND BREACH

The DEPARTMENT relies upon the SUBRECIPIENT's application in making its determinations as to eligibility for, selection for, and scope of funding grants. Any misrepresentation, error or inaccuracy in any part of the application may be deemed a breach of this Agreement.

A.6 ASSURANCES

DEPARTMENT and SUBRECIPIENT agree that all activity pursuant to this Agreement will be in accordance with all the applicable current federal, state and local laws, rules and regulations. In addition, as a SUBRECIPIENT of FEMA funding, the SUBRECIPIENT shall comply with all applicable DHS terms and conditions as specified in Appendix F of the Washington State Public Assistance Applicant Manual dated April 28, 2024 incorporated in this Agreement as **Attachment 4**.

A.7 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, OR INELIGIBILITY

As federal funds are a basis for this Agreement, the SUBRECIPIENT certifies that the SUBRECIPIENT is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Agreement by any federal department or agency.

The SUBRECIPIENT shall complete, sign, and return a Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form located at <https://mil.wa.gov/emergency-management-division/grants/requiredgrantforms>. Any such form completed by the SUBRECIPIENT for this Agreement shall be incorporated into this Agreement by reference.

Further, the SUBRECIPIENT agrees to comply with all applicable federal regulations concerning the federal debarment and suspension system, including 2 CFR Part 180. The SUBRECIPIENT certifies that it will ensure that potential sub-contractors or sub-recipients or any of their principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in "covered transactions" by any federal department or agency. "Covered transactions" include procurement contracts for goods or services awarded under a non-procurement transaction (e.g. grant or cooperative agreement) that are expected to equal or exceed \$25,000, and sub-awards to sub-recipients for any amount. With respect to covered transactions, the SUBRECIPIENT may comply with this provision by obtaining a certification statement from the potential sub-contractor or sub-recipient or by checking the System for Award Management (<https://www.sam.gov>) maintained by the federal government. The SUBRECIPIENT also agrees not to enter into any arrangements or contracts with any party on the Washington State Department of Labor and Industries' "Debarred Contractor List" (<https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx>). The Subrecipient also agrees not to enter into any agreements or contracts for the purchase of goods and services with any party on the Department of Enterprise Services' *Debarred Vendor List* (<https://www.des.wa.gov/services/contracting-purchasing/doing-business-state/vendor-debarment>).

A.8 CERTIFICATION REGARDING RESTRICTIONS ON LOBBYING

As required by 44 CFR Part 18, the SUBRECIPIENT hereby certifies that to the best of their knowledge and belief: (1) no federally appropriated funds have been paid or will be paid by or on behalf of the SUBRECIPIENT to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement; (2) that if any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Agreement, grant, loan, or cooperative agreement, the SUBRECIPIENT will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; (3) and that, as applicable, the SUBRECIPIENT will require that the language of this certification be included in the award documents for all subawards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into, and is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352.

A.9 COMPLIANCE WITH APPLICABLE STATUTES, RULES AND DEPARTMENT POLICIES

The SUBRECIPIENT and all its contractors shall comply with, and the DEPARTMENT is not responsible for determining compliance with, any and all applicable federal, state, and local laws, regulations, executive orders, OMB Circulars, and/or policies. This obligation includes, but is not limited to: nondiscrimination laws and/or applicable policies, Energy Policy and Conservation Act (PL 94-163, 89 Stat. 871, as amended), the Americans with Disabilities Act (ADA), Age Discrimination Act of 1975, Title VI of the Civil Rights Act of 1964, Civil rights Act of 1968, the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (PL 93-288, as amended), Title 44 of the Federal Regulations, 2 CFR Part 3002, Ethics in Public Service (RCW 42.52), Covenant Against Contingent Fees (48 CFR Section 52.203-5), Public Records Act (RCW 42.56), Prevailing Wages on Public Works (RCW 39.12), State Environmental Policy Act (RCW 43.21C), Shoreline Management Act of 1971 (RCW 90.58), State Building Code (RCW 19.27), Energy Related Building Standards (RCW 19.27A), Provisions in Buildings for Aged and Handicapped Persons (RCW 70.92), and safety and health regulations.

DEPARTMENT and SUBRECIPIENT agree that all activity pursuant to this Agreement will be in accordance with all the applicable current federal, state and local laws, rules and regulations.

In the event of the SUBRECIPIENT's or its contractor's noncompliance or refusal to comply with any applicable law, regulation, executive order, OMB Circular or policy, the DEPARTMENT may rescind, cancel, or terminate the Agreement in whole or in part in its sole discretion.

The SUBRECIPIENT is responsible for all costs or liability arising from its failure to comply with applicable laws, regulations, executive orders, OMB Circulars or policies.

A.10 CONFLICT OF INTEREST

No officer or employee of the DEPARTMENT; no member, officer, or employee of the SUBRECIPIENT or its designees or agents; no member of the governing body of the jurisdiction in which the project is undertaken or located; and no other official of such the SUBRECIPIENT who exercises any functions or responsibilities with respect to the project during his or her tenure, shall have any personal or pecuniary gain or interest, direct or indirect, in any contract, subcontract, or the proceeds thereof, for work to be performed in connection with the project assisted under this Agreement.

The SUBRECIPIENT shall incorporate, or cause to incorporate, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to this provision.

A.11 CONTRACTING & PROCUREMENT

a. The SUBRECIPIENT shall use a competitive procurement process in the procurement and award of any contracts with contractors or sub-contractors that are entered into under the original contract award. The procurement process followed shall be in accordance with 2 CFR 200.317 Procurements by States and Indian Tribes and 2 CFR Part 200.318 General Procurement Standards through 200.327 Contract Provisions.

As required by Appendix II to 2 CFR Part 200, all contracts entered into by the SUBRECIPIENT under this Agreement must include the following provisions, as applicable:

1. Contracts for more than the simplified acquisition, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by [41 U.S.C. 1908](#), must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
2. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.
3. Equal Employment Opportunity. Except as otherwise provided under [41 CFR Part 60](#), all contracts that meet the definition of "federally assisted construction contract" in [41 CFR Part 60-1.3](#) must include the equal opportunity clause provided under [41 CFR 60-1.4\(b\)](#), in accordance with Executive Order 11246, "Equal Employment Opportunity" ([30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp.](#), p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment

- Opportunity,” and implementing regulations at [41 CFR part 60](#), “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
4. Davis-Bacon Act, as amended ([40 U.S.C. 3141-3148](#)). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act ([40 U.S.C. 3141-3144](#), and [3146-3148](#)) as supplemented by Department of Labor regulations ([29 CFR Part 5](#), “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act ([40 U.S.C. 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.
 5. Contract Work Hours and Safety Standards Act ([40 U.S.C. 3701-3708](#)). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)). Under [40 U.S.C. 3702](#) of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of [40 U.S.C. 3704](#) are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
 6. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under [37 CFR § 401.2 \(a\)](#) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
 7. Clean Air Act ([42 U.S.C. 7401-7671q.](#)) and the Federal Water Pollution Control Act ([33 U.S.C. 1251-1387](#)), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401-7671q](#)) and the Federal Water Pollution Control Act as amended ([33 U.S.C. 1251-1387](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
 8. Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see [2 CFR 180.220](#)) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
 9. Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#)) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not

used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#). Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

10. Procurement of recovered materials -- As required by 2 CFR 200.322, a non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

The recipient or subrecipient should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable. This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products. See Executive Order 14057, section 101, Policy.

11. Notice of Federal awarding agency requirements and regulations pertaining to reporting.
12. Federal awarding agency requirements and regulations pertaining to copyrights and rights in data.
13. Access by the DEPARTMENT, the SUBRECIPIENT, the Federal awarding agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
14. Retention of all required records for six (6) years after the SUBRECIPIENT has made final payments and all other pending matters are closed.
15. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).
16. Pursuant to Executive Order 13858 "*Strengthening Buy-American Preferences for Infrastructure Projects*," the DEPARTMENT encourages SUBRECIPIENTS to use, to the greatest extent practicable and consistent with the law, iron and aluminum as well as steel, cement and other manufactured products produced in the United States, in Public Assistance and Hazard Mitigation Grant Program eligible public infrastructure repair and construction projects affecting surface transportation, ports, water resources including sewer and drinking water and power. Such preference must be consistent with the law, including cost and contracting requirements of 2 CFR Part 200.
17. Per 2 C.F.R. § 200.216, prohibitions regarding certain telecommunications and video surveillance services or equipment are mandated by section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018).
 - b. The DEPARTMENT reserves the right to review the SUBRECIPIENT procurement plans and documents, and require the SUBRECIPIENT to make changes to bring its plans and documents into compliance with the requirements of 2 CFR Part 200.317 through 2 CFR 200.327. The SUBRECIPIENT must ensure that its procurement process requires contractors and subcontractors to provide adequate documentation with sufficient detail to support the costs of the project and to allow both the SUBRECIPIENT and DEPARTMENT to make a determination on eligibility of project costs.
 - c. All contracting agreements entered into pursuant to this Agreement shall incorporate this Agreement by reference.

A.12 DISCLOSURE

The use or disclosure by any party of any information concerning the DEPARTMENT for any purpose not directly connected with the administration of the DEPARTMENT's or the SUBRECIPIENT's responsibilities with respect to services provided under this Agreement is prohibited except by prior written consent of the DEPARTMENT or as required to comply with the state Public Records Act, other law, or court order.

A.13 DISPUTES

Except as otherwise provided in this contract, when a bona fide dispute arises between the parties and it cannot be resolved through discussion and negotiation, either party may request a dispute resolution board to resolve the dispute. A request for a dispute resolution board shall be in writing, state the disputed issues, state the relative positions of the parties, and be sent to all parties. The board shall consist of a representative appointed by the DEPARTMENT, a representative appointed by the SUBRECIPIENT and a third party mutually agreed upon by both parties. The board shall, by majority vote, resolve the dispute. Each party shall bear the cost for its board member and its attorney fees and costs, and share equally the cost of the third board member.

A.14 DUPLICATION OF BENEFITS

The SUBRECIPIENT agrees that the funds for which federal or state assistance is requested does not, or will not, duplicate benefits or funds received for the same loss from any other source. The SUBRECIPIENT will pursue, and require sub-recipients to pursue, full payment of eligible insurance benefits for properties or any other losses covered in a project under this Agreement. The SUBRECIPIENT will repay the DEPARTMENT any funds provided under this grant agreement that are duplicated by other benefits, funds, or insurance proceeds. The SUBRECIPIENT will also seek recovery against any party or parties whose negligence or other intentional or tortious conduct may have caused or contributed to the expenditures for which these grants funds are provided. The SUBRECIPIENT will repay the DEPARTMENT any funds recovered by settlement, judgment or other court order in an action to recover funds provided by this grant. The SUBRECIPIENT shall notify the DEPARTMENT as early as possible and work in conjunction with the DEPARTMENT and FEMA to ensure appropriate apportionment of any duplicated or recovered payment.

A.15 HAZARDOUS SUBSTANCES

The SUBRECIPIENT shall inspect and investigate the proposed development/construction site for the presence of hazardous substances. The SUBRECIPIENT shall fully disclose to the DEPARTMENT the results of its inspection and investigation and all other knowledge the SUBRECIPIENT has as to the presence of any hazardous substances at the proposed development/construction project site. The SUBRECIPIENT will be responsible for any associated clean-up costs. "Hazardous Substance" is defined in RCW 70A.305.020.

A.16 LEGAL RELATIONS

It is understood and agreed that this Agreement is solely for the benefit of the parties to the Agreement and gives no right to any other party. No joint venture or partnership is formed as a result of this Agreement.

To the extent allowed by law, the SUBRECIPIENT, its successors or assigns, will protect, save and hold harmless the DEPARTMENT, the State of Washington, and the United States Government and their authorized agents and employees, from all claims, actions, costs, damages or expenses of any nature whatsoever by reason of the acts or omissions of the SUBRECIPIENT, its sub-contractors, assigns, agents, contractors, consultants, licensees, invitees, employees or any person whomsoever arising out of or in connection with any acts or activities authorized by this Agreement.

To the extent allowed by law, the SUBRECIPIENT further agrees to defend the DEPARTMENT and the State of Washington and their authorized agents and employees in any litigation; including payment of any costs or attorneys' fees for any claims or action commenced thereon arising out of or in connection with acts or activities authorized by this Agreement.

This obligation shall not include such claims, costs, damages or expenses which may be caused by the sole negligence of the DEPARTMENT; provided, that if the claims or damages are caused by or result from the concurrent negligence of (1) the DEPARTMENT, and (2) the SUBRECIPIENT, its agents, or employees, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the SUBRECIPIENT, or SUBRECIPIENT's agents or employees.

Insofar as the funding source, the DEPARTMENT of Homeland Security (DHS)/Federal Emergency Management Agency (FEMA), is an agency of the federal government, the following shall apply:

44 CFR 206.9 Non-liability. The federal government shall not be liable for any claim based upon the exercise or performance of, or the failure to exercise or perform a discretionary function or duty on the part of a federal agency or an employee of the Federal government in carrying out the provisions of the Stafford Act.

A.17 LIMITATION OF AUTHORITY – AUTHORIZED SIGNATURE

The signatories to this Agreement represent that they have the authority to bind their respective organizations to this Agreement. Only the DEPARTMENT's Authorized Signature and the Authorized Signature of the assigned SUBRECIPIENT Agent or Alternate for the SUBRECIPIENT Agent, formally designated in writing, shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Agreement. Any alteration, amendment, modification, or waiver of any clause or condition of this Agreement is not effective or binding unless made in writing and signed by both parties Authorized Signature representatives. Further, only the Authorized Signature representative or Alternate for the SUBRECIPIENT shall have authority to sign reimbursement requests, certification of project completion, time extension requests, amendment and modification requests, requests for changes to project status, and other requests, certifications and documents authorized by or required under this Agreement.

A.18 LOSS OR REDUCTION OF FUNDING

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion or end date, the DEPARTMENT may unilaterally reduce the scope of work and budget or unilaterally terminate or suspend all or part of the Agreement as a "Termination for Cause" without providing the SUBRECIPIENT an opportunity to cure. Alternatively, the parties may renegotiate the terms of this Agreement under "Amendments and Modifications" to comply with new funding limitations and conditions, although the DEPARTMENT has no obligation to do so.

A.19 NONASSIGNABILITY

Neither this Agreement, nor any claim arising under this Agreement, shall be transferred or assigned by the SUBRECIPIENT.

A.20 NONDISCRIMINATION

The SUBRECIPIENT shall comply with all applicable federal and state non-discrimination laws, regulations, and policies. These requirements include, but are not limited to:

- a. Nondiscrimination in Employment: The Subrecipient shall not discriminate against any employee or applicant for employment because of race, color, sex, sexual orientation, religion, national origin, creed, marital status, age, Vietnam era or disabled veteran status, or the presence of any sensory, mental, or physical handicap. This requirement does not apply, however, to a religious corporation, association, educational institution or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution or society of its activities.
- b. The Subrecipient shall take action to ensure that employees are employed and treated during employment without discrimination because of their race, color, sex, sexual orientation religion, national origin, creed, marital status, age, Vietnam era or disabled veteran status, or the presence of any sensory, mental, or physical handicap. Such action shall include, but not be limited to, the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment selection for training, including apprenticeships and volunteers.

A.21 NOTICES

The SUBRECIPIENT shall comply with all public notices or notices to individuals required by applicable local, state and federal laws and shall maintain a record of this compliance.

A.22 OCCUPATIONAL SAFETY/HEALTH ACT and WASHINGTON INDUSTRIAL SAFETY/ HEALTH ACT (OSHA/WISHA)

The SUBRECIPIENT represents and warrants that its workplace does now or will meet all applicable federal and state safety and health regulations that are in effect during the SUBRECIPIENT's performance under this Agreement. To the extent allowed by law, the SUBRECIPIENT further agrees to indemnify and hold harmless the DEPARTMENT and its employees and agents from all liability, damages and costs of any nature, including

but not limited to, costs of suits and attorneys' fees assessed against the DEPARTMENT, as a result of the failure of the SUBRECIPIENT to so comply.

A.23 OWNERSHIP OF PROJECT/CAPITAL FACILITIES

The DEPARTMENT makes no claim to any capital facilities or real property improved or constructed with funds under this Agreement, and by this grant of funds does not and will not acquire any ownership interest or title to such property of the SUBRECIPIENT. To the extent allowed by law, the SUBRECIPIENT shall assume all liabilities arising from the ownership and operation of the project and agrees to hold the DEPARTMENT and the State of Washington and the United States government harmless from any and all causes of action arising from the ownership and operation of the project.

A.24 POLITICAL ACTIVITY

No portion of the funds provided herein shall be used for any partisan political activity or to further the election or defeat of any candidate for public office or influence the approval or defeat of any ballot issue.

A.25 PRIVACY

Personal information collected, used or acquired in connection with this agreement shall be used solely for the purposes of this agreement. SUBRECIPIENT and its subcontractors agree not to release, divulge, publish, transfer, sell or otherwise make known to unauthorized persons personal information without the express written consent of the DEPARTMENT or as provided by law or court order. SUBRECIPIENT agrees to implement physical, electronic and managerial safeguards to prevent unauthorized access to personal information.

The DEPARTMENT reserves the right to monitor, audit, or investigate the use of personal information collected, used or acquired by the SUBRECIPIENT through this contract. The monitoring, auditing or investigating may include but is not limited to "salting" by the DEPARTMENT. Salting is the act of placing a record containing unique but false information in a database that can be used later to identify inappropriate disclosure of data contained in the database.

Any breach of this provision may result in termination of the contract and the demand for return of all personal information. To the extent allowed by law, the SUBRECIPIENT agrees to indemnify and hold harmless the DEPARTMENT for any damages related to the SUBRECIPIENT's unauthorized use, loss or disclosure of personal information.

For purposes of this provision, personal information includes, but is not limited to, information identifiable to an individual that relates to a natural person's health, finances, education, business, use or receipt of governmental services, or other activities, names, addresses, telephone numbers, social security numbers, driver license numbers, financial profiles, credit card numbers, financial identifiers and other identifying numbers.

A.26 PROHIBITION AGAINST PAYMENT OF BONUS OR COMMISSION

The assistance provided under this Agreement shall not be used in payment of any bonus or commission for the purpose of obtaining approval of the application for such assistance or any other approval or concurrence under this Agreement provided; however, that reasonable fees or bona fide technical consultant, managerial, or other such services, other than actual solicitation, are not hereby prohibited if otherwise eligible as project costs.

A.27 PUBLICITY

The SUBRECIPIENT agrees to submit to the DEPARTMENT prior to issuance all advertising and publicity matters relating to this Agreement wherein the DEPARTMENT's name is mentioned or language used from which the connection of the DEPARTMENT's name may, in the DEPARTMENT's judgment, be inferred or implied. The SUBRECIPIENT agrees not to publish or use such advertising and publicity matters without the prior written consent of the DEPARTMENT. The SUBRECIPIENT may copyright original work it develops in the course of or under this Agreement; however, pursuant to 2 CFR Part 200.315, FEMA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use the work for government purposes.

Publication resulting from work performed under this Agreement shall include an acknowledgement of the DEPARTMENT and FEMA's financial support, by the Assistance Listings Number (formerly CFDA Number), and a statement that the publication does not constitute an endorsement by FEMA or reflect FEMA's views.

A.28 RECAPTURE PROVISION

In the event the SUBRECIPIENT fails to expend funds under this Agreement in accordance with applicable federal, state, and local laws, regulations, and/or the provisions of the Agreement, the DEPARTMENT reserves the right to recapture funds in an amount equivalent to the extent of noncompliance. Such right of recapture shall exist for the life of the project following Agreement termination. Repayment by the SUBRECIPIENT of funds under this recapture provision shall occur within 30 days of demand. In the event the DEPARTMENT is required to institute legal proceedings to enforce the recapture provision, the DEPARTMENT shall be entitled to its costs and expenses thereof, including attorney fees.

A.29 RECORDS AND REPORTS

- a. The SUBRECIPIENT agrees to maintain all books, records, documents, receipts, invoices and all other electronic or written records necessary to sufficiently and properly reflect the SUBRECIPIENT's contracts, subawards, grant administration, and payments, including all direct and indirect charges, and expenditures in the performance of this Agreement (the "records").
- b. The SUBRECIPIENT's records related to this Agreement and the projects funded may be inspected and audited by the DEPARTMENT or its designee, by the Office of the State Auditor, DHS, FEMA or their designees, by the Comptroller General of the United States or its designees, or by other state or federal officials authorized by law, for the purposes of determining compliance by the SUBRECIPIENT with the terms of this Agreement and to determine the appropriate level of funding to be paid under the Agreement.
- c. The records shall be made available by the SUBRECIPIENT for such inspection and audit, together with suitable space for such purpose, at any and all times during the SUBRECIPIENT's normal working day.
- d. The SUBRECIPIENT shall retain and allow access to all records related to this Agreement and the funded project(s) for a period of at least six (6) years following final payment and closure of the grant under this Agreement. Despite the minimum federal retention requirement of three (3) years, the more stringent State requirement of six (6) year must be followed.

A.30 RECOVERY OF FUNDS

Any person who intentionally causes a condition for which funds are provided under this Agreement shall be liable for the costs incurred by the state and federal governments in responding to such disaster. In addition to its own duty to recover duplicated funds or funds expended due to the intentional or negligent actions of others. SUBRECIPIENT will cooperate in a reasonable manner with the DEPARTMENT and the United States in efforts to recover expenditures under this Grant Agreement.

A.31 RESPONSIBILITY FOR PROJECT/STATEMENT OF WORK/WORK PLAN

While the DEPARTMENT undertakes to assist the SUBRECIPIENT with the project/statement of work/work plan (project) by providing grant funds pursuant to this Agreement, the project itself remains the sole responsibility of the SUBRECIPIENT. The DEPARTMENT undertakes no responsibility to the SUBRECIPIENT, or to any third party, other than as is expressly set out in this Agreement.

The responsibility for the design, development, construction, implementation, operation and maintenance of the project, as these phrases are applicable to this project, is solely that of the SUBRECIPIENT, as is responsibility for any claim or suit of any nature by any third party related in any way to the project.

Prior to the start of any construction activity, the SUBRECIPIENT shall ensure that all applicable Federal, State, and local permits and clearances are obtained, including but not limited to FEMA compliance with the National Environmental Policy Act, the National Historic Preservation Act, the Endangered Species Act, and all other environmental laws and executive orders.

The SUBRECIPIENT shall defend, at its own cost, any and all claims or suits at law or in equity, which may be brought against the SUBRECIPIENT in connection with the project. The SUBRECIPIENT shall not look to the DEPARTMENT, or to any state or federal agency, or to any of their employees or agents, for any performance, assistance, or any payment or indemnity, including but not limited to cost of defense and/or attorneys' fees, in connection with any claim or lawsuit brought by any third party related to any design, development, construction, implementation, operation and/or maintenance of a project.

A.32 SEVERABILITY

If any court of rightful jurisdiction holds any provision or condition under this Agreement or its application to any person or circumstances invalid, this invalidity does not affect other provisions, terms or conditions of the

Agreement, which can be given effect without the invalid provision. To this end, the terms and conditions of this Agreement are declared severable.

A.33 SINGLE AUDIT ACT REQUIREMENTS (including all AMENDMENTS)

Non-federal entities as subrecipients that expend **\$1,000,000** or more in one fiscal year of federal funds from all sources, direct and indirect, are required to have a single or a program-specific audit conducted in accordance with 2 CFR Part 200 Subpart F. Non-federal entities that spend less than **\$1,000,000** a year in federal awards are exempt from federal audit requirements for that year, except as noted in 2 CFR Part 200 Subpart F. As defined in 2 CFR Part 200, the term “subrecipient” means an entity that receives a subaward from a pass-through entity to carry out part of a federal award.

SUBRECIPIENTS that are required to have an audit must ensure the audit is performed in accordance with Generally Accepted Government Auditing Standards (GAGAS) as found in the Government Auditing Standards (the Revised Yellow Book) developed by the United States Comptroller General and the OMB Compliance Supplement. The SUBRECIPIENT has the responsibility of notifying its auditor and requesting an audit in compliance with 2 CFR Part 200 Subpart F, to include the Washington State Auditor’s Office, a federal auditor, or a public accountant performing work using GAGAS, as appropriate. Costs of the audit may be an allowable grant expenditure as authorized by 2 CFR Part 200.425.

The SUBRECIPIENT shall maintain auditable records and accounts so as to facilitate the audit requirement and shall ensure that any subrecipients or contractors also maintain auditable records.

The SUBRECIPIENT is responsible for any audit exceptions incurred by its own organization or that of its subcontractors. Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report.

The SUBRECIPIENT must respond to DEPARTMENT requests for information or corrective action concerning audit issues or findings within 30 days of the date of request. The DEPARTMENT reserves the right to recover from the SUBRECIPIENT all disallowed costs resulting from the audit.

After the single audit has been completed, and if it includes any audit findings, the Subrecipient must send a full copy of the audit and its Corrective Action Plan to the Department at the following address no later than nine (9) months after the end of the Subrecipient’s fiscal year(s):

Contracts Office
Washington Military Department
Finance Division, Building #1 TA-20
Camp Murray, WA 98430-5032
OR
Contracts.Office@mil.wa.gov

If Contractor claims it is exempt from the audit requirements of 2 CFR Part 200 Subpart F, the SUBRECIPIENT must send a letter identifying this Agreement and explaining the criteria for exemption no later than nine (9) months after the end of the SUBRECIPIENT’s fiscal year(s) to the address listed above.

The DEPARTMENT retains the sole discretion to determine whether a valid claim for an exemption from the audit requirements of this provision has been established.

The SUBRECIPIENT shall include the above audit requirements in any subawards.

Conducting a single or program-specific audit in compliance with 2 CFR Part 200 Subpart F is a material requirement of this Agreement. In the absence of a valid claim of exemption from the audit requirements of 2 CFR Part 200 Subpart F, the SUBRECIPIENT’s failure to comply with said audit requirements may result in one or more of the following actions in the DEPARTMENT’s sole discretion: a percentage of federal awards being withheld until the audit is completed in accordance with 2 CFR Part 200 Subpart F; the withholding or disallowing of overhead costs; the suspension of federal awards until the audit is conducted and submitted; or termination of the federal award.

A.34 SUBRECIPIENT NOT EMPLOYEE

The parties intend that an independent contractor relationship will be created by this Agreement. The SUBRECIPIENT, and/or employees or agents performing under this Agreement are not employees or agents

of the DEPARTMENT in any manner whatsoever. The SUBRECIPIENT will not be presented as nor claim to be an officer or employee of the DEPARTMENT or of the State of Washington by reason of this Agreement, nor will the SUBRECIPIENT make any claim, demand, or application to or for any right or privilege applicable to an officer or employee of the DEPARTMENT or of the State of Washington by reason of this Agreement, including, but not limited to, Workmen's Compensation coverage, unemployment insurance benefits, social security benefits, retirement membership or credit, or privilege or benefit which would accrue to a civil service employee under Chapter 41.06 RCW; OFM Reg. 4.3.1.1.8.

It is understood that if the SUBRECIPIENT is another state department, state agency, state university, state college, state community college, state board, or state commission, that the officers and employees are employed by the State of Washington in their own right and not by reason of this Agreement.

A.35 TAXES, FEES AND LICENSES

Unless otherwise provided in this Agreement, the SUBRECIPIENT shall be responsible for, pay and maintain in current status all taxes, unemployment contributions, fees, licenses, assessments, permit charges and expenses of any other kind for the SUBRECIPIENT or its staff required by statute or regulation that are applicable to Agreement performance.

A.36 TERMINATION FOR CONVENIENCE

Notwithstanding any provisions of this Agreement, the SUBRECIPIENT may terminate this Agreement by providing written notice of such termination to the DEPARTMENTS Key Personnel identified in the Agreement, specifying the effective date thereof, at least thirty (30) days prior to such date.

Except as otherwise provided in this Agreement, the DEPARTMENT, in its sole discretion and in the best interests of the State of Washington, may terminate this Agreement in whole or in part by providing ten (10) business days after emailing notice. Upon notice of termination for convenience, the DEPARTMENT reserves the right to suspend all or part of the Agreement, withhold further payments, or prohibit the SUBRECIPIENT from incurring additional obligations of funds. In the event of termination, the SUBRECIPIENT shall be liable for all damages as authorized by law. The rights and remedies of the DEPARTMENT provided for in this section shall not be exclusive and are in addition to any other rights and remedies provided by law.

A.37 TERMINATION OR SUSPENSION FOR LOSS OF FUNDING

The DEPARTMENT may unilaterally terminate or suspend all or part of this Grant Agreement, or may reduce its scope of work and budget, if there is a reduction in funds by the source of those funds, and if such funds are the basis for this Grant Agreement. The Department will email the SUBRECIPIENT ten (10) business days prior to termination.

A.38 TERMINATION OR SUSPENSION FOR CAUSE

In the event the DEPARTMENT, in its sole discretion, determines the SUBRECIPIENT has failed to fulfill in a timely and proper manner its obligations under this Agreement, is in an unsound financial condition so as to endanger performance hereunder, is in violation of any laws or regulations that render the SUBRECIPIENT unable to perform any aspect of the Agreement, or has violated any of the covenants, agreements or stipulations of this Agreement, the DEPARTMENT has the right to immediately suspend or terminate this Agreement in whole or in part.

The DEPARTMENT may notify the SUBRECIPIENT in writing of the need to take corrective action and provide a period of time in which to cure. The DEPARTMENT is not required to allow the SUBRECIPIENT an opportunity to cure if it is not feasible as determined solely within the DEPARTMENT's discretion. Any time allowed for cure shall not diminish or eliminate the SUBRECIPIENT's liability for damages or otherwise affect any other remedies available to the DEPARTMENT. If the DEPARTMENT allows the SUBRECIPIENT an opportunity to cure, the DEPARTMENT shall notify the SUBRECIPIENT in writing of the need to take corrective action. If the corrective action is not taken within ten (10) calendar days or as otherwise specified by the DEPARTMENT, or if such corrective action is deemed by the DEPARTMENT to be insufficient, the Agreement may be terminated in whole or in part.

The DEPARTMENT reserves the right to suspend all or part of the Agreement, withhold further payments, or prohibit the SUBRECIPIENT from incurring additional obligations of funds during investigation of the alleged compliance breach, pending corrective action by the SUBRECIPIENT, if allowed, or pending a decision by the DEPARTMENT to terminate the Agreement in whole or in part.

In the event of termination, the SUBRECIPIENT shall be liable for all damages as authorized by law, including but not limited to, any cost difference between the original Agreement and the replacement or cover Agreement and all administrative costs directly related to the replacement Agreement, e.g., cost of administering the competitive solicitation process, mailing, advertising and other associated staff time. The rights and remedies of the DEPARTMENT provided for in this section shall not be exclusive and are in addition to any other rights and remedies provided by law.

If it is determined that the SUBRECIPIENT: (1) was not in default or material breach, or (2) failure to perform was outside of the SUBRECIPIENT's control, fault or negligence, the termination shall be deemed to be a "Termination for Convenience".

A.39 TERMINATION PROCEDURES

In addition to the procedures set forth below, if the DEPARTMENT terminates this Agreement, the SUBRECIPIENT shall follow any procedures specified in the termination notice. Upon termination of this Agreement and in addition to any other rights provided in this Agreement, the DEPARTMENT may require the SUBRECIPIENT to deliver to the DEPARTMENT any property specifically produced or acquired for the performance of such part of this Agreement as has been terminated.

If the termination is for convenience, the DEPARTMENT shall pay to the SUBRECIPIENT the agreed upon price, if separately stated, for properly authorized and completed work and services rendered or goods delivered to and accepted by the DEPARTMENT prior to the effective date of Agreement termination, and the amount agreed upon by the SUBRECIPIENT and the DEPARTMENT for (i) completed work and services and/or equipment or supplies provided for which no separate price is stated, (ii) partially completed work and services and/or equipment or supplies provided which are accepted by the DEPARTMENT, (iii) other work, services and/or equipment or supplies which are accepted by the DEPARTMENT, and (iv) the protection and preservation of property.

Failure to agree with such amounts shall be a dispute within the meaning of the "Disputes" clause of this Agreement. If the termination is for cause, the DEPARTMENT shall determine the extent of the liability of the DEPARTMENT. The DEPARTMENT shall have no other obligation to the SUBRECIPIENT for termination. The DEPARTMENT may withhold from any amounts due the SUBRECIPIENT such sum as the DEPARTMENT determines to be necessary to protect the DEPARTMENT against potential loss or liability.

The rights and remedies of the DEPARTMENT provided in this Agreement shall not be exclusive and are in addition to any other rights and remedies provided by law.

After receipt of a notice of termination, and except as otherwise directed by the DEPARTMENT in writing, the SUBRECIPIENT shall:

- a. Stop work under the Agreement on the date, and to the extent specified, in the notice;
- b. Place no further orders or sub-contracts for materials, services, supplies, equipment and/or facilities in relation to this Agreement except as may be necessary for completion of such portion of the work under the Agreement as is not terminated;
- c. Assign to the DEPARTMENT, in the manner, at the times, and to the extent directed by the DEPARTMENT, all of the rights, title, and interest of the SUBRECIPIENT under the orders and sub-contracts so terminated, in which case the DEPARTMENT has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and contracts;
- d. Settle all outstanding liabilities and all claims arising out of such termination of orders and sub-contracts, with the approval or ratification of the DEPARTMENT to the extent the DEPARTMENT may require, which approval or ratification shall be final for all the purposes of this clause;
- e. Transfer title to the DEPARTMENT and deliver in the manner, at the times, and to the extent directed by the DEPARTMENT any property which, if the Agreement had been completed, would have been required to be furnished to the DEPARTMENT;
- f. Complete performance of such part of the work as shall not have been terminated by the DEPARTMENT in compliance with all contractual requirements; and
- g. Take such action as may be necessary, or as the DEPARTMENT may require, for the protection and preservation of the property related to this Agreement which is in the possession of the SUBRECIPIENT and in which the DEPARTMENT has or may acquire an interest.

A.40 UTILIZATION OF MINORITY AND WOMEN BUSINESS ENTERPRISES (MWBE)

(a) When possible, the recipient or subrecipient should ensure that small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms (See U.S. Department of Labor's list) are considered as set forth below.

(b) Such consideration means:

- (1) These business types are included on solicitation lists;
- (2) These business types are solicited whenever they are deemed eligible as potential sources;
- (3) Dividing procurement transactions into separate procurements to permit maximum participation by these business types;
- (4) Establishing delivery schedules (for example, the percentage of an order to be delivered by a given date of each month) that encourage participation by these business types;
- (5) Utilizing organizations such as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- (6) Requiring a contractor under a Federal award to apply this section to subcontracts

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW, the state of Washington encourages participation in all its contracts by MWBE firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). To the extent possible, the SUBRECIPIENT will solicit and encourage minority-owned and women-owned business enterprises who are certified by the OMWBE under the state of Washington certification program to apply and compete for work under this contract. Voluntary numerical MWBE participation goals have been established and are indicated herein: Minority Business Enterprises: (MBEs): 10% and Woman's Business Enterprises (WBEs): 6%..

A.41 VENUE

This Agreement shall be construed and enforced in accordance with, and the validity and performance shall be governed by, the laws of the state of Washington. Except for as provided herein, venue of any suit between the parties arising out of this Agreement shall be the Superior Court of Thurston County, Washington, and the Subrecipient, by execution of this Agreement, acknowledges the jurisdiction of the courts of the state of Washington. Provides, that if the Subrecipient is a federally recognized Indian Tribe, the parties agree that, in the event either party to this Agreement commences any suit relating to or arising from the Agreement, the United States District Court for the Western District of the State of Washington shall have the sole and exclusive jurisdiction over such proceeding. If the court lacks federal subject matter jurisdiction, then the Tribe agrees to waive its sovereign immunity from suit for the limited purpose of permitting the State to enforce the terms of this Agreement in the Superior Court of Washington under Washington law, and venue for such suit shall be the Superior Court of Thurston County, Washington. This limited waiver of sovereign immunity is solely for the benefit of the State. This limited waiver of sovereign immunity shall not be for, nor shall it be construed as for, the benefit of any other person or entity, and the Tribe does not waive its immunity with respect to any action brought by, or on behalf of, any other entity or person.

A.42 WAIVERS

No conditions or provisions of this Agreement can be waived unless approved in advance by the DEPARTMENT in writing. The DEPARTMENT's failure to insist upon strict performance of any provision of the Agreement or to exercise any right based upon a breach thereof, or the acceptance of any performance during such breach, shall not constitute a waiver of any right under this Agreement.

Department of Homeland Security Federal Emergency Management Agency

General Info

Project #	P/W #	Project Type
Project Category		Applicant
Project Title		Event
Project Size		Declaration Date
Activity		Incident Start Date
Completion Date		Incident End Date
Process Step		

Damage Description and Dimensions

Final Scope

Project Notes:

Cost

Code	Quantity	Unit	Total Cost	Section

CRC Gross Cost

CRC Net Cost

Federal Share

Non-Federal Share

Award Information

Version Information

Version #	Eligibility Status	Current Version	Bundle Number	Project Amount	Cost Share	Federal Share Obligated	Date Obligated

Drawdown History

EMMIE Drawdown Status As of Date	IFMIS Obligation #	Expenditure Number	Expended Date	Expended Amount

Obligation History

Version #	Date Obligated	Obligated Cost	Cost Share	IFMIS Status	IFMIS Obligation #

Subgrant Conditions

- As described in Title 2 Code of Federal Regulations (C.F.R.) § 200.333, financial records, supporting documents, statistical records and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three (3) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. Exceptions are stated in 2 C.F.R. §200.333(a) – (f)(1) and (2). All records relative to this project are subject to examination and audit by the State, FEMA and the Comptroller General of the United States and must reflect work related to disaster-specific costs.
- When any individual item of equipment purchased with PA funding is no longer needed, or a residual inventory of unused supplies exceeding \$5,000 remains, the subrecipient must follow the disposition requirements in Title 2 Code of Federal Regulations (C.F.R.) § 200.313-314.
- The terms of the FEMA-State Agreement are incorporated by reference into this project under the Public Assistance award and the applicant must comply with all applicable laws, regulations, policy, and guidance. This includes, among others, the Robert T. Stafford Disaster Relief and Emergency Assistance Act; Title 44 of the Code of Federal Regulations; FEMA Policy No. 104-009-2, Public Assistance Program and Policy Guide; and other applicable FEMA policy and guidance.
- The DHS Standard Terms and Conditions in effect as of the declaration date of this emergency declarations or major disaster, as applicable, are incorporated by reference into this project under the Public Assistance grant, which flow down from the Recipient to subrecipients unless a particular term or condition indicates otherwise.
- The Uniform Administrative Requirements, Cost Principles, and Audit Requirements set forth at Title 2 Code of Federal Regulations (C.F.R.) Part 200 apply to this project award under the Public Assistance grant, which flow down from the Recipient to all subrecipients unless a particular section of 2 C.F.R. Part 200, the FEMA-State Agreement, or the terms and conditions of this project award indicate otherwise. See 2 C.F.R. §§ 200.101 and 110.
- The subrecipient must submit a written request through the Recipient to FEMA before it makes a change to the approved scope of work in this project. If the subrecipient commences work associated with a change before FEMA approves the change, it will jeopardize financial assistance for this project. See FEMA Policy No. 104-009-2, Public Assistance Program and Policy Guide.
- Pursuant to section 312 of the Stafford Act, 42 U.S.C. 5155, FEMA is prohibited from providing financial assistance to any entity that receives assistance from another program, insurance, or any other source for the same work. The subrecipient agrees to repay all duplicated assistance to FEMA if they receive assistance for the same work from another Federal agency, insurance, or any other source. If an subrecipient receives funding from another federal program for the same purpose, it must notify FEMA through the Recipient and return any duplicated funding.

Final Reviews

Final Review

Reviewed By

Reviewed On

Review Comments

Recipient Review

Reviewed By

Reviewed On

Review Comments

Project Signatures

Signed By

Signed On

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SUPPLEMENTAL CONTRACT DOCUMENTS

PUBLIC ASSISTANCE PROGRAM

Contract Information:

The F.E.M.A. Public Assistance Program is a state-led program that the Washington Military Department – Emergency Management Division has been designated by the Governor to manage and facilitate. The Washington Military Department is considered the recipient of the federal funds, and your jurisdiction is considered the subrecipient of the federal funds and state funds. A contract must be in place with the Washington Military Department and your jurisdiction to disburse the funds. Delay in completing the W.M.D. Grant Agreement and the Supplemental Contract Documents will delay payment for obligated projects.

Contract Documents:

*W.M.D. Grant Agreement

*Supplemental Contract Documents:

- Disaster Assistance Application
- Designation Letter OR Resolution
- Signature Authorization Form
- Debarment Certification Form
- Audit Certification & FFATA Reporting Form
- Statewide Vendor Number

Electronic Signatures:

The Washington Military Department – Emergency Management Division accepts both wet ink signatures and certified electronic signatures (e.g., DocuSign, Adobe Sign). This agreement may be executed using either signature, and certified electronic signatures shall have the same legal effect and enforceability as wet ink signatures.

E-mail Address:

Submit your contract documents to: **MIL-PA-Admin@mil.wa.gov**

Mailing Address:

If you prefer to mail the documents in, send them to:

Mr. Jonathan Holmes
Washington Military Department
Emergency Management Division
Public Assistance Program MS:
TA-20, Building 20-B
Camp Murray, WA 98430-5122



INSTRUCTIONS

STEP 1: Review the information in **SECTION A – Disaster Event Information**, which has been pre-filled using the information that you submitted in your R.P.A. – Request for Public Assistance.

STEP 2: Complete **SECTION B – Applicant Information** and **SECTION C – Signatories and Jurisdictional Information**, and the information that you input will auto-populate to the Supplemental Contract Documents.

STEP 3: For the **Disaster Assistance Application**, the Applicant Agent and the Alternate Applicant Agent should sign and date in their respective places.

STEP 4: For the **Designation Letter**, submit the letter with the provided template or create the letter on your jurisdiction's letterhead. The Highest Authorizing Authority must sign the letter and should be the individual assigning the Applicant Agent and the Alternate Applicant Agent.

STEP 5: For the Designation of Applicant's Agent **Resolution**, this should only be completed if the Applicant Agent or the Alternate Applicant Agent is the Highest Authorizing Authority. Once it has been completed, the governing body must pass it. A template of the Resolution is provided in this packet. If your jurisdiction uses its own template, then the Clerk of the governing body must sign and date it.

STEP 6: For the **Signature Authorization Form**, the Highest Authorizing Authority should sign in Section 1. The Applicant Agent and the Alternate Applicant Agent should sign in Sections 2 and 3. Additional individuals can also be listed in Sections 1, 2, and 3 and should sign in their respective places. E-signatures are optional and not required for this form.

STEP 7: For the **Debarment Certification Form**, the Highest Authorizing Authority, Applicant Agent, or the Alternate Applicant Agent must sign at the bottom, input their information, and date the form.

STEP 8: For the **Audit Certification & FFATA Reporting Form**, the Authorized Financial Representative must complete Sections A, B, and C, sign it, and date the form.

STEP 9: For the **Statewide Vendor Number**, the Washington State Office of Financial Management maintains a central vendor/supplier file for processing vendor payments. This allows your jurisdiction to receive payments through direct deposit. Input your vendor number, and if you do not have a vendor number, go to: <https://ofm.wa.gov/tech-support/statewide-vendor-payee-services/>

STEP 10: Once the W.M.D. Grant Agreement and Supplemental Contract Documents are complete and signed, e-mail them to: **MIL-PA-Admin@mil.wa.gov**
In the subject line of the e-mail, input: **Contract Submission - The Name of Your Jurisdiction.**

STEP 11: After processing the documents, a W.M.D. Grant Agreement that has been signed by the Washington Military Department will be mailed to you. Keep the agreement for your records, for the length of time you are required to retain it.



SECTION A – Disaster Event Information

Disaster Number:	
Event Name:	
Declaration Date:	
Contract Number:	
FIPS Number:	

SECTION B – Applicant Information

Applicant Name:	
Doing Business As (DBA):	
Street Address:	
City:	
State:	
Zip Code:	
Mailing Address:	
County:	
Federal Employer Identification Number (EIN):	
Uniform Business Identifier (UBI):	
Unique Entity Identifier (UEI):	
Statewide Vendor Number (SWV #):	

SECTION C – Signatories and Jurisdictional Information

1. Enter the information for the **Highest Authorizing Authority**.
 - **One individual** should be listed, and a **Designation Letter** should be submitted with this packet.
 - **Multiple individuals** should be listed if submitting a **Resolution** to designate authorities **via a Board** such as a County Board of Commissioners, City Council, Tribal Council,



School Board, etc. A Resolution should also be used if the Highest Authorizing Authority will be the Applicant Agent or the Alternate Applicant Agent.

Name:		Title:	
Name:		Title:	
Name:		Title:	
Name:		Title:	
Name:		Title:	
Name:		Title:	
Name:		Title:	
Name:		Title:	

2. Enter the information for the **Applicant Agent** (primary contact with signing authority). This should be an individual other than the Highest Authorizing Authority. Examples include the County Commissioner, Executive Director, City Clerk, etc.

Name:	
Title:	
Email:	
Phone:	
Fax:	

3. Enter the information for the **Alternate Applicant Agent** (back-up contact with signing authority). This should be an individual other than the Highest Authorizing Authority. Examples include the Public Works Director, Finance Director, Finance Manager, Treasurer, etc.

Name:	
Title:	
Email:	
Phone:	
Fax:	

4. Enter the information for the individuals **authorized to sign contracts** (typically the Applicant Agent and the Alternate Applicant Agent), and other individuals may also be listed as well.

Name:		Title:	
Name:		Title:	
Name:		Title:	




5. Enter the information for the individuals **authorized to sign certifications, A-19 invoice vouchers, time extensions**, and other documents pertaining to the grant or reimbursement (typically the Applicant Agent and the Alternate Applicant Agent), and other individuals may also be listed as well.

Name:		Title:	
Name:		Title:	
Name:		Title:	

6. Enter the information for the **Authorized Financial Representative** that will sign the **Audit Certification & FFATA Reporting Form**.

Name:	
Title:	
Email	
Phone:	
Fax:	



*Only complete **Question #7 IF** the Applicant Agent or the Alternate Applicant Agent **IS** the Highest Authorizing Authority.

*Skip this question if your jurisdiction will be submitting a **Designation Letter** or using its own **Resolution** format.

7. Enter the information for the **Resolution**

Date of Resolution:					
Date:		Month:		Year:	

Governing Body:

Individual certifying that the Resolution is true and correct (typically the Clerk)			
Name:		Title:	



Date Certifying the Resolution:					
Date:		Month:		Year:	

8. Review the options and **select the letter** that corresponds with the **type of Applicant** your jurisdiction is.

Enter the letter in the bordered box.		
<ul style="list-style-type: none"> A. State B. County C. City D. School District E. Special Purpose Districts (e.g. Diking Districts, Fire Districts, Water Districts) F. Higher Educational Institution G. Indian Tribe H. Private Nonprofit I. Other (Specify) 		
If I. Other, specify type of jurisdiction:		

9. Enter the **Congressional District Number(s)** and **Legislative District Number(s)** associated with your jurisdiction. If it is unknown, go to: <https://app.leg.wa.gov/districtfinder/>

Congressional District Number(s)	
Legislative District Number(s)	

DISASTER ASSISTANCE APPLICATION

DEM - 131

Application Identifier: State Number: _____
Federal Disaster Number: _____

Federal Catalog Number: 97.036 Title: **Public Assistance Grants**

Declaration Date:

Applicant's FEMA Project Application Number:

Legal Applicant Recipient:

Applicant's Name: _____

Street Address: _____

Mailing Address: _____

County: _____

City: _____

State: _____

Zip Code: _____

Applicant Agent:

Name: _____

Title: _____

Signature: _____

Contact Information:

Phone: _____

Fax: _____

E-mail: _____

Date: _____

Alternate Applicant Agent:

Name: _____

Title: _____

Signature: _____

Phone: _____

Fax: _____

E-mail: _____

Date: _____

Type of Applicant:

A - State

B - County

C - City

D - School District

E - Special Purpose District

F - Higher Educational Institution

G - Indian Tribe

H - Private NonProfit

I - Other (Specify) _____

Enter Appropriate Letter _____

Congressional District Number: _____

State Legislative District Number: _____

Governor's Authorized Representative:

Signature _____

Date: _____

NOTE: Shaded blocks for WA EMD use.

SIGNATURE AUTHORIZATION FORM (SAF)

WASHINGTON MILITARY DEPARTMENT
Camp Murray, Washington 98430-5122

Please read instructions on page 2 before completing this form.

NAME OF ORGANIZATION

DATE SUBMITTED

CONTRACT / PROJECT DESCRIPTION

CONTRACT NUMBER

1. AUTHORIZING AUTHORITY

PHYSICAL SIGNATURE

E-SIGNATURE

PRINT OR
TYPE NAME

TITLE

2. AUTHORIZED TO SIGN CONTRACTS / AMENDMENTS

PHYSICAL SIGNATURE

E-SIGNATURE

PRINT OR
TYPE NAME

TITLE

3. AUTHORIZED TO SIGN REQUESTS FOR REIMBURSEMENT

PHYSICAL SIGNATURE

E-SIGNATURE

PRINT OR
TYPE NAME

TITLE

INSTRUCTIONS FOR THE SIGNATURE AUTHORIZATION FORM (SAF)

This form identifies the authorizing authority(ies) and person(s) who have the authority to sign contracts, amendments, and requests for reimbursement. It is required for the management of your contracts with the Washington Military Department (WMD). Please complete all sections. The signature and/or e-signatures included on this SAF must match what is on the contracts, amendment, debarment form, and A-19 invoice voucher submitted. It is required that the signatures in WMD's files are current. Changes in staffing or responsibilities will require a new SAF.

At least one person must be assigned to each of the three roles and the same person can be assigned to multiple roles. If more than one individual will be signing a contract, amendment, or reimbursement request please make sure everyone signs this form. If additional lines are needed, please fill out two forms and title them 1 of 2 and 2 of 2.

1. **Authorizing Authority.** Generally, the person(s) signing in this section heads the organization such as the chief executive office. In some cases, other employees within the organization may have been delegated this authority.
2. **Authorized to Sign Contracts / Amendments.** The person(s) given the authority to bind the organization to the terms and conditions of the contract.
3. **Authorized to Sign Requests for Reimbursement.** Often the chief financial officer or members of the accounts receivable team. When a request for reimbursement is received, the signature on the A-19 invoice voucher is verified that it matches the signature on this form. **It is advisable to have more than one person authorized to sign reimbursement requests.** This will help prevent delays in processing a request if one person is temporarily unavailable. The payment can be delayed if the request is presented without the proper signature.

Once filled out, send the original to WMD with the signed contract. It is recommended you keep a copy with the executed contract in your files.

If you have any questions regarding this form or to request new forms, please email the contracts office at contracts.office@mil.wa.gov.

Debarment, Suspension, Ineligibility or Voluntary Exclusion Certification Form

NAME		Doing business as (DBA)	
ADDRESS	Applicable Procurement or Solicitation #, if any:	WA Uniform Business Identifier (UBI)	Federal Employer Tax Identification #:
This certification is submitted as part of a request to contract.			

Instructions For Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

READ CAREFULLY BEFORE SIGNING THE CERTIFICATION. Federal regulations require contractors and bidders to sign and abide by the terms of this certification, without modification, in order to participate in certain transactions directly or indirectly involving federal funds.

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the department, institution or office to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable CFR, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under applicable CFR, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business activity.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under applicable CFR, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

The prospective lower tier participant certifies, by submission of this proposal or contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this form.

Bidder or Contractor Signature: _____

Date: _____

Print Name and Title: _____

FEDERAL DEBARMENT, SUSPENSION INELIGIBILITY and VOLUNTARY EXCLUSION

(FREQUENTLY ASKED QUESTIONS)

What is “Debarment, Suspension, Ineligibility, and Voluntary Exclusion”?

These terms refer to the status of a person or company that cannot contract with or receive grants from a federal agency.

In order to be debarred, suspended, ineligible, or voluntarily excluded, you must have:

- had a contract or grant with a federal agency, and
- gone through some process where the federal agency notified or attempted to notify you that you could not contract with the federal agency.
- Generally, this process occurs where you, the contractor, are not qualified or are not adequately performing under a contract, or have violated a regulation or law pertaining to the contract.

Why am I required to sign this certification?

You are requesting a contract or grant with the Washington Military Department. Federal law (Executive Order 12549) requires Washington Military Department ensure that persons or companies that contract with Washington Military Department are not prohibited from having federal contracts.

What is Executive Order 12549?

Executive Order 12549 refers to Federal Executive Order Number 12549. The executive order was signed by the President and directed federal agencies to ensure that federal agencies, and any state or other agency receiving federal funds were not contracting or awarding grants to persons, organizations, or companies who have been excluded from participating in federal contracts or grants. Federal agencies have codified this requirement in their individual agency Code of Federal Regulations (CFRs).

What is the purpose of this certification?

The purpose of the certification is for you to tell Washington Military Department in writing that you have not been prohibited by federal agencies from entering into a federal contract.

What does the word “proposal” mean when referred to in this certification?

Proposal means a solicited or unsolicited bid, application, request, invitation to consider or similar communication from you to Washington Military Department.

What or who is a “lower tier participant”?

Lower tier participants means a person or organization that submits a proposal, enters into contracts with, or receives a grant from Washington Military Department, OR any subcontractor of a contract with Washington Military Department. If you hire subcontractors, you should require them to sign a certification and keep it with your subcontract.

What is a covered transaction when referred to in this certification?

Covered Transaction means a contract, oral or written agreement, grant, or any other arrangement where you contract with or receive money from Washington Military Department. Covered Transaction does not include mandatory entitlements and individual benefits.

Sample Debarment, Suspension, Ineligibility, Voluntary Exclusion Contract Provision

Debarment Certification. The Contractor certifies that the Contractor is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Contract by any Federal department or agency. If requested by Washington Military Department, the Contractor shall complete a Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion form. Any such form completed by the Contractor for this Contract shall be incorporated into this Contract by reference.



WASHINGTON MILITARY DEPARTMENT

Audit Certification and FFATA Reporting Form

CONTACT INFORMATION	
Subrecipient Name (Agency, Local Government, or Organization):	
Subrecipient Unique Entity Identifier (UEI) Number:	
Authorized Financial Representative (Name and Title):	
Address:	
Email:	Phone Number:

Directions: As required by 2 CFR Part 200 Subpart F, non-federal entities that expend \$1,000,000 in federal awards in a fiscal year shall have a single or program-specific audit conducted for that year.

- If your entity ***is not*** subject to these requirements, you must complete **Section A** of this Form.
- If your entity ***is*** subject to these requirements, you must complete **Section B** of this form.
- **All subrecipients must complete Section C (FFATA)** of this form.

Failure to return this completed Form to contracts.office@mil.wa.gov may result in delay of grant agreement processing, withholding of federal awards or disallowance of costs, and suspension or termination of federal awards.

SECTION A: Entities NOT subject to the audit requirements of 2 CFR Part 200 Subpart F (check all that apply)
<input type="checkbox"/> We did not expend \$1,000,000 or more of total federal awards during the preceding fiscal year.
<input type="checkbox"/> We are a for-profit organization.
<input type="checkbox"/> We are exempt for other reasons (describe):
However, by signing below, I agree that we are still subject to the audit requirements, laws, and regulations governing the program(s) in which we participate; that we are required to maintain records of federal funding and to provide access to such records by federal and state agencies and their designees; and that WMD may request and be provided access to additional information and/or documentation to ensure proper stewardship of federal funds.

SECTION B: Entities that ARE subject to the audit requirements of 2 CFR Part 200 Subpart F (Check the appropriate box and complete the information below)
<input type="checkbox"/> We completed our last 2 CFR Part 200 Subpart F Audit on August 28, 2025 for fiscal year 2024. There were no findings related to federal awards or internal controls.
<input type="checkbox"/> We completed our last 2 CFR Part 200 Subpart F Audit on [enter date] for fiscal year [enter date] and there were findings related to federal awards and/or internal controls.
<input type="checkbox"/> Our completed 2 CFR Part 200 Subpart F Audit will be available on [enter date] for fiscal year [enter date].
Provide a complete copy of the audit report electronically to contracts.office@mil.wa.gov or provide the state audit number [enter number].

SECTION C: Federal Funding Accountability and Transparency Act (check the corresponding answer)
In your preceding fiscal year, did your organization receive 80% or more of its gross revenues from federal funding? <input type="checkbox"/> Yes <input type="checkbox"/> No
In your preceding fiscal year, did your organization receive \$25,000,000 or more in federal funding? <input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered <i>yes</i> to the previous questions, you must report the names and total compensation of the top 5 highly compensated officials of your organization. 1. 2. 3. 4. 5.

I hereby certify that I am an individual authorized by the above identified entity (subrecipient) to complete this form. Further, I certify that the above information is true and correct, and all material findings contained in the audit report/statement have been disclosed. Additionally, I understand this form is to be submitted every fiscal year for which this entity is a subrecipient of federal award funds from the Department until the grant agreement is closed.

Signature of Authorized Financial Representative:

Date:



Statewide Vendor Number

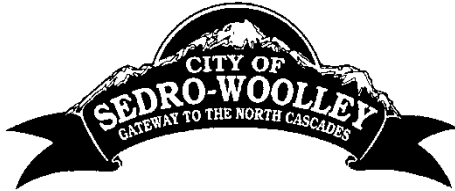
The Washington State Office of Financial Management maintains a central vendor/supplier file for Washington State agencies to use for processing vendor payments. This allows your jurisdiction to serve as a vendor/supplier and receive payments from all participating state agencies. This allows you to receive payments through direct deposit, which is the state's preferred method of payment.

If you already have a Statewide Vendor Number, input it here:

SWV-_____

If you do not have a Statewide Vendor Number, go to:

<https://ofm.wa.gov/tech-support/statewide-vendor-payee-services/>



CITY OF SEDRO-WOOLLEY
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-3160
Fax (360) 855-0707

JoEllen Kesti
Mayor

July 9, 2026

Mr. Jonathan Holmes
Washington Military Department
Emergency Management Division
Public Assistance Program MS:
TA-20, Building 20-B
Camp Murray, WA 98430-5122

RE: Designation Letter

Dear Mr. Holmes:

The purpose of this letter is to designate the Applicant Agent and the Alternate Agent as the authorized representatives for:

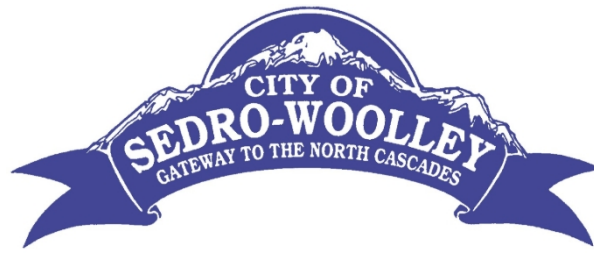
Disaster Number: 4906-DR-WA
Applicant Name: City of Sedro-Woolley
Applicant Agent: Peter Lane
Alternate Applicant Agent: William Bullock

The purpose of this designation as the authorized representatives is to obtain federal and/or State Emergency or Major Disaster Assistance Funds.

These representatives are authorized to execute all contracts as designated or authorized by the City of Sedro-Woolley Procurement Policy, certify completion of projects, request payments, and prepare all required documentation for funding requirements.

Sincerely,

JoEllen Kesti



City Council Agenda Item

Agenda Item No.: m.2.

Date: July 8, 2026

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Ordinance 2124-26 - Intent to Annex and Join the Central Skagit Library District - 1st Read

RECOMMENDED ACTION:

First read, no recommended action.

BACKGROUND/SUMMARY INFORMATION:

The Central Skagit Library District covers the surrounding rural areas within the Sedro-Woolley School District boundaries but does not include City of Sedro-Woolley city limits. Services provided to Sedro-Woolley residents are based on an interlocal agreement between the City of Sedro-Woolley and the Central Skagit Library District.

The interlocal agreement outlines the payment terms of this arrangement. The City pays the Library District's levy rate, multiplied by the City's assessed value (divided by \$1,000) minus the debt payment the City pays on the library construction. See 2024, 2025 and 2026 calculation below. Although the library district's levy rate decreases, due to the increased value of property within the Library District. The City's assessed value is increasing at a greater percentage, resulting in an increase dollar amount of the annual payment total from the City to the Library District.

Description	2024	2025	2026
(a)(i) District general tax levy rate:	0.2464	0.2445	0.2403
(a)(ii) City AV for general tax purposes	1,857,225,515	1,939,120,914	2,061,577,209
(a)(iii) \$1,000	1,000	1,000	1,000
Amount owed to Library District	457,620	474,115	495,397
(b)(i) Less debt service paid	(352,862)	(352,879)	(352,916)
Amount due to Library District	\$ 104,758	\$ 121,236	\$ 142,481
Percent change in library district levy rate		-0.77%	-1.7%
Percent change in city property value		4.4%	6.3%
Percent change in city payment to library district		3.6%	4.5%

If the Library District is approved by voters for a levy lid lift. The Library District's levy rate will increase, resulting in a significant increase in the amount the City is required to pay the Library District.

City staff presented City Council with five options to handle this potential budget concern. City Council instructed staff to move forward with option 2, with voter approval in November 2026, the City could annex into the Library District in 2027, ahead of any potential Library District levy lid lift. The City would no longer pay the Library District, instead, the Library District would collect taxes directly from property taxes. To off-set the property tax collected by the Library District, the City would reduce its budgeted levy by up to \$474,115.

New Information:

To begin collecting property taxes for annexed property (Central Skagit Library District collecting property tax from residents within city limits), the annexation must be approved by August the year prior. If voters approve annexation in November 2026, Central Skagit Library cannot begin collecting property tax until January 1, 2028.

If the annexation is approved by voter, the City would continue to pay the Library District under the terms of the interlocal agreement in 2027. Current 2027 estimate is \$506,208 minus estimated debt payments of \$352,916, for a net amount of \$153,292. In turn, the City would not reduce its budgeted levy until 2028.

The City and Library District are currently in discussion on revising the terms of the interlocal agreement. The revised interlocal agreement would include the City's payment to the Library District in 2027. It would also include the termination of that payment in 2028 and moving forward, and the Library District paying the City for annual interest and principal payments on the outstanding library building debt. City staff hope to bring the interlocal agreement to City Council on July 22, 2026, requesting action.

The City is on a short timeline to get this item on the November 2026 general election ballot. The last day to file a resolution for is August 4, 2026. Without holding a special meeting, the City Council has this meeting (July 8, 2026) and July 22, 2026, to approve the necessary items to make the August 4, 2026, deadline. These topics have been discussed with City Council at length in previous council meetings.

Special Note:

The City of Sedro-Woolley and the Central Skagit Rural Partial-County Library District are two separate entities. The City has no authority to determine whether the Library District puts a ballot measure to voters regarding a library levy lid lift.

If voters approve the City's annexation into the Library District, city residents would be eligible to vote on any potential library lid lifts January 1, 2027 and forward.

FISCAL IMPACT, IF APPROPRIATE:

If voters approved annexation in November 2026, there would be no financial change to residents in 2027.

In 2028, without a Library District levy lid lift, a home with a current assessed value of \$519,450 would see an estimated \$11.00 annual increase in property tax.

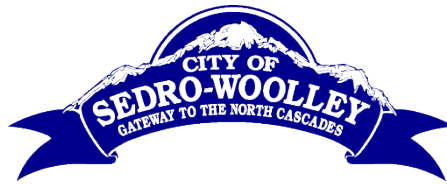
If voters approved a Library District levy lid lift to begin in 2028 for \$0.45 per \$1,000 of assessed value, property tax for a home with a current assessed value of \$519,450 would increase by approximately \$130.10 from 2027 to 2028.

Please note, the Library District can assess up to \$0.50 per \$1,000 of assessed value. The City used \$0.45 per \$1,000 of assessed value as a placeholder. If/ when the Library District chooses to ask voters for a levy lid lift, the amount will be determined by the Library District Board of Trustees. The amount included in the City's calculation is a placeholder for the sole purpose of analyzing potential financial

impacts.

ATTACHMENTS:

1. DRAFT_Ordinance 2124-26_Intent to Annex Into Library District
2. Option 2_Revised_2026.07.06



ORDINANCE NO. 2124-26

AN ORDINANCE OF THE CITY OF SEDRO-WOOLLEY, WASHINGTON, DECLARING THE CITY'S INTENT TO JOIN AND BE ANNEXED INTO THE CENTRAL SKAGIT RURAL PARTIAL-COUNTY LIBRARY DISTRICT; FINDING THAT THE PUBLIC INTEREST WILL BE SERVED THEREBY; AND REQUESTING THE CONCURRENCE OF THE LIBRARY DISTRICT BOARD OF TRUSTEES.

WHEREAS, pursuant to RCW 27.12.360 the process of annexation is initiated by an ordinance of the City Council stating the City's intent to join the Library District and finding that the public interest will be served thereby; and,

WHEREAS, as the City has no Library Board, the State Librarian has been notified of this ordinance prior to approval pursuant to RCW 27.12.360; and,

WHEREAS, if the Library District concurs in the annexation, notification therefore shall be transmitted to the Skagit County Commissions, to include on the November 2026 general election; and,

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SEDRO-WOOLLEY DO ORDAIN AS FOLLOWS:

Section 1. Declaration of Intent and Finding. The City of Sedro-Woolley hereby declares its intent to join and be annexed into the Central Skagit Rural Partial-County Library District. Having reviewed the options for providing library services to the residents of the City, the City Council finds that the public interest will be served thereby.

Section 2. Request for Concurrence of Library District. Pursuant to RCW 27.12.360, the City Council requests that the Board of Trustees of the Central Skagit Rural Partial-County Library District concur in the proposed annexation of the City into the Library District and provide notification thereof to the Skagit County Commissioners. The City Clerk is authorized and directed to forward a certified copy of this Ordinance to the Board of Trustees of the Library District.

Section 3. Severability. If any section, subsection, clause phrase or word of this Ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality thereof shall not affect the validity or constitutionality of any other section, subsection, sentence, clause, phrase or word of this Ordinance.

Section 4. Corrections. Upon approval by the city attorney, the city clerk or code reviser are authorized to make necessary corrections to this Ordinance, including scrivener's errors or clerical mistakes; reference to other local, state, or federal laws, rules, or regulations; or numbering or referencing of ordinance or their sections and subsections.

PASSED BY THE CITY COUNCIL AND APPROVED BY THE MAYOR THIS 8th
DAY OF JULY 2026.

ATTEST:

JoEllen Kesti, Mayor

Kelly Kohnken, Finance Director

APPROVED AS TO FORM:

Dan Curtis, City Attorney



City of Sedro-Woolley
Analysis City Annexation into Library District
City Annexation in 2027, Library Lid Lift in 2028

2025 and 2026 amounts below are actuals, but all other information are estimates include the percent increase in Sedro-Woolley assessed value, and the Library District levy rate.
 If voters approve the annexation in the November 2026 election, the Library District will begin collecting property tax directly from residents in 2028, therefore in 2027, the City would continue to pay the Library District for library services.

Calculation of City Payment to Library		
2025 Actual		
Description	Amount	Percent Change from 2024
District general tax levy rate:	0.2445	-0.8%
City AV for general tax purposes	1,939,120,914	4.4%
per \$1,000 AV:	474,115	3.6%
Dollar Change from Prior Year	16,495	

City Property Tax Levy	
2025 Actual	
2025 Budgeted Levy	5,033,083
Increase from 2024	146,766
Percent Increase	3.0%

2026 Actual		
Description	Amount	Percent Change from 2025
District general tax levy rate:	0.2403	-1.7%
City AV for general tax purposes	2,061,577,209	6.3%
per \$1,000 AV:	495,397	4.5%
Dollar Change from Prior Year	21,282	

2026 Actual	
2026 Budgeted Levy	5,119,962
Increase from 2025	86,879
Percent Increase	1.7%

2027 Projected		
Description	Amount	Percent Change from 2026
District general tax levy rate:	0.2361	-1.7%
City AV for general tax purposes	2,144,040,297	4.0%
per \$1,000 AV:	506,208	2.2%
Dollar Change from Prior Year	10,811	
Dollar Change from 2025	32,093	

2027 Projected - City Levy	
2026 Budgeted Levy	5,119,962
New Construction	76,799
2027 Projected Budgeted Levy	5,196,762
Percent Increase	1.5%

Library District Property Tax Levy		
2028 Projected - Library Levy W/O Levy Lid Lift		
Description	Amount	Percent Change from 2027
District general tax levy rate:	0.2320	-1.7%
City AV for general tax purposes	2,229,801,909	4.0%
per \$1,000 AV:	517,255	2.2%

City Property Tax Levy	
2028 Projected - City Levy	
2027 Budgeted Levy	5,196,762
New Construction	77,951
City Decrease	(474,115)
2028 Projected Budgeted Levy	4,800,598
Percent Increase	-7.6%

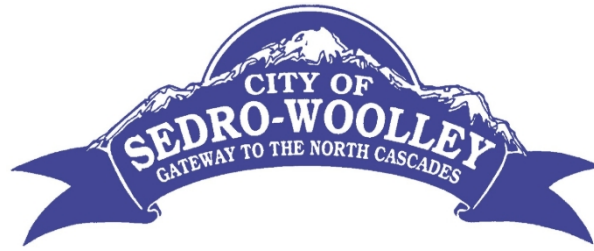
2028 Projected - Library Levy With Levy Lid Lift		
Description	Amount	Percent Change from 2027
District general tax levy rate:	0.4500	90.6%
City AV for general tax purposes	2,229,801,909	4.0%
per \$1,000 AV:	1,003,411	432554159.9%

2028 Projected - City Levy	
2027 Budgeted Levy	5,196,762
New Construction	77,951
City Decrease	(474,115)
2028 Projected Budgeted Levy	4,800,598
Percent Increase	-7.6%

If voters approved annexation in November 2026, there would be no financial change to residents in 2027. The City would continue to pay the Library District for library services. There would be a change in 2028. In 2028 the Library District would begin collecting property taxes directly from residents. The City would no longer pay the Library District. A home with a current assessed value of \$519,450, would see an estimated \$11.00 increase in property tax from 2027 to 2028.

If the Library District voters, chose to approve a Library District levy lid lift for 2028, the City Council could approve the City's 2028 property tax budgeted levy with a decrease of \$474,115 (the amount of the City's 2025 payment to the Library District). The decrease in property tax revenue would approximately net out with the removed library service expenditure. If voters approved a Library District levy lid lift to begin in 2028 for \$0.45 per \$1,000 of assessed value, property tax for a home with a current assessed value of \$519,450 would increase by approximately \$130.10 from 2027 to 2028.

			W/O Library Lid Lift	Library Levy Lid Lift
OPTION 2	2026	2027	2028	2028
Interlocal Agreement Payment to Library District				
(a)(i) District general tax levy rate:	0.2403	0.2361	-	-
(a)(ii) City AV for general tax purposes	2,061,577,209	2,144,040,297	-	-
(a)(iii) \$1,000	1,000	1,000	1,000	-
Amount owed to Library District	495,397	506,208	-	-
Library Budgeted Levy				
Library district general tax levy rate	-	-	0.2320	0.4500
Library assessed value in city limits	-	-	2,229,801,909	2,229,801,909
\$1,000	1,000	1,000	1,000	1,000
Library budgeted levy	-	-	517,255	1,003,411
City Budgeted Levy				
City budgeted levy	5,119,962	5,196,762	4,800,598	4,800,598
City assessed value	2,061,577,209	2,144,040,297	2,229,801,909	2,229,801,909
City levy rate	2.4835	2.4238	2.1529	2.1529
Total City and Library Property Tax				
Total city and library property tax levied	5,119,962	5,196,762	5,317,853	5,804,009
Total levy increase		76,799	121,091	607,247
Assessed value of average home	519,450	532,436	545,747	545,747
City and library levy rate combined	2.4835	2.4238	2.3849	2.6029
City and library annual property tax assessment on average home	1,290	1,291	1,302	1,421
Annual Increase from Prior Year		0	11	130.01



City Council Agenda Item

Agenda Item No.: m.3.

Date: July 8, 2026

From: Kelly Kohnken, Finance Director / City Clerk

Subject: Resolution 1191-26 - Ballot Proposition for Library District Annexation - 1st Read

RECOMMENDED ACTION:

First read, no recommended action.

BACKGROUND/SUMMARY INFORMATION:

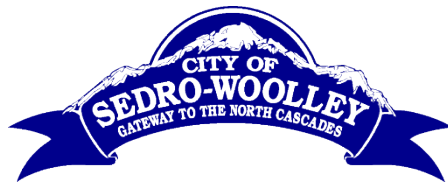
See Ordinance 2124-26 for full information.

After approval of an ordinance with the City's intent to annex and join the Central Skagit Rural Partial-County Library District, this resolution approves the ballot language for the November 2026 election.

FISCAL IMPACT, IF APPROPRIATE:

ATTACHMENTS:

1. DRAFT_Resolution 1191-26_Annexation Ballot Language



RESOLUTION NO. 1191-26

A RESOLUTION OF THE CITY OF SEDRO-WOOLLEY PROVIDING FOR A BALLOT PROPOSITION ANNEXING THE CITY OF SEDRO-WOOLLEY INTO THE CENTRAL SKAGIT RURAL PARTIAL-COUNTY LIBRARY DISTRICT.

WHEREAS, the City of Sedro-Woolley has a population of 300,000 or less; and

WHEREAS, on July 8, 2026, the Sedro-Woolley City Council, approved Ordinance 2124-26 declaring the City's intent to join and be annexed into the Central Skagit Rural Partial-County Library District; finding that the public interest will be served thereby and requesting the concurrence of the Library District Board of Trustees; and

WHEREAS, as the City has no Library Board, the State Librarian has been notified of Ordinance 2124-26 prior to approval pursuant to RCW 27.12.360; and,

WHEREAS, a resolution of the Board of Trustees of the Central Skagit Rural Partial-County Library District has concurred with the City's request to be annexed into the library district.

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

Section 1. Findings. The City Council finds that the public interest will be served by the City of Sedro-Woolley joining and being annexed into the Central Skagit Rural Partial-County Library District.

Section 2. Calling of Election Regarding Annexation into the Central Skagit Rural Partial-County Library District. The Skagit County Auditor, as ex officio supervisor of elections in Skagit County, is hereby requested to call and conduct a vote to the qualified electors of the City of Sedro-Woolley a proposition whether the City shall annex to and be a part of the Central Skagit Rural Partial-County Library District for their ratification or rejection at the election to be held on November 3, 2026.

Section 3. Ballot Proposition. The City Clerk is hereby authorized and directed to certify a proposition to the Skagit County Auditor, as ex officio supervisor of elections in Skagit County, Washington, in substantially the following form:

Proposition No. 1
City of Sedro-Woolley

The Central Skagit Rural Partial-County Library District (known as the Central Skagit Library) covers the surrounding rural areas within the Sedro-Woolley School District boundaries but does not include City of Sedro-Woolley city limits. Library service provided to Sedro-Woolley residents is based on an agreement between the City of Sedro-Woolley and the Central Skagit Library. Voter

approval of Proposition 1 will result in Sedro-Woolley becoming a part of the Central Skagit Library.

Shall the City of Sedro-Woolley be annexed to and be a part of the Central Skagit Rural Partial-County Library District?

YES

NO

PASSED by majority vote of the members of the Sedro-Woolley City Council this 8th day of July 2026.

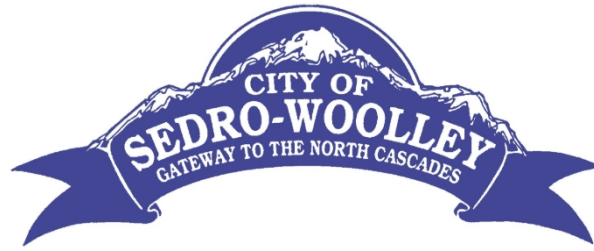
JoEllen Kesti, Mayor

Attest:

Kelly Kohnken, Finance Director

Approved as to form:

Dan Curtis, City Attorney



City Council Agenda Item

Agenda Item No.: m.4.

Date: July 8, 2026

From: Frank Wagner, Fire Chief

Subject: Purchase Agreement- Braun Northwest - Ambulance Replacement

RECOMMENDED ACTION:

Motion for approval to allow staff to sign agreement to allow remount of current ambulance box onto new chassis.

BACKGROUND/SUMMARY INFORMATION:

On May 22, 2026 our front line 2024 Ambulance was hit by an impaired driver head on and the chassis has been deemed to be beyond repair. The replacement cost of a brand new ambulance, as we know is well over \$315,000 with extremely long build times. Our insurance has agreed to pay for the remount of this ambulance onto a different chassis, which upon acceptance of this agreement will allow Braun Northwest to get our build date on their schedule. The build, once started is estimated to take approximately 12 weeks to be completed. This build, obviously requires another chassis that is ambulance ready. Staff is requesting to utilize the chassis that we have already purchased for our 2027 ER&R purchase that is currently sitting on the lot at Braun Northwest in Chehalis to expedite the project. This will require an additional approval of purchase of another chassis to accommodate our previously approved 2027 build at a future council meeting. By allowing staff to enter into this agreement we will be able to get our primary ambulance replaced as soon as possible.

FISCAL IMPACT, IF APPROPRIATE:

Financially, this will be the most cost effective option for the City. Our insurance company, if council approves this agreement, will pay the entire \$170,108.00 of this proposal. The insurance will pay Braun Northwest directly for all of their invoicing, and will reimburse the City for the cost of the chassis that we have already paid for previously. The only cost at this time to the city will be that of the additional chassis for that 2027 build, and that cost would only be the difference in the increase in cost of the newer model.

ATTACHMENTS:

1. Sedro Woolley Fire Department_Remount Specification_06-23-26

BRAUN NORTHWEST, INC.
REMOUNT SPECIFICATIONS
FOR
SEDRO WOOLLEY FIRE DEPARTMENT
SEDRO WOOLLEY, WASHINGTON
NORTH STAR #3581-1, 2024 RAM 4500, 167" MODULE
VIN: 3C7WRLCJXRG188348

1 CHASSIS

1.01 OEM CHASSIS

- 2027 Ram 4500 Regular Cab 4 x 4, Tradesman (**2XA**) meeting all the specifications of Section 1.01 (Note: Chassis subject to model year changes)
 - 3 year/36,000 mile Basic Limited Warranty
 - Ambulance Prep Group (**AH2**)
 - Dual rear wheels
 - Provided by Braun Northwest

1.01.01 SPECIFIC RATINGS

- Drive – 4 x 4
- G.V.W.R. – 16,500 lb
- Front Axle – 6,500 lb
- Rear Axle – 12,000 lb
- Wheelbase – 192.5"
- Cab to Axle – 108"
- Front Spring Capacity – 6,500 lb
- Rear Spring Capacity – 12,000 lb
- Rear Differential – 4.44 ratio, anti-spin differential rear axle

1.01.02 POWER TRAIN

- 6.4L V8 Hemi HD engine (**ESL**)
- Engine block heater (**NHK**)
- Automatic transmission (**DFZ**)
 - Power take-off right/left
- Electronic Shift on the Fly (**DK3**)
- Exhaust System
 - System complies with Federal Motor Carrier Safety Regulations, Part 393.83
 - Suspended using three hangers, excluding manifold attachment
 - Discharge at right rear side of module
 - Tailpipe shall not terminate within twelve inches of the vertical axis of the fuel tank filler opening.

1.01.03 STEERING

- Power steering
- Tilt steering column

1.01.04 SHOCK ABSORBERS/STABILIZER BARS

- OEM heavy-duty shock absorbers front and rear
- OEM front and rear stabilizer bars

1.01.05 BRAKES

- Anti-lock 4-wheel disc brakes
- Trailer brake control
- Electronic stability control

1.01.06 TIRES AND WHEELS

- Six OEM 225/70R19.5G front all position/rear traction tires (**TAJ**)
- Six OEM 19.5" steel wheels (**AMP/WP3**)
- Spare tire and steel wheel shipped loose (**TBB**)

1.01.07 ELECTRICAL

- Alternators – OEM Dual 200 amp each (400 total)
- Battery – OEM Single 730 CCA
- Voltage Monitoring Auto Idle-Up System

1.01.08 INSTRUMENT PANEL AND CONTROLS

- Pushbutton Start
- Gauges – Speedometer, fuel level, temperature & compass gauge
- Information Center – Odometer/trip odometer, engine hour meter, engine warning light
- Adaptive cruise control with stop
- Full function media auxiliary USB port and 12VDC auxiliary power outlet
- Audio –
 - Uconnect 5 with 8.4" touchscreen (**UBE**) with Apple CarPlay, Google Android Auto, audio input jack for mobile devices, Bluetooth handsfree phone and audio, with integrated voice command

1.01.09 CAB EXTERIOR

- Trim Level – **Tradesman**
- Tradesman Level 1 Equipment Group (**A7B**)
- Bumper – Bright front (**AMP/MCT**)
- Grille – Matte black mesh with chrome (**AMP/MAF**)
- Grille surround chrome (**AMP/MNQ**)
- Wheel flares – Front, black
- Tow hooks – Two front
- License plate bracket – Front (**MDA**)
- Horn – Dual note electric
- Windows – Tinted window glass
 - Power windows, Front 1-touch down (**A7B/JPY**)
- Windshield wipers – Variable, intermittent

- Mirrors
 - Two black, manual folding, manual telescoping (A7B/LF3/GT2)
 - Power adjust mirrors (A7B/LF2)
 - Heating element (A7B/NHJ)
 - Power-adjustable convex aux. mirrors (A7B/LFX)
 - Supplemental signals and courtesy lamps (A7B/LEB/LEC)
 - Mirror running light (A7B/LNY)
- Lighting
 - Automatic LED headlamps
 - Daytime running headlamps, low beam
 - Clearance lamps
 - Front LED fog lamps
- Fuel tank – OEM 52 gallons
- Mopar splash guards/mud flaps front (MKM)

1.01.10

CAB INTERIOR

- Trim Level – **Tradesman**
- Tradesman Level 1 Equipment Group (A7B)
 - Overhead console (A7B/CUN)
 - Overhead cupholder lamp (A7B/LBT)
- Seats – OEM
 - HD vinyl split bench seat 40/20/40 (TXX8)
 - Manual adjust 4-way driver seat
 - Delete front center seat (CJT)
 - Combination lap and shoulder harness
- Climate Control – OEM automatic temp control with dual zone
 - Rear A/C heater prep group (AH6/HBC)
- Interior
 - Sun visors, driver and passenger
 - Rear view day/night mirror
 - Upgraded door trim panel (A7B/CTY)
 - Black vinyl floor covering
 - Remote keyless entry (A7B/GXM)
 - Sentry key theft deterrent system

1.01.11

COLORS

- Exterior – Bright White (PW7)
- Interior – Black

1.02 CHASSIS MODIFICATIONS

Braun Northwest will make the following modifications to the chassis.

1.02.04A EXHAUST HEAT SHIELD

Install heat shields above any exhaust component that is within 10" of the module floor.

1.02.05X RUNNING BOARDS

Leave existing running boards on used chassis (Section 1.04 related).
Install new running boards made of star punched bright aluminum diamond plate for a Ram 4500 Regular cab on both sides of the chassis with OEM style fasteners.

1.02.07B AUTO THROTTLE

Configure OEM high idle feature to automatically adjust the throttle based on demand for patient compartment heat or air conditioning.

1.02.09A RUBBER MUD FLAPS

Remove and discard existing mud flaps.
Install two new mud flaps, each with the "NORTH STAR" logo: one behind each set of dual rear wheels.

1.02.11 AIR HORNS

Remove and discard existing air horns in OEM valance.
Install two new Buell #1063 air horns in the OEM bumper.
Transfer existing air compressor in an alcove aft Compartment #2.
Transfer existing disable switch adjacent to compressor in Compartment #2.
Remove existing air tank and re-install on **new** chassis between the frame rails aft of the fuel tank.
Air horns controlled by the Whelen CenCom CORE siren (Section 6.30.09 related).

1.02.14A SUSPENSION

Leave existing suspension on used chassis and existing controller on dash in used chassis (Section 1.04 related).
Install a new LiquidSpring front and rear suspension system, with a kneeling feature to activate when the rear streetside patient compartment entrance door opens within 60 minutes of the chassis ignition being turned off. Install a new LiquidSpring control panel on the new chassis dash to the left of the steering wheel.
Transfer existing "DUMP OVERRIDE" switch on the curbside rear wall, accessible from rear curbside door.

1.02.17A CHASSIS FRAME EXTENSIONS

Weld a 10"H frame extension to each OEM frame rail to provide rear lateral and bumper support and to provide a step height of 13.5" from the bumper to the module floor.

1.02.31X STATION EXHAUST

A Ward NO SMOKE Diesel exhaust filtration system installed at customer location by a third party contractor, after delivery of the vehicle.

1.02.38A CAB ROOF STIFFENER

In order to reduce noise and vibration, bond a 0.190" aluminum stiffener panel with adhesive tape and polyurethane adhesive/sealant to the inside of the cab roof.

1.02.55A MISCELLANEOUS ELECTRICAL CONNECTIONS

Install two new Deutsch weatherproof quick disconnects between cab and module for ease of servicing:

- Install a new quick disconnect between chassis front harness and module electrical system on the frame rail.
- Install a new quick disconnect between driver's console and module electrical system behind driver's seat.

1.02.60A CAB CONDUIT

Install a new 5.5" cab conduit between the cab and module located behind driver's seat. Route driver's console harness through the conduit.

1.03T MODULE-TO-CHASSIS MOUNTING SYSTEM

Transfer existing module utilizing existing mounting points. Install new isolator pads and bolts.

1.03.02D CAB-TO-MODULE ATTACHMENT

Install a new painted aluminum frame to facilitate connection of the flexible boot around the exterior of the OEM manual sliding window in the back of the cab (Section 2.13 related). Attach module to the cab with a flexible watertight boot to allow cab-body flex as designed by the chassis manufacturer.

Install a new stainless steel cover to protect the bottom of the pass-thru (Section 2.13 related).

1.04X USED CHASSIS

Return used chassis to customer, **FOB Chehalis** (Section 8.03 related). Install clear plastic sheeting on the cab back. Reconnect battery cables. Close off HVAC/connections.

Leave the following items on used chassis:

- Two old running boards
- Six old wheels and tires
- Old LiquidSprings suspension with controller
- Two old batteries (Section 6.24 related)
- Two old siren speakers (Section 6.30.10 related)
- Chowler speakers and system (Section 6.30.10 related)

Customer to arrange for transport of disabled vehicle to the Braun Northwest, Inc. Chehalis, WA facility prior to preconstruction meeting.

2 MODULAR CONSTRUCTION

Disclaimer: Inspect module upon delivery to BNW. If additional damage is discovered, a detailed scope of work and customer authorization is required before repairs are made.

2.08 EXTERIOR COMPARTMENTS

COMPARTMENT #1

Location: Streetside, forward

Transfer the following existing items:

- One ZICO cylinder holder (Section 4.10 related)
- One 120 VAC Power Box (Section 6.21 related)
- One LED strip light (Section 6.26 related)
- One painted aluminum plate
- One tool holder

Changes: None

COMPARTMENT #2 – INSIDE/OUTSIDE ACCESS

Location: Streetside, forward of wheel well

Transfer the following existing items:

- One 120 VAC GFCI duplex receptacle, on aft wall (Section 6.21 related)
- One LED strip light (Section 6.26 related)
- One build out for inside/outside access
- One air horn compressor located in the alcove, aft, behind the closeout.

Changes: None

COMPARTMENT #3

Location: Streetside, aft

Transfer the following existing items:

- One ZICO cylinder holder (Section 4.10 related)
- One LED strip light (Section 6.26 related)
- One aluminum plate

Changes: None

COMPARTMENT #4 – INSIDE/OUTSIDE ACCESS

Location: Curbside, aft

Transfer the following existing items:

- One welded bracket and three ratcheting straps (Section 4.10 related)
- One slide-out tool board with restraining strap (Section 4.27 related)
- One LED strip light (Section 6.26 related)
- Three backboard restraining straps
- One adjustable shelf
- One fixed shelf
- One full height divider

Changes: None

COMPARTMENT #5 – INSIDE/OUTSIDE ACCESS

Location: Curbside, forward

Transfer the following existing items:

- One push button timer for UV light (Section 5.27 related)
- One KeySecure (Section 5.38 related)
- One battery and battery tray with restraining strap (Section 6.24 related)
- One LED strip light (Section 6.26 related)

Changes: None

2.09T

MODULE DOORS

Transfer all existing doors.

2.09.01T

DOOR SEALS

Transfer all existing door gaskets.

2.09.02T

DOOR HINGES

Transfer all existing hinges.

2.09.03T

DOOR LATCHES

Transfer, lubricate, and adjust all existing compartment and passage door latches for proper operation. Transfer existing emergency release levers on rear passage door skins.

2.09.04T

COMPARTMENT DOOR CONTROLS

Transfer and lubricate existing double spring door hold open devices on all compartments. Transfer existing grabber-type door hold open device with rubber inserts on Compartment #4.

2.09.05T

CURBSIDE DOOR CONTROL

Transfer and lubricate existing double spring door hold open device.

2.09.06T

REAR DOOR CONTROLS

Transfer two existing grabber-type door hold open devices with rubber inserts, one per door.

2.09.07T

COMPARTMENT DOOR SKINS

Transfer all existing compartment door skins.

Transfer existing "J" hook on Compartment #1 and #3 door skin.

Transfer five existing door skin flashers: one on each door (Section 6.51 related):

2.09.08T

ENTRANCE DOOR SKINS

Transfer all existing passage door skins.

Transfer existing lock/unlock door switches (Section 6.40 related).

Transfer one existing door skin flasher on the curbside passage door skin (Section 6.51 related).

Transfer existing conspicuity tape.

Transfer three existing kick panels, one on each passage door skin.

2.09.10T

THRESHOLDS

Transfer all existing thresholds.

2.10 **MODULE INTERIOR CABINETS**

Transfer all existing cabinets, cabinet doors, and nets including door hardware, unless otherwise specified

CABINET #1

Location: Streetside, upper, forward

Transfer the following existing items:

- One under-cabinet light (Section 6.14 related)

Changes:None

CABINET #2

Location: Streetside, upper center

Transfer the following existing items:

- One under-cabinet light (Section 6.14 related)
- One remote head, mount, speaker and mic, below (Section 6.18 related)
- One Firecom headset, hook and jack, below (Section 6.18 related)
- One 120 VAC GFCI duplex receptacle (Section 6.21 related)
- One fluid warmer (Section 6.35 related)
- One phone holder, below
- Five dividers

Changes: None

CABINET #3

Location: Streetside, upper

Transfer the following existing items:

- One under-cabinet light (Section 6.14 related)
- Five dividers

Changes:None

CABINET #4

Location: Streetside, upper, aft

Transfer the following existing items:

- One under-cabinet light (Section 6.14 related)
- One 120 VAC GFCI duplex receptacle (Section 6.21 related)

Changes: None

ACTION AREA #5

Location: Streetside

Transfer the following existing items:

- One oxygen outlet (Section 5.11 related)
- One suction wall-mount bracket (Section 5.13 related)
- One digital thermostat (Section 5.17 related)
- One six-switch attendant control panel (Section 6.13 related)
- One 120 VAC GFCI duplex receptacle (Section 6.21 related)
- One battery charging display (Sections 6.23 and 6.31 related)
- One 12 VDC power point receptacle (Section 6.25 related)
- One round dual USB charging port with cover (Section 6.25 related)
- One non-sterile 4x4s box
- One thermometer
- One Rx Destroyer with wall mount

Changes: None

CABINET #7 – DRAWERS

Location: Streetside, forward

Transfer the following existing items:

- Three dividers

Changes: None

CABINET #8 – INSIDE/OUTSIDE ACCESS

Location: Streetside, below Action Area #5

Transfer the following existing items:

- One strap with footman loops

Changes: None

CABINET #9 – SQUAD BENCH WITH STORAGE

Location: Curbside

Transfer the following existing items:

- One back pad (Section 3.08 and 5.03 related)
- Two sets of two-point seat belts (Section 5.14 related)
- One sharps and waste container (Section 5.26 related)
- One 120 VAC GFCI duplex receptacle (Section 6.21 related)

Changes: None

CABINET #11 – MEDS DISPENSER

Location: Streetside, aft-facing wall

Transfer the following existing items:

- Five dividers

Changes: None

CABINET #12 – DRAWERS

Location: Streetside, aft-facing wall, lower

Transfer the following existing items:

- Four dividers

Changes: None

CABINET #13

Location: Curbside, aisle-facing wall

Transfer the following existing items:

- One adjustable shelf

Changes: None

CABINET #14

Location: Curbside, upper, aft

Transfer the following existing items:

- One under-cabinet light (Section 6.14 related)
- Four dividers

Changes:None

CABINET #15

Location: Curbside, upper, center

Transfer the following existing items:

- One under-cabinet light (Section 6.14 related)
- Four dividers

Changes:None

CABINET #18 – SQUAD BENCH WITH STORAGE

Location: Curbside

Transfer the following existing items:

- One back pad (Section 3.08 and 5.03 related)
- Three sets of two-point seat belts and one seatbelt end (Section 5.14 related)
- Four lower receivers (Section 5.14 related)
- One sharps and waste container (Section 5.26 related)
- One oxygen window on the forward-facing wall (Section 5.29 related)
- One net system (Section 5.34 related)
- One two-switch attendant control panel (Section 6.13 related)

Changes: None

CABINET #19 – HVAC CABINET

Location: Right front stack, upper

Transfer the following existing items:

- One close-out (Section 5.17 related)
- HVAC unit (Section 5.17 related)
- 12 VDC booster pump (Section 5.17 related)
- 14 watt UV-C lamp inside HVAC unit (Section 5.17 related)

Changes: None

CABINET #20 – ELECTRICAL CABINET

Location: Above pass-thru

Transfer the following existing items:

- Electrical component module (Section 6.01 related)
- One automatic cabinet light (Section 6.14 related)
- One Whelen CenCom CORE amplifier (Section 6.30.09 related)
- Two 100 amp solenoids (Sections 6.04 and 6.05 related)
- Two existing InPower solid state contactors (Section 6.05 related)

Changes: None

CABINET #21 – RADIO CABINET

Location: Left front stack

Transfer the following existing items:

- One Sierra modem (Section 6.18 related)
- One Motorola transceiver (Section 6.18 related)
- One 120 VAC GFCI duplex receptacle (Section 6.21 related)
- One Inverter/Battery charger (Section 6.31 related)

Changes: None

CABINET #22 – DRAWERS

Location: Right front stack, center

Transfer the following existing items:

- Thirteen dividers

Changes: None

CABINET #23 – INSIDE/OUTSIDE ACCESS

Location: Right front stack, lower

Transfer the following existing items:

- One 120 VAC GFCI duplex receptacle (Section 6.21 related)
- One 12 VDC power point receptacle (Section 6.25 related)
- One adjustable shelf

Changes: None

2.11T

SIDE DOORSTEP

Transfer and clean existing stepwell.

2.13T

CAB TO MODULE PASSAGE

Transfer existing pass-thru opening, in current state.

2.15

CORROSION REDUCTION/ PREVENTION

Apply corrosion inhibitor to all newly installed screws, bolts, etc.

3 COATINGS AND FINISHES

Disclaimer: Inspect module upon delivery to BNW. If additional damage is discovered, a detailed scope of work and customer authorization is required before repairs are made.

3.04.01A CHASSIS COLOR

Chassis to be OEM Bright White (GLV-11291701)

3.06T COMPARTMENT FINISH

Transfer and clean existing compartment interior from the gasket inward.

3.07T INTERIOR CABINERY FINISH

Transfer and clean existing interior cabinets, headliner, and upper wall coverings.

3.08T MODULE UPHOLSTERY

Transfer all existing upholstered pads with existing covering.

3.09T MODULE FLOORING MATERIAL

Transfer existing module sub-floor and flooring.

3.10T COMPARTMENT LINING

Transfer all existing exterior compartment Matéflex flooring and easy sweep mat lining.

3.11T CABINET LINING

Transfer all existing cabinet lining.

3.14T PLACARD HOLDERS

Transfer four existing placard holders.

4 MODULE EXTERIOR

- Transfer and mark locations of existing antennas prior to repainting

- 4.01T STEP/BUMPER**
Transfer existing rear step bumper.
- 4.02T RUB RAILS**
Transfer existing rub rails.
- 4.03T FENDER RINGS**
Transfer existing fender rings.
- 4.04T DRIP RAILS**
Transfer all existing drip rails.
- 4.05T ROCK GUARDS**
Transfer existing aluminum diamond plate rock guards.
- 4.06T REAR KICK PANEL**
Transfer existing rear kick panel with recessed license plate.
- 4.07T FUEL FILL**
Transfer existing fill well as it exists.
- 4.08T MODULE WINDOWS**
Transfer all existing windows.
- 4.09T FUEL SPLASH GUARD**
Transfer existing fuel splash guard.
- 4.10T EXTERIOR CYLINDER STORAGE**
Transfer existing oxygen cylinder bracket with three ratcheting straps in Compartment #4.
Transfer two existing SCBA brackets in Compartment #1 and #3.
- 4.16T REAR LICENSE PLATE**
Transfer existing license plate holder, light and hidden unlock switch with two spacers.
- 4.17T ELECTRIC STEPS**
Transfer existing electric step below curbside passage door.
- 4.27T STAIR CHAIR STORAGE**
Transfer existing stair chair slide-out tool board in Compartment #4.

5 MODULE INTERIOR

- 5.01T UPPER WALL COVERING**
Transfer existing wall covering.
- 5.02T HEADLINER**
Transfer existing headliner.
- 5.03T HEAD PADS/CUSHIONS**
Transfer existing seat cushions, head and back pads with existing upholstery.
- 5.04T LOWER WALL COVERING**
Transfer existing covering.
- 5.05T GRAB RAIL**
Transfer one existing grab rail on the ceiling.
- 5.06T ACCESS DOOR GRAB RAILS**
Transfer all existing door grab rails on all entrance doors.
- 5.07T IV HANGERS**
Transfer two existing IV hangers on the ceiling.
- 5.08T COT MOUNT**
Transfer existing cot mount in same position.
- 5.09T COT PLATES**
Transfer existing cot plates.
- 5.10T ATTENDANT SEAT**
Transfer existing attendant seat with existing upholstery, seat belt, and base.
- 5.11T OXYGEN SYSTEM**
Transfer and low pressure test existing oxygen hoses.
Transfer two existing oxygen outlets:
- One on the Action Area #5 wall
 - One dual port in the ceiling
- 5.13T SUCTION COLLECTOR**
Transfer existing wall-mount bracket on the forward-facing Action Area #5 wall.
- 5.14T SEAT BELTS**
Transfer all existing sets of seat belts and four lower receivers.

5.17T MODULE CLIMATE CONTROL SYSTEM

Transfer and inspect existing:

- Tie-in 43k/32k BTU/hr. combination heating/air conditioning unit in HVAC Cabinet #19.
- 12 VDC booster pump
- Digital thermostat on the Action Area #5 wall
- Existing punched HVAC Cabinet #19 closeout.
- 14 watt UV-C lamp inside of the combination heating/air conditioning unit in HVAC Cabinet #19. UV-C lamp to turn on with HVAC unit blower fan.

5.18T EXTERNAL AIR INTAKE

Transfer existing air intake.

5.20T EXHAUST VENT

Transfer and test existing exhaust system.

5.21T NO SMOKING/FASTEN SEAT BELTS SIGNS

Transfer existing module signs. Install a new sign in the chassis.

5.26T SHARPS/HAZARDOUS WASTE CONTAINERS

Customer is responsible for removing any biohazardous sharps/waste containers from the vehicle before delivery to Braun Northwest.

Transfer existing sharps/waste storage areas in both squad bench's.

5.27T AIR AND SURFACE DISINFECTION

Transfer existing unit, with push button timer switch in Compartment #5.

5.28T COOL CABINET

Transfer existing Cool Cabinet in Cabinet #10, wired shorepower and ignition hot.

5.29T OXYGEN WINDOW

Transfer existing oxygen window on the curbside forward-facing wall.

5.32T GLOVE BUTLER

Transfer one existing glove storage in Cabinet #16.

5.34T BENCH NET

Transfer existing bench-end net on the forward end of curbside Squad Bench with Storage #18.

5.35T INTERIOR OXYGEN CYLINDER STORAGE

Transfer existing oxygen cylinder storage in Cabinet #17.

5.36T MEDICATION SAFE

Transfer existing Know MedVault 2.5 medication safe on the underside of Cabinet #1, wired to be on battery hot.

5.38T KEY BOX

Transfer existing Knox KeySecure in Compartment #5.

6 ELECTRICAL

Existing module electrical system to be function tested upon arrival at Braun Northwest. Contact customer for change order authorization to replace non-functional components. Upon completion, electrical system to be function tested and vehicle electrical system certified to AMD 005 requirements.

6.01T ELECTRICAL LOAD DEVICES

Transfer existing electrical component module in Electrical Cabinet #20, replacing relays as needed to meet current electrical standards. Replace or add circuit breakers as required to meet new circuit requirements. Modify or replace electrical wiring as required to accommodate new or revised electrical circuits or to address damaged, spliced, or poorly routed or inadequately protected conductors.

6.04T IGNITION CONTROL

Transfer existing 100 amp solenoid for auxiliary chassis related functions.

6.05T MODULE POWER

Transfer existing 100-amp solenoid.
Transfer two InPower #SSC42-275 solid state contactors in same position.
Module power controlled by the "MODULE DISC." switch on driver's console (Section 6.09 related).

6.07X BACK-UP ALARM

Transfer existing back-up alarm.
A back-up disable button shall be included in the Whelen CenCom CORE siren (Section 6.30.09 related). If disabled while in reverse, the back-up alarm shall automatically reset when shifted out of reverse.

6.09T DRIVER'S CONSOLE

Remove existing driver's console in current condition from used chassis and re-install in new chassis between the seats.

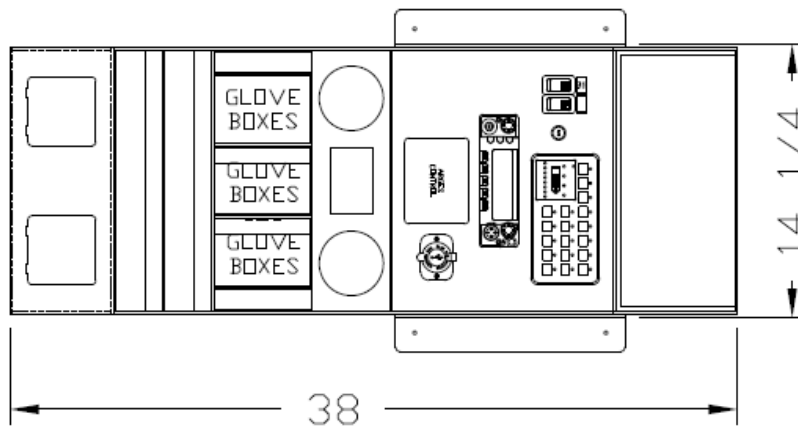
Console to include the following items:

- Transfer Havis MDT mount (Section 6.18 related)
- Transfer 120 VAC GFCI duplex receptacle on the front of the console (Section 6.21 related)
- Transfer one round Blue Sea dual port with cover (Section 6.25 related)
- Transfer cup holder plate with armrests
- Transfer three glove holders
- Transfer map holder with two mill-finished aluminum dividers
- Transfer custom faceplate with the following layout
- Transfer switches
- Transfer inserts

1.	2	Passage Compt. D/O Lights	Transfer Whelen CenCom CORE Siren (Section 6.30.09 related)
MODULE DISC.	BLANK		

Motorola E5 Remote Head (Section 6.18 related)

Whelen Arges Spotlight controller (Section 6.30.05 related)	Round dual USB	Radio mic magnet
--	----------------	------------------



6.10T SWITCHES

Transfer all existing switches and inserts.

6.12T WARNING LIGHTS/BUZZERS

Transfer existing system on existing driver's console.

6.13T ATTENDANT CONTROL PANELS

Transfer existing six-switch attendant control panel on the Action Area #5 wall with the following switch layout:

1.	2.	3.	4.	5.	6.
DOME HI-OFF-LO	DOME HI-OFF-LO	ATTENDANT LIGHT	BLANK	VENT	BLANK

Transfer existing two-switch attendant control panel on the curbside Squad Bench with Storage #18 wall with the following switch layout:

1.	2.
DOME TIMER	ATTENDANT LIGHT

6.14T CABINET LIGHTING

Transfer existing under-cabinet LED lighting below Cabinets #1 - #4, #14 and #15.
 Transfer existing automatic cabinet light in Electrical Cabinet #20.
 Under-cabinet lights controlled by the "ATTENDANT LIGHT" switch in each attendant control panel.

6.16T MODULE INTERIOR LIGHTING

Transfer eight existing LED dome lights in the ceiling.
 Each bank of lights controlled by the "DOME HI-OFF-LO" switch in attendant control panel.

6.17T BASIC EXTERIOR LIGHTING

Transfer existing tail/stop, turn, back-up, identification, side marker and clearance lights.
 Transfer existing rear and side reflectors.
 Transfer existing third brake light with the rear upper flashers (Section 6.30.02 related).

6.18T COMMUNICATIONS EQUIPMENT

Vehicle owner is responsible for repowering and tuning equipment.

Item #1

Description: Transfer existing Firecom 5000D Intercom system

- Transfer three headsets
- Transfer three hanger hooks
- Transfer one Digital Intercom
- Transfer one Mobile Radio Cable

Locations:

One headset with one hanger hook on the underside of Cabinet #2, forward
 One headset with one hanger hook behind the driver seat
 One headset with one hanger hook behind the passenger seat
 One Digital Intercom mounted on the curbside interior wall of the driver's console
Additional Instructions: Make all connections, including battery power and/or ignition power, and grounds. Connect radio interface cable to Motorola radio.

Item #2

Description: Transfer existing Motorola 6500 transceiver, two remote heads, two speakers and two mics

Locations:

- Transceiver Radio Cabinet #21
- Remote head, auxiliary speaker, and mic underside of Cabinet #2.
- Remote head and mic on existing driver's console
- Auxiliary speaker from used chassis on back wall and re-install in new chassis on back wall

Additional Instructions: Make all connections, including antenna, antenna cables, battery power, ignition power, and grounds. **Wired battery hot.**

Item #3

Description: Transfer existing Sierra Wireless modem.

Location:

- Radio Cabinet #21

Additional Instructions: Make all connections, including antenna, antenna cables, battery power, ignition power, and grounds.

Item #4

Description: Transfer two existing Motorola APX 6000 portable radio chargers

Location:

- Exterior aft end of driver's console

Additional Instructions: Make all connections, including antenna, antenna cables, battery power, ignition power, and grounds.

Item #5

Description: Transfer existing Havis-MDT mount/pole

Location:

- Passenger side of driver's console

Additional Instructions: Make all connections, including antenna, antenna cables, battery power, ignition power, and grounds. **Wired battery hot.**

6.19T ANTENNA MOUNTS AND CABLES

Transfer two existing antenna mounts on the module roof and cables terminating Radio Cabinet #21.

Remove one existing antenna mount from used chassis roof and re-install on **new chassis** roof, forward.

6.19.01 ANTENNAS

Transfer two existing antennas on module roof.

Remove one existing antenna from used chassis roof and re-install on **new chassis** roof, forward.

6.20A BLOCK HEATER

Wire new block heater to the 120 VAC shorepower system. Install a new cord from new block heater to power box. Transfer existing circuit breaker in existing 120 VAC power box for block heater.

6.21T 120 VAC/SHORELINE CIRCUIT BOX

Transfer existing shoreline connection streetside, forward.

Transfer existing shoreline cover.

Transfer existing 120 VAC power box in Compartment #1.

Transfer existing stainless steel plate behind shoreline with a green indicator light.

Transfer eight existing interior 120 VAC receptacles:

- One in Compartment #2
- One in Cabinet #2
- One in Cabinet #4
- One in Action Area #5
- One at forward end of streetside Squad Bench with Storage #9
- One in Radio Cabinet #21
- One in Cabinet #23
- One in driver's console

6.22 BATTERY GROUNDS

In addition to OEM chassis grounds, add the following ground circuits to reduce RF interference:

- A minimum 4 ga. ground cable from the power component panel to the chassis frame.
- Two braided ground straps with soldered ends from the module body to the chassis frame.

6.23T BATTERY CHARGER

Transfer existing battery charging display on Action Area #5 wall.

Transfer existing battery charging system in the Radio Cabinet #21.

6.24X BATTERY MODIFICATION

Leave two existing batteries **in used chassis**.

Transfer one existing battery in Compartment #5.

Utilize two new OEM batteries provided with new chassis, under hood.

6.25 12 VDC POWER SUPPLY

Transfer two existing 12 VDC power point receptacles:

- One in Action Area #5
- One in Cabinet #23

Transfer two existing dual USB charging ports with covers:

- One in Action Area #5
- One on driver's console

6.26X COMPARTMENT LIGHTING

Transfer five existing compartment LED strip lights: one in each compartment.

Strip lighting shall be wired ignition hot

6.27T EXTERIOR DOOR SWITCHES

Transfer all existing compartment and passage 1/2" mechanical door switches.

6.30X EMERGENCY WARNING SYSTEMS

All emergency lighting controlled via Whelen CenCom CORE siren (Section 6.30.09 related).

6.30.01X FRONT FLASHERS

Transfer five existing flashers with chrome flanges on front of module.

Pattern streetside to curbside:

Streetside: Red Lens Red flasher

Red Lens Red flasher

Center: Red Lens Red flasher

Red Lens Red flasher

Curbside: Red Lens Red flasher

Lighting controlled via Whelen CenCom CORE siren (Section 6.30.09 related).

6.30.02X REAR UPPER FLASHERS

Transfer five existing light heads with chrome flanges on rear of module, upper.

Pattern streetside to curbside:

Streetside: Red Lens Red flasher

Clear Lens Clear scene light (Section 6.30.04 related)

Center: Red Lens Red flasher/third brake light

Clear Lens Clear scene light (Section 6.30.04 related)

Curbside: Red Lens Red flasher

Lighting controlled via Whelen CenCom CORE siren (Section 6.30.09 related).

6.30.03X FLASHERS

Transfer existing flashers with chrome flanges on module:

- Two Red Lens Red LED on the streetside, upper corners, outboard
- Two Amber Lens Amber LED on the rear, window height, one on each side
- Two Red Lens Red on the curbside, upper corners, outboard

Lighting controlled via Whelen CenCom CORE siren (Section 6.30.09 related).

6.30.04X SCENE LIGHTS

Transfer six existing scene lights with chrome flanges on module:

- Two on the streetside, upper corners, inboard
- Two on the rear with upper flashers
- Two on the curbside, upper corners, inboard

Lighting controlled via Whelen CenCom CORE siren (Section 6.30.09 related).

Curbside passage door also activates the curbside scene lights. Rear scene lights also activate when the rear curbside passage door is opened or when the vehicle is placed in reverse.

6.30.05X SPOTLIGHT

Remove existing Arges from used chassis and re-install on new chassis.

Transfer existing controller on existing driver's console.

*Note: vehicle is totaled no need to repair hole.

6.30.06X INTERSECTION LIGHTS

Transfer two existing Clear Lens Red module flashers with chrome flanges: one above each wheel well.

Remove two existing Clear Lens Red module flashers with chrome flanges from used chassis and re-install on new chassis: one above each fender.

Lighting controlled via Whelen CenCom CORE siren (Section 6.30.09 related).

6.30.08X GRILLE LIGHTS

Remove four existing Clear Lens Red grille flashers with chrome housings from used chassis and re-install on **new** chassis: two upper and two lower

Lighting controlled via Whelen CenCom CORE siren (Section 6.30.09 related).

6.30.09T SIREN

Transfer existing Whelen CenCom CORE Siren electronic siren on existing driver's console.

6.30.10X SIREN SPEAKERS

Leave two existing cast products mounts and speakers in the used chassis bumper.

Leave existing Whelen Chowler low frequency tone siren system, including two speakers and mounting brackets **on used** chassis.

Install two new Federal Signal DynaMax #ES100C 100-watt speakers with mounting brackets behind the OEM lower grille.

Transfer existing amplifier in Electrical Cabinet #20

Install a new Whelen Chowler low frequency tone siren system, including two speakers and mounting brackets. Install new speakers behind the OEM bumper.

Howler shall be controlled by the Whelen CenCom CORE siren.

6.30.14T TRAFFIC ADVISOR

Transfer existing traffic advisor above rear drip rail.

Traffic advisor controlled via Whelen CenCom CORE siren.

6.31T INVERTER

Transfer and test existing 120 VAC inverter in the Radio Cabinet #21.

Transfer existing remote status panel on the Action Area #5 wall.

6.35T FLUID WARMER

Transfer existing warmer in Cabinet #2.

6.40T ELECTRIC DOOR LOCKS

Transfer existing electric door locks as they exist.

Transfer existing hidden unlock switch behind license plate on the rear kick panel.

6.45T ADDITIONAL LIGHTING

Transfer existing flashlight charger behind the driver's seat, wired ignition hot.

6.46T AUDIO/VIDEO/RECORDING EQUIPMENT

Item #1

Description: Transfer existing back-up camera with a rear view mirror with a 4.3" screen. Install a new 5 meter cable.

Locations:

- Remove and re-install Back-up camera on the rear of module, above passage doors
- Rear view mirror from used chassis and re-install in **new** chassis windshield, upper, center

Additional Instructions: Camera to automatically display on monitor when vehicle is placed in reverse.

6.48T TRAFFIC SIGNAL PREEMPTION

Transfer existing Opticom traffic signal preemption system on front of module below center flasher.

Opticom controlled via Whelen CenCom CORE siren.

6.51X DOOR SKIN FLASHERS

Transfer six existing door skin flashers on each module door excluding the rear passage doors, wired to flash when doors are open. **Flashers shall be wired ignition hot.**

7 SUPPORTING DOCUMENTATION

7.01 OWNER'S MANUAL

Provide the following with the new vehicle:

- Chassis owner information packet
- Second OEM key
- Remount warranty
- Factory Chassis warranty
- 1-year/24,000 mile limited electrical warranty
- Electrical load test
- Alternator maintenance information
- Schematics for individual options
- Warranty and parts list for lightbar, etc.

7.03 LABELS

Provide the following labels:

Label Description	Location
Braun Northwest Paint Label	Inside of the electrical cabinet door
FMVSS Certification Label	Adjacent to the chassis OEM stickers, typically on the B pillar (or inside of the electrical cabinet door if there is no room on the B pillar)
Tire and Loading Information Label (for under 10k GVWR only)	
Medical Gas Test Certification	Near the medical gas cylinder

8 MISCELLANEOUS EQUIPMENT

8.01 LOOSE EQUIPMENT

Ship the following equipment loose with vehicle:

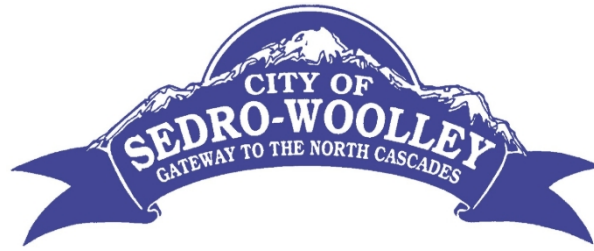
- Spare tire & wheel

8.03 EQUIPMENT TO BE RETURNED

Return the following equipment to customer, if not transferred or reused. Customer is responsible for taking all returned equipment.

- One old license plate
- One used chassis

* * * * *



City Council Agenda Item

Agenda Item No.: n.1.

Date: July 8, 2026

From: Bill Bullock, Public Works Director

Subject: TIB Application Certification Form - 2027 Metcalf Sidewalk Improvements

RECOMMENDED ACTION:

None.

BACKGROUND/SUMMARY INFORMATION:

2026 Complete Streets Program

FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. TIB Application Certification Form - 2027 Metcalf Street Sidewalk Improvements

TIB Application Certification Form

2026 Complete Streets Program

CSP_2028_W013

Agency Name

City of Sedro Woolley

Project Name and Limits

**2027 Metcalf Street Sidewalk Improvements
Metcalf Street
Warner Street to Nelson Street**

TIB Funds Requested

\$277,857

Funding Summary

Source	Amount
Total TIB Funds	277,857
Total Local Funds	52,446
Total Project Costs	330,303

Funding Partners

Source	Amount
City of Sedro Woolley	\$52,446
Total Partner Funding	\$52,446

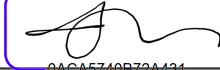
Application Attachments

Documentation	
<input checked="" type="checkbox"/>	Detailed vicinity map clearly showing project limits indicating facilities served
<input checked="" type="checkbox"/>	Detailed project cost estimate signed by a professional engineer registered in Washington State
<input checked="" type="checkbox"/>	Typical roadway section(s), drawings, or site plans
<input type="checkbox"/>	Funding commitment letters from all funding partners
<input checked="" type="checkbox"/>	Written concurrence from WSDOT if project is on or connects to a state highway
<input checked="" type="checkbox"/>	Gantt Chart Schedule
<input checked="" type="checkbox"/>	Project Pictures (8 picture(s) attached.)

Certification

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package.

Signed by:



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Agency Official Signature

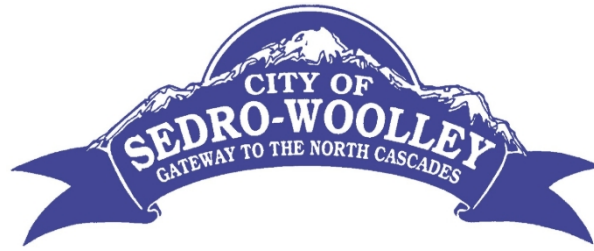
6/22/2026

Date Signed

JoEllen Kesti

Mayor

Printed or Typed Name & Title



City Council Agenda Item

Agenda Item No.: n.2.

Date: July 8, 2026

From: Bill Bullock, Public Works Director

Subject: TIB Application Certification Form - 2027 Township Street

RECOMMENDED ACTION:

None

BACKGROUND/SUMMARY INFORMATION:

TIB Application Certification Form - 2027 Township Street

FISCAL IMPACT, IF APPROPRIATE:

None.

ATTACHMENTS:

1. TIB Application Certification Form - 2027 Township Street

TIB Application Certification Form

2026 Complete Streets Program

CSP_2028_W030

Agency Name

City of Sedro Woolley

Project Name and Limits

**2027 Township Street Sidewalk Improvements
Township Street
Marshall Street to Dunlop Street**

TIB Funds Requested

\$447,083

Funding Summary

Source	Amount
Total TIB Funds	447,083
Total Local Funds	78,897
Total Project Costs	525,980

Funding Partners

Source	Amount
City of Sedro Woolley	\$78,897
Total Partner Funding	\$78,897

Application Attachments

Documentation	
<input checked="" type="checkbox"/>	Detailed vicinity map clearly showing project limits indicating facilities served
<input checked="" type="checkbox"/>	Detailed project cost estimate signed by a professional engineer registered in Washington State
<input checked="" type="checkbox"/>	Typical roadway section(s), drawings, or site plans
<input type="checkbox"/>	Funding commitment letters from all funding partners
<input checked="" type="checkbox"/>	Written concurrence from WSDOT if project is on or connects to a state highway
<input checked="" type="checkbox"/>	Gantt Chart Schedule
<input checked="" type="checkbox"/>	Project Pictures (8 picture(s) attached.)

Certification

Certification is hereby given that the information provided is accurate and the applicable attachments are complete and included as part of the application package.

Signed by:



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Agency Official Signature

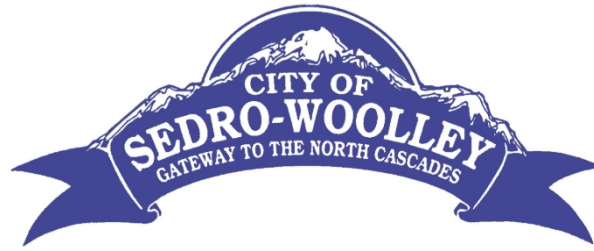
6/24/2026

Date Signed

JoEllen Kesti

Mayor

Printed or Typed Name & Title



City Council Agenda Item

Agenda Item No.: n.3.

Date: July 8, 2026

From: Bill Bullock, Public Works Director

Subject: Public Works Director Signing Authority Record for 2025

RECOMMENDED ACTION:

N/A

BACKGROUND/SUMMARY INFORMATION:

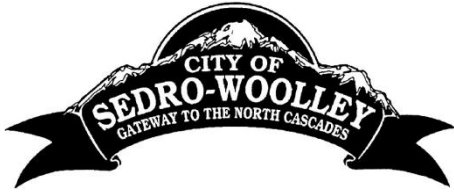
Information Only

FISCAL IMPACT, IF APPROPRIATE:

None

ATTACHMENTS:

1. 20260708 2025 Director Signing Authority Record



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

William Bullock, PE, MPA
Public Works Director

MEMO TO: City Council and Mayor JoEllen Kesti
FROM: William Bullock, PE, MPA, Public Works Director
RE: **Public Works Director Signing Authority Record**
DATE: June 26, 2026 (for Council review July 8, 2026)

Here's an informal report on documents signed under my Public Works Director Authority as authorized under Ordinance No. 1947-19.

2025 SIGNED UNDER PW DIRECTOR AUTHORITY

- January 24, 2025, **Great Floors LLC**
 - Agreement No. 2025-PW-03
 - KCDA Purchase Order No. 2025-PO-04
 - 2025 Senior Center Cleaning
 - NTE \$2,778.75
- January 28, 2025, **Rodda Paint Co.**
 - Purchase Order No. 2025-PO-05
 - Traffic Paint – DES Contract #23423
 - NTE \$2,641.41
- February 3, 2025, **Duramax Holdings LLC, dba Otto Environmental Systems**
 - Purchase Order No. 2025-PO-07
 - Toter Lids
 - NTE \$3,583.80
- February 11, 2025, **IWorQ**
 - Purchase Order No. 2025-PO-09
 - IWorQ Public Package and Stormwater Asset Software
 - Amount \$8,225.00
- February 14, 2025, **KCDA - Workpointe**
 - Purchase Order No. 2025-PO-06
 - Task Chair
 - NTE \$705.32
- February 14, 2025, **David Evans and Associates Inc.**
 - Professional Services Agreement No. 2025-PS-07
 - Jones/John Liner Road BNSF Easement
 - NTE \$6,130.00

- **March 12, 2025, Tamman Enterprises Inc dba The Drain Doctor**
 - Agreement No. 2025-PW-04
 - 2025 Unit Priced Waste Pumping & Inspection Services
 - NTE \$7,500.00
- **March 12, 2025, Bonner Electrical Contracting LLC**
 - Agreement No. 2025-PW-10
 - 2025 Electrical Unit Priced Contract Services
 - NTE \$25,000.00
- **March 13, 2025, Doorman Commercial LLC**
 - Agreement No. 2025-PW-14
 - 2025 Commercial Door Unit Priced Maintenance
 - NTE \$20,000.00
- **April 2, 2025, Blythe Mechanical Inc.**
 - Agreement No. 2025-PW-05
 - 2025 Annual Plumbing Unit Priced Contract Services
 - NTE \$25,000.00
- **April 8, 2025, Ackermann Electric Company**
 - Agreement No. 2025-PW-11
 - 2025 WWTP, Wastewater, and Stormwater PS Electrical Unit Priced Contract Services
 - NTE \$25,000.00
- **April 22, 2025, Precision Concrete Cutting**
 - Agreement No. 2025-PW-17
 - 2025 Sidewalk Trip Hazard Removal Project
 - NTE \$25,000.00
- **April 22, 2025, A-1 Mobile Lock & Key Inc.**
 - Agreement No. 2025-PW-08
 - 2025 Unit Priced Locksmith Services
 - NTE \$25,000.00
- **May 7, 2025, Guardian Security Systems Inc.**
 - Purchased Services Agreement No. 2025-PS-16
 - 2025-2028 Police Evidence Room & Garage Monitoring
 - NTE \$10,000.00
- **May 12, 2025, David Evans and Associates Inc.**
 - Professional Services Agreement No. 2025-PS-07, Addendum No. 1
 - Jones/John Liner Road BNSF Easement Scope Change
 - Adding \$3,210.00, Updated NTE \$9,340.00
- **May 19, 2025, Certerra/GeoTest**
 - Professional Services Agreement No. 2025-PS-09
 - On-Call Materials Testing and Inspections and Geotechnical Engineering by Task Order
 - NTE \$25,000.00
- **May 27, 2025, K Engineers Inc.**
 - Professional Services Agreement No. 2025-PS-10
 - City Hall Generator Feasibility Study
 - NTE \$2,500.00

- June 11, 2025, **Great Floors LLC**
 - Agreement No. 2025-PW-21
 - KCDA Purchase Order No. 2025-PO-18
 - Sedro-Woolley Senior Center Entry Walk Off Flooring
 - NTE \$10,521.04
- June 13, 2025, **Gamma Scientific Inc. dba RoadVista**
 - Purchase Order No. 2025-PO-21
 - Field Retroflectometer for Sign Sheeting
 - Amount \$9,279.00
- June 17, 2025, **5 Star Services Inc.**
 - Agreement No. 2025-PW-23
 - 2025 Sedro-Woolley Facilities Painting Project
 - NTE \$14,118.00
- June 24, 2025, **5 Star Services Inc.**
 - Agreement No. 2025-PW-23, Change Order No. 1
 - 2025 Sedro-Woolley Facilities Painting Project
 - Adding to Scope of Work
 - Adding \$7,602.00, Updated NTE \$21,720.00
- June 30, 2025, **Special-T Windows**
 - Agreement No. 2025-PW-22
 - 2025 Municipal Building Window Tinting Project
 - NTE \$9,163.66
- July 9, 2025, **Pacific Landscape Architecture**
 - Professional Services Agreement No. 2025-PS-11
 - On-Call Landscape Design and Grant Support
 - NTE \$25,000.00
- July 16, 2025, **DLT Solutions LLC**
 - Purchase Order No. 2025-PO-23
 - Civil 3D AutoCAD License Renewal
 - Amount \$5,867.28
- July 26, 2025, **SOVA Consulting LLC**
 - Professional Services Agreement No. 2025-PS-12
 - Real Estate Appraisal
 - NTE \$5,500.00
- July 29, 2025, **Special-T Windows**
 - Agreement No. 2025-PW-22, Change Order No. 1
 - 2025 Municipal Building Window Tinting Project
 - Scope Change: Adding Fire Station No. 1 to Scope
 - Adding \$1,094.69; Updated NTE \$9,163.66
- August 1, 2025, **Mark Christ, Architect**
 - Professional Services Agreement No. 2025-PS-13
 - Architectural Services for Police Evidence Building Repairs
 - NTE \$5,000.00

- August 8, 2025, **Guardian Security Systems Inc.**
 - Purchased Services Agreement No. 2025-PS-16, Change Order No. 1
 - 2025-2028 Police Evidence Room & Garage Monitoring
 - Scope Change: Adding Municipal Building, WWTP, Senior Center and Community Center
 - No additional funding added to agreement
- August 12, 2025, **Bonner Electrical Contracting LLC**
 - Agreement No. 2025-PW-10, Change Order No. 1
 - 2025 Electrical Unit Priced Contract Services
 - Adding additional funds to support 827 John Liner Project
 - Adding \$10,000.00, Updated NTE \$35,000.00
- August 14, 2025, **Environmental Abatement Services Inc.**
 - Agreement No. 2025-PW-25
 - 900 McGarigle Rd Asbestos Abatement Project
 - NTE \$14,013.74
- August 15, 2025, **Carletti Architects**
 - Professional Services Agreement No. 2025-PS-14
 - Architectural Services for 827 John Liner Rd Redevelopment
 - NTE \$24,975.00
- September 2, 2025, **Sanna Group LLC**
 - Agreement No. 2025-PW-26
 - 2025 Police Evidence Building East Wall Repair & Improvement Project
 - NTE \$21,502.80

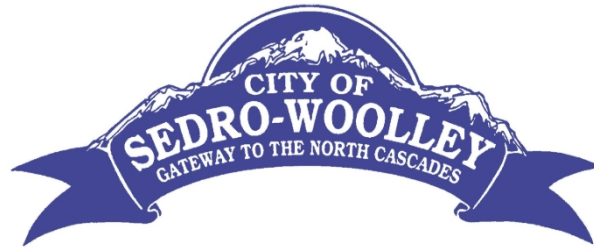
Submitted the above as information only October 8, 2025

- February 20, 2025, **Excavation West Inc.**
 - Agreement No. 2024-PW-04, Change Order No. 1
 - Olmsted Park Site Improvements and Structures
 - NTE Add-On: \$37,590.60
- February 21, 2025, **Crawford Garage Doors Inc.**
 - Agreement No. 2024-PW-23; Change Order No. 1
 - 2024 Unit Priced Garage Door Repairs and Maintenance Services
 - Time Only to February 28, 2026
- February 21, 2025, **Reichhardt & Ebe Engineering**
 - Agreement No. 2022-PS-09; Supplement No. 3
 - Scope Change and NTE Add-on: 75,000.00
- May 19, 2025, **Reichhardt & Ebe Engineering**
 - Agreement No. 2022-PS-09; Supplement No. 4
 - Township St (SR 9) and John Liner Rd / McGarigle Rd Intersection Improvements
 - Scope Change and NTE Add-on: \$321,641.84
- June 26, 2025, **SRV Construction Inc.**
 - Agreement No. 2025-PW-18, Change Order No. 1
 - SR9, John-Liner/McGarigle Intersection Improvements
 - NTE Add-On: \$32,752.50

- July 23, 2025, **Western Refinery Services Inc.**
 - Agreement No. 2025-PW-01, Change Order No. 1
 - City Shops Storage Building
 - NTE Add-On: \$1,963.14
- July 30, 2025, **Excavation West Inc.**
 - Agreement No. 2024-PW-04, Change Order No. 2
 - Olmsted Park Site Improvements and Structures
 - NTE Add-On: \$21,633.51
- July 31, 2025, **K Engineers Inc.**
 - Professional Services Agreement No. 2025-PS-10, Amendment No. 1
 - City Hall Generator Feasibility Study
 - Time Only to 12/31/25
- August 12, 2025, **Excavation West Inc.**
 - Agreement No. 2024-PW-04, Change Order No. 3
 - Olmsted Park Site Improvements and Structures
 - NTE Add-On: \$48,771.08
- August 29, 2025, **SRV Construction Inc.**
 - Agreement No. 2025-PW-18, Change Order No. 2
 - SR9, John-Liner/McGarigle Intersection Improvements
 - NTE Add-On: \$7,920.00
- September 12, 2025, **Western Refinery Services Inc.**
 - Agreement No. 2025-PW-01, Change Order No. 2
 - City Shops Storage Building
 - NTE Add-On: \$6,733.20
- September 12, 2025, **SRV Construction Inc.**
 - Agreement No. 2025-PW-18, Change Order No. 3
 - SR9, John-Liner/McGarigle Intersection Improvements
 - NTE Add-On: \$36,744.17
- September 12, 2025, **Semrau Engineering & Surveying PLLC**
 - Agreement No. 2018-PS-30, Supplement No. 5
 - Design & Construction Phase Surveying for SR20/Cascade Trail West Extension Phase 2A
 - Rates Only
- September 19, 2025, **SRV Construction Inc.**
 - Agreement No. 2025-PW-18, Change Order No. 4
 - SR9, John-Liner/McGarigle Intersection Improvements
 - NTE Add-On: (\$2,750.00)
- September 29, 2025, **SRV Construction Inc.**
 - Agreement No. 2025-PW-18, Change Order No. 5
 - SR9, John-Liner/McGarigle Intersection Improvements
 - NTE Add-On: \$900.00
 -
- October 13, 2025, **Excavation West Inc.**
 - Agreement No. 2025-PW-02, Change Order No. 1
 - 2025 Pavement and Pedestrian Improvements
 - NTE Add-On: \$36,273.82

- October 21, 2025, **Equinox Research & Consulting International (ERCI)**
 - Agreement No. 2025-PS-15
 - NS Cemetery Project
 - NTE \$5,461.78
- November 6, 2025, **SRV Construction Inc.**
 - Agreement No. 2025-PW-18, Change Order No. 6
 - SR9, John-Liner/McGarigle Intersection Improvements
 - NTE Add-On: \$7,500.00
- November 12, 2025, **Western Refinery Services Inc.**
 - Agreement No. 2025-PW-01, Change Order No. 3
 - City Shops Storage Building
 - NTE Add-On: \$4,150.54
- November 18, 2025, **Barnhart Crane and Rigging Co**
 - Agreement No. 2025-PS-28
 - Crane Services for Christmas Tree
 - NTE \$2,000.00
- November 20, 2025, **Whitney Equipment Company Inc. (WECI)**
 - Purchase Order No. 2025-PO-37
 - Surface/Storm Flygt Pump Rebuild
 - NTE 13,725.41
- December 1, 2025, **Widener & Associates (Cowling & Co LLC)**
 - Agreement No. 2021-PS-02, Amendment No. 8
 - On Call Environmental Services by Task Order
 - Time Only 12/31/2026
- December 1, 2025, **Widener & Associates (Cowling & Co LLC)**
 - Agreement No. 2024-PS-13, Amendment No. 1
 - Thompson Pond Trail
 - Time Only 12/31/2026
- December 8, 2025, **K Engineers Inc.**
 - Agreement No. 2022-PS-06, Amendment No. 2
 - Electrical and Telecommunications Engineering Services
 - Time 12/31/2025
- December 8, 2025, **Urban Forestry Services - Bartlett Consulting**
 - Agreement No. 2021-PS-07, Amendment No. 3
 - Arboricultural Consulting
 - Time 12/31/2026 and 2026 Rates
- December 11, 2025, **Mark Christ, Architect**
 - Agreement No. 2022-PS-05, Amendment No. 8
 - Architectural Services for Olmsted Park
 - Time 3/31/2026 and NTE Add-On: \$10,000.00
- December 16, 2025, **SRV Construction Inc.**
 - Agreement No. 2025-PW-18, Change Order No. 7
 - SR9, John-Liner/McGarigle Intersection Improvements
 - NTE Add-On: (\$5,000.00)

- December 17, 2025, **Excavation West Inc.**
 - Agreement No. 2024-PW-04, Change Order No. 4
 - Olmsted Park Site Improvements and Structures
 - NTE Add-On: \$5,663.95
- December 18, 2025, **Reichhardt & Ebe Engineering**
 - Agreement No. 2022-PS-09; Supplement No. 5
 - Township St (SR 9) and John Liner Rd / McGarigle Rd Intersection Improvements
 - Time 12/31/2026 and NTE Add-on: \$10,750.67
- December 19, 2025, **Semrau Engineering & Surveying PLLC**
 - Agreement No. 2018-PS-30, Supplement No. 6
 - Design & Construction Phase Surveying for SR20/Cascade Trail West Extension Phase 2A
 - Time Only 12/31/2028
- December 22, 2025, **Widener & Associates (DGK Inc.)**
 - Agreement No. 2018-PS-28, Supplement No. 3
 - Environmental Services for the SR20/Cascade Trail West Extension Phase 2A
 - Time Only 12/31/2028
- December 22, 2025, **Transportation Solutions Inc. (TSI)**
 - Agreement No. 2021-PS-06, Amendment No. 7
 - Traffic Modeling
 - Time 12/31/2026 and 2026 Rates
- December 22, 2025, **Epic Land Solutions**
 - Agreement No. 2023-PS-01, Supplement No. 4
 - SR20/Cascade Trail Phase 2A Holtcamp to Hodgin ROW Services
 - Time 12/31/2028 and Updated Rates
- December 31, 2025, **Dragonflight Drones, LLC**
 - Agreement No. 2025-PS-17
 - Flood Damage Assessment
 - NTE \$5,820.00



City Council Agenda Item

Agenda Item No.: n.4.

Date: July 8, 2026

From: Bill Bullock, Public Works Director

Subject: Public Works Director Signing Authority Record for 2026

RECOMMENDED ACTION:

N/A

BACKGROUND/SUMMARY INFORMATION:

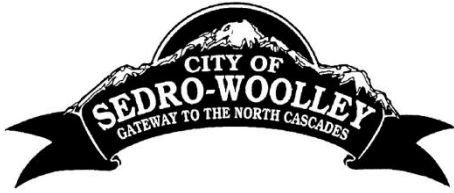
Information Only

FISCAL IMPACT, IF APPROPRIATE:

None

ATTACHMENTS:

1. 20260708 Director Signing Authority Record



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

William Bullock, PE, MPA
Public Works Director

MEMO TO: City Council and Mayor JoEllen Kesti
FROM: William Bullock, PE, MPA, Public Works Director
RE: **Public Works Director Signing Authority Record**
DATE: June 26, 2026 (for Council review July 8, 2026)

Here's an informal report on documents signed under my Public Works Director Authority as authorized under Ordinance No. 1947-19.

2026 SIGNED TO DATE UNDER PW DIRECTOR AUTHORITY

- January 12, 2026, **SRV Construction Inc.**
 - Agreement No. 2025-PW-18, Change Order No. 8
 - SR9, John-Liner/McGarigle Intersection Improvements
 - NTE Add-On: \$7,709.74
- January 14, 2026, **Excavation West Inc.**
 - Agreement No. 2024-PW-04, Change Order No. 5
 - Olmsted Park Site Improvements and Structures
 - NTE Add-On: \$5,353.74
- January 22, 2026, **Great Western Installations**
 - Agreement No. 2026-PW-01
 - KCDA Purchase Order No. 2026-PO-07
 - 2026 Riverfront Park EWF
 - NTE \$7,428.24
- February 26, 2026, **A-1 Mobile Lock & Key Inc.**
 - Agreement No. 2025-PW-08, Change Order No. 1
 - 2025 Unit Priced Locksmith Services
 - Time Only to February 28, 2027
- March 6, 2026, **Excavation West Inc.**
 - Agreement No. 2024-PW-04, Change Order No. 6
 - Olmsted Park Site Improvements and Structures
 - NTE Add-On: \$39,529.28
- March 6, 2026, **Pye-Barker Fire & Safety LLC**
 - Agreement No. 2026-PS-06
 - 2026-27 Annual Portable Fire Extinguisher and Kitchen Hood Service and Inspection
 - NTE \$15,000.00
- March 11, 2026, **Widener & Associates (Cowling & Co LLC)**
 - Agreement No. 2021-PS-02, Amendment No. 9
 - On Call Environmental Services by Task Order
 - 2026 Rates Only

- March 13, 2026, **RH2 Engineering Inc.**
 - Agreement No. 2024-PS-09, Amendment No. 2
 - Sedro-Woolley WWTP Facilities Plan and WWTP Upgrade Design
 - Rates Only

- March 26, 2026, **Blythe Mechanical Inc.**
 - Agreement No. 2026-PW-09
 - 2026 Annual Plumbing Unit Priced Contract Services
 - NTE \$25,000.00

- April 7, 2026, **Pacific Landscape Architecture**
 - Agreement No. 2025-PS-11, Amendment No. 2
 - On-Call Landscape Design and Grant Support
 - Rates Only

- April 21, 2026, **Great Floors**
 - Agreement No. 2026-PW-18
 - 2026 Senior Center Cleaning
 - NTE \$2,781.31

- May 7, 2026, **A-1 Mobile Lock & Key Inc.**
 - Agreement No. 2026-PW-19
 - 2026 Commercial Door Unit Priced Maintenance
 - NTE \$20,000.00

- May 27, 2026, **David Evans & Associates**
 - Agreement No. 2025-PS-08, Supplement 2
 - Jones/John Liner RR Undercrossing Project
 - 2026 Rates

- May 27, 2026, **Great Western Recreation / KCDA**
 - Purchase Order No. 2026-PO-20
 - Bingham Park – Mountain Climber
 - NTE \$5,447.36

- June 15, 2026, **Rodda Paint**
 - Purchase Order No. 2026-PO-22
 - Graco Line Driver
 - NTE \$9,038.70