



**CITY OF WASHOUGAL  
CITY COUNCIL REGULAR MEETING  
Monday, March 11, 2024  
7:00 PM**

**MEETING INFORMATION**

Please click the link below to join the webinar:  
<https://us02web.zoom.us/j/88547226923>

- I. INVOCATION - Lisa Meany**
- II. CALL TO ORDER**
- III. PLEDGE OF ALLEGIANCE**
- IV. ROLL CALL**
- V. AWARDS AND RECOGNITIONS**
- VI. AMENDMENTS TO THE AGENDA**
- VII. PUBLIC COMMENTS**
- VIII. CONSENT AGENDA**

The following items will be passed by a single motion to approve all listed actions and resolutions. There will be no discussion on these items unless requested by Council. If discussion is requested, the item will be moved from the Consent Agenda and considered separately - after the motion has been made and passed to approve the remaining items.

- A. Workshop Minutes of February 26, 2024**
- B. Council Minutes of February 26, 2024**
- C. Accounts Payable February 13-March 7, 2024 and January EFT - Totaling \$956,160.78**
- D. Payroll Claims of February 29, 2024, Totaling \$579,116.16**
- E. Emergency Utility Assistance**  
AGENDA BILL #08-2024
- F. Authorize the City Manager to Sign: Contractor Agreement with Stellar J. Corp. for Biosolids Handling Facilities**  
AGENDA BILL #09-2024

- IX. NEW BUSINESS**
  - A. Board and Commission Appointment - Art Commission**
  - B. Board and Commission Appointment - Park and Cemetery Board of Commissioners**
- X. PUBLIC COMMENTS**
- XI. REPORTS AND COMMUNICATIONS**

**A. CITY MANAGER**

**B. MAYOR**

**C. CITY COUNCIL**

**XII. ADJOURNMENT**

**UPCOMING MEETINGS: Monday, March 25, 2024, Workshop at 5:00 pm and Council at 7:00 pm**

**BUSINESS OF THE CITY COUNCIL**  
**City of Washougal, Washington**

**FOR AGENDA OF:**

1/22/2024

**SUBJECT:**

**MEETING INFORMATION**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88547226923>

**DEPT. OF ORIGIN:**

Administration

**REVIEWED AT:**

**TO BE RETURNED TO COUNCIL:**

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**EXPENDITURE REQUIRED:**

**BUDGETED:**

**APPROPRIATION REQUIRED:**

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

**BUSINESS OF THE CITY COUNCIL**  
**City of Washougal, Washington**

**FOR AGENDA OF:**

3/11/2024

**SUBJECT:**

Workshop Minutes of February 26, 2024

**DEPT. OF ORIGIN:**

Administration

**REVIEWED AT:**

**TO BE RETURNED TO COUNCIL:**

No

**ATTACHMENTS:**

📎 [Workshop Minutes of 2.26.2024.pdf](#)

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**EXPENDITURE REQUIRED:**

**BUDGETED:**

**APPROPRIATION REQUIRED:**

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**



**CITY OF WASHOUGAL  
CITY COUNCIL WORKSHOP MEETING  
MINUTES**

**Monday, February 26, 2024**

**5:00 PM**



**MEETING INFORMATION**

Please click the link below to join the webinar:  
<https://us02web.zoom.us/j/81116308359>

**VIDEO I. CALL TO ORDER**

**Mayor David Stuebe** called the meeting to order at 5:00 pm.

**II. ROLL CALL**

**Present:** Mayor David Stuebe, and Councilmembers Michelle Wagner, David Fritz, Molly Coston, Julie Russell, Ernie Suggs, and Tia Robertson

**Staff:**

David Scott, City Manager  
Trevor Evers, Director of Public Works  
Daniel Layer, Finance Director/City Clerk  
Teresa Stedman, Human Resources & Risk Director  
Scott Collins, City Engineer  
Sean Mulderig, Stormwater Supervisor  
Rose Jewell, Community Engagement Manager

**III. PUBLIC COMMENTS**

None

**IV. NEW BUSINESS**

**VIDEO A. Public Works: Campen Creek Stormwater Projects**

**Sean Mulderig**, Stormwater Supervisor, presented the following:

- Salmon citing in Canyon Creek
- Riparian habitats
- Stormwater Operation & Maintenance Program - ongoing
- Stormwater Master Plan (SMP) - reduce city-wide flooding and addresses infrastructure
- Stormwater Management Action Plan (SMAP) - addresses habitat
  - MS4 Phase II permit mandated
  - DOE funding grant received
- Seasonal maintenance efforts
- Summary of SMAP Step
  - Assessment and Prioritization
  - Campen Creek focus
  - Developed SMAP and Capital Improvement Plan for Campen Creek
  - SMAP utilized for Dept. of Ecology grant funding
- WHS, J and I Streets Stormwater Improvements - funding, design, and

- architecture
- Q Street Infiltration Pond Retrofit
- Mable Kerr Park Restoration
- Partnerships, stakeholders, repairs, and stocking was discussed
- Community education will take place at the Hello Spring event

## **V. PUBLIC COMMENTS**

**Joey (Megan) Bailey** commented on the Pledge of Allegiance.

**Larry Keister** reminded attendees of the Port of Camas Washougal strategic retreat and reviewed items on the agenda.

## **VI. REPORTS AND COMMUNICATIONS**

### **A. CITY MANAGER**

**David Scott** reported on the fire/police open house held on 2/22.

### **B. MAYOR**

Deferred to council meeting.

### **C. CITY COUNCIL**

Deferred to council meeting.

## **VII. ADJOURNMENT**

Meeting ended 6:00 pm.

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**Mayor**

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**City Clerk**

**BUSINESS OF THE CITY COUNCIL**  
**City of Washougal, Washington**

**FOR AGENDA OF:**

3/11/2024

**SUBJECT:**

Council Minutes of February 26, 2024

**DEPT. OF ORIGIN:**

Finance

**REVIEWED AT:**

**TO BE RETURNED TO COUNCIL:**

**ATTACHMENTS:**

▯ **Council Minutes 2.26.24**

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**EXPENDITURE REQUIRED:**

**BUDGETED:**

**APPROPRIATION REQUIRED:**

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**



**CITY OF WASHOUGAL  
CITY COUNCIL REGULAR MEETING  
MINUTES  
Monday, February 26, 2024  
7:00 PM**

**MEETING INFORMATION**

Please click the link below to join the webinar:  
<https://us02web.zoom.us/j/83672286275>

**I. INVOCATION - Mike Hansen**

**II. CALL TO ORDER**

**Mayor David Stuebe** called the meeting to order at 7:01 pm.

**III. PLEDGE OF ALLEGIANCE**

**IV. ROLL CALL**

**Present:** Mayor David Stuebe, and Councilmembers Michelle Wagner, David Fritz, Molly Coston, Julie Russell, Ernie Suggs, and Tia Robertson.

**Staff:**

David Scott, City Manager  
Robert Zeinemann, City Attorney  
Daniel Layer, Finance Director/City Clerk  
Teresa Stedman, Human Resources & Risk Director  
Michelle Wright, Public Works Business Manager  
Rose Jewell, Community Engagement Manager

**V. RECOGNITION: Employee Years of Service**

**Mayor Stuebe** and **Teresa Stedman** presented the following awards:

Jason Van Aalsburg, 10 years of service  
Myron Crumpacker, 30 years of service

**VI. AMENDMENTS TO THE AGENDA**

None.

**VII. PROCLAMATIONS: Youth Art Month and Red Cross Month**

**Councilmember Coston** read the Washougal Youth Art Month Proclamation in its entirety.

**Alice Yang** and **Dr. Mary Templeton**, with the Washougal School District, were present to receive the proclamation.

**Councilmember Fritz** read the Red Cross Month Proclamation in its entirety.

**Vicky Wessling**, with the Red Cross, was present to receive the proclamation.



## **VIII. PUBLIC COMMENTS**

**Tia Billings**, Refuel Washougal, gave an update on the shelter that was opened during the recent winter/ice storm.

**Joey Bailey**, Washougal resident, spoke on current events.

## **IX. CONSENT AGENDA**

The following items will be passed by a single motion to approve all listed actions and resolutions. There will be no discussion on these items unless requested by Council. If discussion is requested, the item will be moved from the Consent Agenda and considered separately - after the motion has been made and passed to approve the remaining items.

Unanimous consent to approve the consent agenda as read. Suggs / No objections.

### **A. Special Meeting Minutes of January 29, 2024**

### **B. Workshop Minutes of February 12, 2024**

### **C. Council Minutes of February 12, 2024**

### **D. Payroll Claims of February 15, 2024, Totaling \$373,297.09**

### **E. Accounts Payable of February 8-15, 2024 - Totaling \$568,109.54**

### **F. Authorize the City Manager to Sign: WA State Recreation and Conservation Office (RCO) Grant Resolution/Authorization for the Washougal Towncenter Park**

Agenda Bill #06-2024

## **X. NEW BUSINESS**

### **A. Resolution: Forming Regional Fire Authority Planning Committee**

Agenda Bill #07-2024

**David Scott** presented the staff report and recommended action.

Discussion ensued.

**Motion: To pass and post the resolution in the usual manner.**

**Ernie Suggs/Molly Coston Motion Passed.**

## **XI. PUBLIC COMMENTS**

**Joey Bailey**, Washougal resident, shared an audio of the self-immolation of the Air Force service member that occurred recently in Washington, D.C. She spoke on the need for care for the soldiers.

## **XII. REPORTS AND COMMUNICATIONS**

### **A. CITY MANAGER**

**David Scott** referenced his report given at workshop.

## **B. MAYOR**

**Mayor Stuebe** reported on:

- Passing of Doug Danielson
- The City of Washougal receiving the 2024 Association of Washington Cities (AWC) Wellness Award
- Washougal Firehouse Open House
- Olympia Mayor's Exchange
- Upcoming local connections meeting on 2/27/2024
- Upcoming Chamber of Commerce lunch on 2/28/2024
- Upcoming Salvation Army Director's meeting on 2/28/2024
- Graffiti at Washougal High School

## **C. CITY COUNCIL**

**Councilmember Wagner** reported on:

- Upcoming Fire-Joint Policy Advisory Committee (JPAC) meeting on 3/6/2024
- Upcoming Arts Commission meeting on 3/8/2024
- Washougal Good Neighbor Handbooks that have been mailed out and shout outs to **Michele Loftus** and **Sherry Montgomery** for developing it
- Reminder that the City Council legislates on local issues

**Councilmember Fritz** reported on:

- Concurs with Councilmember Wagner's comments
- Reasons for being on Council
- Washougal Community Development Committee (CDC) meeting regarding setbacks and pipelines
- Washougal Firehouse 43 open house
- Meeting with Councilmember Coston
- Local Connections at The Readiness Group, Camas
- Upcoming Columbia River Economic Development Committee (CREDC) meeting in Vancouver on 2/29/2024
- Upcoming Unite Washougal meeting on 2/29/2024
- Upcoming Watershed Alliance of Southwest Washington tree planting at the Port of Camas-Washougal on 3/9/2024

**Councilmember Coston** reported on:

- Upcoming Wellbeing Committee meeting on 2/28/2024
- Upcoming Rotary Club social event on 2/29/2024
- Kudos to **Monie Holmes**, Assistance Finance Director, for going above and beyond in her job duties

**Councilmember Robertson** reported on:

- Upcoming tour of the water facility
- Scheduling wastewater treatment tour

**Councilmember Russell** reported on:

- JPAC meeting tomorrow, now canceled
- Upcoming Regional Fire Authority (RFA) Planning Committee meeting on 3/6/2024, confirmed by City Manager Scott
- Upcoming Ending Community Homelessness Organization (ECHO) meeting on 3/12/2024

**Councilmember Suggs** reported on:

- Washougal Firehouse open house
- Upcoming Community Action Advisory Board (CAAB) meetings on 3/4/2024 & 3/6/2024
- Condolences to the Danielson family
- School District Question & Answer session
- He hopes to attend the Chamber of Commerce meeting this week
- He will not be able to attend Port of Camas-Washougal meeting

### **XIII. ADJOURNMENT**

The meeting adjourned at 7:56 pm.

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**Mayor**

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**City Clerk**

DRAFT

**BUSINESS OF THE CITY COUNCIL**  
**City of Washougal, Washington**

**FOR AGENDA OF:**

3/11/2024

**SUBJECT:**

Accounts Payable February 13-March 7, 2024 and January EFT - Totaling \$956,160.78

**DEPT. OF ORIGIN:**

Finance

**REVIEWED AT:**

**TO BE RETURNED TO COUNCIL:**

**ATTACHMENTS:**

- ▯ EFT\_Jan 2024.pdf
- ▯ UB\_CK\_RUN\_02.13.24\_88310-88317.pdf
- ▯ AP\_CK\_RUN\_02.22.24\_88266-88309.pdf
- ▯ AP\_CK\_RUN\_02-29-24\_88318-88355.pdf
- ▯ AP\_CK\_RUN\_03-07-24\_88356-88394.pdf

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**EXPENDITURE REQUIRED:**

**BUDGETED:**

**APPROPRIATION REQUIRED:**

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**



Washougal, WA

# Check Register

Packet: APPKT01707 - EFTJanuary2024

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
3268	RIVERVIEW VISA - RYAN BAKER	01/31/2024	Bank Draft	0.00	1,600.82	DFT04113
3266	RIVERVIEW VISA - MITCH KNEIPP	01/31/2024	Bank Draft	0.00	55.00	DFT04114
3744	RIVERVIEW VISA - MICHELLE WRIGH	01/31/2024	Bank Draft	0.00	29.00	DFT04115
3264	RIVERVIEW VISA - DAVID SCOTT	01/31/2024	Bank Draft	0.00	32.12	DFT04116
3945	RIVERVIEW VISA - ROSE JEWELL	01/31/2024	Bank Draft	0.00	1,413.38	DFT04117
3731	RIVERVIEW VISA - ZANE FRESCHETT	01/31/2024	Bank Draft	0.00	4,028.57	DFT04118
4144	RIVERVIEW VISA - SCOTT COLLINS	01/31/2024	Bank Draft	0.00	620.00	DFT04119
4058	RIVERVIEW VISA - MONIE HOLMES	01/31/2024	Bank Draft	0.00	713.77	DFT04120
3269	RIVERVIEW VISA - THEO GOMEZ	01/31/2024	Bank Draft	0.00	7,673.05	DFT04137
3729	RIVERVIEW VISA - KELLY CLARK	01/31/2024	Bank Draft	0.00	2,529.47	DFT04138
3730	RIVERVIEW VISA - WENDI STEINBRO	01/31/2024	Bank Draft	0.00	2,671.87	DFT04139
3267	RIVERVIEW VISA - TREVOR EVERS	01/31/2024	Bank Draft	0.00	1,901.37	DFT04140
1638	WA ST DEPT OF REVENUE EXCISE/U:	01/31/2024	Bank Draft	0.00	35,534.49	DFT04141
144	DEPT OF LICENSING	01/31/2024	Bank Draft	0.00	531.00	DFT04142
3482	GLOBAL PAYMENTS DIRECT, INC	01/31/2024	Bank Draft	0.00	301.29	DFT04143
3482	GLOBAL PAYMENTS DIRECT, INC	01/31/2024	Bank Draft	0.00	20,559.43	DFT04144
3482	GLOBAL PAYMENTS DIRECT, INC	01/31/2024	Bank Draft	0.00	1,307.17	DFT04145
3482	GLOBAL PAYMENTS DIRECT, INC	01/31/2024	Bank Draft	0.00	133.74	DFT04146
4148	RIVERVIEW VISA - KELLY ANDERSON	01/31/2024	Bank Draft	0.00	593.85	DFT04147
3309	CLARK COUNTY TREASURER SDIMP/	01/31/2024	Bank Draft	0.00	1,279.00	DFT04148

## Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	20	20	0.00	83,508.39
EFT's	0	0	0.00	0.00
	20	20	0.00	83,508.39

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH - OPERATING	1/2024	83,508.39
			83,508.39



Washougal, WA

# Refund Check Register

## Refund Check Detail

UBPKT12956 - February 2024 Refunds

Account	Name	Date	Check #	Amount	Code	Receipt	Amount	Type
02-000722-000	Fulmer Robert	2/13/2024	88310	90.71			90.71	Deposit
09-004868-001	Lone Wolf Investments LLC	2/13/2024	88311	542.49			542.49	Deposit
10-001747-001	Mayhugh, Brent And Michelle	2/13/2024	88312	288.93			288.93	Deposit
10-001769-000	Harris, Dorris	2/13/2024	88313	72.85			72.85	Deposit
12-001059-002	Gurney, Kearsley, Corey & Katie	2/13/2024	88314	238.50			238.50	Deposit
13-008455-003	Wichers, Christine & Ronald	2/13/2024	88315	224.62			224.62	Deposit
14-002195-001	Wilmshurst, John	2/13/2024	88316	605.46			605.46	Deposit
16-002880-001	Boylan, John R.	2/13/2024	88317	177.10			177.10	Deposit
Total Refunds: 8				2,240.66				

## Revenue Code Summary

Revenue Code	Amount
996 - UNAPPLIED CREDITS/REFUNDS	2240.66
Revenue Total:	2240.66

## General Ledger Distribution

Posting Date: 02/28/2024

Account Number	Account Name	Posting Amount	IFT
Fund: 401 - 401			
401-1999	CLAIM ON POOL OPERATING CASH	-2,240.66	Yes
401-2115	UTILITY UNAPPLIED CREDITS	2,240.66	
401 Total:		0.00	
Fund: 999 - POOLED CASH - OPERATING			
999-1111	POOLED CASH OPERATING	-2,240.66	
999-2099	DUE TO OTHER FUNDS	2,240.66	Yes
999 Total:		0.00	
Distribution Total:		0.00	



Washougal, WA

# Check Register

Packet: APPKT01732 - AGAP022224

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
806	CESSCO, INC	02/23/2024	Regular	0.00	1,484.07	88266
1470	CH2MHILL	02/23/2024	Regular	0.00	1,460.24	88267
229	CITY OF CAMAS	02/23/2024	Regular	0.00	230.00	88268
1578	CITY OF WASHOUGAL	02/23/2024	Regular	0.00	6,496.16	88269
263	COLF CONSTRUCTION	02/23/2024	Regular	0.00	264,107.72	88270
3191	DOG WASTE DEPOT	02/23/2024	Regular	0.00	418.17	88271
619	DS SERVICES OF AMERICA, INC.	02/23/2024	Regular	0.00	1,036.64	88272
	**Void**	02/23/2024	Regular	0.00	0.00	88273
146	ELMERS FLAG & BANNER	02/23/2024	Regular	0.00	628.76	88274
1273	EMPLOYMENT SECURITY DEPT	02/23/2024	Regular	0.00	11,259.18	88275
3873	Evergreen Solutions LLC	02/23/2024	Regular	0.00	1,250.00	88276
3554	Executive Information Services Inc.	02/23/2024	Regular	0.00	4,643.80	88277
345	FERGUSON ENTERPRISE, INC	02/23/2024	Regular	0.00	165.08	88278
1270	FERGUSON WATERWORKS	02/23/2024	Regular	0.00	454.08	88279
751	GRAINGER	02/23/2024	Regular	0.00	1,667.60	88280
380	H. D. FOWLER COMPANY	02/23/2024	Regular	0.00	5,049.57	88281
4207	Heather Clarissa Greene	02/23/2024	Regular	0.00	800.00	88282
3737	Jubitx Corporation	02/23/2024	Regular	0.00	4,940.19	88283
4128	Mackenzie Engineering Inc.	02/23/2024	Regular	0.00	55,076.01	88284
166	METRO LANDSCAPE SUPPLIES INC	02/23/2024	Regular	0.00	1,113.21	88285
425	METRO OVERHEAD DOOR INC	02/23/2024	Regular	0.00	390.60	88286
849	MISSION COMMUNICATIONS, LLC	02/23/2024	Regular	0.00	6,783.00	88287
4206	NV Construction Inc.	02/23/2024	Regular	0.00	5,424.71	88288
1684	OREILLY AUTO PARTS	02/23/2024	Regular	0.00	655.00	88289
	**Void**	02/23/2024	Regular	0.00	0.00	88290
850	OWEN EQUIPMENT COMPANY	02/23/2024	Regular	0.00	927.30	88291
180	PAPE' MACHINERY	02/23/2024	Regular	0.00	128.92	88292
3462	PETERSON TRUCKS	02/23/2024	Regular	0.00	3,078.45	88293
1377	Pewag Traction Chain LLC	02/23/2024	Regular	0.00	3,857.62	88294
4170	Robynne Thaxton	02/23/2024	Regular	0.00	11,200.00	88295
2928	SILVER STAR TELECOM	02/23/2024	Regular	0.00	1,741.65	88296
643	SNAP ON INCORPORATED	02/23/2024	Regular	0.00	25.49	88297
3961	SOLID WASTE SYSTEMS, INC.	02/23/2024	Regular	0.00	61.66	88298
3423	STATE OF WASHINGTON	02/23/2024	Regular	0.00	16,668.99	88299
	**Void**	02/23/2024	Regular	0.00	0.00	88300
3923	SW WA LLC	02/23/2024	Regular	0.00	47.22	88301
197	THE COLUMBIAN	02/23/2024	Regular	0.00	362.36	88302
2383	TRANSUNION RISK AND ALTERNATI	02/23/2024	Regular	0.00	194.22	88303
4167	Vancouver Janitorial Services LLC	02/23/2024	Regular	0.00	11,040.36	88304
1774	VERIZON WIRELESS	02/23/2024	Regular	0.00	4,405.96	88305
208	WALLIS ENGINEERING	02/23/2024	Regular	0.00	19,854.94	88306
2198	WAXIE SANITARY SUPPLY	02/23/2024	Regular	0.00	1,349.98	88307
216	WESTLIE MOTORS, INC	02/23/2024	Regular	0.00	77.85	88308

\* NOTE: These were voided by Menie as I accidentally pulled into this batch (paid quarterly)  
NOT part of AP.



Check Register

Packet: APPKT01732-AGAP022224

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
3241	WSP USA INC.	02/23/2024	Regular	0.00	22,915.95	88309

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	91	41	0.00	473,472.71
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	91	44	0.00	473,472.71

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH - OPERATING	2/2024	473,472.71
			<u>473,472.71</u>



Washougal, WA

# Check Register

Packet: APPKT01741 - AG022924

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
2964	ARBORSCAPE, LTD, INC	02/29/2024	Regular	0.00	3,669.47	88318
664	AXON ENTERPRISE, INC	02/29/2024	Regular	0.00	15,298.50	88319
3960	BURGESS & NIPLE, INC.	02/29/2024	Regular	0.00	5,900.00	88320
4120	City of Battle Ground	02/29/2024	Regular	0.00	1,462.32	88321
3169	CLARK COUNTY CONSTRUCTION	02/29/2024	Regular	0.00	2,026.25	88322
1630	CLARK COUNTY PLUMBING & DRAIN	02/29/2024	Regular	0.00	1,544.70	88323
125	CLARK COUNTY TREASURER	02/29/2024	Regular	0.00	877.33	88324
1228	Columbia Laboratories Inc.	02/29/2024	Regular	0.00	164.10	88325
762	Conсор North America, Inc	02/29/2024	Regular	0.00	38,467.94	88326
1896	COPY TRONIX	02/29/2024	Regular	0.00	156.45	88327
3991	Cowlitz-Wahkiakum Council of Gove	02/29/2024	Regular	0.00	304.66	88328
2239	David A Newman	02/29/2024	Regular	0.00	310.00	88329
4161	Elite Contracting Co Inc.	02/29/2024	Regular	0.00	49,681.85	88330
3180	ENERSPECT MEDICAL SOLUTIONS	02/29/2024	Regular	0.00	294.02	88331
3713	Graphic Information System	02/29/2024	Regular	0.00	1,297.57	88332
380	H. D. FOWLER COMPANY	02/29/2024	Regular	0.00	287.42	88333
418	J2 BLUE PRINT SUPPLY COMPANY	02/29/2024	Regular	0.00	116.31	88334
3737	Jubitz Corporation	02/29/2024	Regular	0.00	1,418.69	88335
4177	Kimball Midwest	02/29/2024	Regular	0.00	80.45	88336
454	L.N. CURTIS & SONS	02/29/2024	Regular	0.00	834.64	88337
4208	LEPS-PSS, PLLC	02/29/2024	Regular	0.00	960.00	88338
166	METRO LANDSCAPE SUPPLIES INC	02/29/2024	Regular	0.00	101.99	88339
901	MITCHELL KNEIPP	02/29/2024	Regular	0.00	88.15	88340
176	NORTHWEST NATURAL GAS CO	02/29/2024	Regular	0.00	4,357.34	88341
850	OWEN EQUIPMENT COMPANY	02/29/2024	Regular	0.00	884.00	88342
1423	PITNEY BOWES GLOBAL FINANCIAL	02/29/2024	Regular	0.00	190.38	88343
565	PORTER W YETT COMPANY	02/29/2024	Regular	0.00	240.35	88344
1583	POTTER WEBSTER COMPANY	02/29/2024	Regular	0.00	537.54	88345
591	ROTSCHY INC	02/29/2024	Regular	0.00	675.00	88346
3761	Securitas Technology	02/29/2024	Regular	0.00	471.88	88347
3188	SHI INTERNATIONAL CORP	02/29/2024	Regular	0.00	36,048.13	88348
192	SKAMANIA CO SHERIFF'S OFFICE	02/29/2024	Regular	0.00	60.00	88349
3782	Solutions Yes, LLC	02/29/2024	Regular	0.00	243.42	88350
3923	SW WA LLC	02/29/2024	Regular	0.00	105.61	88351
665	TAPANI UNDERGROUND, INC.	02/29/2024	Regular	0.00	263.20	88352
197	THE COLUMBIAN	02/29/2024	Regular	0.00	26.39	88353
200	TRAFFIC SAFETY SUPPLY CO	02/29/2024	Regular	0.00	548.50	88354
785	WASHOUGAL LUMBER CO.	02/29/2024	Regular	0.00	89.11	88355

## Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	58	38	0.00	170,083.66
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	58	38	0.00	170,083.66

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH - OPERATING	2/2024	170,083.66
			<u>170,083.66</u>



Washougal, WA

# Check Register

Packet: APPKT01748 - AGAP030724

By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-Accounts Payable						
83	BI-MART CORPORATION	03/07/2024	Regular	0.00	569.87	88356
4013	Blue to Gold LLC	03/07/2024	Regular	0.00	225.00	88357
3201	CAMAS-WASHOUGAL FIRE DEPART	03/07/2024	Regular	0.00	192.00	88358
229	CITY OF CAMAS	03/07/2024	Regular	0.00	39,996.03	88359
125	CLARK COUNTY TREASURER	03/07/2024	Regular	0.00	9,159.22	88360
809	CLARK PUBLIC UTILITIES	03/07/2024	Regular	0.00	15,921.71	88361
143	DAY WIRELESS SYSTEMS, INC	03/07/2024	Regular	0.00	200.29	88362
2248	FASTENAL COMPANY	03/07/2024	Regular	0.00	290.19	88363
379	GUNDERSON TIRE CENTER	03/07/2024	Regular	0.00	496.41	88364
380	H. D. FOWLER COMPANY	03/07/2024	Regular	0.00	578.74	88365
4199	HOUSING AUTHORITY OF THE CITY (	03/07/2024	Regular	0.00	2,590.00	88366
3737	Jubitz Corporation	03/07/2024	Regular	0.00	8,658.68	88367
	**Void**	03/07/2024	Regular	0.00	0.00	88368
1024	KENNEDY/JENKS CONSULTANTS, INC	03/07/2024	Regular	0.00	53,233.37	88369
454	L.N. CURTIS & SONS	03/07/2024	Regular	0.00	2,902.74	88370
261	LUTZ HARDWARE	03/07/2024	Regular	0.00	1,320.04	88371
3652	Mobley Engineering LLC	03/07/2024	Regular	0.00	3,762.50	88372
4119	Monument Policy Group, LLC	03/07/2024	Regular	0.00	6,250.00	88373
4040	National Precast LLC	03/07/2024	Regular	0.00	6,420.00	88374
4071	OCD Automation INC	03/07/2024	Regular	0.00	12,450.00	88375
513	OFFICE OF THE STATE TREASURER	03/07/2024	Regular	0.00	4,190.95	88376
558	PITNEY BOWES RESERVE ACCT	03/07/2024	Regular	0.00	2,500.00	88377
565	PORTER W YETT COMPANY	03/07/2024	Regular	0.00	1,136.20	88378
725	PTM DOCUMENT SYSTEMS, INC.	03/07/2024	Regular	0.00	481.22	88379
4142	Raymond Handling Concepts Corpor	03/07/2024	Regular	0.00	21,628.39	88380
1075	ROSE M JEWELL	03/07/2024	Regular	0.00	22.99	88381
3378	SAFEFIRE, LLC	03/07/2024	Regular	0.00	3,133.48	88382
3961	SOLID WASTE SYSTEMS, INC.	03/07/2024	Regular	0.00	920.38	88383
3782	Solutions Yes, LLC	03/07/2024	Regular	0.00	312.09	88384
197	THE COLUMBIAN	03/07/2024	Regular	0.00	39.58	88385
200	TRAFFIC SAFETY SUPPLY CO	03/07/2024	Regular	0.00	1,115.60	88386
2383	TRANSUNION RISK AND ALTERNATI	03/07/2024	Regular	0.00	194.22	88387
208	WALLIS ENGINEERING	03/07/2024	Regular	0.00	7,204.40	88388
308	WASHINGTON STATE DEPT OF ECOL	03/07/2024	Regular	0.00	11,736.00	88389
826	WASHINGTON STATE PATROL	03/07/2024	Regular	0.00	180.00	88390
785	WASHOUGAL LUMBER CO.	03/07/2024	Regular	0.00	446.89	88391
2198	WAXIE SANITARY SUPPLY	03/07/2024	Regular	0.00	672.63	88392
3399	WILCO FARMERS	03/07/2024	Regular	0.00	171.65	88393
147	YATES MARSHALL, PLLC	03/07/2024	Regular	0.00	5,551.93	88394

## Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	48	38	0.00	226,855.39
Manual Checks	0	0	0.00	0.00
Voided Checks	0	1	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	48	39	0.00	226,855.39

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH - OPERATING	3/2024	226,855.39
			<u>226,855.39</u>

**BUSINESS OF THE CITY COUNCIL**  
**City of Washougal, Washington**

**FOR AGENDA OF:**

3/11/2024

**SUBJECT:**

Payroll Claims of February 29, 2024, Totaling \$579,116.16

**DEPT. OF ORIGIN:**

Finance

**REVIEWED AT:**

**TO BE RETURNED TO COUNCIL:**

**ATTACHMENTS:**

📎 PAYROLL CLAIMS VOUCHER 02.29.24.pdf

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**EXPENDITURE REQUIRED:**

**BUDGETED:**

**APPROPRIATION REQUIRED:**

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**SUMMARY STATEMENT**

**RECOMMENDED ACTION**

# CITY OF WASHOUGAL

## PAYROLL CLAIMS VOUCHER APPROVAL

I HEREBY CERTIFY THAT THE SERVICES CHARGED ON THE VOUCHERS ATTACHED HAVE BEEN  
FURNISHED TO THE BEST OF MY KNOWLEDGE. I FURTHER CERTIFY THE CLAIMS BELOW TO BE VALID AND CORRECT.

FINANCE \_\_\_\_\_

WE THE UNDERSIGNED COUNCIL MEMBERS OF WASHOUGAL, WASHINGTON DO HEREBY CERTIFY THAT THE  
EMPLOYEE CHECKS #NA and EMPLOYEE VOUCHERS # 31656 to 31743  
ARE APPROVED FOR PAYMENT IN THE AMOUNT OF \$579,116.16 ON THE 29TH DAY OF FEBRUARY.

FINANCE COMMITTEE \_\_\_\_\_

FINANCE COMMITTEE \_\_\_\_\_

FINANCE COMMITTEE \_\_\_\_\_



**AGENDA BILL #08-2024**  
**BUSINESS OF THE CITY COUNCIL**  
**City of Washougal, Washington**

**FOR AGENDA OF:**

3/11/2024

**SUBJECT:**

Emergency Utility Assistance

**DEPT. OF ORIGIN:**

Finance

**REVIEWED AT:**

**TO BE RETURNED TO COUNCIL:**

No

**ATTACHMENTS:**

- ▯ **Emergency Utility Assistance 1**
- ▯ **Emergency Utility Assistance 2**

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**EXPENDITURE REQUIRED:**

**BUDGETED:**

**APPROPRIATION REQUIRED:**

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**SUMMARY STATEMENT**

On August 12, 2013, the Council adopted resolution 1072 establishing an Emergency Utility Assistance Program to provide assistance to low-income customers in order to prevent water shut off. Ordinance 1732 Authorized established of the fund. Resolution 1119 amended the program to add annual transfer of 5% of late fee revenue to support the program. The program anticipates future funding through community donations. The Finance Committee reviews the applications for requirement compliance and approves each individual request.

**RECOMMENDED ACTION**

Authorize the transfer of funds from the utility assistance program to the customers utility account as approved by the Finance Committee.

5

# City of Washougal

## Utility Assistance Program Approval

Claims presented have been reviewed by Finance for Accurate and adequate information

We the undersigned council members of Washougal, Washington do approve of the Utility Assistance payments as determined by the Finance Committee.

FINANCE COMMITTEE Ernie Suggs

FINANCE COMMITTEE David Fritz

FINANCE COMMITTEE Vin. Robertson

Amount to be approved by Council: \$ 250.00

Added to NOVUS for Final Council Approval

Council Meeting Date

Route to AP for Payment

# City of Washougal

## Utility Assistance Program Approval

Claims presented have been reviewed by Finance for Accurate and adequate information

We the undersigned council members of Washougal, Washington do approve of the Utility Assistance payments as determined by the Finance Committee.

FINANCE COMMITTEE

Ernie Suggs

FINANCE COMMITTEE

David Fritz

FINANCE COMMITTEE

Vin. Robertson

Amount to be approved by Council:

\$ 250.00

Added to NOVUS for Final Council Approval

Council Meeting Date

Route to AP for Payment

**AGENDA BILL #09-2024**  
**BUSINESS OF THE CITY COUNCIL**  
**City of Washougal, Washington**

**FOR AGENDA OF:**

3/11/2024

**SUBJECT:**

Contractor Agreement with Stellar J. Corp. for Biosolids Handling Facilities

**DEPT. OF ORIGIN:**

Public Works

**REVIEWED AT:**

City Council Workshop March 11, 2024.

**TO BE RETURNED TO COUNCIL:**

No

**ATTACHMENTS:**

▯ **Contractor's Agreement Biosolids Handling Facilities - Stellar J**

<b>BUDGETED:</b>		
<b>EXPENDITURE REQUIRED:</b>	Yes, \$12	
	million was	
	approved in	
	the 2024	
\$34,564,700.00	budget.	
<b>APPROPRIATION REQUIRED:</b>		
	Yes, additional needed is \$34,564,700	

**SUMMARY STATEMENT**

The Biosolids Handling Facility Project will turn solid waste from the water treatment plant into a land-applied, Class B Biosolids (fertilizer). Components of the biosolids handling facility will include an aerobic digester, anoxic selector, rotary drum thickener, and screw press. Also, as part of the project, the existing lagoon cells will be decommissioned. The improvements will also give the City a needed capacity upgrade to handle future developments to come and provide odor control to the surrounding area.

**RECOMMENDED ACTION**

Authorize the City Manager to execute the construction agreement with Stellar J

Construction Inc. in the amount \$26,038,481 and authorization of change orders or other agreements for a total project amount not to exceed \$34,564,700 for the Biosolids Handling Facilities Project.



**City of Washougal**  
PUBLIC WORKS PURCHASING

**Contract Information Form** *(THIS FORM MUST ACCOMPANY EVERY CONTRACT)*

Contract Title: **Biosolids Handling Facilities** Vault Filing Number: \_\_\_\_\_  
Vendor Name: **Stellar J Corporation** Vendor Number: **TBD**  
Contract Overview: **Biosolids Handling Facilities** Contract Total: **\$26,038,481.00**

Project Manager: **Scott Collins** Ext: **230** Department: **Public Works**

Project Number: **SS-2024-02**

Budget Code(s): **413-09-594-535-5062**

Engineer's Project Estimate: \$ \_\_\_\_\_

Contract Price: \$ **\$26,038,481.00**

Type of Procurement Method: **Formal Sealed Bid Solicitation**

Project specifically identified in approved budget: N/A ☐ YES ☒ NO ☐ \* if NO see below if project cost is greater than **\$50,000** for public works, professional services, and personal services.

Does project change exceed administrative discretion threshold? N/A ☐ YES ☒ NO ☐

If project exceeds administrative threshold, was it approved by Council? YES ☐ NO ☐ Click here to enter a date.

City of Washougal, Washington

Contractor Agreement

Project Name: Biosolids Handling Facilities

THIS CONTRACT, effective this \_\_\_\_\_ day of \_\_\_\_\_, 2024, is entered into by and between Contractor Stellar J Corporation hereinafter referred to as the Contractor, and the City of Washougal, a municipal corporation of the State of Washington, hereinafter referred to as the Owner.

1. **Contractor's Obligation:** The Contractor, for and in consideration of the sum to be paid to it by the Owner in the manner and at the times provided, hereinafter and in the Specifications, and in consideration of the covenants and agreements herein contained, which documents are incorporated into and made a part of this contract, hereby agrees to furnish all materials, labor, tools, machinery and implements of every description necessary for construction and installation of the following improvements:

**PROJECT NAME:** Biosolids Handling Facilities

All work shall be done in accordance with the Contract on file with the City of Washougal, and in accordance with such alterations or modifications as may be made by the Owner. The Contractor agrees to do the work and furnish the materials in a most substantial and workmanlike manner and within the time limits stated in the Contract. The Contractor agrees that it will make all necessary arrangements for the obtaining of permits from the United States, State of Washington, and/or any of its agencies as may be necessary to do the work required and covered by this Contract.

2. **E-Verify Program:** The Contractor will certify their participation in the E-Verify Program by submitting a Declaration of Participation Form. If the Contractor described herein uses a subcontractor in connection with the performance of the Contract, the subcontractor shall, as a condition of the Contract, certify their participation in the E-Verify Program by submitting a Declaration of Participation Form. The Contractor and any subcontractors will not knowingly employ or contract with an unauthorized alien. The Contractor shall provide verification of their

compliance immediately upon any City request. Failure by the Contractor to comply with such requests may be considered a breach of contract.

3. **Subcontractor Responsibility:** The Contractor shall include the language of this section in each of its tier subcontracts, and shall require all of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. The requirements of this section apply to all subcontractors regardless of tier.

At the time of subcontract execution, the Contractor shall verify that each tier subcontractor meets the following bidder responsibility criteria:

1. Have a current certificate of registration in compliance with chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;
2. Have a current Washington Unified Business Identifier (UBI) number;
3. Have a current City of Washougal General Business License;
4. If applicable, have
  - a. Have Industrial Insurance (workers' compensation) coverage for the subcontractor's employees working in Washington, as required in Title 51 RCW;
  - b. A Washington Employment Security Department reference number, as required in Title 50 RCW;
  - c. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
  - d. An electrical contractor license, if required by Chapter 19.28 RCW;
  - e. An elevator contractor license, if required by Chapter 70.87 RCW.
5. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3).
6. Have received training on the requirements related to public works and prevailing wage under RCW 39.04.350 and RCW 39.12. The bidder must designate a person or persons to be trained on these requirements. The training must be provided by the department of labor and industries or by a training provider whose curriculum is approved by the department. The department, in consultation with the prevailing wage advisory



committee, must determine the length of the training. Bidders that have completed three or more public works projects and have had a valid business license in Washington for three or more years are exempt from this subsection. The department of labor and industries must keep records of entities that have satisfied the training requirement or are exempt and make the records available on its web site. Responsible parties may rely on the records made available by the department regarding satisfaction of the training requirement or exemption.

4. **Owner's Obligation:** In consideration of the promises and agreements of the Contractor as set forth herein, and in consideration of the faithful performance and furnishing of the work and materials required by this Contract to the satisfaction of the Washougal City Council, the Owner agrees to pay to the Contractor in the manner and at the times provided hereinafter and in the Contract Documents, and in accordance with the ordinances of the City of Washougal and the laws of the State of Washington, the following sum as indicated:

Including 8.5% Washington State Sales Tax (if applicable)

The total amount paid to the Contractor by the City may not exceed \$26,038,481 and 00/100 Dollars (\$Twenty-Six Million Thirty-Eight Thousand Four Hundred Eight-One Dollars and No Cents).

The amount finally to be paid is, however, variable upon the work actually done and final payment will be made upon the basis of the amount of work done and the materials furnished and at the lump sum or unit prices fixed in the Contractor's Proposal or as modified by any or all approved Change Orders.

5. **Contractor's Insurance:** Contractor's liability insurance shall include completed operations and product liability coverage including:

1.	General Aggregate	\$2,000,000.00
2.	Completed Operations Aggregate	\$2,000,000.00
3.	For Each Occurrence ( <i>Bodily Injury and Property Damage</i> )	\$1,000,000.00
4.	Property Damage Liability Insurance will include Explosion, Collapse and Underground coverage where applicable	\$2,000,000.00

5. Automobile Liability for one (1) Bodily Injury:

\$1,000,000.00 per each person

\$2,000,000.00 per each accident

6. Property Damage

\$1,000,000.00 each accident

Subcontractors shall also be required to maintain insurance at the above stated limits.

The City of Washougal shall be named as an additional insured under all insurance required herein.

6. **Contractor's Bond:** The Contractor agrees that before it undertakes performance of this Contract, it will file with the City of Washougal a Contract Performance Bond and Payment Bond, in the forms prescribed by the City of Washougal, in the full amount of the Contract price executed by itself as principal and by a surety company authorized to do business in the State of Washington as surety. The bonds shall comply with the laws of the State of Washington, and especially with the provisions of Revised Code of Washington, Chapter 39.08.
7. **Employment of Labor:** The Contractor agrees that all persons employed in it and by any of its subcontractors in work done pursuant to this Contract shall be in accordance with all federal, state, and local laws.
8. **Payment of Labor:** The Contractor agrees that all laborers, workers, or mechanics employed by it or by any subcontractor in the work of this Contract will be paid not less than the prevailing rate of wage for an hours work in accordance with the provisions of the Revised Code of Washington, Chapter 39.12, and all rules and regulations promulgated pursuant thereto. The State of Washington prevailing wage rates applicable for this public works project, which is located in Clark County, may be found at the following website address of the Department of Labor and Industries: <https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>. Based on the bid submittal deadline for this project, the applicable effective date for prevailing wages for this project is 3/1/2024.

In case any dispute arises as to what the prevailing rates of wages for work of a similar nature are and such dispute cannot be adjusted by the parties involved, the matter shall be referred to the

director of the Department of Labor and Industries of the State of Washington for arbitration, and the director's decision therein shall be final and conclusive and binding on all parties involved in the dispute.

9. **Payment to the Contractor:** Payment to the Contractor of the Contract price by the Owner shall be made in checks drawn on the fund provided, therefore. Payment shall be in the manner provided below unless another manner has been specified in Special Provisions.

Progress payments to the Contractor shall be made within 30 days of receipt of the signed progress payment request, as approved by the Owner, for work completed during the previous month. There will be reserved and retained from monies earned by the Contractor on estimates during the progress of the improvements of work, a sum equal to 5 percent of all such estimates. Said retained amount shall be held in trust in accordance with the Specifications and Revised Code of Washington Ch. 60.28.

Payment of the retained percentage shall be withheld, by the owner, for a period of 45 days following the completion of all Contract work, as defined by WSDOT Section 1-01.3, and shall be paid the Contractor at the expiration of 60 days per RCW 39.12 and RCW 60.28, in the event no claims, as provided by law, have been filed against such funds; and provided further, that releases or certificates have been obtained from the State Department of Labor and Industries, from the State Department of Revenue, and the Employment Security Department and all other departments and agencies having jurisdiction over the activities of the Contractor. In the event such claims are filed, the Contractor shall be paid such retained percentages less an amount sufficient to pay any such claims, together with a sum sufficient to defray the cost of foreclosure action and to cover attorney fees as determined by the Owner.

Every person performing labor or furnishing supplies toward the completion of said improvement of work shall have a lien upon said monies so reserved; provided, that such notice of the lien of such claimant shall be given in the manner provided in Revised Code of Washington 39.08.030 and within the time provided in RCW 60.28 as now existing and in accordance with any amendments that may hereafter be made thereto.

No payment shall be made to the Contractor, however, until the Contractor and all subcontractors who have performed work shall have filed, with Procurement Services, the Labor and Industries executed Statement of Intent to Pay Prevailing Wage as required by Revised Code of Washington 39.12.040. Said Contractor and all subcontractors shall also keep accurate payroll

records for three years from the date of acceptance as described in WAC 296-127-320 *Payroll*. A Contractor and all subcontractors shall, within ten days after it receives a written request, as defined by RCW 39.12.010(4) file a certified copy of the payroll records with the Owner. A contractor's noncompliance with this section shall constitute a violation of RCW 39.12.050.

**10. Indemnity:**

A. **CONTRACTOR'S RESPONSIBILITY.** Contractor agrees to indemnify, defend, save, and hold harmless the City, its officials, employees, and agents from any and all liability, demands, claims, causes of action, suits, or judgments, including costs, attorney fees and expenses incurred in connection therewith, or whatsoever kind or nature, arising out of, or in connection with, or incident to, the negligent performance of services by Contractor pursuant to this Agreement. This indemnification shall not include personal injury claims by outside third parties, except insofar as the claim relates to a latent condition not disclosed to the City.

1. In the event that any suit based on such a claim, demand, loss, damage, cost, or cause of action is brought against the Contractor, the City retains the right to participate in said suit.
2. This indemnity and hold harmless shall include any claim made against the City by an employee of Contractor or subcontractor or agent of the Contractor, even if Contractor is thus otherwise immune from liability pursuant to the workers' compensation statute, Title 51 RCW. To the extent that such liability arises from the concurrent negligence of both the City and the Contractor, such cost, fees, and expenses shall be shared between the City and the Contractor in proportion to their relative degrees of negligence. This indemnity and hold harmless shall NOT apply in the case where liability arises from the sole negligence of the City. Contractor specifically acknowledges that the provisions contained herein have been mutually negotiated by the parties and it is the intent of the parties that Contractor provide the broadest scope of indemnity permitted by RCW 4.24.115.

**11. Ownership of Records and Documents – Public Disclosure:** All materials, writings and products produced by the Contractor in the course of performing this Contract shall immediately become the property of the City. In consideration of the compensation provided for by this Contract, the Contractor hereby further assigns all copyright interests in such materials, writings, and products to the City. A copy may be retained by the Contractor. In the event the City receives a public

record request for such materials, writings of products the City may, in its discretion, notify the Contractor of such request and withholds disclosure of such information for not less than five (5) business days to permit the Contractor to seek judicial protection of such information, provided that the Contractor shall be responsible for attorney fees and costs in such action and shall save and hold harmless the City from any costs, attorney fees, or penalty assessment under Ch.42.56 RCW.

12. **Liquidated Damages:** The Owner and the contractor recognize that time is of the essence of this Agreement and that the Owner will suffer financial loss of the Work is not completed within the times specified in paragraph (a) below, plus any extensions thereof allowed in accordance with Article 11 of the General Conditions. They also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by the Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, the Owner and the Contractor agree that as liquidated damages for delay (but not as a penalty) the Contractor shall pay the Owner One thousand dollars (\$1000) for each day that expires after the time specified in Article 2 (a) for Completion until the Work is fully complete and Owner issues notice of Final Completion.

- (a) *Time of Performance: In accordance with the Specifications the Contractor further agrees to plan the Work and to prosecute it with diligence and shall commence the Work within ten (10) days after the date established in Notice to Proceed from the Owner and shall Finally Complete the Work within Six Hundred and Five Days (605) calendar days from date of commencement in the Notice to Proceed.*
- (b) *The Contractor expressly waives its immunity under industrial insurance, Title 51 RCW or any other similar state or federal workers' compensation or industrial insurance law. The parties stipulate and represent that this waiver has been mutually negotiated, is a material provision in this Agreement and that each indemnitee has relied upon such waiver.*

13. **Assignment:** This Contract is binding on each party, its successors, assigns, and legal representatives and may not, under any circumstances, be assigned or transferred by either party without express written authorization.

14. **Termination for Convenience:** The City, at its sole discretion, may terminate this Contract for convenience at any time for any reason deemed appropriate. Termination is effective immediately upon notice of termination given by the City.

14. **Bid Documents & Contract:** The complete Contract includes these parts: the Contract Form, Bidder's complete Proposal Form, Contract Plans, Contract Provisions, Standard Specifications,

Standard Plans, Addenda, various certifications and affidavits, supplemental agreements, change orders, and subsurface boring logs (if any). These parts complement each other in describing a complete Work. Any requirement in one-part binds as if stated in all parts.

- 15. Coordination of Contract Documents, Plans, Special Provisions, Specifications and Addenda:** As defined in section 1-04.2 in the Standard Specifications for Road, Bridge and Municipal Construction as published by the Washington State Department of Transportation as modified by the Special Provisions, provided that this contract form shall supersede in the event of conflict.
- 16. Force Majeure:** If either party fails to fulfill its obligations hereunder (other than an obligation for the payment of money), when such failure is due to an act of God, or other circumstances beyond its reasonable control, including but not limited to fire, flood, civil commotion, riot, war (declared and undeclared), revolution, or embargoes, then said failure shall excuse both party's performance for the duration of such event and for such a time thereafter as is reasonable to enable the parties to resume performance under this Agreement, provided however, that in no event shall such time extend for a period of more than one hundred eighty (180) days
- 17. Notices:** Whenever in this written Contract written notices are to be given or made, they may be sent to the following people at the addresses as shown herein unless a different address is designated in writing or delivered to the respective party hereto:

[SPACE INTENTIONALLY LEFT BLANK]

**Owner: City of Washougal**                      **Contractor Name: Stellar J Corporation**  
**1701 "C" Street**                                      **Street Address: 1363 Down River Drive**  
**Washougal, WA 98671**                      **City, State, Zip: Woodland, WA 98674**

Original signed at Washougal, Washington, on the dates listed below.

CITY OF WASHOUGAL, a municipal corporation

By:  
City Manager, Date

Attest:

City Clerk

**CONTRACTOR: Stellar J Corporation**

By: (Proprietor, Partner, or corporate  
President must sign)

(Title)                                      Date

Approved as to form:

City Attorney, Date



SECTION 00300

BID FORM

Project Identification: Washougal Biosolids Handling Facilities and Odor Control Improvements

This Bid is Submitted to: City of Washougal  
City Hall  
1701 C Street  
Washougal, Washington 98671

The Design Engineer is: Kennedy/Jenks Consultants, Inc.  
32001 32<sup>nd</sup> Avenue South, Suite 300  
Federal Way, Washington 98001  
Telephone Number 253-835-6400

The Engineer is: Michael Lubovich  
32001 32<sup>nd</sup> Avenue South, Suite 300  
Federal Way, Washington 98001  
Telephone Number 253-835-6459

**Article 1**

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an agreement with Owner in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.

Potential bidders can download all bid documents and addendums at Washougal's e-procurement website (<https://procurement.opengov.com/portal/cityofwashougal>). For any potential Bidder not signed up through the e-procurement portal, further instructions are located on the City's bid opportunities website (<https://www.cityofwashougal.us/748/Bid-Opportunities>).

**Article 2**

Bidder accepts all of the terms and conditions of the Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid Security. This Bid will remain subject to acceptance for thirty (30) days after the day of Bid opening. Bidder will sign and submit the Agreement with the Bonds and other documents required by the Bidding Requirements within ten (10) days after the date of the Owner's Notice of Award.

**Article 3**

In submitting this Bid, Bidder represents, as more fully set forth in the Agreement, that:

- (a) Bidder has examined copies of all the Bidding Documents.

- (b) Bidder has examined copies of the following Addenda (receipt of which is hereby acknowledged):

<u>Date</u>	<u>Number</u>
01.31.24	1
02.15.24	2
02.21.24	3
02.26.24	4
02.28.24	5

- (c) Bidder has familiarized itself with the nature and extent of the Contract Documents, Work, site locality, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance, or furnishing of the Work.
- (d) Bidder has studied carefully all reports and drawings of subsurface conditions and drawings of physical conditions which are identified in Section 00200, Information Available to Bidders.
- Bidder has read and accepts the provisions in General Conditions paragraphs 3.3 through 3.5 which limit the extent to which the Contractor may rely on information provided by the Owner or the Design Engineer with regard to: a) subsurface soil conditions, b) existing concealed or underground utilities and underground facilities, and c) existing structures and facilities.
- (e) Bidder has read and accepts the provisions in General Conditions paragraphs 3.6 and 3.8 identifying the Contractor's responsibility: a) for using care in making excavations and in doing demolition, b) for damage to existing utilities and underground facilities and for loss of use thereof, and c) for the protection of workers and others from known and unknown or concealed hazards.
- (f) Bidder has read and accepts the provisions in General Conditions paragraph 3.7 which identifies the limited conditions under which the Contractor may be entitled to a change in Contract Time or Price due to differing or unknown conditions.
- (g) Bidder has visited the site and has reviewed the Bidding Documents and the Information Available to Bidders and it has made any other investigations, explorations, or tests and has obtained any other data it considers necessary for preparation of its Bid.
- (h) Bidder has correlated the results of all such observations, examinations, investigations, explorations, tests, reports, and studies with the Contract Documents and Bidder has read and understands provisions in the General Conditions relevant to differing and unknown conditions.
- (i) Bidder has given Engineer written notice of all conflicts, errors, or discrepancies that it has discovered in the Contract Documents and the written resolution thereof by Engineer is acceptable to Bidder.
- (j) Bidder has read, studied, and understands the entire set of Bidding Documents including the Construction Drawings, Specifications, and General Conditions and finds them fit and sufficient for the purpose of preparing its Bid and constructing the Work required.

- (k) Bidder represents that its Bid is based on providing all of the material, labor, equipment, and services necessary to complete the Work in full compliance with the Contract Documents without exception.
- (l) Attached is a Bid Bond duly completed by a guaranty company authorized to carry on business in the State of Washington, in the amount of no less than five percent (5%) of the total amount of our proposal, or alternatively, there is attached a certified or cashier's check payable to the City of Washougal in the amount of no less than five percent (5%) of the total amount of our proposal.
- (m) We further agree, if our Bid is accepted and a Contract for performance of Work is entered into with the City of Washougal, to so plan the Work and to prosecute it with such diligence that all the Work shall be completed within the time period stated in the Contract. We understand that the City of Washougal reserves the right to reject any or all bids and to determine which proposal is, in the judgment of the City of Washougal, the lowest responsible bid, and which proposal, if any, should be accepted in the best interests of the City of Washougal and that the City of Washougal also reserves the right to waive any informalities in any proposal or bid.
- (n) We further state that we have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract.

#### Article 4

##### Requirements for State of Washington Public Works Contracts.

- (a) **DECLARATION OF LICENSE STATUS.** In accordance with Title 18.27 of the Revised Code of Washington, the Bidder declares that it possesses a valid State of Washington General Contractor's license at the time of submitting this Bid. Bidder shall state its license number and expiration date on its Bid Form.
- (b) **EXCAVATION, TRENCHING, AND SHORING.** The Bidder's attention is directed to Part N - EXCAVATION, TRENCHING, AND SHORING, Chapter 296-155 of the Washington Administrative Code. These regulations relate to all excavation and contain specific requirements to provide for the protection of all employees during all excavation work in connection with all construction work relating thereto, such as trenches, underpinning, shoring and bracing, and in connection with the construction of footings, foundations, retaining walls, and other construction work below ground level.

The Bid schedule includes an item for Excavation Safety. The Bidder shall include its costs to provide the required worker protection as required by Washington State Law.

- (c) **PREVAILING WAGE RATES.** The undersigned agrees that, if awarded the Contract, the undersigned and all of its subcontractors shall pay all laborers, workers, and mechanics employed in the performance of such Contract, or any subcontract thereunder, not less than the general prevailing rate of per diem wages and rates for overtime and legal holidays in the locality in which the Work is to be performed, as ascertained and determined, by the statutes, regulations, and Section 00800 applicable thereto.

- (d) **WASHINGTON STATE AND LOCAL SALES TAXES.** The Owner will pay monthly to the Contractor, Washington State and local sales taxes at the current prevailing rates based on the progress payment amount. The Contractor shall then pay these State and local sales tax amounts to the Washington State Department of Revenue. The Contractor's obligations regarding RCW Title 82, Excise Taxes, are explained in a comprehensive manual entitled, Contractor's Tax Manual, available from the Research & Information Division of the Washington State Department of Revenue. In addition, the Washington Administrative Code Sections 458-20-102, 145, 170, 171, 172, 173, and 235 contain specific provisions relating to sales/use taxes.
- (e) The Bidder must provide a written declaration that they meet the Bidder responsibility criteria in accordance with RCW 39.04.350. Under RCW 39.04.350, the evaluation of bids for public work projects must include verification that the Bidder meets mandatory Bidder responsibility criteria and any supplemental Bidder responsibility criteria, and a written declaration from the Bidder verifying under penalty of perjury the Bidder is in compliance with the responsible Bidder criteria requirements for wage and labor standards in Chapters 49.46, 49.48, and 49.52 RCW

## Article 5

Bidder will complete the Work for the following price(s):

### Bid Schedule

Item No.	Item	Quantity	Unit	Unit Price (\$)	Total Estimated Price (\$)
1.	Mobilization, Demobilization, Site Preparation & Clean up	1	LS	\$750,000.00	\$750,000.00
2.	General Site Improvements and Yard Piping	1	LS	\$3,000,000.00	\$3,000,000.00
3.	Aerobic Digester	1	LS	\$4,190,000.00	\$4,190,000.00
4.	Biosolids Handling Building	1	LS	\$10,000,000.00	\$10,000,000.00
5.	Biosolids Storage Canopy	1	LS	\$530,000.00	\$530,000.00
6.	Facility Odor Control Systems	1	LS	\$215,000.00	\$215,000.00
7.	Anoxic Selector Material	1	LS	\$725,000.00	\$725,000.00
8.	Anoxic Selector Labor	1	LS	\$530,000.00	\$530,000.00
9.	Existing Headworks Odor Improvements	1	LS	\$100,000.00	\$100,000.00
10.	WAS Pump Replacement	1	LS	\$140,000.00	\$140,000.00

Item No.	Item	Quantity	Unit	Unit Price (\$)	Total Estimated Price (\$)
11.	Utility Water System Replacement	1	LS	\$190,000.00	\$190,000.00
12.	Berm Renovations	1	LS	\$275,000.00	\$275,000.00
13.	Sludge Removal from Lagoon 1	281	DRY TONS	\$1,400.00	\$393,400.00
14.	Sludge Removal from Lagoons 2, 3, and 4	1,943	DRY TONS	\$1,400.00	\$2,720,200.00
15.	Liner Removal from Lagoons 1, 2, 3, and 4	1	LS	\$225,000.00	\$225,000.00
16.	Excavation Safety	1	LS	\$15,000.00	\$15,000.00

## TOTAL ESTIMATED PRICES (excluding tax)

Twenty three million nine hundred ninety eight thousand (\$23,998,600.00)  
 (use words) Six hundred dollars (figures)

## WASHINGTON STATE AND LOCAL SALES TAX

Two million thirty nine thousand eight hundred eighty (\$2,039,881.00)  
 (use words) one dollar (figures)

## Sum of TOTAL ESTIMATED PRICES and WASHINGTON STATE AND LOCAL SALES TAX

Twenty six million, thirty eight thousand  
four hundred eighty one dollars (\$26,038,481.00)  
 (use words) (figures)

Quantities are not guaranteed. Final payment will be based on actual quantities.

## Article 6

- (a) Bidder agrees that the Work will be finally complete and ready for acceptance and final payment in accordance with Article 13 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- (b) Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work on time.

## Article 7

The following documents are attached to and made a condition of this Bid:

- 00300A Certification of Compliance with Wage Payment Statuses
- 00300B Declaration of Participation in E-Verify Program
- 00410 Bid Security
- 00412 Base Bid Equipment and Systems List
- 00416 Bidder's References
- 00420 Bidder's Qualifications
- 00430 Subcontractor List
- 00480 Noncollusion Affidavit
- 0800B Certification of Nonsegregated Facilities

DBE Subcontractor Utilization Form (EPA Form 6100-4)

One copy of DBE Subcontractor Performance Form (EPA Form 6100-3) for each DBE subcontractor.

## Article 8

Communications concerning this Bid shall be addressed to:

Scott Collins, PE at [Scott.Collins@cityofwashougal.us](mailto:Scott.Collins@cityofwashougal.us)

Telephone Number: 360-835-8501 ext. 230

## Article 9

The terms used in this Bid which are defined in the General Conditions of the Construction Contract included as part of the Contract Documents have the meanings assigned to them in the General Conditions.

Bidder declares that it does possess a contractor's license of the required classification, valid in the appropriate jurisdiction at the time of submitting this bid.

Contractor's license number: STELLJC045J9

License classification: General Contractor

License expiration date: July 16, 2025

SUBMITTED on March 1, 2024.

If Bidder is:

An Individual

By: N/A (SEAL)  
Individual's Name

(Signature)

Doing business as: N/A

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

A Partnership

By: N/A (SEAL)  
(Firm Name)

\_\_\_\_\_  
(General Partner Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

Business Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

A Corporation

By: Stellar J Corporation  
(Corporation's Name)

Texas  
(State of Incorporation)

By: Jeff Carlsen  
(Name of Person Authorized to Sign)

President (Signature)

\_\_\_\_\_  
(Title)

Attest Sheryl Trumbower  
Assistant (Secretary) Sheryl Trumbower

Business Address: 1363 Down River Drive

Woodland, WA 98674

Telephone No.: 360-225-7996

Home Office Address (if different from above): Same

A Joint Venture

By: N/A

(Name)

(Signature)

Address:

Telephone Number:

By:

(Name)

(Signature)

Address:

Telephone No.:

Each joint venturer must sign. The manner of signing for each individual, partnership and corporation that is a party to the joint venture shall be in the manner indicated above.

END OF BID FORM



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## Certification of Compliance with Wage Payment Statutes

The bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date (**January 10<sup>th</sup>, 2024**), that the bidder is not a “willful” violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Stellar J Corporation

Bidder

Signature of Authorized Official\*

Jeff Carlsen

Printed Name

President

Title

02/23/2024

Date

Woodland

City

WA

State

Check One:

Individual ☐ Partnership ☐ Joint Venture ☐ Corporation ☒

State of Incorporation, or if not a corporation, State where business entity was formed:

Texas

If a co-partnership, give firm name under which business is transacted:

NA

*\* If a corporation, proposal must be executed in the corporate name by the president or vice-president (or any other corporate officer accompanied by evidence of authority to sign). If a co-partnership, proposal must be executed by a partner.*

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## DECLARATION OF PARTICIPATION IN E-VERIFY PROGRAM

Effective April 16, 2012 in accordance with Resolution No. 1051, the Contractor listed below declares that they are registered with and have entered into a Memorandum of Understanding with the Department of Homeland Security E-Verify Program.

If the Contractor described herein uses a subcontractor in connection with the performance of the Contract, the subcontractor shall, as a condition of the Contract, certify their participation in the E-Verify program by submitting a Declaration of Participation Form. The Contractor and any subcontractors will not knowingly employ or contract with an unauthorized alien.

Contractor shall provide verification of compliance immediately upon any City request. Failure by Contractor to comply with such requests may be considered a breach of contract.

**NAME OF BUSINESS:** Stellar J Corporation

**ADDRESS:** 1363 Down River Drive | Woodland, WA 98674

**PHONE:** 360-225-7996 **EMAIL:** jeffcarlsen@stellarj.com

Dated this 23 day of February, 2024.

Jeff Carlsen

Approved Agent of the Contractor

Title: President

FOR CITY USE ONLY:

<b>DATE RECEIVED:</b>	<b>NOTES:</b> _____
	_____
	_____
	_____
	_____
	_____

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## SECTION 00410

### BID SECURITY

1.1 Bid Security, made payable to the City of Washougal, shall accompany each Bid. Bid Security shall be in the form of a cashier's check or certified check in the amount of not less than five percent (5%) of the Bidder's maximum price, or in the form of a Bid Bond in said amount (in the form attached). Bid Bond shall be executed by such sureties as are named in the current list of "Certified Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds or Certified Reinsurer Companies Holding Certificates Of Authority As Acceptable Reinsuring Companies" published in Circular 570 (most recent amendment) by the Audit Staff Bureau of Accounts, U.S. Treasury Department ([www.fms.treas.gov/c570/index.html](http://www.fms.treas.gov/c570/index.html)) and is admitted to issue bonds in the states in which the Project is located and all Work is performed. All bonds signed by an agent shall be accompanied by a certified copy of the authority to act.

1.2 Bid Security shall remain subject to acceptance for thirty (30) days after the day of the Bid opening, but the Owner may, at its sole discretion, release any Bid and return the Bid Security prior to that date.

1.3 The Bid Security of the successful Bidder will be retained until such Bidder has within fifteen (15) days of issuance of written notice of contract award;

- (a) Executed the contract agreement,
- (b) Furnished a performance bond and a payment bond fully executed as described in the Contract Forms section.
- (c) Furnished certificates of insurance as described in the General Conditions, and

The successful bidder, upon his failure or refusal to execute and deliver the contract, bonds and certificates of insurance required within ten (10) calendar days after he has received notice of the acceptance of his bid, shall forfeit to the Owner, as liquidated damages for such failure or refusal, the security deposited with his bid. Attorney-in-fact who signs bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

1.4 The Bid Security of other Bidders whom the Owner believes to have a reasonable chance of receiving the award may be retained by the Owner until the earlier of the seventh (7<sup>th</sup>) day after the effective date of the Agreement or the thirty-first (31<sup>st</sup>) day after the Bid opening, whereupon Bid Security furnished by such Bidders will be returned.

1.5 Bid Security with Bids which are not competitive will be returned within thirty (30) days after the Bid.

1.6 Such cash, checks, or bid bonds will be returned promptly after the Owner and the accepted bidders have executed the contract, or, if no award has been made within thirty (30) days after the date of the opening of bids, upon demand of the bidder at any time thereafter, so long as he has not been notified of the acceptance of his bid.

BID BOND

KNOW ALL PERSONS BY THESE PRESENTS, that we, the undersigned,

Stellar J Corporation

as Principal, and

Liberty Mutual Insurance Company

as Surety, are hereby held and firmly bound unto

City of Washougal

as Owner in the penal sum of

Five Percent (5%) of the Bidder's maximum price

dollars for the payment of which sum, well and truly to be made, we hereby bind ourselves, our successors and assigns jointly and severally firmly by these presents.

Signed and sealed, this 23rd day of February, 2024.

The Condition of the above obligation is such that where the Principal has submitted a certain Bid, attached hereto and hereby made a part hereof to enter into a contract in writing, for construction of Biosolids Handling Facilities and Odor Control Improvements Project.

NOW, THEREFORE;

- (a) If said Bid shall be rejected, or
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a contract in the Form of the Agreement attachment hereto (properly completed in accordance with said Bid) and shall furnish Bonds for Faithful Performance of said contract, and for the Payment of all persons performing labor and furnishing material in connection therewith, and provide certificates and policies of insurance as specified in the Bid documents and shall in all other respects perform the agreement created by the acceptance of said Bid, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its Bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such Bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their duly authorized officers, the day and year first set forth above.

Principal:

Stellar J Corporation  
(Full formal name of Principal)

By:



(Signature)

Name: Jeff Carlsen  
(Printed or typed)

Title: President

Attest: Sheryl Trumbower  
(Signature)

Name: Sheryl Trumbower  
(Printed or typed)

Title: Witness

Surety:

Liberty Mutual Insurance Company  
(Full formal name of Surety)  
(corporate seal)

By:



(Signature)  
(Attach Power of Attorney)



Seal No. 5690

Name: Charla M. Boadle  
(Printed or typed)

Title: Attorney-in-Fact

Attest:   
(Signature)

Name: Joe Klein  
(Printed or typed)

Title: Witness

If Principal is a partnership, all partners must execute BOND.

END OF BID BOND





This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

Certificate No: **8210462-023001**

## POWER OF ATTORNEY

**KNOWN ALL PERSONS BY THESE PRESENTS:** That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Alec Gumpfer, Andrew Kerslake, Andrew P. Larsen, Deanna M French, Derek Sabo, Elizabeth R. Hahn, Guy Armfield, Jana M. Roy, John Claeys, Katelyn Cooper, Mindee L. Rankin, Nicholas Fredrickson, Roger Kaltenbach, Scott Fisher, Scott Garcia, Scott McGilvray, Susan B. Larson of Bellevue, WA; Ronald J. Lange, Charla M. Boadle, Jennifer Barret of Spokane, WA; Charles W. Floberg, Drew D. Neessen, James Hamlin, John M. Miller, Mason M. Marks, Michael S. Cranston, Nicholas Warren, William M. Smith, Gregory C. Ryerson of Portland, OR; Abbie A. Bonney, Sandy L. Boswell, Janie Ma, Marie I. Matetich, Sharon Pope, Brenda S. Nolin all of the city of Anchorage state of AK each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 20th day of July, 2023.



Liberty Mutual Insurance Company  
The Ohio Casualty Insurance Company  
West American Insurance Company

By: David M. Carey  
David M. Carey, Assistant Secretary

State of PENNSYLVANIA ss  
County of MONTGOMERY

On this 20th day of July, 2023 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal  
Teresa Pastella, Notary Public  
Montgomery County  
My commission expires March 28, 2025  
Commission number 1126044  
Member, Pennsylvania Association of Notaries

By: Teresa Pastella  
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

### ARTICLE IV – OFFICERS: Section 12. Power of Attorney.

Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

### ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.

Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

**Certificate of Designation** – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

**Authorization** – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 23rd day of February, 2024.



By: Renee C. Llewellyn  
Renee C. Llewellyn, Assistant Secretary

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## SECTION 00412

**BASE BID EQUIPMENT AND SYSTEMS LIST**  
(To be Submitted with Bid)

The Bidders lump sum Base Bid shall include the cost of furnishing equipment by makers and/or complete systems by providers selected from those named by the Owner on this Base Bid Equipment List. Bids that do not comply with this requirement will be considered non-responsive.

The Bidder may also submit a proposed add or deduct price for an alternate manufacturer or provider for each item on the List which price shall remain in effect for 60 days after executing the Agreement. The lowest Base Bid shall be determined without consideration of alternates proposed by the Bidder.

**Item No.**      **Equipment Item and  
Manufacturer Named by Owner**

- a.      ***Screw Press Specified in Section 11340***  
1) FKC, BHX-1250

**Alternate Proposed by Bidder**

N/A      (add) (deduct)      (\$ N/A)  
(Manufacturer and Model)

**Item No.**      **Equipment Item and  
Manufacturer Named by Owner**

- b.      ***Rotary Screen Thickener Specified in Section 11350***  
1) FKC, Model RST

**Alternate Proposed by Bidder**

N/A      (add) (deduct)      (\$ N/A)  
(Manufacturer and Model)

**Item No.**      **Equipment Item and  
Manufacturer Named by Owner**

- c.      ***Waste Activated Sludge Pump in Section 11320***  
1) Hayward Gordon, Model XCS4A

**Alternate Proposed by Bidder**

N/A      (add) (deduct)      (\$ N/A)  
(Manufacturer and Model)

Item Equipment Item and  
No. Manufacturer Named by Owner

d. Vertical Turbine Pump Specified in Section 11215

1) Simflo, Model VERTTURBINE

Alternate Proposed by Bidder

N/A (add) (deduct) (\$ N/A)  
(Manufacturer and Model)

Item Equipment Item and  
No. Manufacturer Named by Owner

e. Programmable Logic Controllers Specified in Section 17330

1) Allen-Bradley ControlLogix

Alternate Proposed by Bidder

N/A (add) (deduct) (\$ N/A)  
(Manufacturer and Model)

Item Equipment Item and  
No. Manufacturer Named by Owner


f. Control Systems Specified in Section 16955

1) OCD Automation

Alternate Proposed by Bidder

N/A (add) (deduct) (\$ N/A)  
(Manufacturer and Model)

If the bidder submits proposals for furnishing alternate equipment or systems the alternate proposed shall be equal in quality, construction, function, performance and efficiency to the first item specified. The addition to or deduction from the lump sum Base Bid shall include all necessary modifications to foundations, structures, piping, electrical service and controls to provide a complete, installed functioning unit equal to the first specified item in accordance with General Conditions Article 7. Selection of proposed alternative equipment or material will be at the sole option of the Owner and will be made after award and execution of the contract and upon the basis of a written change order. In the event that alternate equipment is accepted by the Owner, the Contract Price shall be increased or decreased by Change Order in the amount of the price differential quoted by the Bidder in the space provided on this List.

  
(Signature)

Jeff Carlsen

(Type or Print Name)

**President**

---

(Title)

**Stellar J Corporation**

---

(Company)

END OF BASE BID EQUIPMENT LIST

SECTION 00416


BIDDER'S REFERENCES  
(To be submitted with Bid)

Reference is hereby made to the following bank or banks about the financial responsibility of the Bidder:

<u>Name of Bank</u>	<u>Address</u>
Banner Bank- George Martin 360.253.0927	1111 Main Street Ste 301 Vancouver, WA 98660

Reference is hereby made to the following surety company or companies about the financial responsibility and general reliability of the Bidder:

Name of Surety Company	Liberty Mutual Surety c/o Parker Smith Feek
	Scott McGilvray 425.709.3711
Name of Surety Company	

Signature of Bidder	
Title	President Jeff Carlsen
Company	Stellar J Corporation
Address	1363 Down River Drive
	Woodland, WA 98674

END OF BIDDER'S REFERENCES

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SECTION 00420

BIDDER'S QUALIFICATIONS  
(To be submitted with Bid)

The Bidder has been engaged in the contracting business, under the present business name for three (3) years. Experience in work of a nature similar to that covered in the proposal extends over a period of ten (10) years.

The Contractor's superintendent at the job site will be (give full name): Andrew Schlappi

The last three projects completed or substantially completed by our company involving similar construction work are as follows:

1. Project Name: King County WPTP Primary Sedimentation Area Roof Structure

Dollar amount of Contract: \$ 22,950,000

Owner: King County

Owner's Representative: Josh Brown

Phone: (206) 263-5886

Email Address: jbrown@kingcounty.gov

Contractor's Superintendent on this Project: Mark Van Brunt

Brief Description of Project Scope: \_\_\_\_\_

The purpose of this project is to restore the seismic performance level of the primary sedimentation basins by removing the concrete roof framing and upgrading concrete tank walls and columns; removing and replacing the odor control ductwork for the sedimentation basins and the ICS building; removing and replacing motors operating the skimmer system; removing and replacing existing electrical conduit and conductors; removing and replacing existing lighting; and constructing a new partial roof over the effluent ends of the sedimentation tank.

2. Project Name: Lost Creek Prospect Valley Dairies

Dollar amount of Contract: \$ \$50,295,500.00

Owner: Green Impact Partners

Owner's Representative: Jesse Douglas

Phone: (403) 801-5300

Email Address: jdouglas@greenipi.com

Contractor's Superintendent on this Project: Patrick Hart/James LaMew

Brief Description of Project Scope: \_\_\_\_\_

The Lost Creek Prospect Valley Dairy project was a development effort lead by Stellar J in the EPC role. Located in Keenesburg and Roggen Colorado, the project collects the manure from 11,300 dairy cows and uses anaerobic digestion to produce and capture methane. This methane is then processed to meet pipeline grade standards and injected the natural gas pipeline. Processes including Manure Handling and Separation, Maceration, Cavitation, Pumping Systems, Anaerobic Pretreatment, Anaerobic Digesters with membrane covers and mixing systems, Digestate Tank, Solids Separation, Gas Upgrading and Compression, Flare, Heating System, Ammonia Reduction, and Compost. This project includes digester construction; digester mixing; hot work in and around classified areas; gas handling, upgrading and compression; extensive 8"-2" SS gas system piping services; new waste gas burner; selective demolition at the existing dairy; concrete construction; and large mobile crane work.



3. Project Name: OES - Food Waste Digester and Power Generation Project

Dollar amount of Contract: \$ 27,173,827.00

Owner: Organic Energy Solutions

Owner's Representative: Sergio Perez

Phone: 951-545-0649

Email Address: sergio@organicenergysolutions.com

Contractor's Superintendent on this Project: Matt Fredrickson

Brief Description of Project Scope: \_\_\_\_\_

~~Stellar J was contracted to build California's largest food waste digester facility in 2019 with commissioning in 2021. Stellar J was charged with full design, construction, and procurement responsibilities using AQUA Engineering as its lead engineer for process and controls. The biodigester project that will processes 85,000 gallons of food waste a day and produce 2.6 megawatts of power. It includes three 650,000 gallon digesters, four 100,000 gallon feed tanks, two 1.3 MW Siemens Containerized Generators, and a full 900 SCFM gas conditioning system. The project is located within an operational industrial waste processing facility. It required extensive demolition and rehabilitation of the existing facility while maintaining operations. The digester and gas handling facilities require hot work within classified spaces and the use of large mobile cranes.~~

Title of person completing this form: Jeff Carlsen/President

Date 03/01/2024

Phone No 360-225-7996

Signed \_\_\_\_\_

(Same signature as on Bid Form)

Jeff Carlsen/President

END OF BIDDER'S QUALIFICATIONS

SECTION 00430

SUBCONTRACTOR LIST  
(To be submitted with Bid)

Each Bidder shall set forth below with its bid:

(a) The name and the location of the place of business of each subcontractor who will perform work or labor or render service to the Contractor in or about the construction of the work or improvement, or a subcontractor licensed by the State of Washington who, under subcontract to the Contractor, specially fabricates and installs a portion of the work or improvement according to detailed drawings contained in the plans and specifications, in an amount in excess of one-half of 1 (0.5%) percent of the Contractor's total bid.

(b) The portion of the work which will be done by each such Subcontractor. The Contractor shall list only one Subcontractor for each portion of the work.

(c) Submit a separate Subcontractor's list for each individual Contract for which a Base Bid is submitted.

(d) Submit a separate second page of Subcontractor's list to identify changes in Subcontractors that will be required if the Owner selects a particular alternate.

Addendum #5

If the Bidder fails to specify a Subcontractor for any portion of the work as above-stated, or if the Bidder lists more than one Subcontractor for the same portion of the work, then Bidder agrees to perform that work themselves. The following is submitted concerning Subcontractors:

<u>Name of Subcontractor</u>	<u>Mailing Address</u>	<u>Point of Contact</u>	<u>Telephone Number and e-mail</u>	<u>Date of Bid or Quote</u>	<u>MBE/WBE (Y/N)</u>	<u>Portion of Work to be Done</u>	<u>Subcontractor's WA License Number and Class</u>
See attached							

List alternate numbers and changes required in Subcontractors due to alternate selection on a separate copy of the second page of this form.

  
(Signature of Bidder)

Jeff Carlsen/President

Stellar / Corporation	Washington Bisculide Handling Facilities	Point of Contact	Phone and Email	Date of Bid/Quote	MISE/WBE Y/N	Portion of Work to Done	Subcontractor's WA License Number and Class
Name of Subcontractor Designer Concrete	Address Shop, Mill or Office 15645 81 ST E Puyallup, WA 98372	Ramel Hawkins	206-487-4139 designerconcrete123go.com	2/21/2024 No		Concrete Flatwork	CC DE56C7830F - (CCB) - CONCRETE
Farwest Conco	3703 NW Gateway Ave, Vancouver, WA 98660 18644 76th Ave South Kent, WA 98032	Conner King Micah Silberman	360-567-5403 Conner.King@farweststeel.com 425-251-1664 mlberman@conconnow.com	2/22/2024 No 2/21/2024 No		Rebar Supply + Installation Concrete Pump Truck	FARWEST838K - REBAR CONCOC00441S - (CCB) - CONCRETE
Vancouver Paving	1201 NE 154th St Vancouver, WA 98665 435 Williams Court, Suite 100 Baltimore, MD 21220	Jeff Pietrzykowski John Pugliese	360.507.6323 jpietp@vancouverpavingco.com 650.219.6380 jpugliese@synagro.com	2/26/2024 No 2/29/2024 No		Asphalt Paving Bisculids Removal	VANOCPC239U - Asphalt Paving SYNAGW545UA - Bisculids Removal
Synagro Michael's Trucking & Excavating	PO Box 15057 Turnwater, WA 98511 12105 NE 95th St, Vancouver, WA 98682	Angela Michaels Drew Bonife	360.790.0109 angelak@michaelslstrucking.com 360-735-6600 drewb@mlmasonry.com	3/1/2024 Yes 3/1/2024 No		Dump Trucking Masonry	MICHAJ0000B - Dump Trucking CONWEM1726 - Masonry
Arctic Sheet Metal, INC. MJE Industrial, LLC	2310 NE Columbia BLVD PO Box 3434 Gresham, OR 97030	Tom Brawek Scott Woodward	360-308-9274 tbrawek@arctic.biz 503-936-9594 Scott@MJEIndustrial.com	3/1/2024 No 3/1/2024 No		Metal Roofing Painting	ARCTSM778D9 - Metal Roofing (Journey Level) MJBENL815N2 - Coatings
Pacific Steel Erections, LLC	17214 NE 224th Ave Brush Prairie, WA 98606	David Simard	503-705-5050 david@pacificsteelerections.com	3/1/2024 No		PEMB Erector	PACIFSE825R1 - General
NRK Construction, LLC	12014 E Maxwell Ave Spokane Valley, WA 99208	Nick Kowalek	509-844-8228 nrbulida@gmail.com 509-594-8968	3/1/2024 No		HM Door Installation	NRKCOCL783P8 - General
Authority Dock & Door INC Columbia Allied Services Columbia Allied Services	12248 Sky LN NE Aurora, OR 97002 27316 NE 10th Ave, Ridgefield, WA 27316 NE 10th Ave, Ridgefield, WA 9400 SE CLACKAMAS RD CLACKAMAS, OR 97015	Scott Burgoyne Jasper Cahoon Jasper Cahoon	Scotlb@authorhydockanddoor.com 360-903-0894 jasper@columbiastallied.com 360-903-0894 jasper@columbiastallied.com	3/1/2024 No 3/1/2024 No 3/1/2024 No		OH Door Supply and Install HVAC plumbing	AUTHOOD0864CC - General COLUMMAS026CK - HVAC COLUMMAS733DS - PLUMBING
Team Electric	PO Box 2275 Estacada, OR 97023	Mike Truheim	503-557-7180 miket@team-electricco.com C: (503) 502-7861	3/1/2024 No		Electrical	TEAMEC0088KU - Electrical
OCD Automation		Sam Colton	E: Samantha.Colton@OCDAutomation.com	3/1/2024 No		Instrumentation and Controls	603 494 101 - Automation

**DUE WITHIN 1 HOUR OF BID OPENING****SUBCONTRACTOR LIST – HVAC, PLUMBING, AND ELECTRICAL**

Pursuant to RCW 39.30.060, each Bidder shall set forth within the designated time frame the following:

If the estimated contract cost is \$1,000,000 or more, Bidder shall submit the names of all subcontractors with whom the Bidder will subcontract for heating, ventilation, and air conditioning (HVAC) and plumbing work as described in RCW 18.106, and electrical work as described in RCW 19.28. List below the names of each subcontractor that will be furnishing labor or labor and materials and that is required to be disclosed or indicate that the work will be performed by the Bidder or no work under the category will be performed. The requirement of this section to name the Bidder's proposed HVAC, plumbing, and electrical subcontractors applies only to subcontractors who will contract directly with the general contractor submitting the bid to the public entity (First Tier Subcontractor).

The Bidder shall not list more than one subcontractor for each category of work identified, unless subcontractors vary with bid alternates, in which case the Bidder must indicate which subcontractor will be used for which alternate.

Failure of the Bidder to submit the names of such subcontractors or to name itself to perform such work, the naming of two or more subcontractors to perform the same category of work, failure to identify if the category of work will not be performed, or failure to submit this Subcontractor List – HVAC, Plumbing, and Electrical **within one hour after the published bid submittal time** shall render the Bidder's bid non-responsive and, therefore, void.

HVAC (Bidder shall check only one box):

- ☐ No HVAC to be performed
- ☐ HVAC work will be performed by Bidder
- ☐ HVAC work will be performed by the following First Tier Subcontractor:  
Name: \_\_\_\_\_ WA License#: \_\_\_\_\_
- ☐ HVAC work will be performed by a Lower Tier Subcontractor

Plumbing (Bidder shall check only one box):

- ☐ No plumbing to be performed
- ☐ Plumbing work will be performed by Bidder
- ☐ Plumbing work will be performed by the following First Tier Subcontractor:  
Name: \_\_\_\_\_ WA License#: \_\_\_\_\_
- ☐ Plumbing work will be performed by a Lower Tier Subcontractor

Electrical (Bidder shall check only one box):

- ☐ No electrical to be performed
- ☐ Electrical work will be performed by Bidder
- ☐ Electrical work will be performed by the following First Tier Subcontractor:  
Name: \_\_\_\_\_ WA License#: \_\_\_\_\_
- ☐ Electrical work will be performed by a Lower Tier Subcontractor

No changes or substitutions from these listed HVAC, plumbing, and electrical subcontractors will be allowed without the express written approval of the Engineer. Substitutions must be compliant with RCW 39.30.060. If such change is permitted by the Engineer and adheres to RCW 39.30.060, it will be evaluated in accordance with provisions of the Contract Documents.

**DUE WITHIN 48 HOURS OF BID OPENING****SUBCONTRACTOR LIST – STRUCTURAL STEEL AND REBAR INSTALLATION**

Pursuant to RCW 39.30.060, each Bidder shall further set forth within the designated time frame the following:

If the estimated contract cost is \$1,000,000 or more, Bidder shall submit the names of all subcontractors with whom the Bidder will subcontract for structural steel and rebar installation. List below the names of each subcontractor that will be furnishing labor or labor and materials and that is required to be disclosed or indicate that the work will be performed by the Bidder or no work under the category will be performed. The requirement of this section to name the Bidder's proposed structural steel installation and rebar installation subcontractors applies only to subcontractors who will contract directly with the general contractor submitting the bid to the public entity (First Tier Subcontractor).

The Bidder shall not list more than one subcontractor for each category of work identified, unless subcontractors vary with bid alternates, in which case the Bidder must indicate which subcontractor will be used for which alternate.

Failure of the Bidder to submit the names of such subcontractors or to name itself to perform such work, the naming of two or more subcontractors to perform the same category of work, failure to identify if the category of work will not be performed, or failure to submit this Subcontractor List – Structural Steel and Rebar Installation **within forty-eight hours after the published bid submittal time** shall render the Bidder's bid nonresponsive and, therefore, void.

**Structural Steel Installation (Bidder shall check only one box):**

- ☐ No structural steel installation to be performed
- ☐ Structural steel installation will be performed by Bidder
- ☐ Structural steel installation will be performed by the following First Tier Subcontractor:  
Name: \_\_\_\_\_ WA License#: \_\_\_\_\_
- ☐ Structural steel installation will be performed by a Lower Tier Subcontractor

**Rebar Installation (Bidder shall check only one box):**

- ☐ No rebar installation to be performed
- ☐ Rebar installation will be performed by Bidder
- ☐ Rebar installation will be performed by the following First Tier Subcontractor:  
Name: \_\_\_\_\_ WA License#: \_\_\_\_\_
- ☐ Rebar installation will be performed by a Lower Tier Subcontractor

No changes or substitutions from these listed structural steel and rebar installation subcontractors will be allowed without the express written approval of the Engineer. Substitutions must be compliant with RCW 39.30.060. If such change is permitted by the Engineer and adheres to RCW 39.30.060, it will be evaluated in accordance with provisions of the Contract Documents.

**END OF SUBCONTRACTOR LIST**

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SECTION 00480

NONCOLLUSION AFFIDAVIT  
(To be submitted with Bid)

STATE OF Washington

) SS. NONCOLLUSION AFFIDAVIT

COUNTY OF Cowlitz

Jeff Carlsen, being first duly sworn, on his/her oath says that he/she is President of Stellar J Corporation that the bid above submitted is a genuine and not a sham or collusive bid, or made in the interest or on behalf of any person not therein named; and he/she further says that the said bidder has not directly or indirectly induced or solicited any bidder on the above work or supplies to put in a sham bid, or any other person or corporation to refrain from bidding; and that said bidder has not in any manner sought by collusion to secure to his/her self an advantage over any other bidder or bidders.

SIGN HERE Jeff Carlsen (Contractor)  
Jeff Carlsen/President - Stellar J Corporation

Subscribed and sworn to before me this 23 day of February, 2024.



Sheryl M Trumbower  
Sheryl Trumbower

Notary Public in and for the State of Washington

Commission Expires: 07/28/26



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SECTION 00800B

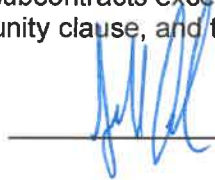
CERTIFICATION OF NONSEGREGATED FACILITIES

(Applicable to federally assisted construction contracts and related subcontracts exceeding \$10,000 which are not exempt from the Equal Opportunity clause.)

The federally assisted construction contractor certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally assisted construction contractor certified, further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The federally assisted construction contractor agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract.

As used in this certification, the term "segregated facilities" means any waiting rooms, work area, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or area, in fact, segregated on the basis of race, creed, color, or national origin, because of habit, local custom, or otherwise. The federally assisted construction contractor agrees that (except where he has obtained identical certifications from proposed contractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such, certification in this file.

Signature



March 1, 2024

Date

Jeff Carlsen/President

Name and title of signer (please type)

[THIS FORM SHALL BE COMPLETED IN FULL AND SUBMITTED WITH THE BID PROPOSAL]

END OF CERTIFICATION OF NONSEGREGATED FACILITIES



Article 4 (e)

*The Bidder must provide a written declaration that they meet the Bidder responsibility criteria in accordance with RCW 39.04.350. Under RCW 39.04.350, the evaluation of bids for public work projects must include verification that the Bidder meets mandatory Bidder responsibility criteria and any supplemental Bidder responsibility criteria, and a written declaration from the Bidder verifying under penalty of perjury the Bidder is in compliance with the responsible Bidder criteria requirements for wage and labor standards in Chapters 49.46, 49.48, and 49.52 RCW*

Please consider this Stellar J Corporations written declaration from the Bidder verifying under penalty of perjury the Bidder is in compliance with the responsible Bidder criteria requirements for wage and labor standards in Chapters 49.46, 49.48, and 49.52 RCW.

Please see copy of attached showing active business license for 3+ years.

A handwritten signature in blue ink, appearing to read 'Jeff Carlsen', is positioned above the printed name.

Jeff Carlsen  
President  
Stellar J Corporation

1363 Down River Drive  
Woodland, WA 98674  
360-225-7996  
360-225-8007 fax

Department of Labor and Industries  
PO Box 44450  
Olympia, WA 98504-4450

STELLAR J CORPORATION  
1363 DOWN RIVER DR  
WOODLAND WA 98674

STELLAR J CORPORATION

Reg: CC STELLJC045J9  
UBI: 601-702-222

Registered as provided by Law as:  
Construction Contractor  
(CC01) - GENERAL

Effective Date: 4/29/1996  
Expiration Date: 7/16/2025



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**Resolution for Election of Officers  
of Stellar J Corporation**

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**WHEREAS**, Section 5.1 of the Bylaws states that the Company must have a President and a Secretary, and will have any other officers appointed by the Board of Directors in accordance with the Bylaws;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors elects the following corporate officers of Stellar J Corporation. Pursuant to Section 5.2 of the Bylaws, the corporate officers are hereby authorized and empowered to sign documents that bind the corporation in the name and on behalf of Stellar J Corporation without the signature of other corporate officers:

R.E. Kinghorn, Chief Executive Officer  
Jeff Carlsen, President  
Jeff Walker, Vice President  
Cheryl Subasic, Secretary/Treasurer  
Sheryl Trumbower, Assistant Secretary

**FINALLY RESOLVED**, that each elected officer shall continue to serve as officer of Stellar J Corporation in their respective elected capacity at the pleasure of the Board of Directors and hold office until their successor has been duly elected and qualified, or upon their earlier resignation or removal.

I, Cheryl Subasic, do hereby certify that I am the duly elected and qualified Secretary and the keeper of the records and corporate seal of Stellar J Corporation, a Texas Corporation, and that the above is a true and correct copy of a resolution duly adopted at a meeting of the Board of Directors thereof, convened and held in accordance with law and the Bylaws of said Corporation on January 1, 2023 and that resolution is now in full force and effect.

In witness whereof, I have affixed my name as Secretary and have caused the corporate seal of said Corporation to be hereunto affixed, the 1<sup>st</sup> day of January 2023.

---

Secretary



**Disadvantaged Business Enterprise (DBE) Program  
DBE Subcontractor Performance Form**

This form is intended to capture the DBE<sup>1</sup> subcontractor's<sup>2</sup> description of work to be performed and the price of the work submitted to the prime contractor. An EPA Financial Assistance Agreement Recipient must require its prime contractor to have its DBE subcontractors complete this form and include all completed forms in the prime contractors bid or proposal package.

Subcontractor Name Click here to enter text. Boyter Brothers LLC		Project Name Click here to enter text. Biosolids Handling Facilities and Odor Control Improvements	
Bid/ Proposal No. Click here to enter text. SS-2019-01	Assistance Agreement ID No. (if known) Click here to enter text.	Point of Contact Click here to enter text. Brint DeVilling	
Address Click here to enter text. 1363 Down River Drive   Woodland, WA 98674			
Telephone No. Click here to enter text. 360-225-7996		Email Address Click here to enter text. brint@stellari.com	
Prime Contractor Name Click here to enter text. Stellar J Corporation		Issuing/Funding Entity Department of Ecology	

Contract Item Number	Description of Work Submitted to the Prime Contractor Involving Construction, Services, Equipment, or Supplies	Price of Work Submitted to the Prime Contractor
Click here to enter text. 3, 4, 8	Click here to enter text. Mechanical Insulation	Click here to enter text. \$77,100
DBE Certified By: <input type="checkbox"/> DOT <input checked="" type="checkbox"/> SBA <input type="checkbox"/> Other: Click here to enter text.		Meets/ exceeds EPA certification standards? <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Unknown

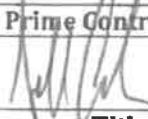
<sup>1</sup> A DBE is a Disadvantaged, Minority, or Woman Business Enterprise that has been certified by an entity from which EPA accepts certifications as described in 40 CFR 33.204-33.205 or certified by EPA. EPA accepts certifications from entities that meet or exceed EPA certification standards as described in 40 CFR 33.202.

<sup>2</sup> Subcontractor is defined as a company, firm, joint venture, or individual who enters into an agreement with a contractor to provide services pursuant to an EPA award of financial assistance.




**Disadvantaged Business Enterprise (DBE) Program  
DBE Subcontractor Performance Form**

I certify under penalty of perjury that the forgoing statements are true and correct. Signing this form does not signify a commitment to utilize the subcontractors above. I am aware of that in the event of a replacement of a subcontractor, I will adhere to the replacement requirements set forth in 40 CFR Part 33 Section 33.302 (c).

<b>Prime Contractor Signature</b>	<b>Print Name</b>
	Jeff Carlsen
<b>Title</b>	<b>Date</b>
Click here to enter text. President	Click here to enter text. March 1, 2024

<b>Subcontractor Signature</b>	<b>Print Name</b>
 Digitally signed by Matt Grider DN: c=US, E=mgd@boyterbrothers.com, O=Boyter Brothers, OU=Sr. Project Manager, CN=Matt Grider Date: 2024.03.01 09:29:24 -08'00'	Matt Grider
<b>Title</b>	<b>Date</b>
Vice President	3-01-2024

## Addendum #5



**Disadvantaged Business Enterprise (DBE) Program  
DBE Subcontractor Performance Form**

This form is intended to capture the DBE<sup>1</sup> subcontractor's<sup>2</sup> description of work to be performed and the price of the work submitted to the prime contractor. An EPA Financial Assistance Agreement Recipient must require its prime contractor to have its DBE subcontractors complete this form and include all completed forms in the prime contractors bid or proposal package.

Subcontractor Name Click here to enter text. W. E. Coates Surveying		Project Name Click here to enter text. Biosolids Handling Facilities and Odor Control Improvements	
Bid/ Proposal No. Click here to enter text. SS-2019-01	Assistance Agreement ID No. (if known) Click here to enter text.	Point of Contact Click here to enter text. Brint DeVilling	
Address Click here to enter text. 1363 Down River Drive   Woodland, WA 98674			
Telephone No. Click here to enter text. 360-225-7996		Email Address Click here to enter text. brint@stellar1.com	
Prime Contractor Name Click here to enter text. Stellar J Corporation		Issuing/Funding Entity Department of Ecology	

Contract Item Number	Description of Work Submitted to the Prime Contractor Involving Construction, Services, Equipment, or Supplies	Price of Work Submitted to the Prime Contractor
Click here to enter text. Bid Item #1 & #2	Click here to enter text. Survey and Settlement Monitoring	Click here to enter text. \$2,500/Day
DBE Certified By: <input type="checkbox"/> DOT <input type="checkbox"/> SBA <input checked="" type="checkbox"/> Other: Click here to enter text. OMWBE		Meets/ exceeds EPA certification standards? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Unknown

<sup>1</sup> A DBE is a Disadvantaged, Minority, or Woman Business Enterprise that has been certified by an entity from which EPA accepts certifications as described in 40 CFR 33.204-33.205 or certified by EPA. EPA accepts certifications from entities that meet or exceed EPA certification standards as described in 40 CFR 33.202.


<sup>2</sup> Subcontractor is defined as a company, firm, joint venture, or individual who enters into an agreement with a contractor to provide services pursuant to an EPA award of financial assistance.

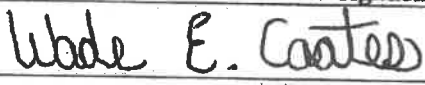




**Disadvantaged Business Enterprise (DBE) Program  
 DBE Subcontractor Performance Form**

I certify under penalty of perjury that the forgoing statements are true and correct. Signing this form does not signify a commitment to utilize the subcontractors above. I am aware of that in the event of a replacement of a subcontractor, I will adhere to the replacement requirements set forth in 40 CFR Part 33 Section 33.302 (c).

<b>Prime Contractor Signature</b>	<b>Print Name</b>
	Jeff Carlsen
<b>Title</b>	<b>Date</b>
Click here to enter text. President	Click here to enter text. March 1, 2024

<b>Subcontractor Signature</b>	<b>Print Name</b>
	WADE E. COATES
<b>Title</b>	<b>Date</b>
Click here to enter text. OWNER	Click here to enter text. MARCH 1, 2024



**Disadvantaged Business Enterprise (DBE) Program  
DBE Subcontractor Utilization Form**

This form is intended to capture the prime contractor's actual and/or anticipated use of identified certified DBE<sup>1</sup> subcontractors<sup>2</sup> and the estimated dollar amount of each subcontract. An EPA Financial Assistance Agreement Recipient must require its prime contractors to complete this form and include it in the bid or proposal package. Prime contractors should also maintain a copy of this form on file.

<b>Prime Contractor Name</b> Stellar J Corporation		<b>Project Name</b> Washougal Biosolids Handling Facilities and Odor Control Improvements	
<b>Bid/ Proposal No.</b> SS-2019-01	<b>Assistance Agreement ID No. (if known)</b>		<b>Point of Contact</b> Brint DeVilling
<b>Address</b> 1363 Down River Drive   Woodland, WA 98674			
<b>Telephone No.</b> 360-225-7996		<b>Email Address</b> brint@stellarj.com	
<b>Issuing/Funding Entity</b> Department of Ecology			

I have identified potential DBE certified subcontractors ☒ YES ☐ NO

If yes, please complete the table below. If no, please explain:

Subcontractor Name/ Company Name	Company Address/ Phone/ Email	Estimated Dollar Amount	Currently DBE Certified?
Michaelis Trucking and Excavating Inc	PO Box 15057 Tumwater, WA 98511 ph. 360.790.0109 angelak@michaelistrucking.com	\$100,000	Yes
Boyter Brothers, LLC	12011 NE 99th St, Suite 1500 Vancouver, WA 98682 ph. 360.947.0156 mark@boyterbrothers.com	\$77,100	Yes
WE Coates Surveying LLC	9825 Glory Dr. SE Olympia, WA 98513 ph. 360.413.0510 wadecoates@wecoatesurveying.com	\$20,000	Yes

Add more lines if needed


<sup>1</sup> A DBE is a Disadvantaged, Minority, or Woman Business Enterprise that has been certified by an entity from which EPA accepts certifications as described in 40 CFR 33.204-33.205 or certified by EPA. EPA accepts certifications from entities that meet or exceed EPA certification standards as described in 40 CFR 33.202.

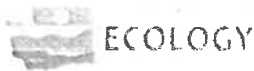
<sup>2</sup> Subcontractor is defined as a company, firm, joint venture, or individual who enters into an agreement with a contractor to provide services pursuant to an EPA award of financial assistance.



**Disadvantaged Business Enterprise (DBE) Program  
DBE Subcontractor Utilization Form**

I certify under penalty of perjury that the forgoing statements are true and correct. Signing this form does not signify a commitment to utilize the subcontractors above. I am aware of that in the event of a replacement of a subcontractor, I will adhere to the replacement requirements set forth in 40 CFR Part 33 Section 33.302 (c).

 <b>Prime Contractor Signature</b>	<b>Print Name</b>
	Jeff Carlsen
<b>Title</b>	<b>Date</b>
President	02/23/2024



**Disadvantaged Business Enterprise (DBE) Program  
DBE Subcontractor Performance Form**

This form is intended to capture the DBE<sup>1</sup> subcontractor's<sup>2</sup> description of work to be performed and the price of the work submitted to the prime contractor. An EPA Financial Assistance Agreement Recipient must require its prime contractor to have its DBE subcontractors complete this form and include all completed forms in the prime contractors bid or proposal package.

Subcontractor Name Click here to enter text. <b>Michaelis Trucking and Excavating, Inc.</b>		Project Name Click here to enter text. <b>Biosolids Handling Facilities and Odor Control Improvements</b>	
Bid/ Proposal No. Click here to enter text. <b>SS-2019-01</b>	Assistance Agreement ID No. (if known) Click here to enter text.	Point of Contact Click here to enter text. <b>Brint DeVilling</b>	
Address Click here to enter text. <b>1363 Down River Drive   Woodland, WA 98674</b>			
Telephone No. Click here to enter text. <b>360-225-7996</b>		Email Address Click here to enter text. <b>brint@stellari.com</b>	
Prime Contractor Name Click here to enter text. <b>Stellar J Corporation</b>		Issuing/Funding Entity <b>Department of Ecology</b>	

Contract Item Number	Description of Work Submitted to the Prime Contractor Involving Construction, Services, Equipment, or Supplies	Price of Work Submitted to the Prime Contractor
Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>2</b>	<b>Dump Trucking</b>	<b>\$190/hr</b>

DBE Certified By: <input checked="" type="checkbox"/> DOT <input type="checkbox"/> SBA <input type="checkbox"/> Other: Click here to enter text.	Meets/ exceeds EPA certification standards? <input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Unknown
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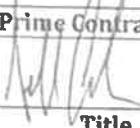
<sup>1</sup> A DBE is a Disadvantaged, Minority, or Woman Business Enterprise that has been certified by an entity from which EPA accepts certifications as described in 40 CFR 33.204-33.205 or certified by EPA. EPA accepts certifications from entities that meet or exceed EPA certification standards as described in 40 CFR 33.202.

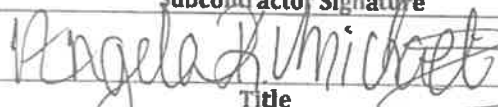
<sup>2</sup> Subcontractor is defined as a company, firm, joint venture, or individual who enters into an agreement with a contractor to provide services pursuant to an EPA award of financial assistance.



**Disadvantaged Business Enterprise (DBE) Program  
DBE Subcontractor Performance Form**

I certify under penalty of perjury that the forgoing statements are true and correct. Signing this form does not signify a commitment to utilize the subcontractors above. I am aware of that in the event of a replacement of a subcontractor, I will adhere to the replacement requirements set forth in 40 CFR Part 33 Section 33.302 (c).

<b>Prime Contractor Signature</b> 	<b>Print Name</b> Jeff Carlsen
<b>Title</b> Click here to enter text. President	<b>Date</b> Click here to enter text. March 1, 2024

<b>Subcontractor Signature</b> 	<b>Print Name</b> Angela X Michaelis
<b>Title</b> Click here to enter text. President	<b>Date</b> Click here to enter text. 3/1/2024

DUE WITHIN 1 HOUR OF BID OPENING

## SUBCONTRACTOR LIST – HVAC, PLUMBING, AND ELECTRICAL

Pursuant to RCW 39.30.060, each Bidder shall set forth within the designated time frame the following:

If the estimated contract cost is \$1,000,000 or more, Bidder shall submit the names of all subcontractors with whom the Bidder will subcontract for heating, ventilation, and air conditioning (HVAC) and plumbing work as described in RCW 18.106, and electrical work as described in RCW 19.28. List below the names of each subcontractor that will be furnishing labor or labor and materials and that is required to be disclosed or indicate that the work will be performed by the Bidder or no work under the category will be performed. The requirement of this section to name the Bidder's proposed HVAC, plumbing, and electrical subcontractors applies only to subcontractors who will contract directly with the general contractor submitting the bid to the public entity (First Tier Subcontractor).

The Bidder shall not list more than one subcontractor for each category of work identified, unless subcontractors vary with bid alternates, in which case the Bidder must indicate which subcontractor will be used for which alternate.

Failure of the Bidder to submit the names of such subcontractors or to name itself to perform such work, the naming of two or more subcontractors to perform the same category of work, failure to identify if the category of work will not be performed, or failure to submit this Subcontractor List – HVAC, Plumbing, and Electrical **within one hour after the published bid submittal time** shall render the Bidder's bid non-responsive and, therefore, void.

HVAC (Bidder shall check only one box):

- ☐ No HVAC to be performed
- ☐ HVAC work will be performed by Bidder
- ☒ HVAC work will be performed by the following First Tier Subcontractor:  
Name: Columbia Allied Services WA License#: COLUMAS826CK
- ☐ HVAC work will be performed by a Lower Tier Subcontractor

Plumbing (Bidder shall check only one box):

- ☐ No plumbing to be performed
- ☐ Plumbing work will be performed by Bidder
- ☒ Plumbing work will be performed by the following First Tier Subcontractor:  
Name: Columbia Allied Services WA License#: COLUMAS783DS
- ☐ Plumbing work will be performed by a Lower Tier Subcontractor

Electrical (Bidder shall check only one box):

- ☐ No electrical to be performed
- ☐ Electrical work will be performed by Bidder
- ☒ Electrical work will be performed by the following First Tier Subcontractor:  
Name: Team Electric WA License#: TEAMECI088KJ
- ☐ Electrical work will be performed by a Lower Tier Subcontractor

No changes or substitutions from these listed HVAC, plumbing, and electrical subcontractors will be allowed without the express written approval of the Engineer. Substitutions must be compliant with RCW 39.30.060. If such change is permitted by the Engineer and adheres to RCW 39.30.060, it will be evaluated in accordance with provisions of the Contract Documents.

DUE WITHIN 48 HOURS OF BID OPENING

## SUBCONTRACTOR LIST – STRUCTURAL STEEL AND REBAR INSTALLATION

Pursuant to RCW 39.30.060, each Bidder shall further set forth within the designated time frame the following:

If the estimated contract cost is \$1,000,000 or more, Bidder shall submit the names of all subcontractors with whom the Bidder will subcontract for structural steel and rebar installation. List below the names of each subcontractor that will be furnishing labor or labor and materials and that is required to be disclosed or indicate that the work will be performed by the Bidder or no work under the category will be performed. The requirement of this section to name the Bidder's proposed structural steel installation and rebar installation subcontractors applies only to subcontractors who will contract directly with the general contractor submitting the bid to the public entity (First Tier Subcontractor).

The Bidder shall not list more than one subcontractor for each category of work identified, unless subcontractors vary with bid alternates, in which case the Bidder must indicate which subcontractor will be used for which alternate.

Failure of the Bidder to submit the names of such subcontractors or to name itself to perform such work, the naming of two or more subcontractors to perform the same category of work, failure to identify if the category of work will not be performed, or failure to submit this Subcontractor List – Structural Steel and Rebar Installation **within forty-eight hours after the published bid submittal time** shall render the Bidder's bid nonresponsive and, therefore, void.

Structural Steel Installation (Bidder shall check only one box):

- ☐ No structural steel installation to be performed
- ☐ Structural steel installation will be performed by Bidder
- ☒ Structural steel installation will be performed by the following First Tier Subcontractor:  
Name: Pacific Steel Erectors WA License#: PAL 55E 825R1
- ☐ Structural steel installation will be performed by a Lower Tier Subcontractor

Rebar Installation (Bidder shall check only one box):

- ☐ No rebar installation to be performed
- ☐ Rebar installation will be performed by Bidder
- ☒ Rebar installation will be performed by the following First Tier Subcontractor:  
Name: Farwest Steel Reinforcing Company WA License#: FRW ESR 838R K
- ☐ Rebar installation will be performed by a Lower Tier Subcontractor

No changes or substitutions from these listed structural steel and rebar installation subcontractors will be allowed without the express written approval of the Engineer. Substitutions must be compliant with RCW 39.30.060. If such change is permitted by the Engineer and adheres to RCW 39.30.060, it will be evaluated in accordance with provisions of the Contract Documents.

END OF SUBCONTRACTOR LIST

**BUSINESS OF THE CITY COUNCIL**  
**City of Washougal, Washington**

**FOR AGENDA OF:**

3/11/2024

**SUBJECT:**

Art Commission Appointment - Sara Lunsford

**DEPT. OF ORIGIN:**

Administration

**REVIEWED AT:**

**TO BE RETURNED TO COUNCIL:**

No

**ATTACHMENTS:**

- ▢ **Sara Lunsford - Art Commission Board Letter REDACTED.pdf**
- ▢ **Sara Lunsford - Art Commission Board Application REDACTED.pdf**
- ▢ **Sara Lunsford - Art Commission Board Resume REDACTED.pdf**

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**EXPENDITURE REQUIRED:**

**BUDGETED:**

**APPROPRIATION REQUIRED:**

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**SUMMARY STATEMENT**

The Arts Commission is comprised of no fewer than five and no more than nine members, who shall be appointed by the Mayor, with approval of the city council. The terms of the members is three years.

A recent resignation vacated seat nine with an unexpired term.

**RECOMMENDED ACTION**

To affirmed the appointment of Sara Lunsford to fill seat nine on the Arts Commission.



Sara Lunsford

585 W. Lockout Ridge Drive

Washougal, WA 98671

503-791-9659

saralunsfordbooks@gmail.com

I'm writing to express my interest in serving on the local Arts Commission or the Cemetery Board. With a passion for both the arts and community service, I am confident that my unique blend of experiences, skills, and dedication would make a valuable contribution to these boards.

As a seasoned freelance editor with twenty years of experience, I have honed my skills in various fields, including healthcare, law enforcement, emergency management, and aeronautics. My editorial work spans USA Today and New York Times Bestselling authors, technical publications, disaster plans, emergency management documents, and training manuals. This breadth of experience has equipped me with a keen eye for detail, a commitment to quality, and a deep understanding of effective communication.

My career as a multi-published author under different pen names has allowed me to explore diverse genres and connect with a wide audience. My memoir detailing my experiences as a corrections officer, which has been optioned for film, reflects my ability to convey authentic narratives that resonate with readers on a profound level. This storytelling proficiency extends to my work as a workshop instructor, where I teach engaging sessions on crafting villains based on real experiences and other writing-related topics.

In my current role as Managing Editor at Position : Global, I oversee editorial operations, further refining my leadership and organizational skills. Additionally, my background as an Acquisitions Editor/Project Manager for various publishing projects demonstrates my ability to contribute to successful collaboration.

My commitment to community involvement is evidenced by my volunteer work and workshop instruction, fostering a love for the arts and literature within diverse audiences.

I am enthusiastic about the prospect of contributing my skills and experiences to the local Arts Commission or Cemetery Board. My unique perspective, combined with a professional yet personable demeanor, promises to bring a dynamic energy to these volunteer positions.

Thank you for considering my application. I look forward to the opportunity to discuss how my background could align with the vision and goals of these committees while giving back to this community I love.

Sincerely,

Sara Lunsford

## Rose Jewell

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**From:** noreply@cityofwashougal.us  
**Sent:** Wednesday, January 31, 2024 1:56 PM  
**To:** Rose Jewell  
**Subject:** Online Form Submittal: Volunteer Application - Boards and Commissions

External Email Warning! Use caution before clicking links or opening attachments.

### Volunteer Application - Boards and Commissions

#### Applicant Information

First Name	Sara
------------	------

Last Name	Lunsford
-----------	----------

Address	85 W Lookout Ridge Drive
---------	--------------------------

City	Washougal
------	-----------

State	WA
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Zip Code	98671
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Phone Number	(737) 986-0044
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Email Address	saralunsfordbooks@gmail.com
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(Section Break)

Opportunity of Interest	Arts Commission - WMC 2.120, Cemetery Board – WMC 2.44
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(Section Break)

#### Experience

Are you a resident living within Washougal city limits?	Yes
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If yes, how long?	2 years
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Please list any training or experience you have that would benefit your position of interest:	I was the event coordinator and then VP of my local Romance Writers of America chapter. I have experience with committee processes and social dynamics.
---	---

Attach cover letter [Sara Lunsford\\_Cover Letter.docx](#)

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Attach resume [Resume-Sara-Lunsford-2.pdf](#)

---

Are you involved in any personal, professional, or business pursuit that would constitute a conflict of interest that would impair your ability to make fair and impartial recommendations or decisions as a member of a City citizen advisory committee? If yes, explain:

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(Section Break)

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## References

*Please list one personal and one professional reference.*

### Personal

---

Full Name Angelee Van Allman

---

Relationship Friend

---

Email [angelspo7@gmail.com](#)

---

Phone Number [\(360\) 418-0899](#)

---

### Professional

---

Full Name Erin Avant

---

Relationship Co-Worker

---

Email [erin@positivonglobal.com](#)

---

Phone Number [\(236\) 715-7311](#)

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(Section Break)

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## Other Information

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The City of Washougal is mindful of its obligation to place qualified persons in volunteer positions and its entitlement under law to consider an applicant's

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convictions record as it relates to assignment performance. A conviction record will not necessarily disqualify you for a volunteer position unless such record would reasonably affect your fitness for the position for which you have applied. Have you been convicted of a felony or released from jail within the last ten (10) years, or have you been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years? If yes explain.

---

I understand and agree that submitting this application form does not automatically register me as a City of Washougal volunteer. Please note that any entry into this application/database will constitute a public record upon submission to the City and may be subject to disclosure under the Public Records Act (RCW 42.56).

I Agree

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(Section Break)

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Disclaimer and Signature

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Full Name	Sara Lunsford
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Date	1/31/2024
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(Section Break)

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*Thank you for your interest in volunteering for the City of Washougal. The City welcomes the extraordinary reserve of knowledge, talent and skill possessed by volunteers within our great community. We ask that you complete this brief form to*

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*provide the Mayor with sufficient information to make an appointment to the desired City of Washougal board or commission.*

*Questions can be directed to the Office of the Mayor, Attn: Rose Jewell, 1701 C Street, Washougal, WA 98671, 360.835.8501 ext. 101.*

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Email not displaying correctly? [View it in your browser.](#)

# Sara Lunsford

United States

~~saralunsfordbooks@gmail.com~~

~~linkedin.com/in/sara-lunsford-a216851ab~~

## Summary

I have twenty years experience as a freelance editor and I'm also a multi-published author of genre fiction with over fifty titles under various pen names. My memoir about my time as a corrections officer has been optioned for film several times, and I've been an expert guest for various outlets, including CNN on the Dannemora Prison Escape.

I've written and edited various training manuals, disaster plans, and other technical writing. My fiction has been featured as an Amazon Editor's Pick, Apple Romance of the Week, Popsugar Best Of, Bustle Most Anticipated Read, Amazon Best Of, and multiple Publisher's Weekly Picks/Five-Star Reviews.

I teach workshops about women in law enforcement, women working in prisons, and various writing workshops. My most popular one is developing villains based on my real experiences as a corrections officer.

## Experience



### Managing Editor

Position : Global

Jun 2022 - Present (1 year 8 months)

### Technical Editor/Technical Writer

Corvus Corax LLC

Jan 2000 - Present (24 years 1 month)

I've done technical writing and technical editing within the healthcare, law enforcement, emergency management, and aeronautical fields.

### Editor

Corvus Corax LLC

Jan 2000 - Present (24 years 1 month)

I've worked with a variety of clients in different mediums. I've edited for USA Today and New York Times Bestselling authors, technical and trade publications, disaster plans, emergency management, and training manuals.

In my position as editor, I also take on coaching clients in a developmental capacity which has given me experience guiding and teaching authors to meet industry benchmarks for publication.

### Workshop Instructor

Freelance

2010 - Present (14 years)

How To Craft Compelling Villains Based on Real Experiences With Serial Killers, Sex Offenders, and Cannibals

Villains, Deviants & Killers: Inside the Criminal Mind

Walking a Tight Rope: Women in Law Enforcement

Opposite Sides of the Same Coin, Differences and Similarities between Villains and Dark Heroes

Prison for Writers

PTSD How It Affects Your Heroes and Your Villains

Queries

Story Arc

All Shapes: Body Positivity and Plus-Size Characters in Romance

## **Genre Fiction Novelist/Memoirist**

Freelance

Feb 2009 - Present (15 years)

I have over fifty titles under various pen names and I have written for Kensington, Harlequin, Avon, and Sourcebooks, as well as indie published titles.

I've written a memoir about my time as a corrections officer and it has been optioned for film. I've also written about other autobiographical experiences in short format.

## **Acquisitions Editor/Project Manager**

Independent Publishing Project

2014 - 2018 (4 years)

Acquired novellas for limited-time themed anthologies. Managed contracts, edits, author payments, and advertising.

## **Education**



### **Southern New Hampshire University**

Bachelor's degree, Forensic Psychology

2019 - 2023

This degree is furthering my career goals to better understand interpersonal communication and human behavior and in turn will make me a more effective writer, communicator, coach, and manager.

### **Concorde Career Institute-Kansas City**

Certificate, Medical Billing and Insurance Coding

2004 - Present

## **Skills**

Product Promotion • Grammar • Spreadsheets • Fact-checking • Editorial • Corporate Storytelling •  
Business-to-Business (B2B) • Coaching • Communications Strategy • Text Editing



**BUSINESS OF THE CITY COUNCIL**  
**City of Washougal, Washington**

**FOR AGENDA OF:**

3/11/2024

**SUBJECT:**

Board and Commission Appointment - Park and Cemetery Board

**DEPT. OF ORIGIN:**

Administration

**REVIEWED AT:**

N/A

**TO BE RETURNED TO COUNCIL:**

No

**ATTACHMENTS:**

- 📎 **Christopher Basanta - Art, Park, PC application.redacted.pdf**
- 📎 **Christopher Basanta - Cover letter redacted.pdf**
- 📎 **Christopher Basanta - Resume redacted.pdf**

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**EXPENDITURE REQUIRED:**

**BUDGETED:**

**APPROPRIATION REQUIRED:**

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**SUMMARY STATEMENT**

The Board of Park and Cemetery Commissioners is comprised of seven members appointed by the Mayor, approved by the City Council.

Chris Basanta submitted an application in 2023 expressing interest to serve on the Parks Board. There were no vacancies at that time. There is now a vacancy set to expire June 2024. Therefore, the Mayor recommends appointing Chris to the unexpired seat starting in March with a reappointment for a full three-year term starting in June 2024.

**RECOMMENDED ACTION**

Confirm the appointment of Chris Basanta to the Park and Cemetery Board.

## Rose Jewell

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**From:** noreply@cityofwashougal.us  
**Sent:** Monday, October 2, 2023 2:08 PM  
**To:** Rose Jewell  
**Subject:** Online Form Submittal: Volunteer Application - Boards and Commissions

External Email Warning! Use caution before clicking links or opening attachments.

### Volunteer Application - Boards and Commissions

#### Applicant Information

First Name	Christopher
------------	-------------

Last Name	Basanta
-----------	---------

Address	66 W W Street
---------	---------------

City	Washougal
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State	WA
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Zip Code	98671
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Phone Number	(253) 834-1111
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Email Address	basanta@shcglobal.net
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(Section Break)

Opportunity of Interest	Arts Commission - WMC 2.120, Civil Service – WMC 2.16, Parks Board of Commissioners – WMC 2.20, Planning Commission – WMC 2.12
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(Section Break)

#### Experience

Are you a resident living within Washougal city limits?	Yes
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If yes, how long?	Since 7/2026
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Please list any training or experience you have that	I have an educational background in planning and geography and currently serve as the Director of Real Estate for Banfield
--	--

would benefit your position of interest:	Pet Hospital. I'm passionate about land use and our community and looking for ways to serve.
--	--

Attach cover letter	<a href="#">Christopher Basanta Cover Letter - City of Washougal.pdf</a>
---------------------	--

Attach resume	<a href="#">Basanta Resume 10-2023.pdf</a>
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Are you involved in any personal, professional, or business pursuit that would constitute a conflict of interest that would impair your ability to make fair and impartial recommendations or decisions as a member of a City citizen advisory committee? If yes, explain:	No
--	----

(Section Break)

## References

*Please list one personal and one professional reference.*

### Personal

Full Name	Joseph Graaff
Relationship	Personal Friend/Neighbor
Email	joeGraaff@icloud.com
Phone Number	360-518-3567

### Professional

Full Name	Lorin Gates
Relationship	Manager
Email	lorin.gates@bamfield.com
Phone Number	360-568-4116

(Section Break)

## Other Information

The City of Washougal is mindful of its obligation to place qualified persons in	No
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volunteer positions and its entitlement under law to consider an applicant's convictions record as it relates to assignment performance. A conviction record will not necessarily disqualify you for a volunteer position unless such record would reasonably affect your fitness for the position for which you have applied. Have you been convicted of a felony or released from jail within the last ten (10) years, or have you been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years? If yes explain.

---

I understand and agree that submitting this application form does not automatically register me as a City of Washougal volunteer. Please note that any entry into this application/database will constitute a public record upon submission to the City and may be subject to disclosure under the Public Records Act (RCW 42.56).

I Agree

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(Section Break)

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#### Disclaimer and Signature

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Full Name	Christopher Eugene Basanta
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Date	10/2/2023
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(Section Break)

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*Thank you for your interest in volunteering for the City of Washougal. The City welcomes the extraordinary reserve of knowledge, talent and skill possessed by*

*volunteers within our great community. We ask that you complete this brief form to provide the Mayor with sufficient information to make an appointment to the desired City of Washougal board or commission.*

*Questions can be directed to the Office of the Mayor, Attn: Rose Jewell, 1701 C Street, Washougal, WA 98671, 360.835.8501 ext. 101.*

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Email not displaying correctly? [View it in your browser.](#)

October 2, 2023

Rose Jewell  
City Engagement Manager  
City of Washougal  
1701 C Street  
Washougal, WA 98671

Dear Ms. Jewell,

I am writing to express my interest in a board position with the City of Washougal. At this stage of my life, I would like to dedicate my time and resources more intentionally in service to the City of Washougal, a community I have called home for over seven years. I believe strongly in our community in its current state and wish to offer my time and service in support of its continued development to achieve its future vision.

I have over 25 years of professional experience in geography- and planning-related experience, grounded in both national network planning and commercial real estate working on behalf of the banking and retail sectors. In my professional roles, I have worked in coordination with planning agencies and city departments throughout the United States. In my current role as the Director of Real Estate at Banfield Pet Hospital, I have a deep understanding of how a community's plans can impact its ability to steer its growth and promote those elements that express what is of greatest value to its citizens. I have gained a deep understanding of the importance of comprehensive planning and its impact on a community. I am impressed by Washougal's commitment to creating integrated planning programs that benefit the community and realize how critical it is for its citizens to be objectively engaged. The opportunity to make recommendations to the City Council on rezone applications and legislative items such as vision statements, comprehensive plan amendments, and code amendments would be personally fulfilling in allowing me to give back to the community.

I am confident that my professional expertise, communication and leadership skills, and dedication to detail would make me a strong fit for a Planning Commission position. I would also consider other board or commission roles as an opportunity to give back to the community including the Art Commission, Civil Service, or Parks Board of Commissioners. Although I would prefer a role on the Planning Commission, I feel that I should express that I am not overly particular about the position itself, but more so the opportunity to serve. I would welcome the opportunity to discuss how my skills and experience align with the goals of the city in more detail. As directed in the Volunteer Application website, I have attached my resume in tandem with this cover letter for your review, and I look forward to the possibility of speaking with you or a member of your team in the future. I can be reached at [REDACTED] or by phone at [REDACTED].

Sincerely,

Christopher E. Basanta

## CHRISTOPHER E. BASANTA

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166 W W Street, Washougal, WA 98671 | (C) 503.432.6708 | [cbasanta@shccolombus.net](mailto:cbasanta@shccolombus.net)

### PROFESSIONAL SUMMARY

Accomplished Predictive Analytics professional with over 25 years of site location and network development experience. Led the design of custom forecasting methodologies and their applications to assist in the development of successful network strategies in the retail, restaurant, and veterinary medicine sectors. Deep commitment to analytical quality, market knowledge, and staff development in support of corporate OGSMs.

---

### PROFESSIONAL EXPERIENCE

#### **Banfield Pet Hospital, Mars Petcare**

*Director, Real Estate*

**Vancouver, WA**

*2016 – Present*

Manage all aspects of the Real Estate department including lease negotiation, construction, and animal hospital deployment. Also oversee the Research team in support of Real Estate and Operations to optimize our national network by aligning hospital locations, medical teams, and underlying market potential. Directly responsible for research and strategic recommendations that yields 75-100 accretive hospitals annually. Partner with and advise VCA Animal Hospital and BluePearl Pet Hospital business units in the development of their market-level strategies. Collaborate with cross-functional stakeholders including Data Science, Marketing, Finance, and Veterinary Affairs to drive the development and implementation of alternative models to deliver veterinary care that improves service to our client pet community while concurrently driving earnings. Responsible for development of multiple Research team members that resulted in their successful promotion to Manager-level positions within the Real Estate, Finance, and People & Organization business units. Oversee real estate portfolio, new hospital deployment, and real estate transactions in the Northwest region as the Real Estate Manager.

#### **Kalibrate (Intalytics)**

*Director of Client Services*

**Ann Arbor, MI**

*2010 – 2016*

Manage analytical and modeling resources to develop and deploy custom analytic solutions for clients across the retail, restaurant, and financial services industries. Established and maintained detailed project plans to ensure successful completion of complex multi-faceted initiatives defined by clients' Real Estate, Finance, and Senior Leadership teams. Responsible for the development of our analytical team which included their defined roles in support of the business, and tailored strategies in support of their individual professional growth. Served as the primary analytical arm for The Home Depot in Mexico supporting the expansion of their business by ~\$2.7B via market entry and store network expansion initiatives.

#### **Thompson Associates/MapInfo**

*Director of Client Services*

**Ann Arbor, MI**

*1996 – 2010*

Coordinated and implemented complex projects that involve analytical, modeling, and programming resource efforts. Regularly coordinate and led planning meetings with clients' Senior Leadership teams to present key findings and identify actions that will enable the development of actionable strategies to refine their growth initiatives both domestically and internationally. Managed our team of consultants across multiple offices to promote unique career development of each associate and overall staff retention levels. Member of the integration team that assimilated acquired consulting groups in Australia and the U.K. into our global Predictive Analytics business.

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### EDUCATION

#### **Eastern Michigan University**

*Master of Science, Geography*

**Ypsilanti, Michigan**

*1998*

#### **University of New Hampshire**

*Bachelor of Science, Environmental Conservation*

**Durham, New Hampshire**

*1991*