

**ISLAND COUNTY COMMISSIONERS' WORK SESSION SCHEDULE  
DECEMBER 3, 2025**

Those interested in attending the meeting virtually please

**Login:** <https://zoom.us/j/98589156528?pwd=ds1haw2vO3AjRMwsuzQmctwFq0TcVW.1>

**Passcode:** 163571

**Or by phone:** (253) 215-8782 **Webinar ID:** 985 8915 6528 **Passcode:** 163571

9:00 a.m.	Commissioners' Office
9:30 a.m.	Treasurer
9:45 a.m.	Superior Court
9:55 a.m.	Public Health
10:15 a.m.	Public Works
10:45 a.m.	Human Resources
10:55 a.m.	Facilities
11:25 a.m.	Commissioners' Office (continued)

The Board of County Commissioners meets routinely in Work Session the first three Wednesdays of each month. Work Sessions are held in the Annex Building, Board of County Commissioners' Hearing Room, #B102, 1 NE 6<sup>th</sup> Street, Coupeville, WA.

Work Sessions are public meetings that provide an informal workshop format opportunity for the Board to review ongoing items with departments or to meet with other agencies, committees, or groups to discuss specific topics of mutual interest. Items are typically reviewed at Work Session before being scheduled on the agenda for the Board's regular Tuesday business meetings.

While Work Sessions do not have time set aside for verbal public comment, written public comment is welcomed and can be directed to the Clerk of the Board by submitting comments to [CommentBOCC@islandcountywa.gov](mailto:CommentBOCC@islandcountywa.gov). If you have questions regarding public comment, you may call (360) 679-7385. Written public comments are considered a public record.

Times for each department are approximate; a time slot scheduled for a specific department may be revised as the Work Session progresses. Because of the workshop format and time sensitivity, certain items, topics, and materials may be presented that are not included in the published agenda. **If you are interested in reviewing those documents, please contact the Clerk of the Board at (360) 679-7354.**

**ASSISTIVE LISTENING AVAILABLE:** Please contact the clerk for an assistive listening device to use during the meeting. Please return the device at the end of the meeting.

**NOTE:** Audio recordings are posted within 48 hours of the meeting date. To listen to the recording visit the [Agenda Center](#) on the Island County website.



**ISLAND COUNTY COMMISSIONERS**

**WORK SESSION AGENDA**

**MEETING DATE: 12/3/2025**

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**To: Melanie Bacon, Chair**  
**Board of Island County Commissioners**

**From: BOCC Staff**

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**Amount of time requested for agenda discussion. 30 minutes**

**DIVISION: Not Applicable**

**Agenda Item No.: 1**

**Subject: Contract Extension for Merchant McIntyre**

**Description:** Contract extension for federal lobbyists Merchant McIntyre.

**Attachment: Current Contract**

**Request:** *(Check boxes that apply)*

- |                                                     |                                                    |
|-----------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular           |
| <input type="checkbox"/> None/Informational         | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request          | <input type="checkbox"/> Other: _____              |

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Not Applicable



### SERVICE AGREEMENT

ISLAND COUNTY, WASHINGTON ("the County") agrees to retain **MERCHANT MCINTYRE & ASSOCIATES, LLC**, a Delaware limited liability company with a principal place of business in Washington, D.C. ("MM") (together, the "Parties"), for government relations services commencing on January 1, 2025 and terminating on December 31, 2025 (the "Term").

**Fee.** During the Term of this Agreement, the County agrees to pay MM a total professional fee of \$8,000 per month, billed monthly in advance. Payment shall be made to MM month at the address listed on the MM invoice(s). Federal funds may not be used to pay MM professional fees.

**Deliverables.** MM agrees to provide the following deliverables during the Term of this Agreement:

1. Continue identifying federal grant opportunities for which the County is eligible and competitive;
2. Support the County in all facets of the federal grant process, including planning, partnership development, grant writing, budget development, proposal submission, administrative requirements, and compliance;
3. Continue engaging federal agency personnel with jurisdiction over funding on behalf of the County and building support for the County's priorities and grant applications among its Members of Congress; and
4. Build, strengthen, and help leverage relationships with the County's Congressional delegation, the Administration, and other key decision-makers to support the County's position on federal legislation, including developing appropriations requests.

**Assurances.** In its capacity as a consultant, MM shall make its best effort to assist the County in pursuing its federal funding and government relations objectives. The nature of these objectives shall be determined by the County with the advice and assistance of MM. In this role, MM shall plan and implement all government relations strategies designed to accomplish the County's federal funding objectives; assist in the preparation of grant applications and supporting materials for the initiatives; develop meetings with Members of Congress, congressional staff, and federal agency decision-makers to advance the funding initiatives; and serve as liaison to federal agencies relevant to the County's funding initiatives. the County agrees to frequent communication with MM and to provide MM the necessary information in real time to help MM plan and implement strategies.

**Indemnification.** To the fullest extent permitted by law, MM shall indemnify, defend, and hold harmless Island County, all officials, agents and employees of Island County, from and against all claims arising out of or resulting from the performance of the contract. "Claim" as used in this agreement means any financial loss, claim, suit, action, damage, or expense, including but not



limited to attorney's fees, attributable for bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. MM's obligation to indemnify, defend, and hold harmless includes any claim by MM's agents, employees, representatives, or any subcontractor to its employees.

MM expressly agrees to indemnify, defend, and hold harmless Island County for any claim arising out of or incident to MM or any subcontractor's performance or failure to perform the contract. MM's obligation to indemnify, defend, and hold harmless Island County shall not be eliminated or reduced by any actual or alleged concurrent negligence of Island County or its agents, agencies, employees and officials.

**Insurance.** Prior to commencement of services under this Contract, MM shall submit to Island County certificates of insurance or certified copies of insurance policies and endorsements, if requested by the County, for the coverage required below and shall maintain the same type and amount of coverage as is currently in effect for the life of this Contract. Each insurance certificate shall provide that coverage will not be canceled or reduced below the contractual amounts stated herein without forty-five (45) days prior to notice to the County. MM shall maintain at MM's sole expense unless otherwise stipulated, the following insurance coverages, insuring MM, MM's employees, agents, designees and indemnities as required herein:

1. MM shall not commence work under this Contract until MM has obtained all insurance required under this paragraph and such insurance has been approved by the County.
2. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Washington and have a Best's rating of at least A-VII. All insurance, other than Professional Liability and workmen's Compensation to be maintained by MM shall specifically include the County as an "Additional Insured" and shall not be reduced or canceled without forty-five (45) days written prior notice to the County. MM's insurance coverage shall be primary insurance as respect to the County, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the county, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute to it.
3. MM shall maintain, during the life of the Contract, Industry Standard Occurrence Commercial General Liability Policy Form (CG0001) or equivalent, including Premises/Operations, Products/Completed Operations, Blanket Contractual Liability and Personal Injury Coverage, to protect MM from claims for damages for bodily injury, including wrongful death, as well as from claims of property damage which may arise from any operations under this contract whether such operations be by MM or by anyone directly employed by or contracting with MM.

Specific limits required	\$2,000,000 General Aggregate
	\$1,000,000 Products/Completed Operations
	\$1,000,000 Personal Injury and Advertising Injury
	\$1,000,000 Each Occurrence



The Commercial General Liability Policy will contain an endorsement naming the County as Additional Insured (CG2010) and an endorsement that specifically states MM's General Liability shall be primary, and not contributory, with any other insurance maintained by the County.

The policy shall be endorsed to include stop gap employer's liability coverage with minimum limits as follows:

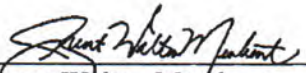
\$1,000,000 Each Accident  
\$1,000,000 Policy Limit for Disease  
\$1,000,000 Each Employee for Disease


4. Commercial General Liability insurance shall be endorsed to include a "cross liability", indicating essentially that "except with respect to the limits of insurance, and any rights or duties specifically assigned in this coverage part to the first named insured, this insurance applies as if each named insured were the only named insured, and separately to each insured against whom claims are made or suit is brought.
5. All Liability coverages, except Professional Liability, shall be written on an Occurrence policy form. If coverage is Claims Made form, the Retroactive Date shall be prior to or coincident with the date of this contract, and the policy shall state that coverage is Claims Made and state the Retroactive Date.
6. **Professional Liability Insurance.** Prior to the start of work, MM will secure and maintain at its own expense Professional Liability Insurance in the amount of not less than \$1,000,000 per claim and in the aggregate. Such insurance will be provided by an insurance carrier with a Best's Rating of not less than A-VII. If coverage is Claims Made, the retroactive date shall be prior to or coincident with the date of this contract. The policy shall state that coverage is claims made and state the retroactive date. Claims Made form coverage shall be maintained by MM for a minimum of three (3) years following the termination of this Contract, and MM shall annually provide the County with proof of renewal.
7. **Subcontractors.** MM shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontracts shall be subject to all of the requirements stated herein.

**Assignment.** No other party shall assign any of its rights or delegate any of its duties or obligations under this Agreement without the express written consent of the other party.

\* \* \*

IN WITNESS THEREOF, the parties hereto have executed or approved this Agreement on the dates below their signatures.

  
Brent Walton Merchant  
Principal and Co-Founder  
Merchant McIntyre & Associates, LLC

  
Michael Jones  
County Administrator  
Island County, WA

Date: 01/02/2025

Date: 1/2/2025

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**ISLAND COUNTY TREASURER**

**WORK SESSION AGENDA**

**MEETING DATE: 12/3/2025**

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**To: Melanie Bacon, Chair**  
**Board of Island County Commissioners**

**From: Tony Lam, Treasurer**

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**Amount of time requested for agenda discussion. 15 minutes**

**DIVISION: Not Applicable**

**Agenda Item No.: 1**

**Subject: Update Island County Code (ICC) 6.40.010(c)**

**Description:** Request to change 6.40.010(c) – The sale of dog licenses and identification tags from the Office of the Island County Treasurer to the Office of the Island County Sheriff.

**Attachment: Proposed update to ICC 6.40.010(c)**

**Request:** *(Check boxes that apply)*

- |                                             |                                                               |
|---------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Move to Consent    | <input type="checkbox"/> Move to Regular                      |
| <input type="checkbox"/> None/Informational | <input checked="" type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request  | <input type="checkbox"/> Other: _____                         |

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Complete

**DIVISION: Not Applicable**

**Agenda Item No.: 2**

**Subject: Designate Financial Institutions**

**Description:** Updated Designation of Qualified Public Depositories for Island County

**Attachment: Draft Resolution with Treasurer's Certification**

**Request:** *(Check boxes that apply)*

- |                                                     |                                                    |
|-----------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular           |
| <input type="checkbox"/> None/Informational         | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request          | <input type="checkbox"/> Other: _____              |

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Complete

## TITLE VI

### 6.40.010 Establishment of Animal Control Division.

- A. There is established within the Office of the Sheriff an Animal Control Division. The Animal Control Division shall consist of either animal control independent contractors who contract with Island County, or so many animal control officers as may be authorized by the Board of County Commissioners in the annual budget. The Animal Control Division shall be administered by the Sheriff.
- B. Enforcement of all provisions of this title shall be the responsibility of the Sheriff.
- C. The sale of dog licenses and identification tags shall be the responsibility of the office of the Island County ~~Treasurer~~ Sheriff and any animal control contractors.
- D. Kennel licenses shall be obtained from the Island County Animal Control Division.

(Ord. No. C-57-23, Att. A, 10-17-2023, eff. 1-1-2024)



**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF ISLAND COUNTY, WASHINGTON**

**IN THE MATTER OF THE  
TREASURER'S ANNUAL  
DESIGNATION OF FINANCIAL  
INSTITUTIONS QUALIFYING  
AS PUBLIC DEPOSITORIES  
FOR ISLAND COUNTY**

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)  
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**RESOLUTION NO. C-70-25**

***WHEREAS***, under RCW 36.48.010, the Island County Treasurer is required to annually, at the end of each fiscal year or at such other times as may be deemed necessary, designate one or more financial institutions in the state which are qualified public depositories as set forth by the Public Deposit Protection Commission as depository or depositories for all public funds and required to be kept by the Treasurer; and

***WHEREAS***, Tony Lam, the Island County Treasurer, has designated as shown by Attachment A, the following listed banks as depositories for all public funds held by Island County:

- Key Bank National Association
- Heritage Bank/Whidbey Island Bank
- Coastal Community Bank

***WHEREAS***, the above listed banks are qualified public depositories as set forth by the Public Deposit Protection Commission; and

***WHEREAS***, the Treasurer's designation is to be reported to the Board of Commissioners of Island County; ***NOW, THEREFORE***,

***BE IT HEREBY RESOLVED*** that the Island County Treasurer's report to the Board of Commissioners of Island County, State of Washington, is hereby accepted.

**ADOPTED** this \_\_\_\_\_ day of December 2025.

**BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON**

\_\_\_\_\_  
Melanie Bacon, Chair

\_\_\_\_\_  
Janet St. Clair, Member

\_\_\_\_\_  
Jill Johnson, Member

**ATTEST:**

\_\_\_\_\_  
Jennifer Roll, Clerk of the Board

**STATE OF WASHINGTON**                    )  
                                                          )  
**COUNTY OF Island County**                )

TO:     Board of County Commissioners  
          County of island, State of Washington

I, Tony Lam, do hereby certify that, as required by RCW 36.48.010, I have designated the following listed banks as depositories for all public funds held. The following listed banks are qualified public depositories as set forth by the Public Deposit Protection Commission:

- Key Bank
- Heritage Bank/ Whidbey Island Bank
- Coastal Community Bank

Island County Treasurer

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Tony Lam





**ISLAND COUNTY SUPERIOR COURT**

**WORK SESSION AGENDA**

**MEETING DATE: 12/3/2025**

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**To: Melanie Bacon, Chair**  
**Board of Island County Commissioners**

**From: Megan Frazier, Administrator**

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**Amount of time requested for agenda discussion. 10 minutes**

**DIVISION: Not Applicable**

**Agenda Item No.: 1**

**Subject: Contract between Island County Superior Court and Washington State Health Care Authority regarding the Criminal Justice Treatment Account (CJTA) Grant**

**Description:** The purpose of this contract is to provide treatment and recovery support services, funded by the Criminal Justice Treatment Account funds, to individuals involved in the criminal justice system in accordance with RCW 71.24.580.

**Attachment: Contract K8530**

**Request:** *(Check boxes that apply)*

- |                                                     |                                                    |
|-----------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular           |
| <input type="checkbox"/> None/Informational         | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request          | <input type="checkbox"/> Other: _____              |

**IT Review:** Not Applicable

**Budget Review:** Complete

**P.A. Review:** Complete

	<b>INTERAGENCY AGREEMENT</b> <b>for</b> <b>CJTA Treatment and</b> <b>Recovery Services</b>	HCA Contract Number: K8530
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**THIS AGREEMENT** is made by and between Washington State Health Care Authority (HCA) and Island County, (Contractor), pursuant to the authority granted by Chapter 39.34 RCW.


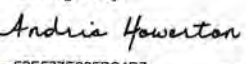
<b>CONTRACTOR NAME</b> Island County		<b>CONTRACTOR DOING BUSINESS AS (DBA)</b>	
<b>CONTRACTOR ADDRESS</b>   Street 501 N Main St, 1 NE 7th St	City Coupeville	State WA	Zip Code 98239
<b>CONTRACTOR CONTRACT MANAGER</b> Megan Frazier	<b>CONTRACTOR TELEPHONE</b> 360.679.7325	<b>CONTRACTOR E-MAIL ADDRESS</b> m.frazier@islandcountywa.gov	

<b>HCA PROGRAM</b> Adult Substance Use Disorder Treatment	<b>HCA DIVISION/SECTION</b> Division of Behavioral Health and Recovery
<b>HCA CONTRACT MANAGER NAME AND TITLE</b>  Zach Lynch, Criminal Justice Treatment Account Manager	<b>HCA CONTRACT MANAGER ADDRESS</b> Health Care Authority 626 8th Avenue SE PO Box 42730 Olympia, WA 98504-2730
<b>HCA CONTRACT MANAGER TELEPHONE</b> (360) 725-9992	<b>HCA CONTRACT MANAGER E-MAIL ADDRESS</b> <a href="mailto:zach.lynch@hca.wa.gov">zach.lynch@hca.wa.gov</a>

<b>CONTRACT START DATE</b>  July 1, 2025	<b>CONTRACT END DATE</b>  June 30, 2027	<b>TOTAL MAXIMUM CONTRACT AMOUNT</b>  \$188,820.00
------------------------------------------------	-----------------------------------------------	----------------------------------------------------------

**PURPOSE OF CONTRACT:**  
To provide funding through Criminal Justice Treatment Account allocations, which allows county government to pay for SUD treatment and recovery support services.

The parties signing below warrant that they have read and understand this Contract, and have authority to execute this Contract. This Contract will only be binding upon signature by both parties. The parties may execute this contract in multiple counterparts, each of which is deemed an original and all of which constitute only one agreement. E-mail (electronic mail) transmission of a signed copy of this contract shall be the same as delivery of an original.

<b>CONTRACTOR SIGNATURE</b> 	<b>PRINTED NAME AND TITLE</b> Megan Frazier	<b>DATE</b>
<b>HCA SIGNATURE</b> <small>DocuSigned by:</small>  <small>E25E77E99EBC4D7</small>	<b>PRINTED NAME AND TITLE</b> Andria Howerton Deputy Contracts Administrator	<b>DATE</b> 10/31/2025

## 1. **DEFINITIONS**

**“Authorized Representative”** means a person to whom signature authority has been delegated in writing acting within the limits of the person's authority.

**“Confidential Information”** means information that may be exempt from disclosure to the public or other unauthorized persons under chapter 42.56 RCW or chapter 70.02 RCW or other state or federal statutes or regulations. Confidential Information includes, but is not limited to, any information identifiable to an individual that relates to a natural person's health, finances, education, business, use or receipt of governmental services, names, addresses, telephone numbers, social security numbers, driver license numbers, financial profiles, credit card numbers, financial identifiers and any other identifying numbers, law enforcement records, HCA source code or object code, or HCA or State security information.

**“Contract” or “Agreement”** means the entire written agreement between HCA and the contractor, including any exhibits, documents, or materials incorporated by reference. Contract and Agreement may be used interchangeably.

**“Contractor”** means Island County, its employees and agents. Contractor includes any firm, provider, organization, individual or other entity performing services under this Agreement. It also includes any Subcontractor retained by Contractor as permitted under the terms of this Agreement.

**“Data”** means information disclosed, exchanged or used by Contractor in meeting requirements under this Agreement. Data may also include Confidential Information as defined in this Contract.

**“Health Care Authority” or “HCA”** means the Washington State Health Care Authority, any division, section, office, unit or other entity of HCA, or any of the officers or other officials lawfully representing HCA.

**“Information and Communication Technology” or “ICT”** means information technology and other equipment, systems, technologies, or processes, for which the principal function is the creation, manipulation, storage, display, receipt, or transmission of electronic data and information, as well as any associated content. Examples include computers and peripheral equipment; information kiosks and transaction machines; telecommunications equipment; customer premises equipment; multifunction office machines; software; applications; websites; videos; and electronic documents.

**“Services”** means all work performed or provided by Contractor pursuant to this Contract.

**“Statement of Work” or “SOW”** means a detailed description of the work activities the Contractor is required to perform under the terms and conditions of this Contract, including the deliverables and timeline, and is included as Attachment 1.

**“Subcontractor”** means a person or entity that is not in the employment of the Contractor, who is performing all or part of the business activities under this Agreement under a separate contract with Contractor. The term “Subcontractor” means subcontractor(s) of any tier.



## **2. STATEMENT OF WORK**

Contractor will furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of work set forth in Attachment 1.

## **3. PERIOD OF PERFORMANCE**

Subject to its other provisions, the period of performance of this Contract will commence on **July 1, 2025**, and be completed on **June 30, 2027**, unless terminated sooner or extended upon written agreement between the parties.

## **4. PAYMENT**

Compensation for the work provided in accordance with this Agreement has been established under the terms of RCW 39.34.130. The parties have determined that the cost of accomplishing the work herein will not exceed **\$188,820.00**. Payment for satisfactory performance of the work will not exceed this amount unless the parties mutually agree to a higher amount. Compensation for services will be based in accordance with the terms set forth in Attachment 1, Statement of Work.

## **5. BILLING PROCEDURE**

- 5.1. Contractor must submit accurate invoices to the following address for all amounts to be paid by HCA via e-mail to: [zach.lynch@hca.wa.gov](mailto:zach.lynch@hca.wa.gov). Include the HCA Contract number in the subject line of the email.
- 5.2. Invoices must describe and document to HCA's satisfaction a description of the work performed, the progress of the project, and fees. If expenses are invoiced, invoices must provide a detailed breakdown of each type. Any single expense in the amount of \$50.00 or more must be accompanied by a receipt in order to receive reimbursement. All invoices will be reviewed and must be approved by the Contract Manager or designee prior to payment.
- 5.3. Contractor must submit properly itemized invoices to include the following information, as applicable:
  - A. The HCA Contract number;
  - B. Contractor name, address, phone number;
  - C. Description of Services;
  - D. Date(s) of delivery;
  - E. Net invoice price for each item;
  - F. Applicable taxes;
  - G. Total invoice price; and
  - H. Payment terms and any available prompt payment discount.

- 5.4. HCA will return incorrect or incomplete invoices for correction and reissue. The Agreement number must appear on all invoices, bills of lading, packages, and correspondence relating to this Agreement.
- 5.5. Payment will be considered timely if made within thirty (30) calendar days of receipt of properly completed invoices. Payment will be directly deposited in the bank account or sent to the address Contractor designated in this Agreement.
- 5.6. Upon expiration or termination any claims for payment for costs due and payable under this Agreement that are incurred prior to the expiration date must be submitted by Contractor within sixty (60) calendar days after the expiration date. There will be no obligation to pay any claims that are submitted sixty-one (61) or more calendar days after the expiration date ("Belated Claims"). Belated Claims will be paid at HCA's sole discretion, and any such potential payment is contingent upon the availability of funds.

## **6. ACCESSIBILITY**

- 6.1. REQUIREMENTS AND STANDARDS. Each information and communication technology (ICT) product or service furnished under this Contract shall be accessible to and usable by individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) and other applicable Federal and State laws and policies, including OCIO Policy 188, et seq. For purposes of this clause, Contractor shall be considered in compliance with the ADA and other applicable Federal and State laws if it satisfies the requirements (including exceptions) specified in the regulations implementing Section 508 of the Rehabilitation Act, including the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA Success Criteria and Conformance Requirements (2008), which are incorporated by reference, and the functional performance criteria.
- 6.2. DOCUMENTATION. Contractor shall maintain and retain, subject to review by HCA, full documentation of the measures taken to ensure compliance with the applicable requirements and functional performance criteria, including records of any testing or simulations conducted.
- 6.3. REMEDIATION. If the Contractor claims that its products or services satisfy the applicable requirements and standards specified in this Section and it is later determined by HCA that any furnished product or service is not in compliance with such requirements and standards, HCA will promptly inform Contractor in writing of noncompliance. Contractor shall, at no additional cost to HCA, repair or replace the non-compliant products or services within the period specified by HCA. If the repair or replacement is not completed within the specified time, HCA may cancel the contract, delivery, task order, or work order, or purchase line item without termination liabilities or have any necessary changes made or repairs performed by employees of HCA or by another contractor, and Contractor shall reimburse HCA for any expenses incurred thereby.
- 6.4. INDEMNIFICATION. Contractor agrees to indemnify and hold harmless HCA from any claim arising out of failure to comply with the aforesaid requirements.



## **7. AGREEMENT CHANGES, MODIFICATIONS AND AMENDMENTS**

This Agreement may be amended by mutual agreement of the parties. Such amendments are not binding unless they are in writing and signed by an Authorized Representative of each party.

## **8. SUBCONTRACTING**

Neither the Contractor nor any Subcontractor shall enter into subcontracts for any of the work contemplated under this Agreement without obtaining HCA's prior written approval. HCA shall have no responsibility for any action of any such Subcontractors.

## **9. SUBRECIPIENT**

Intentionally omitted as not applicable.

## **10. ASSIGNMENT**

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent will not be unreasonably withheld.

## **11. CONTRACT MANAGEMENT**

The Contract Manager for each of the parties, named on the face of this Contract, will be responsible for and will be the contact person for all communications and billings regarding the performance of this Agreement. Either party must notify the other party within thirty (30) days of change of Contract Management. Changes in Contract Management shall require an amendment.

## **12. DISALLOWED COSTS**

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Subcontractors.

## **13. DISPUTES**

In the event that a dispute arises under this Agreement, it will be determined by a dispute board in the following manner: Each party to this Agreement will appoint one member to the dispute board. The members so appointed will jointly appoint an additional member to the dispute board. The dispute board will review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The dispute board will thereafter decide the dispute with the majority prevailing. The determination of the dispute board will be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

#### **14. GOVERNANCE**

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement will be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency will be resolved by giving precedence in the following order:

- A. Applicable Federal and State of Washington statutes and regulations;
- B. Attachment 1: Statement of Work; and
- C. Any other provisions of the agreement, including materials incorporated by reference.

#### **15. INDEPENDENT CAPACITY**

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

#### **16. RECORDS MAINTENANCE**

- 16.1. The parties to this Agreement will each maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records will be subject to inspection, review or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this Agreement will be retained for six years after expiration and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties will have full access and the right to examine any of these materials during this period.
- 16.2. Records and other documents, in any medium, furnished by one party to this Agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third parties without first giving notice to the furnishing party and giving it a reasonable opportunity to respond. Each party will use reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

#### **17. TREATMENT OF ASSETS**

##### **17.1. Ownership**

HCA shall retain title to all property furnished by HCA to Contractor under this contract. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to reimbursement as a direct item of cost under this contract, excluding intellectual property provided by the Contractor, shall pass to and vest in HCA upon delivery of such property by the

Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this Contract, shall pass to and vest in HCA upon (i) issuance for use of such property in the performance of this Contract, (ii) commencement of use of such property in the performance of this Contract, or (iii) reimbursement of the cost thereof by HCA, in whole or in part, whichever occurs first.

#### 17.2. Use of Property

Any property furnished to Contractor shall, unless otherwise provided herein, or approved in writing by the HCA Contract Manager, be used only for the performance of and subject to the terms of this Contract. Contractor's use of the equipment shall be subject to HCA's security, administrative and other requirements.

#### 17.3. Damage to Property

Contractor shall continuously protect and be responsible for any loss, destruction, or damage to property which results from or is caused by Contractor's acts or omissions. Contractor shall be liable to HCA for costs of repair or replacement for property or equipment that has been lost, destroyed or damaged by Contractor or Contractor's employees, agents or subcontractors. Cost of replacement shall be the current market value of the property and equipment on the date of the loss as determined by HCA.

#### 17.4. Notice of Damage

Upon the loss of, destruction of, or damage to any of the property, Contractor shall notify the HCA Contract Manager thereof within one (1) Business Day and shall take all reasonable steps to protect that property from further damage.

#### 17.5. Surrender of Property

Contractor will ensure that the property will be returned to HCA in like condition to that in which it was furnished to Contractor, reasonable wear and tear excepted. Contractor shall surrender to HCA all property upon the earlier of expiration or termination of this Contract.

### 18. RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement will be "works for hire" as defined by the U.S. Copyright Act of 1976 and will be owned by **HCA**. Data will include, but not be limited to, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

### 19. CONFIDENTIALITY

Each party agrees not to divulge, publish or otherwise make known to unauthorized persons confidential information accessed under this Agreement. Contractor agrees that all materials containing confidential information received pursuant to this Agreement, including, but not limited to information derived from or containing patient records, claimant file and medical case management report information, relations with HCA's clients and its employees, and any other information which

may be classified as confidential, shall not be disclosed to other persons without HCA's written consent except as may be required by law.

## **20. SEVERABILITY**

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

## **21. FUNDING AVAILABILITY**

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

## **22. TERMINATION**

Either party may terminate this Agreement upon 30-days' prior written notification to the other party. If this Agreement is so terminated, the parties will be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

## **23. TERMINATION FOR CAUSE**

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 30 days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

## **24. WAIVER**

A failure by either party to exercise its rights under this Agreement will not preclude that party from subsequent exercise of such rights and will not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an Authorized Representative of the party and attached to the original Agreement.

**25. ALL WRITINGS CONTAINED HEREIN**

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

**26. SURVIVORSHIP**

The terms, conditions and warranties contained in this Agreement that by their sense and context are intended to survive the completion of the performance, expiration or termination of this Agreement shall so survive. In addition, the terms of the sections titled Rights in Data, Confidentiality, Disputes and Records Maintenance shall survive the termination of this Agreement.

**Attachments**

Attachment 1: Statement of Work



## **ATTACHMENT 1: STATEMENT OF WORK**

Contractor will provide the services and staff, and otherwise do all things necessary for, or incidental to, the performance of work as set forth below.

### **1. DEFINITIONS**

- 1.1. **"American Society of Addiction Medicine Criteria" or "ASAM Criteria"** means the six dimensions to identify the intensity of treatment services that best fits the individual's needs and provides a common language of holistic, biopsychosocial assessment, and treatment across addiction treatment, physical health, and mental health services, which also addresses the spiritual issues relevant in recovery.
- 1.2. **"Case Management" or "Case Management Services"** means services provided by a Substance Use Disorder Professional (SUDP) or Substance Use Disorder Professional Trainee (SUDPT) licensed by the Washington Department of Health, or a person under the direct clinical supervision of a SUDP, to individuals assessed as needing treatment and admitted into treatment. Services are provided to assist clients in gaining access to needed medical, social, educational, and other services. Services include case planning, case consultation and referral, and other support services for the purpose of engaging and retaining or maintaining clients in treatment.
- 1.3. **"Continuity of Care"** means the provision of continuous care for chronic or acute medical and behavioral health conditions to maintain care that has started or been authorized to start as the Individual transitions between: facility to home; facility to another facility; providers or service areas; managed care contractors; and Medicaid fee-for-service and managed care arrangements. Continuity of Care occurs in a manner that prevents secondary illness, health care complications, or re-hospitalization; and promotes optimum health recovery.
- 1.4. **"County Match"** means that jurisdictions must match, on a dollar-for-dollar basis, state moneys allocated for therapeutic courts with local cash or in-kind resources. Moneys allocated by the state may be used to supplement, not supplant other federal, state, and local funds for therapeutic courts (RCW 2.30.040).
- 1.5. **"Criminal Justice Treatment Account" or "CJTA"** means the account created by Washington State Legislature that may be expended solely for: substance use disorder treatment and treatment support services for individuals with a substance use disorder that, if not treated, would result in addiction, against whom charges are filed by a prosecuting attorney in Washington State (RCW 71.24.580).
- 1.6. **"CJTA Plan" or "Plan"** means the plan that is developed by the county human services or behavioral health services department, county prosecutor, county sheriff, county superior court, a substance use disorder treatment provider appointed by the county legislative authority, a member of the criminal defense bar appointed by the county legislative authority, and, in counties with a drug court, a representative of the

drug court (RCW 71.24.580(6)). The plan shall be approved by the county legislative authority or authorities; and, submitted to the panel established in 71.24.580(5)(b) of this section, for disposition of all the funds provided from the CJTA within that county.

- 1.7. **"Local CJTA Panel"** means the representative group which reviews the County CJTA plan and consists of at minimum: the county alcohol and drug coordinator, county prosecutor, county sheriff, county superior court, a substance abuse treatment provider appointed by the county legislative authority, a member of the criminal defense bar appointed by the county legislative authority, and, in counties with a drug court, a representative of the drug court .
- 1.8. **"Culturally and Linguistically Appropriate Services" or "CLAS"** means the national standards in health and health care intended to advance health equity, improve quality, and eliminate health disparities by establishing a blueprint for health and health care organizations.
- 1.9. **"Division of Behavioral Health and Recovery" or "DBHR"** means the Health Care Authority's Division of Behavioral Health and Recovery, and its employees and authorized agents.
- 1.10. **"Drug Court"** means a court utilizing a program structured to achieve both a reduction in criminal recidivism and an increase in the likelihood of rehabilitation through continuous and intense judicially supervised treatment and the appropriate use of services, sanctions, and incentives (RCW 2.30.020).
- 1.11. **"Evidence-based Practice" or "EBP"** means a prevention or treatment service or practice that has been validated by some form of documented research evidence and is appropriate for use with individuals with a substance use disorder that are involved in the criminal justice system. EBP also means a program or practice that has been tested where the weight of the evidence from review demonstrates sustained improvements in at least one outcome, and/or a program or practice that can be implemented with a set of procedures to allow successful replication in Washington and, when possible, is determined to be cost-beneficial.
- 1.12. **"Individual"** means any person in the criminal justice system who is in need of behavioral health services, regardless of income, ability to pay, insurance status or county of residence.
- 1.13. **"Medications for Opioid Use Disorder" or "MOUD" or "MAT"** means the use of FDA-approved opioid agonist medications (e.g., methadone, buprenorphine products including buprenorphine/naloxone combination formulations and buprenorphine mono-product formulations) for the treatment of opioid use disorder and the use of opioid antagonist medication (e.g. naltrexone products including extended-release and oral formulations) to prevent relapse to opioid use.
- 1.14. **"Outreach" or "Community Outreach"** means identification of hard-to-reach Individuals with a possible SUD and engagement of these individuals in assessment and ongoing treatment services as necessary.

- 1.15. **"Research-based"** means a program or practice that has been tested with a single randomized, or statistically controlled evaluation, or both, demonstrating sustained desirable outcomes; or where the weight of the evidence from a systemic review supports sustained outcomes as described in this subsection but does not meet the full criteria for evidence-based (RCW 2.30.020).
- 1.16. **"Recovery Support Services" or "RSS"** means services that are intended to promote an individual's socialization, recovery, self-advocacy, development of natural support, and maintenance of community living skills. RSS include, but are not limited to, the following services: Supported employment services, supportive housing services, peer support services, wraparound facilitation services, and any other services that are conducive to an individual's recovery in an Substance Use Disorder (SUD) Program (WAC 246-341-0718).
- 1.17. **"State CJTA Panel"** means a panel of appointed representatives from the Washington Association of Prosecuting Attorneys, the Washington Association of Sheriffs and Police Chiefs, the superior court judges' association, the Washington State Association of Counties, the Washington Defender's Association or the Washington Association of Criminal Defense Lawyers, the Department of Corrections, the Washington State Association of Drug Court Professionals, and Substance Use Disorder Treatment Providers. The panel shall review county or regional plans for funding and grants approved. The panel shall attempt to ensure that treatment as funded by the grants is available to offenders statewide
- 1.18. **"Substance Use Disorder" or "SUD"** means a problematic pattern of using alcohol or another substance that results in the impairment in daily life or noticeable distress; and, whereby the individual continues use despite leading to clinically significant impairment or distress as categorized in the DSM-5.
- 1.19. **"Substance Use Disorder Professional" or "SUDP"** means an individual who is certified according to RCW 18.205.020 and the certification requirements of WAC 246-811-030 to provide SUD services.
- 1.20. **"Substance Use Disorder Professional Trainee" or "SUDPT"** means an individual working toward the education and experience requirements for certification as a chemical dependency professional, and who has been credentialed as a CDPT.
- 1.21. **"Therapeutic Courts"** means a court utilizing a program or programs structured to achieve both a reduction in recidivism and an increase in the likelihood of rehabilitation, or to reduce child abuse and neglect, out-of-home placements of children, termination of parental rights, and substance use and mental health symptoms among parents or guardians and their children through continuous and intense judicially supervised treatment and the appropriate use of services, sanctions, and incentives (RCW 2.30.020).
- 1.22. **"Treatment"** means services that are critical to a participant's successful completion of his or her substance use disorder treatment program, including but not limited to the recovery support and other programmatic elements outlined in Chapter 246-341 WAC.

- 1.23. **"Treatment Support"** means services such as transportation to or from inpatient or outpatient treatment services when no viable alternative exists, and child care services that are necessary to ensure a participant's ability to attend outpatient treatment sessions.
- 1.24. **"Washington State Jail"** or **"Jail"** means any city, county, regional, or tribal jail operating in the state of Washington.

## **2. Purpose**

Contractor will provide treatment and recovery support services, funded by Criminal Justice Treatment Account (CJTA) funds, to individuals involved in the criminal justice system in accordance with RCW 71.24.580.

## **3. CTJA Account Services Specific Eligibility and Funding Requirements**

- 3.1. In accordance with RCW 71.24.580, the Contractor will be responsible for treatment and recovery support services for criminally involved Individuals.
- 3.2. In accordance with RCW 2.30.040, counties that allocate CJTA and/or State Drug Court funds to support or provide services to Therapeutic Court Program are subject to the County Match.
- 3.3. No more than ten percent (10%) of the total CJTA funds may be used for the following support services combined in the context of meeting court/program expectations:
  - 3.3.1. Transportation; and
  - 3.3.2. Child Care Services.
- 3.4. CJTA funds are intended to be used as a "payment of last resort," meaning that other means of payment for treatment or other services, such as Medicaid or other forms of insurance, must have been exhausted or be ineligible to meet participant needs.
- 3.5. State Drug Court
  - 3.5.1. In addition to state funding under the CJTA, several counties receive additional state funding specifically for Drug Courts. State Drug Court funding is provided to the following counties: Clallam, Cowlitz, King, Kitsap, Pierce, Skagit, Spokane, and Thurston. The counties that receive State Drug Court funding must ensure that the provision of substance use disorder treatment and support services detailed in this Contract, are in accordance with RCW 71.24.580 and RCW 2.30.030. These Counties are also required to include in the quarterly R&E report which category of funds – base or state drug court – are being drawn from for each expense.

- 3.6. At a minimum, thirty percent (30%) of the CJTA funds, including State Drug Court funding, is to be dedicated to special projects that meet any or all of the following conditions:
  - 3.6.1. An Evidence-Based Practice and/or Research-Based Practice (or treatment strategy) that can be documented in published research;
  - 3.6.2. An approach utilizing either traditional or best practice approaches to treat significant underserved population(s) and populations who are disproportionately affected by the criminal justice system;
  - 3.6.3. A regional project conducted in partnership with at least one other entity serving the service area; and/or
  - 3.6.4. CJTA Special Projects. HCA retains the right to request progress reports or updates on CJTA special projects.

#### **4. CJTA Funding – Allowable Services**

- 4.1. Brief Intervention (any level, assessment not required);
- 4.2. Acute Withdrawal Management (ASAM Level 3.7WM);
- 4.3. Sub-Acute Withdrawal Management (ASAM Level 3.2WM);
- 4.4. Outpatient Treatment (ASAM Level 1);
- 4.5. Intensive Outpatient Treatment (ASAM Level 2.1);
- 4.6. Opioid Treatment Program (ASAM Level 1);
- 4.7. Case Management (ASAM Level 1.2);
- 4.8. Intensive Inpatient Residential Treatment (ASAM Level 3.5);
- 4.9. Long-term Care Residential Treatment (ASAM Level 3.3);
- 4.10. Recovery House Residential Treatment (ASAM Level 3.1);
- 4.11. Assessment (to include Assessments done while in jail) - Assessments should include and/or be informed by ASAM Criteria).
- 4.12. Interim Services;
- 4.13. Community Outreach;
- 4.14. Involuntary Commitment Investigations and Treatment;



- 4.15. Room and Board (Residential Treatment Only);
- 4.16. Transportation;
- 4.17. Childcare Services;
- 4.18. Urinalysis;
- 4.19. Recovery Support Services that may include:
  - 4.19.1. Employment services and job training;
  - 4.19.2. Relapse prevention;
  - 4.19.3. Family/marriage education;
  - 4.19.4. Peer-to-peer services, mentoring and coaching;
  - 4.19.5. Self-help and spiritual, religious support groups;
  - 4.19.6. Housing support services (rent and/or deposits);
  - 4.19.7. Life skills;
  - 4.19.8. Education Training (e.g. GED Assistance); and
  - 4.19.9. Parent education and child development.
- 4.20. Substance Use Disorder treatment in the Jail:
  - 4.20.1. CJTA funds may not supplement or supplant any currently funded programs that previously existed in a Jail environment.
  - 4.20.2. The Contractor may not use more than 30% of their allocation for treatment in the Jail unless they receive written authorization from the HCA Contract Manager or justification for doing so is detailed in the CJTA Plan discussed in Schedule A, Statement of Work, Section 6, below.
  - 4.20.3. If CJTA funds are utilized for these purposes, the Contractor must attempt to provide treatment with the following stipulations:
    - 4.20.3.1. Identify and provide transition services to persons with substance use disorder, who meet the CJTA requirements as defined in RCW 71.24.580, to expedite and facilitate their return to the community;

- 4.20.3.2. Continue treatment services with individuals who were engaged in community-based treatment prior to their incarceration, with the intent to complete the outpatient treatment episode; and
  - 4.20.3.3. Initiate outpatient treatment services with individuals who will be released and transition into community-based treatment.
- 4.20.4. The following treatment modalities may be provided through CJTA funding:
  - 4.20.4.1. Engaging individuals in SUD treatment;
  - 4.20.4.2. Screening, assessing, and inducting individuals on MOUD;
  - 4.20.4.3. Referral to SUD services;
  - 4.20.4.4. Providing continuity of care; and
  - 4.20.4.5. Planning for an individual's transition from Jail.
- 4.21. Utilization of CTA funding to cover the costs of housing within available resources must present the individual with options for recovery residences of approved recovery residences maintained by the authority under RCW 41.05.760. The contractor is prohibited from requiring individuals to stay in a single specific approved recovery residence when utilizing CTA funds to pay for housing in that region and must offer choice, giving strong consideration to adding options when an individual prefers a residence not currently utilized.
- 4.22. The Contractor shall coordinate when applicable or necessary with local Tribal behavioral health agencies and Indian health care providers to meet the culturally relevant needs of AI/AN Individuals receiving allowable CJTA funded services. The contractor would also be expected to reasonably provide access to other necessary and relevant CLAS.

## **5. MAT in Therapeutic Courts**

- 5.1. Per RCW 71.24.580, "If a region or county uses criminal justice treatment account funds to support a therapeutic court, the therapeutic court must allow the use of all medications approved by the federal food and drug administration for the treatment of opioid use disorder as deemed medically appropriate for a participant by a medical professional. If appropriate medication-assisted treatment resources are not available or accessible within the jurisdiction, the Health Care Authority's designee for assistance must assist the court with acquiring the resource." For the purposes of this Contract, HCA's designee for the Contractor will be the HCA Contract Manager, who may facilitate assistance from other HCA employees.
- 5.2. The Contractor will only subcontract with Therapeutic Courts that have policy and procedures allowing Participants at any point in their course of treatment to seek

FDA-approved medication for any substance use disorder and ensuring the agency will provide or facilitate the induction of any prescribed FDA approved medications for any substance use disorder.

- 5.3. The Contractor will only subcontract with Therapeutic Court programs that work with licensed SUD behavioral health treatment agencies that have policy and procedures in place ensuring they will not deny services to Enrollees who are prescribed any of the Federal Drug Administration (FDA) approved medications to treat all substance use disorders.
- 5.4. The Contractor may not subcontract with a Therapeutic Court program that is known to have policies and procedures in place that mandate titration of any prescribed FDA approved medications to treat any substance use disorder, as a condition of participants being admitted into the program, continuing in the program, or graduating from the program, with the understanding that decisions concerning medication adjustment are made solely between the participant and their prescribing provider.
- 5.5. The Contractor must notify the HCA if it discovers that a CJTA funded Therapeutic program is practicing any of the following:
  - 5.5.1. Requiring discontinuation, titration, or alteration of their medication regimen as a precluding factor in admittance into a Therapeutic Court program;
  - 5.5.2. Requiring participants already in the program to discontinue MOUD in order to be in compliance with program requirements;
  - 5.5.3. Requiring discontinuation, titration, or alteration of their MOUD medication regimen as a necessary component of meeting program requirements for graduation from a Therapeutic Court program.
- 5.6. All decisions regarding an individual's amenability and appropriateness for MOUD will be made by the individual in concert with a medical professional.

## **6. CJTA Plan**

- 6.1. Contractor is expected to follow all guidelines provided in CJTA Plan guidelines document, which will be provided to Contractor by HCA Contract Manager.
- 6.2. Contractor must coordinate with the Local CJTA Panel for the county in order to facilitate the planning requirement as described in RCW 71.24.580(6). County level funding priorities are established by the local CJTA Panel. The CJTA Plan should detail the coordination within the county expected to help reach the goals of the CJTA funding, identify the needed services for the community, and explain how the

county plans to reach the intended population for the CJTA fund. Any CJTA funded efforts must be included in the CJTA Plan, including the following specific elements:

- 6.2.1. Describe in detail how substance use disorder treatment and support services will be delivered within the region;
- 6.2.2. Address the CJTA County Match Requirement if funds provide treatment or recovery support services for therapeutic court participants;
- 6.2.3. Include details on special projects such as best practices/treatment strategies, significant underserved population(s), or regional endeavors, including the following:
  - 6.2.3.1. Describe the project and how it will be consistent with the strategic plan;
  - 6.2.3.2. Describe how the project will enhance treatment services for individuals in the criminal justice system;
  - 6.2.3.3. Indicate the number of individuals who will be served using innovative funds;
  - 6.2.3.4. If applicable, indicate plans for inclusion of MOUD within the county's Therapeutic Court programs; and
  - 6.2.3.5. Address the fiscal and programmatic Data Reporting requirements found in Section 7 of this Statement of Work.
- 6.3. The final Plan must be approved by the county's legislative authority.
- 6.4. Completed and legislatively approved Plans must be submitted to HCA for review and approval. Plans will be forwarded to the State CJTA Panel once approved by HCA. Contractor must implement the plan as it is written and notify the HCA if any changes are made. HCA acknowledges the authority of the State CJTA panels for final approval of plans, including the use of any subcontractors.
- 6.5. CJTA Plan is due by October 1, 2025, and shall be updated if spending plans change, subject to approval by the Local CJTA Panel, HCA Contract Manager and subsequently the State CJTA Panel. Contractor may request an extension of up to 30 calendar days on the CJTA Plan due date, and HCA may approve the extension in its sole discretion.



## 7. Data Reporting Requirements

- 7.1. Contractor shall ensure that staffing is sufficient to support CJTA-related data analytics and related data systems to oversee all data interfaces and support the specific reporting requirements under Contract.
- 7.2. Contractor will work with Research and Data Analysis Division (RDA) within Washington State Department of Social and Health Services (DSHS) at its desired cadence to provide requested data to assist in partnered efforts funded through CJTA dollars, such as compiling a state drug court data dashboard. These expectations are distinct from program activities reporting to HCA and are only applicable to courts/counties not using the Drug Court Case Management System.
- 7.3. Contractor will work with HCA should system data reporting submission requirements change.
- 7.4. Contractor shall ensure that all Subcontractors required to report programmatic data have the capacity to submit all HCA required data to enable the Contractor to meet the requirements under the Contract.
  - 7.4.1. There are three quarterly reports that the Contractor will be responsible for submitting: The Quarterly Progress Report (QPR), the Revenue and Expenditure Report (R&E), and the Programmatic Treatment Report (PTR)/ Program Data Acquisition, Management and Storage (PDAMS).
  - 7.4.2. HCA Contract Manager will provide Contractor with a template form for the QPR that will report on the following program elements:
    - 7.4.2.1. Number of individuals served under CJTA funding for that time period;
    - 7.4.2.2. Barriers to providing services to the Criminal Justice Population;
    - 7.4.2.3. Strategies to overcome the identified barriers;
    - 7.4.2.4. Training and Technical assistance needs;
    - 7.4.2.5. Success stories or narratives from individuals receiving CJTA services; and
    - 7.4.2.6. If a Therapeutic Court receives CJTA funded services, the number of admissions of individuals into the program who were either already on MOUD, referred to MOUD, or were provided information regarding MOUD.

- 7.4.3. HCA Contract Manager will provide the Contractor with a template form for the R&E report that captures the fiscal expenditures for that quarter.
  - 7.4.3.1. Contractor will use the Excel document provided by HCA;
  - 7.4.3.2. Contractor will report the amount of CJTA expenditures for each state fiscal quarter (State Fiscal quarters end on March 31, June 30, September 30, and December 31);
  - 7.4.3.3. document must be completed in its entirety; and
  - 7.4.3.4. Completed R&E report must be submitted within 45 days of the end of each State Fiscal Quarter.
- 7.4.4. Contractor is responsible for submitting the PTR each quarter through a Managed File Transfer (MFT). During the Contract period, the PTR reporting process may change to PDAMS, which will require Contractor to provide data directly into a system rather than through MFT. The data to be collected will not change, just the method of submission to HCA. HCA Contract Manager will provide Contractor with an excel workbook template and/or additional instructions for submission of data that will capture a variety of demographic and programmatic data that supports the services being provided by the state appropriations. In addition, this process will include the following:
  - 7.4.4.1. Contractor will ensure that their subcontractor has the bandwidth to complete all data elements requested in the PTR.
  - 7.4.4.2. Contractor may allow the subcontractor to do all data entry, but the PTR must be submitted into the Behavioral Health Data System (BHDS) by Contractor through the established Secure File Transfer procedure within 45 days of the end of each State Fiscal Quarter. The Contractor may request an extension of this requirement during the first Contract term. Files submitted must conform to the following naming convention: \_<County Name>\_<Date of Upload>.
  - 7.4.4.3. The Contractor will review for completeness and accuracy each PTR that they receive from the subcontractor.
  - 7.4.4.4. The Contractor will work with their subcontractors to ensure that any applicable Release of Information (ROI) forms are updated to account for the sharing of Personal Health Information (PHI) with the HCA.

## 8. Billing and Payment

- 8.1. Initial payment will be provided following receipt and acceptance of the CJTA Biennial Plan in the amount of \$10,000. Subsequent payments will be disbursed on a quarterly basis following the receipt of noted deliverables (QPR, R&E, PTR) in the amounts outlined in the deliverables table below.
  - 8.1.1. In the interest of both honoring a deliverables-based contract and minimizing waste and removing previous recoupment processes, an allocation at the end of the contract period will be altered based on actual spending calculated with data received from R&E reports throughout the biennium.
    - 8.1.1.1. Disbursements for the final quarter of the Contract term will be reduced in accordance with actual spending – unspent funds in smaller amounts would be subtracted from the anticipated disbursement.
    - 8.1.1.2. Should a considerable amount of funds remain unspent – in an amount exceeding the anticipated disbursement – the final quarterly disbursement of FY27 would be forfeited, however, any excess beyond the anticipated disbursement the Contractor would be permitted to keep. For example: if a Contractor is underspent by \$50,000, and the amount that would have been distributed per the deliverables table was \$40,000, then Contractor would not be paid the \$40,000, but would be able to keep the \$10,000 difference and not need to repay it.
- 8.2. Payment will be contingent upon HCA Contract Manager acceptance of the deliverables, and approval of a correct and complete Revenue and Expenditure Report from Contractor.
- 8.3. Contractor is required to limit Administration costs to no more than ten percent (10%) of the Total Maximum Compensation. Administration costs will be measured on a fiscal year basis and based on the information reporting in the Revenue and Expenditure reports and reviewed by the HCA Contract Manager.
- 8.4. Funding to support workforce (i.e., retention bonuses) must be reviewed and approved by HCA Contract Manager prior to being expended.
- 8.5. Payment shall be considered timely if made by HCA within thirty (30) days after receipt and acceptance by HCA of the properly completed reports.
- 8.6. Payment may be withheld if the deliverables are not met by the date indicated in the table below.

## 8.7. Deliverables Table

<b>Deliverables Table</b> <b>July 1, 2025 through June 30, 2027</b>			
#	Deliverable	Due Date	Maximum Amount
1	Submit an updated Criminal Justice Treatment Account (CJTA) Plan that was approved by the Local CJTA panel and signed by County Legislative Authority that indicates how the CJTA Supplemental will be utilized.	October 1, 2025	\$10,000.00
2	Quarterly Reports (x 7 Quarters) <ul style="list-style-type: none"> <li>• Progress Report</li> <li>• R&amp;E</li> <li>• PTR</li> </ul>	45 calendar days of end of State Fiscal Quarter	\$22,353.00/Quarter
3	Final Quarterly Reports <ul style="list-style-type: none"> <li>• Progress Report</li> <li>• R&amp;E</li> <li>• PTR</li> </ul>	45 calendar days of end of June 30, 2027	Based on actual expenditures per Section 8.1.1 but not to exceed \$22,349.00
<b>Total Maximum Compensation</b>			<b>\$188,820.00</b>



**ISLAND COUNTY PUBLIC HEALTH**

**WORK SESSION AGENDA**

**MEETING DATE: 12/3/2025**

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**To: Melanie Bacon, Chair**  
**Board of Island County Commissioners**

**From: Shawn Morris, Director**

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**Amount of time requested for agenda discussion. 20 minutes**

**DIVISION: Administrative**

**Agenda Item No.: 1**

**Subject: Thrive Island County**

**Description:** Request to accept \$55,000 in WA-DOH funding forthcoming in Consolidated Contract CLH31012 Amendment 10 to implement a key Community Health Improvement Plan (CHIP) strategy: the 'Thrive' resource directory. This central platform will connect residents to essential health and social services, merging multiple static guides into one accessible, mobile-first tool."

**Attachment: Executive Summary and Draft SOW**

**Request:** *(Check boxes that apply)*

- |                                             |                                                                   |
|---------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Move to Consent    | <input type="checkbox"/> Move to Regular                          |
| <input type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing                |
| <input type="checkbox"/> Signature Request  | <input checked="" type="checkbox"/> Other: <u>Board direction</u> |

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Not Applicable

*(Continued on next page)*

**DIVISION:** Dept of Natural Resources

**Agenda Item No.:** 2

**Subject:** Department of Ecology Lake Treatment Grant

**Description:** Staff request authorization to apply for 2 \$50,000 Dept. of Ecology grants to address persistent toxic algae blooms at Lone Lake. This grant requires no county match but will necessitate dedicating staff time for contract management. Board direction is requested on this operational trade-off to allow staff to apply by the December 17, 2025 deadline.

**Attachment:** Executive Summary

**Request:** *(Check boxes that apply)*

- |                                             |                                                                   |
|---------------------------------------------|-------------------------------------------------------------------|
| <input type="checkbox"/> Move to Consent    | <input type="checkbox"/> Move to Regular                          |
| <input type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing                |
| <input type="checkbox"/> Signature Request  | <input checked="" type="checkbox"/> Other: <u>Board direction</u> |

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Not Applicable

# EXECUTIVE SUMMARY

**To:** Board of County Commissioners

**From:** Shawn Morris – Public Health Director & Taylor Lawson – Deputy Public Health Director

**Date:** 12/03/2025

**Subject:** Contract for Resource Directory Development

## Summary

Staff recommends approval of upcoming Contract Amendment #10 for CLH32052 with the Washington State Department of Health (WA-DOH), accepting **\$55,000** in new funding for the development of "Thrive Island County." This project can consolidate fragmented health and social service directories—specifically the Island County Human Services Behavioral Health Resource Guide (PDF)—into a single, centralized, and mobile-friendly web application. This project would be a key, feasible 25-26 CHIP item.

## Community Alignment

Accessing care in Island County is currently challenged by a disjointed system of separate directories. The need for improved care coordination was identified as a top priority in the 2020 Community Health Improvement Plan (CHIP) and confirmed by the 2024 Community Health Assessment (CHA). Thrive addresses this need by expanding beyond clinical care to include broader social drivers of health, such as housing, food security, and environmental health. This project directly address identified priorities in the 2026 CHIP, including access to care, mental health support, senior services, food security, and childcare access.

## Project Scope

The grant funding will be utilized to hire a technology consultant to develop a low-bandwidth, accessible platform. A well-developed resource guide is an evidence-based way to improve access to care and services, such as the Palouse Resource Guide in Whitman County and the Whatcom County Resource Guide.

The platform delivers value in two key areas:

- **Service Access:** Consolidating fragmented directories into one search tool.
- **Health Literacy:** Functioning as a health promotion tool, the platform will integrate evidence-based preventative health information.

Key project partners include:

- **Internal:** Island County Human Services and Information Technology (IT) Department.
- **External:** Island Senior Resources, Camano Center, Opportunity Council, Sno-Isle Libraries, WhidbeyHealth, Community Centers, Coalitions, Whidbey Community Foundation, and other local Community-Based Organizations (CBOs).



## Project Sustainability

A primary focus of the project design is long-term sustainability and accuracy. The maintenance strategy includes:

- **Automated Maintenance:** The platform will feature automatic detection for broken links to reduce administrative burden.
- **Link Strategy:** To maintain feasibility, the directory will link directly to source agency websites rather than listing static contact information that requires frequent manual updates.
- **Staffing:** Routine updates and content reviews will be conducted monthly by Public Health Office Managers. This staff time is supported by Foundational Public Health Services (FPHS) communications funding.
- **IT and Privacy Compliance:** All aspects of technical development will be reviewed by the Island County IT Department to ensure it meets all security and privacy requirements.

## Project Timeline

- **Q1 2026:** Complete technical build and conduct structured beta testing with CBOs, CHWs, and community leaders.
- **Q2 2026:** Implement final revisions based on beta testing feedback; conduct public launch and begin promotion.

## Fiscal Impact

This contract provides **\$55,000** in revenue from CDC ELC funding via WA-DOH. Acceptance of this grant will require a budget amendment for the 2026 budget. The funding covers technical development and engagement, while ongoing maintenance is absorbed through existing FPHS allocations.

## Recommendation

Staff recommends the Board of County Commissioners approve Contract #CLH32052 with WA-DOH in the amount of \$55,000.

## Attachments

- Draft Statements of Work with WA-DOH

**Exhibit A**  
**Statement of Work**  
**Contract Term: 2025-2027**

**DOH Program Name or Title:** Thrive Island County Resource Directory - Effective January 1, 2026

**Local Health Jurisdiction Name:** Island County Public Health

**Contract Number:** CLH32052

**SOW Type:** Original      **Revision # (for this SOW)**

**Period of Performance:** January 1, 2026 through June 30, 2026

<b>Funding Source</b> <input checked="" type="checkbox"/> Federal Subrecipient <input type="checkbox"/> State <input type="checkbox"/> Other	<b>Federal Compliance (check if applicable)</b> <input checked="" type="checkbox"/> FFATA (Transparency Act) <input type="checkbox"/> Research & Development	<b>Type of Payment</b> <input checked="" type="checkbox"/> Reimbursement <input type="checkbox"/> Fixed Price
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**Statement of Work Purpose:** The purpose of this statement of work (SOW) is to support the Thrive Island County Resource Directory, a digital-first resource for sharing health information and community resources with Island County residents. The goal of the project is to improve ICPH public health services by providing a single, reliable tool for staff and partners, increasing referral efficiency. For clients, the Thrive Resource Directory will reduce barriers and improve health outcomes by empowering them with preventative health knowledge and making it easier to connect with the services they need.

This digital health initiative addresses the challenge of fragmented health and social services that are difficult for residents to access. The project will create a centralized, mobile-first resource directory co-designed with community partners. This low-bandwidth web application is modeled after successful mHealth applications and designed to overcome geographic isolation and digital equity barriers, particularly for older adults and low-income communities. The platform will unify existing resource guides into a single, searchable tool and integrate evidence-based health promotion information. It directly supports Community Health Workers (CHWs) by providing a comprehensive, reliable platform for personalized care navigation. By improving access to vital conditions like healthcare and housing and enhancing health literacy, Thrive strengthens community resilience. This supports ongoing public health education and prevention efforts for a range of health issues, including respiratory illnesses like COVID-19.

This project builds directly on existing work and identified needs. The necessity for improved care coordination was highlighted in our 2020 Community Health Improvement Plan (CHIP) and is a top priority in the 2024 Community Health Assessment (CHA). Thrive will merge and improve existing tools: the Island County Public Health Resource Hub and the Human Services Behavioral Health Resource Guide. It adapts these separate, static resources into a single, interactive, and searchable platform. The project expands upon them by adding evidence-based health promotion information from the NIH and other vetted sources to advance health literacy, creating a more dynamic tool. The app will allow both search functionality and an explorer track, with narrative based, equity-informed health promotion information.

**Revision Purpose:** N/A

DOH Chart of Accounts Master Index Title	Master Index Code	Assistance Listing Number	BARS Revenue Code	LHJ Funding Period Start Date End Date		Current Allocation	Allocation Change Increase (+)	Total Allocation
						0	55,000	55,000
						0	0	0
						0	0	0
						0	0	0
						0	0	0
						0	0	0
<b>TOTALS</b>						<b>0</b>	<b>55,000</b>	<b>55,000</b>

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
1	<p>Engage web development consultant to build and launch the Thrive Island County web application over a six-month period. The consultant will be capable of leading technical development of the custom searchable directory, page templates, and accessibility features (like the language translation tool) outlined in Island County's existing comprehensive site plan. Work will include professional UI/UX design to ensure the platform is user-friendly and visually engaging. The consultant will provide project management, including coordinating with the Island County IT department and facilitating the planned beta-testing sessions with partners like the Community Health Advisory Board (CHAB). The consultant will use a secure and accessible platform, such as Concrete CMS, to implement the project's core features.</p>	<p>Consultant contract and project plan.</p>	<p>January 31, 2026</p>	<p>Monthly invoices of accrued expenses are expected. Invoices can reflect the overall project, and do not need to be broken down by task or deliverables.</p>
2	<p>Design the Thrive Resource Directory using a community-engaged process. To ensure accessibility and reduce barriers for communities facing barriers, the web app will feature a low-bandwidth, mobile-first design to overcome inconsistent broadband access on our islands. The platform will integrate Google Translate, adhere to ADA accessibility standards, and use plain language for all content. All health promotion information is reviewed for cultural humility, plain language, and best available inclusivity standards. This approach creates a single, easy-to-use entry point to essential services.</p> <p>The design will build upon existing planning and technical work. Prior work includes the development of comprehensive site architecture, compilation of the resource database, and preliminary simplified version of the web directory, which are already complete. The project will enable the technical build of a stronger web application that fully realizes the accessibility principles to better serve the entire community of Island County.</p> <p>This community-engaged process is a key component of Island County's Community Health Improvement Plan (CHIP). The foundation for this work has already been set through initial co-design sessions with the Community Health Advisory Board (CHAB), and qualitative feedback from those sessions has been integrated into the current</p>	<p>CBO and CHW engagement sessions held for co-design.</p> <p>Beta version of Thrive Resource Directory ready to test.</p>	<p>April 30, 2026</p>	

<b>Task #</b>	<b>Activity</b>	<b>Deliverables/Outcomes</b>	<b>Due Date/Time Frame</b>	<b>Payment Information and/or Amount</b>
	design. Engagement is now broadening to capture wider community perspectives through a series of open houses and virtual open houses, which are currently being held. We will expand engagement early in 2026 by workshopping the directory concept with the Community Treatment Network, ensuring that Community Health Workers (CHWs) and healthcare and behavioral providers from across Island County are central partners in shaping and vetting the directory. This will involve facilitated sessions with the CTN using the SOAR engagement framework to solicit key feedback.			
3	<p>Conduct Beta testing with CBO partners and CHWs.</p> <p>Beta testing will be conducted in focused phases. In addition to our core partners at CBOs and the CTN network, we will strategically recruit key community leaders to participate in structured beta testing. This group will provide targeted feedback on functionality, data accuracy, and workflow integration. Key leaders and teams to be recruited include the Director and Staff of the Island County Opportunity Council, the Dept. of Natural Resources Manager and team, the Environmental Health Manager and team, the Community Health Manager and team, the Director of the Whidbey Community Foundation, Human Services leadership and staff, and WhidbeyHealth Communications Director and team. This approach ensures the tool is validated by stakeholders who represent a diverse range of community needs and services.</p>	Beta test feedback documented.	May 30, 2026	
4	Support implementation of the Thrive Resource Directory. The project will support adoption through a marketing campaign and by promoting the tool via ICPH's CBO partners, libraries, and newsletters.	Marketing plan completed.	April 30, 2026	
5	Conduct monitoring, learning and improvement. To track usage, ICPH will monitor website visits, mobile vs. desktop use, clicks on referral links, and the most-accessed resource categories on a quarterly basis. Performance metrics will include both implementation success—such as the number of resources updated and site iterations made—and outcome indicators, including new referrals tracked by partner organizations and qualitative feedback from CHW and partner surveys. To ensure reach to intended users, ICPH	Report on usage of Thrive Resource Directory as of June 2026. Note that this report can be combined with the final project narrative report (see below).	June 30, 2026	

Task #	Activity	Deliverables/Outcomes	Due Date/Time Frame	Payment Information and/or Amount
	will also track engagement equity by monitoring usage by ZIP code and language.			
6	Share project approaches and learnings with DOH and other Local Health Jurisdiction (LHJ) partners. Participate in two Community of Practice meetings with DOH and LHJ partners, expected to occur in approximately March and June 2026, to share information about project approaches, successes, challenges, and lessons learned. Following each meeting, complete and submit a brief Learning Summary to document key insights, which will be shared with DOH to inform the agency's digital health strategy and support identification of potential pilot opportunities. Participate in ad hoc meetings with the DOH Global to Local Program team to provide updates and discuss challenges, as needed.	Meeting participation.  Two Learning Summary documents.  Final project narrative report. This is as 1-3 page narrative report due by June 30, 2026 that explains project accomplishments, challenges, and lessons learned.	June 30, 2026	

**DOH Program and Fiscal Contact Information** for all ConCon SOWs can be found on the [DOH Finance SharePoint](#) site. Questions related to this SOW, or any other finance-related inquiry, may be sent to [finance@doh.wa.gov](mailto:finance@doh.wa.gov).

**Federal Funding Accountability and Transparency Act (FFATA) (Applies to federal grant awards.)**

This statement of work is supported by federal funds that require compliance with the Federal Funding Accountability and Transparency Act (FFATA or the Transparency Act). The purpose of the Transparency Act is to make information available online so the public can see how the federal funds are spent.

To comply with this act and be eligible to perform the activities in this statement of work, the LHJ must have a Unique Entity Identifier (UEI) generated by SAM.gov.

Information about the LHJ and this statement of work will be made available on [USASpending.gov](#) by DOH as required by P.L. 109-282.

**Program Specific Requirements**

This section is for program specific information not included elsewhere. In SOWs where more than one project/funding source is listed in the funding table, each task must be identified by MI Code in the Payment Information column.

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**Special Requirements:**

**Program Manual, Handbook, Policy References:**

**Staffing Requirements:**

**Restrictions on Funds (i.e., disallowed expenses or activities, indirect costs, etc.):**

**Special References (i.e., RCWs, WACs, etc.):**

**Monitoring Visits (i.e., frequency, type, etc.):**

**Definitions:**

**Assurances/Certifications:**

**Billing Requirements:**

**Special Instructions:**

**Other:**

## MEMORANDUM

TO: Board of County Commissioners

FROM: Shawn Morris – Public Health Director, Jennifer Schmitz – Natural Resources Manager

DATE: December 3, 2025

SUBJECT: Lone Lake Grant Opportunities

### Overview

The Lone Lake community occasionally experience persistent toxic cyanobacteria (blue-green algae) blooms above the state recreational safety levels, as well as aquatic invasive species that thrive in disturbed ecosystems. These algae and plants pose health risks, limit recreational use, and have led to consistent requests for County action. In response, staff have analyzed the impacts of three potential approaches to two different WA-Ecology grant funding streams. All opportunities require application by **December 16, 2025**.

### Recommendation

Staff recommend **considering two grant priorities** that are aligned with existing program capacity (Lakes Monitoring and Aquatic Invasive Species Control) and delaying application for the high-cost, high-effort Phosphorous Treatment grant. The recommended approach supports noxious weeds management and establishes a foundational lakes-monitoring program. This would provide the necessary data to prioritize actions across Island County, secure additional funding, and better support success for a treatment project if pursued in the future.

### Analysis of Grant Opportunities

The following table reviews three potential grant applications:

Grant Opportunity	Purpose & Funding	Analysis & Alignment	Recommendation
<b>1. Phosphorous Treatment</b> <i>(Ecology Freshwater Algae Program [FAP] Grant)</i>	<b>Purpose:</b> In-lake treatment of algae.  <b>Funding:</b> \$50,000. This is only ~20% of the estimated \$250,000 project need.	<b>MEDIUM ALIGNMENT</b>  <b>High Staff Cost:</b> Requires significant staff time for subcontracting, evaluation, and sampling, which is outside current work plans.  <b>Funding Gap:</b> The grant provides only 1/5 of the needed funds, with no clear source for the remaining \$200k.	<b>CONSIDER NEXT CYCLE</b>



		<b>Readiness:</b> This project requires long-term maintenance and addressing root causes <i>after</i> a baseline is established.	
<b>2. General Lakes Program Monitoring</b> <i>(Ecology Freshwater Algae Program [FAP] Grant)</i>	<b>Purpose:</b> Establish baseline monitoring of water quality.  <b>Funding:</b> \$50,000, providing enough funding for testing	<b>HIGH ALIGNMENT</b>  <b>Integrates with Existing Work:</b> Can be integrated with current Surface Water Quality (SWQ) team activities without adding a significant new scope of work.  <b>Strategic Value:</b> This is the critical first step to understanding the full scope of the issue. It provides the data needed to justify and plan future treatment.	<b>RECOMMEND PURSUE</b>
<b>3. NW Aquatic Control Grant</b> <i>(Ecology Aquatic Invasive Plants [AIP] Grant)</i>	<b>Purpose:</b> Fund treatment and control of aquatic invasive weeds.  <b>Funding:</b> \$50,000 for treating 3 sites (1 at Lone Lake)	<b>HIGH ALIGNMENT</b>  <b>Integrates with Existing Work:</b> Highly aligned with the existing Noxious Weeds program work.  <b>Co-Benefits:</b> Directly supports water quality and habitat improvement, which are contributing factors to the algae blooms.	<b>RECOMMEND PURSUE</b>

## Fiscal Impact

- **Recommended Grant Priorities (2 & 3):** Fiscal impact is manageable and aligns with existing program structures. Staff will determine specific testing costs for the monitoring grant.
- **Delay Grant (1):** This grant has unbudgeted staff costs required for management strategy development and community communications. As lead applicant, the County would hold overall project responsibility.

## Approval Requested

Public Health Leadership and staff request authorization to:

1. **Pursue** grant funding for a **General Lakes Program Monitoring** grant (Option 2).
2. **Pursue** grant funding for the **NW Aquatic Invasive Plant Control** grant (Option 3).
3. **Delay** application for phosphorous treatment by the **December 16, 2025**, deadline, pending further data collection and program development.



**ISLAND COUNTY PUBLIC WORKS**

**WORK SESSION AGENDA**

**MEETING DATE: 12/3/2025**

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**To: Melanie Bacon, Chair**  
**Board of Island County Commissioners**

**From: Fred Snoderly, Director**

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**Amount of time requested for agenda discussion. 30 minutes**

**DIVISION: Solid Waste**

**Agenda Item No.: 1**

**Subject: Oak Harbor Solid Waste Agreement**

**Description:** As per RCW 70.95, the County shall complete Agreements with each of the cities and towns of Oak Harbor, Langley and Coupeville for joint solid waste management planning and implementation activities. The proposed 2026 Agreements with each city are identical, with no changes to the prior approved 2019 Agreements.

**Attachment: Memorandum, Proposed Oak Harbor Solid Waste Agreement, Current 2019 Oak Harbor Solid Waste Agreement**

**Request:** *(Check boxes that apply)*

- |                                                     |                                                    |
|-----------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular           |
| <input type="checkbox"/> None/Informational         | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request          | <input type="checkbox"/> Other: _____              |

**IT Review:** Not Applicable

**Budget Review:** Complete

**P.A. Review:** Complete

*(continued next page)*

**DIVISION: Solid Waste**

**Agenda Item No.: 2**

**Subject:** Coupeville Solid Waste Agreement

**Description:** As per RCW 70.95, the County shall complete Agreements with each of the cities and towns of Oak Harbor, Langley and Coupeville for joint solid waste management planning and implementation activities. The proposed 2026 Agreements with each city are identical, with no changes to the prior approved 2019 Agreements.

**Attachment:** Memorandum, Proposed Coupeville Solid Waste Agreement, Current 2019 Coupeville Solid Waste Agreement

**Request:** *(Check boxes that apply)*

- |                                                     |                                                    |
|-----------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular           |
| <input type="checkbox"/> None/Informational         | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request          | <input type="checkbox"/> Other: _____              |

**IT Review:** Not Applicable

**Budget Review:** Complete

**P.A. Review:** Complete

**DIVISION: Solid Waste**

**Agenda Item No.: 3**

**Subject:** Langley Solid Waste Agreement

**Description:** As per RCW 70.95, the County shall complete Agreements with each of the cities and towns of Oak Harbor, Langley and Coupeville for joint solid waste management planning and implementation activities. The proposed 2026 Agreements with each city are identical, with no changes to the prior approved 2019 Agreements.

**Attachment:** Memorandum, Proposed Langley Solid Waste Agreement, Current 2019 Langley Solid Waste Agreement

**Request:** *(Check boxes that apply)*

- |                                                     |                                                    |
|-----------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular           |
| <input type="checkbox"/> None/Informational         | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request          | <input type="checkbox"/> Other: _____              |

**IT Review:** Not Applicable

**Budget Review:** In process

**P.A. Review:** In process

*(continued next page)*

**DIVISION: County Roads**

**Agenda Item No.: 4**

**Subject: 2025 Transportation Element Update Extension**

**Description:** A supplemental contract extension for the Transportation element contract with Transpo Group. 2025 GMA update of the Island County Transportation Element. The 2025 update of the Transportation. Element will address all the various changes that have occurred.

**Attachment: Memorandum, Signed Original Contract, Supplement Agreement**

**Request:** *(Check boxes that apply)*

- |                                                       |                                                    |
|-------------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Move to Consent   | <input type="checkbox"/> Move to Regular           |
| <input type="checkbox"/> None/Informational           | <input type="checkbox"/> Schedule a Public Hearing |
| <input checked="" type="checkbox"/> Signature Request | <input type="checkbox"/> Other: _____              |

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** In process



## Island County Public Works

*Fred Snoderly, Director*

*James Sylvester, Assistant Director*

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1 NE 7<sup>th</sup> Street, Coupeville, WA 98239 | [www.islandcountywa.gov](http://www.islandcountywa.gov)

Ph: Whidbey 360-679-7331 | Camano 360-387-3443 | S Whidbey 360-321-5111

Email: [F.Snoderly@islandcountywa.gov](mailto:F.Snoderly@islandcountywa.gov) | [J.Sylvester@islandcountywa.gov](mailto:J.Sylvester@islandcountywa.gov)

### MEMORANDUM

December 3, 2025

TO: Board of Island County Commissioners

FROM: James Sylvester, Assistant Director

RE: **Oak Harbor Solid Waste Agreement**

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Island County and each of the cities executing this Agreement are authorized and directed by Chapter 70.95 RCW to prepare a Comprehensive Solid and Moderate Risk Waste Management Plan (Comprehensive Plan), and are further authorized by RCW 70.95.080, and other authority including but not limited to RCW 36.58.040 and RCW 35.21.152, to contract for the administration and implementation of a Comprehensive Plan.

Island County has prepared a Solid Waste Comprehensive Plan which has been approved by the Washington State Department of Ecology and adopted by the Board of Island County Commissioners. The adopted Plan includes a Moderate Risk Waste Element and a Recycling element for the county and cities of the County.

Providing the most effective and efficient management and control of solid waste generated in Island County, including its cities, requires designation and use of the solid waste handling and disposal system established by the County and the County Comprehensive Plan to the fullest extent possible. This Agreement designates and provides for the use of the County System by the cities. The County System will incorporate any mutually approved changes in a city's operation as part of that system, by separate agreement with any such city.

The proposed Agreement has a term of 6 years, and is identical to the Agreement approved in 2019.

<p style="text-align:center"><b><u>AGREEMENT REGARDING SOLID WASTE MANAGEMENT</u></b></p>
-----------------------------------------------------------------------------------------------

Section 1.     **AGREEMENT.**   This Agreement Regarding Solid Waste Management (“Agreement”) is among Island County, Washington (“County”) and the cities and towns (“cities”) located in the County that determine pursuant to RCW 70.95.080 to contract with the County for solid waste planning and management. The County and cities entering this Agreement are the “Parties.” The Parties agree as follows.

Section 2.     **RECITALS/PURPOSE.**

2.1     Island County and each of the cities executing this Agreement are authorized and directed by Chapter 70.95 RCW to prepare a Comprehensive Solid and Moderate Risk Waste Management Plan (Comprehensive Plan), and are further authorized by RCW 70.95.080, and other authority including but not limited to RCW 36.58.040 and RCW 35.21.152, to contract for the administration and implementation of a Comprehensive Plan.

2.2     Island County has prepared a Comprehensive Plan which has been approved by the Washington State Department of Ecology and adopted by the Board of Island County Commissioners. The adopted Plan includes a Moderate Risk Waste Element and a Recycling element for the county and cities of the County.

2.3     Providing the most effective and efficient management and control of solid waste generated in Island County, including its cities, requires designation and use of the solid waste handling and disposal system established by the County and the County Comprehensive Plan to the fullest extent possible. This Agreement designates and provides for the use of the County System by the cities. The County System will incorporate any mutually approved changes in a city’s operation as part of that system, by separate agreement with any such city.

Section 3.     **DEFINITIONS.** For the purposes of this Agreement, and unless the context provides otherwise, the following definitions apply.

3.1     “Agreement” means this Agreement Regarding Solid Waste Management.

3.2     “City” means a city or town located in Island County, Washington, that signs this Agreement.

3.3     “Comprehensive Solid and Moderate Risk Waste Management Plan” or “Comprehensive Plan” means the Island County Comprehensive Solid and Moderate Risk Waste Management Plan, including a recycling element, adopted by Island County on September 15, 2014 and as may be revised or amended from time to time thereafter.

3.4     “County” means Island County, Washington.

3.5     “County System” means all facilities for solid waste handling owned or operated, or contracted for, by the County, and all administrative activities related thereto.

3.6     “Person” means an individual, firm, association, partnership, political subdivision, government agency, municipality, industry, public or private corporation or any other entity whatsoever.

3.7 “Solid Waste” means solid waste as defined by RCW 70.95.030(22) and WAC 173-350-100 with the exception of wastes excluded, by WAC 173-350-020 as now in effect or hereafter amended.

3.8 “Solid waste handling” means, the management, storage, collection, transportation, treatment, utilization, processing, and final disposal of solid wastes, including the recovery and recycling of materials from solid wastes, the recovery of energy resources from such wastes or the conversion of the energy in such wastes to more useful forms, or combinations thereof; and as the term “solid waste handling” may be modified by amendments to RCW 70.95.030(23).

Section 4. **RESPONSIBILITY FOR SOLID WASTE DISPOSAL.** For the duration of this Agreement, the County shall be responsible for the disposal of all Solid Waste generated within unincorporated areas of the County and within each of the cities, consistent with the Comprehensive Plan. The County shall not be responsible for disposal of, and this Agreement does not apply to, Solid Waste that has been eliminated through waste reduction or waste recycling activities in conformity with the Comprehensive Plan.

Section 5. **COMPREHENSIVE PLAN.** For the duration of this Agreement, each city shall participate in the Comprehensive Plan prepared and periodically reviewed and revised every five years pursuant to chapter 70.95 RCW. By this Agreement, each city authorizes the County to include in the Comprehensive Plan provisions for the management and handling of solid waste generated in each City.

Section 6. **CITY DESIGNATION OF COUNTY SYSTEM FOR SOLID WASTE DISPOSAL.** By this Agreement each City hereby designates the County System for the disposal of all Solid Waste generated within the corporate limits of that City. And, within the scope of the Comprehensive Plan, each city authorizes the County to designate a disposal site or sites for the disposal of all Solid Waste generated within the corporate limits of that City, except for (1) recyclable and other materials removed from solid waste by reduction or waste recycling activities under the Comprehensive Plan, and (2) those wastes including hazardous or hard-to-handle wastes either prohibited by law or required by the County Solid Waste Division to be specially handled. This designation of the County System shall continue in full force and effect for a period of six (6) years beginning January 1, 2020 except as provided in Agreement Section 12. The designation of the County System in this Agreement shall not reduce or otherwise affect each city’s control over Solid Waste collection as permitted or required by applicable state law.

Section 7. **FINANCE AND BUDGETING.**

7.1 The County will prepare and submit to a City or its contract-hauler on a monthly basis an invoice listing the weight in tons of Solid Waste delivered by a City or contract-hauler to the County’s Coupeville Transfer Station. The City of Oak Harbor, the Town of Coupeville and the City of Langley will reimburse Island County for processing and disposing of the delivered Solid Waste at the current disposal rate duly adopted by the Board of Island County Commissioners.



7.2 If hazardous or dangerous waste of any origin, as defined in Chapter 173-303 WAC is found to be in a container of solid waste originating in a city (whether from municipal collector or contract-hauler), city will reimburse County the actual cost incurred in disposing of the hazardous waste at a permitted hazardous waste landfill.

7.3 Each party shall be responsible for budgeting and financing its own obligations under this Agreement.

Section 8. **WASTE REDUCTION AND RECYCLING.** The cities and the County hereby agree to cooperate to achieve the priorities for waste reduction and waste recycling set forth in the Comprehensive Plan or subsequent adopted revisions of the Comprehensive Plan.

Section 9. **HAZARDOUS WASTE ELIMINATION.** To extent required by Federal and State law, each city will establish operating procedures for elimination and management of hazardous waste for municipal collectors and contract collectors, and will prevent hazardous waste from either municipal collectors and/or contract collectors from being transferred or delivered to the County System.

Section 10. **DURATION – EFFECTIVE DATE.** This Agreement shall take effect and be in force following execution by a duly authorized representative of the County and of a city (as to that city) – the “Effective Date.” The Agreement shall continue to be in full force and effect for six (6) years beginning January 1, 2026, unless terminated as described in Agreement Section 12.

Section 11. **NO SEPARATE LEGAL AGENCY OR PROPERTY.**

11.1 No separate legal or administrative agency is created by this Agreement. Administration of this Agreement shall be by the County, working through the below-identified city representatives.

County

Island County Solid Waste Manager  
1 NE 7<sup>th</sup> Street  
Coupeville, WA 98239

City of Oak Harbor

Public Work Director, City of Oak Harbor  
1400 NE 16<sup>th</sup> Avenue  
Oak Harbor, WA 98277

City of Langley

See Agreement with City of Langley

Town of Coupeville

See Agreement with Town of Coupeville

11.2 Each party will be responsible for acquiring, holding and disposing of property, real and/or personal, to carry out the terms of this Agreement. This Agreement does not provide for or authorize the joint acquisition, holding or disposition of any property.

Section 12. **REVISION, AMENDMENT, SUPPLEMENTATION OR TERMINATION.** This Agreement shall be reviewed by the parties every 5 years. At that time the terms of the Agreement may be revised, amended or supplemented upon written agreement of participating parties. No revision, amendment or supplementation shall be adopted or put into effect if it impairs any contractual obligation of the County. This Agreement may be terminated by either party prior to the expiration date in conjunction with the revision of the Comprehensive Plan as described in Agreement Section 5.

Section 13. **MISCELLANEOUS.**

13.1 No waiver by any party of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach whether of the same or of a different provision of this Agreement.

13.2 No other person or entity shall be entitled to be treated as third party beneficiary of this Agreement.

13.3 Passage of this Agreement replaces, rescinds and supersedes any prior contract or agreement between any of the contracting parties dealing with or relation to solid waste handling in Island County.

13.4 This Agreement shall be construed pursuant to the laws of the State of Washington. The venue for any dispute arising out of or relating to this Agreement shall be the Superior Court of the State of Washington for Island County.

13.5 No provision of provisions of this Agreement or any authority granted by this Agreement is intended to create or result in any personal liability for any public official or employee or agent of the County or a city, nor shall any provision or provisions of this Agreement be construed to create any such liability.

13.6 This Agreement has been freely and fairly negotiated by the Parties hereto and has been reviewed and discussed by legal counsel for each of the Parties, each of whom has had the full opportunity to modify the draftsmanship hereof and, therefore, the terms of this Agreement shall be construed and interpreted without any presumption or other rule requiring constructional interpretation against the Party causing the drafting of the Agreement.

13.7 This Agreement contains the complete statement of the understanding of the Parties with respect to the subject matter of this Agreement. There are no other representations, agreements, or understandings, oral or written, by the Parties relating to the subject matter of this Agreement that are not fully expressed in this Agreement. Each Party acknowledges and represents to the other Party that it is executing this Agreement solely in reliance upon its own judgment and knowledge and that it is not executing this Agreement based upon the representation or covenant of the other Party, or anyone acting on such Party's behalf, except as expressly stated herein.

13.8 Indemnification: Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents or employees to the fullest extent required by law, and further agrees to save, indemnify, defend and hold the other party harmless from any such liability.

**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

**CITY OF OAK HARBOR**

\_\_\_\_\_  
Ronnie Wright, Mayor

Date: \_\_\_\_\_

**BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON**

\_\_\_\_\_  
Melanie Bacon, Chair

\_\_\_\_\_  
Jill Johnson, Member

\_\_\_\_\_  
Janet St. Clair, Member

**ATTEST:**

\_\_\_\_\_  
Jennifer Roll, Clerk of the Board

See Agreement with City of Langley

See Agreement with City of Coupeville

<p style="text-align: center;"><b><u>AGREEMENT REGARDING</u></b> <b><u>SOLID WASTE MANAGEMENT</u></b></p>
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2.1 Island County and each of the cities executing this Agreement are authorized and directed by Chapter 70.95 RCW to prepare a Comprehensive Solid and Moderate Risk Waste Management Plan (Comprehensive Plan), and are further authorized by RCW 70.95.080, and other authority including but not limited to RCW 36.58.040 and RCW 35.21.152, to contract for the administration and implementation of a Comprehensive Plan.

2.2 Island County has prepared a Comprehensive Plan which has been approved by the Washington State Department of Ecology and adopted by the Board of Island County Commissioners. The adopted Plan includes a Moderate Risk Waste Element and a Recycling element for the county and cities of the County.

2.3 Providing the most effective and efficient management and control of solid waste generated in Island County, including its cities, requires designation and use of the solid waste handling and disposal system established by the County and the County Comprehensive Plan to the fullest extent possible. This Agreement designates and provides for the use of the County System by the cities. The County System will incorporate any mutually approved changes in a city's operation as part of that system, by separate agreement with any such city.

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3.7 "Solid Waste" means solid waste as defined by RCW 70.95.030(22) and WAC 173-350-100 with the exception of wastes excluded, by WAC 173-350-020 as now in effect or hereafter amended.

3.8 "Solid waste handling" means, the management, storage, collection, transportation, treatment, utilization, processing, and final disposal of solid wastes, including the recovery and recycling

of materials from solid wastes, the recovery of energy resources from such wastes or the conversion of the energy in such wastes to more useful forms, or combinations thereof; and as the term "solid waste handling" may be modified by amendments to RCW 70.95.030(23).

Section 4.       **RESPONSIBILITY FOR SOLID WASTE DISPOSAL.** For the duration of this Agreement, the County shall be responsible for the disposal of all Solid Waste generated within unincorporated areas of the County and within each of the cities, consistent with the Comprehensive Plan. The County shall not be responsible for disposal of, and this Agreement does not apply to, Solid Waste that has been eliminated through waste reduction or waste recycling activities in conformity with the Comprehensive Plan.

Section 5.       **COMPREHENSIVE PLAN.** For the duration of this Agreement, each city shall participate in the Comprehensive Plan prepared and periodically reviewed and revised every five years pursuant to chapter 70.95 RCW. By this Agreement, each city authorizes the County to include in the Comprehensive Plan provisions for the management and handling of solid waste generated in each City.

Section 6.       **CITY DESIGNATION OF COUNTY SYSTEM FOR SOLID WASTE DISPOSAL.** By this Agreement each City hereby designates the County System for the disposal of all Solid Waste generated within the corporate limits of that City. And, within the scope of the Comprehensive Plan, each city authorizes the County to designate a disposal site or sites for the disposal of all Solid Waste generated within the corporate limits of that City, except for (1) recyclable and other materials removed from solid waste by reduction or waste recycling activities under the Comprehensive Plan, and (2) those wastes including hazardous or hard-to-handle wastes either prohibited by law or required by the County Solid Waste Department to be specially handled. This designation of the County System shall continue in full force and effect for a period of six (6) years beginning January 1, 2020 except as provided in Agreement Section 12. The designation of the County System in this Agreement shall not reduce or otherwise affect each city's control over Solid Waste collection as permitted or required by applicable state law.

Section 7.       **FINANCE AND BUDGETING.**

7.1       The County will prepare and submit to a City or its contract-hauler on a monthly basis an invoice listing the weight in tons of Solid Waste delivered by a City or contract-hauler to the County's Coupeville Transfer Station. The City of Oak Harbor, the Town of Coupeville and the City of Langley will reimburse Island County for processing and disposing of the delivered Solid Waste at the current disposal rate duly adopted by the Board of Island County Commissioners.

7.2       If hazardous or dangerous waste of any origin, as defined in Chapter 173-303 WAC is found to be in a container of solid waste originating in a city (whether from municipal collector or contract-hauler), city will reimburse County the actual cost incurred in disposing of the hazardous waste at a permitted hazardous waste landfill.

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Section 8. **WASTE REDUCTION AND RECYCLING.** The cities and the County hereby agree to cooperate to achieve the priorities for waste reduction and waste recycling set forth in the Comprehensive Plan or subsequent adopted revisions of the Comprehensive Plan.

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County

Island County Solid Waste Manager  
P.O. Box 5000  
Coupeville, WA 98239-5000

City of Langley

See Agreement with Langley

Town of Coupeville

See Agreement with Coupeville

City of Oak Harbor

Director of Operations, City of Oak Harbor Public Works  
865 SE Barrington Drive  
Oak Harbor, WA 98277

11.2 Each party will be responsible for acquiring, holding and disposing of property, real and/or personal, to carry out the terms of this Agreement. This Agreement does not provide for or authorize the joint acquisition, holding or disposition of any property.

Section 12. **REVISION, AMENDMENT, SUPPLEMENTATION OR TERMINATION.** This Agreement shall be reviewed by the parties every 5 years. At that time the terms of the Agreement may be revised, amended or supplemented upon written agreement of participating parties. No revision, amendment or supplementation shall be adopted or put into effect if it impairs any contractual obligation of the County. This Agreement may be terminated by either party prior to the expiration date in conjunction with the revision of the Comprehensive Plan as described in Agreement Section 5.

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13.6 This Agreement has been freely and fairly negotiated by the Parties hereto and has been reviewed and discussed by legal counsel for each of the Parties, each of whom has had the full opportunity to modify the draftsmanship hereof and, therefore, the terms of this Agreement shall be construed and interpreted without any presumption or other rule requiring constructional interpretation against the Party causing the drafting of the Agreement.

13.7 This Agreement contains the complete statement of the understanding of the Parties with respect to the subject matter of this Agreement. There are no other representations, agreements, or understandings, oral or written, by the Parties relating to the subject matter of this Agreement that are not fully expressed in this Agreement. Each Party acknowledges and represents to the other Party that it is executing this Agreement solely in reliance upon its own judgment and knowledge and that it is not executing this Agreement based upon the representation or covenant of the other Party, or anyone acting on such Party's behalf, except as expressly stated herein.

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**[Remainder of this page blank. Signature page follows.]**



AGREEMENT REGARDING SOLID WASTE MANAGEMENT

Board of Island County Commissioners

  
\_\_\_\_\_  
Jill Johnson, Chair

Date: 12/10/19

City of Oak Harbor

  
\_\_\_\_\_  
Robert Severns, Mayor

Date: 7-11-19

See Agreement with Town of Coupeville

See Agreement with City of Langley



## Island County Public Works

*Fred Snoderly, Director*

*James Sylvester, Assistant Director*

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1 NE 7<sup>th</sup> Street, Coupeville, WA 98239 | [www.islandcountywa.gov](http://www.islandcountywa.gov)

Ph: Whidbey 360-679-7331 | Camano 360-387-3443 | S Whidbey 360-321-5111

Email: [F.Snoderly@islandcountywa.gov](mailto:F.Snoderly@islandcountywa.gov) | [J.Sylvester@islandcountywa.gov](mailto:J.Sylvester@islandcountywa.gov)

### MEMORANDUM

December 3, 2025

TO: Board of Island County Commissioners

FROM: James Sylvester, Assistant Director

RE: **Coupeville Solid Waste Agreement**

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Island County and each of the cities executing this Agreement are authorized and directed by Chapter 70.95 RCW to prepare a Comprehensive Solid and Moderate Risk Waste Management Plan (Comprehensive Plan), and are further authorized by RCW 70.95.080, and other authority including but not limited to RCW 36.58.040 and RCW 35.21.152, to contract for the administration and implementation of a Comprehensive Plan.

Island County has prepared a Solid Waste Comprehensive Plan which has been approved by the Washington State Department of Ecology and adopted by the Board of Island County Commissioners. The adopted Plan includes a Moderate Risk Waste Element and a Recycling element for the county and cities of the County.

Providing the most effective and efficient management and control of solid waste generated in Island County, including its cities, requires designation and use of the solid waste handling and disposal system established by the County and the County Comprehensive Plan to the fullest extent possible. This Agreement designates and provides for the use of the County System by the cities. The County System will incorporate any mutually approved changes in a city's operation as part of that system, by separate agreement with any such city.

The proposed Agreement has a term of 6 years, and is identical to the Agreement approved in 2019.

<p style="text-align: center;"><b><u>AGREEMENT REGARDING SOLID WASTE MANAGEMENT</u></b></p>
-------------------------------------------------------------------------------------------------

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City of Oak Harbor

See Agreement with City of Oak Harbor

City of Langley

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Town of Coupeville

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**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

**CITY OF COUPEVILLE**

\_\_\_\_\_  
Molly Hughes, Mayor

Date: \_\_\_\_\_

**BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON**

\_\_\_\_\_  
Melanie Bacon, Chair

\_\_\_\_\_  
Jill Johnson, Member

\_\_\_\_\_  
Janet St. Clair, Member

**ATTEST:**

\_\_\_\_\_  
Jennifer Roll, Clerk of the Board

See Agreement with City of Langley

See Agreement with City of Oak Harbor



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7.2       If hazardous or dangerous waste of any origin, as defined in Chapter 173-303 WAC is found to be in a container of solid waste originating in a city (whether from municipal collector or contract-hauler), city will reimburse County the actual cost incurred in disposing of the hazardous waste at a permitted hazardous waste landfill.

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11.1 No separate legal or administrative agency is created by this Agreement. Administration of this Agreement shall be by the County, working through the below-identified city representatives.

County

Island County Solid Waste Manager  
P.O. Box 5000  
Coupeville, WA 98239-5000

City of Oak Harbor

See Agreement with Oak Harbor

City of Langley

See Agreement with Langley

Town of Coupeville

Public Works Director, Town of Coupeville  
4 NE Seventh Street  
Coupeville, WA 98239

11.2 Each party will be responsible for acquiring, holding and disposing of property, real and/or personal, to carry out the terms of this Agreement. This Agreement does not provide for or authorize the joint acquisition, holding or disposition of any property.

Section 12. **REVISION, AMENDMENT, SUPPLEMENTATION OR TERMINATION.** This Agreement shall be reviewed by the parties every 5 years. At that time the terms of the Agreement may be revised, amended or supplemented upon written agreement of participating parties. No revision, amendment or supplementation shall be adopted or put into effect if it impairs any contractual obligation of the County. This Agreement may be terminated by either party prior to the expiration date in conjunction with the revision of the Comprehensive Plan as described in Agreement Section 5.

Section 13.     **MISCELLANEOUS.**

13.1 No waiver by any party of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach whether of the same or of a different provision of this Agreement.

13.2 No other person or entity shall be entitled to be treated as third party beneficiary of this Agreement.

13.3 Passage of this Agreement replaces, rescinds and supersedes any prior contract or agreement between any of the contracting parties dealing with or relation to solid waste handling in Island County.

13.4 This Agreement shall be construed pursuant to the laws of the State of Washington. The venue for any dispute arising out of or relating to this Agreement shall be the Superior Court of the State of Washington for Island County.

13.5 No provision of provisions of this Agreement or any authority granted by this Agreement is intended to create or result in any personal liability for any public official or employee or agent of the County or a city, nor shall any provision or provisions of this Agreement be construed to create any such liability.

13.6 This Agreement has been freely and fairly negotiated by the Parties hereto and has been reviewed and discussed by legal counsel for each of the Parties, each of whom has had the full opportunity to modify the draftsmanship hereof and, therefore, the terms of this Agreement shall be construed and interpreted without any presumption or other rule requiring constructional interpretation against the Party causing the drafting of the Agreement.

13.7 This Agreement contains the complete statement of the understanding of the Parties with respect to the subject matter of this Agreement. There are no other representations, agreements, or understandings, oral or written, by the Parties relating to the subject matter of this Agreement that are not fully expressed in this Agreement. Each Party acknowledges and represents to the other Party that it is executing this Agreement solely in reliance upon its own judgment and knowledge and that it is not executing this Agreement based upon the representation or covenant of the other Party, or anyone acting on such Party's behalf, except as expressly stated herein.

13.8 Indemnification: Each party agrees to be responsible and assume liability for its own wrongful and/or negligent acts or omissions or those of their officials, officers, agents or employees to the fullest extent required by law, and further agrees to save, indemnify, defend and hold the other party harmless from any such liability.

**[Remainder of this page blank. Signature page follows.]**

AGREEMENT REGARDING SOLID WASTE MANAGEMENT

Board of Island County Commissioners

  
\_\_\_\_\_  
Jill Johnson, Chair

Date: 10/10/19

Town of Coupeville

  
\_\_\_\_\_  
Molly Hughes, Mayor

Date: 10/24/2019

See Agreement with City of Langley

See Agreement with City of Oak Harbor



## Island County Public Works

*Fred Snoderly, Director*

*James Sylvester, Assistant Director*

---

1 NE 7<sup>th</sup> Street, Coupeville, WA 98239 | [www.islandcountywa.gov](http://www.islandcountywa.gov)

Ph: Whidbey 360-679-7331 | Camano 360-387-3443 | S Whidbey 360-321-5111

Email: [F.Snoderly@islandcountywa.gov](mailto:F.Snoderly@islandcountywa.gov) | [J.Sylvester@islandcountywa.gov](mailto:J.Sylvester@islandcountywa.gov)

### MEMORANDUM

December 3, 2025

TO: Board of Island County Commissioners

FROM: James Sylvester, Assistant Director

RE: **Langley Solid Waste Agreement**

---

Island County and each of the cities executing this Agreement are authorized and directed by Chapter 70.95 RCW to prepare a Comprehensive Solid and Moderate Risk Waste Management Plan (Comprehensive Plan), and are further authorized by RCW 70.95.080, and other authority including but not limited to RCW 36.58.040 and RCW 35.21.152, to contract for the administration and implementation of a Comprehensive Plan.

Island County has prepared a Solid Waste Comprehensive Plan which has been approved by the Washington State Department of Ecology and adopted by the Board of Island County Commissioners. The adopted Plan includes a Moderate Risk Waste Element and a Recycling element for the county and cities of the County.

Providing the most effective and efficient management and control of solid waste generated in Island County, including its cities, requires designation and use of the solid waste handling and disposal system established by the County and the County Comprehensive Plan to the fullest extent possible. This Agreement designates and provides for the use of the County System by the cities. The County System will incorporate any mutually approved changes in a city's operation as part of that system, by separate agreement with any such city.

The proposed Agreement has a term of 6 years, and is identical to the Agreement approved in 2019.

<p style="text-align: center;"><b><u>AGREEMENT REGARDING SOLID WASTE MANAGEMENT</u></b></p>
-------------------------------------------------------------------------------------------------

Section 1.     **AGREEMENT.**   This Agreement Regarding Solid Waste Management (“Agreement”) is among Island County, Washington (“County”) and the cities and towns (“cities”) located in the County that determine pursuant to RCW 70.95.080 to contract with the County for solid waste planning and management. The County and cities entering this Agreement are the “Parties.” The Parties agree as follows.

Section 2.     **RECITALS/PURPOSE.**

2.1     Island County and each of the cities executing this Agreement are authorized and directed by Chapter 70.95 RCW to prepare a Comprehensive Solid and Moderate Risk Waste Management Plan (Comprehensive Plan), and are further authorized by RCW 70.95.080, and other authority including but not limited to RCW 36.58.040 and RCW 35.21.152, to contract for the administration and implementation of a Comprehensive Plan.

2.2     Island County has prepared a Comprehensive Plan which has been approved by the Washington State Department of Ecology and adopted by the Board of Island County Commissioners. The adopted Plan includes a Moderate Risk Waste Element and a Recycling element for the county and cities of the County.

2.3     Providing the most effective and efficient management and control of solid waste generated in Island County, including its cities, requires designation and use of the solid waste handling and disposal system established by the County and the County Comprehensive Plan to the fullest extent possible. This Agreement designates and provides for the use of the County System by the cities. The County System will incorporate any mutually approved changes in a city’s operation as part of that system, by separate agreement with any such city.

Section 3.     **DEFINITIONS.** For the purposes of this Agreement, and unless the context provides otherwise, the following definitions apply.

3.1     “Agreement” means this Agreement Regarding Solid Waste Management.

3.2     “City” means a city or town located in Island County, Washington, that signs this Agreement.

3.3     “Comprehensive Solid and Moderate Risk Waste Management Plan” or “Comprehensive Plan” means the Island County Comprehensive Solid and Moderate Risk Waste Management Plan, including a recycling element, adopted by Island County on September 15, 2014 and as may be revised or amended from time to time thereafter.

3.4     “County” means Island County, Washington.

3.5     “County System” means all facilities for solid waste handling owned or operated, or contracted for, by the County, and all administrative activities related thereto.

3.6     “Person” means an individual, firm, association, partnership, political subdivision, government agency, municipality, industry, public or private corporation or any other entity whatsoever.



3.7 “Solid Waste” means solid waste as defined by RCW 70.95.030(22) and WAC 173-350-100 with the exception of wastes excluded, by WAC 173-350-020 as now in effect or hereafter amended.

3.8 “Solid waste handling” means, the management, storage, collection, transportation, treatment, utilization, processing, and final disposal of solid wastes, including the recovery and recycling of materials from solid wastes, the recovery of energy resources from such wastes or the conversion of the energy in such wastes to more useful forms, or combinations thereof; and as the term “solid waste handling” may be modified by amendments to RCW 70.95.030(23).

Section 4. **RESPONSIBILITY FOR SOLID WASTE DISPOSAL.** For the duration of this Agreement, the County shall be responsible for the disposal of all Solid Waste generated within unincorporated areas of the County and within each of the cities, consistent with the Comprehensive Plan. The County shall not be responsible for disposal of, and this Agreement does not apply to, Solid Waste that has been eliminated through waste reduction or waste recycling activities in conformity with the Comprehensive Plan.

Section 5. **COMPREHENSIVE PLAN.** For the duration of this Agreement, each city shall participate in the Comprehensive Plan prepared and periodically reviewed and revised every five years pursuant to chapter 70.95 RCW. By this Agreement, each city authorizes the County to include in the Comprehensive Plan provisions for the management and handling of solid waste generated in each City.

Section 6. **CITY DESIGNATION OF COUNTY SYSTEM FOR SOLID WASTE DISPOSAL.** By this Agreement each City hereby designates the County System for the disposal of all Solid Waste generated within the corporate limits of that City. And, within the scope of the Comprehensive Plan, each city authorizes the County to designate a disposal site or sites for the disposal of all Solid Waste generated within the corporate limits of that City, except for (1) recyclable and other materials removed from solid waste by reduction or waste recycling activities under the Comprehensive Plan, and (2) those wastes including hazardous or hard-to-handle wastes either prohibited by law or required by the County Solid Waste Division to be specially handled. This designation of the County System shall continue in full force and effect for a period of six (6) years beginning January 1, 2020 except as provided in Agreement Section 12. The designation of the County System in this Agreement shall not reduce or otherwise affect each city’s control over Solid Waste collection as permitted or required by applicable state law.

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County

Island County Solid Waste Manager  
P.O. Box 5000  
Coupeville, WA 98239-5000

City of Oak Harbor

See Agreement with Oak Harbor

City of Langley

Randi Perry, Director of Public Works  
112 Second Street  
Langley, WA 98260

Town of Coupeville

See Agreement with Coupeville



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**APPROVED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

**CITY OF LANGLEY**

\_\_\_\_\_  
Krista Horstman, Mayor

Date: \_\_\_\_\_

**BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON**

\_\_\_\_\_  
Melanie Bacon, Chair

\_\_\_\_\_  
Jill Johnson, Member

\_\_\_\_\_  
Janet St. Clair, Member

**ATTEST:**

\_\_\_\_\_  
Jennifer Roll, Clerk of the Board

See Agreement with City of Oak Harbor

See Agreement with City of Coupeville

<p style="text-align: center;"><b>AGREEMENT REGARDING SOLID WASTE MANAGEMENT</b></p>
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P.O. Box 5000  
Coupeville, WA 98239-5000

City of Oak Harbor

See Agreement with Oak Harbor

Town of Coupeville

See Agreement with Coupeville

City of Langley

Director of Public Works  
P.O. Box 366  
Langley, WA 98260

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**[Remainder of this page blank. Signature page follows.]**

AGREEMENT REGARDING SOLID WASTE MANAGEMENT

Board of Island County Commissioners

City of Langley

  
Jill Johnson, Chair

  
Tim Callison, Mayor

Date: 12/10/19

Date: 6/17/2019

See Agreement with Town of Coupeville

See Agreement with City of Oak Harbor





## Island County Public Works

*Ed Sewester, P.E., County Engineer*

*Matthew Lander, P.E., Assistant County Engineer*

---

1 NE 7<sup>th</sup> Street, Coupeville, WA 98239 | [www.islandcountywa.gov](http://www.islandcountywa.gov)

Ph: Whidbey 360-679-7331 | Camano 360-387-3443 | S Whidbey 360-321-5111

Email: [Ed.Sewester@islandcountywa.gov](mailto:Ed.Sewester@islandcountywa.gov) | [M.Lander@islandcountywa.gov](mailto:M.Lander@islandcountywa.gov)

### MEMORANDUM

December 3, 2025

TO: Board of County Commissioners – Island County

FROM: Malcolm Roberts, Transportation Planner/IRTPO

RE: 2025 Island County Transportation Element Contract Extension

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The Island County Public Works Department (Public Works) will be presenting to the Island County Board of County Commissioners (BOCC), at its December 3rd Work Session, a Supplemental Contract extension with Transpo Group for the Island County 2025 Transportation Element Update.

Island County PW is proposing a new contract end date of December 31, 2026 up from October 2025. This extension will utilize remaining funds from previous agreement and will not require new funding.





**Washington State  
Department of Transportation**

<b>Supplemental Agreement Number <u>1</u></b>		Organization and Address Transpo Group USA, Inc. 12131 113th Ave NE, Suite 203 Kirkland, WA 98034  Phone: <u>425-821-3665</u>	
Original Agreement Number <u>PW-2024-68</u>			
Project Number	Execution Date	Completion Date <u>12/31/2026</u>	
Project Title <u>Island County 2025 Transportation Element Update</u>	New Maximum Amount Payable <u>No Change</u>		
Description of Work <u>2025 GMA update of the Island County Transportation Element. The 2025 update of the Transportation Element will address all the various changes that have occurred.</u>			

The Local Agency of Island County Public Works  
desires to supplement the agreement entered in to with Transpo Group USA, Inc.  
and executed on 08/06/2024 and identified as Agreement No. PW-2024-68  
All provisions in the basic agreement remain in effect except as expressly modified by this supplement.  
The changes to the agreement are described as follows:

**I**

Section 1, SCOPE OF WORK, is hereby changed to read:  
No change.

**II**

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days  
for completion of the work to read: December 31, 2026

**III**

Section V, PAYMENT, shall be amended as follows:  
No change

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.  
If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate  
spaces below and return to this office for final action.

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

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Approving Authority Signature

\_\_\_\_\_  
Date

# Local Agency Professional Services Negotiated Hourly Rate Consultant Agreement

Agreement Number: PW-2024-68

Does this Require DES filing? ☐ Yes ☒ No

Firm/Organization Legal Name (do not use dba's): Transpo Group USA, Inc.			
Address 12131 113th Ave NE #203 Kirkland, WA 98034		Federal Aid Number N/A	
UBI Number 603 258 009		Federal TIN N/A	
Execution Date		Completion Date March 2025	
1099 Form Required <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Federal Participation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Project Title Island County 2025 Transportation Element Update			
Description of Work  2025 GMA update of the Island County Transportation Element. The 2025 update of the Transportation Element will address all the various changes that have occurred			
<input type="checkbox"/> Yes	%	<input checked="" type="checkbox"/> No DBE Participation	Maximum Amount Payable: 250,000.00
<input type="checkbox"/> Yes	%	<input checked="" type="checkbox"/> No MBE Participation	
<input type="checkbox"/> Yes	%	<input checked="" type="checkbox"/> No WBE Participation	
<input type="checkbox"/> Yes	%	<input checked="" type="checkbox"/> No SBE Participation	

## Index of Exhibits

Exhibit A	Scope of Work
Exhibit B	DBE Participation
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Exhibit D	Prime Consultant Cost Computations
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THIS AGREEMENT, made and entered into as shown in the "Execution Date" box on page one (1) of this AGREEMENT, between the Island County Public Works hereinafter called the "AGENCY," and the "Firm/Organization Name" referenced on page one (1) of this AGREEMENT, hereinafter called the "CONSULTANT."

WHEREAS, the AGENCY desires to accomplish the work referenced in "Description of Work" on page one (1) of this AGREEMENT and hereafter called the "SERVICES;" and does not have sufficient staff to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary SERVICES; and

WHEREAS, the CONSULTANT represents that they comply with the Washington State Statutes relating to professional registration, if applicable, and has signified a willingness to furnish consulting services to the AGENCY.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

## **I. General Description of Work**

The work under this AGREEMENT shall consist of the above-described SERVICES as herein defined, and necessary to accomplish the completed work for this project. The CONSULTANT shall furnish all services, labor, and related equipment and, if applicable, sub-consultants and subcontractors necessary to conduct and complete the SERVICES as designated elsewhere in this AGREEMENT.

## **II. Scope of Work**

The Scope of Work and projected level of effort required for these SERVICES is described in Exhibit "A" attached hereto and by this reference made a part of this AGREEMENT. The Scope of Work was developed utilizing performance based contracting methodologies.

## **III. General Requirements**

All aspects of coordination of the work of this AGREEMENT with outside agencies, groups, or individuals shall receive advance approval by the AGENCY. Necessary contacts and meetings with agencies, groups, and/or individuals shall be coordinated through the AGENCY. The CONSULTANT shall attend coordination, progress, and presentation meetings with the AGENCY and/or such State, Federal, Community, City, or County officials, groups or individuals as may be requested by the AGENCY. The AGENCY will provide the CONSULTANT sufficient notice prior to meetings requiring CONSULTANT participation. The minimum required hours or days' notice shall be agreed to between the AGENCY and the CONSULTANT and shown in Exhibit "A."

The CONSULTANT shall prepare a monthly progress report, in a form approved by the AGENCY, which will outline in written and graphical form the various phases and the order of performance of the SERVICES in sufficient detail so that the progress of the SERVICES can easily be evaluated.

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations, and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

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Participation for Disadvantaged Business Enterprises (DBE) or Small Business Enterprises (SBE), if required, per 49 CFR Part 26 shall be shown on the heading of this AGREEMENT. If DBE firms are utilized at the commencement of this AGREEMENT, the amounts authorized to each firm and their certification number will be shown on Exhibit "B" attached hereto and by this reference made part of this AGREEMENT. If the Prime CONSULTANT is a DBE certified firm they must comply with the Commercial Useful Function (CUF) regulation outlined in the AGENCY's "DBE Program Participation Plan" and perform a minimum of 30% of the total amount of this AGREEMENT. It is recommended, but not required, that non-DBE Prime CONSULTANTS perform a minimum of 30% of the total amount of this AGREEMENT.

In the absence of a mandatory UDBE, the Consultant shall continue their outreach efforts to provide SBE firms maximum practicable opportunities.

The CONSULTANT, on a monthly basis, shall enter the amounts paid to all firms involved with this AGREEMENT into the wsdot.diversitycompliance.com program. Payment information shall identify any DBE Participation. Non-minority, woman owned DBEs does not count towards UDBE goal attainment.

All Reports, PS&E materials, and other data furnished to the CONSULTANT by the AGENCY shall be returned. All electronic files, prepared by the CONSULTANT, must meet the requirements as outlined in Exhibit "C – Preparation and Delivery of Electronic Engineering and other Data."

All designs, drawings, specifications, documents, and other work products, including all electronic files, prepared by the CONSULTANT prior to completion or termination of this AGREEMENT are instruments of service for these SERVICES, and are the property of the AGENCY. Reuse by the AGENCY or by others, acting through or on behalf of the AGENCY of any such instruments of service, not occurring as a part of this SERVICE, shall be without liability or legal exposure to the CONSULTANT.

Any and all notices or requests required under this AGREEMENT shall be made in writing and sent to the other party by (i) certified mail, return receipt requested, or (ii) by email or facsimile, to the address set forth below:

**If to AGENCY:**

Name: Malcolm Roberts  
Agency: Island County Public Works  
Address: 1 NE 7th Street  
City: Coupeville State: Wa Zip: 98239  
Email: malcolm.roberts@islandcountywa.gov  
Phone: 350-240-5546  
Facsimile:

**If to CONSULTANT:**

Name: Chris Comeau  
Agency: Transpo Group USA, Inc.  
Address: 12131 113th Ave NE, Suite 203  
City: Kirkland State: WA Zip: 98034  
Email: chris.comeau@transpogroup.com  
Phone: 425-896-5254  
Facsimile:

#### **IV. Time for Beginning and Completion**

The CONSULTANT shall not begin any work under the terms of this AGREEMENT until authorized in writing by the AGENCY. This AGREEMENT may require filing with the Department of Enterprise Services (DES) pursuant to RCW 39.26.140. If such approval is required by DES, this AGREEMENT shall not bind the AGENCY until approved by DES. If the AGREEMENT must be approved by DES, work cannot begin, nor payment made until ten (10) or more working days following the date of filing, and until approved by DES. Any subsequent SUPPLEMENTAL AGREEMENT may also be subject to filing and/or approval from DES. All work under this AGREEMENT shall be completed by the date shown in the heading of this AGREEMENT titled "Completion Date."

The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the AGENCY in the event of a delay attributable to the AGENCY, or because of unavoidable delays caused by an act of GOD, governmental actions, or other conditions beyond the control of the CONSULTANT. A prior supplemental AGREEMENT issued by the AGENCY is required to extend the established completion time.

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## V. Payment Provisions

The CONSULTANT shall be paid by the AGENCY for completed SERVICES rendered under this AGREEMENT as provided hereinafter. Such payment shall be full compensation for SERVICES performed or SERVICES rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete SERVICES. The CONSULTANT shall conform to all applicable portions of 48 CFR Part 31 ([www.ecfr.gov](http://www.ecfr.gov)).

- A. Hourly Rates: Hourly rates are comprised of the following elements - Direct (Raw) Labor, Indirect Cost Rate, and Fee (Profit). The CONSULTANT shall be paid by the AGENCY for work done, based upon the negotiated hourly rates shown in Exhibits "D" and "E" attached hereto and by reference made part of this AGREEMENT. These negotiated hourly rates will be accepted based on a review of the CONSULTANT's direct labor rates and indirect cost rate computations and agreed upon fee. The accepted negotiated rates shall be memorialized in a final written acknowledgment between the parties. Such final written acknowledgment shall be incorporated into, and become a part of, this AGREEMENT. The initially accepted negotiated rates shall be applicable from the approval date, as memorialized in a final written acknowledgment, to 180 days following the CONSULTANT's fiscal year end (FYE) date.

The direct (raw) labor rates and classifications, as shown on Exhibits "D" and "E" shall be subject to renegotiations for each subsequent twelve (12) month period (180 days following FYE date to 180 days following FYE date) upon written request of the CONSULTANT or the AGENCY. The written request must be made to the other party within ninety (90) days following the CONSULTANT's FYE date. If no such written request is made, the current direct (raw) labor rates and classifications as shown on Exhibits "D" and "E", will remain in effect for the twelve (12) month period.

Conversely, if a timely request is made in the manner set forth above, the parties will commence negotiations to determine the new direct (raw) labor rates and classifications that will be applicable for the twelve (12) month period. Any agreed to renegotiated rates shall be memorialized in a final written acknowledgement between the parties. Such final written acknowledgement shall be incorporated into, and become a part of, this AGREEMENT. If requested, the CONSULTANT shall provide current payroll register and classifications to aid in negotiations. If the parties cannot reach an agreement on the direct (raw) labor rates and classifications, the AGENCY shall perform an audit of the CONSULTANT's books and records to determine the CONSULTANT's actual costs. The audit findings will establish the direct (raw) labor rates and classifications that will be applicable for the twelve (12) month period.

The fee as identified in Exhibits "D" and "E" shall represent a value to be applied throughout the life of the AGREEMENT.

The CONSULTANT shall submit annually to the AGENCY an updated indirect cost rate within 180 days of the close of its fiscal year. An approved updated indirect cost rate shall be included in the current fiscal year rates under this AGREEMENT, even if/when other components of the hourly rate are not renegotiated. These rates will be applicable for the twelve (12) month period. At the AGENCY's option, a provisional and/or conditional indirect cost rate may be negotiated. This provisional or conditional indirect rate shall remain in effect until the updated indirect cost rate is completed and approved. Indirect cost rate costs incurred during the provisional or conditional period will not be adjusted. The CONSULTANT may request an extension of the last approved indirect cost rate for the twelve (12) month period. These requests for provisional indirect cost rate and/or extension will be considered on a case-by-case basis, and if granted, will be memorialized in a final written acknowledgement.

The CONSULTANT shall maintain and have accessible support data for verification of the components of the hourly rates, i.e., direct (raw) labor, indirect cost rate, and fee (profit) percentage. The CONSULTANT shall bill each employee's actual classification, and actual salary plus indirect cost rate plus fee.

- B. **Direct Non-Salary Costs:** Direct Non-Salary Costs will be reimbursed at the actual cost to the CONSULTANT. These charges may include, but are not limited to, the following items: travel, printing, long distance telephone, supplies, computer charges. The CONSULTANT shall comply with the rules and regulations regarding travel costs (excluding air, train, and rental car costs) in accordance with the WSDOT'S Accounting Manual M 13-82, Chapter 10 – Travel Rules and Procedures, and all revisions thereto. Air, train and rental car costs shall be reimbursed in accordance with 48 Code of Federal Regulations (CFR) Part 31.205-46 "Travel Costs." The billing for direct non-salary costs shall include an itemized listing of the charges directly identifiable with these SERVICES. The CONSULTANT shall maintain the original supporting documents in their office. Copies of the original supporting documents shall be supplied to the AGENCY upon request. All above charges must be necessary for the SERVICES provided under this AGREEMENT.
- C. **Maximum Amount Payable:** The Maximum Amount Payable by the AGENCY to the CONSULTANT under this AGREEMENT shall not exceed the amount shown in the heading of this AGREEMENT on page one (1.) The Maximum Amount Payable does not include payment for extra work as stipulated in section XIII, "Extra Work." No minimum amount payable is guaranteed under this AGREEMENT.
- D. **Monthly Progress Payments:** Progress payments may be claimed on a monthly basis for all costs authorized in A and B above. The monthly billings shall be supported by detailed statements for hours expended at the rates established in Exhibit "D," including names and classifications of all employees, and billings for all direct non-salary expenses. To provide a means of verifying the billed salary costs for the CONSULTANT's employees, the AGENCY may conduct employee interviews. These interviews may consist of recording the names, titles, salary rates, and present duties of those employees performing work on the SERVICES at the time of the interview.
- E. **Final Payment:** Final Payment of any balance due the CONSULTANT of the gross amount earned will be made promptly upon its verification by the AGENCY after the completion of the SERVICES under this AGREEMENT, contingent upon receipt of all PS&E, plans, maps, notes, reports, electronic data, and other related documents which are required to be furnished under this AGREEMENT. Acceptance of such Final Payment by the CONSULTANT shall constitute a release of all claims for payment, which the CONSULTANT may have against the AGENCY unless such claims are specifically reserved in writing and transmitted to the AGENCY by the CONSULTANT prior to its acceptance. Said Final Payment shall not, however, be a bar to any claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims.
- The payment of any billing will not constitute agreement as to the appropriateness of any item and at the time of final audit all required adjustments will be made and reflected in a final payment. In the event that such final audit reveals an overpayment to the CONSULTANT, the CONSULTANT will refund such overpayment to the AGENCY within thirty (30) calendar days of notice of the overpayment. Such refund shall not constitute a waiver by the CONSULTANT for any claims relating to the validity of a finding by the AGENCY of overpayment. Per the WSDOT's "Audit Guide for Consultants," Chapter 23 "Resolution Procedures," the CONSULTANT has twenty (20) working days after receipt of the final Post Audit to begin the appeal process to the AGENCY for audit findings.
- F. **Inspection of Cost Records:** The CONSULTANT and their sub-consultants shall keep available for inspection by representatives of the AGENCY and the United States, for a period of six (6) years after receipt of final payment, the cost records and accounts pertaining to this AGREEMENT and all items related to or bearing upon these records with the following exception: if any litigation, claim or audit arising out of, in connection with, or related to this AGREEMENT is initiated before the expiration of the six (6) year period, the cost records and accounts shall be retained until such litigation, claim, or audit involving the records is completed.
- An interim or post audit may be performed on this AGREEMENT. The audit, if any, will be performed by the State Auditor, WSDOT's Internal Audit Office and /or at the request of the AGENCY's Project Manager.

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## **VI. Sub-Contracting**

The AGENCY permits subcontracts for those items of SERVICES as shown in Exhibit "A" attached hereto and by this reference made part of this AGREEMENT.

The CONSULTANT shall not subcontract for the performance of any SERVICE under this AGREEMENT without prior written permission of the AGENCY. No permission for subcontracting shall create, between the AGENCY and sub-consultant, any contract or any other relationship.

Compensation for this sub-consultant SERVICES shall be based on the cost factors shown on Exhibit "E" attached hereto and by this reference made part of this AGREEMENT.

The SERVICES of the sub-consultant shall not exceed its maximum amount payable identified in each Task Order unless a prior written approval has been issued by the AGENCY.

All reimbursable direct labor, indirect cost rate, direct non-salary costs and fee costs for the sub-consultant shall be negotiated and substantiated in accordance with section V "Payment Provisions" herein and shall be memorialized in a final written acknowledgement between the parties.

All subcontracts shall contain all applicable provisions of this AGREEMENT, and the CONSULTANT shall require each sub-consultant or subcontractor, of any tier, to abide by the terms and conditions of this AGREEMENT. With respect to sub-consultant payment, the CONSULTANT shall comply with all applicable sections of the STATE's Prompt Payment laws as set forth in RCW 39.04.250 and RCW 39.76.011.

The CONSULTANT, sub-recipient, or sub-consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this AGREEMENT. The CONSULTANT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the recipient deems appropriate.

## **VII. Employment and Organizational Conflict of Interest**

The CONSULTANT warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warrant, the AGENCY shall have the right to annul this AGREEMENT without liability or, in its discretion, to deduct from this AGREEMENT price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

Any and all employees of the CONSULTANT or other persons while engaged in the performance of any work or services required of the CONSULTANT under this AGREEMENT, shall be considered employees of the CONSULTANT only and not of the AGENCY, and any and all claims that may arise under any Workmen's Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a third party as a consequence of any act or omission on the part of the CONSULTANT's employees or other persons while so engaged on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT.

The CONSULTANT shall not engage, on a full- or part-time basis, or other basis, during the period of this AGREEMENT, any professional or technical personnel who are, or have been, at any time during the period of this AGREEMENT, in the employ of the United States Department of Transportation or the AGENCY, except regularly retired employees, without written consent of the public employer of such person if he/she will be working on this AGREEMENT for the CONSULTANT.

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## VIII. Nondiscrimination

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, sub-consultants, subcontractors and successors in interest, agrees to comply with the following laws and regulations:

- Title VI of the Civil Rights Act of 1964  
(42 U.S.C. Chapter 21 Subchapter V § 2000d through 2000d-4a)
- Federal-aid Highway Act of 1973  
(23 U.S.C. Chapter 3 § 324)
- Rehabilitation Act of 1973  
(29 U.S.C. Chapter 16 Subchapter V § 794)
- Age Discrimination Act of 1975  
(42 U.S.C. Chapter 76 § 6101 *et. seq.*)
- Civil Rights Restoration Act of 1987  
(Public Law 100-259)
- American with Disabilities Act of 1990  
(42 U.S.C. Chapter 126 § 12101 *et. seq.*)
- 23 CFR Part 200
- 49 CFR Part 21
- 49 CFR Part 26
- RCW 49.60.180

In relation to Title VI of the Civil Rights Act of 1964, the CONSULTANT is bound by the provisions of Exhibit "F" attached hereto and by this reference made part of this AGREEMENT, and shall include the attached Exhibit "F" in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

## IX. Termination of Agreement

The right is reserved by the AGENCY to terminate this AGREEMENT at any time with or without cause upon ten (10) days written notice to the CONSULTANT.

In the event this AGREEMENT is terminated by the AGENCY, other than for default on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for actual hours charged at the time of termination of this AGREEMENT, plus any direct non-salary costs incurred up to the time of termination of this AGREEMENT.

No payment shall be made for any SERVICES completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. If the accumulated payment made to the CONSULTANT prior to Notice of Termination exceeds the total amount that would be due when computed as set forth in paragraph two (2) of this section, then no final payment shall be due and the CONSULTANT shall immediately reimburse the AGENCY for any excess paid.

If the services of the CONSULTANT are terminated by the AGENCY for default on the part of the CONSULTANT, the above formula for payment shall not apply.

In the event of a termination for default, the amount to be paid to the CONSULTANT shall be determined by the AGENCY with consideration given to the actual costs incurred by the CONSULTANT in performing SERVICES to the date of termination, the amount of SERVICES originally required which was satisfactorily completed to date of termination, whether that SERVICE is in a form or a type which is usable to the AGENCY at the time of termination, the cost to the AGENCY of employing another firm to complete the SERVICES required and the time which may be required to do so, and other factors which affect the value to the AGENCY of the SERVICES performed at the time of termination. Under no circumstances shall payment made under this subsection exceed the amount, which would have been made using the formula set forth in paragraph two (2) of this section.

If it is determined for any reason that the CONSULTANT was not in default or that the CONSULTANT's failure to perform is without the CONSULTANT's or its employee's fault or negligence, the termination shall be deemed to be a termination for the convenience of the AGENCY. In such an event, the CONSULTANT would be reimbursed for actual costs in accordance with the termination for other than default clauses listed previously.

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The CONSULTANT shall, within 15 days, notify the AGENCY in writing, in the event of the death of any member, partner, or officer of the CONSULTANT or the death or change of any of the CONSULTANT's supervisory and/or other key personnel assigned to the project or disaffiliation of any principally involved CONSULTANT employee. The CONSULTANT shall also notify the AGENCY, in writing, in the event of the sale or transfer of 50% or more of the beneficial ownership of the CONSULTANT within 15 days of such sale or transfer occurring. The CONSULTANT shall continue to be obligated to complete the SERVICES under the terms of this AGREEMENT unless the AGENCY chooses to terminate this AGREEMENT for convenience or chooses to renegotiate any term(s) of this AGREEMENT. If termination for convenience occurs, final payment will be made to the CONSULTANT as set forth in the second and third paragraphs of this section.

Payment for any part of the SERVICES by the AGENCY shall not constitute a waiver by the AGENCY of any remedies of any type it may have against the CONSULTANT for any breach of this AGREEMENT by the CONSULTANT, or for failure of the CONSULTANT to perform SERVICES required of it by the AGENCY. Forbearance of any rights under the AGREEMENT will not constitute waiver of entitlement to exercise those rights with respect to any future act or omission by the CONSULTANT.

## **X. Changes of Work**

The CONSULTANT shall make such changes and revisions in the completed work of this AGREEMENT as necessary to correct errors appearing therein, without additional compensation thereof. Should the AGENCY find it desirable for its own purposes to have previously satisfactorily completed SERVICES or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the AGENCY. This work shall be considered as Extra Work and will be paid for as herein provided under section XIII "Extra Work."

## **XI. Disputes**

Any disputed issue not resolved pursuant to the terms of this AGREEMENT shall be submitted in writing within 10 days to the Director of Public Works or AGENCY Engineer, whose decision in the matter shall be final and binding on the parties of this AGREEMENT; provided however, that if an action is brought challenging the Director of Public Works or AGENCY Engineer's decision, that decision shall be subject to judicial review. If the parties to this AGREEMENT mutually agree, disputes concerning alleged design errors will be conducted under the procedures found in Exhibit "J". In the event that either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this AGREEMENT, this action shall be initiated in the Superior Court of the State of Washington, situated in the county in which the AGENCY is located. The parties hereto agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, situated in the county in which the AGENCY is located.

## **XII. Legal Relations**

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

The CONSULTANT shall defend, indemnify, and hold the State of Washington (STATE), the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the negligence of, or the breach of any obligation under this AGREEMENT by, the CONSULTANT or the CONSULTANT's agents, employees, sub consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable; provided that nothing herein shall require a CONSULTANT

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to defend or indemnify the STATE and the AGENCY and their officers and employees against and hold harmless the STATE and the AGENCY and their officers and employees from claims, demands or suits based solely upon the negligence of, or breach of any obligation under this AGREEMENT by the STATE and/or the AGENCY, their agents, officers, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the STATE and/or the AGENCY may be legally liable; and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT is legally liable, and (b) the STATE and/or the AGENCY, its agents, officers, employees, sub-consultants, subcontractors and or vendors, of any tier, or any other persons for whom the STATE and/or the AGENCY may be legally liable, the defense and indemnity obligation shall be valid and enforceable only to the extent of the CONSULTANT's negligence or the negligence of the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable. This provision shall be included in any AGREEMENT between CONSULTANT and any sub-consultant, subcontractor and vendor, of any tier.

The CONSULTANT shall also defend, indemnify, and hold the STATE and the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions by the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable, in performance of the Work under this AGREEMENT or arising out of any use in connection with the AGREEMENT of methods, processes, designs, information or other items furnished or communicated to STATE and/or the AGENCY, its agents, officers and employees pursuant to the AGREEMENT; provided that this indemnity shall not apply to any alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions resulting from STATE's and/or the AGENCY's, their agents', officers' and employees' failure to comply with specific written instructions regarding use provided to STATE and/or the AGENCY, their agents, officers and employees by the CONSULTANT, its agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable.

The CONSULTANT's relation to the AGENCY shall be at all times as an independent contractor.

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the AGENCY may, in its sole discretion, by written notice to the CONSULTANT terminate this AGREEMENT if it is found after due notice and examination by the AGENCY that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the CONSULTANT in the procurement of, or performance under, this AGREEMENT.

The CONSULTANT specifically assumes potential liability for actions brought by the CONSULTANT's own employees or its agents against the STATE and/or the AGENCY and, solely for the purpose of this indemnification and defense, the CONSULTANT specifically waives any immunity under the state industrial insurance law, Title 51 RCW. This waiver has been mutually negotiated by the Parties.

Unless otherwise specified in this AGREEMENT, the AGENCY shall be responsible for administration of construction contracts, if any, on the project. Subject to the processing of a new sole source, or an acceptable supplemental AGREEMENT, the CONSULTANT shall provide On-Call assistance to the AGENCY during contract administration. By providing such assistance, the CONSULTANT shall assume no responsibility for: proper construction techniques, job site safety, or any construction contractor's failure to perform its work in accordance with the contract documents.

The CONSULTANT shall obtain and keep in force during the terms of this AGREEMENT, or as otherwise required, the following insurance with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW.

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## Insurance Coverage

- A. Worker's compensation and employer's liability insurance as required by the STATE.
- B. Commercial general liability insurance written under ISO Form CG 00 01 12 04 or its equivalent with minimum limits of one million dollars (\$1,000,000.00) per occurrence and two million dollars (\$2,000,000.00) in the aggregate for each policy period.
- C. Business auto liability insurance written under ISO Form CG 00 01 10 01 or equivalent providing coverage for any "Auto" (Symbol 1) used in an amount not less than a one million dollar (\$1,000,000.00) combined single limit for each occurrence.

Excepting the Worker's Compensation Insurance and any Professional Liability Insurance, the STATE and AGENCY, their officers, employees, and agents will be named on all policies of CONSULTANT and any sub-consultant and/or subcontractor as an additional insured (the "AIs"), with no restrictions or limitations concerning products and completed operations coverage. This coverage shall be primary coverage and non-contributory and any coverage maintained by the AIs shall be excess over, and shall not contribute with, the additional insured coverage required hereunder. The CONSULTANT's and the sub-consultant's and/or subcontractor's insurer shall waive any and all rights of subrogation against the AIs. The CONSULTANT shall furnish the AGENCY with verification of insurance and endorsements required by this AGREEMENT. The AGENCY reserves the right to require complete, certified copies of all required insurance policies at any time.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. The CONSULTANT shall submit a verification of insurance as outlined above within fourteen (14) days of the execution of this AGREEMENT to:

Name: Malcolm Roberts  
Agency: Island County Public Works  
Address: 1 NE 7th Street  
City: Coupeville State: Wa Zip: 98239  
Email: malcolm.roberts@islandcountywa.gov  
Phone: 360-240-5546  
Facsimile:

No cancellation of the foregoing policies shall be effective without thirty (30) days prior notice to the AGENCY.

The CONSULTANT's professional liability to the AGENCY, including that which may arise in reference to section IX "Termination of Agreement" of this AGREEMENT, shall be limited to the accumulative amount of the authorized AGREEMENT or one million dollars (\$1,000,000.00), whichever is greater, unless the limit of liability is increased by the AGENCY pursuant to Exhibit H. In no case shall the CONSULTANT's professional liability to third parties be limited in any way.

The parties enter into this AGREEMENT for the sole benefit of the parties, and to the exclusion of any third party, and no third party beneficiary is intended or created by the execution of this AGREEMENT.

The AGENCY will pay no progress payments under section V "Payment Provisions" until the CONSULTANT has fully complied with this section. This remedy is not exclusive; and the AGENCY may take such other action as is available to it under other provisions of this AGREEMENT, or otherwise in law.

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### **XIII. Extra Work**

- A. The AGENCY may at any time, by written order, make changes within the general scope of this AGREEMENT in the SERVICES to be performed.
- B. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the SERVICES under this AGREEMENT, whether or not changed by the order, or otherwise affects any other terms and conditions of this AGREEMENT, the AGENCY shall make an equitable adjustment in the: (1) maximum amount payable; (2) delivery or completion schedule, or both; and (3) other affected terms and shall modify this AGREEMENT accordingly.
- C. The CONSULTANT must submit any "request for equitable adjustment," hereafter referred to as "CLAIM," under this clause within thirty (30) days from the date of receipt of the written order. However, if the AGENCY decides that the facts justify it, the AGENCY may receive and act upon a CLAIM submitted before final payment of this AGREEMENT.
- D. Failure to agree to any adjustment shall be a dispute under the section XI "Disputes" clause. However, nothing in this clause shall excuse the CONSULTANT from proceeding with the AGREEMENT as changed.
- E. Notwithstanding the terms and conditions of paragraphs (A.) and (B.) above, the maximum amount payable for this AGREEMENT, shall not be increased or considered to be increased except by specific written supplement to this AGREEMENT.

### **XIV. Endorsement of Plans**

If applicable, the CONSULTANT shall place their endorsement on all plans, estimates, or any other engineering data furnished by them.

### **XV. Federal Review**

The Federal Highway Administration shall have the right to participate in the review or examination of the SERVICES in progress.

### **XVI. Certification of the Consultant and the AGENCY**

Attached hereto as Exhibit "G-1(a and b)" are the Certifications of the CONSULTANT and the AGENCY, Exhibit "G-2" Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions, Exhibit "G-3" Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying and Exhibit "G-4" Certificate of Current Cost or Pricing Data. Exhibit "G-3" is required only in AGREEMENT's over one hundred thousand dollars (\$100,000.00) and Exhibit "G-4" is required only in AGREEMENT's over five hundred thousand dollars (\$500,000.00.) These Exhibits must be executed by the CONSULTANT, and submitted with the master AGREEMENT, and returned to the AGENCY at the address listed in section III "General Requirements" prior to its performance of any SERVICES under this AGREEMENT.

### **XVII. Complete Agreement**

This document and referenced attachments contain all covenants, stipulations, and provisions agreed upon by the parties. No agent, or representative of either party has authority to make, and the parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein. No changes, amendments, or modifications of the terms hereof shall be valid unless reduced to writing and signed by the parties as a supplement to this AGREEMENT.

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## **XVIII. Execution and Acceptance**

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The CONSULTANT does hereby ratify and adopt all statements, representations, warranties, covenants, and AGREEMENT's contained in the proposal, and the supporting material submitted by the CONSULTANT, and does hereby accept this AGREEMENT and agrees to all of the terms and conditions thereof.

## **XIX. Protection of Confidential Information**

The CONSULTANT acknowledges that some of the material and information that may come into its possession or knowledge in connection with this AGREEMENT or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under either chapter 42.56 RCW or other local, state or federal statutes ("State's Confidential Information"). The "State's Confidential Information" includes, but is not limited to, names, addresses, Social Security numbers, e-mail addresses, telephone numbers, financial profiles, credit card information, driver's license numbers, medical data, law enforcement records (or any other information identifiable to an individual), STATE and AGENCY source code or object code, STATE and AGENCY security data, non-public Specifications, STATE and AGENCY non-publicly available data, proprietary software, STATE and AGENCY security data, or information which may jeopardize any part of the project that relates to any of these types of information. The CONSULTANT agrees to hold the State's Confidential Information in strictest confidence and not to make use of the State's Confidential Information for any purpose other than the performance of this AGREEMENT, to release it only to authorized employees, sub-consultants or subcontractors requiring such information for the purposes of carrying out this AGREEMENT, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make it known to any other party without the AGENCY's express written consent or as provided by law. The CONSULTANT agrees to release such information or material only to employees, sub-consultants or subcontractors who have signed a nondisclosure AGREEMENT, the terms of which have been previously approved by the AGENCY. The CONSULTANT agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to the State's Confidential Information.

Immediately upon expiration or termination of this AGREEMENT, the CONSULTANT shall, at the AGENCY's option: (i) certify to the AGENCY that the CONSULTANT has destroyed all of the State's Confidential Information; or (ii) returned all of the State's Confidential Information to the AGENCY; or (iii) take whatever other steps the AGENCY requires of the CONSULTANT to protect the State's Confidential Information.

As required under Executive Order 00-03, the CONSULTANT shall maintain a log documenting the following: the State's Confidential Information received in the performance of this AGREEMENT; the purpose(s) for which the State's Confidential Information was received; who received, maintained and used the State's Confidential Information; and the final disposition of the State's Confidential Information. The CONSULTANT's records shall be subject to inspection, review, or audit upon reasonable notice from the AGENCY.

The AGENCY reserves the right to monitor, audit, or investigate the use of the State's Confidential Information collected, used, or acquired by the CONSULTANT through this AGREEMENT. The monitoring, auditing, or investigating may include, but is not limited to, salting databases.

Violation of this section by the CONSULTANT or its sub-consultants or subcontractors may result in termination of this AGREEMENT and demand for return of all State's Confidential Information, monetary damages, or penalties.

It is understood and acknowledged that the CONSULTANT may provide the AGENCY with information which is proprietary and/or confidential during the term of this AGREEMENT. The parties agree to maintain the confidentiality of such information during the term of this AGREEMENT and afterwards. All materials containing such proprietary and/or confidential information shall be clearly identified and marked as "Confidential" and shall be returned to the disclosing party at the conclusion of the SERVICES under this AGREEMENT.

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The CONSULTANT shall provide the AGENCY with a list of all information and materials it considers confidential and/or proprietary in nature: (a) at the commencement of the term of this AGREEMENT; or (b) as soon as such confidential or proprietary material is developed. "Proprietary and/or confidential information" is not meant to include any information which, at the time of its disclosure: (i) is already known to the other party; (ii) is rightfully disclosed to one of the parties by a third party that is not acting as an agent or representative for the other party; (iii) is independently developed by or for the other party; (iv) is publicly known; or (v) is generally utilized by unaffiliated third parties engaged in the same business or businesses as the CONSULTANT.

The parties also acknowledge that the AGENCY is subject to Washington State and federal public disclosure laws. As such, the AGENCY shall maintain the confidentiality of all such information marked proprietary and/or confidential or otherwise exempt, unless such disclosure is required under applicable state or federal law. If a public disclosure request is made to view materials identified as "Proprietary and/or confidential information" or otherwise exempt information, the AGENCY will notify the CONSULTANT of the request and of the date that such records will be released to the requester unless the CONSULTANT obtains a court order from a court of competent jurisdiction enjoining that disclosure. If the CONSULTANT fails to obtain the court order enjoining disclosure, the AGENCY will release the requested information on the date specified.

The CONSULTANT agrees to notify the sub-consultant of any AGENCY communication regarding disclosure that may include a sub-consultant's proprietary and/or confidential information. The CONSULTANT notification to the sub-consultant will include the date that such records will be released by the AGENCY to the requester and state that unless the sub-consultant obtains a court order from a court of competent jurisdiction enjoining that disclosure the AGENCY will release the requested information. If the CONSULTANT and/or sub-consultant fail to obtain a court order or other judicial relief enjoining the AGENCY by the release date, the CONSULTANT shall waive and release and shall hold harmless and indemnify the AGENCY from all claims of actual or alleged damages, liabilities, or costs associated with the AGENCY's said disclosure of sub-consultants' information.

## **XIX. Records Maintenance**

During the progress of the Work and SERVICES provided hereunder and for a period of not less than six (6) years from the date of final payment to the CONSULTANT, the CONSULTANT shall keep, retain and maintain all "documents" pertaining to the SERVICES provided pursuant to this AGREEMENT. Copies of all "documents" pertaining to the SERVICES provided hereunder shall be made available for review at the CONSULTANT's place of business during normal working hours. If any litigation, claim or audit is commenced, the CONSULTANT shall cooperate with AGENCY and assist in the production of all such documents. "Documents" shall be retained until all litigation, claims or audit findings have been resolved even though such litigation, claim or audit continues past the six (6) year retention period.

For purposes of this AGREEMENT, "documents" means every writing or record of every type and description, including electronically stored information ("ESI"), that is in the possession, control, or custody of the CONSULTANT, including, without limitation, any and all correspondences, contracts, AGREEMENT 's, appraisals, plans, designs, data, surveys, maps, spreadsheets, memoranda, stenographic or handwritten notes, reports, records, telegrams, schedules, diaries, notebooks, logbooks, invoices, accounting records, work sheets, charts, notes, drafts, scribbles, recordings, visual displays, photographs, minutes of meetings, tabulations, computations, summaries, inventories, and writings regarding conferences, conversations or telephone conversations, and any and all other taped, recorded, written, printed or typed matters of any kind or description; every copy of the foregoing whether or not the original is in the possession, custody, or control of the CONSULTANT, and every copy of any of the foregoing, whether or not such copy is a copy identical to an original, or whether or not such copy contains any commentary or notation whatsoever that does not appear on the original.

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For purposes of this AGREEMENT, "ESI" means any and all computer data or electronic recorded media of any kind, including "Native Files", that are stored in any medium from which it can be retrieved and examined, either directly or after translation into a reasonably useable form. ESI may include information and/or documentation stored in various software programs such as: Email, Outlook, Word, Excel, Access, Publisher, PowerPoint, Adobe Acrobat, SQL databases, or any other software or electronic communication programs or databases that the CONSULTANT may use in the performance of its operations. ESI may be located on network servers, backup tapes, smart phones, thumb drives, CDs, DVDs, floppy disks, work computers, cell phones, laptops or any other electronic device that CONSULTANT uses in the performance of its Work or SERVICES hereunder, including any personal devices used by the CONSULTANT or any sub-consultant at home.

"Native files" are a subset of ESI and refer to the electronic format of the application in which such ESI is normally created, viewed, and /or modified.

The CONSULTANT shall include this section XX "Records Maintenance" in every subcontract it enters into in relation to this AGREEMENT and bind the sub-consultant to its terms, unless expressly agreed to otherwise in writing by the AGENCY prior to the execution of such subcontract.

In witness whereof, the parties hereto have executed this AGREEMENT as of the day and year shown in the "Execution Date" box on page one (1) of this AGREEMENT.

  
\_\_\_\_\_  
Signature

07/29/2024  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Signature

8/6/24  
\_\_\_\_\_  
Date

*Any modification, change, or reformation of this AGREEMENT shall require approval as to form by the Office of the Attorney General.*

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## ***Exhibit A*** ***Scope of Work***

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Project No.

See Next Page for Complete Scope

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## Attachment A - Scope of Services

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Client Name:	Island County, WA		
Project Name:	2025 Transportation Element Update		
Exhibit Dated:	April 30, 2024	TG:	1.24150

### Background

Transpo Group completed a Transportation Element update for Island County in 2016. Growth has continued throughout the County since that time with additional housing developments and new commercial activity areas. The 2025 update of the Transportation Element will address all the various changes that have occurred, but also provide a good policy and planning road map for the future to respond to the changing needs and priorities of the community, as well as changes in State planning regulations. Based on our experience and familiarity with Island County, Transpo Group will assist the County staff to update its Transportation Element (TE) as part of the 2025 Comprehensive Plan Update.

### Scope of Services

Based on discussions with County staff, the consultant has prepared the following scope of services to support an update of the County's TE. The primary study area will be the Island County boundaries and associated Urban Growth Areas (UGA). The scope covers a total of six major tasks:

1. Agency Coordination and Participation in County-led Community Outreach
2. Existing Conditions Evaluation
3. Goals/Policies and Multimodal LOS Standards
4. Needs Assessment
5. Improvement Projects/Programs
6. Documentation and Implementation

### Key Assumptions

- County staff will review all deliverables in a timely manner.
- Existing and future land use assumptions will be summarized and provided by the County.
- Other data needs and support from the County are identified for each task.
- Meeting attendance will be virtual, unless otherwise noted.
- All deliverables will be provided electronically via PDF and in their original file format.
- All relevant and available data such as aerial photos and GIS data will be provided by the County.

### Task 1. Community Outreach & Agency Coordination

The Community Engagement Program will be used to support the update of the TE. It includes four primary subtasks – regular project team meetings, online survey, online open house, and Planning Commission/County Commission meetings. The community engagement program can be coordinated with other elements of the Comprehensive Plan update, where feasible.

#### Subtask 1A. Regular Project Meetings with County Staff (Monthly Meetings)

Transpo will coordinate with the County Project Team on a monthly basis throughout the duration of the project. The coordination will address project scope/status, technical and policy direction, budget, schedule, and plan for the Planning Commission or County Commission meetings, and (1) online public open house. These coordination meetings will be primarily held through virtual online meetings via Microsoft Teams.

### Subtask 1B. Online Survey

An online survey will be conducted to inform and gather feedback on the plan priorities. The survey would gather general input on transportation needs and priorities. Survey results would be analyzed and summarized to identify key outcomes.

### Subtask 1C. Online Open House

An Online Public Open House will inform the public of the plan update and gather input, ideas, and feedback, helping to ensure the update is meeting public needs and expectations. The goal of the open house is to share the draft projects and priorities in the TE and gather feedback. Input opportunities will focus on specific projects and priorities.

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### Subtask 1D. Planning Commission and County Commission Meetings (4 Meetings)

Transpo will present to both the Planning Commission (2 meetings) and County Commission (2 meetings) to review results of the planning process. These four meetings (two meetings each) will be held at key junctures during the plan update to ensure their input can be utilized in decisions. It is assumed that meeting attendance will be in-person.

#### County Support:

- *Promote all public events through existing County communication channels (e.g., social media platforms, listservs, website)*
- *Host web page, with consultant team providing project deliverables to post*
- *Assist with staffing the open house*
- *Arrange for Planning Commission/County Commission meetings*

#### Consultant Deliverables

- *In-person meeting attendance at PC or CC meetings (4)*
- *Presentation materials for PC or CC meetings (4)*
- *Online open house (one online open house, preparing for, promotion materials, staffing and reporting)*
- *Online survey and summary of results*

## **Task 2. Existing Conditions Evaluation**

This task will be used to update the existing conditions inventory and analysis documented in the current Transportation Element. It will build off the County's existing data, GIS, and recent and ongoing transportation projects. It will highlight changes that have occurred since the 2016 TE was adopted.

### Subtask 2A. Review Existing Studies and Plans

The County will confirm recent transportation and land use studies and plans for use by the consultant. These will include subarea plans, corridor transportation studies/plans, development traffic impact studies, aerial photographs, GIS datasets, and similar materials. The consultant will extract relevant information for the update of the TE. The information will be utilized to assist in confirming the areas of the TE that need to be updated.

The County's current Six-Year Transportation Improvement Program (TIP) will be reviewed and summarized. This will provide the baseline for the evaluation of future conditions within the County. The consultant also will document WSDOT, County, and other agency improvements that may be applicable for the TE Update.

### Subtask 2B. Assemble Transportation Data

In order to establish a solid foundation for the TE update, the consultant will assemble and analyze key transportation system data. These factors will also support development and refinements of the traffic operations and travel demand models. Data will be collected from the County, WSDOT, and other sources,

as applicable. The focus of this task will be to update the inventory to reflect changes to the transportation system since the prior TE was prepared. The following highlights key work elements of this subtask.

#### **Roadway and Intersection Inventory**

The consultant will update the existing system of roadways and intersections within the County, associated UGAs, and adjacent study areas.

#### **Traffic Volume Data**

Daily tube counts and intersection turning movement traffic counts will be gathered. The traffic count data will be used to understand changes in traffic trends since the previous TE was prepared. It is assumed approximately 15 new intersection counts and up to 15 new daily roadway counts will be collected in addition to recently available count data from Island County, WSDOT, and local island cities.

#### **Collision Data**

The consultant will assemble and analyze collision data available from Island County and WSDOT. The data will cover the most recent five-year period (2019-2023). High accident locations and corridors, as well as fatal and serious injury collisions, will be identified. The primary types and possible causes of the collisions will be identified. Collisions involving pedestrians or bicyclists will also be documented.

##### **Notes:**

- 1.) WSDOT will require Island County staff to make the collision data request, which can then be provided to Transpo.
- 2.) The IRTPO Comprehensive Safety Action plan that is under development by DKS may inform this portion of the Transportation Element.

#### **Rail and Truck Freight**

Existing truck route designations will be updated and documented. The percentage of heavy vehicle traffic in major travel corridors will also be evaluated, where available. The volume of heavy vehicles may affect the type and/or design of transportation improvements. Statewide data will be utilized to determine the approximate number and type of trains traveling through the County.

#### **Transit Service, Ridership, and Transportation Demand Management Programs**

We will update the inventory of existing transit routes and facilities serving Island County. As available, we will document existing transit ridership. We will also document locations and utilization of park-and-ride lots serving the County.

### **Subtask 2C – Analyze Transportation Networks**

The network evaluation will identify and confirm gaps in the active transportation (pedestrian and bicycle) system, and consider any updates to roadway functional classification, truck routes, and future street connections.

Using the County's existing Synchro and Sidra traffic operations models, the existing vehicular levels of service will be updated. The measures of effectiveness reported would include intersection and roadway levels of service (LOS) and vehicle delay. Significant traffic queue impacts also will be identified for key locations. The information will be reviewed with County staff. The LOS analysis will focus on the PM peak hour.

The multimodal analysis effort will include a GIS exercise in evaluating needed updates to the multimodal transportation network maps and confirm the remaining gaps in the active transportation network. The results of the evaluation will be potential updates to the functional classification map, truck route designations, locations of future street connections, and future bicycle and pedestrian network maps.

The pedestrian system map will be updated to identify sidewalks, trails, pathways, and mid-block crosswalk locations that have been added since the TE was prepared. Locations where there are still gaps in the pedestrian system will be identified.

The bicycle system map will be updated to identify changes to the system since the last TE update. Best practices for integration of bicycle facilities into transportation networks – such as those provided in the



NACTO Urban Bikeway Design Guide, and Urban Street Design Guide – will be considered in updating the bicycle system.

Future opportunities for regional bicycle and/or multiuse trail connections between Island County and other mainland destinations will be considered and options for funding partnerships discussed.

County Support:

- *Provide latest Geographic Information Systems (GIS) base layers (aerials, streets, speed limits, intersections, sidewalks, functional class, etc.)*
- *Provide available transportation and land use studies and plans*
- *County TIP and other improvement project descriptions and status*
- *Traffic signal timing for WSDOT, County, or city signals*
- *Review and input on results of existing conditions analyses*
- *Input on existing land use data*
- *Input on transportation network maps*

Consultant Deliverables

- *Updated traffic operations model*
- *Updated transportation network maps and GIS files*
- *Maps and tables summarizing the existing transportation facilities*
- *Updated sections of the TE related to this task*
- *Slide deck summary for discussion purposes*

### **Task 3. Goals/Policies and Multimodal Level of Service Standards**

The consultant will review the County's existing transportation goals and policies to ensure they are consistent with other policy updates by the County, while also addressing the requirements from the IRTPO and the Department of Commerce. In addition, multimodal level of service (LOS) standards will be developed as required by new legislation (ESSHB 1181).

#### **Subtask 3A – Transportation Policy and Goal Review**

The TE contains established goals and policies for the transportation system. Transpo will conduct a review and audit of Island County's existing transportation goals and policies to identify areas that may need revisions or strengthening based on the updated travel forecasts, operations, project list, right-of-way preservation needs, financing program, or new legislative requirements of GMA. Transpo will provide recommendations for draft changes for review by County staff. The review will also confirm that policies in the TE are consistent and supportive of other policies in the Comprehensive Plan. Inconsistencies will be identified, and suggested revisions will be prepared for the TE, depending on feedback from County staff. New and emerging topic areas or issues will be presented to determine if policies should be updated or expanded. Based on County comments/direction, we will finalize the goals and policies.

#### **Subtask 3B – Multimodal Level of Service Standard Updates**

The County's existing vehicular level of service standard will be reviewed throughout the update of the TE. Transpo will provide recommendations for developing multimodal LOS standards to better align with the County's overall Comprehensive Plan goals and vision, the IRTPO regional transportation plan, regional Transit plans, and new climate legislation (ESSHB 1181) amending the transportation requirements of the GMA. Transpo will assist County staff in evaluating options, based on County objectives, to identify potential modifications to its transportation concurrency and development review programs. This effort will focus on multimodal considerations and improving accessibility.

County Support:

- *Direction/comment on Multimodal Level of Service options*

Consultant Deliverables



- *List of suggested policy edits*
- *Slide deck summarizing multimodal LOS options*

## **Task 4. Needs Assessment**

This task will focus on defining Island County's transportation systems improvement needs. It will build off the existing conditions, travel forecasts, and operations analyses.

### **Subtask 4A – Update Travel Demand Model**

This task involves updating the current IRTPO travel demand model to a 2024 base year model to reflect current conditions in preparation for using the model to develop 20-year forecasts and other metrics. It is anticipated that the model network and transportation analysis zones (TAZs) will not need major changes, other than reducing the area to just Island County. Land use data for the base year will be assembled for each TAZ based the previous model, U.S. Census data, and cross-checked by the County. It's important that the County provide land use control totals that match information in the Land Use Element.

The model will continue to be based on weekday PM peak hour conditions using the Visum software platform. The base year for the calibration model will be 2024. The forecast year of the model will be consistent with the Comprehensive Plan horizon year. Other minor model parameter updates will be performed based on the current state of the practice and anticipated model needs.

### **Subtask 4B - Prepare Future Traffic Forecasts**

Future traffic forecasts will be developed from the updated IRTPO travel demand model. The future land use inputs by TAZ will be developed in coordination with County staff. The revised land use data will be input into the IRTPO model along with the planned transportation improvements to generate future PM peak hour traffic volumes. The resulting forecasts will be reviewed for reasonableness and adjustments will be made, if needed.

### **Subtask 4C – Evaluate Future Baseline Conditions and Alternatives**

Using the traffic forecasts, future baseline LOS will be calculated. Similar to the existing conditions summary, future intersection operations will be summarized using similar metrics. The Synchro and Sidra analysis will be used to further refine the improvements and assist in evaluating the overall improvements to the transportation system. The model will also be used to evaluate potential future roadway connections to determine their overall impact on the transportation network.

### **Subtask 4D – Future Framework Plan**

Using the assessment of the pedestrian and bicycle network gaps and an understanding of vehicle travel forecasts and LOS, areas in need of improvement will be confirmed. The effort will include both a GIS exercise in locating specific gaps in the network, and a review of the traffic operations evaluation prepared using the travel demand model. The results of the evaluation will be a preliminary map of locations in need of improvement that can then be discussed and shared with staff to form the basis of preparing a long-term project list. The pedestrian, bicycle, transit, and roadway systems maps will be redlined to note potential updates to consider.

In addition to formal transportation analysis and forecasting, long-range planning will also include anticipated emerging transportation trends that may change traditional assumptions concerning transportation systems. Within the last two decades, technology has evolved rapidly in the realm of autonomous, connected, shared, and electric vehicles. It is likely that by the end of the planning period (2045), some or all of these technologies will be in operation on a regular basis. This plan will consider how to address some of these emerging technologies and the impacts they may have on the transportation network.

#### **County Support:**

- *Estimates of future land use*
- *Identification of future baseline projects, street connections, and alternative network scenarios*



#### Consultant Deliverables

- *Existing and Forecast year (2045) travel demand model*
- *Forecast year (2045) operations models*
- *Maps identifying future needs*
- *Slide deck summarizing key task findings*

## **Task 5. Improvement Projects/Programs**

This task will focus on defining Island County's transportation systems improvement needs. It will build from the existing conditions, travel forecasts, network analysis, and performance evaluation. The long-range transportation improvement projects and programs will be updated to reflect the prior analysis.

### Subtask 5A – Transportation Improvement Project List

The County's long-term list of transportation improvement projects and programs will be updated. The improvement projects and programs will be defined to address roadways and intersections, active transportation, safety, transit, and freight. The improvement projects and associated information will be summarized in tabular form. The projects will be mapped in GIS to illustrate the locations and relationships of the improvements. In addition to the specific improvement projects, a broader set of transportation program needs will be confirmed such as maintenance and operations, and neighborhood traffic safety.

### Subtask 5B – Cost Estimates and Priorities

Project cost estimates will be developed using a planning-level cost model that incorporates specific assumptions related to unit costs. The parameters for the cost model will account for "bld tabs" from recent improvement projects in the County and adjacent communities. A desktop exercise to review project locations will be conducted to identify any environmental or other issues that could affect the cost estimates. The resulting planning level cost estimates will provide a reasonable foundation for the financial plan.

Each improvement project will be assigned a relative priority (e.g. high, medium, low) and anticipated timing (e.g. short [8-year], medium, long). The priority and timing will be based on goals and policies of the existing plan, input during the plan update, and the potential for funding. The priorities and timing will likely be adjusted based on the financing program.

#### County Support:

- *Recent project bids*
- *Review and input on priorities and timing of improvements*

#### Consultant Deliverables

- *Project list and map*
- *Planning level cost estimates*

## **Task 6. Documentation and Implementation**

The consultant will assemble the work completed in the prior tasks and update the TE document for adoption by County Commission.

### Subtask 6A – Update Transportation System Plans

Each of the following system plans will be updated consistent with the identified transportation network refinements, project list, financing plan, and the updated goals and policies. A discussion of implementation strategies will also be provided.

**Street System**

Improvement projects for the County road and state-owned highway system will be identified to resolve existing and future roadway deficiencies and performance issues. The roadway functional classification will also be reviewed and updated to support the overall transportation system.

**Freight Systems**

Truck routes serving the County will be reviewed and updated, as needed, to be consistent with the revised goals and policies.

**Pedestrian and Bicycle Systems**

The pedestrian and bicycle systems plans will be revised and updated. The update will focus on incorporating new links or reflecting changes in on-street active transportation facilities associated with roadway projects or planned off-street trail connections.

**Public Transportation System and Transportation Demand Management**

Public transportation service and facility needs will be identified to support the County's TE. Transit options to serve forecast growth areas as well as existing needs will be identified. A transit system map will be prepared to identify the corridors served by transit today, and those the County will work with regional transit providers in the future to advocate for additional transit service. The public transportation system plan will be coordinated with the street and highway, and non-motorized improvements to make sure these Plans help support the proposed transit service programs. Strategies to reduce traffic volumes through transportation demand management programs will also be documented.

**Subtask 6B – Update Financing Plan**

The County will provide the consultant with financial summaries of revenues and expenditures related to transportation covering the past 3 to 4 years. Revenues will include fuel tax revenues, Capron funds, real estate excise taxes, general funds, grants, and other transportation funding. Expenditures will include capital projects, maintenance, operations, administration, and other costs related to maintaining the transportation system.

The revenues and expenditures will be summarized for use in extrapolating potential future funding levels from existing sources. Estimates of future revenues from these sources will be prepared and reviewed with appropriate County staff. Estimates of future expenditures for maintenance, operations, and administration also will be provided by the County.

Based on the levels of existing revenues versus expenditures, other potential funding options will be evaluated. These will include:

- Partnering with state or other agencies to fund improvements
- State or federal grants
- SEPA mitigation
- Frontage improvements
- Transportation Benefit District
- Business Improvement Districts or Special Assessment Districts
- Street levy
- Transportation Impact Fees

The draft financing program will be summarized in tabular form. As required by GMA, the TE must identify a reassessment strategy if anticipated funding is not sufficient to cover the total costs of the improvement projects and programs. We will update implementation strategies and associated policies to meet that requirement.

### Subtask 6C – Prepare Draft and Final Transportation Element

The updated multimodal transportation system projects and programs, the goals and policies, and the financial plan will be brought together into an updated draft TE. The preliminary draft TE will be provided to County staff for review in electronic format. Based on comments, a draft final TE document will be prepared for review by the Planning Commission and County Commission.

Following review and comment by the Planning Commission and County Commission, the TE will be finalized and transmitted to Department of Commerce and IRTPO for review. This assumes only editorial type changes and does not provide for significant changes in policy direction, the transportation system plans, or similar larger scale revisions.

#### County Support

- *Summaries of County's transportation revenues and expenditures for past 10 years*
- *Review of overall financing program for TE*
- *Review and input on draft and final TE*

#### Consultant Deliverables

- *Finance spreadsheet files*
- *Draft/Final Transportation Element in electronic format*
- *Slide deck summary of key TE findings and recommendations*

## **Task 7. Optional Implementation Tasks**

Under a supplemental contract for an additional fee after the completion and adoption of the Island County Comprehensive Plan, Transpo Group can assist Island County staff with implementation ordinances and strategic funding opportunities to implement the Transportation Element.

### Subtask 7A – Grant Application Assistance

Transpo Group has demonstrated success in securing state and federal grant funding for counties and cities throughout Washington and can assist Island County staff to prepare grant application for the following funding sources listed below.

- Development of 2025 Island County Local Road Safety Plan (LRSP) and County Safety Program grant application (February 2025) for Highway Safety Improvement Program (HSIP) funding.
- Development of 2025 Complete Streets Ordinance to be eligible for Washington Transportation Improvement Board (TIB) Complete Streets grant funding and development of June 2025 TIB Complete Streets grant application.
- Development of WSDOT grant applications for 2026 Safe Route to School and 2026 Pedestrian Bicycle Safety

### Subtask 7B – Concurrency Framework Updates

The consultant will review and evaluate the County's concurrency policies. We will then help the County define the primary objectives for the concurrency management program, which will guide the program update. We will summarize program examples of other counties and cities in Western Washington to develop a set of program alternatives. These alternatives will be evaluated based on their adherence to the County's broad objectives. Based on results of the evaluation, and direction from the County staff completed earlier, The consultant will fully develop the methodology and tools for Island County's new multimodal transportation concurrency management program.



**Draft Program Administrative Guidelines**

The administrative guidelines will outline the concurrency management program and highlight the process by which the County evaluates and monitors concurrency. The program will develop a process to track development projects and process concurrency applications and certificates.

**Concurrency Ordinance**

The consultant will develop, update, or enhance Island County's transportation concurrency management ordinance based upon the outcomes of the previous tasks.

**Subtask 7C – Development of Transportation Impact Fee Ordinance and Program**

If Island County has any interest in developing and adopting a Transportation Impact Fee (TIF) program, then Transpo can assist in creating a multimodal TIF program to supplement Island County's transportation revenue. In 2023, Senate Bill 5452 became effective and explicitly allows TIF revenue to be used for independent pedestrian and bicycle projects rather than just vehicle capacity projects. This would allow Island County to add sidewalks, bike lanes, and multiuse pathways to a TIF project list. The travel demand model and updated project list/costs provide a basis for a Transportation Impact Fee Program. The model would be used to allocate TIF project costs to the impact fee. The model would be used to identify the proportion of growth trips versus existing traffic at each project. Cost allocations also would consider assessment of grants and the cost for resolving existing deficiencies. The product of this task would be a cost allocation spreadsheet. The impact fee rate schedule would be updated to reflect the revised project costs and cost allocations. A TIF ordinance would be adopted with reference to a fee schedule for TIF to be assessed to new development at the time of building permit issuance.

***Exhibit B***  
***DBE Participation Plan***

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No DBE Participation is required for the contract

Agreement Number: PW-2024-68

## ***Preparation and Delivery of Electronic Engineering and Other Data***

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The following describes the format and standards the CONSULTANT is to use in preparing electronic files for transmission to the AGENCY. All Electronic files provided shall be compatible with the software version currently in use by the AGENCY. The format and standards to be provided may include, but not limited to, the following:

I. Surveying, Roadway Design & Plans Preparation:

Upon AGENCY approval and acceptance of the final signed and stamped plans, the CONSULTANT shall provide to the AGENCY the final electronic data, files, and resources for all survey, roadway design, and plans associated with the project. This information shall be delivered on a compact disc (CD) that includes an index file listing all the files with a brief description of the contents and purpose of each file. Electronic data and files shall be prepared, organized, and delivered as described in Sections A, B, and C below and as described in the Electronic Engineering Data Standards Manual posted on the WSDOT CAE Consultant Resources web site.

<http://www.wsdot.wa.gov/Publications/Manuals/index.htm>

- Plan Sheet Size: 22"x34" (Full Size) and 11"x17" (half size)
- Scale Range: 1"=50' to 1"=20' Horizontal  
1"=5' Vertical
- Cross Section: 1"=10' Horizontal and Vertical

A. Surveying: Survey data shall be collected using WSDOT methodologies as defined in the Highway Survey Manual (M22-97 Jan 2005) and all applicable professional surveying practices.

All primary survey control shall be established using Washington State Plane (NAD 83/91) and North American Vertical Datum of 1988 (NAVD 88) in English units. Primary control shall be transformed to project datum by applying the appropriate combined correction factor (scale factor, elevation factor.) All secondary control and topography work shall be done on the Project Datum.

The CONSULTANT shall prepare and deliver the electronic survey information in Civil 3D format in accordance with Division 1, Section 5.01 of the Electronic Engineering Data Standards Manual.

B. Roadway Design: The AGENCY supported version of Civil 3D, current at the date of execution of the AGREEMENT, shall be used for all computer aided roadway design calculations. If the AGENCY upgrades to a newer version after the date of execution, the CONSULTANT, at their discretion, may use the more current AGENCY supported version. The AGENCY custom resource files and CAD standards shall be used where applicable. All Civil 3D files shall be prepared using Project Datum as defined in Section "A" above.

The CONSULTANT shall prepare and deliver the electronic roadway design information in accordance with Division 1, Section 6.02 of the Electronic Engineering Data Standards Manual.

C. Plans Preparation: Plans developed with Computer Aided Drafting "CAD" software shall adhere to the expanded level standards defined in the Plans Preparation Manual (M22-31.) CAD files shall use a Project Datum as defined in Section "A" above.

The CONSULTANT shall prepare and deliver the CAD files in accordance with Division 1, Section 7 of the Electronic Engineering Data Standards Manual. CAD basemap and sheet files shall be delivered as 3D files in a format that can be used directly by Civil 3D without translation.

D. Right to Review Product by the AGENCY: The AGENCY reserves the right to schedule visits at the CONSULTANT's location to review electronic files for compliance with the AGENCY methodologies and standards. The CONSULTANT may request visits by the AGENCY to review electronic files.

- E. **AGENCY Furnished Services and Information:** The AGENCY will provide access to computer aided engineering support personnel for information about setting up and using the AGENCY custom resources and procedures for Civil 3D and AutoCAD.

General training on how to use Civil 3D and AutoCAD software will be the responsibility of the CONSULTANT.

## II. Photogrammetric Mapping Services

- A. **Photogrammetry Deliverables:** If included in the scope of work, the CONSULTANT shall provide photogrammetric mapping services and any related services deemed necessary to include, project design, aerotriangulation, and compilation using current generation analytical and / or softcopy systems to produce and deliver 3D Computer Aided Drafting and Design (CADD) files; Digital Ortho Photos; and hardcopy plots. In all cases, data will be compiled to WSDOT specifications for accuracy, completeness, and file management. Delivery will be in the format consistent with that currently in use by WSDOT. A current listing and description of WSDOT procedures, methodology, software, equipment, and systems will be made available by contacting WSDOT Photogrammetry Section at 360-715540.

All map files shall be delivered to the AGENCY in unedited, unprocessed form, directly from the stereoplotter system where the data was compiled from the stereomodel. The AGENCY regards these files not as a finished cartographic product, but rather as raw data to be used in the preparation of alignments, design templates, and contract plans. Therefore, it is desirable to have the data exactly as interpreted and measured by the photogrammetrist without subsequent adjustment for aesthetic purposes. No attempt should be made to compile data where the ground is not clearly visible.

The CONSULTANT shall also provide to the AGENCY the negatives for all original aerial photography used to produce the photogrammetry data.

- B. **Right to Review Photogrammetric Product by the AGENCY:** The AGENCY reserves the right to schedule visits at the CONSULTANT's location to review procedures, systems, methodology, software, and qualifications for assurance of meeting WSDOT standards. The review(s) will include monitoring electronic file format and organization. The AGENCY reserves the right to review deliverables for compliance, completeness, and level of quality.

## III. Project Scheduling

- A. When preparing project schedule, the CONSULTANT must use Microsoft Project or other approved software.

## IV. Highway Capacity:

When reporting level of service for intersection analysis, the CONSULTANT must report the LOS of the worst movement. When analyzing future LOS, current count data must be projected to 6 years from anticipated project completion. The annual growth rate must be calculated based on historical counts at or near the project area. Consultant shall utilize the most current version of the analysis and/or modeling software appropriate to the specific project assigned. Tools and data sets to be used must be agreed upon by the County project manager in advance.

## V. Media Presentation:

- A. Microsoft PowerPoint  
B. Simulation Model: Commonly used video file types

## VI. Any Other Electronic Files to be Provided:

- A. Computer-Aided Design and Drafting: Latest AGENCY approved version of AutoCAD Civil 3D

## VII. Methods of Electronically Exchanged Data:

**A. Agency Software Suite:**

- Microsoft Office 2016
- Adobe Acrobat Reader for PDF files

**B. Electronic File Transfer:**

- Where appropriate, the CONSULTANTS can use "Internet" or "smtp" mail to send routine written correspondence.
- Sending and receiving attached documents to e-mail message should be done in "rich-text" format that conserves formatting on the original document.
- Files less than 20 MB: may use e-mail system.
- Files 20 MB or larger use AGENCY or CONSULTANT ftp site. Files on the FTP site are not private and have a limited retention time.

**C. File Transfer Format:**

- Reports/documents prepared with Microsoft Office file format submitted for AGENCY review and comments must be submitted in its native file format.
- Final reports/documents must be submitted in a PDF format.

**D. Any Other Electronic Files to be Provided:**

- Deliverables identified in Exhibit A – Scope of Services may be saved on a CONSULTANT administered SharePoint site, if used, and AGENCY provided a hard copy during the Project. AGENCY will be provided with a copy of the digital SharePoint files on a thumb drive (USB Stick) at Project Closeout.

## ***Exhibit D***

### ***Prime Consultant Cost Computations***

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See Attached Consultant D-1 Payrates

Agreement Number: PW-2024-68





## Cost Estimate Worksheet

1.24150.00
<b>Island County 2025 Transportation Element Update</b>

Pay rates are effective through June 3, 2022, within the ranges shown in the attachment.  
Only key staff are shown and other staff may work on and charge to the project as needed by the project manager.

	Project Manager	Senior Engineer	Senior Planner	Project Planner	Civil Engineer	Modeler	GIS	CAD/ Graphics	Project Admin
initials	PBL	BMT	CJC	JH2	CAC2	JL1	CAR	CD	AMC
labor category	Prin L7	Eng L6	Plnr L6	Anyl L1	Eng L5	Eng L4	Tech L1	PA L4	PA L5
cost rate	\$300	\$260	\$235	\$140	\$230	\$190	\$125	\$160	\$195

### Labor:

	Work Task									Hours	Cost
1	Task 1 - Only Outreach & Agency Coord										
2	1A - Proj Mtgs (monthly)	12	6	18		4			9	49	\$11,905
3	1B - Online Survey	2		6	24			16		48	\$7,930
4	1C - Online Open House	8		12			12	16		48	\$9,280
5	1D - PC & CC Mtgs (4 mtgs)	20	8	20			8	20		76	\$16,980
6	Task 2 - Existing Conditions Eval										
7	2A - Review Existing Studies/Plans	4	14	16	20		10			64	\$12,650
8	2B - Assemble Transportation Data	4	8	4	20		16			52	\$9,020
9	2C - Analyze Transportation Networks	4	12	4	16		16			52	\$9,500
10	Task 3 - Goals/Policies & MMLOS Stds										
11	3A - Policy & Goal Review	4		24	12					40	\$8,520
12	3B - MMLOS Stds	8	8	24	8		8	4		60	\$12,880
13	Task 4 - Needs Assessment										
14	4A - Update Travel Demand Model	4	24			100				128	\$26,440
15	4B - Prepare Future Traffic Forecasts	4	16	4		8				32	\$7,820
16	4C - Eval Future Baseline & Alts	4	2	4	8					18	\$3,780
17	4D - Future Framework Plan	4	8	4	8		4			28	\$5,840
18	Task 5 - Improvement Projects/Programs										
19	5A - Transportation Imp Project List	6	16	8	8		8			46	\$9,960
20	5B - Cost Estimates & Priorities	4	8		8	30				50	\$11,300
21	Task 6 - Documentation & Implementation										
22	6A - Update Trans Systems Plans	6	8	16			16			46	\$9,640
23	6B - Update Financing Plan	8	2	12	20					42	\$8,540
24	6C - Draft & Final TE	16	16	24	70		24	24		174	\$31,240
25										0	\$0
26										0	\$0
27										0	\$0
28	Flexible Management Reserve										
29										0	\$0
30										0	\$0

<b>Total Hours</b>	122	156	200	222	30	112	122	80	9	1053	
<b>Labor Costs</b>	\$36,600	\$40,560	\$47,000	\$31,080	\$6,900	\$21,280	\$15,250	\$12,800	\$1,755		\$213,225

### Reimbursable Expenses:

Item	Reimb. Cost
1 Application	
2 Business Meals	
3 Mileage	\$500
4 Miscellaneous	
5 Models/Renderings/Photos	
6 Parking	
7 Records Filing	
8 Registrations	
9 Reproductions	
10 Shipping/Courier	
11 Specialty Software	
12 Public Outreach Supplies	\$500
13 Traffic Accident Data	
14 Traffic Count Vendors	\$10,000
15 Travel, Hotel, Taxi, & Air Fare	
<b>Total</b>	<b>\$11,000</b>

### Subconsultants:

Firm	Subs. Cost
1 Subconsultant A	
2 Subconsultant B	
3 Subconsultant C	
4 Subconsultant D	
5 Subconsultant E	
<b>Sub Total</b>	<b>\$0</b>
<b>Total (Cost + 15 percent)</b>	<b>\$0</b>

<b>TOTAL</b>	<b>\$224,225</b>
<b>TOTAL ESTIMATE</b>	<b>\$224,225</b>



## ***Exhibit Sub-consultant Cost Computation***

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There isn't any sub-consultant participation at this time. The CONSULTANT shall not sub-contract for the performance of any work under this AGREEMENT without prior written permission of the AGENCY. Refer to section VI "Sub-Contracting" of this AGREEMENT.

No Sub consultant required for the contract

Agreement Number: PW-2024-68

## ***Exhibit F - Title VI Assurances Appendix A & E***

### **APPENDIX A**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, *(Title of Modal Operating Administration)*, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. *[Include Modal Operating Administration specific program requirements.]*
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin. *[Include Modal Operating Administration specific program requirements.]*
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the *(Title of Modal Operating Administration)* to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the *(Title of Modal Operating Administration)*, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the *(Title of Modal Operating Administration)* may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the *(Title of Modal Operating Administration)* may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

## ***Exhibit F - Title VI Assurances Appendix A & E***

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### **APPENDIX E**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

#### **Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

## ***Exhibit G*** ***Certification Documents***

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- Exhibit G-1(a)    Certification of Consultant
- Exhibit G-1(b)    Certification of \_\_\_\_\_
- Exhibit G-2        Certification Regarding Debarment, Suspension and Other Responsibility Matters -  
Primary Covered Transactions
- Exhibit G-3        Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying
- Exhibit G-4        Certificate of Current Cost or Pricing Data

Agreement Number: PW-2024-68

## Exhibit G-1(a) Certification of Consultant

I hereby certify that I am the and duly authorized representative of the firm of  
Transpo Group USA, Inc.

whose address is

12131 113th Ave NE, Suite 203, Kirkland, WA 98034

and that neither the above firm nor I have:

- a) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this AGREEMENT;
- b) Agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this AGREEMENT; or
- c) Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out this AGREEMENT; except as hereby expressly stated (if any);

I acknowledge that this certificate is to be furnished to the Washington State Department of Transportations and the Federal Highway Administration, U.S. Department of Transportation in connection with this AGREEMENT involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

Transpo Group USA, Inc.

Consultant (Firm Name)

  
\_\_\_\_\_  
Signature (Authorized Official of Consultant)

07/29/2024

\_\_\_\_\_  
Date

Agreement Number: PW-2024-68

**Exhibit G-1(b) Certification of Agency Official**

I hereby certify that I am the:


☐ Agency Official

☒ Other

of the Island County Public Works, and the CONSULTANT  
or its representative has not been required, directly or indirectly as an express or implied condition in connection  
with obtaining or carrying out this AGREEMENT to:

- a) Employ or retain, or agree to employ to retain, any firm or person; or
- b) Pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration  
of any kind; except as hereby expressly stated (if any):

I acknowledge that this certificate is to be furnished to the Washington State Department of Transportations  
and the Federal Highway Administration, U.S. Department of Transportation, in connection with this  
AGREEMENT involving participation of Federal-aid highway funds, and is subject to applicable State and  
Federal laws, both criminal and civil.

  
Signature

8/6/24  
Date

Agreement Number: PW-2024-68



## Exhibit G-2 Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - B. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - D. Have not within a three (3) year period preceding this application / proposal had one or more public transactions (Federal, State and local) terminated for cause or default.
- II. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Transpo Group USA, Inc.

Consultant (Firm Name)



Signature (Authorized Official of Consultant)

07/29/2024

Date

Agreement Number: PW-2024-68



## Exhibit G-3 Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative AGREEMENT, and the extension, continuation, renewal, amendment, or modification of Federal contract, grant, loan or cooperative AGREEMENT.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative AGREEMENT, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00, and not more than \$100,000.00, for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier sub-contracts, which exceed \$100,000, and that all such sub-recipients shall certify and disclose accordingly.

Transpo Group USA, Inc.

Consultant (Firm Name)

  
Signature (Authorized Official of Consultant)

07/29/2024

Date

Agreement Number: PW-2024-68

## Exhibit G-4 Certificate of Current Cost or Pricing Data

This is to certify that, to the best of my knowledge and belief, the cost or pricing data (as defined in section 2.101 of the Federal Acquisition Regulation (FAR) and required under FAR subsection 15.403-4) submitted, either actually or by specific identification in writing, to the Contracting Officer or to the Contracting Officer's representative in support of Island County Transportation Element \* are accurate, complete, and current as of 05/28/2024 \*\*.

This certification includes the cost or pricing data supporting any advance AGREEMENT's and forward pricing rate AGREEMENT's between the offer or and the Government that are part of the proposal.

Firm: Transpo Group USA, Inc.

Signature 

Principal  
Title

Date of Execution\*\*\*: 07/29/2024

\*Identify the proposal, quotation, request for pricing adjustment, or other submission involved, giving the appropriate identifying number (e.g. project title.)

\*\*Insert the day, month, and year, when price negotiations were concluded and price AGREEMENT was reached.

\*\*\*Insert the day, month, and year, of signing, which should be as close as practicable to the date when the price negotiations were concluded and the contract price was agreed to.

Agreement Number: PW-2024-68

## **Exhibit H**

### **Liability Insurance Increase**

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#### **To Be Used Only If Insurance Requirements Are Increased**

The professional liability limit of the CONSULTANT to the AGENCY identified in Section XII, Legal Relations and Insurance of this Agreement is amended to \$

The CONSULTANT shall provide Professional Liability insurance with minimum per occurrence limits in the amount of \$

Such insurance coverage shall be evidenced by one of the following methods:

- Certificate of Insurance.
- Self-insurance through an irrevocable Letter of Credit from a qualified financial institution.

Self-insurance through documentation of a separate fund established exclusively for the payment of professional liability claims, including claim amounts already reserved against the fund, safeguards established for payment from the fund, a copy of the latest annual financial statements, and disclosure of the investment portfolio for those funds.

Should the minimum Professional Liability insurance limit required by the AGENCY as specified above exceed \$1 million per occurrence or the value of the contract, whichever is greater, then justification shall be submitted to the Federal Highway Administration (FHWA) for approval to increase the minimum insurance limit.

If FHWA approval is obtained, the AGENCY may, at its own cost, reimburse the CONSULTANT for the additional professional liability insurance required.

Notes: Cost of added insurance requirements: \$

- Include all costs, fee increase, premiums.
- This cost shall not be billed against an FHWA funded project.
- For final contracts, include this exhibit.

Agreement Number: PW-2024-68

# **Exhibit I**

## **Alleged Consultant Design Error Procedures**

---

The purpose of this exhibit is to establish a procedure to determine if a consultant's alleged design error is of a nature that exceeds the accepted standard of care. In addition, it will establish a uniform method for the resolution and/or cost recovery procedures in those instances where the agency believes it has suffered some material damage due to the alleged error by the consultant.

### **Step 1 Potential Consultant Design Error(s) is Identified by Agency's Project Manager**

At the first indication of potential consultant design error(s), the first step in the process is for the Agency's project manager to notify the Director of Public Works or Agency Engineer regarding the potential design error(s). For federally funded projects, the Region Local Programs Engineer should be informed and involved in these procedures. (Note: The Director of Public Works or Agency Engineer may appoint an agency staff person other than the project manager, who has not been as directly involved in the project, to be responsible for the remaining steps in these procedures.)

### **Step 2 Project Manager Documents the Alleged Consultant Design Error(s)**

After discussion of the alleged design error(s) and the magnitude of the alleged error(s), and with the Director of Public Works or Agency Engineer's concurrence, the project manager obtains more detailed documentation than is normally required on the project. Examples include: all decisions and descriptions of work; photographs, records of labor, materials and equipment.

### **Step 3 Contact the Consultant Regarding the Alleged Design Error(s)**

If it is determined that there is a need to proceed further, the next step in the process is for the project manager to contact the consultant regarding the alleged design error(s) and the magnitude of the alleged error(s). The project manager and other appropriate agency staff should represent the agency and the consultant should be represented by their project manager and any personnel (including sub-consultants) deemed appropriate for the alleged design error(s) issue.

### **Step 4 Attempt to Resolve Alleged Design Error with Consultant**

After the meeting(s) with the consultant have been completed regarding the consultant's alleged design error(s), there are three possible scenarios:

- It is determined via mutual agreement that there is not a consultant design error(s). If this is the case, then the process will not proceed beyond this point.
- It is determined via mutual agreement that a consultant design error(s) occurred. If this is the case, then the Director of Public Works or Agency Engineer, or their representatives, negotiate a settlement with the consultant. The settlement would be paid to the agency or the amount would be reduced from the consultant's agreement with the agency for the services on the project in which the design error took place. The agency is to provide LP, through the Region Local Programs Engineer, a summary of the settlement for review and to make adjustments, if any, as to how the settlement affects federal reimbursements. No further action is required.
- There is not a mutual agreement regarding the alleged consultant design error(s). The consultant may request that the alleged design error(s) issue be forwarded to the Director of Public Works or Agency Engineer for review. If the Director of Public Works or Agency Engineer, after review with their legal counsel, is not able to reach mutual agreement with the consultant, proceed to Step 5.

Agreement Number: PW-2024-68

### **Step 5 Forward Documents to Local Programs**

For federally funded projects all available information, including costs, should be forwarded through the Region Local Programs Engineer to LP for their review and consultation with the FHWA. LP will meet with representatives of the agency and the consultant to review the alleged design error(s), and attempt to find a resolution to the issue. If necessary, LP will request assistance from the Attorney General's Office for legal interpretation. LP will also identify how the alleged error(s) affects eligibility of project costs for federal reimbursement.

- If mutual agreement is reached, the agency and consultant adjust the scope of work and costs to reflect the agreed upon resolution. LP, in consultation with FHWA, will identify the amount of federal participation in the agreed upon resolution of the issue.
- If mutual agreement is not reached, the agency and consultant may seek settlement by arbitration or by litigation.

## **Exhibit J**

# **Consultant Claim Procedures**

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The purpose of this exhibit is to describe a procedure regarding claim(s) on a consultant agreement. The following procedures should only be utilized on consultant claims greater than \$1,000. If the consultant's claim(s) are a total of \$1,000 or less, it would not be cost effective to proceed through the outlined steps. It is suggested that the Director of Public Works or Agency Engineer negotiate a fair and reasonable price for the consultant's claim(s) that total \$1,000 or less.

This exhibit will outline the procedures to be followed by the consultant and the agency to consider a potential claim by the consultant.

### **Step 1 Consultant Files a Claim with the Agency Project Manager**

If the consultant determines that they were requested to perform additional services that were outside of the agreement's scope of work, they may be entitled to a claim. The first step that must be completed is the request for consideration of the claim to the Agency's project manager.

The consultant's claim must outline the following:

- Summation of hours by classification for each firm that is included in the claim;
- Any correspondence that directed the consultant to perform the additional work;
- Timeframe of the additional work that was outside of the project scope;
- Summary of direct labor dollars, overhead costs, profit and reimbursable costs associated with the additional work; and
- Explanation as to why the consultant believes the additional work was outside of the agreement scope of work.

### **Step 2 Review by Agency Personnel Regarding the Consultant's Claim for Additional Compensation**

After the consultant has completed step 1, the next step in the process is to forward the request to the Agency's project manager. The project manager will review the consultant's claim and will meet with the Director of Public Works or Agency Engineer to determine if the Agency agrees with the claim. If the FHWA is participating in the project's funding, forward a copy of the consultant's claim and the Agency's recommendation for federal participation in the claim to the WSDOT Local Programs through the Region Local Programs Engineer. If the claim is not eligible for federal participation, payment will need to be from agency funds.

If the Agency project manager, Director of Public Works or Agency Engineer, WSDOT Local Programs (if applicable), and FHWA (if applicable) agree with the consultant's claim, send a request memo, including backup documentation to the consultant to either supplement the agreement, or create a new agreement for the claim. After the request has been approved, the Agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit. No further action is needed regarding the claim procedures.

If the Agency does not agree with the consultant's claim, proceed to step 3 of the procedures.

Agreement Number: PW-2024-68

### **Step 3 Preparation of Support Documentation Regarding Consultant's Claim(s)**

If the Agency does not agree with the consultant's claim, the project manager shall prepare a summary for the Director of Public Works or Agency Engineer that included the following:

- Copy of information supplied by the consultant regarding the claim;
- Agency's summation of hours by classification for each firm that should be included in the claim;
- Any correspondence that directed the consultant to perform the additional work;
- Agency's summary of direct labor dollars, overhead costs, profit and reimbursable costs associated with the additional work;
- Explanation regarding those areas in which the Agency does/does not agree with the consultant's claim(s);
- Explanation to describe what has been instituted to preclude future consultant claim(s); and
- Recommendations to resolve the claim.

### **Step 4 Director of Public Works or Agency Engineer Reviews Consultant Claim and Agency Documentation**

The Director of Public Works or Agency Engineer shall review and administratively approve or disapprove the claim, or portions thereof, which may include getting Agency Council or Commission approval (as appropriate to agency dispute resolution procedures). If the project involves federal participation, obtain concurrence from WSDOT Local Programs and FHWA regarding final settlement of the claim. If the claim is not eligible for federal participation, payment will need to be from agency funds.

### **Step 5 Informing Consultant of Decision Regarding the Claim**

The Director of Public Works or Agency Engineer shall notify (in writing) the consultant of their final decision regarding the consultant's claim(s). Include the final dollar amount of the accepted claim(s) and rationale utilized for the decision.

### **Step 6 Preparation of Supplement or New Agreement for the Consultant's Claim(s)**

The agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit.





**ISLAND COUNTY HUMAN RESOURCES/GSA**

**WORK SESSION AGENDA**

**MEETING DATE: 12/3/2025**

---

**To: Melanie Bacon, Chair**  
**Board of Island County Commissioners**

**From: Catherine Reid, Director**

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**Amount of time requested for agenda discussion. 10 minutes**

**DIVISION: Administrative**

**Agenda Item No.: 1**

**Subject: Job Recruitment**

**Description:** Discussion regarding recruitment with job requisitions.

**Attachment: None**

**Request:** *(Check boxes that apply)*

☐ Move to Consent

☐ Move to Regular

☐ None/Informational

☐ Schedule a Public Hearing

☐ Signature Request

☒ Other: Board Direction

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Not Applicable



**ISLAND COUNTY FACILITIES**

**WORK SESSION AGENDA**

**MEETING DATE: 12/3/2025**

---

**To: Melanie Bacon, Chair**  
**Board of Island County Commissioners**

**From: Mark Sibon, Director**

---

**Amount of time requested for agenda discussion. 30 minutes**

**DIVISION: Not Applicable**

**Agenda Item No.: 1**

**Subject: Proposed Law and Justice Upgrades**

**Description:** Review of potential Law and Justice building upgrades for upcoming contracting.

**Attachment: Executive Summary**

**Request:** *(Check boxes that apply)*

- |                                                        |                                                    |
|--------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Move to Consent               | <input type="checkbox"/> Move to Regular           |
| <input checked="" type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request             | <input type="checkbox"/> Other: _____              |

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Not Applicable



## Island County Facilities Management

*Mark Sibon, Director*

---

1 NE 7<sup>th</sup> St., Coupeville, WA 98239

Phone 360-678-7871

M.Sibon@islandcountywa.gov

### Law and Justice Building Upgrades- Executive Summary

**Next Step:** The Board is asked to finalize and approve the Law and Justice Tier 1 project scope—HVAC replacement, a 15-year roof, and LED lighting upgrades—so DES and Millig can prepare contracts for execution before year-end 2025 and lock in current pricing. Updated financial verification shows that the available 2025 REET1 rollover balance is approximately \$850,000, not the higher amounts initially estimated; combined with the confirmed \$1.9M in the 2026 CIP for HVAC, these funds are sufficient to advance the right-sized modernization scope without requiring new appropriations. Window replacement is not recommended currently due to the need for full frame reconstruction and the adequate thermal performance of the existing units.



**ISLAND COUNTY COMMISSIONERS**

**WORK SESSION AGENDA**

**MEETING DATE: 12/3/2025**

---

**To: Melanie Bacon, Chair**  
**Board of Island County Commissioners**

**From: BOCC Staff**

---

**Amount of time requested for agenda discussion. 30 minutes**

**DIVISION: Not Applicable**

**Agenda Item No.: 1**

**Subject: Discussion of Certification of Levies for the Collection of Taxes in the Year 2026.**

**Description:** Certification by the Legislative Authority of tax amounts by taxing districts for levy purposes.

**Attachment: 2026 Taxing Districts Roll, RCW 84.52.020**

**Request:** *(Check boxes that apply)*

- |                                                     |                                                    |
|-----------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular           |
| <input type="checkbox"/> None/Informational         | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request          | <input type="checkbox"/> Other: _____              |

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Not Applicable

**DIVISION: Not Applicable**

**Agenda Item No.: 2**

**Subject: Resolution Extending One Year Committee Appointments made in 2025 for an additional into 2027.**

**Description:** Resolution C-69-25 extending one-year committee appointments made by the Board in 2025 for an additional year, extending them into 2027.

**Attachment: Draft Resolution**

**Request:** *(Check boxes that apply)*

- |                                                     |                                                    |
|-----------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular           |
| <input type="checkbox"/> None/Informational         | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request          | <input type="checkbox"/> Other: _____              |

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Not Applicable

**DIVISION: Not Applicable**

**Agenda Item No.: 3**

**Subject: Providing Lump Sum Travel Allowance In Lieu of Actual Expenses to County Commissioners**

**Description:** Discussion of 2026 Lump Sum Travel Allowance In Lieu of Actual Expenses to County Commissioners.

**Attachment: Resolution C-59-24, RCW 42.24.090**

**Request:** *(Check boxes that apply)*

- |                                                     |                                                    |
|-----------------------------------------------------|----------------------------------------------------|
| <input checked="" type="checkbox"/> Move to Consent | <input type="checkbox"/> Move to Regular           |
| <input type="checkbox"/> None/Informational         | <input type="checkbox"/> Schedule a Public Hearing |
| <input type="checkbox"/> Signature Request          | <input type="checkbox"/> Other: _____              |

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Not Applicable

**DIVISION: Not Applicable**

**Agenda Item No.: 4**

**Subject: Selection of 2026 Chair for Board of County Commissioners**

**Description:** 2026 Chair for Board of County Commissioners Discussion.

**Attachment: None**

**Request:** *(Check boxes that apply)*

- |                                             |                                                     |
|---------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Move to Consent    | <input checked="" type="checkbox"/> Move to Regular |
| <input type="checkbox"/> None/Informational | <input type="checkbox"/> Schedule a Public Hearing  |
| <input type="checkbox"/> Signature Request  | <input type="checkbox"/> Other: _____               |

**IT Review:** Not Applicable

**Budget Review:** Not Applicable

**P.A. Review:** Not Applicable

Exhibit A

CERTIFICATION TO ASSESSOR OF TAXING DISTRICT LEVY CERTIFICATIONS AND  
ORDINANCE/RESOLUTIONS FOR THE 2025 LEVY FOR COLLECTION IN 2026

Cemetery No. 1 North Whidbey

Cemetery No. 2 Central Whidbey

City of Langley

City of Oak Harbor

Town of Coupeville

Fire & Rescue District No. 1 Camano

Fire & Rescue District No. 2 North Whidbey

Fire & Rescue District No. 3 South Whidbey

Fire & Rescue District No. 5 Central Whidbey

Island County Conservation Futures, General Fund & Roads

Library Sno-Isle Regional: Coupeville Capital Facility

North Whidbey Pool, Park, & Recreation

Parks & Recreation South Whidbey

Port of Coupeville

Port of South Whidbey

School District No. 201 Oak Harbor

School District No. 204 Coupeville

School District No. 206 South Whidbey

Whidbey Health EMS

Whidbey Health Public Hospital



## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Lee Koetje (Name),  
**Commissioner** (Title), for ICCD #1 (District name),  
do hereby certify to the Island (Name of county) County legislative authority  
that the commissioners (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in 2026 (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on 11/11/25 (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <u>                    </u>
Total certified levy request amount, which includes the amounts below.	35,059.97	
Administrative refund amount	59.97	
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <u>                    </u>
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Lee Koetje Date: 11-19-25

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.



**Ordinance / Resolution No.** 2025-3  
**RCW 84.55.120**

**WHEREAS** the Commissioners of ICCD #1 has met and considered  
(Governing body of the taxing district) (Name of the taxing district)  
its budget for the calendar year 2026; and

**WHEREAS** the districts actual levy amount from the previous year was \$ 28,469.99; and  
(Previous year's levy amount)

**WHEREAS** the population of this district is ☒ more than or ☐ less than 10,000; and now, therefore,  
(Check one)

**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy  
is hereby authorized for the levy to be collected in the 2026 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 284.70  
which is a percentage increase of 1.0 % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,  
solar, biomass, and geothermal facilities, any increase in the value of state assessed property, increment value, any  
annexations that have occurred and refunds made.

Adopted this 11 day of November, 2025.

Lee Koetje  
Liz Reedy

Lee Koetje  
MARK TOLPES  
Liz Reedy

**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

**ISLAND COUNTY CEMETERY DISTRICT #1**

1961 NE 16<sup>TH</sup> AVE  
OAK HARBOR WA 98277

**RESOLUTION # 2025-2**

WHEREAS, an annual budget for calendar year 2026 is required to be submitted to the Island County Auditor by 30 November 2025;

WHEREAS, Island County Cemetery District #1 commissioners have reviewed the attached budget at their monthly meeting;

THEREFORE, It is unanimously resolved at this budget meeting on November 11, 2025 to adopt and submit the attached calendar year 2026 budget for Island County Cemetery District One.

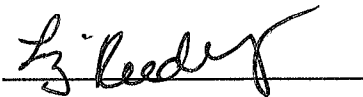
ADOPTED this 11th day of November 2025



Lee Koetje, Commissioner



Mark Forbes, Commissioner



Liz Reedy, Commissioner

**CEMETERY DISTRICT #1**  
**2026 Budget**

	Budget 2026	
<b>INCOME - 2026</b>		
Grave Sales	33,000	
Columbarium Sales	17,000	
Monument Sales	50,000	
Liner Sales	20,000	
Vase & Inscription Sales	8,000	
Setting Income	9,000	
Opening & Closing of Graves Income	70,000	
Equipment Charges	18,000	
Recording Fees	1,800	
Property Tax/Levy Income	35,060	
Sales Tax Income	9,000	
Interest Income	2,100	
Total Income	272,960	
<b>EXPENSES - 2026</b>		
Advertising	550	
Audit, State	1,250	
Bank/ Credit Card Charges	100	
Commissioner Compensation	4,800	
Contracted Work (Bookkeeping)	8,500	
County Election Expense	10,200	
Grounds Maint. (Greens, Trees, Roads)	7,000	
Insurance & Bond	6,150	
Liner Expense	6,000	
Monument Purchases	25,000	
Vase & Inscription	5,000	
Office Expense	4,500	
Shop Expense	1,000	
Taxes, 941, SDI, Property, Sales, Misc	45,000	
Utilities	4,700	
Wages Employees	135,000	
Total Expenses	264,750	
Income less Expenses--Net Profit/Loss	8,210	



Form 64 0100  
RECEIVED

NOV 26 2025

ISLAND COUNTY  
COMMISSIONER'S OFFICE

## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Dawn L Wilson (Name),  
Auditing Officer/Accountant (Title), for Island County Cemetery District #2 (District name),  
do hereby certify to the Island (Name of county) County legislative authority  
that the Commissioners (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in 2026 (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on 11-11-2025 (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <u>                    </u>
Total certified levy request amount, which includes the amounts below.	45,084.30	
Administrative refund amount	84.30	
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <u>                    </u>
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Dawn L Wilson Date: 11-11-2026

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.

**Ordinance / Resolution No. 114**  
**RCW 84.55.120**

**WHEREAS**, the Board of Commissioners of Island County Cemetery has met and considered  
(Governing body of the taxing district) District #2 (Name of the taxing district)  
its budget for the calendar year 2026; and,

**WHEREAS**, the districts actual levy amount from the previous year was \$ 45,000.00; and,  
(Previous year's levy amount)

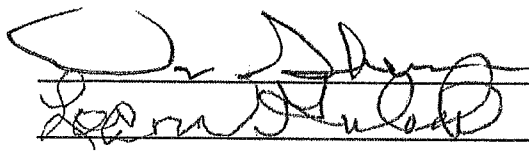
**WHEREAS**, the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,  
(Check one)

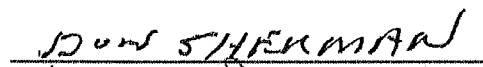
**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 391.20  
which is a percentage increase of 1 % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 11 day of November, 2025.

  
\_\_\_\_\_  
Aaron Thibault

  
\_\_\_\_\_  
Don Sherman

**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

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## Island County Cemetery District 2

FINAL BUDGET  
FISCAL YEAR 2026

<b>GENERAL OPERATING FUND-#653</b>	
<b>REVENUES</b>	
Prop. Tax Levy	\$ 45,000.00
Leasehold/Timber/Interest Income	\$ 60.00
Cemetery Sales & Services	\$ 222,032.00
Grant Income	\$ 50,000.00
Transfer from INV/SVG-To Cover Capital Exp	\$ 86,398.00
Interest Income	\$ 6,000.00
<b>GROSS REVENUES</b>	<b>\$ 409,490.00</b>
<b>EXPENSES</b>	
Employee Compensation	\$ 86,016.00
Commissioner Per Diem	\$ -
Employee Training/Travel Reimbursement	\$ 250.00
Mileage Reimbursements - Including Non-Employee	\$ 100.00
L&I-Emp. Sec. Taxes / FICA/B&O Taxes	\$ 13,763.00
Individual Services Fees	\$ 6,000.00
Utilities	\$ 1,236.00
Fuel Purchases	\$ 3,500.00
Insurance	\$ 3,400.00
Office Supplies/Computer Expenses	\$ 1,500.00
Cemetery Operating	\$ 85,482.00
Website	\$ 700.00
Grounds and BLDG Maintenance	\$ 14,808.00
Capital Purchases	\$ 185,000.00
State Auditors Office	\$ 3,000.00
Elections/Is. County Treasurer	\$ 4,100.00
Miscellaneous	\$ 635.00
<b>GROSS EXPENSES</b>	<b>\$ 409,490.00</b>

ACTUAL BEGINNING CASH: January 1, 2025

\$ 400,000

ESTIMATED ENDING CASH: December 31 2025

\$ 550,000

Approved by the Board of Commissioners : November 12, 2025

Loann Gulick  
Commissioner

Don Sherman  
Commissioner

Vin Sherman  
Commissioner



ABSENT

Attested to:

Dawn L Wilson

Dawn L Wilson-Auditor/Bookkeeper



Form 64 0100

## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Kelly Beech (Name),  
**Finance Director** (Title), for City of Langley (District name),  
do hereby certify to the Island (Name of county) County legislative authority  
that the Langley City Council (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in 2026 (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on 11/17/2025 (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <u>Bond</u>
<b>Total certified levy request amount, which includes the amounts below.</b>	<b>526,198.61</b>	<b>0.00</b>
Administrative refund amount	<b>1,198.61</b>	
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
<b>Total certified levy request amount, which includes the amounts below.</b>					
Administrative refund amount					
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: [Signature] Date: 11/18/2025

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Ordinance / Resolution No. 1132  
RCW 84.55.120

WHEREAS the City Council of the City of Langley has met and considered  
(Governing body of the taxing district) (Name of the taxing district)  
its budget for the calendar year 2026; and

WHEREAS the districts actual levy amount from the previous year was \$ 483,582.52; and  
(Previous year's levy amount)


WHEREAS the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,  
(Check one)

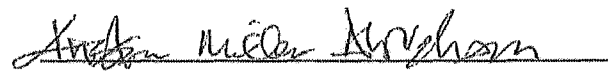
BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy  
is hereby authorized for the levy to be collected in the 2026 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 4,835.82  
which is a percentage increase of 1.0 % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,  
solar, biomass, and geothermal facilities, any increase in the value of state assessed property, increment value, any  
annexations that have occurred and refunds made.

Adopted this 3 day of November, 2025.

  
\_\_\_\_\_  
Krista "Kennedy" Horstman  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Kristen Miller Abraham  
\_\_\_\_\_  
Deputy Clerk

**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

Form 640100

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ISLAND COUNTY  
COMMISSIONER'S OFFICE

## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Ronnie D. Wright (Name),  
Mayor (Title), for City of Oak Harbor (District name),  
do hereby certify to the Island County Commissioners (Name of county) County legislative authority  
that the City Council (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in 2026 (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on 11/5/2025 (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <u>Bond</u>
<b>Total certified levy request amount, which includes the amounts below.</b>	<b>8,017,928.21</b>	<b>638,799.19</b>
Administrative refund amount	<b>17,928.21</b>	<b>3,036.69</b>
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
<b>Total certified levy request amount, which includes the amounts below.</b>					
Administrative refund amount					
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: R. D. Wright Date: 11/05/2025

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ORDINANCE NO. 2029

AN ORDINANCE OF THE CITY OF OAK HARBOR, WASHINGTON, LEVYING THE GENERAL PROPERTY TAXES FOR THE CITY OF OAK HARBOR FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2026, ON ALL PROPERTY, BOTH REAL AND PERSONAL WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF PROVIDING SUFFICIENT REVENUE TO CARRY ON THE OPERATIONS OF THE CITY FOR THE ENSUING YEAR; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City Council of the City of Oak Harbor, Washington, has met and considered the City's anticipated budgeted financial requirements for the calendar year 2026; and

WHEREAS, the population of the City is more than 10,000.

Now, therefore, THE CITY COUNCIL OF THE CITY OF OAK HARBOR do ordain as follows:

**Section one. Regular Property Tax Levy.** That an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$76,736.88 which is a percentage increase of 101% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

**Section two. Certification.** The City Council of the City of Oak Harbor, Washington gives authorization for the Mayor to sign and certify the Island County Property Tax Levy form.

**Section three. Severability.** If any provision of this Ordinance or its application to any person or circumstance is held invalid, the remainder of the Ordinance or the application of the provision to other persons or circumstances is not affected.

**Section four. Effective Date.** This Ordinance shall be in full force and effect five (5) days after publication.

PASSED by the City Council this 5th day of November, 2025.

Veto ( )  
Approve (✓)

THE CITY OF OAK HARBOR

By: R. D. Wright  
Ronnie D. Wright, Mayor

**ORDINANCE NO. 2011**

**AN ORDINANCE OF THE CITY OF OAK HARBOR TO ENCUMBER RESOURCES AND TO ESTABLISH EXPENDITURE AUTHORITY THROUGH THE ADOPTION OF THE CITY OF OAK HARBOR 2025-2026 BIENNIAL BUDGET AND WAGE AND SALARY SCHEDULE AND PLAN OF CLASSIFICATION; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE**

WHEREAS, the City of Oak Harbor has elected to utilize a biennial budget as provided in the Revised Code of Washington (RCW) 35A.34.040; and

WHEREAS, a public hearing was held August 20, 2024 regarding revenue sources for the 2025-2026 biennial period, including consideration of possible increases in property tax revenues as required by RCW 84.55.120; and

WHEREAS, budget estimates from each department of City government were provided to the City Clerk as required by RCW 35A.34.050 setting forth the complete financial program of the City for the ensuing fiscal biennium; and

WHEREAS, a proposed preliminary budget was prepared setting out the complete financial program of the City for the ensuing fiscal biennium as required by RCW 35A.34.070; and

WHEREAS, the preliminary budget was prepared in detail, filed with the City Clerk, and made available to the public on October 23, 2024, as required by RCW 35A.34.080; and

WHEREAS, pursuant to Oak Harbor Municipal Code (OHMC) 2.34.080, the intent of the City Council is to adopt the Wage and Salary Schedule and Plan of Classification of the City containing Cost of Living Adjustments (COLA) for regular employees not subject to collective bargain agreements; and

WHEREAS, pursuant to OHMC 2.02.005, the City established an independent Salary Commission with the authority to set the salary of the members of the Council and of other elected city officials, and provides that the Salary Commission's action fixing such salaries shall supersede any provision in a City ordinance related to fixing salaries; and

WHEREAS, pursuant to OHMC 2.02.040(2), salary increases for elected officials established by the Oak Harbor Salary Commission shall become effective and incorporated into the City budget without further action of the City Council. Approval of this Ordinance does not constitute either agreement or disagreement with Oak Harbor Salary Commission actions; and

WHEREAS, pursuant to RCW 82.46.015(3) and 82.46.037(2), to use Real Estate Excise Tax (REET) funds for expanded uses pursuant to RCW 82.46.015(2) and 82.46.037(1), a Real Estate Excise Tax Report must be prepared as part of the City's regular, public budget process; and

WHEREAS, the City Clerk published notice of a final public hearing on the final 2025-2026 biennial budget in the Whidbey News-Times on November 6, 2024 and November 13, 2024; and

WHEREAS, the City Council held the final public hearing at the November 19, 2024 City Council meeting to receive discussion and input from the public; and

WHEREAS, the City of Oak Harbor desires to set forth and establish expenditure authority for the purpose of continuing operations for the biennial period commencing January 1, 2025 through December 31, 2026.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF OAK HARBOR DO HEREBY ORDAIN AS FOLLOWS:

**Section One. Adoption of the 2025-2026 Biennial Budget.** The 2025-2026 Biennial Budget and as presented at the November 19, 2024 public hearing is hereby adopted as the revenue and expenditure authority for years 2025-2026 for the City of Oak Harbor. The City Clerk is instructed to file the same with the minutes of this meeting. Set forth in summary form are the totals of the estimated revenues and expenditures for each separate fund and the aggregate totals for all such funds combined:

<b>Fund</b>	<b>2025-26 Biennial Budget</b>
001 General Fund	\$65,041,933
002 General Fund Reserves	4,542,550
003 Current Exp. - FSA	80,000
005 Current Exp. - Seizure	33,427
006 Whidbey Island Marathon	304,600
007 General Fund Projects	12,096,336
101 Streets	4,462,206
102 Streets Projects	5,628,629
103 Arterials Projects	1,838,612
105 Transportation Cap. Improve	2,224,367
106 Paths & Trails	26,895
107 TBD	4,506,994
108 TBD Projects	4,093,195
115 Creative Arts	610,394
116 Civic Imp. (2% lodging)	2,109,036
127 Parks Impact Fee	713,223
230 LOCAL Loan	122,600
311 REET 1	2,483,179
312 REET 2	3,745,941
325 Windjammer Park	2,922,640
401 Water	22,667,357
402 Sewer	34,873,832
403 Solid Waste	13,854,289
404 Storm Drain	6,783,353
410 Marina	6,014,684
411 Water Reserves	7,035,648
412 Sewer Reserves	1,792,530
413 Solid Waste Reserves	266,755
414 Storm Drain Reserves	952,082
420 Marina Reserves	18,764
422 WWTP	1,612,356
431 Water Projects	14,201,653
432 Sewer Projects	4,105,451
434 Storm Drain Projects	3,319,010
440 Marina Projects	20,424,374
501 Equipment Rental	3,411,464
502 Equipment Replacement	23,031,135
504 Facility Replacement	30,833,754
505 Technology Replacement	3,223,457
510 Shop Facility	10,687,624
<b>Grand Total</b>	<b>\$326,696,330</b>

**Section Two. Project Funds.** The project funds that have been budgeted will remain budgeted until the project has been completed or it is determined that the project will not occur. Unused project funds and project expenditure authority will automatically be carried-forward from previous budgets to the 2025-2026 Biennial Budget, between fiscal years contained within the 2025-2026 Biennial Budget, and to future budgets adopted by the Oak Harbor City Council without the need for subsequent budget approval.

**Section Three. Wage and Salary Schedule and Classification Plan.** Pursuant to OHMC 2.34.080, the Wage and Salary Schedule and Classification Plan attached as Exhibit A and incorporated by this reference is hereby adopted. This Ordinance shall function as the biennial salary ordinance. A COLA of 2.5% for 2025 and 2.0% for 2026 for regular employees not subject to collective bargaining agreements is incorporated into the expenditure authority in Section One of this Ordinance and the Wage and Salary Schedule and Classification Plan. This establishes City Council's decision on a COLA for regular employees not subject to collective bargaining agreements. Said Schedule and Plan may be amended from time to time by the City Council to reflect changes such as changes negotiated through the collective bargaining process, through implementation of changes for regular employees not subject to collective bargaining agreements, and for reclassifications to positions that occur since the last update.

**Section Four. Elected Official Salaries.** Pursuant to OHMC 2.02.040(2), salary increases for elected officials established by the Oak Harbor Salary Commission shall become effective and incorporated into the City 2025-2026 Biennial Budget without further action of the City Council.

**Section Five. Real Estate Excise Tax Report.** Attached and incorporated by this reference is Exhibit B for the Real Estate Excise Tax Report which by adoption of this Ordinance is hereby approved and incorporated as part of the 2025-2026 Biennial Budget.

**Section Six. Corrections.** The City Clerk and codifiers of the Ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

**Section Seven. Severability.** If any section, subsection, paragraph, sentence, clause, or phrase of this ordinance or its application to any person or circumstance be declared unconstitutional or otherwise invalid or unlawful for any reason, such a decision shall not affect the validity, lawfulness or constitutionality of the remaining portions of this ordinance or its application to any other persons or circumstances.

**Section Eight. Effective Date.** This Ordinance shall take effect on January 1, 2025.

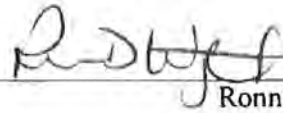


Adopted by the City Council this 19th day of November, 2024

THE CITY OF OAK HARBOR

Veto  
Approve

( )  
(x)



Ronnie Wright, Mayor

ATTEST:



Julie Nester, City Clerk

APPROVED AS TO FORM:



Hillary J. Evans, City Attorney

**Exhibit A - Wage and Salary Schedule / Classification Plan**

Department	Classification	Monthly Salary Range		January 1, 2025			
		Minimum	Maximum	2023	2024	2025	2026
Council	City Council Member						See Attachment 1
Mayor / Exec. Admin	Mayor						See Attachment 1
Mayor / Exec. Admin	Mayor's Executive Assistant*	\$ 5,844	\$ 7,771	1.00	1.00	1.00	1.00
Mayor / Exec. Admin	City Administrator	\$ 12,733	\$ 16,934	1.00	1.00	1.00	1.00
Mayor / Exec. Admin	City Clerk	\$ 5,844	\$ 7,771	0.80	1.00	1.00	1.00
Mayor / Exec. Admin	Communications/IT Manager	N/A	N/A	1.00	0.00	0.00	0.00
Mayor / Exec. Admin	Communications Officer	\$ 8,617	\$ 11,461	N/A	1.00	1.00	1.00
Mayor / Exec. Admin	Communications Intern (New)	\$ 3,716	\$ 4,942	N/A	N/A	0.20	0.20
Mayor / Exec. Admin	Executive Services Coordinator	\$ 7,459	\$ 9,919	0.00	1.00	1.00	1.00
Mayor / Exec. Admin	Executive Assistant	N/A	N/A	1.00	0.00	0.00	0.00
Mayor / Exec. Admin	Public Records Officer	\$ 5,302	\$ 7,052	0.00	0.93	0.93	0.93
Mayor / Exec. Admin	Records Management Analyst (RMA)	\$ 6,138	\$ 8,161	0.00	1.00	1.00	1.00
Mayor / Exec. Admin	Cybersecurity Administrator	\$ 7,835	\$ 10,420	N/A	1.00	1.00	1.00
Human Resources	Human Resources Director	\$ 10,497	\$ 13,959	1.00	1.00	1.00	1.00
Human Resources	HR Generalist	\$ 5,844	\$ 7,771	0.00	1.00	1.00	1.00
Human Resources	HR Analyst	\$ 6,445	\$ 8,571	1.00	1.00	1.00	1.00
Human Resources	HR Specialist - Payroll	N/A	N/A	1.00	0.00	0.00	0.00
Human Resources	Administrative Assistant I	N/A	N/A	0.00	0.50	0.00	0.00
Human Resources	HR Assistant	\$ 4,806	\$ 6,392	N/A	0.00	1.00	1.00
Finance	Finance Director	N/A	N/A	0.00	0.00	0.00	0.00
Finance	Deputy City Administrator	\$ 12,151	\$ 16,159	1.00	1.00	1.00	1.00
Finance	Accountant	\$ 6,138	\$ 8,161	2.00	1.00	1.00	1.00
Finance	Accounting Assistant-Cashier	\$ 3,716	\$ 4,942	1.00	2.00	2.00	2.00
Finance	Accounting Assistant-Lead Cashier	\$ 4,579	\$ 6,090	1.00	1.00	1.00	1.00
Finance	Accounting Technician - Payables or Utilities	N/A	N/A	2.00	0.00	0.00	0.00
Finance	Accounting Specialist - Payables or Utilities	\$ 5,049	\$ 6,714	0.00	1.00	1.00	1.00
Finance	Financial Analyst - Accounts Payable	\$ 5,565	\$ 7,402	0.00	1.00	1.00	1.00
Finance	Finance Manager	\$ 7,459	\$ 9,919	2.00	2.00	2.00	2.00
Finance	Senior Accountant	\$ 6,766	\$ 8,996	1.00	1.00	1.00	1.00
Finance	Grants Administrator	\$ 7,835	\$ 10,420	1.00	1.00	1.00	1.00
Finance	Revenue and Performance Analyst II (New)	\$ 6,138	\$ 8,161	N/A	N/A	1.00	1.00
Legal	Public Records Officer	N/A	N/A	0.80	0.00	0.00	0.00
Legal	Sr. Paralegal	N/A	N/A	1.00	0.00	0.00	0.00
Legal	Records Management Analyst	N/A	N/A	1.00	0.00	0.00	0.00
Dev. Services	Development Services Director	\$ 11,023	\$ 14,660	1.00	1.00	1.00	1.00
Dev. Services	Senior Administrative Assistant	\$ 5,565	\$ 7,402	1.00	1.00	1.00	1.00
Dev. Services	Assistant Planner	N/A	N/A	1.00	0.00	0.00	0.00
Dev. Services	Associate Planner	\$ 5,565	\$ 7,402	0.00	1.00	1.00	1.00
Dev. Services	Building Official	\$ 7,835	\$ 10,420	0.00	1.00	1.00	1.00
Dev. Services	Building Manager	N/A	N/A	1.00	0.00	0.00	0.00
Dev. Services	Code Compliance Officer	\$ 5,302	\$ 7,052	0.41	0.41	1.00	1.00
Dev. Services	Permit Coordinator	\$ 5,049	\$ 6,714	1.00	1.00	1.00	1.00
Dev. Services	Building Inspector/Plans Examiner	\$ 5,844	\$ 7,771	1.00	1.00	1.00	1.00
Dev. Services	Senior Planner	\$ 7,103	\$ 9,445	1.40	1.40	1.40	1.40
Dev. Services	Principal Planner	\$ 7,835	\$ 10,420	1.00	1.00	1.00	1.00
Dev. Services	Economic Development Coordinator	\$ 7,103	\$ 9,445	0.00	1.00	0.00	0.00
Police Dept.	Police Chief	\$ 11,573	\$ 15,389	1.00	1.00	1.00	1.00
Police Dept.	Senior Administrative Assistant	\$ 5,565	\$ 7,402	1.00	1.00	1.00	1.00
Police Dept.	Police Support Officer/Animal Control Officer	\$ 5,340	\$ 6,675	1.00	1.00	1.00	1.00
Police Dept.	Police Support Sergeant	\$ 5,874	\$ 7,343	0.00	1.00	1.00	1.00
Police Dept.	Evidence Information Specialist	\$ 4,646	\$ 5,807	1.00	1.00	1.00	1.00
Police Dept.	Police Captain	\$ 10,497	\$ 13,959	2.00	1.00	1.00	1.00
Police Dept.	Police Officer	\$ 5,596	\$ 8,745	20.00	20.00	20.00	20.00
Police Dept.	Police Sergeant	\$ 9,619	\$ 10,467	6.00	7.00	7.00	7.00
Police Dept.	Records Information Specialist	\$ 4,646	\$ 5,807	2.00	2.00	3.00	3.00
Police Dept.	Records/Evidence Supervisor	\$ 6,389	\$ 7,587	1.00	1.00	1.00	1.00
Police Dept.	Records/Receptionist	\$ 4,646	\$ 5,807	N/A	N/A	0.00	0.00
Police Dept.	Police Support Officer/Corrections Officer	\$ 5,340	\$ 6,675	2.00	1.00	1.00	1.00
Police Dept.	Sr. Paralegal	\$ 5,844	\$ 7,771	1.00	1.00	1.00	1.00



Department	Classification	Monthly Salary Range		January 1, 2025			
		Minimum	Maximum	2023	2024	2025	2026
Fire Dept.	Fire Chief	\$ 11,573	\$ 15,389	0.90	0.90	0.90	0.90
Fire Dept.	Senior Administrative Assistant	N/A	N/A	1.00	0.00	0.00	0.00
Fire Dept.	Fire Services Analyst	\$ 6,445	\$ 8,571	0.00	1.00	1.00	1.00
Fire Dept.	Deputy Chief	\$ 9,996	\$ 13,294	1.00	1.00	1.00	1.00
Fire Dept.	Fire Captain	\$ 9,161	\$ 10,010	4.00	4.00	4.00	4.00
Fire Dept.	Fire Lieutenant	\$ 8,889	\$ 9,849	3.00	3.00	3.00	3.00
Fire Dept.	Firefighter/EMT	\$ 6,858	\$ 8,568	6.00	13.00	15.00	15.00
Fire Dept.	Paid On Call Firefighter-Shift Equivalent FTE	\$ 3,536	\$ 3,978	11.50	3.80	1.80	0.00
EMS	Emergency Services Director	\$ 11,573	\$ 15,389	0.10	0.10	0.10	0.10
Parks & Rec	Parks and Recreation Director	\$ 10,497	\$ 13,959	1.00	1.00	1.00	1.00
Parks & Rec	Parks Supervisor	\$ 6,766	\$ 8,996	1.00	1.00	1.00	1.00
Parks & Rec	Lead Parks Specialist	N/A	N/A	1.00	0.00	0.00	0.00
Parks & Rec	Parks Specialist I	\$ 4,346	\$ 5,666	1.50	3.00	3.00	3.00
Parks & Rec	Parks Specialist II	\$ 5,086	\$ 6,635	3.00	1.00	1.00	1.00
Parks & Rec	Parks Specialist III	\$ 5,238	\$ 6,830	1.00	2.00	2.00	2.00
Parks & Rec	Arborist	\$ 5,238	\$ 6,830	1.00	1.00	1.00	1.00
Parks & Rec	Arborist Apprentice	\$ 4,352	\$ 5,787	0.00	1.00	1.00	1.00
Parks & Rec	Seasonal Laborer	\$ 3,716	\$ 4,942	1.20	1.20	1.20	1.20
Parks & Rec	Recreation Coordinator	\$ 5,049	\$ 6,714	1.00	1.00	1.00	1.00
Parks & Rec	Seasonal Sports Officials and Rec. Leaders	\$ 3,716	\$ 4,942	0.90	0.90	0.90	0.90
Streets	Lead Streets Specialist	N/A	N/A	1.00	0.00	0.00	0.00
Streets	Operations Foreman	\$ 6,441	\$ 8,402	0.00	1.00	1.00	1.00
Streets	Seasonal Laborer	\$ 3,716	\$ 4,942	0.40	0.80	0.80	0.80
Streets	Streets Specialist I	\$ 4,346	\$ 5,666	3.00	2.00	3.00	3.00
Streets	Streets Specialist II	\$ 5,238	\$ 6,830	0.00	1.00	1.00	1.00
P&R/The Center	Recreation Manager	\$ 7,459	\$ 9,919	1.00	1.00	1.00	1.00
P&R/The Center	Program Assistant	\$ 4,124	\$ 5,483	1.00	1.00	1.00	1.00
P&R/The Center	Program Coordinator	\$ 5,049	\$ 6,714	1.00	1.00	1.00	1.00
P&R/The Center	Bus Driver	\$ 3,716	\$ 4,942	0.50	0.50	0.50	0.50
P&R/The Center	Fitness Instructor	\$ 3,716	\$ 4,942	1.00	1.00	1.00	1.00
Water	Water Manager	\$ 7,459	\$ 9,919	1.00	1.00	1.00	1.00
Water	Seasonal Laborer	\$ 3,716	\$ 4,942	0.40	0.40	0.40	0.40
Water	Water Quality Specialist	\$ 5,448	\$ 7,104	1.00	1.00	1.00	1.00
Water	Water Specialist I	\$ 4,346	\$ 5,666	2.00	2.00	2.00	2.00
Water	Water Specialist II	\$ 5,238	\$ 6,830	1.00	1.00	1.00	1.00
Water	Water Specialist III	\$ 5,502	\$ 7,178	1.00	1.00	1.00	1.00
Wastewater	Operations Manager - SWR/SD/SW	\$ 8,617	\$ 11,461	0.33	0.33	0.33	0.33
Wastewater	Lab Chemist	\$ 5,895	\$ 7,689	1.00	1.00	1.00	1.00
Wastewater	Lead SD/WWC Specialist	N/A	N/A	0.50	0.00	0.00	0.00
Wastewater	Operations Foreman	\$ 6,441	\$ 8,402	0.00	0.50	0.50	0.50
Wastewater	Treatment Plant OIT	\$ 4,429	\$ 5,779	2.00	2.00	2.00	2.00
Wastewater	WWTP Operator I	\$ 4,839	\$ 6,314	2.00	3.00	3.00	3.00
Wastewater	WWTP Operator II	\$ 5,448	\$ 7,104	2.00	3.00	3.00	3.00
Wastewater	WWTP Manager	\$ 7,459	\$ 9,919	1.00	1.00	1.00	1.00
Wastewater	WWTP Operator III	N/A	N/A	2.00	0.00	0.00	0.00
Solid Waste	Operations Manager - SWR/SD/SW	\$ 8,617	\$ 11,461	0.33	0.33	0.33	0.33
Solid Waste	Operations Foreman	N/A	N/A	0.00	1.00	0.00	0.00
Solid Waste	Senior Operations Foreman (Reclass)	\$ 7,071	\$ 9,223	N/A	N/A	1.00	1.00
Solid Waste	Lead Solid Waste Collector	N/A	N/A	1.00	0.00	0.00	0.00
Solid Waste	Seasonal Laborer	\$ 3,716	\$ 4,942	0.20	0.20	0.20	0.20
Solid Waste	Solid Waste Collector I	\$ 4,346	\$ 5,666	1.00	2.00	3.00	3.00
Solid Waste	Solid Waste Collector II	\$ 5,086	\$ 6,635	5.00	4.00	4.00	4.00
Storm Drain	Operations Manager - SWR/SD/SW	\$ 8,617	\$ 11,461	0.34	0.34	0.34	0.34
Storm Drain	Lead Storm Drain Specialist	N/A	N/A	0.50	0.00	0.00	0.00
Storm Drain	SD/WW Compliance Inspector/Educator	N/A	N/A	1.00	1.00	0.00	0.00
Storm Drain	Special Pro./Sr.Compliance Inspect. (Reclass)	\$ 6,071	\$ 7,920	N/A	N/A	1.00	1.00
Storm Drain	SD/WWC Specialist I	\$ 4,346	\$ 5,666	1.00	2.00	2.00	2.00
Storm Drain	SD/WWC Specialist II	\$ 5,238	\$ 6,830	4.00	2.00	2.00	2.00
Storm Drain	SD/WWC Specialist III	\$ 5,502	\$ 7,178	0.00	1.00	1.00	1.00
Storm Drain	Seasonal Laborer	\$ 3,716	\$ 4,942	0.00	0.20	0.20	0.20
Storm Drain	Senior Inspector (New)	\$ 5,555	\$ 7,248	N/A	N/A	1.00	1.00



Department	Classification	Monthly Salary Range		January 1, 2025			
		Minimum	Maximum	2023	2024	2025	2026
P&R Marina	Harbormaster	\$ 7,459	\$ 9,919	1.00	1.00	1.00	1.00
P&R Marina	Marina Maintenance Attendant II	\$ 4,429	\$ 5,779	0.00	1.00	1.00	1.00
P&R Marina	Assistant Harbormaster	\$ 5,302	\$ 7,052	1.00	1.00	1.00	1.00
P&R Marina	Marina Maintenance Attendant III	\$ 4,608	\$ 6,012	2.00	1.00	1.00	1.00
P&R Marina	Marina Maintenance Tech P/T (New)	\$ 4,346	\$ 5,666	N/A	N/A	0.40	0.40
P&R Marina	Marina Operations Specialist III	\$ 4,608	\$ 6,012	1.00	1.00	1.00	1.00
P&R Marina	Seasonal Laborer	\$ 3,716	\$ 4,942	1.20	1.20	1.20	1.20
Shop/Repair	Maintenance Foreman	\$ 6,441	\$ 8,402	0.00	1.00	1.00	1.00
Shop/Repair	Lead Equipment Mechanic	N/A	N/A	1.00	0.00	0.00	0.00
Shop/Repair	Diesel Mechanic	\$ 5,555	\$ 7,248	1.00	1.00	2.00	2.00
Shop/Repair	Seasonal Laborer	\$ 3,716	\$ 4,942	0.40	0.40	0.40	0.40
Public Works	Public Works Director	\$ 11,573	\$ 15,389	1.00	1.00	1.00	1.00
Public Works	Archaeologist/Project Manager	\$ 7,459	\$ 9,919	1.00	1.00	1.00	1.00
Public Works	Capital Project Manager	\$ 7,459	\$ 9,919	1.00	1.00	1.00	1.00
Public Works	Central Services Manager	N/A	N/A	1.00	1.00	0.00	0.00
Public Works	Administration Manager (Reclass)	\$ 8,617	\$ 11,461	N/A	N/A	1.00	1.00
Public Works	Purchasing/Contract Coordinator	\$ 5,844	\$ 7,771	1.00	1.00	1.00	1.00
Public Works	City Engineer	\$ 9,996	\$ 13,294	1.00	1.00	1.00	1.00
Public Works	Construction Inspector	\$ 5,895	\$ 7,689	1.00	1.00	1.00	1.00
Public Works	Engineering Technician	\$ 5,502	\$ 7,178	2.00	1.00	1.00	1.00
Public Works	Utility Locator	\$ 4,608	\$ 6,012	0.00	1.00	1.00	1.00
Public Works	Facilities/Utility Maintenance Worker	\$ 5,086	\$ 6,635	1.00	1.00	1.00	1.00
Public Works	Project Engineer	N/A	N/A	1.00	1.00	0.00	0.00
Public Works	Senior/Utility Project Engineer (Reclass)	\$ 9,996	\$ 13,294	N/A	N/A	1.00	1.00
Public Works	Project Manager	N/A	N/A	0.00	0.00	0.00	0.00
Public Works	Seasonal Painter	\$ 3,716	\$ 4,942	0.00	0.40	0.40	0.40
Public Works	Sr. Administrative Assistant	\$ 5,565	\$ 7,402	1.00	1.00	1.00	1.00
Public Works	Sr. Engineering Technician	\$ 5,895	\$ 7,689	1.00	1.00	1.00	1.00
Public Works	Operations Manager STR/WTR/FAC	\$ 8,617	\$ 11,461	1.00	1.00	1.00	1.00
Total				171.61	173.74	180.43	178.63

\*Authorized per ordinance 1654 but not funded

**Exhibit A , Attachment 1- Salary Commission -Elected Official Wages**

Per Oak Harbor Municipal Code Chapter 2.02, the Oak Harbor Salary Commission has made the following determinations regarding the following elected official classifications.

	<u>Monthly Salary Range</u>		<u>Date of Action</u>
	<u>Minimum</u>	<u>Maximum</u>	
Mayor	\$ 11,250.00	\$ 11,250.00	July 2, 2024
Councilmember	\$ 1,200.00	\$ 1,200.00	Sept. 24, 2024

## Exhibit B

**To:** Mayor Ronnie Wright and City Council

**From:** David Goldman, Deputy City Administrator / Finance Director  
Chas Webster, Finance Manager, Operations & Financial Planning

**Date:** November 19, 2024

**Subject:** Biennial Budget 2025-26 Reet 1 and 2 Report for the City of Oak Harbor

### Background:

The purpose of this memo is to report on the Real Estate Excise Tax (REET) usage in the operating and capital budgets. RCW 82.46.037 requires REET 2 usage information to be reported with the adoption of the operating budget and mid-biennial budget amendment to qualify the City to use REET 2 for expanded purposes.

### Requirements:

This report must satisfy and include four requirements. The requirements and relevant data to meet each requirement for the City of Oak Harbor are included below:

1. Demonstrate that a city has or will have adequate funding from all sources of public funding to pay for all capital projects, as defined in RCW 82.46.010 and 82.46.035, identified in its capital facilities plan for the succeeding two-year period:

2025-2026 Capital Budget (Current Draft CIP)			
Fund	2025	2026	Two year total
General Government	11,601,469.00	260,000.00	11,861,469.00
Parks and Recreation	4,094,623.00	2,820,000.00	6,914,623.00
Streets	3,878,278.00	984,500.00	4,862,778.00
Transportation Benefit District	2,570,587.00	900,000.00	3,470,587.00
Internal Services	4,647,205.00	1,925,000.00	6,572,205.00
Water	2,691,277.00	1,414,771.00	4,106,048.00
Wastewater	1,380,000.00	2,200,000.00	3,580,000.00
Solid Waste	475,000.00	-	475,000.00
Stormwater	744,247.00	-	744,247.00
Marina	699,584.00	19,269,771.00	19,969,355.00
<b>Total:</b>	<b>32,782,270.00</b>	<b>29,774,042.00</b>	<b>62,556,312.00</b>

<b>2025-2026 CIP Preliminary Revenue Sources</b>			
<b>Dedicated Revenue</b>	<b>2025</b>	<b>2026</b>	<b>Two year total</b>
<b>General Government</b>			
General Fund Revenues	1,445,000.00	260,000.00	1,705,000.00
Council Priority Projects	742,459.00		742,459.00
Capital Project Fund Balance Carryovers	8,819,010.00		8,819,010.00
Grants	595,000.00		595,000.00
REET 1			-
REET 2	-		-
<b>Subtotal:</b>	<b>11,601,469.00</b>	<b>260,000.00</b>	<b>11,861,469.00</b>
<b>Parks and Recreation</b>			
General Fund	213,773.00		213,773.00
Council Priority Projects	127,291.00		127,291.00
Capital Project Fund Balance Carryovers	1,526,672.00		1,526,672.00
Grants	1,905,587.00	2,670,000.00	4,575,587.00
Paths and Trails	10,000.00		10,000.00
REET 1	225,000.00		225,000.00
REET 2	86,300.00	150,000.00	236,300.00
Donations	-		-
<b>Subtotal:</b>	<b>4,094,623.00</b>	<b>2,820,000.00</b>	<b>6,914,623.00</b>
<b>Streets</b>			
Capital Project Fund Balance Carryovers	2,742,978.00		2,742,978.00
Grants	348,200.00	400,000.00	748,200.00
Streets Fund	312,100.00	157,500.00	469,600.00
REET 1	15,000.00	15,000.00	30,000.00
REET 2	235,000.00	115,000.00	350,000.00
Transportation Impact		72,000.00	72,000.00
Water	75,000.00	75,000.00	150,000.00
Sewer	75,000.00	75,000.00	150,000.00
Storm Drain	75,000.00	75,000.00	150,000.00
<b>Subtotal:</b>	<b>3,878,278.00</b>	<b>984,500.00</b>	<b>4,862,778.00</b>
<b>Transportation Benefit District</b>			
Capital Project Fund Balance Carryovers	1,670,587.00		1,670,587.00
TBD #1	900,000.00	900,000.00	1,800,000.00
<b>Subtotal:</b>	<b>2,570,587.00</b>	<b>900,000.00</b>	<b>3,470,587.00</b>
<b>Internal Services</b>			
Council Priority Projects	32,205.00		32,205.00
Capital Project Fund Balance Carryovers	465,000.00		465,000.00
Interfund Charge Revenues	4,150,000.00	1,925,000.00	6,075,000.00
<b>Subtotal:</b>	<b>4,647,205.00</b>	<b>1,925,000.00</b>	<b>6,572,205.00</b>



<b>Water</b>			
Capital Project Fund Balance Carryovers	1,412,882.00	791,971.00	2,204,853.00
Water Revenues	996,000.00	622,800.00	1,618,800.00
Water Cumulative Reserve	282,395.00		282,395.00
Navy Contributions	-		-
<b>Subtotal:</b>	<b>2,691,277.00</b>	<b>1,414,771.00</b>	<b>4,106,048.00</b>
<b>Wastewater</b>			
Capital Project Fund Balance Carryovers	400,000.00	50,000.00	450,000.00
Council Priority Projects	550,000.00	400,000.00	950,000.00
Sewer (Fund 402)	230,000.00	-	230,000.00
Grants	200,000.00	1,750,000.00	1,950,000.00
<b>Subtotal:</b>	<b>1,380,000.00</b>	<b>2,200,000.00</b>	<b>3,580,000.00</b>
<b>Solid Waste</b>			
Solid Waste Revenues	475,000.00	-	475,000.00
<b>Subtotal:</b>	<b>475,000.00</b>	<b>-</b>	<b>475,000.00</b>
<b>Stormwater</b>			
Capital Project Fund Balance Carryovers	299,247.00	-	299,247.00
Stormwater Revenues	445,000.00	-	445,000.00
<b>Subtotal:</b>	<b>744,247.00</b>	<b>-</b>	<b>744,247.00</b>
<b>Marina</b>			
Capital Project Fund Balance Carryovers	699,584.00	435,890.00	1,135,474.00
Marina Revenues	-	433,881.00	433,881.00
Unsecured Grant	-	18,400,000.00	18,400,000.00
<b>Subtotal:</b>	<b>699,584.00</b>	<b>19,269,771.00</b>	<b>19,969,355.00</b>
<b>Total Revenue Sources:</b>	<b>32,782,270.00</b>	<b>29,774,042.00</b>	<b>62,556,312.00</b>

2. Identify how REET 1 and 2 revenues were used by the city or county during the prior two-year period:

REET 1 Uses			
Project Title	2023	2024	Total
Shoreline Restoration	15,000.00		15,000.00
Athletic Fields Renovation		163,100.00	163,100.00
City Hall Downstairs Remodel		270,000.00	270,000.00
Shoreline Midway-Regatta		15,000.00	15,000.00
Windjammer Park - Phase 2		363,004.00	363,004.00
City Hall Upstairs Remodel		50,000.00	50,000.00
Fire Station Carpeting	35,000.00		35,000.00
City Hall Upstairs Remodel	50,000.00		50,000.00
Parks Rec Open Space Plan		80,000.00	80,000.00
Law enforcement, fire protection, administrative facilities Maintenance, Operating, Service Support.	500,000.00		500,000.00
Parks Maintenance (up to this amount to be transferred prior to the end of the year)		250,000.00	250,000.00
<b>Total REET 1 Uses:</b>	<b>600,000.00</b>	<b>1,191,104.00</b>	<b>1,791,104.00</b>

REET 2 Uses			
Project Title	2023	2024	Total
Annual Street Improvements	450,000.00	500,000.00	950,000.00
Shoreline Midway-Regatta	15,000.00	15,000.00	30,000.00
Return of REET 2 funds transferred in prior years (funds not needed due to obtaining TIB grant funding)	(420,385.00)		(420,385.00)
Street Traffic Calming		15,000.00	15,000.00
Streets Maintenance, Operating, Service Support	200,000.00		200,000.00
Parks Maintenance, Operating, Service Support	450,000.00		450,000.00
Traffic Calming	15,000.00	85,000.00	100,000.00
City Playground Woodchips		93,000.00	93,000.00
Pickle Ball Courts		28,100.00	28,100.00
Streets Maintenance (up to this amount to be transferred prior to the end of the year)		250,000.00	250,000.00
<b>Total REET 2 Uses:</b>	<b>709,615.00</b>	<b>986,100.00</b>	<b>1,695,715.00</b>

3. Identify how REET 1 and 2 funds authorized for permitted expanded purposes will be used during the succeeding two-year period:

REET 1 Expanded Uses		
Project Title	2025	2026
Parks Maintenance	250,000.00	250,000.00
<b>Total REET 1 Expanded Uses</b>	<b>250,000.00</b>	<b>250,000.00</b>

REET 2 Expanded Uses		
Project Title	2025	2026
Street Maintenance	250,000.00	250,000.00
<b>Total REET 2 Expanded Uses</b>	<b>250,000.00</b>	<b>250,000.00</b>

4. Identify what percentage of funding for capital projects within the city or county is attributable to REET 1 and 2 compared to all other sources of capital project funding:

REET 1			
	2025	2026	Two Year Total
Total Capital Revenue	32,782,270.00	29,774,042.00	62,556,312.00
REET 1 Capital Projects	240,000.00	15,000.00	255,000.00
REET 1 use as a % of Total	1%	0%	0%

REET 2			
	2025	2026	Two Year Total
Total Capital Revenue	32,782,270.00	29,774,042.00	62,556,312.00
REET 2 Capital Projects	321,300.00	265,000.00	586,300.00
REET 2 use as a % of Total	1%	1%	2%



RECEIVED  
Form 64 0100  
NOV 26 2025

ISLAND COUNTY  
COMMISSIONER'S OFFICE

## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I **Corine Jackson** (Name),  
**Clerk Treasurer** (Title), for **Town of Coupeville** (District name),  
do hereby certify to the **Island** (Name of county) County legislative authority  
that the **Town Council** (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in **2026** (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on **10/12/2025** (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <input type="text"/>
<b>Total certified levy request amount</b> , which includes the amounts below.	<b>475,336.20</b>	
Administrative refund amount	<b>336.20</b>	
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <input type="text"/>
<b>Total certified levy request amount</b> , which includes the amounts below.					
Administrative refund amount					
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Corine Jackson

Date: 10/23/25

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.



TOWN OF COUPEVILLE  
Coupeville, Washington

ORDINANCE NO. 806

**An ORDINANCE of the Town Council of the Town of Coupeville, Levying Taxes on Real Property subject to taxation within the corporate limits of the Town of Coupeville, Washington for the year 2026 - Pursuant to RCW 84.55.120**

**WHEREAS**, the Town Council of the Town of Coupeville has met and considered its budget for the calendar year 2026; and

**WHEREAS**, the Town of Coupeville's actual levy amount from the previous year was \$435,337.99, and

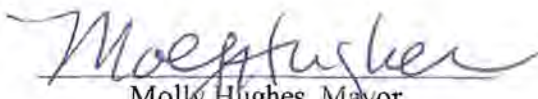
**WHEREAS**, the population of the Town of Coupeville is less than 10,000; and now, therefore

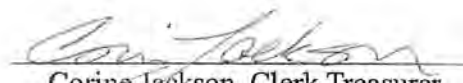
**BE IT ORDAINED** by the Town Council of the Town of Coupeville that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$4,353.38, which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increase in value of state assessed property, any annexations that have occurred and any refunds made.

**ADOPTED** by the Town Council and **APPROVED** by the Mayor this 14<sup>th</sup> day of October, 2025.

MAYOR

ATTEST

  
Molly Hughes, Mayor

  
Corine Jackson, Clerk Treasurer

APPROVED: October 14, 2025  
PUBLISHED: October 25, 2025  
EFFECTIVE: January 1, 2026

57  
Town of Coupeville

# 2026 Operating Budget



Adopted November 25, 2025

Molly Hughes, Mayor  
Corine Jackson, Clerk-Treasurer



# 2026 Operating Budget

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**SPECIAL REVENUE FUNDS (100 Series)**

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**ENTERPRISE FUNDS (400 Series)**

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TOWN OF COUPEVILLE  
Coupeville, Washington  
**ORDINANCE NO. 807**

**AN ORDINANCE ADOPTING A BUDGET FOR THE TOWN OF COUPEVILLE, WASHINGTON FOR THE YEAR 2026, AND SETTING FORTH IN SUMMARY FORM THE TOTALS OF ESTIMATED EXPENDITURE APPROPRIATIONS FOR EACH SEPARATE FUND.**

**WHEREAS**, State law requires that the Town adopt an annual budget before the end of each calendar year; and

**WHEREAS**, the Town Council held a public workshop on September 22, 2025 and October 20, 2025 in preparation of the Town's 2026 Budget; and

**WHEREAS**, the Mayor and Clerk-Treasurer have recommended a budget as provided by law; and

**WHEREAS**, the Town Council held, on October 14, 2025; October 28, 2025; and November 25, 2025; public hearings on the Recommended Budget, also as required by law.

**NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF COUPEVILLE, WASHINGTON, as follows:**

**Section 1**

In accordance with the provisions of RCW Chapter 35.33, the budget of the Town of Coupeville for 2026, total expenditure amount of \$9,010,651 is hereby adopted, which is attached hereto as Exhibit A and which shall be kept on file in the office of the Clerk-Treasurer

**Section 2**

The totals of budgeted expenditure appropriations for each separate fund are set forth in summary form as follows:

Town of Coupeville 2026 Proposed Budget		
Fund		Expenditure
001	General Fund	\$ 2,529,861
101	Street Fund	\$ 804,416
104	Hotel/Motel Tax Fund	\$ 80,000
105	Capital Improvement Fund	\$ 360,000
107	Harbor Improvement Fund	\$ 7,000
108	Community Commemorative Fund	\$ -
410	Water Fund	\$ 2,505,534
420	Sewer Fund	\$ 2,304,690
430	Storm Water Fund	\$ 419,150
631	Custodial Funds	\$ -
	<b>TOTAL</b>	<b>\$ 9,010,651</b>

Ordinance No. 807

**Section 3**

The Town Clerk-Treasurer is directed to transmit a certified copy of the budget, hereby adopted, to the Office of the Auditor of the State of Washington, Division of Municipal Corporation, and to the Association of Washington Cities.

**Section 4 – Effective Date**

This ordinance shall take effect and be in force **January 1, 2026**.

ATTEST

  
Deputy Clerk Chris Jolly

MAYOR

  
Mayor Molly Hughes

APPROVED: November 25, 2025

PUBLISHED: November 29, 2025

EFFECTIVE: January 1, 2026

TOWN OF COUPEVILLE  
Coupeville, Washington

**ORDINANCE NO. 806**

**An ORDINANCE of the Town Council of the Town of Coupeville, Levying Taxes on Real Property subject to taxation within the corporate limits of the Town of Coupeville, Washington for the year 2026 - Pursuant to RCW 84.55.120**

**WHEREAS**, the Town Council of the Town of Coupeville has met and considered its budget for the calendar year 2026; and

**WHEREAS**, the Town of Coupeville's actual levy amount from the previous year was \$435,337.99, and

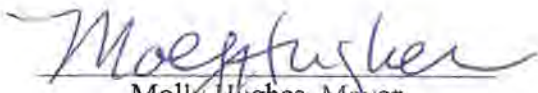
**WHEREAS**, the population of the Town of Coupeville is less than 10,000; and now, therefore


**BE IT ORDAINED** by the Town Council of the Town of Coupeville that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year. The dollar amount of the increase over the actual levy amount from the previous year shall be \$4,353.38, which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increase in value of state assessed property, any annexations that have occurred and any refunds made.

**ADOPTED** by the Town Council and **APPROVED** by the Mayor this 14<sup>th</sup> day of October, 2025.

MAYOR

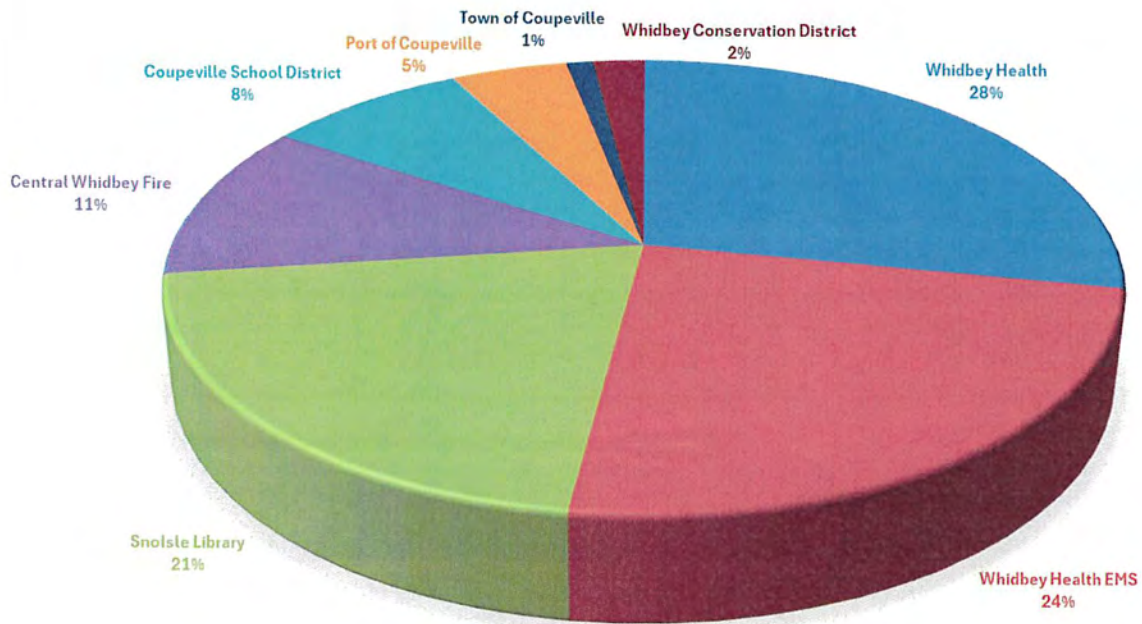
ATTEST

  
Molly Hughes, Mayor

  
Corine Jackson, Clerk Treasurer

APPROVED: October 14, 2025  
PUBLISHED: October 25, 2025  
EFFECTIVE: January 1, 2026

### COUPEVILLE RESIDENTIAL PROPERTY TAX







## 2026 Budget Message

The 2026 budget has been prepared by the Town's Department Managers, under the guidance and direction of the Coupeville Town Council. We are pleased to once again present a budget that thoughtfully and responsibly uses our tax and utility revenues to maintain the Town's facilities, parks, streets and utilities; as well as make progress on the capital projects which are high priority to our residents and staff. Even with the economic uncertainty and the loss of Canadian tourist, our sales tax revenue is stable. While our financial health is strong, the Town continues to budget conservatively to make sure our staffing and project obligations are sustainable. We are committed to our long-term operation and maintenance plans, especially in our utility departments, and feel we are taking good care of the Town's resources which have been entrusted to us.

### Staffing

As residents of the Town of Coupeville, you can be assured that the Town is being run by a group of dedicated, experienced, skilled, and hardworking employees who always aim to get the most done with your tax dollars, while providing the best customer service possible.

- Overall, we are not budgeting to increase our staffing in 2026. We plan to operate with 17.5 FTE's as we have the past two years.
- Our Public Works crew is comprised of a Public Works Director, a Field Lead, 6.5 maintenance and utility FTE's and a Public Works Clerk. Our Public Works crew continues to tackle larger jobs that may have been contracted out in the past. This saves the Town money and gets the projects done quicker and more efficiently. Public Works maintains O&M agreements with the Navy for the operation of the Water Plant and several other grants throughout the year. The Public Works team continues to cross train and obtain higher certifications as water and wastewater plant operators.
- The Finance and Admin Department will operate with our Clerk Treasurer, Deputy Clerk, Utility Clerk and Fiscal Clerk, same as last year. This tight knit crew is cross trained to handle any situation that might arise. They all have attended training sessions this year to stay on top of the requirements of their job and to receive higher accreditations in their respective jobs.
- The 2026 budget includes one full-time Mayor and three Department Directors: Public Works, Community Planning and Finance/Admin.
- Our Planning and Building Department consists of one Community Planning Director, one Assistant Planner and one Building Official. This Department has obtained several large grants in the past years to help with the expense of updating the Comp Plan and researching climate change and sea level rise. While the Building Official workload

leveled off a little in Coupeville, for now, we are still sharing our Building Official with the town of Langley. Our Building Official works three days in Coupeville and two days in Langley.

- We will continue to contract with Island County Sheriff's Office for police services within the town limits. We have two dedicated and highly trained officers; one full-time Marshal and one full-time Deputy.
- We will continue to contract for legal and engineering services in 2026. We are fortunate to be able to work with a group of experienced municipal attorneys and professional engineers. Consulting with engineering firms gives the Town access to a greater number of engineers with more depth of knowledge, experience and specialties than if we were to hire a single town engineer. Our Town Attorney's office also has attorneys with specialties in different disciplines; land use, legislative, code writing, etc.
- This budget reflects a 3% COLA raise for the employees and an 9% (\$100) increase in employee benefits.

### **001 General Fund**

Property tax, utility tax and sales tax account for approximately 75% of our General Fund revenues. This year's budget includes a 1% increase in property taxes which is the maximum amount allowed without a vote of the residents. The 1% increase will generate \$4,353 in additional revenue. To put this into perspective, the Town's liability insurance premiums are increasing by \$20,00 in 2026 and this is only one expense in our budget. Due to conservative budgeting over many years, we have been able to maintain our reserve funds for long term maintenance of town facilities, for small capital projects and for small emergencies. Our capital projects will focus on our parks; improvements will be decided after a public planning process. These decisions will be made after input from the community. The Planning Department will be finishing work on updating Ebey's Design Guidelines and code. Finance and Admin will continue to improve the accuracy and efficiency of our utility billing system and update personnel and purchasing policies. Building will continue to work with builders on Smart Gov.

### **101 Street Fund**

The Town is very dependent on receiving Transportation Improvement Board (TIB) grants to complete street maintenance and repair. As of this message we do not have any TIB grants confirmed. We will be doing road repair after some water and sewer line replacements. We will start work on preliminary design for added trails and missing connections.

### **104 Hotel/Motel Tax Fund**

The Town collects revenue through a tax on hotel/motel stays, often referred to as the "2% fund." These funds are required to be spent on organizations, events or facilities that will increase tourism. They are awarded each year through a competitive application process. There is an additional tax on the lodging industry, often called the "second 2%." The second 2% is paid, by contract, to Whidbey and Camano Island Tourism for the regional, national and international efforts they make on behalf of Coupeville and Island County.

### **105 Capital Improvement Fund**

This account is funded by Real Estate Excise Taxes, also called REET funds. Washington State dictates what types of projects can be paid for with REET funds. We plan to complete the first phase of design and engineering for an expansion of Town Hall.

**Utilities** - The Town provides safe drinking water, wastewater treatment, and storm water disbursement for our residents. We operate an award-winning wastewater plant, a state-of-the-art water plant and an environmentally friendly system of storm water ditches and outfalls. In addition to meeting all state and federal requirements and the daily operation and maintenance of these facilities, we are planning to complete the following capital projects and/or the planning process in 2026:

#### **410 Water**

The Water Department continues to operate an award-winning water plant that assures us we are providing safe drinking water to our customers. The new well is complete and we will perform the required state testing and install a new raw water line to well 1-08 in order to get this new well online. This year's budget includes continued GIS mapping as well as work on our general telemetry. We will replace an old water line on 6<sup>th</sup> Street this year. We will update code.

#### **420 Wastewater**

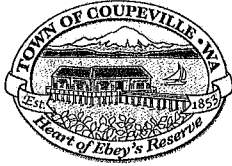
We will continue to work on GIS mapping and telemetry. We will replace an old sewer line on 6<sup>th</sup> street this year. We will work on updating our wastewater code.

#### **430 Storm water**

The Storm water utility has built enough of a beginning balance to continue work on outfall repair and improvements. This year we will delineate stormwater flow and add tightlines, basins and outfalls to better transport stormwater. GIS mapping of the storm water system continues.

Because of our staff's experience and dedication to the Town, our facilities, and our residents, we are able to work together, support each other's goals and be flexible in getting the work done. We are conservative and thoughtful with the financial responsibility given to us. We look forward to a very productive 2026 and appreciate your continued support of our Town.

Mayor Molly Hughes



## 2026 Budget Calendar

August 19	Request to department heads for revenue and expenditure estimates (O&M and Capital)
September 12	Budget estimates from Department Heads filed with the Clerk-Treasurer
September 22	Council Workshop – Capital Improvement Plan
September 30	Review Draft Budget with Department Heads
October 1	Draft Budget, Property Tax Levy and Fee Schedule prepared by Clerk-Treasurer, filed with Mayor. <b>RCW Statutory Date: October 1</b>
October 3	Mayor provides Council with Preliminary Revenues including Property Tax Levy
October 4 & October 11	Notice in paper for Revenue Sources & Property Tax Public Hearing
October 14	Public Hearing on Revenue Sources and Property Tax
October 17	Preliminary Budget and Budget Message filed with Council
October 20	Council Workshop – Budget Workshop
October 18 & October 25	Notice in Paper of Budget Public Hearings & Final Budget Proposal available to Public
October 28	Public Hearing – Final Budget Proposal & Property Tax Levy Adoption
November 14	Final Budget available to Public <b>RCW Statutory Date: November 30</b>
November 25	Final Public Hearing - 2025 Budget – Adoption <b>RCW Statutory Date: December 1</b>
November 26	Property Tax Levy Ordinance filed with Island County <b>RCW Statutory Date: November 30</b>
December 1	Copies of Final Budget to be transmitted to State Auditor's Office & MRSC <b>RCW Statutory Date: December 31</b>

## 2026 Budget Policies

### Fiscal Policies

1. General Fund Ending Balance should be maintained at a minimum of \$300,000.
2. Water Fund Ending Balance should be maintained at a minimum of \$200,000, to include those funds earmarked for Capital purchases. Additionally, The Town commits to delaying Capital purchases in years where the Emergency Reserve of \$200,000 has been reduced or is otherwise in the process of re-funding.
3. Sewer Fund Ending Balance should be maintained at a minimum of \$200,000, to include those funds earmarked for Capital purchases. Additionally, The Town commits to delaying Capital purchases in years where the Emergency Reserve of \$200,000 has been reduced or is otherwise in the process of re-funding.
4. Stormwater Fund Ending Balance should be maintained at a minimum of \$50,000.
5. Annual revenues should cover annual operating expenditures in the General, Street, Water, Sewer and Stormwater Funds.
6. Transfers between funds may be authorized by the adopted budget, or by specific Council action.
7. User fees are adopted at the Council level and are designed to cover the costs of the service unless the Council decides to subsidize the cost.
8. Utility rates and connection fees will be set to cover operating expenditures and capital project needs. Utility rates and connection fees should be reviewed by the Utility Advisory Committee every five years for adequacy, and a report of their findings provided to the Town Council. Connection fees are to be used for capital projects only.
9. The Debt Service Ratio in the Water and Sewer Fund (net revenues divided by debt service) should not fall below 1.50.
10. Interfund lending is permissible with Council approval, providing a planned schedule of repayment of loan principal as well as setting a reasonable rate of interest to be paid to the lending fund. The loan may continue over a period of more than one year but must be "temporary" in the sense that no permanent diversion of the lending fund result from failure to repay by the borrowing fund (Resolution 86-10).
11. All possible funding sources, governmental or private, will be explored before committing Town funds (Resolution 94-14).
12. Long-range budgets will be developed based on projected growth according to the current Comprehensive Plan; public demand; and location, use, and condition of present facilities (Resolution 94-14).
13. Capital projects and purchases that are listed in the current budget are presumed approved and can be carried over and expended in the new year as long as there are sufficient funds. The Clerk-Treasurer will advise the Council of projects that will be carried over by memo at a Council session. In no case, can the total project amount be increased without Council approval. If the bottom-line fund balance needs to be increased as a result, an amendment will be made as soon as it's practical.

14. All non-infrastructure assets with a cost of \$5,000 or more, and infrastructure additions where individual items cost \$5,000 or more, will be capitalized. Although Small and Attractive Assets (assets costing less than \$5,000) do not meet the town's capitalization threshold, due to ease of conversion to private use, they are considered assets for purposes of marking and identification, records keeping, and tracking.

### **Allocation Policies**

1. Fuel Tax revenues will be accumulated in the Street Fund until there is enough for a major project, or to be used as match for a grant or loan that will accomplish a major project. Revenues in the Street Fund may also be used as funding for an approved Pavement Management System for all Town streets.
2. The revenue for the 2% Hotel/Motel Tax may be allotted in the year after it was received (Resolution 17-18).
3. Water and sewer connection fees will be put in reserves to fund water and sewer capital projects (Ordinance 730). Revenues will be accumulated until there is enough for an approved project, or to be used in conjunction with a grant or loan to accomplish an approved project.
4. Administrative fees to include salary and benefits will be allocated from the Water Fund, Sewer Fund, and Storm Water Fund to support the operation of each utility. Time studies will be conducted on a regular basis and the data used in conjunction with other factors to calculate the annual allocation rates charged to each department. Legal fees will be reimbursed from the Utility Fund.

### **Investment Policies**

1. It is the policy of the Town to invest public funds in a manner which will provide maximum security with the highest investment return while meeting the daily cash flow demands of the Town and conforming to all state and local statutes governing the investment of public funds (Resolution 96-03).
2. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable income to be derived (Res. 96-03).
3. The primary objectives, in priority order, of the Town's investment activities shall be: Safety, Liquidity, and Yield (Resolution 96-03).
4. The Town will diversify its investments by security type and institution. With the exception of U.S. Treasury securities and authorized pools, no more than 50% of the entity's total investment portfolio will be invested in a single security type or with a single financial institution (Res. 96-03).
5. To the extent possible, the Town will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Town will not directly invest in securities maturing more than five years from the date of purchase (Resolution 96-03).



## **Capital Policies**

1. The responsibility for financing capital improvements should be assumed by the primary beneficiaries of the facility (Resolution 94-14).
2. General Revenues should be used to fund projects only if the project provides a general benefit to the Town (Res. 94-14).
3. The Town should use long-term borrowing to fund projects when the proposed facility will provide benefits for 20 years or longer.
4. The Town should seek grants or private funds whenever available to finance capital improvements (Resolution 94-14).
5. All major transactions, such as the purchase or sale of public land, will be studied for the effects they will have on needed utilities and services (Resolution 94-14).
6. Capital costs for public facility projects, including an estimate of subsequent operating costs, will be identified in a Capital Facilities Plan (CFP).
7. The 6-year Capital Improvement Plan (CIP) will be reviewed annually, prior to the Budget Process. Annual capital needs identified in the revised CIP will be used in the compilation of the annual budget.
8. Capital needs will not be considered during the Budget Process unless they have already been identified in the Capital Facility Plan.
9. Capital improvement projects or purchases related to the General Fund and/or Street Fund may be accounted for directly out of Fund 105, the Capital Improvement Fund in accordance with REET restrictions.

## **Budgetary Accounting**

1. The Clerk-Treasurer, with written approval or direction from the Mayor, is authorized to move funds from one line item to another in a fund's budget, provided that the total approved expenditure for the fund is not exceeded. The Council shall be informed of such actions.

## **Employee - Personnel Policies**

1. The Salary and Wage Schedule will be approved annually by the Town Council (Resolution 94-6).
2. Reserves will be set aside to cover Accrued Compensation Balances.
3. The Town Council will adopt budgets and set salaries in order to achieve the organization and level of staffing outlined below.

## 2026 Benefits & Salary Grid

	VSP Vision	Delta - Dental (E)	Kaiser Medical	Total Cost	Total Paid by Town
Employee Only	\$ 10.96	\$ 51.78	\$ 1,076.06	\$ 1,138.80	\$ 1,200.00
Employee & Spouse	\$ 21.92	\$ 96.26	\$ 2,134.84	\$ 2,253.02	\$ 1,200.00
Emp, Spouse +1 child	\$ 32.88	\$ 158.30	\$ 2,674.90	\$ 2,866.08	\$ 1,200.00
Emp, Spouse +2 children	\$ 32.88	\$ 158.30	\$ 3,214.96	\$ 3,406.14	\$ 1,200.00
Emp +1 child	\$ 21.92	\$ 96.26	\$ 1,616.12	\$ 1,734.30	\$ 1,200.00
Emp +2 children	\$ 32.88	\$ 158.30	\$ 2,156.18	\$ 2,347.36	\$ 1,200.00

### 2026 Employee Plus Program

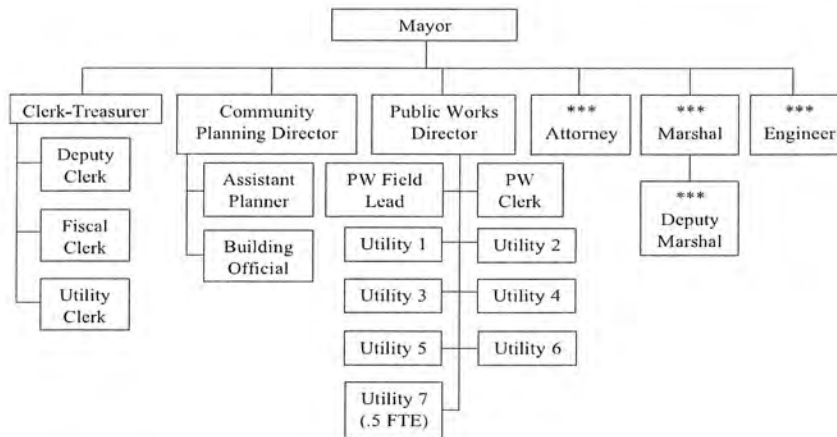
You are covered under the Town of Coupeville's Employee Plus program for your medical and dental benefits. Under this program, you and your dependents are covered for medical and dental benefits up to \$1200.00. You will also be given a stipend of \$400.00 per month (prorated by FTE), to be used through a combination of options laid out by the Town Council.

Direct Compensation (to be paid at 85%)  
 Section 125 tax-exempt health insurance premium payments (Town Plan)  
 Taxable health insurance premium payments (Other Plan)  
 Section 125 tax-exempt flexible health expense account  
 Section 125 tax-exempt dependent care reimbursement account  
 Deferred compensation program (WA DRS)

2026 Salary Grid	Hourly Wage				
Steps----->	1	2	3	4	5
Assistant Planner	\$30.12	\$31.02	\$31.95	\$32.91	\$33.90
Building Inspector	\$33.40	\$34.40	\$35.44	\$36.50	\$37.60
Clerk I	\$23.15	\$23.84	\$24.56	\$25.30	\$26.06
Clerk II	\$26.84	\$27.65	\$28.47	\$29.32	\$30.21
Clerk III	\$31.12	\$32.04	\$33.01	\$34.00	\$35.02
Clerk Treasurer	\$60.10	\$61.90	\$63.76	\$65.67	\$67.64
Maintenance Worker I	\$23.76	\$24.48	\$25.21	\$25.97	\$26.75
Maintenance Worker II	\$27.55	\$28.38	\$29.22	\$30.11	\$31.00
Maintenance Worker III	\$31.94	\$32.90	\$33.88	\$34.90	\$35.95
Planning Director	\$44.85	\$46.20	\$47.59	\$49.01	\$50.48
PW Field Supervisor	\$38.44	\$39.58	\$40.77	\$42.00	\$43.25
Public Works Director	\$63.66	\$65.57	\$67.54	\$69.57	\$71.66
Utility Operator I	\$23.76	\$24.48	\$25.21	\$25.97	\$26.75
Utility Operator II	\$27.55	\$28.38	\$29.22	\$30.11	\$31.00
Utility Operator III	\$31.94	\$32.90	\$33.88	\$34.90	\$35.95

2025 Longevity Pay					
Years in Service----->	7	10	12	15	
	3%	5%	8%	10%	

2026 Budgeted Personnel, Full Time Equivalent					
	2022	2023	2024	2025	2026
Mayor	1.00	1.00	1.00	1.00	1.00
Clerk Treasurer	1.00	1.00	1.00	1.00	1.00
Deputy Town Clerk	-	-	1.00	1.00	1.00
Fiscal Clerk	1.00	1.00	1.00	1.00	1.00
Utility Clerk	1.00	1.00	1.00	1.00	1.00
Planning Director	1.00	1.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00	1.00
Town Engineer	-	-	-	-	-
Building Official	1.00	1.00	1.00	1.00	1.00
Utility & PW Superintendent	2.00	-	-	-	-
Public Works Director	-	1.00	1.00	1.00	1.00
PW Field Supervisor	-	1.00	1.00	1.00	1.00
PW Maint. & Utility Workers	7.00	5.00	5.00	6.00	6.00
Public Works Clerk	-	1.00	1.00	1.00	1.00
Seasonal Help	0.50	-	0.50	0.50	0.50
<b>TOTAL FTE's</b>	<b>16.50</b>	<b>15.00</b>	<b>16.50</b>	<b>17.50</b>	<b>17.50</b>



\*\*\* indicates contracted positions

## 001 GENERAL FUND

The General Fund accounts for all the resources and expenditures of the Town except those required to be operated according to specific guidelines. Examples of revenues and expenditures accounted for separately are the street funds, reserve funds and utility funds.

Revenue for this fund comes from the following:

Revenue Code Series	Type of Revenue
310's	• Taxes
320's	• Licenses and permits
330's	• Intergovernmental revenues
340's	• Charges for goods and services
350's	• Fines and forfeits
360's	• Miscellaneous revenue
380's	• Non-revenues
390's	• Other Financing Sources

Within the General Fund, expenditures are tracked by various departments and categories as follows:

Expenditure Code Series	Type of Expenditure
511	• Legislative Activities
512	• Judicial Activities
514	• Financial, Recording, and Election Activities
515	• Legal Activities
518	• Centralized/General Services
521	• Law Enforcement Activities
522	• Fire and Emergency Medical Activities
525	• Emergency Services
548	• Public Works
554	• Environmental Services
558	• Community Planning & Building Activities
562	• Public Health Services
571	• Educational and Recreational Activities
573	• Cultural and Community Activities
575	• Cultural and Recreational Facilities (Rec Hall)
576	• Park Facilities
594	• Capital Expenditures/Expenses
597	• Transfers-Out

The Ending Balance in the General Fund is projected to be over the policy requirement of \$300,000.

## **GENERAL FUND REVENUES**

With the passage of Initiative 747 in 2001, the amount of increase of property taxes is limited to one percent for jurisdictions with a population under 10,000.

**Beginning Balance** - It is a goal of the Town to maintain a minimum cash balance of \$300,000 to maintain an adequate cash flow for expenditures and to provide some reserve for unexpected expenses.

### **Taxes**

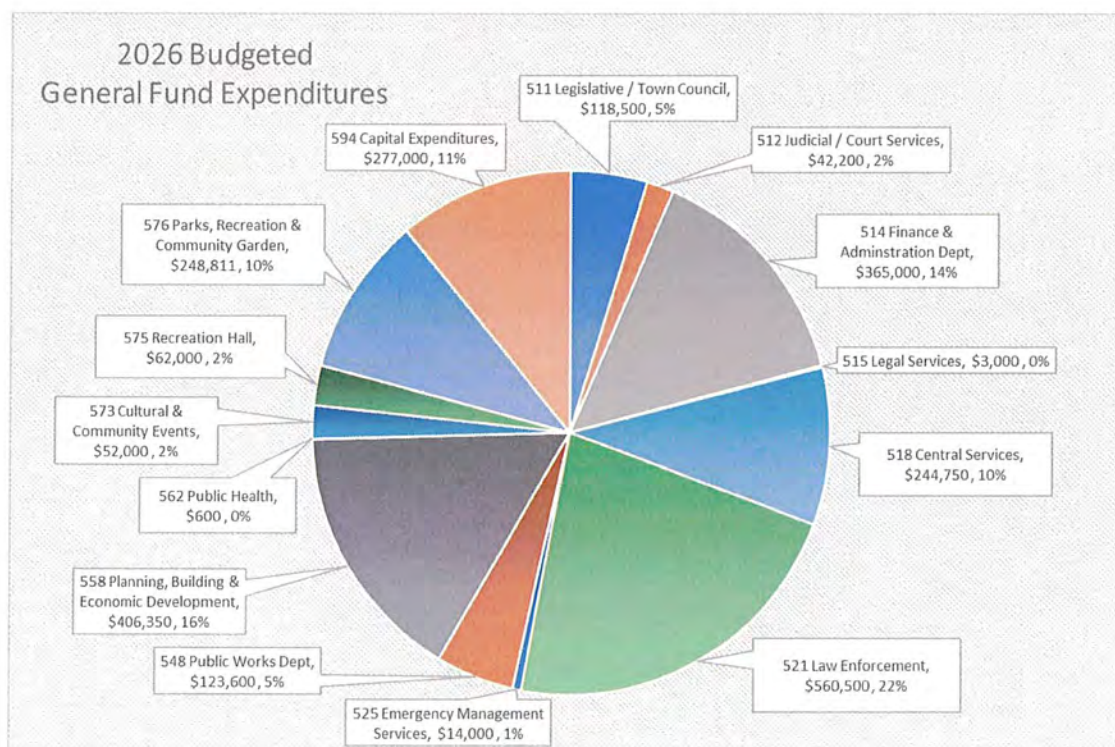
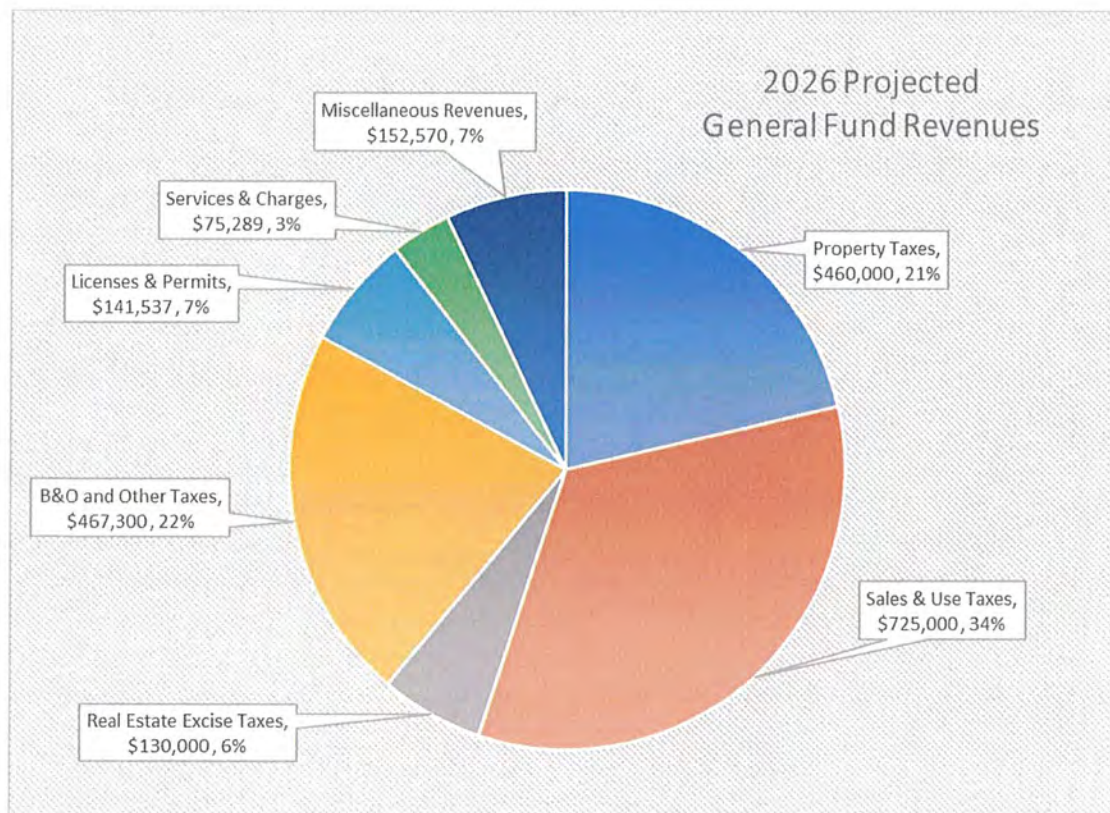
- **Property Taxes** account for a significant portion of the revenue to support the General Fund. An increase of 1% in the regular property tax levy, in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state assessed property, is authorized for the levy.
- **Sales & Use Tax** is that portion of the state sales tax which is collected and returned to the Town based upon actual sales in the Town, and accounts for approximately a quarter of the General Fund revenue. The Town of Coupeville continues to experience growth in sales and use tax revenues over the past several years due to an increase in retail sales and new construction projects.
- **State Shared Revenues** are made up of gasoline taxes, liquor receipts (profits and excise taxes) and motor vehicle excise taxes. These taxes are collected by the State of Washington and shared with local governments based on population estimates.
- **Utility Tax** revenue is generated from a tax on the electric, telephone, cable, garbage, water, sewer fees, stormwater and miscellaneous fees charged within the Town limits.
- **Liquor Receipts.** Since cities and towns are responsible for the policing of liquor establishments located within their limits but are precluded from taxing them because of the state liquor monopoly, the law provides that a share of the state-collected profits and taxes be returned to cities and towns to help defray the costs of policing liquor establishments.

### **Permit & License Fees**

Development fees are established for building and various permits. Major construction projects have typically accounted for higher revenue in these categories. However, since this is a source of revenue that is very dependent on the economy and interest rates, the current budget revenue from regular building activity was estimated at a level that is more conservative than historical data would indicate.

- **Charges for Services** - The Town has established fees for certain services to help offset the cost of providing those services. These fees are reviewed annually as part of the budget process.
- **Fines and Forfeits** - This revenue category accounts for fines assessed for traffic violations, misdemeanors, and ordinance violations.
- **Miscellaneous Revenue** - This category includes investment interest earnings on the cash balance and rent for use of the Recreation Hall and Pavilion as well as donations from the community.
- **Agency Deposits** - This includes the state and county portion of penalties collected through the court system on Town cases. This funding is passed on to the county and state and forwarded to them as Agency disbursements.
- **Other Financing Sources** - An administrative charge may be transferred from the Utility Fund to cover a portion of the general operative overhead of the Town.







001 GENERAL FUND		2025 Actual as of 9/30/2025	2025 Budget	% Budget	2026 Proposed	% Change	2025/26 Notes
308 31 01 001	Beginning Balance - Restricted	\$ 20,000	\$ 20,000		\$ 20,000		Funds restricted by 3rd party requirements / Required for Unemployment Self Insurance
308 51 01 001	Beginning Balance - Assigned	\$ 318,000	\$ 318,000		\$ 318,000		Funds assigned for Capital Reserve \$300k and Annual \$18k Transfer to Streets
308 91 01 001	Beginning Balance - Unassigned	\$ 3,221,970	\$ 3,230,240		\$ 3,221,970		Estimate based on previous year actual beginning fund balance and budgeted expenses.
REVENUES							
Total Beginning Balance (Cash in Bank)		\$ 3,559,970	\$ 3,568,240		\$ 3,559,970		
Taxes							
311 10 00 000	Taxes - Property Tax	\$ 254,225	\$ 440,000		\$ 460,000		Includes 1% increase
311 11 00 001	Taxes - Forest Excise Tax	\$ -	\$ -		\$ -		
313 11 00 000	Taxes - Sales & Use	\$ 671,417	\$ 725,000		\$ 725,000		Sales Tax - destination tax
313 71 00 000	Taxes - Local Criminal Justice	\$ 31,186	\$ 35,000		\$ 35,000		
316 40 00 001	Taxes - B&O - Own Utility - Water	\$ 94,385	\$ 65,000		\$ 65,000		Calculated on estimated income in utility fund
316 40 00 002	Taxes - B&O - Own Utility - Sewer	\$ 65,234	\$ 55,000		\$ 55,000		Calculated on estimated income in utility fund
316 40 00 003	Taxes - B&O - Own Utility - Stormwater	\$ 13,606	\$ -		\$ -		
316 40 00 000	Taxes - B&O - Private Utility - Electric	\$ 172,848	\$ 185,000		\$ 200,000		PSE - 6% Utility Tax
316 45 00 000	Taxes - B&O - Private Utility - Solid Waste	\$ 25,074	\$ 32,000		\$ 32,000		Garbage - 6% Utility Tax
316 46 00 000	Taxes - B&O - Private Utility - Cable	\$ 23,218	\$ 45,000		\$ 45,000		Cable - 6% Utility Tax (may include franchise fees)
316 47 00 000	Taxes - B&O - Private Utility - Phone	\$ 32,093	\$ 35,000		\$ 35,000		Phone - 6% Utility Tax
317 20 00 000	Taxes - Leasehold Excise Tax	\$ 310	\$ 200		\$ 300		Port Lease Fees - RCW: 82.29A.040
Total Taxes		\$ 1,383,598	\$ 1,617,200	86%	\$ 1,652,300	2%	
Licenses & Permits							
321 30 01 000	Permits & Licenses - Golf Cart Registration Fee	\$ -	\$ 25		\$ 25		1 Permit Issued per Year
321 30 02 000	Permits & Licenses - Taxicab License	\$ -	\$ -		\$ -		
321 60 00 000	Permits & Licenses - Home Occupation	\$ -	\$ -		\$ 462		License Fee allowing operating a business from a residential property.
321 91 00 000	Permits & Licenses - Franchise Fees / Comcast	\$ 21,064	\$ 30,000		\$ 30,000		Comcast Cable
321 99 00 000	Permits & Licenses - Standard Business License	\$ 2,698	\$ -		\$ -		TOC Business License
321 99 00 001	Permits & Licenses - Cabaret	\$ 150	\$ 50		\$ 50		Annual Cabaret License
322 10 00 000	Permits & Licenses - Building, Mechanical, Plumbing	\$ 75,417	\$ 60,000		\$ 75,000		Building Permit Fees
322 10 02 000	Permit - Signs	\$ -	\$ -		\$ -		Building Permit Fees (Hospital, School, Island County, etc.)
322 10 03 000	Permits & Licenses - Row, Stormwater, Grading	\$ 80,226	\$ 8,000		\$ 25,000		
322 10 04 000	Permits & Licenses - Occupancy, CUP, SSD, SE, STR, BB & Misc	\$ 5,410	\$ 1,000		\$ 3,500		Miscellaneous Permits
322 10 05 000	Permits & Licenses - COA	\$ 500	\$ 5,000		\$ 7,000		Historic Preservation Review
322 30 00 000	Permits & Licenses - Animal License	\$ 530	\$ 500		\$ 500		
Total Licenses & Permits		\$ 185,995	\$ 104,575	178%	\$ 141,537	35%	
Intergovernmental Revenues							
334 03 10 500	State Grant / Ecology - Coastal Adaptation Strategy	\$ 54,495	\$ 38,325		\$ -		
334 04 20 501	State Grant / Commerce - Climate Adaptation Element	\$ 95,096	\$ 47,115		\$ -		
334 04 20 502	State Grant / Commerce - GMA 2025 Comp Plan Update	\$ 50,000	\$ 25,000		\$ -		
334 03 31 006	State Grant / Commerce - Middle Housing	\$ 8,750	\$ 2,625		\$ -		
336 06 21 000	St Shared Rev - CI - Population	\$ 750	\$ 1,000		\$ 1,000		\$0.42 x 2,030 (population) (\$1,000 minimum) MRSC - 2026 Budget Suggestions
336 06 26 000	St Shared Rev - CI - Special Programs	\$ 2,112	\$ 2,828		\$ 3,000		\$1.48 x 2,030 (population) MRSC - 2026 Budget Suggestions
336 06 42 000	St Shared Rev - Marijuana Excise Tax	\$ 2,101	\$ 2,500		\$ 2,500		
336 06 51 000	St Shared Rev - DUI - Cities	\$ 140	\$ 150		\$ 150		
336 06 94 000	St Shared Rev - Liquor Excise	\$ 9,657	\$ 13,250		\$ 14,190		\$6.99 x 2,030 (population) MRSC - 2026 Budget Suggestions
336 06 95 000	St Shared Rev - Liquor Profit	\$ 11,295	\$ 14,800		\$ 14,880		\$7.33 x 2,030 (population) MRSC - 2026 Budget Suggestions
337 00 00 000	In-Lieu Tax - Housing Authority	\$ -	\$ -		\$ -		
Total Intergovernmental Revenues		\$ 234,396	\$ 147,593	159%	\$ 35,720	-76%	
Charges for Goods & Services							
341 32 00 001	Fees - Court Svcs / Crime Vict/witness Prog (1.75% of 341-32-02)	\$ 31	\$ 20		\$ -		District Court Fines (1.75% of 341-32-02)
341 32 02 000	Fees - Court Svcs / District/Municipal Court Records Svcs	\$ -	\$ 20		\$ -		District Court Fees
341 33 03 000	Court Svcs - Deferred Prosecution Admin - Current Exp	\$ 75	\$ -		\$ -		District Court Fees
341 49 32 000	Fees - Court Svcs / Trauma Brain Inj	\$ -	\$ 10		\$ -		District Court Fees
341 62 00 000	Fees - Court Svcs / Copy & Records Fees	\$ -	\$ 30		\$ -		District Court Fees



001 GENERAL FUND		2025 Actual as of 9/30/2025	2025 Budget	% Budget	2026 Proposed	% Change	2025/26 Notes
341 82 00 000	Fees - Engineering Fees	\$ -	\$ -		\$ -		Construction/Development requiring Engineering Review
341 82 00 001	Engineering Fees - Special Project	\$ -	\$ -		\$ -		Construction/Development requiring Engineering Review
341 96 00 041	Transfer IN From Water Fund 410	\$ -	\$ -		\$ -		
341 96 00 042	Transfer IN From Sewer Fund 420	\$ -	\$ -		\$ -		
341 96 00 043	Transfer IN from Storm Water Fund 430	\$ -	\$ -		\$ -		
341 96 00 000	Fees - Engineering / Contract Building Official Services	\$ 22,048	\$ 35,000		\$ 48,189		Contract Building Official Fees (2 Days per week in Langley)
342 10 00 000	Fees - Law Enforcement Svcs	\$ -	\$ -		\$ -		Fingerprinting, background checks
342 10 01 000	Fees/Court Svcs - JIS/Trauma-Crime Victims	\$ 9	\$ -		\$ -		District Court Fines
342 21 00 000	Fees - Fire Protection Services (Fire Inspections)	\$ 6,850	\$ 8,000		\$ 8,000		Fire Inspections
342 21 03 000	Fees - Court Svcs / JIS/Trauma - Current Exp	\$ 505	\$ 30		\$ 100		District Court Fines
342 21 31 000	Fees - Court Svcs / JIS/Trauma - Auto Theft Prev	\$ -	\$ 50		\$ -		District Court Fines
342 33 06 000	Fees - Court Svcs / Records Check Fee	\$ 40	\$ -		\$ -		District Court Fees
345 29 00 000	Fees - Electric Vehicle Charger Revenue	\$ 5,095	\$ 3,500		\$ 4,000		
345 81 00 000	Fees - Planning & Development Fees	\$ 4,746	\$ 3,000		\$ 4,000		Shoreline Development, Short Plat, Boundary Line Adjustment, Conditional Use Permit, Etc.
345 83 00 000	Fees - Plan Checking Fees	\$ 8,490	\$ 30,000		\$ 10,000		Fees for Inspecting & Reviewing Plans
345 83 00 001	Fees - Plan Check Fees - Special Project	\$ -	\$ 500		\$ -		Hospital, School District, County, etc.
345 86 00 000	Fees - Sepa Related	\$ -	\$ 1,200		\$ -		Environmental Review (State Environmental Policy Act)
345 89 00 000	Fees - Hearing Examiner	\$ -	\$ 5,000		\$ 10,000		Permits/Licenses requiring Hearing Examiner Process
347 60 01 000	Fees - Community Garden	\$ 990	\$ 1,000		\$ 1,000		\$30 per plot per year (May - October)
Total Charges for Goods and Services		\$ 48,880	\$ 87,360	56%	\$ 85,289	-2%	
Fines & Penalties							
352 30 00 000	Fines & Penalties - Adm Costs / Vehicle Insurance	\$ -	\$ 25		\$ -		District Court Fines
353 10 03 000	Fines & Penalties - Traffic Infraction/Current Expenses	\$ 1,743	\$ 650		\$ 800		District Court Fines
353 10 04 000	Fines & Penalties - Legis Assmt	\$ 293	\$ 50		\$ 50		District Court Fines
354 10 00 000	Fines & Penalties - Parking Infractions	\$ 50					
355 20 03 000	Fines & Penalties - Conv FE Dui	\$ -	\$ -		\$ -		District Court Fines
355 80 01 000	Fines & Penalties - Crime Traffic Misdemeanor	\$ -	\$ 25		\$ -		District Court Fines
355 80 02 000	Fines & Penalties - Conv FE CT - Current Expense	\$ -	\$ 50		\$ -		District Court Fines
Total Fines & Penalties		\$ 2,086	\$ 800	261%	\$ 850	6%	
Interest & Other Earnings							
361 11 00 001	Interest - LGIP Investment Interest	\$ 99,539	\$ 80,000		\$ 90,000		Heritage Bank & Local Government Investment Pool Interest
361 40 00 000	Interest - Local Sales Interest	\$ 1,775	\$ 1,500		\$ 1,000		
361 40 01 000	Interest - District/Municipal Interest Income	\$ -	\$ 75		\$ -		District Court Fine Interest
362 40 00 000	Rentals & Leases - Facility / Rec Hall	\$ 15,590	\$ 15,000		\$ 15,000		Recreation Hall & Pavilion Rental Fees (Reduced in 2021 due to COVID)
362 50 00 001	Rentals & Leases - T-Mobile	\$ 9,331	\$ 10,000		\$ 10,000		T-Mobile Lease
367 00 00 000	Misc Revenue - Contributions & Donations / Non-Governmental	\$ -	\$ -		\$ -		
369 80 00 000	Misc Revenue - Cash Adjustments (Cashier over/short)	\$ 9,037	\$ -		\$ -		
369 91 00 000	Misc Revenue - Other	\$ 54	\$ -		\$ -		Other revenue sources not accounted for in 361 - 368
Total Interest & Other Earnings		\$ 135,327	\$ 106,575	127%	\$ 116,000	9%	
Non-Revenues							
389 91 00 000	Suspense Account	\$ 596	\$ -		\$ -		
395 20 00 000	Compensation from Loss/Impairment of Capital Asset	\$ 511	\$ -		\$ -		
389 10 00 000	Insurance Recovery Payment	\$ 11,204	\$ -		\$ -		
Total Non-Revenues		\$ 12,311	\$ -		\$ -		
Transfers IN							
397 00 00 109	Transfer IN From Parks Impact Fund 109	\$ -	\$ -		\$ -		
397 96 00 041	Transfer IN From Water Fund 410	\$ -	\$ -		\$ -		
397 96 00 042	Transfer IN From Sewer Fund 420	\$ -	\$ -		\$ -		
397 96 00 043	Transfer IN from Storm Water Fund 430	\$ -	\$ -		\$ -		
Total Transfers		\$ -	\$ -		\$ -		
Total Revenues		\$ 2,002,593	\$ 2,064,103	97%	\$ 2,031,696	-2%	

001 GENERAL FUND	2025	2025	%	2026	%	2025/26 Notes
	Actual as of 9/30/2025	Budget	Budget	Proposed	Change	
TOTAL AVAILABLE BALANCE	\$ 5,562,562	\$ 5,632,343	99%	\$ 5,591,666	-1%	



001 GENERAL FUND		2025 Actual as of 9/30/2025	2025 Budget	% Budget	2026 Proposed	% Change	2025/26 Notes
001 GENERAL FUND		2025 Actual as of 9/30/2025	2025 Budget	% Budget	2026 Proposed	% Change	
EXPENDITURES							
511 - Legislative							
511 60 10 000	Mayor - Salary	\$ 43,641	\$ 72,000		\$ 72,000		Mayor Salary
511 60 20 000	Mayor - Benefits	\$ 14,145	\$ 30,000		\$ 30,000		Mayor's Benefits
511 60 31 000	Council - Office & Operating Supplies	\$ 22	\$ 500		\$ -		Council packet materials
511 60 40 000	Council - Election Services	\$ -	\$ 4,000		\$ 5,000		
511 60 41 000	Council - Professional Services	\$ 7,864	\$ 2,000		\$ 7,500		Codification of Ord., \$10k Annual Code Amendment (split with Planning Dept)
511 60 42 000	Council - Communication (postage, internet, phone)	\$ 116	\$ -		\$ -		Town Required Notices; Postage, Telephone, Tablet Data, etc.
511 60 43 000	Council - Travel	\$ -	\$ 1,000		\$ 3,000		Council/Mayor Conference Travel
511 60 44 000	Council - Advertising (BARS changed to '49' in 2024)	\$ -	\$ -		\$ -		Council meeting agendas and actions
511 60 44 001	Council - Taxes and Assessments	\$ -	\$ 100		\$ -		
511 60 49 000	Council - Miscellaneous	\$ 1,039	\$ 5,000		\$ 1,000		Council/Mayor Conference Registration; advertising
Total Legislative		\$ 66,828	\$ 114,600	58%	\$ 118,500	3%	
512 - Judicial Services							
512 52 40 000	Judicial - Jail & District Court Services	\$ 16,734	\$ 30,000		\$ 20,000		Shared Cost of Personnel and Supplies related to Municipal Court
512 52 41 000	Judicial - Professional Services / Prosecutor	\$ 7,480	\$ 10,000		\$ 15,000		Prosecuting Attorney & Interpreter for Municipal & Superior Court Cases (\$389.35 per case)
512 52 41 001	Judicial - Professional Services / Public Defender	\$ -	\$ 5,200		\$ 5,200		
512 52 45 000	Judicial - Rentals & Leases	\$ 743	\$ 1,500		\$ 2,000		Court rent
Total Judicial Services		\$ 24,957	\$ 46,700	53%	\$ 42,200	-10%	
514 - Finance & Administration							
514 20 10 000	Finance / Admin - Salaries	\$ 147,318	\$ 190,000		\$ 225,000		Clerk Treasurer, Deputy Clerk, Fiscal Clerk, Utility Clerk
514 20 20 000	Finance / Admin - Benefits	\$ 54,056	\$ 90,000		\$ 100,000		
514 20 31 000	Finance / Admin - Office & Operating Supplies	\$ 787	\$ 2,000		\$ 2,000		Supplies Specifically used in Administration, Wellness Program costs
514 20 35 000	Finance / Admin - Small Tools & Equipment	\$ -	\$ 2,000		\$ 500		
514 20 41 000	Finance / Admin - Professional Services	\$ 46,471	\$ 20,000		\$ 25,000		SAO Biennial Audit (25,000 Annually) & Federal Single Audit (\$1M threshold)
514 20 42 000	Finance / Admin - Communications	\$ 89	\$ -		\$ -		
514 20 43 000	Finance / Admin - Travel	\$ 1,698	\$ 2,500		\$ 3,000		Travel for Springbrook Conference \$1600, AWC/WFOA/WPTA Conferences \$600
514 20 44 000	Finance / Admin - Taxes and Assessments	\$ 2,861	\$ 1,000		\$ 2,000		
514 20 45 000	Finance / Admin - Short-term Rentals, Leases & SBITAs	\$ -	\$ -		\$ -		
514 20 49 000	Finance / Admin - Miscellaneous	\$ 3,004	\$ 10,000		\$ 7,500		Conference Registration, Dues (WMCA, WFOA, WPTA, GFOA), Employment ads
514 30 49 000	Finance / Admin - Miscellaneous Financial & Records Services	\$ -	\$ -		\$ -		
Total Finance & Administration		\$ 256,285	\$ 317,500	81%	\$ 365,000	15%	
515 - Legal Services							
515 41 41 000	Legal - Professional Services, External - General	\$ 1,230	\$ 100,000		\$ 2,000		Attorney services
515 45 41 000	Legal - Professional Services, External - Claims & Litigation	\$ 3,749	\$ 50,000		\$ 1,000		Attorney services with regard to litigation
Total Legal Services		\$ 4,979	\$ 150,000	3%	\$ 3,000	-98%	
518 - Centralized Services / Gen Govt							
518 30 31 000	Central Svcs / Town Hall - Office & Operating Supplies	\$ 2,876	\$ 8,500		\$ 6,000		Town Hall supplies - consummable under \$1000
518 30 31 001	Central Svcs / Town Hall - Regular Maintenance & Upgrade Supplies	\$ 519	\$ 10,000		\$ 5,000		
518 30 31 002	Central Svcs / Town Hall - Technology Upgrades	\$ 10,246	\$ -		\$ 5,000		
518 30 32 000	Central Svcs / Town Hall - Fuel	\$ -	\$ -		\$ -		Fuel used for vehicles and heating - diesel, propane, gasoline, wood
518 30 35 000	Central Svcs / Small Tools & Equipment	\$ -	\$ -		\$ 2,500		Security cameras for Town facilities
518 30 41 001	Central Svcs / Town Hall - Professional Services	\$ 73,004	\$ 15,000		\$ 30,000		Includes Window cleaning - \$720; Pest Control - \$200; Janitorial - \$3k; Legal & Newsletter
518 30 41 002	Central Svcs / Town Hall - Professional Svcs - Special Project	\$ 987	\$ -		\$ 20,000		Wayfinding & Welcome signs for Visitors & Business District
518 30 42 000	Central Svcs / Town Hall - Communication	\$ 8,741	\$ 8,000		\$ 10,000		Postage, Telephone, etc.
518 30 44 000	Central Svcs / Town Hall - Taxes and Assessments	\$ 193	\$ 250		\$ 250		
518 30 45 000	Central Svcs / Town Hall - Short-term Rentals, Leases & SBITAs	\$ 6,532	\$ 5,000		\$ 25,000		Konica copier lease; Springbrook; SmartGov
518 30 46 000	Central Svcs / Town Hall - Insurance	\$ 30,748	\$ 151,650		\$ 110,000		Liability & property insurance
518 30 47 000	Central Svcs / Town Hall - Utilities, External	\$ 2,746	\$ 3,500		\$ 3,500		Utility payments - i.e. electricity, cable, etc.



001 GENERAL FUND		2025 Actual as of 9/30/2025	2025 Budget	% Budget	2026 Proposed	% Change	2025/26 Notes
518 30 48 000	Central Svcs / Town Hall - External Repairs & Maintenance	\$ -	\$ -		\$ -		
518 30 48 004	Central Svcs / Town Hall - Project - Replace tank on water truck	\$ -	\$ 3,000		\$ -		Changed BARS to 548 in 2025
518 30 49 000	Central Svcs / Town Hall - Miscellaneous	\$ 5,116	\$ 7,500		\$ 7,500		
518 90 41 003	Central Svcs / Town Hall - Prof Svcs / Website & Logo	\$ -	\$ 20,000		\$ 20,000		Website & Logo design
Total Centralized Services / Gen Govt		\$ 141,707	\$ 232,400	61%	\$ 244,750	5%	
521 - Police Services							
521 20 31 000	Police - Office & Operating Supplies	\$ 996	\$ -		\$ 500		Operating supplies
521 20 40 002	Police - I-Com Dispatch	\$ 38,142	\$ 50,000		\$ 50,000		Based on call volume (paid quarterly)
521 20 41 000	Police - Professional Services	\$ 484,285	\$ 485,000		\$ 510,000		Island Co Sheriff's Office Contract (paid quarterly)
Total Police Services		\$ 523,423	\$ 535,000	98%	\$ 560,500	5%	
522 - Fire Services							
522 20 40 000	Fire - Fire Dist 5 Contract	\$ 5,108	\$ 8,000		\$ 8,000	0%	80% of revenue (001.342.20)
522 20 40 001	Fire - Protection / Property Taxes		\$ 75		\$ 50	-33%	Taxes on property owned by Town, in County
Total Fire Services		\$ 5,108	\$ 8,075	63%	\$ 8,050	0%	
525 - Emergency Services							
525 60 10 000	Emer Mgmt Svcs - Salaries	\$ 5,021	\$ 9,000		\$ 8,000		NET Coordinator
525 60 20 000	Emer Mgmt Svcs - Benefits	\$ 425	\$ 700		\$ 700		NET Coordinator
525 60 31 000	Emer Mgmt Svcs - Office/Operating Supplies	\$ 37	\$ 5,000		\$ 2,500		Training
525 60 31 001	Emer Mgmt Svcs - Equipment NET	\$ -	\$ 5,000		\$ 2,500		Battery replacement
525 60 32 000	Emer Mgmt Svcs - Fuel	\$ -	\$ -		\$ -		
525 60 40 000	Emer Mgmt Svcs - Professional Svcs	\$ -	\$ 300		\$ 300		External training for NET team
Total Emergency Services		\$ 5,483	\$ 20,000	27%	\$ 14,000	-30%	
548.30 - Public Works							
548 30 30 000	PW Shop - Salaries	\$ 39,909	\$ 52,000		\$ 62,000		Public works staff
548 30 20 000	PW Shop - Benefits	\$ 12,462	\$ 30,000		\$ 32,000		Public works staff
548 30 31 000	PW Shop - Office & Operating Supplies	\$ 4,259	\$ 4,000		\$ 4,000		Shop supplies
548 30 31 001	PW Shop - Regular Maintenance & Upgrade Supplies	\$ 366	\$ 2,000		\$ 5,000		Materials for WashOut Station @Town Shop
548 30 31 002	PW Shop - Clothing Reimbursement	\$ 275	\$ -		\$ 500		
548 30 32 000	PW Shop - Fuel (diesel, gas, coal, wood)	\$ 603	\$ 2,500		\$ 2,500		Fuel used for vehicles and heating - diesel, propane, gasoline, wood
548 30 35 000	PW Shop - Small Tools & Equipment	\$ 721	\$ 2,000		\$ 2,000		Shop tools & minor equipment - i.e. mechanics tool set
548 30 41 000	PW Shop - Professional Services	\$ 4,692	\$ 3,000		\$ 5,000		
548 30 42 000	PW Shop - Communication	\$ 3,005	\$ 3,500		\$ 3,500		Postage, telephone, internet
548 30 43 000	PW Shop - Travel	\$ -	\$ 800		\$ 800		Travel required for training, etc
548 30 45 000	PW Shop - Short-term Rentals, Leases & SBITAs	\$ 4,004	\$ 100		\$ 100		Propane tanks, machinery rentals, subscription based software
548 30 47 000	PW Shop - Utilities, External	\$ 1,478	\$ 2,000		\$ 2,200		Utility payments - i.e. electricity, cable, etc
548 30 48 000	PW Shop - Repair & Maintenance, External	\$ -	\$ -		\$ -		Repairs and maintenance done by an external company
548 30 48 004	PW Shop - Project / Replace tank on water truck	\$ -	\$ -		\$ 3,000		Changed BARS in 2025
548 30 49 000	PW Shop - Miscellaneous (membership, registration, etc)	\$ 301	\$ 1,000		\$ 1,000		Membership, registrations, advertising
Total Public Works		\$ 72,075	\$ 102,900	70%	\$ 123,600	20%	
554 - Environmental Services							
554 20 42 000	Nuisance Control		\$ -		\$ -		
554 90 49 000	Environmental Svcs / Climate & Sustainability - Miscellaneous		\$ -		\$ -		Sustainability Fair, Educational Programs, Program Coordinator
Total Environmental Services		\$ -	\$ -		\$ -		
558 - Planning & Economic Development / Building							
558 50 10 000	Building - Salaries	\$ 78,503	\$ 76,000		\$ 96,000		Building Official
558 50 20 000	Building - Benefits	\$ 22,331	\$ 26,000		\$ 35,000		Building Official
558 50 31 000	Building - Office & Operating Supplies	\$ 172	\$ 1,500		\$ 300		
558 50 41 000	Building - Professional Services	\$ 30	\$ -		\$ -		Island County / Contract Planning Services
558 50 42 000	Building - Communications	\$ 22	\$ 250		\$ 250		Wireless access for tablet, postage
558 50 43 000	Building - Travel	\$ 913	\$ 2,500		\$ 1,500		Conference Travel
558 50 45 000	Building - Short-term Rentals, Leases & SBITAs	\$ 3,933	\$ 1,630		\$ 2,000		Subscription based software - SmartGov



001 GENERAL FUND		2025 Actual as of 9/30/2025	2025 Budget	% Budget	2026 Proposed	% Change	2025/26 Notes
558 50 49 000	Building - Miscellaneous	\$ 840	\$ 3,000		\$ 2,000		WABO Conference and membership
Total Building		\$ 106,744	\$ 110,880	96%	\$ 137,050	24%	
558 - Planning & Economic Development							
558 60 10 000	Planning - Salaries	\$ 113,388	\$ 154,320		\$ 160,000		Planning Director & Assistant Planner
558 60 20 000	Planning - Benefits	\$ 36,226	\$ 48,900		\$ 55,000		Planning Director & Assistant Planner
558 60 31 000	Planning - Office & Operating Supplies	\$ 175	\$ 400		\$ 300		
558 60 41 000	Planning - Professional Svcs	\$ 1,801	\$ 15,000		\$ 20,000		Code Amendments, Legal fees
558 60 41 001	Planning - Professional Svcs / Planner	\$ 2,242	\$ 10,000		\$ 5,000		Constr/Dev requiring Contracted Review (Hospital, School District, County, etc.)
558 60 41 002	Planning - Professional Svcs / Hearing Examiner	\$ -	\$ 5,000		\$ 10,000		Hearing Examiner Services
558 60 41 003	Planning - Professional Svcs / Design/Ebey's	\$ 20,000	\$ 20,000		\$ -		Ebey's Reserve - Contract for Review Services
558 60 41 006	Planning - Prof Svcs / State Grant - DOC / Middle Housing Element	\$ 4,873	\$ 2,625		\$ -		
558 60 41 007	Planning - Prof Svcs / State Grant - DOC / GMA 2025 Comp Plan Update	\$ 24,224	\$ 25,000		\$ -		
558 60 41 008	Planning - Prof Svcs / State Grant - DOC / Climate Element	\$ 59,761	\$ 47,115		\$ -		
558 60 41 009	Planning - Prof Svcs / State Grant - DOE / Coastal Adaptation Strategy	\$ 24,080	\$ 38,325		\$ -		
558 60 42 000	Planning - Communication	\$ 246	\$ 200		\$ 300		Postage
558 60 43 000	Planning - Travel	\$ 161	\$ 4,000		\$ 2,500		Training/Conference Travel (Including HPC and PC Training)
558 60 44 000	Planning - Taxes & Assessments	\$ -	\$ -		\$ -		
558 60 45 000	Planning - Short-term Rentals, Leases & SBITAs	\$ 4,768	\$ 1,630		\$ 6,500		GIS Software (if subscription based); SmartGov
558 60 49 000	Planning - Miscellaneous	\$ 3,909	\$ 4,200		\$ 4,200		Includes Conference Registration, Professional Memberships, Etc.
558 60 49 001	Planning - Miscellaneous / Advertising & Notices	\$ 1,595	\$ 2,800		\$ 2,000		Public Notice Publication (PC, HPC, Public Hearings, etc.)
558 70 49 000	Economic Development - Miscellaneous	\$ 10,000	\$ 25,100		\$ 16,000		May include support for Creative District, EDC Membership and Chamber
Total Planning & Economic Development		\$ 307,447	\$ 404,615	76%	\$ 281,800	-30%	
562 - Social Services							
562 00 40 000	Health - Contracted Services	\$ 436	\$ 600		\$ 600	0%	PCW 71.24.555
562 00 41 000	Social Services - Contracted Support	\$ -	\$ -		\$ -		
Total Social Services		\$ 436	\$ 600	73%	\$ 600	0%	
571-573 - Culture & Recreation / Community Services							
571 00 40 000	Senior Services - HUB Senior Services Support	\$ 8,000	\$ 12,000		\$ 12,000		HUB Contract
573 90 49 000	Community & Cultural Events - Miscellaneous	\$ 12,995	\$ 12,000		\$ 40,000		May include support of Island Co Hist Museum (\$5k), B-day (\$5k), Tokitae Story Pole (\$5k), Chamber of Commerce (\$25k)
Total Community Services & Events		\$ 20,995	\$ 24,000	87%	\$ 52,000	117%	
575 - Culture & Recreation / Rec Hall							
575 50 31 000	Rec Hall - Office & Operating Supplies	\$ 81	\$ 1,500		\$ 1,500		
575 50 31 001	Rec Hall - Regular Maintenance & Upgrade Supplies	\$ 3,694	\$ 5,000		\$ 40,000		Includes materials for Parking Overlay
575 50 32 000	Rec Hall - Fuel	\$ 725	\$ 1,200		\$ 1,200		Heating fuel - propane, etc
575 50 41 000	Rec Hall - Professional Services, External	\$ 3,070	\$ 5,000		\$ 5,000		Includes cleaning services, windows
575 50 42 000	Rec Hall - Communication	\$ 2,639	\$ 5,000		\$ 7,000		Internet / WiFi installation & costs
575 50 45 000	Rec Hall - Rentals & Leases	\$ 574	\$ 100		\$ 100		
575 50 47 000	Rec Hall - Utilities, External	\$ 1,765	\$ 2,200		\$ 2,200		Electricity, garbage
575 50 48 000	Rec Hall - Repair & Maintenance, External	\$ -	\$ 5,000		\$ 5,000		
Total Recreation Hall		\$ 12,547	\$ 25,000	50%	\$ 62,000	148%	
576 - Culture & Recreation / Parks & Community Garden							
576 80 10 000	Parks - Salaries	\$ 61,741	\$ 70,000		\$ 90,000		
576 80 12 000	Parks - Overtime	\$ -	\$ 200		\$ -		
576 80 20 000	Parks - Benefits	\$ 20,902	\$ 30,000		\$ 35,000		
576 80 31 000	Parks - Office & Operating Supplies	\$ 13,014	\$ 12,000		\$ 27,000		Includes materials for BBQ pits & garbage cans
576 80 31 001	Parks - Regular Maintenance & Upgrade Supplies	\$ 2,498	\$ 7,000		\$ 80,000		Supplies/materials: ADA parking, Pavillion repairs, corral fencing, trail expansion, harbor parking
576 80 31 002	Parks - Vehicle & Equip Maintenance Supplies	\$ 1,203	\$ 2,411		\$ 2,411		Vehicle/Equipment Maintenance Cost Based on Distribution
576 80 32 000	Parks - Fuel	\$ 2,477	\$ 2,000		\$ 2,500		Vehicle/Equipment Fuel Cost Based on Distribution
576 80 35 000	Parks - Small Tools & Equipment	\$ 241	\$ 500		\$ 500		
576 80 41 000	Parks - Professional Services	\$ 1,420	\$ 700		\$ 2,000		Includes GIS Mapping



001 GENERAL FUND		2025 Actual as of 9/30/2025	2025 Budget	% Budget	2026 Proposed	% Change	2025/26 Notes
576 80 45 000	Parks - Rentals & Leases	\$ 230	\$ 1,000		\$ 1,000		
576 80 47 000	Parks - Utilities	\$ 4,500	\$ 5,200		\$ 5,200		
576 80 48 000	Parks - Repairs & Maintenance, External	\$ -	\$ 2,000		\$ 2,000		
576 80 49 000	Parks - Miscellaneous	\$ 79	\$ 200		\$ 200		
576 90 31 000	Community Garden - Office & Operating Supplies	\$ -	\$ 1,000		\$ 1,000		
Total Parks & Community Garden		\$ 108,306	\$ 134,211	81%	\$ 248,811	85%	
Other Decreases in Fund Balance							
588 10 00 000	Prior Period Adjustment	\$ -	\$ -		\$ -		
589 99 99 000	Clearing - Payroll Clearing	\$ (2,484)	\$ -		\$ -		
Total Decreases in Fund Balance		\$ (2,484)	\$ -		\$ -		
594 - Capital Expenditures							
594 18 60 000	Capital Equipment - Gen Fund	\$ 260	\$ 62,000		\$ 115,000		Accrual
594 18 60 001	Capital Equipment - Central Services, Technology Upgrades	\$ 6,323	\$ 15,000		\$ 28,000		Accrual
594 18 60 091	Capital Projects - Central Services	\$ -	\$ -		\$ -		
594 76 60 091	Capital Project - Parks	\$ 12,123	\$ 105,000		\$ 97,000		Accrual
594 76 64 000	Capital Vehicle & Equipment Replacement - Parks	\$ -	\$ 21,000		\$ 10,000		Accrual
Total Capital Expenditures		\$ 18,706	\$ 203,000	9%	\$ 250,000	23%	
597 - Transfers OUT							
597 00 00 011	Transfer OUT to Fund 101 Streets	\$ 58,000	\$ 58,000		\$ 18,000		
597 00 01 001	Transfer OUT to Fund 410 Water		\$ -		\$ -		
597 00 02 001	Transfer OUT to Fund 420 Sewer		\$ -		\$ -		
597 00 34 001	Transfer OUT to Fund 105 Gen Capital		\$ -		\$ -		
Total Transfers OUT		\$ 58,000	\$ 58,000	100%	\$ 18,000	-69%	
Total Expenditures		\$ 1,731,540	\$ 2,487,481	70%	\$ 2,529,861	2%	
TOTAL ENDING FUND BALANCE		\$ 3,831,022	\$ 3,144,862	122%	\$ 3,061,805	-3%	

101 STREETS FUND		2025 Actual as of 9/30/2025	2025 Budget	% Budget	2026 Proposed	% Change	Notes
308 31 00 105	Beginning Balance - Restricted	\$ 362,964	\$ 478,517		\$ 131,109	-73%	Restricted by RCW
REVENUES							
334 03 80 005	Streets - TIB Chipseal Grant	\$ 65,066	\$ -		\$ -		TIB - Chipseal
334 03 80 006	Streets - TIB Overlay Grant	\$ -	\$ -		\$ 285,000		TIB - Overlay Grant Dependent
334 03 80 007	Streets - TIB Boardwalk Restoration	\$ -	\$ 375,000		\$ -		TIB - Boardwalk restoration
334 03 80 008	Streets - TIB Maintenance Grant (Crack Seal-2022)	\$ -	\$ -		\$ -		
334 03 80 101	Streets - TIB Sidewalks	\$ -	\$ -		\$ 180,000		TIB - Sidewalk Grant Dependent
335 00 84 000	Streets - ST Shared Revenues / Capron	\$ 135,105	\$ 120,000		\$ 125,000		Estimate
336 00 71 000	Streets - ST Shared Revenues / Multimodal Transportation	\$ 1,918	\$ -		\$ 2,540		\$1.25 x 2,030 (population) MRSC - 2026 Budget Suggestions
336 00 87 000	Streets - ST Shared Revenues / Fuel Tax (MVFT)	\$ 23,907	\$ 34,500		\$ 35,000		\$17.26 x 2,030 (population) MRSC - 2026 Budget Suggestions
336 00 87 001	Streets - ST Shared Revenues / Fuel Tax (MVA)	\$ 1,678	\$ 2,250		\$ 2,250		\$1.10 x 2,030 (population) MRSC - 2026 Budget Suggestions
361 11 00 101	Streets - LGIP Interest	\$ 10,723	\$ 13,000		\$ 13,000		LGIP interest
367 00 00 101	Streets - Contributions / Donations from Private Sources	\$ 4,555	\$ -		\$ -		
397 00 34 001	Streets - Transfer-IN From General Fund	\$ 58,000	\$ 58,000		\$ 18,000		Includes additional funding for speed tables
Total Revenues		\$ 300,952	\$ 602,750	50%	\$ 660,790	10%	
TOTAL AVAILABLE BALANCE		\$ 663,917	\$ 1,081,267	50%	\$ 791,899	-27%	
101 STREETS FUND							
EXPENDITURES							
542 30 10 000	Streets - Salaries	\$ 64,498	\$ 73,794		\$ 85,000		Public Works Staff
542 30 20 000	Streets - Benefits	\$ 21,542	\$ 38,486		\$ 40,000		Public Works Staff
542 30 31 000	Streets - Office & Operating Supplies	\$ 9,314	\$ 8,645		\$ 11,000		Patch Material (9k), ADA pads (3k), landscaping supplies (35k)
542 30 31 002	Streets - Vehicle & Equipment Maintenance Supplies	\$ 4,795	\$ 3,960		\$ 8,000		Vehicle/Equipment Maintenance Cost Based on Distribution
542 30 32 000	Streets - Fuel	\$ 2,777	\$ 2,500		\$ 2,500		Vehicle/Equipment Fuel Cost Based on Distribution
542 30 35 000	Streets - Small Tools & Equip	\$ 580	\$ 1,000		\$ 1,000		
542 30 41 000	Streets - Professional Services	\$ 173	\$ 26,000		\$ 60,000		6th St engineering, Grace St curb, Front Street Trail to Boardwalk design, Alexander St bump out
542 30 46 000	Streets - Insurance	\$ 230	\$ 14,916		\$ 14,916		
542 30 48 000	Streets - Repair & Maintenance, External	\$ 11,875	\$ 15,000		\$ 15,000		
542 30 49 000	Streets - Miscellaneous	\$ 24	\$ 2,000		\$ 2,000		
542 63 47 000	Streets - Utilities / Street Lighting	\$ 13,289	\$ 25,000		\$ 25,000		
594 45 60 000	Streets Capital - Vehicle & Equipment Replacement	\$ -	\$ 38,000		\$ 15,000		Accrual
595 30 63 005	Streets Capital - TIB - Chip Seal	\$ -	\$ -		\$ -		
595 30 63 006	Streets Capital - TIB - Overlay	\$ -	\$ -		\$ 285,000		Grant dependent
595 30 63 007	Streets Capital - TIB / Boardwalk	\$ 383,711	\$ 750,000		\$ -		
595 30 63 009	Streets Capital - Speed Tables (Traffic Control)	\$ -	\$ 60,000		\$ 60,000		Terry, Broadway speed tables
595 30 63 101	Streets Capital - TIB / Sidewalk	\$ -	\$ -		\$ 180,000		Grant Dependent
Total Expenditures		\$ 512,808	\$ 1,059,300	48%	\$ 804,416	-24%	
TOTAL ENDING FUND BALANCE		\$ 151,109	\$ 21,966	688%	\$ (12,517)	-157%	
Reserve		\$ 20,000	\$ 20,000	100%	\$ 20,000	0%	
TOTAL AVAILABLE BALANCE		\$ 131,109	\$ 1,966	6668%	\$ (32,517)	-1754%	

104 HOTEL / MOTEL FUND (TOURISM)		2025 Actual as of 9/30/2025	2025 Budget	% Budget	2026 Proposed	% Change	Notes
308 31 00 104	Beginning Balance - Restricted	\$ 56,715	\$ 56,715		\$ 56,715		
REVENUES							
313 31 00 000	Tourism - Hotel/Motel Lodging Tax	\$ 29,914	\$ 35,000		\$ 37,500		Per estimate - 2025 Budget Suggestions
313 31 01 000	Tourism - Hotel/Motel (Special 2%)	\$ 31,436	\$ 35,000		\$ 37,500		Per estimate - 2025 Budget Suggestions
361 11 00 104	Tourism - LGIP Interest	\$ 1,513	\$ 1,500		\$ 1,500		LGIP Interest
Total Revenues		\$ 62,864	\$ 71,500	88%	\$ 76,500	7%	
TOTAL AVAILABLE BALANCE		\$ 119,579	\$ 128,215	93%	\$ 133,215	4%	
EXPENDITURES							
557 30 31 000	Tourism - Office & Operating	\$ -	\$ -		\$ -		Supplies for promotion of tourism
557 30 44 000	Tourism - Advertising	\$ -	\$ -		\$ -		
557 30 49 000	Tourism - Miscellaneous	\$ -	\$ -		\$ -		
557 30 49 001	Tourism - Contracts 2% Grants	\$ 40,500	\$ 35,000		\$ 40,000		2% Lodging Tax Grants
557 30 49 002	Tourism - Intergov. Agreement/Island County Tourism	\$ 21,464	\$ 35,000		\$ 40,000		Island County Tourism Board interlocal agreement
557 30 49 003	Tourism - Misc (CCC Visitor's Guide, Annual Concert	\$ -	\$ -		\$ -		
Total Expenditures		\$ 61,964	\$ 70,000	89%	\$ 80,000	14%	
TOTAL ENDING FUND BALANCE		\$ 57,615	\$ 58,215	99%	\$ 53,215	-9%	



105 - Real Estate Excise Tax (Capital Improvement)		2025 Actual as of 9/30/2025	2025 Budget	% Budget	2026 Proposed	% Change	
Beginning Balance							
Beginning Balance - Restricted							
308.31.00.105	Beginning Balance - Reserved	\$ 1,206,704	\$ 1,018,911	118%	\$ 1,363,581	34%	
Total Beginning Balance (Cash in Bank)		\$ 1,206,704	\$ 1,018,911		\$ 1,363,581	34%	
REVENUES							
Intergovernmental & Misc.							
318.34.00.105	Capital Improvement - Real Estate Excise Tax (1st 1/4)	\$ 67,097	\$ 65,000		\$ 70,000		Per estimate
318.35.00.105	Capital Improvement - Real Estate Excise Tax (2nd 1/4)	\$ 57,813	\$ 65,000		\$ 70,000		Per estimate
361.11.00.105	Capital Improvement - LGIP Interest	\$ 31,968	\$ 25,000		\$ 30,000		LGIP Interest
397.00.34.005	Capital Improvement - Transfer IN from General Fund	\$ -	\$ -				
Total Intergovernmental & Misc.		\$ 156,877	\$ 155,000		\$ 170,000	10%	
Total Available Balance		\$ 1,363,581	\$ 1,173,911		\$ 1,533,581	31%	
<p>Funds collected from a tax on real estate sales, commonly called the Real Estate Excise Tax (REET), are deposited into the Capital Improvement Fund.</p> <p>RCW 82.46.010 authorized a real estate excise tax levy of 1/4% (REET 1) to be used solely for financing capital projects specified in the capital facilities plan element of the Comprehensive Plan.</p> <p>REET 1 tax is broader in that it allows for planning, acquisition, construction, reconstruction, repair, replacement, rehabilitation, or improvement of recreational facilities; law enforcement facilities; fire protection facilities; trails; libraries; administrative and/or judicial facilities; river and/or waterway flood control projects, which are not included in REET 2. Acquisition and replacement of parks are allowed by REET 1 but not REET 2.</p> <p>Growth Management Act authorized another 1/4% (REET 2) for capital facilities (RCW 82.46.035) and requires the 1/4% real estate excise tax to be used primarily for financing capital facilities specified in the government's capital facilities plan.</p>							
EXPENDITURES		2025 Actual as of 9/30/2025	2025 Budget	% Budget	2026 Proposed	% Change	
Capital Improvement							
594.48.60.105	Capital Improvement - Projects	\$ -	\$ 132,000	0%	\$ -		Misc capital projects - accrual fund
591.73.79.105	Capital Improvement - Debt Service / Principal (Ciraolo - Matures 2023)	\$ -	\$ -		\$ -		
592.73.83.105	Capital Improvement - Debt Service / Interest (Ciraolo - Matures 2023)	\$ -	\$ -		\$ -		
594.18.60.105	Capital Improvements - Outlays / Misc Capital Reserve	\$ -	\$ -		\$ 150,000		Includes reserves for future capital projects
594.18.60.xxx	Capital Project Accruals - Landscape Upgrades	\$ -	\$ -		\$ 10,000		Accrued amounts
594.18.60.xxx	Capital Project Accruals - Replace Town Shop Roof	\$ -	\$ -		\$ -		Accrued amounts
594.18.60.xxx	Capital Project Accruals - Town Shop	\$ -	\$ -		\$ 10,000		Accrued amounts
594.18.60.xxx	Capital Project Accruals - Town Hall Expansion	\$ -	\$ -		\$ 35,000		Design & Engineering
594.18.60.xxx	Capital Project Accruals - Town Park Upgrades	\$ -	\$ -		\$ 155,000		Accrued amounts for Park Improvements
594.18.60.xxx	Capital Project Accruals - Potential Park Upgrades	\$ -	\$ -		\$ -		Accrued amounts
594.18.60.xxx	Capital Project Accruals - Town Hall & Archives	\$ -	\$ -		\$ -		Accrued amounts
594.18.60.xxx	Capital Project Accruals - Rec Hall Upgrades	\$ -	\$ -				Accrued amounts - Roof Replacement
Total Expenditures		\$ -	\$ 132,000	0%	\$ 360,000	173%	
Ending O&M - Reserved		\$ 1,363,581	\$ 1,041,911	131%	\$ 1,173,581	13%	
Capital Improvement Ending Balance		\$ 1,363,581	\$ 1,041,911	131%	\$ 1,173,581	13%	

107 HARBOR FUND		2025 Actual as of 9/30/2025	2025 Budget	% Budget	2026 Proposed	Notes
REVENUES						
	Beginning Balance	\$ 54,688	\$ 54,688		\$ 58,242	
336 02 35 000	Harbor - Leases	\$ 2,009	\$ 3,531		\$ 3,500	
361 11 00 107	Harbor - LGIP Interest	\$ 1,545	\$ 1,750		\$ 2,000	
	Total Revenues	\$ 3,554	\$ 5,281	0%	\$ 5,500	
	TOTAL AVAILABLE BALANCE	\$ 58,242	\$ 59,969	91%	\$ 63,742	
EXPENDITURES						
575 70 31 000	Harbor - Operating Supplies / Life Jacket Shed	\$ -	\$ 2,000		\$ 2,000	
575 70 31 001	Harbor - Capt Coupe Park Improvement Supplies	\$ -	\$ -		\$ -	
575 70 48 000	Harbor - Boat Launch Repairs	\$ -	\$ 5,000		\$ 5,000	
	Total Expenditures	\$ -	\$ 7,000	0%	\$ 7,000	
	TOTAL ENDING FUND BALANCE	\$ 58,242	\$ 52,969	103%	\$ 56,742	
RCW 79.92.110 - When leased harbor and tidelands are situated within the limits of a town, the rents from such leases are distributed by the state and are to be expended for water-related improvements.						
108 COMMEMORATIVE EQUIPMENT FUND		2025 Actual	2025 Budget	% Budget	2026 Proposed	Notes
REVENUES						
	Beginning Balance	\$ 5,123	\$ 5,123		\$ 5,123	
361 10 00 000	Commemorative Equipement - LGIP Interest	\$ -	\$ -		\$ -	
	Total Revenues	\$ -	\$ -		\$ -	
	TOTAL AVAILABLE BALANCE	\$ 5,123	\$ 5,123	100%	\$ 5,123	
EXPENDITURES						
576 90 31 001	Commemorative Equipment / Memorial Benches	\$ -	\$ -		\$ -	
	Total Expenditures	\$ -	\$ -		\$ -	
	TOTAL ENDING FUND BALANCE	\$ 5,123	\$ 5,123		\$ 5,123	
The Community Commemorative Fund was established in April of 1999 by Ordinance 576. Citizens of the Town contribute funds in recognition of individuals and events.						



410 WATER FUND		2025 Actual as of 9/30/2025	2025 Budget	% Budget	2026 Proposed	% Change	Notes
<b>REVENUES</b>							
Total Beginning Balance		\$ 2,818,778	\$ 1,688,437		\$ 2,818,778		
331 12 00 000	Water - Navy O&M Reimbursement	\$ 571,283	\$ 395,000		\$ 395,000		
333 97 00 000	Water - Indirect Federal Grant - FEMA	\$ -	\$ -		\$ -		
334 04 20 001	Water - State Grant / Turbine Generator	\$ -	\$ 45,000		\$ 45,000		
343 40 00 000	Water - Miscellaneous	\$ (5)	\$ 750		\$ 1,000		
343 40 00 014	Water - Inspection	\$ -	\$ 200		\$ 200		
343 40 00 024	Water - Service	\$ 993,534	\$ 1,100,000		\$ 1,200,000		
343 40 00 034	Water - Meter Sales	\$ 2,148	\$ 4,000		\$ 4,000		
343 40 00 410	Water - Hook-up Fees	\$ -	\$ 30,000		\$ 30,000		
359 90 00 410	Water - Late Fees	\$ 3,370	\$ 3,000		\$ 3,000		
361 11 00 410	Water - LGIP Interest	\$ 81,596	\$ 25,000		\$ 65,000		
361 40 00 410	Water - Utility Account Delinquency Interest	\$ 1,091	\$ -		\$ 1,000		
369 00 00 000	Water - Miscellaneous Revenue	\$ 390	\$ -		\$ -		
397 00 00 410	Water - Transfer IN	\$ -	\$ -		\$ -		
Total Revenues		\$ 1,653,407	\$ 1,602,950	103%	\$ 1,744,200	9%	
<b>TOTAL AVAILABLE BALANCE</b>		\$ 4,472,184	\$ 3,291,387	136%	\$ 4,562,978	39%	
<b>EXPENDITURES</b>							
Operating & Maintenance							
534 00 10 000	Water - Salary	\$ 140,582	\$ 147,100		\$ 200,000		
534 00 10 001	Water - Salary / Navy O&M	\$ 81,092	\$ 95,000		\$ 120,000		
534 00 20 000	Water - Benefits	\$ 48,448	\$ 78,840		\$ 80,000		
534 00 20 001	Water - Benefits / Navy O&M	\$ 27,151	\$ 39,265		\$ 40,000		
534 00 31 000	Water - Supplies / Navy O&M	\$ 7,519	\$ 10,450		\$ 10,450		
534 00 31 001	Water - Regular Maintenance & Upgrades	\$ 11,278	\$ 25,000		\$ 85,000		Materials/supplies for Basement piping, water line
534 00 31 002	Water - Vehicles & Equipment Maintenance	\$ 665	\$ 5,270		\$ 5,270		
534 00 31 099	Water - Uniforms / Clothing Reimbursement	\$ 334	\$ 1,500		\$ 1,500		
534 00 31 410	Water - Office & Operating Supplies	\$ 3,523	\$ 10,000		\$ 10,000		
534 00 32 000	Water - Fuel (Gas, propane, diesel)	\$ 3,011	\$ 4,000		\$ 4,000		
534 00 32 410	Water - Fuel / Navy O&M	\$ -	\$ 500		\$ 500		
534 00 34 000	Water - Meters / Reimbursable	\$ 47	\$ -		\$ -		
534 00 34 001	Water - Small Meter Replacement	\$ 49,083	\$ 40,000		\$ 70,000		Includes systematic meter replacement plan
534 00 34 002	Water - Large Meter Replacement	\$ -	\$ 15,000		\$ 30,000		Includes systematic meter replacement plan
534 00 35 091	Water - Small Tools & Equipment	\$ 1,196	\$ 14,075		\$ 30,000		Includes fire hydrant replacements, security cameras
534 00 40 001	Water - Excise Tax	\$ 33,934	\$ 68,000		\$ 68,000		
534 00 40 002	Water - Utility Tax	\$ 96	\$ 50,000		\$ -		
534 00 41 000	Water - Professional Services	\$ 17,798	\$ 27,000		\$ 47,000		Includes water testing, engineering (3rd to Broadway)
534 00 41 410	Water - Prof Services / Navy O&M	\$ 93,625	\$ 132,131		\$ 132,131		Includes change out of medium
534 00 42 000	Water - Communication	\$ 1,114	\$ 2,000		\$ 2,000		
534 00 42 410	Water - Communication / Navy O&M	\$ 1,704	\$ 2,280		\$ 2,280		
534 00 43 000	Water - Travel	\$ 85	\$ 775		\$ 775		
534 00 44 000	Water - Taxes & Assessments	\$ 39,255	\$ -		\$ 25,000		
534 00 45 000	Water - Short-term Rentals, Leases & SBITAs	\$ 345	\$ 12,500		\$ 12,500		
534 00 46 000	Water - Insurance	\$ 81,641	\$ 37,300		\$ 85,000		
534 00 47 000	Water - Utilities	\$ 60,181	\$ 60,000		\$ 70,000		
534 00 48 000	Water - Repairs & Maintenance, External	\$ -	\$ 15,000		\$ 8,000		
534 00 49 000	Water - Miscellaneous	\$ 10,477	\$ 7,000		\$ 10,000		



410 WATER FUND		2025 Actual as of 9/30/2025	2025 Budget	% Budget	2026 Proposed	% Change	Notes
534 10 41 410	Water - Prof Services / Navy Easements	\$ -	\$ -		\$ -		
Total Water O & M		\$ 714,184	\$ 899,987	79%	\$ 1,149,406	28%	
Water - Debt Service							
591 34 70 410	Water - 2016 USDA Bond Principal (Matures 2055)	\$ 4,934	\$ 9,689		\$ 10,500		2015 Madrona In-town Waterline - Matures 2055
592 34 80 000	Water - 2016 USDA Bond Interest (Matures 2055)	\$ 2,598	\$ 5,375		\$ 4,564		2015 Madrona In-town Waterline - Matures 2055
Total Water - Debt Service		\$ 7,532	\$ 15,064	50%	\$ 15,064	0%	
Water Capital Projects							
594 34 60 000	Water Capital - Navy Easements / Capital Outlay	\$ -	\$ -		\$ -		
594 34 60 001	Water Capital - New Chlorine Generator	\$ -	\$ -		\$ -		
594 34 60 002	Water Capital - Vehicle & Equipment Replacement	\$ -	\$ 46,000		\$ 46,000		Accrual
594 34 60 003	Water Capital - FEMA Grant - Fort Casey Water Line	\$ -	\$ -		\$ -		
594 34 60 004	Water Capital - New Well project	\$ 184,164	\$ 50,000		\$ 30,000		
594 34 60 005	Water Capital - General Telemetry	\$ 226	\$ 170,000		\$ 170,000		
594 34 60 006	Water Capital - Meter Read Upgrade	\$ -	\$ -		\$ -		
594 34 60 007	Water Capital - U/G Locate Equipment	\$ -	\$ 35,000		\$ 35,000		
594 34 60 008	Water Capital - Leak Detection Analysis	\$ -	\$ -		\$ -		
594 34 60 009	Water Capital - Turbine Generator (State Commerce Grant)	\$ -	\$ 90,000		\$ 90,000		
594 34 60 010	Water Capital - New Raw Water Line	\$ -	\$ 50,000		\$ 50,000		
594 34 60 011	Water Capital - GIS Mapping	\$ 9,058	\$ -		\$ 5,000		
594 34 60 410	Water Capital - Misc Projects	\$ -	\$ 13,000		\$ -		Accruals
	In-town Replacements	\$ -	\$ 200,000		\$ 400,000		Accruals for future maintenance
	In-town Expansions	\$ -	\$ 50,000		\$ 100,000		Accruals for future maintenance
	Out-of-town Expansions	\$ -	\$ 100,000		\$ 200,000		Accruals for future maintenance
	Out-of-town Replacements	\$ -	\$ 100,000		\$ 200,000		Accruals for future maintenance
	WTP Basement Piping	\$ -	\$ 20,000		\$ -		Accruals
Total Water Capital		\$ 193,448	\$ 924,000	21%	\$ 1,326,000	44%	
Transfers OUT							
597 00 00 003	Transfer TO General Fund	\$ -	\$ -		\$ -		
597 00 34 410	Transfer TO Water Ops	\$ -	\$ -		\$ -		
Total Transfers		\$ -	\$ -		\$ -		
Total Expenditures		\$ 915,164	\$ 1,839,051	50%	\$ 2,505,534	36%	
TOTAL ENDING FUND BALANCE		\$ 3,557,020	\$ 1,452,336	245%	\$ 2,057,444	42%	
O&M and Debt Service Reserve Funds		\$ 35,065	\$ 35,065		\$ 35,065	0%	
Capital Reserve		\$ 200,000	\$ 200,000		\$ 200,000	0%	
TOTAL AVAILABLE BALANCE		\$ 3,357,020	\$ 1,252,336	209%	\$ 1,857,444	48%	

420 SEWER FUND		2025 Actual as of 9/30/2025	2025 Budget	% Budget	2026 Proposed	% Change	Notes
<b>REVENUES</b>							
	Beginning Balance	\$ 1,420,302	\$ 1,569,558		\$ 1,420,302		
333 66 90 001	Sewer - Federal Pass-thru Grant / DOH - Reclaimed Water	\$ 50,980	\$ 85,000		\$ 135,000		
333 01 80 421	Sewer - Federal Grant / FEMA	\$ -	\$ -		\$ -		
334 03 10 001	Sewer - State grant / Ecology - Nutrient Optimization	\$ 5,819	\$ 170,000		\$ 213,000		
334 04 20 002	Sewer - State grant / Commerce - Upgrade blowers	\$ -	\$ -		\$ 200,000		Grant dependent
343 50 00 014	Sewer - Hookup Fees	\$ -	\$ 17,500		\$ 17,500		
343 50 00 024	Sewer - Service	\$ 552,332	\$ 850,000		\$ 850,000		
343 50 00 420	Sewer - Inspection	\$ -	\$ 250		\$ 250		
359 90 00 420	Sewer - Late Fees	\$ 1,661	\$ -		\$ 1,000		
361 11 00 420	Sewer - LGIP Interest	\$ 35,918	\$ 25,000		\$ 30,000		
361 40 00 420	Sewer - Other Interest	\$ -	\$ -		\$ -		
397 00 34 421	Sewer - Transfer IN from Sewer Ops	\$ -	\$ -		\$ -		
Total Revenues		\$ 646,711	\$ 1,147,750	56%	\$ 1,446,750	26%	
<b>TOTAL AVAILABLE BALANCE</b>		\$ 2,067,013	\$ 2,717,308	76%	\$ 2,867,052	6%	
420 SEWER FUND		2025 Actual as of 9/30/2025	2025 Budget	% Budget	2026 Proposed	% Change	Notes
<b>EXPENDITURES</b>							
535 00 10 000	Sewer - Salary	\$ 157,426	\$ 177,000		\$ 185,000		Public works staff
535 00 12 000	Sewer - Overtime	\$ -	\$ 5,000		\$ -		Public works staff
535 00 20 000	Sewer - Benefits	\$ 54,171	\$ 90,000		\$ 90,000		Public works staff
535 00 31 000	Sewer - Operating Supplies	\$ 21,892	\$ 26,000		\$ 26,000		
535 00 31 001	Sewer - Routine Pump Replacement	\$ -	\$ 5,000		\$ 5,000		Regular maintenance & upgrades
535 00 31 002	Sewer - Vehicle & Equipment Maintenance Supplies	\$ 1,080	\$ 4,000		\$ 4,000		
535 00 31 099	Sewer - Clothing Reimbursement	\$ 583	\$ 1,500		\$ 1,500		
535 00 32 000	Sewer - Fuel	\$ 3,697	\$ 3,500		\$ 3,500		
535 00 35 092	Sewer - Small Tools & Equipment	\$ -	\$ 1,000		\$ 1,500		
535 00 40 001	Sewer - Excise Tax	\$ 8,029	\$ 27,000		\$ 27,000		
535 00 40 002	Sewer - B&O Tax	\$ 96	\$ -		\$ -		
535 00 41 000	Sewer - Professional Services	\$ 11,260	\$ 40,000		\$ 40,000		Testing, Sewer comp plan update, rate study (5 yr)
535 00 41 420	Sewer - PSNG - (Puget Sound Nutrient Grant) - Professional	\$ -	\$ -		\$ -		
535 00 42 000	Sewer - Communication	\$ 6,312	\$ 6,500		\$ 6,500		
535 00 43 092	Sewer - Travel	\$ 32	\$ -		\$ 500		
535 00 44 000	Sewer - Taxes & Assessments	\$ 24,177	\$ -		\$ 500		
535 00 45 000	Sewer - Short-term Rentals, Leases & SBITAs	\$ 115	\$ 5,600		\$ 4,000		Includes SmartGov
535 00 46 000	Sewer - Insurance	\$ 81,641	\$ 37,300		\$ 85,000		
535 00 47 000	Sewer - Utilities	\$ 38,457	\$ 35,000		\$ 35,000		
535 00 47 004	Sewer - Solid Waste Disposal	\$ 1,826	\$ 500		\$ 500		
535 00 47 005	Sewer - Biosolid Disposal	\$ 60,812	\$ 70,000		\$ 80,000		
535 00 48 000	Sewer - Repairs & Maintenance	\$ 1,333	\$ 22,000		\$ 20,000		
535 00 49 000	Sewer - Misc. Service	\$ 8,663	\$ 8,500		\$ 8,500		
591 35 70 000	Sewer - 2002 DOE Loan (Matures 2025)	\$ 46,411	\$ 92,823		\$ -		
591 35 70 420	Sewer - 2016 USDA Bond Principal (Matures 2057)	\$ 10,515	\$ 10,027		\$ 11,000		2016 Madrona Line - Matures 2057
592 35 80 000	Sewer - 2016 USDA Bond - Interest (Matures 2057)	\$ 14,175	\$ 14,662		\$ 13,690		2016 Madrona Line - Matures 2057
Total O&M		\$ 552,702	\$ 682,912	81%	\$ 648,690	0%	
<b>Capital Projects</b>							
594 35 60 000	Sewer Capital - Misc Projects / Replacements & Extensions	\$ -	\$ 300,000		\$ 600,000		Accruals for future Sewer Replacements & Extensions
594 35 60 001	Sewer Capital - FEMA Grant #D20-2066	\$ -	\$ -		\$ -		
594 35 60 002	Sewer Capital - Vehicle & Equipment Replacement	\$ 11,014	\$ 67,000		\$ 43,000		Accrual



420 SEWER FUND		2025 Actual as of 9/30/2025	2025 Budget	% Budget	2026 Proposed	% Change	Notes
594 35 60 003	Sewer Capital - Odor Control Project	\$ -	\$ 40,000		\$ 40,000		
594 35 60 004	Sewer Capital - Telemetry Project	\$ 226	\$ 170,000		\$ 213,000		Grant funded
594 35 60 005	Sewer Capital - GIS Mapping Project	\$ 10,032	\$ 12,500		\$ 5,000		
594 35 60 015	Sewer Capital - State Grant / PSNG - Nutrient Optimization	\$ 7,157	\$ 170,000		\$ 400,000		Grant dependent
594 35 60 016	Sewer Capital - State Grant Pass-Thru / DOH - Reclaimed Water	\$ 55,578	\$ 220,000		\$ 135,000		
594 35 60 092	Sewer Capital - State Grant / Commerce - Upgrade Blowers	\$ -	\$ -		\$ 200,000		Grant dependent
594 35 60 093	Sewer Capital - Building Modifications	\$ -	\$ 20,000		\$ -		
594 35 60 094	Sewer Capital - Effluent Turbidity	\$ -	\$ -		\$ -		
594 35 60 095	Sewer Capital - New Lift Station	\$ -	\$ -		\$ -		
594 35 60 097	Sewer Capital - Move Forced Main Line	\$ -	\$ -		\$ -		
594 35 60 098	Sewer Capital - System Rehab	\$ -	\$ 20,000		\$ 20,000		
597 00 34 420	Sewer - Transfer TO Sewer Capital	\$ -	\$ -		\$ -		
597 00 40 003	Sewer - Transfer TO General Fund	\$ -	\$ -		\$ -		
Total Capital Projects		\$ 84,007	\$ 1,019,500	8%	\$ 1,656,000	0%	
Total Expenditures		\$ 636,708	\$ 1,702,412	37%	\$ 2,304,690	74%	
TOTAL ENDING FUND BALANCE		\$ 1,430,304	\$ 1,014,896	141%	\$ 562,362	180%	
Reserve & Debt Service Funds		\$ 117,514	\$ 117,514	100%	\$ 117,514		
TOTAL AVAILABLE BALANCE		\$ 1,312,790	\$ 897,382	146%	\$ 444,848	202%	

430 STORMWATER FUND		2025 Actual as of 9/30/2025	2025 Budget	% Budget	2026 Proposed	% Change	Notes
REVENUES							
Beginning Balance		\$ 496,114	\$ 575,254		\$ 436,114		
333 93 00 000	Stormwater - DOH / Fed Passthrough Grant Reimbursement	\$ -	\$ -		\$ -		
343 10 00 014	Stormwater - Inspection Fee	\$ -	\$ -		\$ -		
343 10 00 024	Stormwater - Service	\$ 139,666	\$ 182,000		\$ 185,000	1%	
359 90 00 430	Stormwater - Late Fee	\$ 598	\$ -		\$ -		
361 11 00 430	Stormwater - LGIP Interest	\$ 14,351	\$ 10,000		\$ 15,000	0%	
361 40 00 430	Stormwater - Other Interest	\$ -	\$ -		\$ -		
369 10 00 430	Stormwater - Sale of Misc. Surplus	\$ -	\$ -		\$ -		
397 00 34 431	Stormwater - Transfer IN from Storm Ops	\$ -	\$ -		\$ -		
Total Revenues		\$ 154,615	\$ 192,000	81%	\$ 200,000	96%	
TOTAL AVAILABLE BALANCE		\$ 650,729	\$ 767,254	85%	\$ 636,114	121%	
430 Stormwater Fund		2025 Actual as of 9/30/2025	2025 Budget	% Budget	2026 Proposed	% Change	Notes
EXPENDITURES							
531 00 10 000	Stormwater - Salary	\$ 53,259	\$ 90,000		\$ 90,000		Public works staff
531 00 20 000	Stormwater - Benefits	\$ 18,733	\$ 46,000		\$ 30,000		Public works staff
531 00 31 000	Stormwater - Office & Operating Supplies	\$ -	\$ 1,600		\$ 1,600		Public works staff
531 00 31 001	Stormwater - Regular Maintenance & Upgrade Supplies	\$ -	\$ -		\$ 100,000		Materials/supplies for Outfalls, Gould retention, Peaceful Valley
531 00 31 002	Stormwater - Vehicle & Equipment Maintenance Supplies	\$ 975	\$ 3,800		\$ 3,800		
531 00 32 000	Stormwater - Fuel	\$ 2,771	\$ 665		\$ 2,500		
531 00 40 001	Stormwater - Excise Tax	\$ 5,194	\$ 6,400		\$ 6,400		
531 00 41 000	Stormwater - Professional Service	\$ 1,189	\$ 10,000		\$ 10,000		Rate Study - every 5 years (last done 2021)
531 00 42 000	Stormwater - Communication	\$ -	\$ 100		\$ 100		
531 00 44 000	Stormwater - Taxes & Assessments	\$ 6,130	\$ -		\$ 5,000		
531 00 45 000	Stormwater - Operating Rentals, Leases & SBITAs	\$ 230	\$ -		\$ 250		
531 00 46 000	Stormwater - Insurance	\$ 6,150	\$ 7,500		\$ 7,000		
531 00 48 000	Stormwater - Repairs & Maintenance	\$ -	\$ -		\$ -		
531 00 49 000	Stormwater - Miscellaneous	\$ 2,046	\$ 1,300		\$ 2,500		
		\$ 96,677	\$ 167,365	58%	\$ 259,150	0%	
Capital Projects							
594 31 60 001	Stormwater Capital - Outfall Extensions	\$ -	\$ 65,000		\$ 75,000		Accrual for future maintenance projects
594 31 60 002	Stormwater Capital - Vehicle & Equipment Replacement	\$ 992	\$ 74,808		\$ 30,000		Accrual for future maintenance projects
594 31 60 003	Stormwater Capital - Culvert Replacement	\$ -	\$ -		\$ 5,000		
594 31 60 004	Stormwater Capital - Storm Improvement (2025 - Delineate Basins M, O)	\$ -	\$ 25,000		\$ 25,000		
594 31 60 005	Stormwater Capital - Main St Improvements	\$ -	\$ -		\$ -		
594 31 60 430	Stormwater Capital - DOH / Fed Passthrough Grant	\$ -	\$ -		\$ -		
594 31 64 430	Stormwater Capital - Misc Projects	\$ -	\$ 25,000		\$ 25,000		
597 00 40 003	Stormwater - Transfer OUT	\$ -	\$ -		\$ -		
Total Capital Expenditures		\$ 992	\$ 189,808	1%	\$ 160,000	0%	
Total Expenditures		\$ 97,669	\$ 357,173	27%	\$ 419,150	85%	
TOTAL ENDING FUND BALANCE		\$ 553,060	\$ 410,081	135%	\$ 216,964	189%	
Reserve Funds		\$ 60,000	\$ 60,000	100%	\$ 60,000		
TOTAL AVAILABLE BALANCE		\$ 493,060	\$ 350,081	141%	\$ 156,964	223%	



## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Amy Martin (Name),  
Board Secretary (Title), for Island County Fire Protection District No. 1 (District name),  
do hereby certify to the Island (Name of county) County legislative authority  
that the Board of Fire Commissioners (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in 2026 (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on 11/10/2025 (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <u>EMS</u>
<b>Total certified levy request amount</b> , which includes the amounts below.	9,024,543.56	4,000,000.00
Administrative refund amount	24,543.56	
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
<b>Total certified levy request amount</b> , which includes the amounts below.		1,111,431.33			
Administrative refund amount		7,031.33			
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: [Signature] Date: 11-10-2025

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**Ordinance / Resolution No.** 2025-09 Fire Levy  
**RCW 84.55.120**

**TO: Island County Assessor's Office**

**WHEREAS**, the Board of Fire Commissioners of Island County Fire Protection  
(Governing body of the taxing district) District No 1 (Name of the taxing district) has met and considered

its budget for the calendar year 2026; and,

**WHEREAS**, the districts actual levy amount from the previous year was \$8,496,869.76; and,  
(Previous year's levy amount)

**WHEREAS**, the population of this district is ☒ more than or ☐ less than 10,000; and now, therefore,  
(Check one)

**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$503,130.24  
(Dollar increase)

which is a percentage increase of 5.92 % from the previous year.  
(Percentage increase)

This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 10th day of November, 2025.

Rini E Williams

Paul W. [Signature]

Marie A. Christman

**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <https://dor.wa.gov/legacy/Does/forms/PropTx/Forms/LevyCertf.doc>

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.





Ordinance / Resolution No. 2025-10 EMS Levy  
RCW 84.55.120

TO: Island County Assessor's Office

WHEREAS, the Board of Fire Commissioners of Island County Fire Protection  
(Governing body of the taxing district) (Name of the taxing district)

its budget for the calendar year 2026; and,

WHEREAS, the districts actual levy amount from the previous year was \$2,584,045.79; and,  
(Previous year's levy amount)

WHEREAS, the population of this district is ☒ more than or ☐ less than 10,000; and now, therefore,  
(Check one)

BE IT RESOLVED by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$1,415,954.21  
(Dollar increase)

which is a percentage increase of 54.80 % from the previous year.  
(Percentage increase)

This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations that have occurred and refunds made.

Adopted this 10th day of November, 2025.

Kim E Williams  
Paul W. Bell  
Mark A. Christman

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <https://dor.wa.gov/legacy/Docs/forms/PropTx/Forms/LevyCertf.doc>

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**Camano Island Fire and Rescue**  
Island County Fire Protection District No. 1  
811 N. Sunrise Blvd.  
Camano Island, WA 98282

**Resolution 2025-08**

**A RESOLUTION ADOPTING THE TAX REVENUES AND BUDGET FOR THE YEAR 2026**

**Whereas**, the County Assessor for Island County has provided the Board of Fire Commissioners of Island County Fire Protection District No. 1 with the preliminary assessed value of real properties lying within the boundaries of said District on October 2nd, 2025; and,

**Whereas**, Title 84.52.020 of the Revised Code of Washington requires that the District must certify to the county legislative authority for the purpose of levying District taxes, budgets or the estimates of the amount to be raised by taxation; and,

**Whereas**, the taxable assessed valuation for Fire Protection Services of real properties lying within the boundaries of said District for the calendar 2025 is reported to be \$6,924,216,100; and,

**Whereas**, the assessed valuation for Fire Protection Services of new construction of properties lying within the boundaries of said District for the Calendar year 2025 is reported to be \$52,904,236; and,

**Whereas**, the taxable assessed valuation for Emergency Medical Care Services of real properties lying within the boundaries of said District for the calendar year 2025 is reported to be \$7,161,203,504; and,

**Whereas**, the assessed valuation for Emergency Medical Care Services of new construction of properties lying within the boundaries of said District for the Calendar year 2025 is reported to be \$54,013,987; now,

**Therefore be it Resolved, that**

1. The attached hereto Levy Certification (by this reference made a part of this resolution) be and hereby is adopted as the budget of Island County Fire Protection District No. 1 for the calendar year 2026.
2. That the Honorable Board of County Commissioners of Island County, Washington, be and are hereby requested to make levies for 2025 (for tax collection in 2026) for said Island County Fire Protection District No. 1 in the following amounts of \$9,000,000.00 (Fire Levy), \$4,000,000.00 (EMS Levy), and \$24,543.56 (Refund Levy), for a total levy amount of \$13,024,543.56.
3. That the County Treasurer of Island County, Washington, be and is hereby authorized and directed to deposit and sequester the monies received from the collection of the tax levy specified in Section 2 above in the amounts and funds specified below:

A. \$13,024,543.56  
B. \$ - 0 -

Expense Fund of said District  
into the Reserve Fund of said District

## 2026 BUDGET TOTALS

Island County Fire District #1

Time: 08:21:00 Date: 11/18/2025

Page: 1

## 001 Current Expense

01/01/2026 To: 12/31/2026

	REVENUES
308 Beginning Balances	0.00
310 Taxes	12,238,835.00
330 State Generated Revenues	2,800.00
340 Charges For Services	934,900.00
360 Miscellaneous Revenue	66,468.00
380 Non Revenues	54,500.00
390 Other Revenues	2,991.00
397 Interfund Transfers	0.00

<b>Fund Revenues:</b>	<b>13,300,494.00</b>
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	EXPENDITURES
397 Interfund Transfers	0.00
101 Legislative Wages	35,000.00
150 Legislative Professional Development	10,000.00
201 Administration Wages	1,264,330.00
210 Administration Supplies	20,230.00
220 Administration Equipment	3,000.00
230 Administration IT & Communications	446,500.00
240 Administration Outside Services	428,580.00
250 Administration Professional Development	36,107.00
301 Suppression Career Wages	2,079,975.00
303 Suppression Part Time Wages	672,000.00
310 Suppression Supplies	85,000.00
320 Suppression Equipment	88,800.00
330 Suppression Communications	142,500.00
340 Suppression Wellness Fitness	54,500.00
501 Training Career Wages	166,700.00
503 Training Part Time Wages	0.00
510 Training Supplies	34,000.00
520 Training Equipment	27,900.00
530 Training Outside Classes	178,000.00
540 Training Outside Services	31,000.00
610 Facilities Supplies	28,500.00
630 Facilities Utilities	14,050.00
632 Facilities Operations - Station 2	46,150.00
633 Facilities Operations - Station 3	49,900.00
634 Facilities Operations - Station 4	67,100.00
635 Facilities Operations- Station 5	18,100.00
636 Facilities Operations - Administration	30,800.00
701 Maintenance Wages	543,356.00
710 Maintenance Supplies	22,300.00
720 Maintenance Equipment	16,600.00
730 Maintenance Apparatus Repair	140,700.00
740 Maintenance Outside Services	65,000.00
750 Maintenance Professional Development	12,500.00
522 Fire Control	6,859,178.00
401 EMS Career Wages	5,065,687.00
402 EMS Volunteer Wages	34,625.00
410 EMS Supplies	55,500.00

2026 BUDGET TOTALS

Island County Fire District #1

Time: 08:21:00 Date: 11/18/2025

Page: 3

002 Reserve

01/01/2026 To: 12/31/2026

REVENUES

308 Beginning Balances	4,340,000.00
360 Miscellaneous Revenue	40,000.00
397 Interfund Transfers	110,000.00

**Fund Revenues:** 4,490,000.00

EXPENDITURES

397 Interfund Transfers	0.00
597 Interfund Transfers	0.00

**Fund Expenditures:** 0.00

**Excess/Deficit:** 4,490,000.00

## 2026 BUDGET TOTALS

Island County Fire District #1

Time: 08:21:00 Date: 11/18/2025

Page: 5

201 Bond

01/01/2026 To: 12/31/2026

### REVENUES

308 Beginning Balances	15,000.00
310 Taxes	1,104,400.00
330 State Generated Revenues	100.00
360 Miscellaneous Revenue	3,500.00

**Fund Revenues:** 1,123,000.00

### EXPENDITURES

591 Debt Service	1,105,100.00
------------------	--------------

**Fund Expenditures:** 1,105,100.00

**Excess/Deficit:** 17,900.00



## 2026 BUDGET TOTALS

Island County Fire District #1

Time: 08:21:00 Date: 11/18/2025

Page: 7

302 Capital Facilities

01/01/2026 To: 12/31/2026

### REVENUES

308 Beginning Balances	2,520,000.00
360 Miscellaneous Revenue	20,000.00
397 Interfund Transfers	500,000.00

**Fund Revenues:** **3,040,000.00**

### EXPENDITURES

594 Capital Expenditures	145,000.00
597 Interfund Transfers	0.00

**Fund Expenditures:** **145,000.00**

**Excess/Deficit:** **2,895,000.00**

Form 64 0100

RECEIVED

NOV 19 2025

ISLAND COUNTY  
COMMISSIONER'S OFFICE

## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I **Christopher Swiger** (Name),  
**Fire Chief** (Title), for **North Whidbey Fire and Rescue Dist #2** (District name),  
do hereby certify to the **Island** (Name of county) County legislative authority  
that the **Board of Commissioners** (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in **2026** (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on **11/18/2025** (Date of public hearing).

### Regular levies

Levy	General levy	Other levy*
Total certified levy request amount, which includes the amounts below.	2,552,075.30	
Administrative refund amount	2,075.30	
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: [Signature] Date: 11-19-2025

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**Ordinance / Resolution No. 569**  
**RCW 84.55.120**

**WHEREAS** the Board of Fire Commissioners of North Whidbey Fire and Rescue has met and considered  
(Governing body of the taxing district) (Name of the taxing district)  
its budget for the calendar year 2026; and

**WHEREAS** the districts actual levy amount from the previous year was \$ 2,277,756.92; and  
(Previous year's levy amount)

**WHEREAS** the population of this district is ☒ more than or ☐ less than 10,000; and now, therefore,  
(Check one)

**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 113,887.85  
which is a percentage increase of 5 % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increase in the value of state assessed property, increment value, any annexations that have occurred and refunds made.

Adopted this 18th day of November, 2025.

[Signature]  
[Signature]  
[Signature]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

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Form 640100

NOV 19 2025

ISLAND COUNTY  
COMMISSIONER'S OFFICE

## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I **Nicholas Walsh** (Name),  
**Fire Chief** (Title), for **Island County Fire District 3** (District name),  
do hereby certify to the **Island** (Name of county) County legislative authority  
that the **Commissioners** (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in **2026** (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on **11/13/2025** (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <input type="text"/>
<b>Total certified levy request amount</b> , which includes the amounts below.	<b>10,612,598.57</b>	
Administrative refund amount	<b>12,598.57</b>	
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
<b>Total certified levy request amount</b> , which includes the amounts below.					
Administrative refund amount					
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: 

Date: **11/13/2025**

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.

**SOUTH WHIDBEY FIRE/EMS  
5579 BAYVIEW ROAD  
LANGLEY, WA 98260**

**RESOLUTION NO. 2025-15**

**A RESOLUTION** of South Whidbey Fire/EMS, Island County, Washington, to adopt the Budget for 2026

**WHEREAS**, The Fire Commissioners of South Whidbey Fire/EMS have made certification of the taxes to be levied to the Island County Council;

**WHEREAS**, The Fire Commissioners of South Whidbey Fire/EMS establish an annual budget to provide operating and capital funds.

**NOW, THEREFORE, BE IT RESOLVED** that,

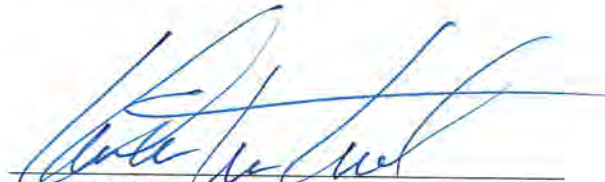
- a. That the attached 2026 Budget be hereby adopted as the official budget of South Whidbey Fire/EMS for the calendar year 2026

**ADOPTED** at a regular meeting of the Board of Commissioners of South Whidbey Fire/EMS on November 13, 2025, the following Commissioners being present:

ATTEST:



Shari Schroeder, Board Secretary



Michael W. Noblet, Chair



Savannah Erickson, Commissioner



Jim Towers, Commissioner



**SOUTH WHIDBEY FIRE/EMS  
5579 BAYVIEW ROAD  
LANGLEY, WA 98260**

**RESOLUTION NO. 2025-16**

**A RESOLUTION** to certify the Levy of the District and amount of Property Taxes to be collected in 2026.

**WHEREAS**, The Fire Commissioners of South Whidbey Fire/EMS have made certification of the taxes to be levied to the Island County Council;

**WHEREAS**, The Fire Commissioners of South Whidbey Fire/EMS establish an annual budget to provide operating and capital funds.

**NOW, THEREFORE, BE IT RESOLVED** that,

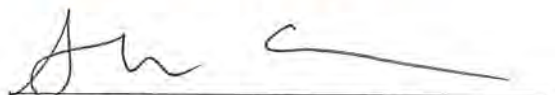
1. That the attached 2026 Budget be hereby adopted as the official budget of South Whidbey Fire EMS for the calendar year 2026.
2. That the honorable Island County Council be and hereby requested to make a Regular Levy for 2026 for South Whidbey Fire EMS of \$10,612,598.57.
3. That the Island County Treasurer be and is hereby authorized and directed to deposit and sequester the money received from the tax levy specified in section 2 above in the amount and fund specified below:
  - a. \$10,600,000.00 Regular Levy into the General Fund of South Whidbey Fire EMS.
  - b. \$12,598.57 Refund Levy into the General Fund of South Whidbey Fire EMS.
4. That one copy of this resolution and the 2026 budget will be delivered to the Island County Council and the Island County Assessor's Office.

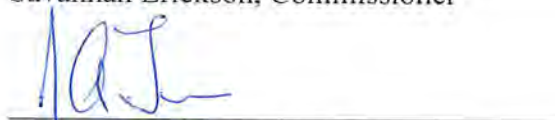
**ADOPTED** at a regular meeting of the Board of Commissioners of South Whidbey Fire/EMS on November 13, 2025, the following Commissioners being present:

ATTEST:

  
Shari Schroeder, Board Secretary

  
Michael W. Noblet, Chair

  
Savannah Erickson, Commissioner

  
Jim Towers, Commissioner

# 2026 BUDGET POSITION



South Whidbey Fire EMS

Time: 11:41:01 Date: 11/18/2025

Page: 1

## 001 General Fund

01/01/2026 To: 12/31/2026

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 41 01 00 Estimated Beginning Balance	0.00	0.00	0.00	100.0%
308 Beginning Balances	0.00	0.00	0.00	100.0%
<b>310 Taxes</b>				
311 10 00 00 Property Taxes	9,578,484.40	0.00	9,578,484.40	100.0%
337 00 00 01 Leasehold Excise Tax	3,000.00	0.00	3,000.00	100.0%
337 00 00 02 Timber Tax	0.00	0.00	0.00	100.0%
310 Taxes	9,581,484.40	0.00	9,581,484.40	100.0%
<b>330 State Generated Revenues</b>				
331 97 03 00 FEMA Public Assistance Grant	0.00	0.00	0.00	100.0%
334 01 30 00 WSP Basic FF Academy Reimbursement Program	0.00	0.00	0.00	100.0%
334 01 80 00 State Direct/Indirect Grant From Military Department	0.00	0.00	0.00	100.0%
334 04 90 00 Dept. Of Health EMS Trauma Grant	778.00	0.00	778.00	100.0%
337 07 60 00 In-Lieu Tax - Ferries	3,923.00	0.00	3,923.00	100.0%
337 07 70 00 In-Lieu Tax - School District	1,386.00	0.00	1,386.00	100.0%
337 07 70 02 In-Lieu Tax- South Whidbey Parks	231.67	0.00	231.67	100.0%
330 State Generated Revenues	6,318.67	0.00	6,318.67	100.0%
<b>340 Charges For Services</b>				
341 70 00 00 Sales Of Merchandise	0.00	0.00	0.00	100.0%
342 21 00 00 Hospital Payments For Consumable Supplies	286,082.31	0.00	286,082.31	100.0%
340 Charges For Services	286,082.31	0.00	286,082.31	100.0%
<b>360 Misc Revenues</b>				
361 11 00 01 Investment Interest	45,000.00	0.00	45,000.00	100.0%
362 10 00 00 CPR Public Class Registration	6,000.00	0.00	6,000.00	100.0%
362 50 00 00 Lease & Rental Payments	0.00	0.00	0.00	100.0%
367 11 00 01 Donations and Gifts	0.00	0.00	0.00	100.0%
369 10 00 00 Sale Of Surplus	0.00	0.00	0.00	100.0%
369 40 00 00 Judgements/Settlements	0.00	0.00	0.00	100.0%
369 91 00 00 Other Revenue	0.00	0.00	0.00	100.0%
360 Misc Revenues	51,000.00	0.00	51,000.00	100.0%
<b>380 Non Revenues</b>				
369 80 00 00 Prior Year(s) Corrections	0.00	0.00	0.00	100.0%
389 90 00 10 Other Custodial Activities	0.00	0.00	0.00	100.0%
380 Non Revenues	0.00	0.00	0.00	100.0%
<b>390 Other Revenues</b>				
395 10 00 00 Sale Of Capital Assets	0.00	0.00	0.00	100.0%

## 2026 BUDGET POSITION

South Whidbey Fire EMS

Time: 11:41:01 Date: 11/18/2025

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001 General Fund

01/01/2026 To: 12/31/2026

Expenditures		Amt Budgeted	Expenditures	Remaining	
<b>522 Fire Control</b>					
522 10 45 10	Admin Equipment Leases	4,728.00	0.00	4,728.00	100.0%
522 10 46 10	Liability/Umbrella-Enduris	157,952.10	0.00	157,952.10	100.0%
522 10 47 10	Election Expenses	0.00	0.00	0.00	100.0%
522 10 47 20	Timber Tax	0.00	0.00	0.00	100.0%
522 10 47 30	Clean Water Utility Taxes	453.93	0.00	453.93	100.0%
522 10 48 10	Computer Repair & Maintenance	121,720.00	0.00	121,720.00	100.0%
522 10 48 20	Office Equipment Repair & Maintenance	2,100.00	0.00	2,100.00	100.0%
522 10 49 10	Memberships	9,459.20	0.00	9,459.20	100.0%
522 10 49 20	Subscriptions	56,417.47	0.00	56,417.47	100.0%
522 10 49 30	Information Services	5,524.54	0.00	5,524.54	100.0%
522 10 49 40	Software Recurring Licenses	56,378.05	0.00	56,378.05	100.0%
522 10 49 50	Investment/Bank Fees	750.00	0.00	750.00	100.0%
<b>522 Fire Control</b>		<b>1,941,405.12</b>	<b>0.00</b>	<b>1,941,405.12</b>	<b>100.0%</b>
<b>010 ADMIN</b>		<b>1,941,405.12</b>	<b>0.00</b>	<b>1,941,405.12</b>	<b>100.0%</b>

### 020 FIRE SUPPRESSION

<b>522 Fire Control</b>					
522 20 15 10	Volunteer Reimbursement	80,000.00	0.00	80,000.00	100.0%
522 20 15 20	Volunteer Deferred Compensation Match	5,000.00	0.00	5,000.00	100.0%
522 20 15 30	Volunteer Shift Reimbursement	10,000.00	0.00	10,000.00	100.0%
522 20 20 10	FICA/Medicare Benefits-Volunteers	7,267.50	0.00	7,267.50	100.0%
522 20 20 31	Accidental Death & Disability - VFIS	6,707.00	0.00	6,707.00	100.0%
522 20 20 32	Disability	0.00	0.00	0.00	100.0%
522 20 20 35	Volunteer AD&D Insurance	2,000.00	0.00	2,000.00	100.0%
522 20 20 41	Retirement Premium-Board Of Vol. FF's	4,900.00	0.00	4,900.00	100.0%
522 20 20 42	Retirement Premium-LOSAP	44,021.00	0.00	44,021.00	100.0%
522 20 20 50	Tuition Reimbursement-Part Time FFs & Volunteers	2,500.00	0.00	2,500.00	100.0%
522 20 23 10	Physicals	10,750.00	0.00	10,750.00	100.0%
522 20 23 20	Vaccinations	3,360.00	0.00	3,360.00	100.0%
522 20 23 30	Testing	10,000.00	0.00	10,000.00	100.0%
522 20 23 40	Fitness Equipment	4,966.99	0.00	4,966.99	100.0%
522 20 24 40	Trusted Plans (WFCA)	1,200.00	0.00	1,200.00	100.0%
522 20 28 10	Recognition Awards	3,568.75	0.00	3,568.75	100.0%
522 20 28 20	Special Recognition & Activities	14,008.40	0.00	14,008.40	100.0%
522 20 28 30	Incidents, Special Projects & Out Of Area Meals	2,960.00	0.00	2,960.00	100.0%
522 20 31 10	Fire Operations Supplies	21,765.00	0.00	21,765.00	100.0%
522 20 31 11	Fire Rehab Supplies	2,980.00	0.00	2,980.00	100.0%
522 20 31 12	Fire Safety Supplies	1,298.00	0.00	1,298.00	100.0%
522 20 31 20	Medical Operations Supplies	19,060.00	0.00	19,060.00	100.0%
522 20 31 30	Marine Rescue Operations Supplies	1,110.00	0.00	1,110.00	100.0%
522 20 31 60	Uniforms & Badges	45,375.00	0.00	45,375.00	100.0%
522 20 32 10	Fuel - Fire Apparatus	26,900.00	0.00	26,900.00	100.0%
522 20 32 20	Fuel - Medical Apparatus	16,000.00	0.00	16,000.00	100.0%
522 20 32 30	Fuel - Marine Apparatus	6,120.00	0.00	6,120.00	100.0%
522 20 32 40	Fuel - Technical Rescue Apparatus	500.00	0.00	500.00	100.0%
522 20 34 01	Wildland Food	1,500.00	0.00	1,500.00	100.0%

## 2026 BUDGET POSITION

South Whidbey Fire EMS

Time: 11:41:01 Date: 11/18/2025

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001 General Fund

01/01/2026 To: 12/31/2026

Expenditures	Amt Budgeted	Expenditures	Remaining	
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### 045 TRAINING EMPLOYEE

#### 522 Fire Control

522 45 10 01	Authorized Overtime-Training	14,884.14	0.00	14,884.14	100.0%
522 45 20 02	Authorized Overtime- Marine Training	14,306.60	0.00	14,306.60	100.0%
522 45 20 10	FICA/Medicare Benefits - Training	1,138.64	0.00	1,138.64	100.0%
522 45 20 12	FICA/Medicare Benefits - Marine Training	1,094.45	0.00	1,094.45	100.0%
522 45 20 20	L&I/ Unemployment Premiums - Training	671.62	0.00	671.62	100.0%
522 45 20 22	L&I/ Unemployment Premiums - Marine Training	586.87	0.00	586.87	100.0%
522 45 31 00	Administration Training Supplies	154.00	0.00	154.00	100.0%
522 45 31 10	Fire Training Supplies	5,080.00	0.00	5,080.00	100.0%
522 45 31 20	Medical Training Supplies	0.00	0.00	0.00	100.0%
522 45 31 21	Medical Training Supplies - WEMSC Grant	0.00	0.00	0.00	100.0%
522 45 31 30	Marine Training Supplies	500.00	0.00	500.00	100.0%
522 45 31 40	Technical Rescue Training Supplies	257.50	0.00	257.50	100.0%
522 45 32 10	Fuel - Training	525.00	0.00	525.00	100.0%
522 45 35 10	Fire Training Equipment	0.00	0.00	0.00	100.0%
522 45 35 20	Medical Training Equipment	900.00	0.00	900.00	100.0%
522 45 35 30	Marine Training Equipment	250.00	0.00	250.00	100.0%
522 45 41 10	Training Professional Services	20,850.00	0.00	20,850.00	100.0%
522 45 43 00	Administrative Training Travel	4,508.00	0.00	4,508.00	100.0%
522 45 43 01	Administrative Lodging & Food	10,494.80	0.00	10,494.80	100.0%
522 45 43 02	Training Ferry Fees	700.00	0.00	700.00	100.0%
522 45 43 10	Fire Training Travel	8,735.70	0.00	8,735.70	100.0%
522 45 43 11	Fire Lodging & Food	14,131.60	0.00	14,131.60	100.0%
522 45 43 20	Medical Training Travel	1,236.00	0.00	1,236.00	100.0%
522 45 43 21	Medical Lodging & Food	3,708.00	0.00	3,708.00	100.0%
522 45 43 40	Technical Rescue Training Travel	412.00	0.00	412.00	100.0%
522 45 43 41	Technical Rescue Training Lodging & Food	540.75	0.00	540.75	100.0%
522 45 43 50	Maintenance Training Travel	1,287.50	0.00	1,287.50	100.0%
522 45 43 51	Maintenance Lodging & Food	2,008.50	0.00	2,008.50	100.0%
522 45 49 00	Administration Tuition & Registration	5,233.25	0.00	5,233.25	100.0%
522 45 49 10	Fire Tuition & Registration	18,846.30	0.00	18,846.30	100.0%
522 45 49 11	Fire Training Projects & Workshops	9,655.25	0.00	9,655.25	100.0%
522 45 49 20	Medical Tuition & Registration	9,125.80	0.00	9,125.80	100.0%
522 45 49 21	Medical Training Projects	624.00	0.00	624.00	100.0%
522 45 49 30	Marine Tuition & Registration	252.25	0.00	252.25	100.0%
522 45 49 31	Marine Rescue Training Projects	12,000.00	0.00	12,000.00	100.0%
522 45 49 40	Technical Rescue Tuition & Registration	592.25	0.00	592.25	100.0%
522 45 49 50	Maintenance Tuition & Registration	965.11	0.00	965.11	100.0%
522 45 49 60	Health & Wellness Training - Registration	1,236.00	0.00	1,236.00	100.0%

522 Fire Control	167,491.88	0.00	167,491.88	100.0%
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<b>045 TRAINING EMPLOYEE</b>	<b>167,491.88</b>	<b>0.00</b>	<b>167,491.88</b>	<b>100.0%</b>
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### 050 FACILITIES

#### 522 Fire Control

522 50 10 00	Maintenance Employees Wages	175,814.70	0.00	175,814.70	100.0%
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## 2026 BUDGET POSITION

South Whidbey Fire EMS

Time: 11:41:01 Date: 11/18/2025

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001 General Fund 01/01/2026 To: 12/31/2026

Expenditures		Amt Budgeted	Expenditures	Remaining	
522 Fire Control					
522 60 48 50	Training Equipment Repair & Maintenance	500.00	0.00	500.00	100.0%
522 60 48 60	Maintenance Equipment Repair & Maintenance	3,750.00	0.00	3,750.00	100.0%
522 60 48 61	Maintenance Vehicle Repair & Maintenance	1,450.00	0.00	1,450.00	100.0%
522 60 49 70	Collision/Accident	5,999.98	0.00	5,999.98	100.0%
522 Fire Control		174,336.33	0.00	174,336.33	100.0%
060 VEHICLE & EQUIP MAINTENANCE		174,336.33	0.00	174,336.33	100.0%

### 062 CAPITAL FACILITIES

#### 591 Debt Service

591 22 71 01	Principle Payments	205,000.00	0.00	205,000.00	100.0%
592 22 83 01	Interest Payments	107,900.00	0.00	107,900.00	100.0%
<b>591 Debt Service</b>		<b>312,900.00</b>	<b>0.00</b>	<b>312,900.00</b>	<b>100.0%</b>

#### 594 Capital Expenditures

594 22 30 00	Communications Equipment	0.00	0.00	0.00	100.0%
594 22 35 00	Fire Training Equipment- Capital	0.00	0.00	0.00	100.0%
594 22 35 10	Fire Equipment- Capital	0.00	0.00	0.00	100.0%
594 22 35 12	Fire Safety Equipment - Capital	0.00	0.00	0.00	100.0%
594 22 35 60	Personal Safety Equipment - Capital	0.00	0.00	0.00	100.0%
594 22 42 10	Dispatch Services - Capital	0.00	0.00	0.00	100.0%
594 22 62 11	Station 32-33 Replacement	0.00	0.00	0.00	100.0%
594 22 62 38	Station 32- Upgrade Transfer Switch & 30 KW Generator	0.00	0.00	0.00	100.0%
594 22 63 30	Cultus Bay Radio Tower Site	0.00	0.00	0.00	100.0%
594 22 63 31	Station 31 - 5535 Cameron Road	180,000.00	0.00	180,000.00	100.0%
594 22 63 32	Station 32 - 6435 Central Avenue	575,000.00	0.00	575,000.00	100.0%
594 22 63 33	Station 33 - 3405 French Road	0.00	0.00	0.00	100.0%
594 22 63 34	Station 34 - 820 Camano Avenue	0.00	0.00	0.00	100.0%
594 22 63 35	Station 35 - 3982 Saratoga Road	0.00	0.00	0.00	100.0%
594 22 63 36	Station 36 - 5579 Bayview Road	157,000.00	0.00	157,000.00	100.0%
594 22 63 37	Maintenance Facility - 2874 Verlane Street	0.00	0.00	0.00	100.0%
594 22 64 03	Medical Equipment- Capital	84,685.15	0.00	84,685.15	100.0%
594 22 64 32	Computers / IT Capital	0.00	0.00	0.00	100.0%
<b>594 Capital Expenditures</b>		<b>996,685.15</b>	<b>0.00</b>	<b>996,685.15</b>	<b>100.0%</b>

**062 CAPITAL FACILITIES** **1,309,585.15** **0.00** **1,309,585.15** **100.0%**

### 064 CAPITAL VEHICLES

#### 594 Capital Expenditures

594 22 48 35	Marine Vehicle Repair- Capital	0.00	0.00	0.00	100.0%
594 22 64 10	Vehicles	0.00	0.00	0.00	100.0%
594 22 64 12	Fire Apparatus	1,764,990.07	0.00	1,764,990.07	100.0%



## 2026 BUDGET POSITION

South Whidbey Fire EMS

Time: 11:41:01 Date: 11/18/2025

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003 Reserve Fund 01/01/2026 To: 12/31/2026

	Amt Budgeted	Revenues	Remaining
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### 308 Beginning Balances

308 91 10 00 Estimated Beginning Balance	344,742.22	0.00	344,742.22 100.0%
308 Beginning Balances	344,742.22	0.00	344,742.22 100.0%

### 360 Misc Revenues

361 11 00 02 Investment Interest	1,200.00	0.00	1,200.00 100.0%
360 Misc Revenues	1,200.00	0.00	1,200.00 100.0%

### 397 Interfund Transfers

397 00 00 03 Transfer From General Fund	0.00	0.00	0.00 100.0%
397 Interfund Transfers	0.00	0.00	0.00 100.0%

<b>Fund Revenues:</b>	<b>345,942.22</b>	<b>0.00</b>	<b>345,942.22 100.0%</b>
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	Amt Budgeted	Expenditures	Remaining
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### 597 Interfund Transfers

597 00 01 03 Transfer from Reserve to General	0.00	0.00	0.00 100.0%
597 Interfund Transfers	0.00	0.00	0.00 100.0%

<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00 100.0%</b>
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<b>Fund Excess/(Deficit):</b>	<b>345,942.22</b>	<b>0.00</b>	
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## 2026 BUDGET POSITION

South Whidbey Fire EMS

Time: 11:41:01 Date: 11/18/2025

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300 General Investment Fund

01/01/2026 To: 12/31/2026

Revenues	Amt Budgeted	Revenues	Remaining	
<b>308 Beginning Balances</b>				
308 41 00 00 Estimated Beginning Balance	1,355,242.02	0.00	1,355,242.02	100.0%
308 Beginning Balances	1,355,242.02	0.00	1,355,242.02	100.0%
<b>397 Interfund Transfers</b>				
397 00 00 02 Transfer From General Fund	0.00	0.00	0.00	100.0%
397 Interfund Transfers	0.00	0.00	0.00	100.0%
<b>Fund Revenues:</b>	<b>1,355,242.02</b>	<b>0.00</b>	<b>1,355,242.02</b>	<b>100.0%</b>
Expenditures	Amt Budgeted	Expenditures	Remaining	
<b>999 Ending Balance</b>				
508 41 00 00 Ending Balance	0.00	0.00	0.00	100.0%
999 Ending Balance	0.00	0.00	0.00	100.0%
<b>070 OTHER</b>				
<b>597 Interfund Transfers</b>				
597 22 00 02 Transfer To General Fund	0.00	0.00	0.00	100.0%
597 Interfund Transfers	0.00	0.00	0.00	100.0%
<b>070 OTHER</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Expenditures:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Fund Excess/(Deficit):</b>	<b>1,355,242.02</b>	<b>0.00</b>		



## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Cheryl Engle (Name),  
Fire Commissioner (Title), for Central WHidbey Island Fire & Rescue #5 (District name),  
do hereby certify to the Island (Name of county) County legislative authority  
that the Fire Commissioners (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in 2026 (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on Nov. 13, 2025 (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <u>Bond</u>
Total certified levy request amount, which includes the amounts below.	4,600,000.00	481,041.83
Administrative refund amount	5,108.75	2,541.83
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Cheryl Engle Date: 11-13-2025

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.



# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

[www.cwfire.org](http://www.cwfire.org)

IN THE MATTER OF  
ADOPTING THE BUDGET FOR 2026

Resolution 25-02

WHEREAS: Central Whidbey Island Fire & Rescue, Island County have made certification of the taxes levied to the Island County Council;

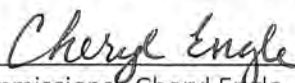
WHEREAS: The Fire Commissioners of Central Whidbey Island Fire & Rescue establishes an official budget each year to provide operating funds and capital funds.

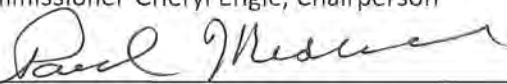
IT IS HERBEY RESOLVED AS FOLLOWS:

1. That the attached 2026 Budget be hereby adopted as the official budget of Central Whidbey Island Fire & Rescue for calendar year 2026.
2. The honorable Island County Council be and herby requested to make a Regular Levy for 2025 for Central Whidbey Island Fire & Rescue of \$4,600,000.00.
3. The Island County Treasurer be and is hereby authorized and directed to deposit and sequester the moneys received from the collection of the tax levy specified in section 2 above in the amount and fund specified below:
  - a. \$4,600,00.00 Regular Levy into the General Fund of Central Whidbey Island Fire & Rescue
  - b. \$480,650.58 Excess Levy in the Bond Fund of Central Whidbey Island Fire & Rescue
  - c. \$2,541.83 Refund Levy into the Bond Fund of Central Whidbey Island Fire & Rescue
4. The one copy of this resolution together with the 2025 Budget be delivered to the Island County Council and the Island County Assessor's office.

ADOPTED by the Board of fire Commissioners of Central Whidbey Island Fire & Rescue, Island County Washington at a regular meeting this 13<sup>h</sup> day of November, 2025.

Central Whidbey Island Fire & Rescue  
Board of Fire Commissioners

  
Commissioner Cheryl Engle, Chairperson

  
Commissioner Paul Messner

Commissioner Steve Hutchinson

  
Attest: Cathy Niro, District Secretary



**Ordinance / Resolution No.** 25-03  
**RCW 84.55.120**

**WHEREAS** the Fire Commissioners of Central Wadbey Island Fire & Rescue #5 has met and considered  
(Governing body of the taxing district) (Name of the taxing district)  
its budget for the calendar year 2026; and

**WHEREAS** the districts actual levy amount from the previous year was \$ \$4,020,755.02; and  
(Previous year's levy amount)

**WHEREAS** the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,  
(Check one)

**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 108,560.39  
which is a percentage increase of 2.7 % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increase in the value of state assessed property, increment value, any annexations that have occurred and refunds made.

Adopted this 13 day of November, 2025.

Cheryl Engle  
Paul Wilson

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.





# Central Whidbey Island Fire & Rescue

1164 Race Road  
Coupeville, WA 98239

Professionalism • Integrity • Compassion • Excellence

(360) 678-3602

[www.cwfire.org](http://www.cwfire.org)

November 17, 2025

Island County Commissioners/Assessors  
1 NE 7<sup>th</sup> Street  
Coupeville, WA 98239

RE: 2026 Levy Certification

Attached are the following documents to be filed with the Island County Commissioners and Assessors' office.

1. 2026 Adopted Budget
2. Ordinance/Resolution 25-03 "authorization for a 2.7% levy increase from the previous year"
3. Budget Resolution 25-02
4. 2026 Levy Certification

Please let me know if you have any questions.

*Cathy Niire*  
Cathy Niire, Finance Officer  
(360) 678-3602

RECEIVED

NOV 17 2025

ISLAND COUNTY  
COMMISSIONER'S OFFICE

# CENTRAL WHIDBEY ISLAND FIRE & RESCUE



## ADOPTED DISTRICT BUDGET IN BRIEF

11/13/25

PROFESSIONALISM - INTEGRITY - COMPASSION - EXCELLENCE



## Table of Contents

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Revenues .....	7
Expenditures .....	9

## Complete Adopted Budget & Long-Term Financial Plan

Access the complete adopted budget, long-term financial plan, and other detailed information on the district from our website: [www.cwfire.org](http://www.cwfire.org).

## Mission, Vision, & Values

### Mission

Partner with our community to proactively reduce risk from fire, illness, injury and other hazards.

### Vision

Delivery of world-class fire & rescue services.

### Values

The district's governance, leadership, and operations are guided by our values of professionalism, integrity, compassion, and excellence. These values have been woven throughout Central Whidbey Island Fire & Rescue's human resources and operational processes.

**Professionalism  
Integrity  
Compassion  
Excellence**



**World class fire  
& rescue service**

### Challenges

The district continues to see a substantial increase in demand for service delivery. In just this year alone, we have hit new 5-year highs in 4 of the previous 8 months. Similar to combination career and volunteer fire and rescue agencies across the county and country, CWIFR continues to face an uphill battle to ensure adequate volunteer staffing that continues to impact operations. Similar to other local governments in Washington, recruitment and retention of volunteer members continues to be both a priority and a challenge.

Despite these challenges, CWIFR continues to make progress in improving our capability to provide service to the community in a fiscally prudent manner. The addition of the levy funded four new firefighter positions approved by voters in November of 2023 has been completed. However, unanticipated vacancies and promotions in other areas have left one position still unfilled. This final position is anticipated to be filled in late 2025 or early 2026, bringing the on-duty full-time employees assigned per shift to 5.

Through mandates from the Washington State Department of Health surrounding our interlocal agreement with Whidbey Health BLS transports, Central Whidbey Island Fire and Rescue is now a licensed BLS transport agency! While we still collaborate and partner with Whidbey Health for the delivery of emergency medical services, the district now operates its own transport ambulance. The 2026 budget also includes some added costs for running and maintaining our own ambulance. This capacity is critical in maintaining the level of service previously provided to the public through our partnering agency agreements.

Our ability to respond to the second or third back-to-back call is still proving to be a challenge. To date, we have received 1542 calls for service in 2025, averaging over 154 calls per month. On average, nearly 20 calls per month happen at the same time as another call. Additionally, having only one staffed station makes responding to our most populated areas a bit delayed. With the long, narrow geographic characteristic of our district, having only one staffed station requires us to maintain a centralized location, even if the population is heavier towards the north. As we move towards the future and identify areas for improvement, adding full-time staffing to Station 51 in Coupeville will ensure response times to our most populated and call-saturated area are dramatically decreased.

CWIFR welcomes feedback on our budget document. Please contact me via e-mail ([jhelm@cwfire.org](mailto:jhelm@cwfire.org)), telephone (360) 678-3602, or stop by our headquarters station (once construction is completed) at 1164 Race Road.

Sincerely,



Chief Jerry Helm, BS, FO



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Central Whidbey Island Fire & Rescue  
Washington**

For the Fiscal Year Beginning

January 01, 2025

*Christopher P. Merrill*

Executive Director

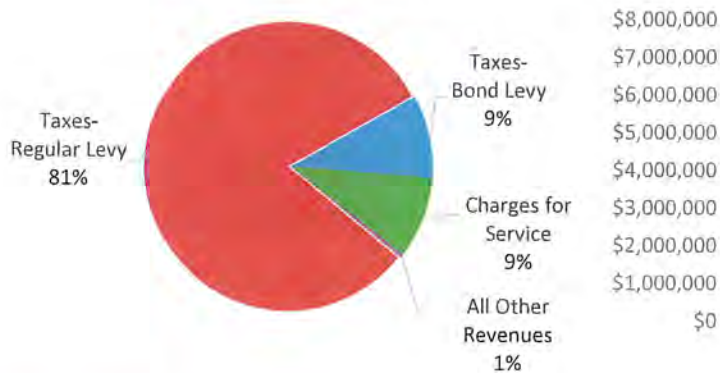


## Revenue

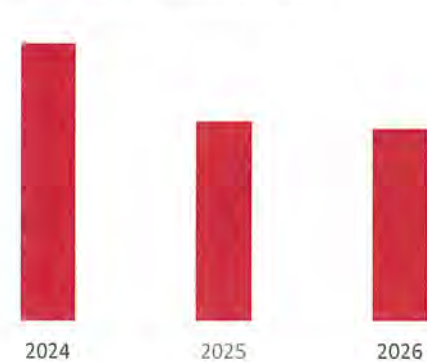
The district generally has three major revenue streams: property taxes from the district's regular and bond levies, and charges for services. 2024 revenue distribution showed a one-time increase in other revenue from issuing a \$2,700,000 bond to complete construction of the new Station 53. Debt service for this bond was paid off with the Washington State LCP grant funds in September of 2024. As reflected in the graphs below, the revenue trend has returned to a more consistent path.

Revenue	Proposed 2026
General Levy (Property Tax)	\$4,172,532.38
Bond Levy (Property Tax)	\$478,500.00
Charges for Service	\$473,000.00
Other & Miscellaneous Revenue	\$21,327.19
<b>Total Revenue</b>	<b>\$5,145,359.57</b>

2026 Revenue Distribution



2024-2026 Revenue Trend



### Property Taxes

The *Washington State Constitution* and related laws strictly limit the amount of property tax that local taxing districts can levy. There are two important property tax limitations for fire districts. Annual increases in property taxes levied are limited to a 1% increase each year (unless a temporary inflation pacing mechanism is approved by voters), and fire districts are limited to a maximum regular property tax rate of \$1.50/1,000 of Assessed Value (AV). As you can see from the chart to the right, the voter-approved inflation pacer of 2023 has allowed the district to keep the total levy rate relatively consistent from 2024-2026. The district has two tax levies, the regular levy and the voter-approved bond levy (for specific capital improvements). The district's levy rates increase or decrease depending on assessed value. As assessed value increases, the levy rate goes down, and if assessed value decreases, the levy rate goes up. Paired with the voter-approved inflation pacer, this provides a more stable and predictable tax revenue.

Levy Rate

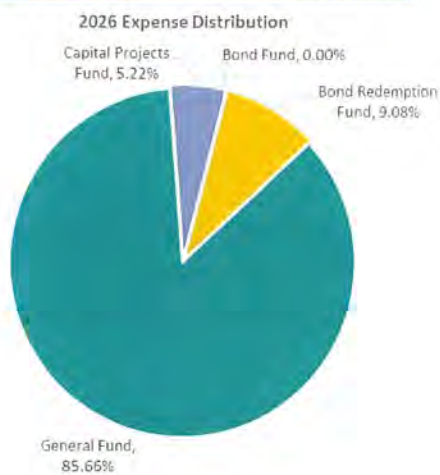




## Expenditures

CWIFR's budget is divided into multiple funds, each with a specific purpose. In 2026, the district's budget is \$5,266,287 (see last page for details), inclusive of both operating expenditures (general fund), capital projects (Capital and Bond Funds), and debt service bonds (bond redemption fund).

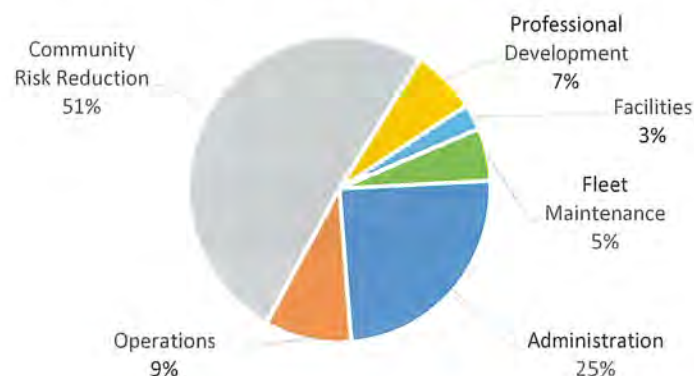
Expenditures	
General Fund	\$4,512,787
Capital Fund	\$275,000
Bond Fund	\$0
Bond Redemption Fund	\$478,500
Compensated Absences Fund	\$0
<b>Total Expenditure</b>	<b>\$5,266,287</b>



## General Fund

The general fund is the district's principal operating fund. This fund accounts for all current expenditures (e.g., personal services and materials and services) not specifically accounted for in other funds. CWIFR's general fund expenditure budget for 2026 is \$4,512,787. If we add the 2026 beginning fund balance with 2026 revenue, and then subtract the 2026 expenditures, this leaves a 2026 ending fund balance (2027 beginning fund balance) of \$4,085,526 (see last page).

### 2026 General Fund Expense Distribution



**Budget Summary****2026 Budget Summary**

<b>General Fund</b>	<b>Adjusted 2024</b>	<b>Adopted 2025</b>	<b>Proposed 2026</b>
Beginning General Fund Balance	\$3,013,033	\$3,936,388	\$4,447,786
Revenues	\$6,811,670	\$4,866,083	\$4,740,210
Expenditures	\$5,551,678	\$3,784,839	\$4,512,787
Non-Expenditures	\$2,707,003	\$8,250	\$8,250
Transfers to Other Funds	\$190,138	\$683,116	\$473,000
<b>Total Ending General Fund Balance</b>	<b>\$3,936,388</b>	<b>\$4,447,786</b>	<b>\$4,085,526</b>
<b>Contingency</b>			
Contingency Set Aside	\$555,168	\$378,484	\$451,279
<b>Capital Projects Fund</b>			
Beginning Capital Projects Fund Balance	\$2,447,005	\$1,432,814	\$3,006,784
Revenue	\$336,676	\$1,573,970	\$508,820
Expenditures	\$1,350,867	\$0	\$275,000
Transfers to Other Funds	\$0	\$0	\$0
<b>Ending Capital Projects Fund Balance</b>	<b>\$1,432,814</b>	<b>\$3,006,784</b>	<b>\$3,240,604</b>
<b>Bond Fund</b>			
Beginning Bond Fund Balance	\$1,057,963	\$1,047,563	\$28,152
Revenue	\$444,246	\$457,400	\$478,500
Expenditures	\$0	\$0	\$0
Transfers to Other Funds	\$454,646	\$457,400	\$478,500
<b>Ending Bond Fund Balance</b>	<b>\$1,047,563</b>	<b>\$28,152</b>	<b>\$28,152</b>
<b>Bond Redemption Fund</b>			
Beginning Bond Redemption Fund Balance	\$48,574	\$4,368	\$4,368
Revenue	\$454,646	\$457,400	\$478,500
Expenditures	\$498,852	\$457,400	\$478,500
<b>Ending Bond Redemption Fund Balance</b>	<b>\$4,368</b>	<b>\$4,368</b>	<b>\$4,368</b>
<b>Compensated Absences Fund</b>			
Beginning Compensated Absences Balance	\$108,713	\$136,882	\$162,366
Revenue	\$28,169	\$25,484	\$26,695
Expenditures	\$0	\$0	\$0
Transfers to Other Funds	\$0	\$0	\$25,000
<b>Ending Compensated Absences Balance</b>	<b>\$136,882</b>	<b>\$162,366</b>	<b>\$164,062</b>
<b>Grants Management Fund</b>			
Beginning Grants Management Balance	\$31,114	\$31,114	\$31,114
Revenue	\$0	\$0	\$0
Expenditures	\$0	\$0	\$0
<b>Ending Grants Management Balance</b>	<b>\$31,114</b>	<b>\$31,114</b>	<b>\$31,114</b>
<b>All Funds</b>			
<b>Total Ending Balance (All Funds)</b>	<b>\$6,911,779</b>	<b>\$8,059,055</b>	<b>\$8,005,105</b>



DEC 1 2025

ISLAND COUNTY  
COMMISSIONER'S OFFICE

## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Susan Geiger (Name),  
Budget Director (Title), for Island County Conservation Futures (District name),  
do hereby certify to the Island County (Name of county) County legislative authority  
that the Commissioners (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in 2026 (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on 12/1/2025 (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.	951,795.97	
Administrative refund amount	1,795.97	
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Susan Geiger Date: 12/1/25

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF ISLAND COUNTY, WASHINGTON

IN THE MATTER OF INCREASING THE  
TAXING DISTRICT'S PRIOR YEAR'S LEVY  
AMOUNT FOR THE COUNTY  
CONSERVATION FUTURES PROPERTY TAX  
LEVY TO BE COLLECTED IN THE 2026 TAX  
YEAR

RESOLUTION C-58-25

WHEREAS, the Board of Island County Commissioners has met, considered, and adopted its budget for the calendar year 2026; and

WHEREAS, the County Conservation Futures actual property tax levy amount from the previous year was \$829,804.76; and

WHEREAS, the population of this district is more than 10,000; and

NOW, THEREFORE, the Board of County Commissioners of Island County does hereby resolve as follows.

An increase in the regular property tax levy is hereby authorized for the County Conservation Futures property tax levy to be collected in the 2026 tax year.

- (1) The dollar amount of the increase over the actual levy amount from the previous year is \$8,298.05;
- (2) Which is a percentage increase of 1.0% from the previous year
- (3) This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, and refunds made.

Resolution C-58-25 is adopted this 1st day of December, 2025 following public hearing.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY WASHINGTON



Attest:

*Jennifer Roll*  
Jennifer Roll, Clerk of the Board

*Melanie Bacon*  
Melanie Bacon, Chair

*Janet St. Clair*  
Janet St. Clair, Member

*"Opposed"*  
Jill Johnson, Member



Form 64 0100  
RECEIVED  
DEC 1 2025  
ISLAND COUNTY  
COMMISSIONER'S OFFICE

## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Susan Geiger (Name),  
Budget Director (Title), for Island County Current Expense (District name),  
do hereby certify to the Island County (Name of county) County legislative authority  
that the Commissioners (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in 2026 (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on 12/1/2025 (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <u>                    </u>
Total certified levy request amount, which includes the amounts below.	10,320,907.49	
Administrative refund amount	20,907.49	
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <u>                    </u>
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Susan Geiger Date: 12/1/25

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.



BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF ISLAND COUNTY, WASHINGTON

IN THE MATTER OF INCREASING THE  
TAXING DISTRICT'S PRIOR YEAR'S LEVY  
AMOUNT FOR THE COUNTY CURRENT  
EXPENSE PROPERTY TAX LEVY TO BE  
COLLECTED IN THE 2026 TAX YEAR

RESOLUTION C-56-25

WHEREAS, the Board of Island County Commissioners has met, considered and adopted its budget for the calendar year 2026; and

WHEREAS, the County Current Expense actual property tax levy amount from the previous year was \$9,737,261.78; and

WHEREAS, the population of this district is more than 10,000; and

NOW, THEREFORE, the Board of County Commissioners of Island County does hereby resolve as follows:

An increase in the regular property tax levy is hereby authorized for the County Current Expense property tax levy to be collected in the 2026 tax year.

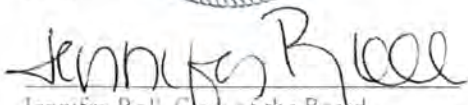
- (1) The dollar amount of the increase over the actual levy amount from the previous year is \$97,372.62;
- (2) Which is a percentage increase of 1.0% from the previous year.
- (3) This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, and refunds made.

Resolution C-56-25 is adopted this 1st day of December, 2025 following public hearing.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY WASHINGTON



Attest:

  
Jennifer Roll, Clerk of the Board

  
Melanie Bacon, Chair

  
Janet St. Clair, Member

  
Jill Johnson, Member



Form 64 01000

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DEC 1 2025

ISLAND COUNTY  
COMMISSIONER'S OFFICE

## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Susan Geiger (Name),  
**Budget Director** (Title), for Island County Roads (District name),  
do hereby certify to the Island County (Name of county) County legislative authority  
that the Commissioners (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in 2026 (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on 12/1/2025 (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <input type="text"/>
<b>Total certified levy request amount</b> , which includes the amounts below.	<b>10,721,673.16</b>	
Administrative refund amount	<b>21,673.16</b>	
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <input type="text"/>
<b>Total certified levy request amount</b> , which includes the amounts below.					
Administrative refund amount					
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Susan Geiger Date: 12/1/25

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.



BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF ISLAND COUNTY, WASHINGTON

IN THE MATTER OF INCREASING THE  
TAXING DISTRICT'S PRIOR YEAR'S LEVY  
AMOUNT FOR THE COUNTY ROADS  
PROPERTY TAX LEVY TO BE COLLECTED  
IN THE 2026 TAX YEAR

RESOLUTION C-57-25

WHEREAS, the Board of Island County Commissioners has met, considered and adopted its budget for the calendar year 2026; and

WHEREAS, the County Roads actual property tax levy amount from the previous year was \$10,050,992.65; and

WHEREAS, the Board of Island County Commissioners banked the levy capacity in the Roads Fund in 2018 in the amount of \$76,086.37, and in 2024 in the amount of \$93,950.54; and

WHEREAS, the Board of County Commissioners find the financial need exists in the Road Fund to include the banked capacity in the levy for the 2026 tax year; and

WHEREAS, the population of this district is more than 10,000; and

NOW, THEREFORE, the Board of County Commissioners of Island County does hereby resolve as follows:

An increase in the regular property tax levy is hereby authorized for the County Roads property tax levy to be collected in the 2026 tax year.

- (1) The dollar amount of the increase over the actual levy amount from the previous year is \$270,546.84;
- (2) Which is a percentage increase of 2.7% from the previous year.
- (3) This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, and refunds made.

Resolution C-57-25 is adopted this 1st day of December, 2025 following public hearing.



Attest:

*Shirley R. Reed*  
County Clerk

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY WASHINGTON

*Melanie Bacon*  
Melanie Bacon, Chair

*Janet St. Clair*  
Janet St. Clair, Member  
*Jim Johnson*  
Jim Johnson, Member

OCT 24 2025

ISLAND COUNTY  
COMMISSIONER'S OFFICE

## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Janella Lewis (Name),  
Finance Director (Title), for Coupeville Library Capital Facility Area (District name),  
do hereby certify to the Island (Name of county) County legislative authority  
that the Coupeville Island LCFA Governing Body (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in 2026 (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on 10/14/2025 (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.	224,500.00				
Administrative refund amount	1,300.00				
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Janella Lewis Date: \_\_\_\_\_

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.



COUPEVILLE LIBRARY CAPITAL FACILITY AREA  
ISLAND COUNTY, WASHINGTON

RESOLUTION NO. 2025-01

RESOLUTION OF THE GOVERNING BODY OF THE COUPEVILLE LIBRARY CAPITAL FACILITY AREA  
CONCERNING THE PROPERTY TAX LEVY (RCW 84.55.120)

WHEREAS, the Governing Body of the Coupeville Library Capital Facility Area (CLCFA) has met and considered its funding requirements for the calendar year 2026; and,

WHEREAS, the CLCFA is required to pay annual principal and interest on the CLCFA Unlimited Tax General Obligation Bonds – 2009; and

WHEREAS, the CLCFA actual excess tax levy amount from the previous year was \$220,000.00; and,

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

BE IT RESOLVED by the Governing Body of Coupeville Library Capital Facility Area that an excess tax levy of \$223,200.00 shall be levied upon all the taxable property in the CLCFA for collection in 2026; and further, that the Treasurer of Island County, Washington, is hereby authorized and requested to deposit in the CLCFA Bond Fund (Fund No. 791) all funds received from the collection of said levy.

The dollar amount of the increase over the actual excess tax levy amount from the previous year shall be \$3,200, which is a percentage increase of 1% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly contracted wind turbines, any increase in the value of state assessed property, and any annexations that have occurred and refunds made.

Adopted this 14<sup>th</sup> day of October, 2025

GOVERNING BODY  
COUPEVILLE LIBRARY CAPITAL FACILITY AREA  
ISLAND COUNTY, WASHINGTON

Chair and Member

 Janet St. Clair

Secretary and Member

 Melanie Bacon

Member

 Jill Johnson



## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Janella Lewis (Name),  
Finance Director (Title), for Sno-Isle Regional Library District (District name),  
do hereby certify to the Snohomish (Name of county) County legislative authority  
that the Board of Trustees (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in 2026 (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on 10/27/2025 (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.	69,700,000	
Administrative refund amount	279,375.23	
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Janella Lewis Date: November 7, 2025

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.

**RESOLUTION 25-05**  
of the  
Sno-Isle Libraries Board of Trustees

**A RESOLUTION OF THE SNO-ISLE REGIONAL LIBRARY DISTRICT  
CONCERNING THE PROPERTY TAX LEVY**

**WHEREAS**, the Sno-Isle Libraries Board of Trustees (the "Board") of the Sno-Isle Regional Library District (the "District") has previously held a public hearing on October 27, 2025 regarding revenue sources for the District's 2025 expenditures; and

**WHEREAS**, the Board has met and considered its budget for the calendar year 2026; and

**WHEREAS**, the District's actual levy amount from the previous year was \$67,075,001.91

**WHEREAS**, the population of this district is more than 10,000;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Sno-Isle Regional Library District that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year.

The dollar amount of the increase over the actual levy amount from the previous year shall be \$670,750.02, which is a percentage increase of 1.0% from the previous year. This increase is exclusive of additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, any increase in the value of state assessed property, and any annexations that have occurred or refunds made.

The Board hereby certifies that the foregoing resolution was adopted at a regular and open public meeting held on October 27, 2025 pursuant to notice given as required by law.

Sno-Isle Libraries Board of Trustees

Rose Olson

Rose Olson, President

Paul Ryan

Paul Ryan, Vice President

Jennifer DePrey

Jennifer DePrey, Secretary

Michael Adams

Michael Adams, Trustee

Kay Crull

Kay Crull, Trustee

Susan Kostick

Susan Kostick, Trustee

Griselda Guevara-Cruz

Griselda Guevara-Cruz, Trustee



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Form 64 0100  
NOV 21 2025

ISLAND COUNTY  
COMMISSIONER'S OFFICE

# Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Jay Cochran (Name),  
Executive Director (Title), for NW Pool, Park, and Recreation District (District name),  
do hereby certify to the Island (Name of county) County legislative authority  
that the Commissioners, (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in 2026 (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on 11.21.2025 (Date of public hearing).

## Regular levies

Levy	General levy	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.	2,005,362.30	
Administrative refund amount	2,075.30	
Non-voted bond debt amount		
Other*		

## Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies.  
Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: [Signature] Date: 11/20/25

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.



**Ordinance / Resolution No.** 2025-05  
**RCW 84.55.120**

**WHEREAS** the Board of Commissioners of North Whidbey Pool, Park, and Recreation District has met and considered  
(Governing body of the taxing district) (Name of the taxing district)  
its budget for the calendar year 2026; and

**WHEREAS** the districts actual levy amount from the previous year was \$ \$1,415,323.11; and  
(Previous year's levy amount)


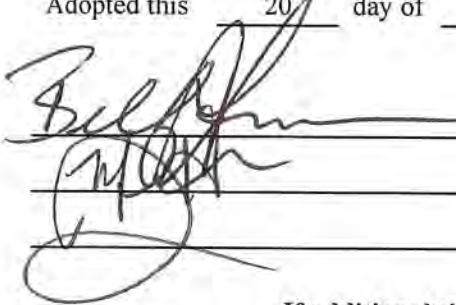
**WHEREAS** the population of this district is ☒ more than or ☐ less than 10,000; and now, therefore,  
(Check one)

**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy is hereby authorized for the levy to be collected in the 2026 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ \$14,153.23  
which is a percentage increase of 1 % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines, solar, biomass, and geothermal facilities, any increase in the value of state assessed property, increment value, any annexations that have occurred and refunds made.

Adopted this 20 day of November, 2025.



**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

To ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.



RESOLUTION NO. 2025-04

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE NORTH WHIDBEY POOL, PARK, AND RECREATION DISTRICT APPROVING THE 2026 BUDGET AND INCORPORATING APPENDICES

WHEREAS, the proposed 2026 Revenue Budget, totaling \$ 2,003,287.00, was presented to the Board of Commissioners of the North Whidbey Pool, Park, and Recreation District during a public meeting held on November 20, 2025, detailing expected revenues from Property Tax Levy Revenue, Intergovernmental Revenue, Charges for Services, Rents, Concessions Revenue, and Grants; and

WHEREAS, the proposed 2026 Expense Budget, totaling \$ \$2,159,293.00, was also presented to the Board of Commissioners during the publicly held budget meeting on November 20, 2025; and

WHEREAS, the budget figures are based on the preliminary General Property Tax (GPT) valuation for 2026, and it is recognized that an amended or revised budget may be submitted upon receipt of the certified GPT valuation; and

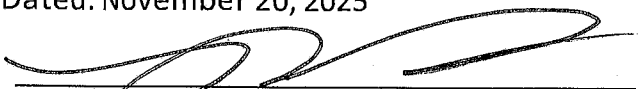
WHEREAS, supporting documents, including the 2026 Fund Balance Summary, the Detailed 2026 Budget, and the 2026 Schedule of Fees, have been prepared and are incorporated by reference into this Resolution as Appendix A, Appendix B, and Appendix C, respectively;


NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the North Whidbey Pool, Park, and Recreation District that:

1. The 2026 Budget, as presented on November 20, 2025, is hereby adopted, including all attached appendices; and
2. The District acknowledges that the 2026 Budget may be revised following receipt of the certified GPT valuation, and such revisions shall be submitted to the Board, if necessary, for approval; and
3. Appendices A, B, and C, attached hereto and incorporated herein by this reference, shall serve as integral components of the adopted budget document.

ADOPTED this 20th day of November 2025, by the Board of Commissioners of the North Whidbey Pool, Park, and Recreation District.

Dated: November 20, 2025

  
Brit Kraner, Commissioner

  
David Guy, Commissioner



## Appendix A

	2026 Budget
Projected Fund Starting Balance	445,379.00
Income	
6.00 310.00 Levies	1,439,991.00
36.00 340.00 JVMP Revenue	376,116.00
50.00 350.00 Recreation Revenue	114,511.00
70.00 360.00 Miscellaneous Revenue	58,519.00
75.00 361.40.00 Interest	14,150.00
76.00 370.00 Refunds	
77.00 Total Income	2,003,287.00
Expenses	
121.00 573.60.00 Exp Recreation Sports	105,974.00
165.00 576.20.10 Salary & Wages	893,102.00
191.00 576.20.11 Payroll Benefits	73,122.00
192.00 576.20.12 Payroll Taxes	147,384.00
198.00 576.20.20 Personnel Benefits	91,302.00
276.00 576.20.40 JVMPool Other Services	795,144.00
309.00 576.20.50 Intergovernmental	34,118.00
336.00 576.80.00 General Parks	19,147.00
340.00 Total Expenses	2,159,293.00
Projected Fund Ending Balance	289,373.00

# North Whidbey Park & Recreation District

## Profit & Loss Budget vs. Actual

## Appendix B

		2026 Detailed Budget
	Projected Fund Starting Balance	445,379.00
1	Ordinary Income/Expense	
2	Income	
3	310.00 LEVIES	
4	311.00 General Property Taxes	1,439,991.00
5	312.00 Timber Harvest Taxes	
6	Total 310.00 LEVIES	1,439,991.00
7	334.04.20 State Grant	
8	337.00.00 Local Grant	
9	340.00 JVMP Revenue	
10	347.30 Fees	
11	31 Daily Admission	105,574.00
12	33.01 Basic Memberships	13,382.00
13	34 Punch Cards	36,350.00
14	36 Kayak Lessons	2,600.00
15	304 ARC - Jr. Lifeguarding	
16	305 ARC - Babysitting Course	
17	37 ARC - Lifeguard	
18	Total 37 ARC Classes	16,025.00
19	38 Aerobics	
20	Water Fitness Daily Admisison	6,627.00
21	Water Fitness Prem. Membership	0.00
22	Water Fitness Punch Card	34,085.00
23	38 Aerobics - Other	
24	Total 38 Aerobics	40,712.00
25	39 Swim Lessons	
26	Private	39,843.00
27	School Group	7,225.00
28	Youth	114,405.00
29	Total 39 Swim Lessons	161,473.00
30	347.30 Fees - Other	
31	40 Swim Team	
32	Adult Swim Team	
33	Masters	
34	Total 40 Swim Team	
35	Total 347.30 Fees	376,116.00
36	Total 340.00 JVMP Revenue	376,116.00
37	350.00 Recreation Revenue	
38	347.60.01 Basketball	47,660.00
39	347.60.03 Kickball	
40	347.60.04 Pickleball	1,800.00
41	347.60.05 NFL Flag Football	12,000.00

# North Whidbey Park & Recreation District

## Profit & Loss Budget vs. Actual

## Appendix B

		2026 Detailed Budget
84	Basketball Clinic	
85	Basketball Expense - Other	
86	Total 573.60.01 Basketball Expense	
87	573.60.03 Kickball Expense	
88	573.60.04 Pickleball Expense	327.00
89	573.60.05 NFL Flag Football Exp	4,163.00
90	573.60.06 Volleyball Expense	1,103.00
91	573.60.10 Salary & Wages	
92	Basketball	8,721.00
93	Basketball Clinic Wages	
94	Basketball - Other	
95	Total Basketball	
96	Day Camp	
97	Day Camp Assistant Manager	
98	Day Camp Leader	13,677.00
99	Day Camp - Other	
100	Day Camp Manager	7,200.00
101	Total Day Camp	20,877.00
102	Kickball	
103	NFL Flag Football	1,910.00
104	Pickleball	847.00
105	Rec Aide - Fly Fishing	
106	Rec Aide - Adult Soccer	
107	Rec Aide - STEAM Camp	
108	Recreation Coordinator	54,818.00
109	Recreation Specialist Non-Sport	200.00
110	Track & Field Day	282.00
111	Training Recreation	532.00
112	Volleyball	1,265.00
113	Total 573.60.10 Salary & Wages	89,452.00
114	Adult Soccer Expense	
115	Day Camp Expense	3,346.00
116	Recreation Equipment	426.00
117	Recreation Non-Sports Activities	82.00
118	Track & Field Day Expense	644.00
119	Kayak Program Expense	872.00
120	Expense Recreation Sports - Other	
121	Total 573.60.00 Exp Recreation Sports	105,974.00
122	576.20 NWPPRD Expenses	
123	576.20.10 Salary & Wages	
124	100101 Director	106,653.00
125	100102 Recreation Manager	

# North Whidbey Park & Recreation District Profit & Loss Budget vs. Actual

## Appendix B

		2026 Detailed Budget
168	Business Manager	4,144.00
169	Executive Director	5,333.00
170	Maintenance Director	4,131.00
171	Non-Exempt Full-Time	7,266.00
172	Recreation Manager	
173	Total 20.111 Retirement	20,874.00
174	20.112 Sick Pay	
175	Business Manager	3,260.00
176	Director	4,103.00
177	Recreation Manager	
178	Maintenance Supervisor	3,178.00
179	Non-Exempt Full-Time	8,259.00
180	Part Time Staff	8,730.00
181	Total 20.112 Sick Pay	27,530.00
182	20.113 Vacation	
183	Business Manager	4,890.00
184	Director	6,153.00
185	Director of Maintenance	3,177.00
186	Recreation Manager	
187	Non-Exempt Full-Time	5,507.00
188	Total 20.113 Vacation	19,727.00
189	Bereavement Leave - Non-Exempt	1,693.00
190	Bereavement Leave - Exempt	3,298.00
191	Total 576.20.11 Payroll Benefits	73,122.00
192	576.20.12 Payroll Taxes	147,384.00
193	576.20.20 Personnel Benefits	
194	Cell phone	2,880.00
195	Emp Award Program	1,200.00
196	Emp Uniforms	5,658.00
197	Medical	81,564.00
198	Total 576.20.20 Personnel Benefits	91,302.00
199	576.20.30 Minor Purchases	
200	20.31 JVMP	
201	Adult Swim Team Equipment	
202	Aerobic supplies	3,000.00
203	Aquatics Equipment	2,196.00
204	ARC Course Equipment	
205	ARC Course Supplies	226.00
206	Cleaning & Sanitation	1,836.00
207	COVID PPE & Cleaning Supplies	
208	Equipment Purchase	
209	Event Food	

# North Whidbey Park & Recreation District

## Profit & Loss Budget vs. Actual

## Appendix B

		2026 Detailed Budget
252	Advertising	18,000.00
253	Email	
254	Email/Business Apps	16,750.00
255	Internet Service	3,900.00
256	Phone Service	3,186.00
257	Postage	300.00
258	Text Service	
259	Virtual Meeting	
260	Total 20.42 Communication	42,136.00
261	20.43 Travel	2,200.00
262	20.46 Insurance	166,596.00
263	20.47 Utilities	
264	Boiler	118,480.00
265	Electricity	63,008.00
266	Garbage	300.00
267	Patron Water	21,213.00
268	Pool Water/Garbage	14,659.00
269	Spa Boiler	12,805.00
270	Total 20.47 Utilities	230,465.00
271	20.48 NWPRD Repair & Maint	
272	Capital Expenses	91,000.00
273	20.48 NWPRD Repair & Maint - Other	75,600.00
274	Total 20.48 NWPRD Repair & Maint	166,600.00
275	20.49 Miscellaneous	
276	Total 576.20.40 JVMPool Other Svcs	795,144.00
277	576.20.50 Intergovernmental	
278	Audit	20,000.00
279	Business Tax	
280	Clean Water Utility	118.00
281	Election services	13,000.00
282	Emp Adv Serv	
283	Gov't Service Fees	
284	Refunds	
285	Patron Refund - Adult Soccer	
286	Patron Refund - ARC Babysitting	
287	Patron Refund- Basketball	
288	Patron Refund- Facility Rental	
289	Patron Refund - Kayak	
290	Patron Refund - Parents Night Out	
291	Patron Refund - Pickleball	
292	Patron Refund- Punch Card	
293	Patron Refund-Pvt Swim Lessons	



**North Whidbey Park & Recreation District  
Profit & Loss Budget vs. Actual**

## Appendix B

		2026 Detailed Budget
336	Total 576.80.00 General Parks	19,147.00
337	Total 576.20 NWPPRD Expenses	2,159,293.00
338	Total 570.00 RECREATION SERVICES	2,159,293.00
339	Reconciliation Discrepancies	
340	Total Expense	2,159,293.00
341	Net Ordinary Income	-156,006.00
342	Net Income	-156,006.00
Projected Fund Ending Balance		289,373.00

### North Whidbey Pool, Park & Recreation District – 2026 Schedule of Fees

Category	Activity / Facility	Current Resident Fee	Proposed Resident Fee	Current Non-Resident Fee	Proposed Non-Resident Fee	Notes
Single Session Admissions	Lap Swim	\$6	\$7.25	\$7	\$9.00	Per person, per session
Single Session Admissions	Water Aerobics & Volleyball	\$7	\$8.50	\$8	\$10.75	Per person, per session
Single Session Admissions	Open Swim	\$5	\$6.00	\$6	\$7.50	Children 2 and under free
Single Session Admissions	Tot Pool	\$5	\$6.00	\$6	\$7.50	Children 2 and under free
Punch Cards (10 Visits)	Lap Swim & Hot Tub/Sauna	\$51	\$72.50	\$59.50	\$90.75	10 visits-can be shared
Punch Cards (10 Visits)	Water Aerobics & Water Volleyball	\$59.50	\$85.00	\$68	\$107.50	10 visits-can be shared
Punch Cards (10 Visits)	Open Swim & Tot Pool	\$42.50	\$60.00	\$51	\$75.00	10 visits-can be shared
Punch Cards (20 Uses)	Locker	\$10				20 Uses-can be shared
Memberships	Basic (Monthly)	\$60	\$72.00	\$70	\$90.00	Includes lap, open swim, tot pool, hot tub, sauna
Memberships	Basic (Quarterly)	\$153	\$183.75	\$170	\$229.75	"
Memberships	Basic (Annual)	\$576	\$691.25	\$672	\$864.00	"
Memberships	Premium (Monthly)	\$70	-	\$80	-	Includes Basic + water aerobics & volleyball
Memberships	Premium (Quarterly)	\$179	-	\$204	-	"
Memberships	Premium (Annual)	\$672	-	\$768	-	"
Swim Lessons / Classes 30 minute	Group Swim Lessons	12.25*	\$15.00	18.38*	18.38*	Fee depends on session length/resident status
Swim Lessons / Classes 45 minute	Group Swim Lessons	18.38*	\$18.75	27.57*	\$22.98	Fee depends on session length/resident status
Swim Lessons / Classes 1 hour	Group Swim Lessons	24.5*	\$30.00	36.75*	36.75*	Fee depends on session length/resident status
Oak Harbor Elementary Swim Class Lessons- 3 weeks- 6 lessons	PE Swim Class Lessons	\$73.50				need to attend Oak Harbor Elementary
Oak Harbor Elementary Swim Class Lessons-4 weeks 8 lessons	PE Swim Class Lessons	\$85				need to attend Oak Harbor Elementary
Swim Lessons - 4 lessons	Private Lesson 30 minutes	\$168	\$202	\$252	\$253	
Refund / Cancellation	Program/Class Cancellation	—	—	—	—	Refund/credit through first lesson; medical prorate- less \$5.00 admin fee
Rentals	Lockers	\$0.50	\$0.50			
Rentals & Parties	Full Facility Private Pool Rental/Swim Party	\$300.00	\$360.00	\$300.00	\$450.00	90 minutes, includes 25 guests; extra guest fee applies
Rentals & Parties	Full Facility Private Pool Rental/Swim Party	\$50.00	\$60.00	\$50.00	\$75.00	extra guest fee, applies after the 25 guest limi - adds 25 more guests. Can go up to deck limit of 176
Rentals & Parties	Open Swim Pool Party	\$140.00	\$168.00	\$140.00	\$210.00	Scheduled during any open swim, includes party room & 25 guests

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ISLAND COUNTY  
COMMISSIONER'S OFFICE

## Levy Certification

In accordance with RCW 84.52.020, I Krista Loercher, Secretary for South Whidbey Parks & Recreation District, do hereby certify to the Island County legislative authority that the Board of Commissioners of said district requests that the following levy amounts be collected in 2026 as provided in the district's budget, which was adopted following a public hearing held on November 19, 2025.

### Regular Levies

#### General Levy

**Total Certified Levy Request Amount,** \$ 4,103,195.10

which includes the amounts below:

Administrative Refund Amount \$ 3,195.10

Non-Voted Bond Debt Amount \$ 139,648.00

### Excess Levies

#### Old Bond (2008/2016)

**Total Certified Levy Request Amount,** \$ 117,562.48

which includes the amounts below:

Administrative Refund Amount \$ 656.48

#### New Bond (2024/2026)

**Total Certified Levy Request Amount,** \$ 1,209,610.13

which includes the amounts below:

Administrative Refund Amount \$ 4,264.13

Signature:

Krista Loercher

Date:

11/19/25

RESOLUTION NO. 2025-07

A RESOLUTION ADOPTING THE BUDGET FOR SOUTH WHIDBEY PARKS & RECREATION DISTRICT, FOR THE FISCAL YEAR ENDING DECEMBER 31, 2026

WHEREAS, the South Whidbey Parks & Recreation District ("District") completed a proposed budget and estimate of the amount of moneys required to meet the public expenses, debt service payments and interest, reserve funds, and expenses of District for the fiscal year ending December 31, 2026; and

WHEREAS, the Board of Commissioners held a budget workshop on October 22, 2025; and

WHEREAS, a notice was published that the District would meet on November 19, 2026 at 6:00 p.m., in the District for the purpose of making and adopting a budget for said fiscal year and giving taxpayers within the limits of the District an opportunity to be heard in a public hearing upon said budget; and

WHEREAS the Board of Commissioners did hold a public hearing at that time and place and did then consider the matter of the proposed budget for the fiscal year 2026; and

WHEREAS, the proposed budget does not exceed the lawful limit of taxation allowed by law to be levied on the property within the District for the purposes set forth in the budget, and the estimated expenditures set forth in the budget being all necessary to carry on the operations of the District for the fiscal year 2026 and being sufficient to meet the various needs of the District during that period;

NOW THEREFORE, the Board of Commissioners of the South Whidbey Parks & Recreation District, does resolve as follows:

The budget for the South Whidbey Parks & Recreation District for the year 2026 is hereby adopted as set forth in the budget document, "2026 FINAL BUDGET", copies of which are to be filed at Island County.

A summary of the total estimated revenues and appropriations, including fund balances of the South Whidbey Parks & Recreation District for the year 2026 are set forth in which is attached hereto and incorporated herein by this reference.

Park Staff are directed to transmit a copy of the budget and levy certification hereby adopted to Island County.

Passed by the Board of Commissioners of South Whidbey Parks & Recreation District, at a regular meeting thereof this 19<sup>th</sup> day of November, 2026.

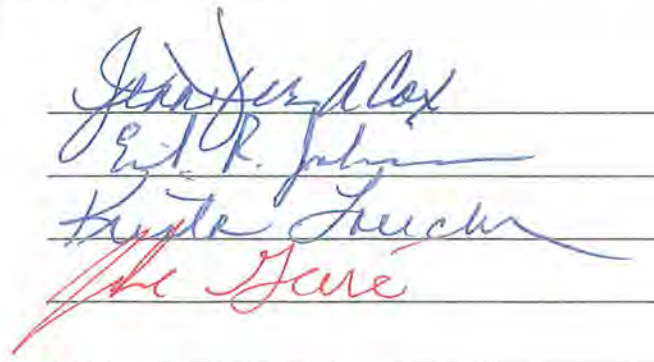
Jennifer Cox, Chair

Erik Jokinen, Vice-Chair

Krista Loercher, Secretary

Jake Grevé, Commissioner

Matthew Simms, Commissioner



The image shows four handwritten signatures in blue ink, each written over a horizontal line. The signatures are: Jennifer Cox, Erik R. Jokinen, Krista Loercher, and Jake Grevé. A fifth horizontal line is present at the bottom but is not signed.



# 2026 Final Budget

November 19, 2025

Prepared by  
Brian Tomisser, Executive Director  
Carrie Monforte, Business Manager



## 2026 Budget

Combined Starting Balance of all Funds (M & O / Reserve / Capital / Construction / Bond)	<b>\$ 13,065,405</b>
Revenue (Including Bond Proceeds)	<b>\$ 21,242,379</b>
Expenditures (Including Debt Service)	<b>\$ 31,695,739</b>
<b>2026 Ending Balance of all Funds</b>	<b>\$ 2,612,045</b>

As the District looked ahead to 2026, there were key points the Board of Commissioners and District staff kept in mind as budget considerations were made:

- The district's millage rate is \$0.46 per \$1000 AV as of the 2026 Budget Year.
- 2026 is the first year of a four-year levy for 2026-2029.
- Increased expenses related to the completion of construction of the SWARC, and new anticipated operations for the SWARC would require significantly higher beginning cash and reserve levels.

### **Reserve Fund/ Beginning Cash**

The Board's directive is to maintain a Beginning Cash level of 25% of the year's total expenses and maintain a Reserve Fund level of 25% of the year's total operating expenses. Additionally, the board has a goal to build a Capital Reserve with 30% of available capital/cash each year until a target threshold of \$250,000 is achieved.

The goal of the Reserve Fund is to have enough cash in the case of a Maintenance and Operations Levy failure to continue to operate the District on a skeleton basis while running an additional levy.

The goal of the Beginning Cash level is to have sufficient operational cash on hand to operate the district until the major portion of the bi-annual levy payments are received from the county each year at the end of April.

The goal of the Capital Reserve is to account for crisis situations with existing critical park infrastructure.

We expect that both Reserve and Beginning Cash will be at target levels for 2026, and through the 4-year levy as forecasted. The Capital Reserve is currently expected to reach its target in 2029.

### **M&O Revenue**

#### ***Carry Over Cash***

When the District commissioners approved the budget, the M&O carryover to 2027 was estimated to be \$1,447,356

#### ***Taxes***

For the Regular Operations Levy, the District estimates that it will receive \$3,806,306 in Levy funds in 2026. The District estimates \$750 from Timber Excise Tax, resulting in an estimated tax receipt of \$3,807,056 in 2026.

The board of commissioners requested the Island County legislative authority that the levy and refund amounts of up to 4,103,195 be collected in 2026.

### ***Other Revenue***

The District generates revenue from recreation program fees to cover most of the costs associated with running programs. Other revenue sources include field and facility rentals and donations.

### **M & O Expenditures**

#### ***Transfers***

We anticipate a transfer of \$1,191,488 from the M&O Fund to the Construction Fund to continue the South Whidbey Aquatic Recreation Center (SWARC) construction.

#### ***Administration***

The administrative budget is expecting a 5% increase over the previous year.

#### ***Maintenance***

Maintenance is expecting a 13% increase in expenses over the previous year.

#### ***Programs Expense***

Expenses generally follow program revenue up or down proportionately, particularly with contracted programs, where set percentage of the registration revenue is expended. Therefore, program expense may exceed budget if program revenues have exceeded the participation goals. The 2026 programs budget includes increases for facility use at School District-owned properties.

### **Debt Service**

#### **M&O FUND**

##### **LTGO BOND DEBT/LIABILITIES**

	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>
LTGO Bond for Gabelein Property (2015)	\$21,481	\$21,479	\$21,477	\$21,475	\$21,473	\$21,471
LTGO Bond to Complete SWARC (2026)	\$118,167	\$354,500	\$354,500	\$354,500	\$354,500	\$354,500

#### **BOND FUND**

##### **UTGO BOND DEBT/LIABILITIES**

	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>	<b>2030</b>	<b>2031</b>
UTGO Bond, Refund 2008 (2016)	\$116,906	\$116,098				
UTGO Bond, 2024	\$626,575	\$626,575	\$626,575	\$756,575	\$785,075	\$816,825
UTGO Bond, 2026 Est.	\$678,771	\$725,825	\$774,575	\$694,575	\$713,075	\$735,325

<b>TOTAL BOND FUND PAYMENTS</b>	<b>\$1,422,252</b>	<b>\$1,352,400</b>	<b>\$1,401,150</b>	<b>\$1,451,150</b>	<b>\$1,498,150</b>	<b>\$1,552,150</b>
---------------------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------

An additional \$1,400 is estimated for Bond Admin/Fiscal Agent Fees

### Summary Statement

In November 2023, a bond for a South Whidbey Aquatic Recreation Center was passed. This bond was to be issued in two parts; \$15,000,000 was issued in 2024, and the remaining \$12,000,000 to be issued in 2026. It is anticipated that the District will obtain additional funding through an LTGO Bond in 2026 to complete the construction of the Aquatic Center, with an anticipated opening in the spring of 2027.

In November of 2025, the District passed a 4-year replacement Maintenance and Operations Levy for the 2026-2029 levy term. This provided the District with an initial levy rate of \$0.46 per \$1,000 of assessed value, and replaced the prior 2023-2026 levy of \$0.22 per \$1,000 of assessed value, cutting it short by one year.

The anticipated levy was set at a higher rate in order to

- 1) get beginning cash and reserve levels to a higher level to accommodate the operations of the new South Whidbey Aquatic Recreation Center (SWARC),
- 2) to account for increased budget for SWARC operations, and
- 3) cover anticipated LTGO bond payments related to the completion of the SWARC construction.

Respectfully submitted,

Brian Tomisser  
Executive Director

## 2026 Budget Fund Summary

	<b>M &amp; O Fund</b>	<b>Reserve Fund*</b>	<b>Capital Fund**</b>	<b>Construction Fund</b>	<b>Bond Fund</b>	<b>Totals</b>
Starting 2026	\$853,737	\$635,386	\$500	\$10,970,000	\$605,782	\$13,065,405
<b>Revenue</b>						
Taxes	\$3,807,056				\$1,327,173	\$5,134,228
Recreation Program Revenue	\$188,400					\$188,400
Facility Use / Concessions	\$7,000					\$7,000
Interest	\$25,000	\$19,000		\$75,000		\$119,000
Pickleball Grant Revenue	\$70,500					\$70,500
SWARC Grant Revenue	\$0					\$0
Bond Proceeds				\$12,000,000		
LTGO Proceeds				\$3,700,000		
Other	\$250			\$23,000		\$23,250
Revenue Total	\$4,098,206	\$19,000	\$0	\$15,798,000	\$1,327,173	\$21,242,378
Revenue + Beginning Cash	\$4,951,943	\$654,386	\$500	\$26,768,000	\$1,932,955	\$34,307,783
<b>Expense</b>						
Administration	-\$1,273,646					-\$1,273,646
Maintenance	-\$208,860					-\$208,860
Programming	-\$150,345					-\$150,345
Other Costs	-\$100					-\$100
Projects/Equipment	-\$290,500			-\$27,874,988		-\$28,165,488
SWARC Operations	-\$250,000					-\$250,000
Cost of Issuance	\$0			-\$84,000		-\$84,000
Expense Total	-\$2,173,451	\$0	\$0	-\$27,958,988	\$0	-\$30,132,439
Debt Service	-\$139,648			\$0	-\$1,423,652	-\$1,563,300
<b>Transfers</b>						
Transfer In	\$0	\$0		\$1,191,488		\$1,191,488
Transfer Out to Construction	-\$1,191,488					-\$1,191,488
Transfer Out to Reserve	\$0					\$0
Transfer Out to Capital Reserve	\$0					\$0
Total Fund Ending 2026	\$1,447,356	\$654,386	\$500	\$500	\$509,303	\$2,612,045

\*Includes Capital Reserve

\*\*Combined Capital & Property Fund



SOUTH WHIDBEY PARKS & RECREATION DISTRICT  
2026 MAINTENANCE & OPERATIONS BUDGET

STARTING BALANCE \$853,737

2026 Revenue \$4,098,206

TOTAL M&O Funds Available \$4,951,943

DISBURSEMENTS

2026 M&O Expenditures \$2,173,451

2026 Loan Payments \$139,648

2026 Transfer to Construction Fund \$1,191,488

ENDING BALANCE

2026 Ending Cash \$ 1,447,356

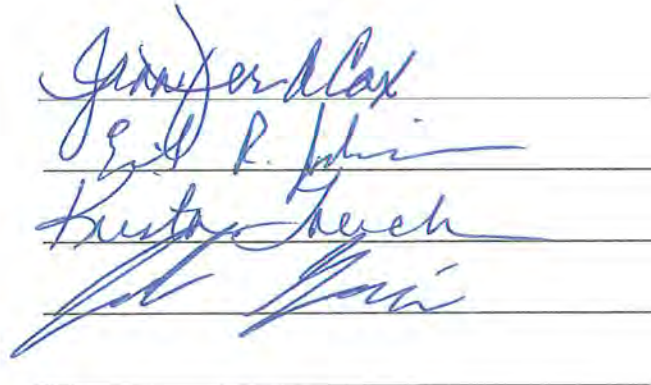
Jennifer Cox, Chair

Erik Jokinen, Vice-Chair

Krista Loercher, Secretary

Jake Grevé, Commissioner

Matthew Simms, Commissioner

The block contains four handwritten signatures in blue ink, each written over a horizontal line. From top to bottom, the signatures are: Jennifer Cox, Erik Jokinen, Krista Loercher, and Jake Grevé. The signature for Matthew Simms is not present.

SOUTH WHIDBEY PARKS & RECREATION DISTRICT  
2026 BOND FUND BUDGET

STARTING BALANCE

2026 Beginning Balance	\$605,782
------------------------	-----------

RECEIPTS

2026 Excess Levy Tax Receipts	\$1,327,173
-------------------------------	-------------

DISBURSEMENTS

2026 Bond Payments	\$1,423,652
--------------------	-------------

ENDING BALANCE

2026 Ending Balance	\$509,303
---------------------	-----------

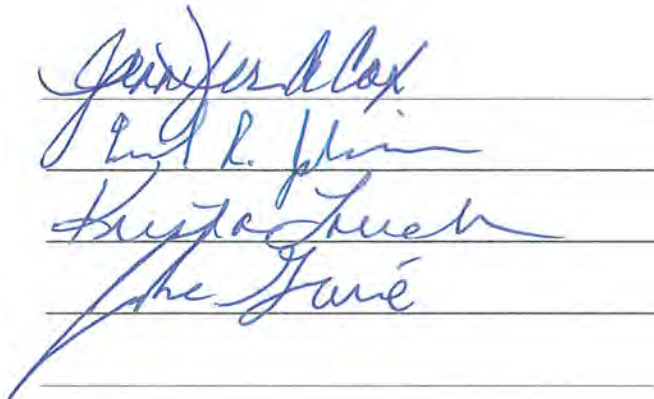
Jennifer Cox, Chair

Erik Jokinen, Vice-Chair

Krista Loercher, Secretary

Jake Grevé, Commissioner

Matthew Simms, Commissioner



Handwritten signatures of the board members: Jennifer Cox, Erik Jokinen, Krista Loercher, Jake Grevé, and Matthew Simms. Each signature is written in blue ink over a horizontal line.

SOUTH WHIDBEY PARKS & RECREATION DISTRICT  
2026 CAPITAL FUND BUDGET

STARTING BALANCE

2026 Beginning Balance                \$500.00

RECEIPTS

2026 Transfers In                        \$0.00

DISBURSEMENTS

2026 Disbursements                    \$0.00

ENDING BALANCE

2026 Ending Balance                    \$500.00

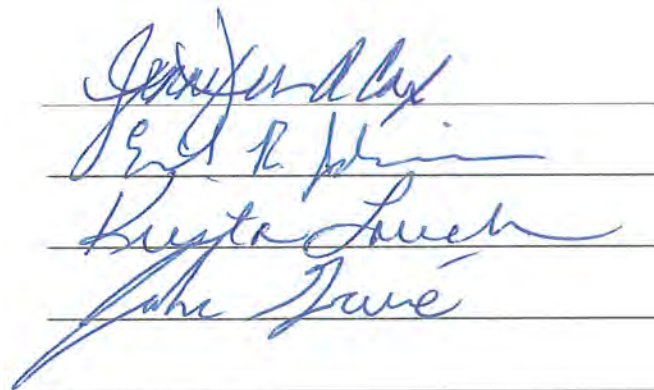
Jennifer Cox, Chair

Erik Jokinen, Vice-Chair

Krista Loercher, Secretary

Jake Grevé, Commissioner

Matthew Simms, Commissioner



Handwritten signatures of the board members: Jennifer Cox, Erik Jokinen, Krista Loercher, Jake Grevé, and Matthew Simms. Each signature is written in blue ink over a horizontal line.

SOUTH WHIDBEY PARKS & RECREATION DISTRICT  
2026 CONSTRUCTION FUND BUDGET

STARTING BALANCE

2026 Beginning Balance	\$10,970,000
------------------------	--------------

RECEIPTS

2026 Receipts Incl. Bond Proceeds	\$ 15,798,000
-----------------------------------	---------------

2026 Transfer In from M&O	\$1,191,488
---------------------------	-------------

DISBURSEMENTS

2026 Disbursements	\$27,958,988
--------------------	--------------

ENDING BALANCE

2026 Ending Balance	\$500
---------------------	-------

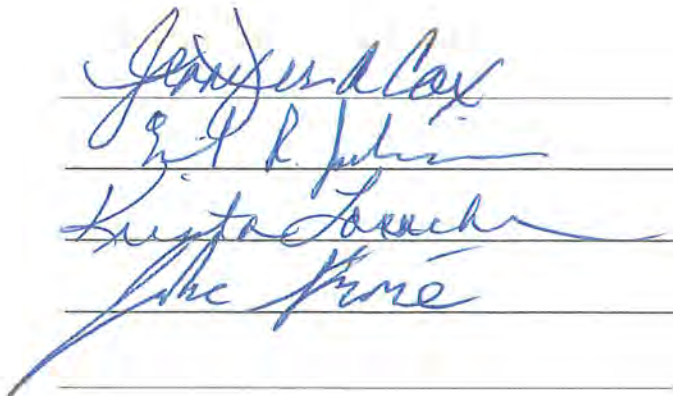
Jennifer Cox, Chair

Erik Jokinen, Vice-Chair

Krista Loercher, Secretary

Jake Grevé, Commissioner

Matthew Simms, Commissioner

The image shows five handwritten signatures in blue ink, each written over a horizontal line. From top to bottom, the signatures are: Jennifer Cox, Erik Jokinen, Krista Loercher, Jake Grevé, and Matthew Simms. The signatures are fluid and cursive.



Form 64 0100

RECEIVED

NOV 26 2025

ISLAND COUNTY  
COMMISSIONER'S OFFICE

## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Dawn L Wilson (Name),  
Auditing Officer/Accountant (Title), for The Port of Coupeville (District name),  
do hereby certify to the Island (Name of county) County legislative authority  
that the Commissioners (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in 2025 (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on 11/12/2025 (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <u>IDD</u>
Total certified levy request amount, which includes the amounts below.	485,969.10	1,493,058.24
Administrative refund amount	969.10	3,058.24
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Dawn L Wilson Date: 11/12/2025

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.



**Ordinance / Resolution No. 325**  
**RCW 84.55.120**

**WHEREAS**, the Board of Commissioners of The Port of Coupeville has met and considered  
(Governing body of the taxing district) (Name of the taxing district)  
its budget for the calendar year 2026; and,

**WHEREAS**, the districts actual levy amount from the previous year was \$ 485,000.00; and,  
(Previous year's levy amount)

**WHEREAS**, the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,  
(Check one)

**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy  
is hereby authorized for the levy to be collected in the 2026 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 4,499.73  
which is a percentage increase of 1 % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,  
solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations  
that have occurred and refunds made.

Adopted this 12 day of November, 2025.

MARIANNE BURR

JOHN S. MISHASEK

Marianne Burr  
John S. Mishasek

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

For ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

REV 01012 (Rev. 03/2011)

**Ordinance / Resolution No.** 326  
**RCW 84.55.120**

**WHEREAS**, the Board of Commissioners of The Port of Coupeville has met and considered  
(Governing body of the taxing district) (Name of the taxing district)  
its budget for the calendar year 2026; and,

**WHEREAS**, the districts actual levy amount from the previous year was \$ 1,490,000.00; and,  
(Previous year's levy amount)

**WHEREAS**, the population of this district is ☐ more than or ☒ less than 10,000; and now, therefore,  
(Check one)

**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy  
is hereby authorized for the levy to be collected in the 2026 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 0.00  
which is a percentage increase of 0 % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,  
solar, biomass, and geothermal facilities, and any increase in the value of state assessed property, any annexations  
that have occurred and refunds made.

Adopted this 12 day of November, 2025.

MARIANNE BURR  
JOHN S. MCHASEK

Marianne Burr  
John S. Mchasek

If additional signatures are necessary, please attach additional page.

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

For ask about the availability of this publication in an alternate format, please call 1-800-647-7706. Teletype (TTY) users may use the Washington Relay Service by calling 711. For tax assistance, call (360) 534-1400.

REV 64 0100 (01/12/01)

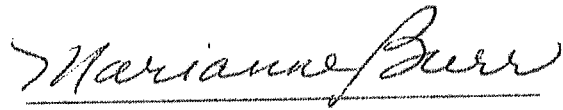
## CERTIFICATION

I, the undersigned, President of the Port Commission (the "Commission") of the Port of Coupeville, Island County, Washington (the "Port"), hereby certify as follows:

1. The attached copy of Resolution No. 323 (the "Resolution") is a full, true, and correct copy of a resolution duly adopted at a regular meeting of the Commission held at the regular meeting place thereof on November 13, 2024, as that resolution appears on the minute book of the Port, and the Resolution is now in full force and effect; and

2. A quorum of the members of the Commission was present throughout the meeting and a majority of the members voted in the proper manner for the adoption of the resolution.

Dated: November 12, 2025

A handwritten signature in cursive script that reads "Marianne Burr". The signature is written in dark ink and is positioned above a horizontal line.

Marianne Burr, President

PORT OF COUPEVILLE  
FINAL BUDGET  
FISCAL YEAR 2026

<b>GENERAL OPERATING FUND-#653</b>	
<b>REVENUES</b>	
IDD Levy	\$ 1,490,000.00
Prop. Tax Levy	\$ 483,000.00
Leasehold/Timber/Interest Income	\$ 2,000.00
Grants	\$ 244,000.00
Base Rents - Wharf	\$ 52,604.00
Utility Reimbursements - Wharf	\$ 10,480.00
Fuel Sales	\$ 66,000.00
Marina Services	\$ 29,700.00
Base Rents - Greenbank Farm	\$ 133,349.00
Utility Reimbursements - Greenbank Farm	\$ 20,080.00
Event Rentals	\$ 28,125.00
Investment Earnings	\$ 65,000.00
Utilize Reserve Fund Available	\$ 501,805.00
<b>GROSS REVENUES</b>	<b>\$ 3,126,143.00</b>
<b>EXPENSES</b>	
Employee Compensation	\$ 422,613.00
Commissioner Per Diem	\$ 30,960.00
Employee Training/Travel Reimbursement	\$ 6,350.00
Health-Vision-Dental-Retirement Benefits	\$ 58,990.00
Mileage Reimbursements - including Non-Employee	\$ 3,850.00
L&I-Emp. Sec. Taxes / FICA/B&O Taxes	\$ 49,941.00
Individual Services Fees	\$ 101,356.00
Dept. of Natural Resources (Penn Cove)	\$ 5,750.00
Utilities - Port/Wharf	\$ 36,187.00
Utilities - Greenbank Farm	\$ 44,860.00
Fuel Purchases	\$ 56,000.00
Merchant Card Services Fee - Wharf	\$ 4,200.00
Memberships/Licensing	\$ 3,710.00
Insurance	\$ 123,290.00
Office Supplies/Computer Expenses	\$ 22,489.00
Small Tools/Supplies	\$ 4,150.00
Advertising/Marketing/Notices/Misc.	\$ 11,500.00
Security & Fire Protection	\$ 3,512.00
Auto Expenses/Farm Equipment/Maintenance/Repairs	\$ 6,750.00
IDD CAP-PROJ - Coupeville Wharf	\$ 1,006,689.00
IDD CAP-PROJ - Greenbank Farm	\$ 570,000.00
C R & M - Coupeville Wharf	\$ 30,000.00
C R & M - Greenbank Farm	\$ 20,000.00
C R & M - Port Of Coupeville	\$ 1,000.00
C R & M - Dedicated CAP-Port Of Coupeville	\$ 461,379.00
State Auditors Office	\$ 25,000.00
Elections/Is. County Treasurer	\$ 8,000.00
Events	\$ 4,700.00
Economic Development - Donations	\$ 700.00
Miscellaneous - Wharf/Port/Greenbank Farm	\$ 2,217.00
<b>GROSS EXPENSES</b>	<b>\$ 3,126,143.00</b>
<b>ACTUAL BEGINNING CASH: January 1, 2025</b>	
<b>ESTIMATED ENDING CASH: December 31 2025</b>	
<b>ACTUAL BEGINNING IDD CASH: January 1, 2025</b>	
<b>ESTIMATED ENDING IDD CASH: December 31 2025</b>	

Approved by the Board of Commissioners : November 12, 2025

John Misiaszek  
Commissioner

Marianne Burr  
Commissioner

District #3  
Commissioner

Attested to:

Chris Michalopoulos

# **PORT OF COUPEVILLE**

**ISLAND COUNTY, WASHINGTON**

**RESOLUTION NO. 323**

**A RESOLUTION of the Port Commission of the Port of Coupeville, Island  
County, Washington relating to CONTINUING COLLECTION OF AN INDUSTRIAL  
DEVELOPMENT DISTRICT (IDD) LEVY FOR 2026.**

**WHEREAS**, on October 27, 2021, the Commission of the Port of Coupeville (the "Port") adopted Resolution No. 287, establishing an industrial development district known as the Port of Coupeville Industrial Development District (the "Port of Coupeville IDD"); and

**WHEREAS**, the Port expressly found the need for the improvement of the lands within the boundaries of the Port of Coupeville IDD for the development of a system of harbor improvements and industrial development within the Port District; and

**WHEREAS**, the Port has adopted a comprehensive scheme of harbor improvements as provided by law, which may be amended, modified, and restated (the "Comprehensive Scheme"); and

**WHEREAS**, the Port intends to provide for the redevelopment of lands in the Port of Coupeville IDD in accordance with the powers described in RCW 52.25 *et seq.*; and

**WHEREAS**, the Washington State Legislature has enacted RCW 53.36.160 to permit multiyear levy periods of up to twenty years, commencing with the date of the initial levy. The levies are not required to be collected in each year during the multiyear period, but any such levy shall only be made with approval by the Port Commission in the year prior to each collection year.; and

**WHEREAS**, the Port of Coupeville has now complied with all the requirements of the law relating to the adoption of a multiyear levy period and intends to authorize an industrial development district tax levy; and

**WHEREAS**, Resolution No. 287 established 2021 as the "base year" as that term is defined in RCW 53.36.160(7); and

**WHEREAS**, the Port intends to continue the multiyear levy that was established in Resolution No. 287 for collection in 2026; and

**NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:**

1. In accordance with RCW 53.36.160, the Port hereby authorizes the continued collection in 2025 of an industrial development levy in the amount of \$.45 per \$1,000 of assessed value on all taxable property within the Port for collection over a multiyear period up to 20 years, continuing to utilize 2021 as the "base year" as that term is defined in RCW 53.36.160(7).

2. The Port thereby requests the Island County Auditor to continue IDD tax revenues received to fund titled Port of Coupeville IDD Fund #697 (the "IDD Fund"). The Port of Coupeville shall maintain this separate fund for the collection of the IDD Tax Levy revenues. This IDD Capital Reserve Fund with the Island County Treasurer will be tracked separately in the Port's accounting system.

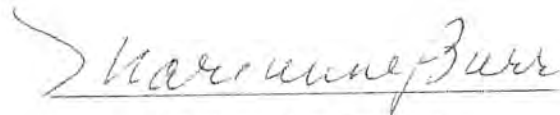
3. Monies in the IDD Fund shall be used in carrying out the powers granted to the Port under Chapter 53.25 RCW. If IDD levy revenues are not expended in the year in which the levies are made, they may be accumulated in the IDD Fund and carried over from year to year.



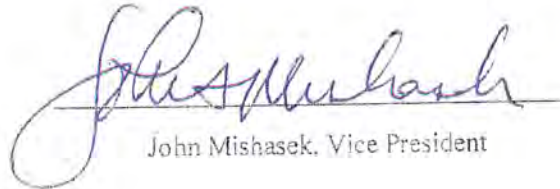
4. In the event IDD levy revenues collected by the Port exceed what is necessary to complete the projects identified in the Port's Comprehensive Scheme of Harbor Improvements (as may be amended), the excess shall be used solely for the retirement of general obligation bonded indebtedness if applicable.

5. This resolution shall take effect immediately upon its adoption.

ADOPTED by Port Commission of the Port of Coupeville, Island County, Washington, at the special public meeting thereof held this 12<sup>th</sup> day of November 2025 and duly authenticated in open session by the signatures of the Commissioners being present and voting.



Marianne Burr, President



John Mishasek, Vice President

\_\_\_\_\_  
, Secretary

ATTEST:



Chris Michalopoulos, Executive Director



## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Jim Pivarnik (Name),  
Executive Director (Title), for Port of South Whidbey (District name),  
do hereby certify to the Island (Name of county) County legislative authority  
that the Board of Commissioners (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in 2026 (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on 11/12/2025 (Date of public hearing).

### Regular levies

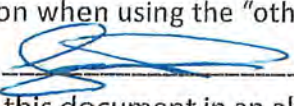
Levy	General levy	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.	919,076.00	
Administrative refund amount	1,811.48	
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.					
Administrative refund amount					
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: 

Date: 11/13/25

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.



**Ordinance / Resolution No.** 25-13  
**RCW 84.55.120**

**WHEREAS** the Board of Commissioners of Port of South Whidbey has met and considered  
(Governing body of the taxing district) (Name of the taxing district)  
its budget for the calendar year 2026; and

**WHEREAS** the districts actual levy amount from the previous year was \$ 879,519.24; and  
(Previous year's levy amount)




**WHEREAS** the population of this district is ☒ more than or ☐ less than 10,000; and now, therefore,  
(Check one)

**BE IT RESOLVED** by the governing body of the taxing district that an increase in the regular property tax levy  
is hereby authorized for the levy to be collected in the 2026 tax year.  
(Year of collection)

The dollar amount of the increase over the actual levy amount from the previous year shall be \$ 8,795.19  
which is a percentage increase of 1 % from the previous year. This increase is exclusive of  
(Percentage increase)

additional revenue resulting from new construction, improvements to property, newly constructed wind turbines,  
solar, biomass, and geothermal facilities, any increase in the value of state assessed property, increment value, any  
annexations that have occurred and refunds made.

Adopted this 12 day of November, 2025.

S. Curtis Gordon

Kwok (Jack) Ng

Gregory Easton

**If additional signatures are necessary, please attach additional page.**

This form or its equivalent must be submitted to your county assessor prior to their calculation of the property tax levies. A certified budget/levy request, separate from this form is to be filed with the County Legislative Authority no later than November 30<sup>th</sup>. As required by RCW 84.52.020, that filing certifies the total amount to be levied by the regular property tax levy. The Department of Revenue provides the "Levy Certification" form (REV 64 0100) for this purpose. The form can be found at: <http://dor.wa.gov/docs/forms/PropTx/Forms/LevyCertf.doc>.

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## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

RECEIVED

NOV 17 2025

ISLAND COUNTY  
COMMISSIONER'S OFFICE

In accordance with RCW 84.52.020, I Amber Porter (Name),  
Chief Financial Officer (Title), for Oak Harbor School District 201 (District name),  
do hereby certify to the Island (Name of county) County legislative authority  
that the Board (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in 2026 (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on August 25, 2025 (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <u>                    </u>
Total certified levy request amount, which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <u>                    </u>
Total certified levy request amount, which includes the amounts below.			17,057,869.24		
Administrative refund amount			67,869.24		
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Amber Porter Date: 11/17/25

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.





**Resolution 25-01**  
**Adoption of the 2025-2026 Budget**

**A RESOLUTION** of the Board of Directors of Oak Harbor School District No. 201, Island County, Washington to fix and adopt the 2025-26 budget, the four-year budget plan summary, the four-year enrollment projection, the final appropriations for each fund and approve certain fund transfers;

**WHEREAS**, RCW 28A.505.050 requires that the Board of Directors of every school district meet for the purpose of fixing and adopting the budget of the district for the ensuing fiscal year; and

**WHEREAS**, public notices were published announcing that the Board of Directors of Oak Harbor School District No. 201, Island County, Washington, would meet in a public meeting on August 25, 2025 for the purpose of holding a required public hearing regarding the 2025–2026 Fiscal Budget of the district; and

**WHEREAS**, the Board of Directors has been requested to approve operating transfers from the Transportation Vehicle Fund to the Debt Service Fund up to the amount of \$124,196, from the Capital Projects Fund to the General Fund up to the amount of \$4,025,000; and

**NOW THEREFORE, BE IT**

**RESOLVED**, that the Oak Harbor School District Board of Directors hereby adopts the 2025-26 budget and has determined that the final appropriation level of expenditures for each fund in 2025–2025 will be as follows:

	<u>APPROPRIATION LEVEL</u>
A. General Fund	\$ 117,239,110
B. Associated Student Body Fund	\$ 929,352
C. Debt Service Fund	\$ 199,198
D. Capital Projects Fund	\$ 130,592,041
E. Transportation Vehicle Fund	\$ 1,185,458

**RESOLVED**, that the Oak Harbor School Board of Directors has determined and hereby adopts the four-year budget plan summary and four-year enrollment projection which are on file with the District and incorporated herein by this reference.



**RESOLVED** that the Board of Directors of Oak Harbor School District No. 201, Island County, Washington, approves, in a meeting thereof held August 26, 2025, operating transfers from Transportation Vehicle Fund to the Debt Service Fund up to the amount of \$211,057 and from the Capital Projects Fund to the General Fund up to the amount of \$4,025,000 in the 2025-26 budget.

**ADOPTED** by the Board of Directors of Oak Harbor School District No. 201, Island County, Washington, at a regular open public meeting thereof, held this 25<sup>th</sup> day of August, 2025, the following Directors being present and voting in favor of the resolution.

Lynn Lorbeck

Nino T

Scott McLeod

\_\_\_\_\_

Sharon Jones

ATTEST:

[Signature]  
Secretary, Board of Directors

# ISLAND COUNTY PROSECUTING ATTORNEY

GREGORY M. BANKS

Eric M. Ohme, *Chief Criminal Deputy*

*Deputy Prosecutors*

Michael W. Salfstrom

David E. Carman

Robert J. Johnson

Joseph B. McPherson

Savanna L. Duncan

Amy L. Mirabile

Kristin LeClercq, *Chief Administrator*

December 13, 2024

VIA EMAIL: [S.Crider@islandcountywa.gov](mailto:S.Crider@islandcountywa.gov)  
& [MicheleR@islandcountywa.gov](mailto:MicheleR@islandcountywa.gov)

Honorable Sheilah Crider, Island County Auditor  
Attn: Michele Reagan, Elections Supervisor  
Island County Administration Building  
Coupeville, WA 98239

Re: **Ballot Title for Oak Harbor School District No. 201, Resolution No. 24-06;  
Special Election – February 11, 2025.**

Dear Ms. Crider:

You forwarded the Oak Harbor School District No. 201, Island County, Washington Resolution No. 24-06 to our office, and asked that we formulate the ballot title. The following ballot title is submitted for the special election to be held on February 11, 2025:

## **OAK HARBOR SCHOOL DISTRICT NO. 201 RENEWAL OF EDUCATIONAL PROGRAMS AND OPERATIONS LEVY**

The Board of Directors of Oak Harbor School District No. 201 adopted Resolution No. 24-06, concerning a proposition to renew an educational programs and operations levy. This proposition would authorize the District to levy the following excess taxes, in place of an expiring levy, upon all taxable property within the District, for the support of educational programs and operations expenses not funded by the State:

<u>Collection Years</u>	<u>Estimated Levy Rate/\$1,000 Assessed Value</u>	<u>Levy Amount</u>
2026	\$2.28	\$16,990,000
2027	\$2.28	\$17,680,000
2028	\$2.28	\$18,387,000

ISLAND COUNTY PROSECUTING ATTORNEY'S OFFICE

LAW & JUSTICE CENTER

PHYSICAL: 101 NE 6<sup>TH</sup> STREET, SUITE 200; MAILING: 1 NE 7<sup>TH</sup> STREET, COUPEVILLE, WASHINGTON 98239

Main extension: (360) 679-7363 / from South Whidbey: 321-5111, ext. 7363 / from Camano Island: 629-4522, ext. 7363

Fax (360) 679-7393 / [ICProsecutor@islandcountywa.gov](mailto:ICProsecutor@islandcountywa.gov)

## Oak Harbor School District No.201

## BUDGET AND EXCESS LEVY SUMMARY

	General Fund	Associated Student Body Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund
<b>SECTION A: BUDGET SUMMARY</b>					
Total Revenues and Other Financing Sources	116,997,884	892,818	127,196	119,281,259	526,755
Total Appropriation (Expenditures)	117,239,110	929,352	199,198	130,592,041	1,185,458
Other Financing Uses--Transfers Out (G.L. 536)	0	XXXXX	0	4,025,000	124,196
Other Financing Uses (G.L. 535)	0	XXXXX	0	0	0
Excess of Revenues/Other Financing Sources Over/(Under) Expenditures and Other Financing Uses	-241,225	-36,534	-72,002	-15,335,782	-782,899
Beginning Total Fund Balance	7,632,805	739,596	179,182	20,223,955	850,014
Ending Total Fund Balance	7,391,579	703,062	107,180	4,888,173	67,115
<b>SECTION B: EXCESS LEVIES FOR 2026 COLLECTION</b>					
Excess levies approved by voters for 2026 collection	16,990,000	0	0	0	0
Rollback mandated by school district Board of Directors 1/	0	0	0	0	0
Net excess levy amount for 2026 collection after rollback	16,990,000	XXXXX	0	0	0

1/ Rollback of levies needs to be certified pursuant to RCW 84.52.020. Please do NOT include such resolution as part of this document.

CERTIFICATION
---------------

As Secretary to the Board of Directors of Oak Harbor School District School District No. 201 of Island County, I do hereby certify that the Board of Directors, at a public meeting advertised pursuant to RCW 28A.505.050 and held pursuant to RCW 28A.505.060;

(a) established the total appropriation expenditure amount for each fund for the fiscal year; and

(b) the budget for each fund represents the budget as adopted by the Board of Directors; and

(c) the budget is prepared on the modified accrual basis of accounting pursuant to RCW 28A.505.020; or

(d) the Board of Directors and officers of said school district are fully cognizant of their liability under the provisions of RCW 28A.505.150; and

(e) if applicable, pursuant to RCW 28A.150.270 and WAC 392-121-445, the Board of Directors has executed a resolution as part of the budget hearing requesting approval for operating transfers from the General Fund to the Debt Service Fund and/or the Capital Projects Fund; and

(f) pursuant to RCW 84.52.020, the Board of Directors determined the amount of new fiscal year excess tax levy requirements needed for the General, Transportation, Capital Projects, and Debt Service Fund budgets.

DocuSigned by:

*Michelle Kuss-Cybulka*

Secretary to the Board of Directors

8/25/2025

Budget Adoption Date

8/29/2025

Signed Date

FOR ESD AND OSPI USE ONLY
---------------------------

The School District budget has been reviewed and the total appropriation expenditure amount in each fund is fixed and approved in accordance with RCW 28A.505 for the period September 1, 2025 through August 31, 2026.

Signed by:

*Lori R. McLeod*

ESD Superintendent or Designee

8/29/2025

Signed Date

Signed by:

*Leo Whaylak*

OSPI Representative

9/3/2025

Signed Date

Lock and Print Date: 08/28/2025



RECEIVED  
Form 64 0100  
OCT 22 2025

ISLAND COUNTY  
COMMISSIONER'S OFFICE

## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I **Lori McLeod (for Dr. Vivanco NWESD Supt.)** (Name),  
**NWESD Fiscal Services Supervisor** (Title), for **Coupeville School District** (District name),  
do hereby certify to the **Island** (Name of county) County legislative authority  
that the **Board** (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in **2026** (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on **07/31/2025** (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.			2,719,271.45	515,082.01	
Administrative refund amount			19,271.45	15,082.01	
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Lori R. McLeod Date: Oct 21, 2025  
Lori R. McLeod (Oct 21, 2025 14:13:34 PDT)

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.



COUPEVILLE SCHOOL DISTRICT NO. 204  
ISLAND COUNTY, WASHINGTON

RESOLUTION NO. 2025-08

ADOPTION OF 2025-2026 BUDGET

A RESOLUTION of the Board of Directors of Coupeville School District No. 204, Island County, Washington, fixing and determining fund appropriations; adopting the 2025-2026 budget, the four-year budget plan summary and the four-year enrollment projection; approving certain fund transfers; and providing for other related matters.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF COUPEVILLE SCHOOL DISTRICT NO. 204, ISLAND COUNTY, WASHINGTON, AS FOLLOWS:

Section 1. Findings and Determinations. The Board of Directors (the "Board") of Coupeville School District No. 204, Island County, Washington (the "District"), takes note of the following facts and hereby makes the following findings and determinations:

(a) Pursuant to RCW 28A.505.040, the District has completed the budget for the 2025-2026 fiscal year and published electronic notice of the same on its website. The 2025-2026 budget includes, among other things, certain fund transfers, a complete financial plan of the District for the ensuing 2025-2026 fiscal year and a summary of the four-year budget plan that includes a four-year enrollment projection.

(b) Pursuant to RCW 28A.505.060, the Board shall adopt the 2025-2026 budget on or before August 1, 2025. Prior to adoption of the 2025-2026 budget, the Board shall meet and conduct a public hearing to allow any person to be heard for or against any part of the 2025-2026 budget, the four-year budget plan, or any proposed changes to uses of enrichment funding under RCW 28A.505.240 (a/k/a educational programs and operation levy).

(c) The Board, following notice thereof being published in a newspaper of general circulation within the District, conducted a public hearing on July 31, 2025, in accordance with the requirements of RCW 28A.505.060 for the purpose of adopting the 2025-2026 budget.

Section 2. Fixing and Determining Fund Appropriations; Adoption of 2025-2026 Budget, Four-Year Budget Summary and Four-Year Enrollment Projection.

(a) The Board hereby fixes and determines the appropriation from each fund contained in the 2025-2026 budget, as follows:

General Fund	\$19,795,000
Capital Projects Fund	\$3,650,000
Transportation Vehicle Fund	\$402,000
Debt Service Fund	\$5,000
Associated Student Body Fund	\$250,000

(b) The Board hereby adopts the 2025-2026 budget, the four-year budget plan summary, and the four-year enrollment projection and the appropriations as fixed and determined above, all of which are on file with the District and incorporated herein by this reference.

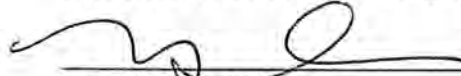
Section 3. Fund Transfers.

(a) Pursuant to RCW 28A.150.270 and WAC 392-121-445, the Board, in relation to the 2025-2026 budget, hereby (i) approves the transfer or transfers of funds that are not State of Washington apportionment ("State Apportionment"), but are from other district sources that are more particularly described in the 2025-2026 budget; and (ii) authorizes the District's Business Manager to determine the exact amount and timing of such transfer or transfers of district funds.

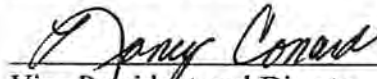
Section 4. General Authorization and Ratification. The Secretary to the Board, the President of the Board, the District's Business Manager and other appropriate officers of the District are hereby further authorized to take all other action, to do all other things consistent with this resolution, and to execute all other documents necessary to effectuate the provisions of this resolution, and all actions heretofore taken in furtherance thereof and not inconsistent with the provisions of this resolution are hereby ratified and confirmed in all respects.

ADOPTED by the Board of Directors of Coupeville School District No. 204, Island County, Washington, at a regular open public meeting thereof, held this 31<sup>st</sup> day of July, 2025, the following Directors being present and voting in favor of the resolution.

COUPEVILLE SCHOOL DISTRICT NO. 204  
ISLAND COUNTY, WASHINGTON



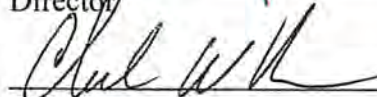
\_\_\_\_\_  
President and Director



\_\_\_\_\_  
Vice President and Director



\_\_\_\_\_  
Director



\_\_\_\_\_  
Director



\_\_\_\_\_  
Director

  
Secretary to the Board of Directors

### BUDGET AND EXCESS LEVY SUMMARY

	General Fund	Associated Student Body Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund
<b>SECTION A: BUDGET SUMMARY</b>					
Total Revenues and Other Financing Sources	19,800,000	263,000	0	550,000	181,587
Total Appropriation (Expenditures)	19,795,000	250,000	5,000	3,650,000	402,000
Other Financing Uses--Transfers Out (G.L. 536)	0	XXXXX	0	220,000	0
Other Financing Uses (G.L. 535)	0	XXXXX	0	0	0
Excess of Revenues/Other Financing Sources Over/(Under) Expenditures and Other Financing Uses	5,000	13,000	-5,000	-3,320,000	-220,413
Beginning Total Fund Balance	1,174,950	175,303	7,716	3,534,058	222,597
Ending Total Fund Balance	1,179,950	188,303	2,716	214,058	2,184
<b>SECTION B: EXCESS LEVIES FOR 2026 COLLECTION</b>					
Excess levies approved by voters for 2026 collection	2,700,000	0	0	0	0
Rollback mandated by school district Board of Directors 1/	0	0	0	0	0
Net excess levy amount for 2026 collection after rollback	2,700,000	XXXXX	0	500,000	0

1/ Rollback of levies needs to be certified pursuant to RCW 84.52.020. Please do NOT include such resolution as part of this document.



Form 64 0100

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NOV 13 2025

ISLAND COUNTY  
COMMISSIONER'S OFFICE

## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I **Ruth Floyd** (Name),  
**Executive Director of Business Services** (Title), for **Stanwood-Camano School District No. 401** (District name),  
do hereby certify to the **Snohomish and Island** (Name of county) County legislative authority  
that the **Board of Directors** (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in **2026** (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on **August 19, 2025** (Date of public hearing).

### Regular levies

Levy	General levy	Other levy*
Total certified levy request amount, which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.		11,669,000.00	17,084,938.00		
Administrative refund amount			126,734.00		
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies.

Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Ruth Floyd Date: 11-13-2025

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.

STANWOOD CAMANO SCHOOL DISTRICT NO. 401  
SNOHOMISH AND ISLAND COUNTIES, WASHINGTON

RESOLUTION NO. 2025/2026-005

CERTIFICATION OF 2026 EXCESS PROPERTY TAXES

A RESOLUTION of the Board of Directors of Stanwood Camano School District No. 401, Snohomish and Island Counties, Washington, certifying to the Boards of County Commissioners of Snohomish and Island Counties, Washington and the Superintendent of Northwest Educational Service District 189, the amount of excess property taxes to be levied in year 2025 and collected in year 2026 for the District's General Fund and Debt Service Fund; and providing for related matters.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF STANWOOD CAMANO SCHOOL DISTRICT NO. 401, SNOHOMISH AND ISLAND COUNTIES, WASHINGTON, as follows:

Section 1 . Findings and Determinations. The Board of Directors (the "Board") of Stanwood Camano School District No. 401, Snohomish and Island Counties, Washington (the "District") takes note of the following facts and makes the following findings and determinations:

(a) Pursuant to RCW 84.52.020, Washington school districts must "... for the purpose of levying district taxes ... make and file such certified budget or estimates with the clerk of the county legislative authority on or before the thirtieth day of November." By Resolution No. 2024/2025-018, the Board adopted a budget for Fiscal Year 2025-2026, (the "2025-26 Budget"). A copy of the Budget and Excess Levy Summary page from the 2025-26 Budget (which includes a statement of beginning and ending fund balances) is attached hereto as Exhibit A and by this reference is incorporated herein.

(b) The 2025-26 Budget included certified General Fund educational programs and operation excess property taxes in the amount of \$16,958,204.00 to be levied in 2025 and collected in 2026. The Board has determined that the amount of the District's General Fund educational programs and operation excess tax levy previously certified in the 2025-26 Budget of \$16,958,204.00 should now be increased to \$17,084,938.00.

(c) The 2025-26 Budget included certified Debt Service Fund excess property taxes to pay debt service on all of the District's outstanding unlimited tax general obligation bonds in the amount of \$11,669,000.00 to be levied in 2025 and collected in 2026.

Section 2 . Certification of General Fund Excess Property Tax Levy. Pursuant to RCW 84.52.020, the Board certifies to the Boards of County Commissioners of Snohomish and Island Counties, Washington and the Superintendent of Northwest Educational Service District 189, an excess property tax levy in the amount of \$17,084,938.00, to be levied in calendar year 2025 and collected in calendar year 2026 for the District's General Fund ("2026 GF Levy Amount"). The Assessors of Snohomish and Island Counties, Washington, are authorized and directed, without further Board action, to reduce the General Fund excess property tax levy amount to be extended upon the tax rolls and collected in calendar year 2026 to be consistent with the limitations imposed by RCW 84.52.0531.




Section 3 . Certification of Debt Service Fund Excess Property Tax Levy.  
Pursuant to RCW 84.52.020, the Board certifies to the Boards of County Commissioners of Snohomish and Island Counties, Washington and the Superintendent of Northwest Educational Service District 189, an excess property tax levy in the amount of \$11,669,000.00 to be levied in calendar year 2025 and collected in calendar year 2026 for the District's Debt Service Fund.

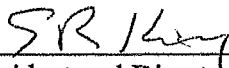
Section 4 . General Authorization and Ratification. The Secretary to the Board, the President of the Board, the District's Executive Director of Business Services and other appropriate officers of the District are severally authorized to take all other actions and execute all other documents necessary to effectuate the provisions of this resolution, and all prior actions taken in furtherance of and not inconsistent with the provisions of this resolution are ratified and confirmed in all respects.

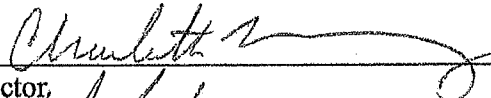
Section 5 . Effective Date. This resolution takes effect from and after its adoption.


ADOPTED by the Board of Directors of Stanwood Camano School District No. 401, Snohomish and Island Counties, Washington, at a regular open public meeting thereof, of which due notice was given as required by law, held this 4th day of November 2025, the following Directors being present and voting in favor of the resolution.

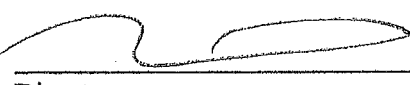
STANWOOD CAMANO SCHOOL DISTRICT NO. 401  
SNOHOMISH AND ISLAND COUNTIES,  
WASHINGTON

  
\_\_\_\_\_  
President and Director

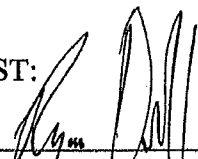
  
\_\_\_\_\_  
Vice President and Director

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Director

  
\_\_\_\_\_  
Director

ATTEST:

  
\_\_\_\_\_  
Secretary to the Board of Directors

## Stanwood-Camano School District No.401

## BUDGET AND EXCESS LEVY SUMMARY

	General Fund	Associated Student Body Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund
<b>SECTION A: BUDGET SUMMARY</b>					
Total Revenues and Other Financing Sources	98,096,117	738,600	11,595,421	237,578	860,000
Total Appropriation (Expenditures)	99,487,537	810,664	11,278,469	3,381,214	900,000
Other Financing Uses--Transfers Out (G.L. 536)	0	XXXXX	0	0	0
Other Financing Uses (G.L. 535)	0	XXXXX	0	0	0
Excess of Revenues/Other Financing Sources Over/(Under) Expenditures and Other Financing Uses	-1,391,419	-72,064	316,952	-3,143,636	-40,000
Beginning Total Fund Balance	7,900,000	602,099	5,140,000	3,551,775	837,000
Ending Total Fund Balance	6,508,580	530,035	5,456,952	408,139	797,000
<b>SECTION B: EXCESS LEVIES FOR 2026 COLLECTION</b>					
Excess levies approved by voters for 2026 collection	16,958,204	0	0	0	0
Rollback mandated by school district Board of Directors 1/	0	0	0	0	0
Net excess levy amount for 2026 collection after rollback	16,958,204	XXXXX	11,669,000	0	0

1/ Rollback of levies needs to be certified pursuant to RCW 84.52.020. Please do NOT include such resolution as part of this document.



Ruth Floyd <rfloyd@stanwood.wednet.edu>

---

## School 205-401 Stanwood Camano

1 message

Kristina Mayhew <K.Mayhew@islandcountywa.gov>

Fri, Sep 26, 2025 at 4:41 PM

To: Ruth Floyd <rfloyd@stanwood.wednet.edu>, Mary Beattie <mbeattie@stanwood.wednet.edu>

Cc: Jennifer Roll <J.Roll@islandcountywa.gov>, Matthew Chidsey <m.chidsey@islandcountywa.gov>, Kayla Perez <K.Perez@islandcountywa.gov>

## Dear Taxing District Official:

**Please provide on or before November 26<sup>th</sup>.**

Documents need to be submitted to the Island County Commissioner's office. If you would like your paperwork looked at before submitting, you may either send or come into the Assessor's office. The Commissioner's address is 1 NE 7<sup>th</sup> Street, Room 214, the Assessor's office is in Room 208. You can either drop off in person or mail it to Island County Commissioners, Attn: Jennifer Roll. **Your Levy Certification, Ordinance/Resolution and Budget will all need to be turned into the Commissioner's office on or before November 26<sup>th</sup>.**

We will be having a Taxing District Levy Meeting on Thursday, October 2<sup>nd</sup> at 10am. This will be held in the Commissioner's Hearing Room at 1 NE 6<sup>th</sup> Street, Room 102B, Basement. This invite has been sent out, if you need it again, please let me know

## Contact Information

---

It is helpful when you submit your paperwork, that you include an up-to-date contact list that includes email addresses and phone numbers. Our records indicate the following information:

### ***School 205-401 Stanwood Camano***

Floyd, Ruth	rfloyd@stanwood.wednet.edu	(360) 629-1216
Beattie, Mary	mbeattie@stanwood.wednet.edu	(360) 629-1214

## Resolution/Ordinance to increase property tax levy (the 1% statutory limit)

---

RCW 84.55.120 requires all taxing districts to adopt a resolution or ordinance in order to realize any increase in their regular property tax levy (other than increases due to new construction, improvements to property, increased value of state-assessed property, annexations, and refunds).

The resolution or ordinance must state both:

- The dollar amount of the increase
- The percentage increase over the prior property tax levy.

**Resolutions or ordinances that do not comply with state law could result in your taxing district receiving an incorrect amount of property tax.**

**By using the DOR forms you will have met the provisions of RCW 84.52.020.**

To help you complete the levy process I have LINKED the newest Department of Revenue forms here:

- Levy Certification (Fill-In) 64 0100      Levy Certification
- Highest Lawful Levy Calculation (.xls) (Fill-In) 64-0007      Highest Lawful Levy Calculation
- Ordinance/Resolution (Fill-In) 64 0101      Ordinance/Resolution
- School District Levy Computation for Bond, Capital Project Fund, Transportation Vehicle Fund, and Enrichment Levies (Fill-In) 64 0034e      School District Levy Computation for Bond, Capital Project Fund, Transportation Vehicle Fund, and Enrichment Levies

## Levy Calculation Information

---

### School 205-401 Stanwood-Camano

#### ***School 205-401 BOND***

Total AV	\$7,615,666,032
Taxable AV Regular Levy	\$7,161,203,504
Taxable AV Excess Levy	\$7,049,920,451
Farm / Senior Taxable AV	\$111,969,955
New Construction Values	\$54,013,987
<i>Refund</i>	\$44,566.79

#### ***School 205-401 Enrichment***

Total AV	\$7,615,666,032
Taxable AV Regular Levy	\$7,161,203,504
Taxable AV Excess Levy	\$7,049,920,451
Farm / Senior Taxable AV	\$111,969,955
New Construction Values	\$54,013,987
<i>Refund</i>	\$58,238.15

## Refunds

---

Please use this amount on your LEVY CERTIFICATION under refunds! The amount of your refund needs to be included in your Total Certified levy request amount and also listed under the Administrative refund amount.

## Budget / Levy Certification

---

Please consider these two important factors:

- If your district does not certify their budget / levy request, they **will not** be entitled to collect any property tax in 2026.
- If the budget / levy certification is submitted later than November 26, 2025, the assessor is not permitted to allow the 1% increase for your district for the 2026 tax year.

## LEVY Announcements

- 
- **IPD:** The rate of inflation (IPD rate) for property taxes due in 2026 is **2.44 %**
  - **Annexations/Elections:** If your district has had an annexation, new levy election or any changes PLEASE let us know! It is your responsibility to provide us with ballot titles and election results.
  - **Levy class:** Each year the Department of Revenue provides Levy training. We highly recommend you attend this training; it is excellent! Contact [dorpropertytaxeducation@dor.wa.gov](mailto:dorpropertytaxeducation@dor.wa.gov) or visit <http://propertytax.dor.wa.gov/Aspx/Education.aspx/> to learn more and to find out the class dates when they become available.
- 

We look forward to a smooth levy process this year that is on time! Feel free to contact us if you have any questions.

**Kristina Mayhew**

Chief Deputy

(360) 678-7854

[k.mayhew@islandcountywa.gov](mailto:k.mayhew@islandcountywa.gov)

**Matthew Chidsey**

Analyst

(360) 678-7852

[m.chidsey@islandcountywa.gov](mailto:m.chidsey@islandcountywa.gov)

**Kayla Perez**

Exemptions Coordinator

(360) 678-7853

[k.perez@islandcountywa.gov](mailto:k.perez@islandcountywa.gov)

**Note** - Email is subject to public disclosure requirements per RCW 42.56



Form 64 0100

RECEIVED

OCT 22 2025

ISLAND COUNTY  
COMMISSIONER'S OFFICE

## Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I **Lori McLeod (for Dr. Vivanco NWESD Supt.)** (Name),  
**NWESD Fiscal Services Supervisor** (Title), for **South Whidbey School District** (District name),  
do hereby certify to the **Island** (Name of county) County legislative authority  
that the **Board** (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in **2026** (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on **07/23/2025** (Date of public hearing).

### Regular levies

Levy	General levy	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.		
Administrative refund amount		
Non-voted bond debt amount		
Other*		

### Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy* <input type="text"/>
Total certified levy request amount, which includes the amounts below.		4,859,717.77	3,919,501.92	2,500,000.00	
Administrative refund amount		13,484.42	19,501.92		
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: Lori R. McLeod Date: Oct 21, 2025

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.

SOUTH WHIDBEY SCHOOL DISTRICT NO. 206  
ISLAND COUNTY, WASHINGTON

RESOLUTION NO. 700  
***ADOPTION OF 2025-2026 BUDGET***

**A RESOLUTION** of the Board of Directors of the South Whidbey School District No. 206, Island County, Washington, fixing and determining fund appropriations; adopting the 2025-2026 budget, the four year budget plan summary and the four-year enrollment projection; and providing for related matters.

BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTH WHIDBEY SCHOOL DISTRICT NO. 206, ISLAND COUNTY, WASHINGTON, AS FOLLOWS:

Section 1. Findings and Determinations. The Board of Directors (the "Board") of the South Whidbey School District No. 206, Island County, Washington (the "District"), takes note of the following facts and hereby makes the following findings and determinations:

(a) Pursuant to RCW 28A.505.040, the District has completed the budget for the 2025-2026 fiscal year. The 2025-2026 budget includes, among other things, a complete financial plan of the District for the ensuing 2025-2026 fiscal year and a summary of the four-year budget plan that includes a four-year enrollment projection.

(b) Pursuant to RCW 28A.505.060, the Board shall adopt the 2025-2026 budget on or before August 1, 2025. Prior to adoption of the 2025-2026 budget, the Board shall meet and conduct a public hearing to allow any person to be heard for or against any part of the 2025-2026 budget, the four year budget plan, or any proposed changes to uses of enrichment funding under RCW 28A.505.240 (a/k/a educational programs and operation levy).

(c) The Board, following notice thereof being published in a newspaper of general circulation within the District on July 5, 2025 and July 12, 2025 (the South Whidbey Record), conducted a public hearing on July 23, 2025, in accordance with the requirements of RCW 28A.505.060 for the purpose of adopting the 2024-2025 budget.

Section 2. Fixing and Determining Fund Appropriations: Adoption of 2025-2026 Budget, Four-Year Budget Summary and Four-Year Enrollment Projection.

(a) The Board hereby fixes and determines the appropriation from each fund contained in the 2025-2026 budget, as follows:

<b><i>FUND</i></b>	<b><i>2025-2026 Budget</i></b>
General Fund	24,429,544

Capital Projects Fund	60,785,000
Debt Service Fund	4,500,000
Associated Student Body Fund	154,700
Transportation Vehicle Fund	566,000

(b) The Board hereby adopts the 2025-2026 budget, the four-year budget plan summary, and the four-year enrollment projection and the appropriations as fixed and determined above, all of which are on file with the District and incorporated herein by this reference.

Section 3. General Authorization and Ratification. The Secretary to the Board, the Chair of the Board, the District's Assistant Superintendent of Business and other appropriate officers of the District are hereby further authorized to take all other action, to do all other things consistent with this resolution, and to execute all other documents necessary to effectuate the provisions of this resolution, and all actions heretofore taken in furtherance thereof and not inconsistent with the provisions of this resolution are hereby ratified and confirmed in all respects.

ADOPTED by the Board of Directors of the South Whidbey School District No. 206, Island County, Washington, at a regular open public meeting thereof, of which due notice was given as required by law, held this 23rd day of July, 2025, the following Directors being present and voting in favor of the resolution.

E-SIGNED by Brook Willeford  
on 2025-07-24 01:19:23 PDT

---

C. Brook Willeford, Board Chair

E-SIGNED by Ann Johnson  
on 2025-07-24 12:29:06 PDT

---

Ann Johnson, Board Vice Chair

E-SIGNED by Andrea Downs  
on 2025-07-24 12:26:55 PDT

---

Andrea Downs, Director

E-SIGNED by Joseph Greenheron  
on 2025-07-24 10:17:09 PDT

---

Joe Greenheron, Director

---

Marnie Jackson, Director

**ATTEST:** E-SIGNED by Rebecca Clifford  
on 2025-07-23 20:58:58 PDT

---

Dr. Rebecca Clifford, Superintendent, Secretary to the Board

South Whidbey School District No.206

19

BUDGET AND EXCESS LEVY SUMMARY

	General Fund	Associated Student Body Fund	Debt Service Fund	Capital Projects Fund	Transportation Vehicle Fund
SECTION A: BUDGET SUMMARY					
Total Revenues and Other Financing Sources	23,366,852	164,300	4,508,994	52,271,775	217,075
Total Appropriation (Expenditures)	24,429,544	154,700	4,500,000	60,785,000	566,000
Other Financing Uses--Transfers Out (G.L. 536)	0	XXXXX	0	0	0
Other Financing Uses (G.L. 535)	0	XXXXX	0	0	0
Excess of Revenues/Other Financing Sources Over/(Under) Expenditures and Other Financing Uses	-1,062,691	9,600	8,994	-8,513,224	-348,925
Beginning Total Fund Balance	5,200,000	97,412	304,000	22,000,000	553,000
Ending Total Fund Balance	4,137,308	107,012	312,994	13,486,775	204,075
SECTION B: EXCESS LEVIES FOR 2026 COLLECTION					
Excess levies approved by voters for 2026 collection	3,900,000	0	0	0	0
Rollback mandated by school district Board of Directors 1/	0	0	0	0	0
Net excess levy amount for 2026 collection after rollback	3,900,000	XXXXX	5,951,345	2,500,000	0

1/ Rollback of levies needs to be certified pursuant to RCW 84.52.020. Please do NOT include such resolution as part of this document.







# Binder2

Final Audit Report

2025-10-21

Created:	2025-10-21
By:	Noreen McKinney (nmckinney@nwesd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvFwOoJtHpdc46NbkBv-Eqf3xT8nlaok

## "Binder2" History

-  Document created by Noreen McKinney (nmckinney@nwesd.org)  
2025-10-21 - 9:38:03 PM GMT- IP address: 168.99.78.5
-  Document emailed to Lori McLeod (lmcleod@nwesd.org) for signature  
2025-10-21 - 9:38:44 PM GMT
-  Email viewed by Lori McLeod (lmcleod@nwesd.org)  
2025-10-21 - 9:46:07 PM GMT- IP address: 104.47.58.126
-  Signer Lori McLeod (lmcleod@nwesd.org) entered name at signing as Lori R. McLeod  
2025-10-21 - 9:46:36 PM GMT- IP address: 168.99.78.5
-  Document e-signed by Lori R. McLeod (lmcleod@nwesd.org)  
Signature Date: 2025-10-21 - 9:46:38 PM GMT - Time Source: server- IP address: 168.99.78.5
-  Agreement completed.  
2025-10-21 - 9:46:38 PM GMT





# Levy Certification

Submit this document, or something similar, to the **county legislative authority on or before November 30** of the year preceding the year in which the levy amounts are to be collected.

Courtesy copy may be provided to the county assessor.

This form is not designed for the certification of levies under RCW 84.52.070.

In accordance with RCW 84.52.020, I Paul Rogers (Name),  
Chief Financial Officer (Title), for Whidbey Island Public Hospital District (District name),  
do hereby certify to the Island (Name of county) County legislative authority  
that the Board of Commissioners (Commissioners, Council, Board, etc.) of said district requests  
that the following levy amounts be collected in 2026 (Year of collection) as provided in the district's  
budget, which was adopted following a public hearing held on Nov. 20, 2025 (Date of public hearing).

## Regular levies

Levy	General levy	Other levy* <u>EMS</u>
Total certified levy request amount, which includes the amounts below.	9000000	11000000
Administrative refund amount	15320.32	13670
Non-voted bond debt amount		
Other*		

## Excess levies

Levy	General (n/a for school districts)	Bond	Enrichment (school districts only)	Cap. project	Other levy*
Total certified levy request amount, which includes the amounts below.		3700616.63			
Administrative refund amount		19435.37			
Other*					

\*Examples of other levy types may include EMS, school district transportation, or construction levies. Examples of other amounts may include levy error correction or adjudicated refund amount. Please include a description when using the "other" options.

Signature: [Signature] Date: 11.20.2025

To request this document in an alternate format, please complete the form [dor.wa.gov/AccessibilityRequest](https://dor.wa.gov/AccessibilityRequest) or call 360-705-6705. Teletype (TTY) users please dial 711.

**WHIDBEY ISLAND PUBLIC HOSPITAL DISTRICT  
ISLAND COUNTY, WASHINGTON  
RESOLUTION NO. 481**

A resolution of the Board of Commissioners (the "Board") of Whidbey Island Public Hospital District, Island County, Washington (the "District"), approving and adopting the District's budget, regular property tax levy, emergency medical services property tax levy, and excess property tax levy for calendar year 2026.

WHEREAS, RCW 70.44.060 requires the Superintendent of the District (the "Superintendent") to prepare a proposed budget of the contemplated financial transactions of the District for the ensuing year and to file the budget in the records of the Board on or before the first day in November; and

WHEREAS, RCW 70.44.060 further requires the District to publish public notice of the proposed budget and the date and place of a hearing on the budget for two consecutive weeks in a newspaper printed and of general circulation in Island County; and

WHEREAS, in compliance with the requirements of RCW 70.44.060, the Superintendent has prepared, filed and provided notice of the District's proposed 2026 budget, which proposed budget is attached hereto as Exhibit A (the "2026 Legal Budget"); and

WHEREAS, the Board held a public hearing on the 2026 Legal Budget on November 13, 2025, in compliance with the requirements of RCW 70.44.060 and RCW 84.55.120; and

WHEREAS, RCW 84.55.010 and RCW 84.55.092 provide that the levy for a taxing district in any year must be set so that the regular property taxes and emergency medical services levy payable in the following year do not exceed the "limit factor" multiplied by the amount of regular property taxes lawfully levied for such district in the highest of the three most recent years in which such taxes were levied for such district, or the highest amount that could have been levied in any year since 1985, plus an additional dollar amount calculated by multiplying the regular property tax levy rate of that district for the preceding year by the increase in assessed value in that district resulting from: (i) new construction; (ii) increases in assessed value due to construction of wind turbine, solar, biomass, and geothermal facilities, if such facilities generate electricity and the property is not included elsewhere; (iii) improvements to property; (iv) any increase in the assessed value of state-assessed property; and (v) any increase in the assessed value of real property within an increment area as designated by any local government (provided that such increase is not included elsewhere); and

WHEREAS, RCW 84.55.005 provides that the limit factor for taxing districts with a population equal to or greater than 10,000 is the lesser of 101% or 100% plus the rate of inflation, which inflation rate is calculated by the Washington State Department of Revenue based on the percentage change in the implicit price deflator for personal consumption expenditures for the

United States as published for the most recent twelve-month period by the bureau of economic analysis of the federal department of commerce by September 25th of the year before the taxes are payable; and

WHEREAS, the Board attests that the population of the District is more than 10,000; and

WHEREAS, the Washington State Department of Revenue has determined that the rate of inflation for property taxes to be collected in 2026 is 2.44%; and

WHEREAS, RCW 84.52.085 provides that (i) if an error has occurred in the levy of property taxes that has caused taxpayers within a taxing district to pay an incorrect amount of property tax, the county assessor is required to correct the error by making an appropriate adjustment to the levy for that taxing district in the succeeding year; and (ii) if the governing authority of the taxing district determines that the amount of the adjustment in the succeeding year is so large as to cause a hardship for the taxing district or the taxpayers within the district, the adjustment may be made on a proportional basis over a period of not more than three consecutive years; and

WHEREAS, 84.52.085 further provides that when calculating the levy limitation under chapter 84.55 RCW for levies made following the discovery of an error, the assessor shall determine and use the correct levy amount for the year or years being corrected as though the error had not occurred and that the amount of the adjustment determined under RCW 84.52.085 shall not be considered when calculating the levy limitation; and

WHEREAS, RCW 84.69.180 and RCW 84.68.040 authorize taxing districts to levy a tax on the taxable property of the district for the purpose of (i) funding property tax refunds, including interest, as ordered by the county treasurer or county legislative authority within the preceding twelve months; and (ii) reimbursing the taxing district for taxes abated or cancelled within the preceding twelve months; and

WHEREAS, the Board, in the course of considering the budget for calendar year 2026, reviewed all sources of revenues and examined all anticipated expenses and obligations; and

WHEREAS, the Board has met and considered all relevant evidence and testimony presented with respect to its budget for the calendar year 2026; NOW, THEREFORE,

BE IT RESOLVED by the Board of Commissioners of Whidbey Island Public Hospital District, Island County, Washington, that:

Section 1.     Limit Factor. The Board hereby adopts a limit factor for the District's regular property tax levy and emergency medical services levy for calendar year 2026 of 101% of the highest amount of regular property taxes and emergency medical services taxes levied by the District in the highest of the three most recent years, or the highest amount that could have been levied in any year beginning in 1986, plus an additional dollar amount calculated by multiplying the District's regular property tax levy rate and emergency medical services levy for the preceding year by the increase in assessed value in the District resulting from new construction; construction

of electricity-generating wind turbine, solar, biomass, and geothermal facilities, whether classified as real or personal property; improvements to property; any increase in the assessed value of state-assessed property; and any increase in the assessed value of real property within an increment area as designated by any local government (provided that such increase is not included elsewhere).

Section 2. Approval of Budget. The Board hereby approves and adopts the 2026 Legal Budget as the budget for the District for calendar year 2026, which budget is attached hereto as Exhibits A.

Section 3. Approval of Regular Property Tax Levy. The Board hereby approves and adopts a regular property tax levy for collection in calendar year 2026 in the amount of \$7,579,868.66, which is an increase of 1% over the amount levied in 2025, or such amount as is determined to be accurate by the Island County Assessor's Office; **plus** such actual increase as is calculated by multiplying the increase in assessed value in the District resulting from new construction, construction of electricity-generating wind turbine, solar, biomass and geothermal facilities whether classified as real or personal property, improvements to property, any increase in the assessed value of state-assessed property, and any increase in the assessed value of real property within an increment area as designated by any local government (provided that such increase is not included elsewhere), by the regular property tax levy rate of the District for the preceding year, which is currently estimated to be an amount equal to \$62,684.98; **plus** any increase in the assessed value of state-assessed property, which is currently estimated to be an amount equal to \$3335.41; **plus** such additional amount required for prior year refunds or to reimburse the District for taxes abated or cancelled within the preceding twelve months, which is currently estimated to be the amount of \$15,320.32. Should these calculations need to be adjusted for any reason in order to maximize the 2026 regular property tax levy in accordance with the authority provided in RCW 84.55.010 and RCW 84.55.092, the Board authorizes the District Superintendent to do so in conjunction with the Island County Assessor's Office.

Section 4. Approval of Emergency Medical Services Property Tax Levy. The Board hereby approves and adopts an emergency medical services property tax levy for collection in calendar year 2026 in the amount of \$9,711,547.76, which is an increase of 1% over the amount levied in 2025, or such amount as is determined to be accurate by the Island County Assessor's Office; **plus** such actual increase as is calculated by multiplying the increase in assessed value in the District resulting from new construction, construction of electricity-generating wind turbine, solar, biomass and geothermal facilities whether classified as real or personal property, improvements to property, any increase in the assessed value of state-assessed property, and any increase in the assessed value of real property within an increment area as designated by any local government (provided that such increase is not included elsewhere), by the regular property tax levy rate of the District for the preceding year, which is currently estimated to be an amount equal to \$80,313.82; **plus** any increase in the assessed value of state-assessed property, which is currently estimated to be an amount equal to \$4273.42; **plus** such additional amount required for prior year refunds or to reimburse the District for taxes abated or cancelled within the preceding twelve months, which is currently estimated to be the amount of \$13,669.52. Should these calculations need to be adjusted for any reason in order to maximize the 2026 emergency medical services levy in accordance with the authority provided in RCW 84.55.010 and RCW 84.55.092, the Board



authorizes the District Superintendent to do so in conjunction with the Island County Assessor's Office.

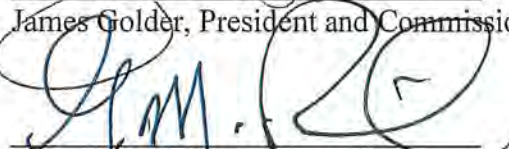
Section 5. Approval of Excess Property Tax Levy. The Board hereby approves and adopts an excess property tax levy for collection in calendar year 2026 in the amount of \$3,681,181.26 to pay the principal and interest due in calendar year 2026 on the District's outstanding Unlimited Tax General Obligation Bonds, 2013; **plus**, such additional amount required for prior year refunds or to reimburse the District for taxes abated or cancelled within the preceding twelve months, which is currently estimated to be the amount of \$19,435.37.

Section 6. Delegation of Authority. The Superintendent is directed to certify to the Island County Assessor, no later than November 30, 2025, a copy of this Resolution showing its adoption. The Superintendent and such other persons as the Superintendent may designate, are hereby further authorized and directed to take all action and to do all things necessary to carry out the provisions of this Resolution.

ADOPTED AND APPROVED by the Board of Commissioners of Whidbey Island Public Hospital District, Island County, Washington, at an open public meeting thereof this 20th day of November, 2025, and the following Commissioners being present and voting in favor of the adoption of the resolution.




James Golder, President and Commissioner



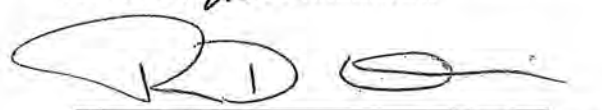
Greg Richardson, Commissioner



Marion Jouas, Commissioner



Jamie Carby, Commissioner



Ron Wallin, Secretary and Commissioner



## CERTIFICATION

I, the undersigned, Secretary of the Board of Commissioners of Whidbey Island Public Hospital District, Island County, Washington (the "District"), hereby certify as follows:

1. The attached copy of Resolution No. 481 (the "Resolution") is a full, true and correct copy of a resolution duly adopted at an open public meeting of the Board of Commissioners of the District held on November 20, 2025, as that resolution appears on the minute book of the District; and

2. A quorum of the members of the Board of Commissioners was present throughout the meeting and no fewer than four of the five members voted in the proper manner for the adoption of the Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand this 20th day of November, 2025.

WHIDBEY ISLAND PUBLIC HOSPITAL DISTRICT  
ISLAND COUNTY, WASHINGTON

A handwritten signature in black ink, appearing to read 'Ron Wallin', is written over a horizontal line.

Ron Wallin, Secretary of the Board of Commissioners

## Exhibit A

Whidbey Island Public Hospital District  
Operating and Capital Budget  
12 Months Ending December 31, 2026

---

# WhidbeyHealth 2026 Budget

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Date 11.20.25



**HealthTech**  
Sustainable Healthcare Performance Improvement

# WhidbeyHealth

## Statement of Revenues and Expenses

	FORECAST 2025	INITIATIVES 2026	BUDGET 2026
OUTPATIENT REVENUE	\$ 306,790,968	\$ 34,451,907	\$ 341,242,875
INPATIENT REVENUE	49,029,992	3,447,018	52,477,010
CLINIC REVENUE	27,671,392	4,988,273	32,659,664
<b>TOTAL PATIENT REVENUE</b>	<b>383,492,352</b>	<b>42,887,197</b>	<b>426,379,549</b>
DISCOUNTS AND ALLOWANCES	230,800,193	30,373,792	261,173,985
BAD DEBT/CHARITY	9,107,399	582,969	9,690,368
<b>TOTAL REVENUE DEDUCTIONS</b>	<b>239,907,592</b>	<b>30,956,761</b>	<b>270,864,353</b>
NET PATIENT REVENUE	143,584,760	11,930,436	155,515,196
TAX LEVY REVENUE	15,787,771	-	15,787,771
OTHER OPERATING REVENUE	2,430,013	330,000	2,760,013
<b>TOTAL OPERATING REVENUE</b>	<b>\$ 161,802,544</b>	<b>\$ 12,260,436</b>	<b>\$ 174,062,981</b>





# WhidbeyHealth

## Statement of Revenues and Expenses

	FORECAST		INITIATIVES		BUDGET
	2025		2026		2026
WAGES, BENEFITS & CL	\$	94,909,967	\$	6,113,032	\$ 101,022,999
PROF SVCS AND PHY FEES		25,049,750		1,428,680	26,478,430
SUPPLIES		22,498,830		2,187,513	24,686,343
OTHER EXPENSES		14,132,400		343,282	14,475,682
DEPRECIATION & INTEREST		10,223,583		-	10,223,583
<b>TOTAL OPERATING EXPENSE</b>		166,814,530		10,072,506	176,887,037
<b>TOTAL OPERATING INCOME</b>		(5,011,986)		2,187,930	(2,824,056)
TAX LEVIES		4,550,503		-	4,550,503
BOND INTEREST EXPENSE		(3,169,315)		170,303	(2,999,012)
FOUNDATION, NET		736,495		-	736,495
OTHER		4,063,629		(2,500,000)	1,563,629
<b>TOTAL NON-OPERATING INCOME</b>		6,181,313		(2,329,697)	3,851,616
<b>TOTAL SURPLUS</b>	\$	1,169,327	\$	(141,767)	\$ 1,027,560





# WhidbeyHealth

## Capital Budget – First Priority

Dept Name	Item Description	Sum of Total Cost
ED	Stryker Trauma Stretcher	76,931
ED,Rehab, DI, MAC	Nursecall	260,000
EMS	2026 Ford F-250 4WD	65,000
Family Birthplace	Babyroo TN300 Infant Radiant Warmer	63,959
Fluroscopy	Siemens Cios Select	75,000
ICU	CADD-Solis PCA pumps	20,000
IT	1) Telecom System R/R	1,104,579
Laboratory	Hemotology analyzer	120,000
MAC Oncology	Recliners	34,601
PACU 7030	6 new stretchers Linet	72,000
Rehab & Wellness	Litegait 500X	32,000
Surgical Services	Sentimag Gen3 Sytem	77,500
Surgical Services Central Sterile	AMSCO 7052HP Washer/Disinfector	93,698
<b>Grand Total</b>		<b>2,095,268</b>



# WhidbeyHealth

## Capital Budget – Second Priority

Dept Name	Item Description	Sum of Total Cost
<input type="checkbox"/> Diagnostic Imaging	HON Chairs	4,620
<input type="checkbox"/> ED	Trauma cart	10,000
<input type="checkbox"/> EMS	Lifepak-35	74,168
<input type="checkbox"/> Facilities	Elevator Modernization	375,000
<input type="checkbox"/> Family Birthplace	Fetal & Maternal Monitor	104,000
<input type="checkbox"/> IT	3) Network Switch	16,350
	2) ITSM (Help Desk system) imp fees	24,525
<input type="checkbox"/> Laboratory	Chemistry Tables	12,000
<input type="checkbox"/> MAC Oncology	Recliners	69,200
<input type="checkbox"/> Med/Surg	CADD-Solis PCA	30,000
<input type="checkbox"/> Rehab & Wellness	Shuttle MVP	16,000
<input type="checkbox"/> Surgical Services	Steris 5095 General Surgical Table	90,000
	Amsco 400 Prevacuum Single Sliding	
<input type="checkbox"/> Surgical Services Central Sterile	Cabinet Steam	34,154
<b>Grand Total</b>		<b>860,017</b>



**RCW 84.52.020****City and district budgets to be filed with county legislative authority.**

It shall be the duty of the city council or other governing body of every city, other than a city having a population of three hundred thousand or more, the board of directors of school districts of the first class, the superintendent of each educational service district for each constituent second-class school district, commissioners of port districts, commissioners of metropolitan park districts, and of all officials or boards of taxing districts within or coextensive with any county required by law to certify to the county legislative authority, for the purpose of levying district taxes, budgets or estimates of the amounts to be raised by taxation on the assessed valuation of the property in the city or district, through their chair and clerk, or secretary, to make and file such certified budget or estimates with the clerk of the county legislative authority on or before the thirtieth day of November.

[ **2005 c 52 s 1**; **1994 c 81 s 85**; **1988 c 222 s 27**; 1975-'76 2nd ex.s. c 118 s 33; **1975 c 43 s 33**; **1961 c 15 s 84.52.020**. Prior: **1939 c 37 s 1**; **1925 ex.s. c 130 s 75**; RRS s 11236; prior: **1909 c 138 s 1**; 1893 c 71 ss 2, 3.]

**NOTES:**

**Severability—1975-'76 2nd ex.s. c 118:** See note following RCW **28A.505.010**.

**Effective date—Severability—1975 c 43:** See notes following RCW **28A.535.050**.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF ISLAND COUNTY, WASHINGTON**

IN THE MATTER OF EXTENDING ONE YEAR  
APPOINTMENTS TO VARIOUS ADVISORY  
BOARDS AND COMMITTEES CONDUCTED  
DURING 2025 WHILE THE BOARD CONSIDERS  
POLICY CHANGES TO COMMITTEE  
APPOINTMENTS

RESOLUTION NO. C-69-25

**WHEREAS**, the Board of Island County Commissioners is working to implement policies and procedures to increase broad representation on advisory boards and committees to more accurately reflect community voices, and

**WHEREAS**, in Work Session on February 12, 2025, the Board directed staff to conduct appointments and reappointments to the various advisory boards and committees while an evaluation was conducted of the current recruitment and application processes; and

**WHEREAS**, routine appointments and reappointments were then made to various boards and committees throughout the year; and

**WHEREAS**, the Board has completed the evaluation and is now working on policy and procedure recommendations to relevant boards and committees for possible updates to their bylaws and rules of procedure; and

**WHEREAS**, the Board wishes to continue smooth operation of the books of business for the various advisory boards and committees; and

**WHEREAS**, the Board wishes to extend the list of appointments from 2025, attached as Exhibit A, for an additional year from the original end of appointment to 2027; **NOW THEREFORE**,

**BE IT HEREBY RESOLVED** that appointments listed in Exhibit A are extended for one additional year from the end of appointment to allow for the various boards and commissions to conduct business as the Board completes policy and procedure updates.

**ADOPTED** this \*\*, 2025.

**BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON**

\_\_\_\_\_  
Melanie Bacon, Chair

\_\_\_\_\_  
Janet St. Clair, Member

\_\_\_\_\_  
Jill Johnson, Member

**ATTEST:**

\_\_\_\_\_  
Jennifer Roll, Clerk of the Board

# EXHIBIT A

## 2025 COMMITTEE APPOINTMENTS TO BE EXTENDED



**2025 APPOINTMENTS TO BE EXTENDED**  
Listed by Committee and Position

**BOARD OF EQUALIZATION:**

POSITION 4 – APPOINTED 4/15/2025 EXTENDED TO 4/15/2027  
POSITION 5 – APPOINTED 4/15/2025 EXTENDED TO 4/15/2027  
POSITION 7 – APPOINTED 4/15/2025 EXTENDED TO 4/15/2027  
POSITION 2 – APPOINTED 9/16/2026 EXTENDED TO 9/16/2027

**CONSERVATION FUTURES PROGRAM CITIZENS ADVISORY BOARD  
(CAB):**

POSITION 1 – APPOINTED 2/25/2025 EXTENDED TO 2/25/2027  
POSITION 6 – APPOINTED 2/25/2025 EXTENDED TO 2/25/2027  
POSITION 8 – APPOINTED 4/15/2025 EXTENDED TO 4/15/2027  
POSITION 9 – APPOINTED 6/17/2025 EXTENDED TO 6/17/2027

**CIVIL SERVICE COMMISSION**

POSITION 1 – APPOINTED 3/18/2025 EXTENDED TO 3/18/2027

**HOUSING AUTHORITY OF ISLAND COUNTY**

POSITION 2 – APPOINTED 3/18/2025 EXTENDED TO 3/18/2027

**HISTORIC PRESERVATION COMMISSION**

POSITION 2 – APPOINTED 3/25/2025 EXTENDED TO 3/25/2027

**LODGING TAX ADVISORY COMMITTEE**

POSITION 6 – APPOINTED 3/18/2025 EXTENDED TO 3/18/2027

**MARINE RESOURCES COMMITTEE**

POSITION 10 – APPOINTED 2/25/2025 EXTENDED TO 2/25/2027

**SOLID WASTE ADVISORY COMMITTEE**

POSITION 11 – APPOINTED 9/16/2025 EXTENDED TO 9/16/2027

**BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF ISLAND COUNTY, WASHINGTON**

IN THE MATTER OF PROVIDING LUMP	)	
SUM TRAVEL ALLOWANCE IN LIEU OF	)	RESOLUTION NO. C- 59 -24
ACTUAL EXPENSES TO COUNTY	)	
<u>COMMISSIONERS</u>	)	

WHEREAS RCW 42.24.090 provides in pertinent part that counties may prescribe by resolution the amounts to be paid officers or employees thereof, as reimbursement to such officers or employees, in lieu of actual expenses incurred for travel expenses; and

WHEREAS due to the continued rise in fuel and costs associated with operating a personal vehicle since 2011, the Board determined that an increase in the stipend from \$500 to \$700 was warranted and

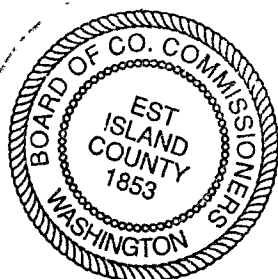
WHEREAS the travel expense stipend has not been increased since 2011 and travel costs have continued to rise the Board has determined an increase to the stipend from \$700 to \$1000 is warranted and,

WHEREAS the increase to the travel and expense stipend is intended to be compensation for travel to the County offices in Coupeville and all other job-related in county-travel, the Board is expected to attend meetings in person whenever possible, NOW THEREFORE,

BE IT HEREBY RESOLVED that, effective January 1, 2025, each Commissioner's use of their personal automobile for official in-county travel is increased to \$1200 per month until December 31, 2025.

ADOPTED this 1<sup>TH</sup> day of January 2025.

**BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON**



Attest:

Jennifer Roll  
Jennifer Roll  
Clerk of the Board

Melanie Bacon  
Melanie Bacon, Chair

"Opposed"  
Janet St. Clair, Member

Jill Johnson  
Jill Johnson, Member

**RCW 42.24.090****Municipal corporations and political subdivisions—Reimbursement claims by officers and employees.**

No claim for reimbursement of any expenditures by officers or employees of any municipal corporation or political subdivision of the state for transportation, lodging, meals or any other purpose shall be allowed by any officer, employee or board charged with auditing accounts unless the same shall be presented in a detailed account: PROVIDED, That, unless otherwise authorized by law, the legislative body of any municipal corporation or political subdivision of the state may prescribe by ordinance or resolution the amounts to be paid officers or employees thereof as reimbursement for the use of their personal automobiles or other transportation equipment in connection with officially assigned duties and other travel for approved public purposes, or as reimbursement to such officers or employees in lieu of actual expenses incurred for lodging, meals or other purposes. The rates for such reimbursements may be computed on a mileage, hourly, per diem, monthly, or other basis as the respective legislative bodies shall determine to be proper in each instance: PROVIDED, That in lieu of such reimbursements, payments for the use of personal automobiles for official travel may be established if the legislative body determines that these payments would be less costly to the municipal corporation or political subdivision of the state than providing automobiles for official travel.

All claims authorized under this section shall be duly certified by the officer or employee submitting such claims on forms and in the manner prescribed by the state auditor.

[ 1995 c 301 s 73; 1981 c 56 s 1; 1965 c 116 s 2.]