



TOWN COUNCIL AGENDA

August 26, 2025 6 PM
Upper Maple Center
204 Commercial Street

Skagit County Washington
Incorporated 1890
www.townoflaconner.org

I. Call to Order

II. Pledge of Allegiance

III. Public Comments (Limit: 3 minutes per person)

IV. Presentations:

V. CONSENT AGENDA

A. Consent Agenda (Approved without objection 5/0)

1. Approval of the Minutes: August 12, 2025 Council Meeting
Finance:
Approval of Accounts Payable
Approval of Payroll

VI. REPORTS

1. Administrator's Report
2. Mayor's Report
3. Council Committee Reports

VII. UNFINISHED BUSINESS:

1. Washington & Road St. Pedestrian Improvement Project Acceptance & TIB Closeout

VIII. NEW BUSINESS

1. Ordinance – Amendment to 12.10.050 Sewer Rates & 12.15.055 Water Rates
2. Ordinance – Amendment to 5.05.030 Business Licenses
3. Agreement – Wilson Engineering (WWTP Grant Application)
4. Agreement – Terminix Pest Control
5. Agreement - DocuSign

IX. MAYOR ROUNDTABLE

X. EXECUTIVE SESSION

There may be an executive session immediately preceding or following the meeting as allowed by RCW 42.30.110 and as announced by the presiding officer.

Town Hall Meetings are available for viewing only on our live portal at www.townoflaconner.com "technology permitting".

Consent Agenda

- 1) Approval of Minutes**
- 2) Approval of Accounts Payable**
- 3) Approval of Payroll**

Town of La Conner
Town Council Meeting
August 12, 2025 – 6:00 p.m.

The meeting of the La Conner Town Council was called to order at 6:00 p.m. by Mayor Hanneman.

Present: Councilmembers Tayler, Dole, Chamberlain and Wohleb.

Also present: Administrator Thomas, Finance Director DeGoede, Planner Eills, Fire Chief/Code Enforcement Officer Reinstra and Sgt. Holmes of the Sheriff's Department.

Councilmember Chamberlain moved to excuse Councilmember Carlson. Motion seconded by Councilmember Wohleb. Motion carried 4/0.

Public Comments:

Resident Kathy Shiner requested background information on the Planning Commission appointments. Mayor Hanneman confirmed the information would be provided and Maya Ojalchto, one of the appointed nominees is here to introduce herself. Both are residents of the Town.

Consent Agenda:

Approval of Agenda

Approval of the Minutes of the July 22, 2025 Council Meeting

And the July 22, 2025 Special Council Meeting.

Accounts Payable:

Checks	28349 - 28408	\$251,503.41
Electronic Pmts.	2018367-- Invoice Cloud Fees	\$172.60
	2018368 – US Bank Fees	\$465.30
	Total Accounts Payable	\$252,141.31

Payroll of August 5 2025:

Checks 6132 - 6140		\$2,582.58
<u>Electronic Payments</u>		
AWC Benefit Trust	#2018362	\$11,474.56
Deferred Comp	#2018363	\$3,034.97
PERS Retirement	#2018364	\$8,710.89
Teamsters Benefit	#2018365	\$7,412.40
Auto Payroll Taxes	#2018366	\$11,049.77
Payroll Auto Deposit		\$31,039.84
	Total Payroll	\$75,305.01

Councilmember Dole moved to approve the Consent Agenda as presented. Motion seconded by Councilmember Taylor. Motion carried 4/0.

Chamber Report:

Chamber Director Hurst reported the Chamber had 393 tourist related contacts for the month of July, to include 91 out of state, 59 from Canada, 42 foreign country visitors and 77 calls. The Annual Boat and Car Show was successful with a turnout of 150 cars and 11 boats. October 11th is Brew on the Slew. Ticket sales are mostly from Seattle and Bellevue.

Mayor Hanneman gave a shoutout to Tami Mason, from WA Fed Bank, for her outstanding job organizing the Boat and Car Show.

Revenue & Expenditure Reports:

Mayor Hanneman noted the July Sales Tax and Hotel Motel Tax dropped from last year, but we are still higher this year in the overall totals.

Department Head Reports:

Fire Department/Code Enforcement:

Fire Chief Reinstra met with the Port to discuss how they handle derelict and abandoned boats on their docks. The Town has several boats that are not paying moorage fees and/or are abandoned.

Planning Department:

Planner Eills invited everyone to a Community Mingle on August 19th at the regular Planning Commission Meeting. The topic will be on Non-Motorized Transportation and ADA access within the Town. Discussions will focus on identifying public areas that are in need of small fixes that won't require redesign and engineering costs. Planner Eills stressed it will not include parking.

Public Works:

Public Works Director Lease announced his Water Comprehensive Plan was finalized and approved as complete.

Sheriff's Department:

Sgt. Holmes confirmed the July hours were down due to staff on vacations. The foot patrol is happening, with the officers walking Town at night rather than during the heat of the day.

WWTP:

Mayor Hanneman discussed today's installation of the Tribal wastewater meter. It was to be completed by the end of the day.

Mayor's Report:

Mayor Hanneman discussed the following:

- The Spirit Wheel has been cleaned up by Public Works and hung back up for the Senior Center Woodworking group to paint on Monday. The colors will be under the approval of the artist, Keven Paul.
- Her meeting at the La Conner Retirement Inn was well attended. They had great suggestions and she encouraged them to apply for any volunteer positions with the Town. She is planning on another meeting with them in three months.
- Last Thursday was the 121st Pioneer Picnic. The bandstand has been named after our former Mayor Bud Moore.
- She is still in discussions with the Port on cosponsoring the Sunday concerts and starting a farmer's market.

Council Committee Reports:

Arts Commission:

Councilmember Taylor noted tonight there is a resolution to appoint a new Art's Commissioner.

Emergency Management Commission:

Councilmember Dole mentioned Commissioner Wilson has been helping with the solar grant.

Finance Committee:

The Finance Committee met briefly to move forward with the Banner Bank CD Rollover. Banner Bank offered the highest twelve- month CD with an interest of 4%.

Logo Design Contest:

Planner Eills provided three options for the logo design contest. It was the Consensus of the Council to go with Option 2. Town Staff Logo Team will select the top five or ten choices, present them to the Town Council to narrow it down to three choices for the public to vote on. The process will take about 3 months. Councilmembers Wohleb and Taylor volunteered to join the Town Staff Logo Team.

Agreement – Change Order Fulltime Fabrications (Fireboat)

Administrator Thomas explained this will be the last one in the amount of \$2,131.11. Delivery was delayed to August 29th. It will be moored at the Port.

Councilmember Tayler moved to approve the Mayor to sign the Fulltime Change Order Agreement for the fireboat. Motion seconded by Councilmember Dole. Motion carried 4/0.

Resolution 673 – Appointment to the Arts Commission (Dalton):

Mayor Hanneman has appointed Sarah Dalton to the Arts Commission for a term through December 2027.

Councilmember Taylor moved to approve Resolution 673 appointing Sarah Dalton to the Arts Commission. Motion seconded by Councilmember Wohleb. Motion carried. 4/0

Resolution 674 – Appointment to the Planning Commission (Corey and Ojalchto):

Mayor Hanneman appointed Timothy Corey for a term ending December 2025 and Maya Ojalchto for a term ending December 2026 to the Planning Commission. The Mayor gave background information on Timmothy Corey.

Nominee Mya Ojalchto introduced herself and discussed her background and experience she can apply to her decision making on the Planning Commission.

Councilmember Wohleb moved to approve Resolution 674 appointing Timothy Corey and Maya Ojalchto to the Planning Commission. Motion seconded by Councilmember Taylor. Motion carried 4/0.

Canon Financial Copier Purchase Order:

Finance Director DeGoede explained the lease to the old copier is up next month. The payments for the new lease will be \$271.85 a month for five years. This is the purchase order to move forward, there will be an agreement for Council to approve later.

Councilmember Dole moved to approve the Canon Financial Purchase Order and Lease for the new copier. Motion seconded by Councilmember Wohleb. Motion carried 4/0.

Agreement Swinomish Tribe Sewer Rate (Addendum A):

Administrator Thomas received this at the WAB meeting today. The Tribe just wanted acknowledgement of the sewer rates agreed upon during the time the meter was non-operational. The flow was based on the monthly flows of 2023, the last year it was operational.

Councilmember Wohleb moved to approve the Mayor to sign the Swinomish Tribal Agreement (Addendum A), establishing the monthly flows from 2023 during the time the meter was non-operational. Motion seconded by Councilmember Dole. Motion carried 4/0.

Western Solar:

Councilmember Chamberlain has been working on a grant from PSE for the Fire Department solar panels. This is a fully funded grant that will be paid directly to the contractor. Selection of the contractor had to be made before she could submit for the grant. She received three bids and selected Western Solar. Administrator Thomas consulted with MRSC and L&I on our participation of the project. Because the contractor will be paid directly by PSE, the Town has limited involvement, with no requirements on our part. The Agreement is contingent on the PSE grant acceptance. This is informational only. Council will be presented the actual agreement at a future meeting.

Councilmember Dole suggested a resolution in appreciation of Tami Mason acknowledging her time and effort on Town events. He also discussed junk car requirements in Town.

Councilmember Chamberlain would like to schedule a flood modeling presentation by the first meeting in October, the start of the flood season. It was agreed to schedule it. Councilmember Chamberlain will provide more information to move forward.

Finance Director DeGoede will send out some dates for a special meeting for the Hotel Motel presentations.

Councilmember Wohleb needed a historical building list in Town for a Tour on September 17th. Planner Eills will help her with it.

Resident Linda Talman suggested to start preserving memories of the Town.

There being no further business the meeting ended at 7:02 p.m.

Maria DeGoede, Finance Director

Marna Hanneman, Mayor



TOWN OF LA CONNER

CLAIMS CLEARING

We, the undersigned Town Council of the Town of La Conner, Skagit County, Washington, do hereby certify that the merchandise or services hereinafter specified for the **August 26, 2025 Claims** have been received and that;

Checks Numbered: 28409– 28444 \$277,646.75
Voided Check 28232

Auto Payments:
Excise Taxes #2018370 \$10,624.74

Are approved for a total payment of \$288,271.49 this 26th day of August 2025.

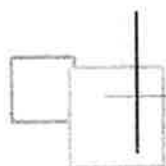


Finance Director

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember



Voucher Directory

Fiscal: : 2025 - August
Council Date: : 2025 - August - Second Council Meeting

Member	Reference	Account Number	Description	Amount
Active911 Inc.				
	Void CK28232		2025 - August - Second Council Meeting	
		Invoice - VoidCk28232		
		Void Check 28232		
		Total Invoice - VoidCk28232		
	Total Void CK28232			
Total Active911 Inc.				
Birch Equipment				
	28409		2025 - August - Second Council Meeting	
		Invoice - 309917-5		
		Rental of Generator & Trailer		
		403-000-531-38-48-03	System Repair & Maintenance	\$296.70
		Total Invoice - 309917-5		\$296.70
	Total 28409			\$296.70
Total Birch Equipment				\$296.70
Britt-Mari Wisniewski				
	28410		2025 - August - Second Council Meeting	
		Invoice - WisniewskiPPDepRef8/14/25		
		Wisniewski Pioneer Park Dep Ref 8/14/25		
		002-000-582-10-00-00	Park Deposit Refund	\$200.00
		Total Invoice - WisniewskiPPDepRef8/14/25		\$200.00
	Total 28410			\$200.00
Total Britt-Mari Wisniewski				\$200.00
Canon Financial Services INC.				
	28411		2025 - August - Second Council Meeting	
		Invoice - 41617083		
		Copier Lease		
		001-000-518-30-40-00	Lease Agreement Tax	\$10.58
		001-000-591-31-70-00	Rents & Leases - Longterm	\$121.67
		70%		
		401-000-534-80-40-00	Lease Agreement Tax	\$2.27
		401-000-591-31-70-00	Rents & Leases - Longterm	\$26.07
		15%		
		409-000-535-80-40-00	Lease Agreement Tax	\$2.27

Number	Reference	Account Number	Description	Amount
		409-000-591-31-70-00	Rents & Leases - Longterm	\$26.07
		15%		
		Total Invoice - 41617083		\$188.93
		Total 28411		\$188.93
		Total Canon Financial Services INC.		\$188.93
Cascade Natural Gas Corp				
28412				
		2025 - August - Second Council Meeting		
		Invoice - CasNatGasAug2025		
		Utility - Gas		
		001-000-518-30-47-00	Public Utility Services	\$27.64
		204 Douglas-Town Hall		
		001-000-522-20-47-00	Public Utility Services	\$42.82
		12142 Chilberg-Fire Hall		
		003-000-575-50-47-01	Public Utility Services-MH/MC	\$37.32
		108 Commercial-MH/MC		
		003-000-575-50-47-02	Public Utility Services-GC	\$48.61
		622 S 2nd Street-GC		
		401-000-534-80-47-00	Public Utility Services	\$21.20
		604 N 3rd Street - PW		
		409-000-535-80-47-00	Public Utility Services	\$20.00
		12154 B Chilberg - Sewer		
		409-000-535-80-47-00	Public Utility Services	\$61.06
		12154 Chilberg - WWTP		
		Total Invoice - CasNatGasAug2025		\$258.65
		Total 28412		\$258.65
		Total Cascade Natural Gas Corp		\$258.65
Code Publishing				
28413				
		2025 - August - Second Council Meeting		
		Invoice - GC00131566		
		Annual Web & Update Fees		
		001-000-518-30-49-08	Codification	\$605.00
		Total Invoice - GC00131566		\$605.00
		Total 28413		\$605.00
		Total Code Publishing		\$605.00
Crystal Springs				
28414				
		2025 - August - Second Council Meeting		
		Invoice -5383122 080625		
		Distilled Water		
		409-000-535-80-31-02	Lab Supplies	\$3.26

Number	Reference	Account Number	Description	Amount
			WWTP Distilled Water	
		Total Invoice -5383122 080625		\$3.26
Total 28414				\$3.26
Total Crystal Springs				\$3.26
Dalco Inc.				
28415			2025 - August - Second Council Meeting	
		Invoice - 62430		
		Replace Pressure Guage		
		409-000-535-80-41-00	Professional Services	\$1,091.18
		Total Invoice - 62430		\$1,091.18
Total 28415				\$1,091.18
Total Dalco Inc.				\$1,091.18
David Evans & Associates Inc.				
28416			2025 - August - Second Council Meeting	
		Invoice - 596639		
		Water System Plan		
		401-000-534-80-41-00	Professional Services	\$15,095.44
		Total Invoice - 596639		\$15,095.44
		Invoice - 596640		
		Talman DE Agreement		
		005-000-552-30-41-02	DE Engineering Fees	\$36.67
		401-000-534-80-41-02	DE Engineer Fees	\$36.68
		403-000-531-38-41-05	DE Engineering Fees	\$36.68
		409-000-535-80-41-08	DE Engineering Fees	\$36.68
		Total Invoice - 596640		\$146.71
		Invoice - 596641		
		Wa & Road St. Pedestrian Improv.		
		005-000-595-65-61-02	TIB Pedestrian Improvements	\$920.40
		Total Invoice - 596641		\$920.40
Total 28416				\$16,162.55
Total David Evans & Associates Inc.				\$16,162.55

Account Number	Description	Amount
Department of Ecology		
28417	2025 - August - Second Council Meeting	
	Invoice - 26-WA0022446-1	
	Water Quality Program Renewal	
	409-000-535-80-49-02 Intergovernmental Permits	\$1,859.00
	Total Invoice - 26-WA0022446-1	\$1,859.00
Total 28417		\$1,859.00
Total Department of Ecology		\$1,859.00
E & E Contracting		
28418	2025 - August - Second Council Meeting	
	Invoice - E&EContWARoadPedPmtReq4	
	Wa Road Pedestrian Project Pmt Req #4	
	005-000-595-65-61-02 TIB Pedestrian Improvements	\$97,692.00
	Total Invoice - E&EContWARoadPedPmtReq4	\$97,692.00
Total 28418		\$97,692.00
Total E & E Contracting		\$97,692.00
Eurofins Environment Testing NW		
28419	2025 - August - Second Council Meeting	
	Invoice - 25-23131	
	Compost Testing	
	412-000-554-90-48-05 Compost Testing/Materials	\$490.00
	Compost Testing	
	Total Invoice - 25-23131	\$490.00
	Invoice - 25-23357	
	Effluent Testing	
	409-000-535-80-48-05 Materials/Testing	\$35.00
	Sewer Testing	
	Total Invoice - 25-23357	\$35.00
Total 28419		\$525.00
Total Eurofins Environment Testing NW		\$525.00
Fastenal Company		
28420	2025 - August - Second Council Meeting	
	Invoice - WAANA163445	
	Nitrate Gloves	
	409-000-535-80-31-02 Lab Supplies	\$99.46
	Total Invoice - WAANA163445	\$99.46
	Invoice - WAANA163509	
	Garbage Bags	
	003-000-575-50-31-05 Public Restroom Supplies	\$60.70
	Total Invoice - WAANA163509	\$60.70

Order Number	Reference	Account Number	Description	Amount
Invoice - WAANA163563				
		Paint and Garbage Bags		
		003-000-575-50-31-05	Public Restroom Supplies	\$179.59
		Total Invoice - WAANA163563		\$179.59
Total 28420				\$339.75
Total Fastenal Company				\$339.75
Frontline Cleaning Services				
28421			2025 - August - Second Council Meeting	
		Invoice - 38751		
		Public Restroom Cleaning		
		003-000-575-50-48-05	Public Restrooms - Repair & Maint.	\$2,780.00
		Total Invoice - 38751		\$2,780.00
Total 28421				\$2,780.00
Total Frontline Cleaning Services				\$2,780.00
Grainger				
28422			2025 - August - Second Council Meeting	
		Invoice - 9595011074		
		PEX Tubing		
		409-000-535-80-48-01	Plant Repair & Maintenance	\$46.75
		Total Invoice - 9595011074		\$46.75
		Invoice - 9595625626		
		Engine Oil		
		412-000-554-90-48-06	Compost Machinery/Equip	\$396.54
		Total Invoice - 9595625626		\$396.54
		Invoice - 9596481979		
		2-Way Ball Valves		
		409-000-535-80-48-01	Plant Repair & Maintenance	\$120.22
		Total Invoice - 9596481979		\$120.22
		Invoice - 9597393363		
		Submersible Sump Pump		
		409-000-535-80-31-02	Lab Supplies	\$243.99
		Total Invoice - 9597393363		\$243.99
Total 28422				\$807.50
Total Grainger				\$807.50
HD Supply Facilities Maint.				
28423			2025 - August - Second Council Meeting	
		Invoice - 9240031931		
		Refrigrator & Microwave for Town Hall		
		001-000-518-30-48-01	Building Repair & Maintenance	\$351.16
		Total Invoice - 9240031931		\$351.16

Number	Reference	Account Number	Description	Amount
Invoice - 9240078705				
		Storage Cabinets for Town Hall		
		001-000-518-30-48-01	Building Repair & Maintenance	\$429.58
		Total Invoice - 9240078705		\$429.58
Total 28423				\$780.74
Total HD Supply Facilities Maint.				\$780.74
Jodi Dean				
28424			2025 - August - Second Council Meeting	
		Invoice - DeanMHDepRef8/3/25		
		Dean Maple Hall Dep Ref 8/3/25		
		003-000-582-10-00-00	Maple Hall/Garden Club Deposit Refund	\$707.50
		Total Invoice - DeanMHDepRef8/3/25		\$707.50
Total 28424				\$707.50
Total Jodi Dean				\$707.50
Kathleen Ursu				
28425			2025 - August - Second Council Meeting	
		Invoice - UrsuPPDepRef8/10/25		
		Ursu Pioneer Park Dep Ref 8/10/25		
		002-000-582-10-00-00	Park Deposit Refund	\$205.00
		Total Invoice - UrsuPPDepRef8/10/25		\$205.00
Total 28425				\$205.00
Total Kathleen Ursu				\$205.00
KRH Valuation				
28426			2025 - August - Second Council Meeting	
		Invoice - 25-0107		
		Analysis/Appraisal for Maple Ave. Street Right of Way Vacation		
		001-000-582-10-00-00	Hearing Examiner Fees Reimb	\$4,200.00
		Total Invoice - 25-0107		\$4,200.00
Total 28426				\$4,200.00
Total KRH Valuation				\$4,200.00
Marion Melville				
28427			2025 - August - Second Council Meeting	
		Invoice - MelvillePPDepRef8/17/25		
		Melville Pioneer Park Deposit Ref 8/17/25		
		002-000-582-10-00-00	Park Deposit Refund	\$100.00
		Total Invoice - MelvillePPDepRef8/17/25		\$100.00
Total 28427				\$100.00
Total Marion Melville				\$100.00

Reference	Account Number	Description	Amount
Pape' Machinery Exchange			
28432	2025 - August - Second Council Meeting		
Invoice - 2432676			
Replacement of U-Joints of Frontloader			
	412-000-554-90-48-06	Compost Machinery/Equip	\$1,319.72
Total Invoice - 2432676			\$1,319.72
Invoice - 2432677			
Replaced Filters and Fluids - Annual Maint. for Frontloader			
	412-000-554-90-48-06	Compost Machinery/Equip	\$1,402.07
Total Invoice - 2432677			\$1,402.07
Total 28432			\$2,721.79
Total Pape' Machinery Exchange			\$2,721.79
Port of Skagit Co.			
28433	2025 - August - Second Council Meeting		
Invoice - 78970A			
Propane			
	005-000-543-10-48-00	Repair & Maintenance	\$25.15
Total Invoice - 78970A			\$25.15
Invoice - 79029A			
Propane			
	005-000-543-10-48-00	Repair & Maintenance	\$38.84
Total Invoice - 79029A			\$38.84
Total 28433			\$63.99
Total Port of Skagit Co.			\$63.99
Puget Sound Energy			
28434	2025 - August - Second Council Meeting		
Invoice - PSE			
Utility - Electric			
	001-000-518-30-47-00	Public Utility Services	\$348.53
		204 Douglas St -Town Hall	
	001-000-522-20-47-00	Public Utility Services	\$557.13
		12142 Chilberg - Fire Dept	
	002-000-576-80-47-00	Public Utility Services	\$10.85
		1340 Conner Way	
	002-000-576-80-47-00	Public Utility Services	\$25.32
		1339 Conner Way Lights - Pioneer Park Lights	
	002-000-576-80-47-00	Public Utility Services	\$214.38
		100 Washington Ave Light- St End Park	
	002-000-576-80-47-00	Public Utility Services	\$21.45
		100 Morris - Gilkey Square	
	002-000-576-80-47-00	Public Utility Services	\$50.55
		1339 Connor Way - Pioneer Park Gazebo	
	003-000-575-50-47-02	Public Utility Services-GC	\$33.06
		622 S 2nd Street - Garden Club	

	Account Number	Description	Amount
	003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$56.77
	304 Morris St -Public Restroom		
	003-000-575-50-47-05	Public Utility Svcs-Restrooms	\$64.17
	613 1st Street - Public Restroom		
	005-000-542-63-47-00	Public Utility Services	\$123.54
	Area Lights Acct #200011509383		
	005-000-542-63-47-00	Public Utility Services	\$63.84
	3rd & Douglas		
	005-000-542-63-47-00	Public Utility Services	\$306.97
	1st Street Lights #220005384221		
	005-000-542-63-47-00	Public Utility Services	\$17.76
	100 Sherman St		
	005-000-542-63-47-00	Public Utility Services	\$56.41
	12100 Chilberg - Flag pole/Monument lights		
	401-000-534-80-47-00	Public Utility Services	\$14.55
	1200 S 4th St - Water Tank		
	401-000-534-80-47-00	Public Utility Services	\$314.19
	604 N 3rd Street - PW Shop-300000002695		
	403-000-531-38-47-00	Public Utility Service	\$50.97
	102 S 6th St - Drainage Pump		
	403-000-531-38-47-00	Public Utility Service	\$94.20
	213 Caledonia - Drainage Pump		
	409-000-535-80-47-00	Public Utility Services	\$47.77
	602 N 3rd Street - Pump		
	409-000-535-80-47-00	Public Utility Services	\$10.37
	12154 Chilberg - WWTP Fuel Station		
	409-000-535-80-47-00	Public Utility Services	\$30.37
	622 1st Street - Sewage Vault		
	Total Invoice - PSE		\$2,513.15
Total 28434			\$2,513.15
Total Puget Sound Energy			\$2,513.15
Skagit County Sheriff Office			
28435			
	2025 - August - Second Council Meeting		
	Invoice - 3897		
	Policing Services		
	001-000-521-20-41-00	Professional Services	\$98,508.75
	Skagit Co Sheriff contract		
	Total Invoice - 3897		\$98,508.75
Total 28435			\$98,508.75
Total Skagit County Sheriff Office			\$98,508.75

Voucher Number	Reference	Account Number	Description	Amount
Skagit Valley Publishing				
28436			2025 - August - Second Council Meeting	
	Invoice - 56637			
		Publishing Surplus of Northwind Boat & Trailer		
		401-000-534-80-44-00	Advertising	\$161.40
	Total Invoice - 56637			\$161.40
	Invoice - 59278			
		Publishing of Preliminary Mitigated Determ of Non Signif. Ebert		
		001-000-558-60-44-00	Advertising	\$263.62
	Total Invoice - 59278			\$263.62
	Invoice - 59336			
		Publishing of Ord. 1262		
		001-000-558-60-44-00	Advertising	\$53.80
	Total Invoice - 59336			\$53.80
	Invoice - 59354			
		Publishing of Hotel Motel 2026		
		123-000-571-10-41-01	Professional Services	\$129.12
	Total Invoice - 59354			\$129.12
	Invoice - 59383			
		Publishiing of Determination of Non-Sig Smith/Olympic Pipeline		
		001-000-558-60-44-00	Advertising	\$199.06
	Total Invoice - 59383			\$199.06
	Total 28436			\$807.00
Total Skagit Valley Publishing				\$807.00
Stockton's Paint				
28437			2025 - August - Second Council Meeting	
	Invoice - 330038643			
		Paint		
		002-000-576-80-48-01	Building Repair & Maintenance	\$34.20
	Total Invoice - 330038643			\$34.20
	Total 28437			\$34.20
Total Stockton's Paint				\$34.20
Town of La Conner				
28438			2025 - August - Second Council Meeting	
	Invoice - C 08-2025			
		August 2025 Sewer Service Charge		
		412-000-554-90-47-00	Compost Treatment Chgs - 409	\$10,833.34
	Total Invoice - C 08-2025			\$10,833.34

Number	Reference	Account Number	Description	Amount
Invoice - S 08-2025				
	August 2025 Sludge Disposal			
	409-000-535-80-47-02		Sludge Disposal - 412	\$2,500.00
	Total Invoice - S 08-2025			\$2,500.00
Total 28438				\$13,333.34
Total Town of La Conner				\$13,333.34
U.S. Bank				
28439			2025 - August - Second Council Meeting	
	Invoice - Amazon2028225			
	Digital Hose Watering Timer			
	002-000-576-80-48-01		Building Repair & Maintenance	\$93.46
	Total Invoice - Amazon2028225			\$93.46
	Invoice - Amazon3366623			
	AA Batteries, Vaccum Wall Mount, White Out Correction Tape			
	001-000-518-30-31-00		Office & Operating Supplies	\$50.89
	Total Invoice - Amazon3366623			\$50.89
	Invoice - Amazon6839432			
	Laptop Power Bank w Charger/USB-C Ports/Retractable Cables			
	401-000-534-80-31-00		Office & Operating Supplies	\$102.71
	Total Invoice - Amazon6839432			\$102.71
	Invoice - Amazon8712255			
	Front Desk Date Stamp Self Inking			
	001-000-518-30-31-00		Office & Operating Supplies	\$87.18
	Total Invoice - Amazon8712255			\$87.18
	Invoice - Amazon9548257			
	Front Desk Date Stamp			
	001-000-518-30-48-00		Computer/Server Maintenance	\$46.41
	Server Backup			
	Total Invoice - Amazon9548257			\$46.41
	Invoice - Costco7/19/25			
	PW Clothing Allowance - Pena			
	002-000-576-80-35-00		Small Tools & Equipment	\$55.94
	Total Invoice - Costco7/19/25			\$55.94
	Invoice - CrashPlan2/20/25			
	Server Backup			
	001-000-518-30-48-00		Computer/Server Maintenance	\$54.25
	Server Backup			
	Total Invoice - CrashPlan2/20/25			\$54.25
	Invoice - EkermHDWr8/7/25			
	PRV Brass Fittings			
	401-000-534-80-48-03		System Repair & Maintenance	\$39.12
	Total Invoice - EkermHDWr8/7/25			\$39.12

Number	Reference	Account Number	Description	Amount
Invoice - FisherEmerson6/26/25				
		Solution & Sensors for the Chlorine Residue Monitor		
		401-000-534-80-48-03	System Repair & Maintenance	\$850.85
		Total Invoice - FisherEmerson6/26/25		\$850.85
Invoice - HmDepot7/18/25				
		Window Film Application Kit/Fy Traps/Ribbons		
		001-000-522-20-31-00	Office & Operating Supplies	\$128.08
		Total Invoice - HmDepot7/18/25		\$128.08
Invoice - HoseShp8/7/25				
		PRV Fittings		
		401-000-534-80-48-03	System Repair & Maintenance	\$6.55
		Total Invoice - HoseShp8/7/25		\$6.55
Invoice - INV316840109				
		Zoom Charges		
		001-000-518-30-31-00	Office & Operating Supplies	\$279.02
		Total Invoice - INV316840109		\$279.02
Invoice - MisterT7/11/25				
		Memorial Plaque for Pioneer Park Bandstand - Moore		
		002-000-576-80-41-00	Professional Services	\$275.00
		Total Invoice - MisterT7/11/25		\$275.00
Invoice - PionMkt7/22/25				
		Supplies for Council Meeting		
		001-000-511-60-49-02	Council Training & Meetings	\$12.65
		Total Invoice - PionMkt7/22/25		\$12.65
Invoice - RavCoffee7/30/25				
		Commission Meeting - Thomas		
		001-000-513-10-49-02	Admin Training & Meetings	\$10.15
		Total Invoice - RavCoffee7/30/25		\$10.15
Invoice - SkSoil44640				
		General Soil		
		403-000-531-38-48-03	System Repair & Maintenance	\$154.76
		Total Invoice - SkSoil44640		\$154.76
Invoice - WCMA7/10/25				
		City Management Seminar - Thomas		
		001-000-513-10-49-02	Admin Training & Meetings	\$100.00
		Total Invoice - WCMA7/10/25		\$100.00
Invoice -WayFind7/22/25				
		Council Special Meeting Meal		
		001-000-511-60-49-02	Council Training & Meetings	\$130.44
		Total Invoice -WayFind7/22/25		\$130.44
Total 28439				\$2,477.46
Total U.S. Bank				\$2,477.46

	Vendor	Reference	Account Number	Description	Amount
ULINE	28440	2025 - August - Second Council Meeting			
		Invoice - 196848527			
		Adhesive Butyl Pad			
		005-000-543-10-48-00	Repair & Maintenance		\$198.67
		Total Invoice - 196848527			\$198.67
	Total 28440				\$198.67
Total ULINE					\$198.67
USA Bluebook	28441	2025 - August - Second Council Meeting			
		Invoice - INV00787196			
		Reagent Tablets			
		401-000-534-80-48-03	System Repair & Maintenance		\$199.30
		Total Invoice - INV00787196			\$199.30
		Invoice - INV00793394			
		All Weather Sampler/Cabinet w Top Heater, Poly Bottle Tubes and Strainer			
		409-000-535-80-31-02	Lab Supplies		\$5,989.81
		409-000-535-80-48-01	Plant Repair & Maintenance		\$5,989.81
		Total Invoice - INV00793394			\$11,979.62
		Invoice - INV00800149			
		Pump Tubes			
		409-000-535-80-48-01	Plant Repair & Maintenance		\$65.79
		Total Invoice - INV00800149			\$65.79
	Total 28441				\$12,244.71
Total USA Bluebook					\$12,244.71
Verizon Wireless	28442	2025 - August - Second Council Meeting			
		Invoice - 6120413401			
		Cell Phones			
		001-000-513-10-42-00	Mayor's Communications		\$53.21
		Mayor			
		001-000-521-70-42-00	Communications-Code Enf		\$19.60
		Code Enforcement/Split with Fire			
		001-000-522-20-42-00	Communications		\$59.61
		Fire Dept./Split w Code & 2nd Remote			
		001-000-575-50-42-00	Senior Center Communications		\$0.00
		Senior Center			
		401-000-534-80-42-00	Communications		\$0.00
		Public Works			
		Total Invoice - 6120413401			\$132.42
	Total 28442				\$132.42
Total Verizon Wireless					\$132.42

Number	Reference	Account Number	Description	Amount
WA State DOR - Excise Tax				
2018370			2025 - August - Second Council Meeting	
	Invoice - DORExciseTax//2025			
	July 2025 Excise Tax			
	401-000-534-80-49-03		Excise Taxes	\$6,214.54
	403-000-531-38-49-03		Excise Taxes	\$545.22
	409-000-535-80-49-01		Excise Taxes	\$1,375.49
	412-000-554-90-49-01		Compost Sales Tax	\$597.79
	412-000-554-90-49-02		Excise Taxes	\$1,891.70
	Total Invoice - DORExciseTax//2025			\$10,624.74
Total 2018370				\$10,624.74
Total WA State DOR - Excise Tax				\$10,624.74
Wave Broadband				
28443			2025 - August - Second Council Meeting	
	Invoice - WAVEAug2025-2			
	Internet & Phones			
	001-000-522-20-42-00		Communications	\$163.84
		Fire Dept		
	409-000-535-80-42-00		Communications	\$195.06
		WWTP		
	Total Invoice - WAVEAug2025-2			\$358.90
Total 28443				\$358.90
Total Wave Broadband				\$358.90
Wilbur-Ellis				
28444			2025 - August - Second Council Meeting	
	Invoice - 17372425			
	Hydrated Lime			
	409-000-535-80-31-00		Office & Operating Supplies	\$1,543.21
	Total Invoice - 17372425			\$1,543.21
Total 28444				\$1,543.21
Total Wilbur-Ellis				\$1,543.21
Grand Total	Vendor Count	38		\$288,271.49



Town of La Conner

I, the undersigned, do hereby certify under penalty of perjury that the wages and benefits for the period August 1, **2025** through **August 15 2025** are a just, due and unpaid obligation against the Town of La Conner, and that I am authorized to certify to said claim.

Maria DeGoede, Finance Director

We, the undersigned Town Council of the Town of La Conner, Skagit County, Washington, do hereby certify that:

Payroll checks numbered 6141 through 6147		\$2,044.73
Auto Payments:		
Payroll Taxes	#2018369	\$9,977.85
Payroll Auto Deposit		\$29,367.89

are approved for a total payment of **\$41,390.47** this 26th day of August, 2025.

Councilmember – Finance Committee

Councilmember – Finance Committee

Councilmember

Register

	Name	Fiscal Description	Cleared	Amount
<u>6141</u>	Dept of Labor & Industry	2025 - August - Second Council Meeting		\$967.99
<u>6142</u>	Employment Security	2025 - August - Second Council Meeting		\$82.15
<u>6143</u>	North Coast Credit Union	2025 - August - Second Council Meeting		\$200.00
<u>6144</u>	Paid Family & Medical Leave	2025 - August - Second Council Meeting		\$270.29
<u>6145</u>	Teamsters Local No. 231	2025 - August - Second Council Meeting		\$152.00
<u>6146</u>	Wa Cares Fund	2025 - August - Second Council Meeting		\$137.25
<u>6147</u>	Washington State Support Registry	2025 - August - Second Council Meeting		\$235.05
<u>2018369</u>	Washington Federal	2025 - August - Second Council Meeting		\$9,977.85
<u>Direct Deposit Run -</u>	Payroll Vendor	2025 - August - Second Council Meeting		\$29,367.89
<u>8/18/2025</u>				\$41,390.47

Register Activity



	Reference	Posting Reference	Debit Amount
Direct Deposit Run - 8/18/2025	Payroll Vendor	2025 - August - Second Council Meeting	\$29,367.89
Eills, Ajah G	ACH Pay - 7876	Posting Run - 8/18/2025 8:39:11 AM	\$2,290.63
Herring, Jennifer M	ACH Pay - 7877	Posting Run - 8/18/2025 8:39:11 AM	\$2,027.98
Johnson, Brittany	ACH Pay - 7889	Posting Run - 8/18/2025 8:39:11 AM	\$357.00
Kerley-DeGoede, Maria A	ACH Pay - 7886	Posting Run - 8/18/2025 8:39:11 AM	\$2,557.31
Lease, Brian	ACH Pay - 7881	Posting Run - 8/18/2025 8:39:11 AM	\$3,369.17
Mesman, Benjamin	ACH Pay - 7879	Posting Run - 8/18/2025 8:39:11 AM	\$748.24
Palaniuk, Kevin R	ACH Pay - 7888	Posting Run - 8/18/2025 8:39:11 AM	\$2,691.14
Pena-Ayon, Manuel A	ACH Pay - 7885	Posting Run - 8/18/2025 8:39:11 AM	\$1,886.69
Reinstra, Aaron Erick	ACH Pay - 7884	Posting Run - 8/18/2025 8:39:11 AM	\$1,825.94
Reinstra, Aaron M.	ACH Pay - 7887	Posting Run - 8/18/2025 8:39:11 AM	\$2,243.26
Sherman, Albert R	ACH Pay - 7883	Posting Run - 8/18/2025 8:39:11 AM	\$1,980.89
Smith, Christopher	ACH Pay - 7880	Posting Run - 8/18/2025 8:39:11 AM	\$2,469.96
Thomas, Scott G	ACH Pay - 7878	Posting Run - 8/18/2025 8:39:11 AM	\$2,972.56
Viola, Angela T	ACH Pay - 7882	Posting Run - 8/18/2025 8:39:11 AM	\$1,947.12
			\$29,367.89

Reports

- 1) Administrators' Report**
- 2) Mayors' Report**
- 3) Council Committee Reports**

Unfinished Business

- 1) Washington & Road St. Pedestrian Improvement Project
Acceptance & TIB Closeout**

**Washington & Road St. Pedestrian
Improvement Project Acceptance &
TIB Closeout**



DAVID EVANS
AND ASSOCIATES INC.

August 21, 2025

Brian Lease
Town of La Conner
P.O Box 400
La Conner, WA 98257
via email: publicworks@townoflaconner.org

**SUBJECT: Recommendation for Project Acceptance
Town of La Conner–Washington Street and Road Street Pedestrian Improvements**

Dear Brian,

E&E Contracting has satisfactorily completed all on-site work and punch-list items they have been directed to complete. This Letter of Recommendation for Project Acceptance is intended to notify the Town that all work directed to be completed by E&E is substantially complete.

The final construction cost of the project was \$247,444.11.

We recommend that the Town accept the construction project as complete.

Please contact us if you require additional information.

Sincerely,
DAVID EVANS AND ASSOCIATES, INC.

Zack Worley, PE
Project Manger

Copies: 0
Attachments/Enclosures: -0-
Project Number: TOLC0000-2014
File Path: "\\dea-inc.com\FILES\PROJECT\T\TOLC00002014\0700BLD\Contract\TOLC00002014_
Recommendation for complete Project Acceptance.docx"

Project: Washington Street and Road Street Pedestrian Improvements
 Owner: Town of La Conner
 Contractor: E&E Contracting
 Period: 8/1/2025 - 8/19/2025

Bid Item No.	Bid Item Description	Unit	Bid Quantity	Unit Bid Price	Bid Amount	Quantity Complete To Date	TOTAL EARNED TO DATE
1.	Mobilization	LS	1	\$ 8,000.00	\$ 8,000.00	100%	\$ 8,000.00
2.	Temporary Erosion and Sediment Control	LS	1	\$ 2,500.00	\$ 2,500.00	100%	\$ 2,500.00
3.	Traffic Control	LS	1	\$ 35,000.00	\$ 35,000.00	100%	\$ 35,000.00
4.	Shoring	LS	1	\$ 3,500.00	\$ 3,500.00	100%	\$ 3,500.00
5.	8" CPP Storm Drain Pipe	LF	480	\$ 35.00	\$ 16,800.00	488	\$ 17,080.00
6.	Concrete Inlet	EA	3	\$ 1,300.00	\$ 3,900.00	4	\$ 5,200.00
7.	Type 1 Catch Basin	EA	3	\$ 1,400.00	\$ 4,200.00	3	\$ 4,200.00
8.	Connect to Existing Storm Structure	EA	3	\$ 550.00	\$ 1,650.00	3	\$ 1,650.00
9.	Crushed Rock	TN	520	\$ 35.00	\$ 18,200.00	485.13	\$ 16,979.55
10.	Asphalt Planing	SY	520	\$ 23.00	\$ 11,960.00	520	\$ 11,960.00
11.	HMA CL 1/2" PG 64-22	TN	80	\$ 200.00	\$ 16,000.00	115.65	\$ 23,130.00
12.	Concrete Sidewalk (4")	SY	220	\$ 85.00	\$ 18,700.00	229	\$ 19,465.00
13.	Pedestrian Curb	LF	50	\$ 70.00	\$ 3,500.00	46	\$ 3,220.00
14.	Detectable Warning Surface	EA	3	\$ 1,000.00	\$ 3,000.00	3	\$ 3,000.00
15.	Curb and Gutter	LF	780	\$ 36.00	\$ 28,080.00	812.5	\$ 29,250.00
16.	Concrete Driveway	SY	160	\$ 95.00	\$ 15,200.00	164	\$ 15,580.00
17.	Pavement Striping	LF	2000	\$ 2.00	\$ 4,000.00	525	\$ 1,050.00
18.	Thermoplastic Crosswalk Marking	SF	90	\$ 55.00	\$ 4,950.00	116	\$ 6,380.00
19.	Thermoplastic Stop Line Marking	EA	2	\$ 1,800.00	\$ 3,600.00	1	\$ 1,800.00
20.	Landscape Restoration	LF	820	\$ 5.00	\$ 4,100.00	820	\$ 4,100.00
21.	Rectangular Rapid Flashing Beacon	EA	2	\$ 2,500.00	\$ 5,000.00	2	\$ 5,000.00

Change Orders

Original Contract

\$211,840.00

CO Amount

CO #1	Addition of work to the contract - Expand parking along Washington St just east of 1st St	LS	\$ 29,050.00	100%	\$29,050.00
CO #2	Force Account - Sewer Repairs	FA	\$ 349.56	100%	\$349.56
CO #3	Final Reconciliation Change Order	LS	\$6,204.55	100%	\$6,204.55

Total Change Order Amount \$ 35,604.11

\$29,399.56

Total Revised Contract

\$247,444.11

TOTAL AMOUNT EARNED TO DATE

\$ 247,444.11

TOTAL AMOUNT DUE THIS ESTIMATE

\$97,692.00

REQUESTED: E&E Contracting

ESTIMATE CERTIFICATE #4

We hereby certify that, in accordance with the accompanying tabulation, the sum of \$976920 is due and payable to the Contractor, E&E Contracting. This payment will cover the period 8/1/2025 - 8/19/2025 and is designated as the Periodical Pay Estimate #4.

PREPARED: David Evans and Associates, Inc.

APPROVED: Town of La Conner

Project: Washington Street and Road Street Pedestrian Improvements
Owner: Town of La Conner
Contractor: E&E Contracting
Period: 8/1/2025 - 8/19/2025

CONTRACT SUMMARY

Original Contract Sum	\$	211,840.00
Net Change by Change Order	\$	35,804.11
Contract Sum to Date	\$	247,444.11
Total Completed to Date	\$	247,444.11
Sales Tax to Date	\$	-
Less Previous Sales Tax	\$	-
Sales Tax this Estimate	\$	-
Retainage to Date	\$	-
Less previous retainage	\$	-
Retainage this estimate	\$	-
Total Earned Plus Sales Tax, Minus Retainage	\$	247,444.11
Less Previous Payments	\$	149,752.11
CURRENT PAYMENT DUE	\$	97,692.00

CONTRACT CHANGE ORDER

Contractor: E&E Contracting Change Order Number: 3

Address: P O Box 125, Sedro Wolley WA 98284 Date: August 21, 2025

City & State: Town of La Conner, WA 98257 Contract Number: TOLC0000-2014

Re: Washington Street and Road Street Pedestrian Improvements – Final Reconciliation Change Order

This Change Order, when executed by the parties to the Public Works Agreement, amends the Public Works Agreement and, as so amended, all terms and conditions of the Public Works Agreement remain unchanged and in full force and effect. Payment and any time extension provided in this Change Order are full and complete compensation to the Contractor for the change(s) to the work, deleted work, modified work, direct or indirect impact on the Contractor's schedule, and for any equitable adjustment or time extension to which the Contractor may be entitled, pursuant to the Public Works Agreement between the Owner and Contractor or any other basis whatsoever.

Item No. (1)	Description of changes - quantities, units, unit prices, change in completion schedule, etc. (2)	Decrease in Contract Price (3)	Increase in Contract Price (4)
5.	Increase quantity of 8-inch CPP Storm drain pipe by 8 linear feet		\$280.00
6.	Increase quantity of Concrete Inlet by 1 inlet		\$1300.00
9.	Reduce the quantity of Crushed Rock by 34.87 tons	\$1220.45	
11.	Increase the quantity of HMA CL ½" PG 64-22 by 35.65 tons.		\$7130.00
12.	Increase the quantity of Concrete Sidewalk (4") by 9 square yards.		\$765.00
13.	Reduce the quantity of Pedestrian Curb by 4 linear feet	\$280.00	
15.	Increase the quantity of Curb and Gutter by 32.50 linear feet		\$1170.00
16.	Increase the area of Concrete Driveway by 4 square yards		\$380.00
17.	Reduce the quantity of Pavement Stripping by 1475 linear feet	\$2950.00	
18.	Increase the quantity of Thermoplastic Crosswalk Marking by 26 linear feet		\$1430.00
19.	Reduce the quantity of Thermoplastic Stop Line Marking by 1 marking	\$1800.00	
	Subtotals – total decrease and total increase	\$6250.45	\$12455.00
	Total net increase in contract price		\$6204.55

The sum of \$6204.55 is hereby added to the total contract price and the total adjusted contract price to date thereby is 247,444.11.

Approved Date: _____

Approved Date: _____

Owner: Town of La Conner

Contractor: E&E Contracting

By: _____

By: _____

By: _____

Prepared By: David Evans and Associates, Inc.

By: _____

By: _____

Digitally signed by Zachary Worley
Date: 2025.08.21 08:33:45-07'00'

New Business

- 1) Ordinance – Amendment to 12.10.050 Sewer Rates & 12.15.055 Water Rates**
- 2) Ordinance – Amendment to 5.05.03 Business License**
- 3) Agreement – Wilson Engineering (WWTP Grant Application)**
- 4) Agreement – Terminix Pest Control**
- 5) Agreement - Docusign**

Ordinance
Amendment to 12.10.050 Sewer Rates &
12.15.055 Water Rates



TOWN OF LA CONNER

Ordinance No.

AN ORDINANCE AMENDING CHAPTERS 12.10 AND 5.15 OF THE LA CONNER MUNICIPAL CODE, CONCERNING UTILITY RATES

WHEREAS, the La Conner Town Council finds that it is in the best interest of the citizens of La Conner to revise the La Conner Municipal Code to make senior utility rate exemptions uniform across the water and sewer utilities;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF LA CONNER:

Section 1. That Section 12.10.060 of the La Conner Municipal Code is hereby amended to read as follows:

12.10.060 Sewer rates.

Sewer charges shall consist of a fixed monthly base rate plus a volume charge for all customers per subsection (6) of this section.

(1) A base rate per month shall apply for all customers, except for qualified senior citizens as defined below.

(2) An additional monthly volume charge shall be applied for each customer class based on the amount of water used or the amount of wastewater flow through a metering manhole, as set forth below.

(3) The volume charge for each customer class shall be:

(a) Residential – A charge for each cubic foot of water;

(b) Average strength commercial or industrial – A charge for each cubic foot of water used;

(c) Above-average strength commercial or industrial – A charge for each cubic foot of water used. Customers identified by the town as having above-average strength may elect, at their option and expense, to have installed a metering manhole and to be charged under that customer category;

(d) Swinomish Tribal Community – A charge consistent with the most recent contract for wastewater treatment and disposal between the town of La Conner and the Swinomish Indian Tribal Community shall be assessed. Such rates shall be established in accordance with the terms of the contract;

(e) Industrial or other customers who have installed metering manholes – A charge per cubic foot of wastewater flow, plus a per month vault maintenance fee, plus a sampling and analysis charge per sample required at the discretion of the plant operator, or requested by the customer, plus any applicable strength surcharge as defined in subsection (4) of this section;

(f) Qualified senior citizens – ~~Annually on or before April 1st, and upon~~ Upon presentation to the town clerk of the Skagit County assessor's form so stating, senior citizens who participate in the property tax exemption program will not be charged the base charge set forth in subsection (1) of this section. Such exemption shall apply prospectively to the next billing cycle after approval by the town clerk;

(g) Septic and septage haulers – A charge for each gallon of septic and/or septage delivered to the treatment plant, except that low strength “gray water” delivered from the Washington State Ferry System may be charged a different rate to be negotiated and set by contract;

(h) Dewatered and dried biosolids deliverers – A charge per dry ton shall be charged for dewatered and dried biosolids delivered to and accepted by the sewer treatment plant.

(4) A strength surcharge shall apply for each cubic foot of sewage flow, for each 100 mg/l of BOD by which the average concentration exceeds 300 mg/l. The surcharge shall be based on the average concentration of sewage, as measured in milligrams per liter (mg/l) of over a one-month period. The plant operator shall determine appropriate sampling and analysis methods to ascertain the concentration.

(5) A capacity surcharge shall be applied for all in-town customers who have not made a capital contribution to the sewer system, either through participation in ULID #1 or by paying a general facilities charge to the town of La Conner for sewer service. A capacity surcharge shall apply for each cubic foot of water used. Customers subject to the capacity surcharge may elect, at their option, to pay the prevailing general facilities charge appropriate for their level of sewer service, at which time the customer would no longer be subject to the capacity surcharge.

(6) The following rates shall be applied; provided, that rate increases after calendar year 2024 shall not exceed eight percent in any year regardless of the actual CPI:

Ref.	Description	Rate	Effective
(1)	Base Rate per Month	\$31.09	1/1/2024

Ref.	Description	Rate	Effective
	" " " "	2024 rate + (CPI)	1/1/2025
	" " " "	2025 rate + (CPI)	1/1/2026
(2)(a)	Residential Volume Charge per CF	\$0.085	1/1/2024
	" " " "	2024 rate + (CPI) + (5%)	1/1/2025
	" " " "	2025 rate + (CPI) + (5%)	1/1/2026
(2)(b)	Average Strength Commercial or Industrial per CF	\$0.085	1/1/2024
	" " " "	2024 rate + (CPI) + (5%)	1/1/2025
	" " " "	2025 rate + (CPI) + (5%)	1/1/2026
(2)(c)	Above-Average Strength Commercial or Industrial per CF	\$0.1137	1/1/2024
	" " " "	2024 rate + (5% + CPI)	1/1/2025
	" " " "	2025 rate + (5% + CPI)	1/1/2026
(2)(d)	Industrial/Other Customers with Metering Manholes per CF	\$0.1137	1/1/2024
	" " " "	2024 rate + (5% + CPI)	1/1/2025
	" " " "	2025 rate + (5% + CPI)	1/1/2026
(2)(e)	Vault Maintenance per Month	\$300.00	1/1/2024
(2)(f)	Sampling and Analysis per Sample	\$85.00	1/1/2024
(2)(g)	Septic and Septage Haulers per Gallon for Materials with 10% or Less Solids	\$0.12	1/1/2024
(2)(h)(i)	Biosolids Materials per Ton Received with Greater Than 10% but 90% or Less Solids	\$37.50	1/1/2024
(2)(h)(ii)	Biosolids Materials per Ton with 91% or Greater Solids	\$150.00	1/1/2024
(3)	Strength Surcharge per CF	\$0.81	1/1/2024

Ref.	Description	Rate	Effective
(4)	Capacity Surcharge per CF	\$1.72	1/1/2024

Section 2. That Section 12.15.055 of the La Conner Municipal Code is hereby amended to read as follows:

12.15.055 Senior citizen discount.

Upon presentation to the town clerk of the Skagit County assessor form so stating, senior citizens who participate in the property tax exemption program will not be charged the minimum monthly service charge (base charge) set forth in LCMC 12.15.030(1). Such exemption shall apply prospectively to the next billing cycle after approval by the town clerk;

Section 3. That this ordinance shall take effect on September 1, 2025.

Adopted by a vote of the La Conner Town Council this _____ day of August, 2025.

ATTEST:

Marna Hanneman, Mayor

Maria DeGoede, Town Clerk

APPROVED AS TO FORM:

Town Attorney

Ordinance
Amendment to 5.05.03 Business License



TOWN OF LA CONNER

Ordinance No.

AN ORDINANCE AMENDING CHAPTER 5.05 OF THE LA CONNER MUNICIPAL CODE, CONCERNING BUSINESS LICENSES

WHEREAS, during the 2017 legislative session the state legislature passed EHB 2005 (codified at Chapter RCW 35.90), which placed a minimum business activity threshold below which local government was precluded from requiring a business to obtain a business license; and

WHEREAS, the minimum threshold of business activity was set at \$2,000. Below this threshold, local governments were required to either exempt these businesses from licensing requirements entirely, or require licensing at no cost to the businesses; and

WHEREAS effective January 1, 2026, the state-wide threshold will increase from \$2,000 to \$4,000; and

WHEREAS, the La Conner Town Council finds that it is in the best interest of the citizens of La Conner to amend Chapters 5.05 of the La Conner Municipal Code to reflect the revised threshold requirement, and to exempt certain businesses from this chapter;

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF LA CONNER:

Section 1. That Section 5.05.030 of the La Conner Municipal Code is hereby amended to read as follows:

5.05.030 Business license required - exemptions.

(1) No person may engage in or carry on any business, occupation, pursuit or privilege for which a business license is imposed by this article without first having obtained, and being the holder of, a valid license to do so, to be known as a "business license."

(2) Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the town is equal to or less than the threshold amount of \$2,000 and who does not maintain a place of business within the town must obtain a business license from the town; provided, that such

business license is exempt from the town's business license fee. The exemption does not apply to regulatory license requirements or activities that require a specialized permit.

Beginning January 1, 2026, the threshold amount is \$4000. The threshold amount will be adjusted every forty-eight months on January 1, by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All Urban Consumers" (CPI-U) for each 12-month period ending on June 30 as published by the United States Department of Labor Bureau of Labor Statistics or successor agency. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight month) CPI increase using each 12-month period ending on June 30 of each prior year, and rounded to the nearest \$100. However, if any of the annual CPI increases are more than five (5) percent, a five (5) percent increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight-month period, a zero (0) percent increase will be used in computing the annual basis.

(3) The following businesses shall be exempt from the requirements of this chapter:

- a. Minors engaged in babysitting, newspaper delivery, lemonade stands, lawn mowing, and similar activities;
- b. Common carrier delivery of goods;

Section 2. That this ordinance shall become effective as of January 1, 2026.

Adopted by a vote of the La Conner Town Council this ____ day of August, 2025.

Marna Hanneman, Mayor

ATTEST:

Maria DeGoede, Town Clerk

APPROVED AS TO FORM:

Town Attorney

Agreement
Wilson Engineering (WWTP Grant Application)

Agreement
Terminix Pest Control



Customized Proposal for:
TOWN OF LA CONNER
Prepared by: DAVID RONA
Phone:
Email: David.Rona@terminix.com
August 20, 2025

Inspection Results:

What We Heard

Client contacted RentokilTerminix to join bidding process for their properties with ants issue.

What We Saw

They have 3 buildings that are close to each other/walking distance.

Town Hall. 204 Douglas
Maple Hall. 108 Commercial St
Garden Club. 622 2nd St

All 3 buildings have ants issue inside and outside the buildings.

What We Recommend

RentokilTerminix recommends Monthly interior/exterior General pest control assist with ants,millipedes,centipedes and spiders.

Scope of Work

Monthly interior/exterior General pest control in 3 buildings.

Town Hall. 204 Douglas
Maple Hall. 108 Commercial St
Garden Club. 622 2nd St

Covered Area(s)

- ☐ Bar/Lounge Area ☐ Basement ☐ Boiler Rooms ☒ Break/Vending Areas ☒ Building Exterior ☐ Cafeteria/Food Service Areas
☐ Compactor Areas ☐ Dock Areas ☐ Electrical Rooms ☒ Entrance/Lobby Areas ☐ Garages ☐ Janitor/Housekeeping Rooms
☒ Kitchen/Dining Areas ☐ Laboratories ☐ Laundry Rooms ☐ Locker Rooms ☐ Processing Areas ☐ Receiving/Delivery Areas
☒ Restrooms ☐ Shipping Areas ☐ Shop/Production Areas ☐ Storage/Warehouse Areas

Product Labels & Safety Data Sheets

Product Labels & Safety Data Sheets, please visit:https://licensed.com/orgs/terminix/public/chemical_documents
For NY customers, please select 'NY' as your locale

Summary of Services

Service Location	Service/Product	Qty.	Initial	Recurring	1st Annual Amt
108 Commercial St	GPC MTHLY	1	232.50	155.00	1,937.50
Subtotal					1,937.50
Tax					168.56
Total					2,106.06



Pest Control Service Plan

THIS AGREEMENT PROVIDES FOR SERVICES TO CONTROL FOR AND MITIGATE AGAINST INFESTATIONS OF CERTAIN INSECTS, SPIDERS AND RODENTS. TERMINIX SHALL NOT BE RESPONSIBLE FOR ANY INJURY, DISEASE OR ILLNESS RESULTING FROM BITES, INFESTATION OR CONTAMINATION OR FOR THE REPAIR OF ANY DAMAGE TO THE STRUCTURES ON THE PREMISES CAUSED BY SUCH INSECTS, SPIDERS AND RODENTS.

Customer (print name) TOWN OF LA CONNER Home Phone 3604663933 Work Phone 3604663933

Customer Billing Address _____ City _____ State _____ Zip Code _____ Email Publicworks@townoflaconner.org

Description of Structure(s) Covered _____

Summary of Charges					
Service Location	Service/Product	Qty.	Initial	Recurring	1st Annual Amt
108 Commercial St, La Conner, WA 98257	GPC MTHLY	1	232.50	155.00	1,937.50
Subtotal					1,937.50
Tax					168.56
Total					2,106.06

In addition to service fees and applicable taxes, Terminix invoices contain an Environmental and Safety surcharge. This surcharge accounts for ongoing costs of maintaining environmental, health, and safety initiatives for Terminix employees and customers. Surcharge is subject to change.

TARGET PESTS FOR STANDARD SERVICE (selected pests indicated here):
Ants, Spiders, Silverfish, Centipedes, Millipedes, Earwigs

SERVICES FOR SELECTED PREMIUM PESTS (selected pests indicated here):

Terminix has provided the Customer with a copy of the manufacturer's specimen label or other state-required documents for the pesticide(s), which will be used to treat the above-named property.

Customer accepts and agrees to the Terms and Conditions on pages 1- 2 of this Agreement, including the MANDATORY ARBITRATION and CLASS ACTION WAIVER provisions in Sections 15 and 16 of the Terms and Conditions on page 2 of this Agreement

Customer Name TOWN OF LA CONNER Customer's Authorized Representative (signature) _____

Customer Authorized Representative (Print Name) Brian Lease

Customer Authorized Representative (Title) _____ Date August 20, 2025

Terminix Representative (signature) _____ Date August 20, 2025

Terminix Representative (print name) DAVID RONA Terminix Branch Telephone 1-800-TERMINIX

Terminix Branch Address 19620 RUSSELLVILLE RD, KENT, WA 98032 Terminix Branch Charter No. _____

In the event you have any questions or complaints, you may contact a Terminix representative by calling 1-800-TELLTMX (1-800-835-5869).

STATE-SPECIFIC DISCLOSURES, CALIFORNIA: Supplier shall provide the "Notice to Owner/Tenant" as required by Cal. Bus. & Prof. Code section 8538.

In order to establish an account and provide you with service, we may collect personal information about you, such as your name or alias(es), physical address, phone number, and/or email address. During the course of business, we will maintain service records related to your established account. If financing a service via our internal financing options, we will also collect your social security number and date of birth in order to process a credit check for loan purposes. We do not sell your personal information. For additional information about your rights related to data privacy, please review our privacy policy, available at www.terminix.com/privacy.

GEORGIA: The Georgia Structural Pest Control Act requires all pest control companies to maintain insurance coverage. Information about this coverage is available from this pest control company. **TEXAS:** Licensed and regulated by: Texas Department of Agriculture, PO Box 12847, Austin, TX 78711-2847 Phone 866-918-4481 Fax 888-232-2567.

TERMS AND CONDITIONS

1. **INITIAL TERM; RENEWAL.** The term of this Agreement shall be a period of one (1) year beginning on the date executed (the "Initial Term"). Thereafter, this Agreement shall automatically renew for additional one (1) year periods (each a "Renewal Term") unless earlier terminated in accordance with this Agreement. Notwithstanding the foregoing, either Party may terminate this Agreement by providing the other Party with at least 30 days advance written notice prior to the start of any Renewal Term.
2. **CHARGES.** Customer shall pay the charges for Initial Service Visit and subsequent Service Visits (either monthly or quarterly as selected by Customer) for the Initial Term and any Renewal Term in accordance with the payment terms set forth above based upon the Payment Option selected by Customer.
3. **PEST CONTROL SERVICE PLAN.**
 - (i) Terminix shall control for and mitigate against infestations of Standard Pests designated by Customer on Page 1 of this Agreement located in and around the structures on the Customer's premises through regular delivery of standard pest control service.
 - (ii) For an additional charge, Terminix shall perform pest control services to control for and mitigate against infestations of Premium Pests selected by Customer on Page 1 of this Agreement, located in and around the structures on the Customer's premises through delivery of regular pest control service.
 - (iii) All services shall be performed using products and procedures recognized in the pest control industry and scientific community as effective for their intended purpose. THIS AGREEMENT DOES NOT COVER AND TERMINIX SHALL HAVE NO OBLIGATION WHATSOEVER, WHETHER EXPRESS OR IMPLIED, TO REPAIR ANY DAMAGE TO THE STRUCTURES ON THE PREMISES OR THE CONTENTS THEREIN CAUSED BY ANY PESTS OR TO COMPENSATE CUSTOMER FOR ANY SUCH DAMAGE.
- 3.1 **INITIAL SERVICE VISIT; SUBSEQUENT SERVICE VISITS.** On the initial service visit, Terminix shall apply pesticides to the interior of the structures and/or the exterior perimeter of the structures on the premises at its discretion as necessary to control for and mitigate against the pests indicated on Page 1 as covered by this Agreement (the "Initial Treatment"). Subsequent to the Initial Treatment, Terminix shall apply pesticides to the interior of the structures and/or the exterior perimeter of the structures on the premises at its discretion as necessary to control for and mitigate against the pests covered by this Agreement at the frequency selected by Customer in this Agreement during the Initial Term and any Renewal Term. Additionally, for control of certain pests, Terminix may utilize other pest control strategies including but not limited to, use of traps and glue boards.
- 3.2 **STANDARD PESTS.** Includes: cockroaches, mice, rats, silverfish, "house" ants (other than ants listed in Section 3.c. below), centipedes, millipedes, earwigs, house crickets and paper wasps.
- 3.3 **PREMIUM PESTS.** Includes: flies (including small flies), fleas, ticks, Carpenter Ants, Pharaoh Ants, Fire Ants, Tawny Crazy Ants, Black Widow Spiders, Brown Recluse Spiders and bees (Yellow Jackets, Hornets and Wasps excluding Paper Wasps), Clothes Moths and Stored Product Pests.
- 3.4 **EXCLUDED PESTS.** This Agreement does not cover and Terminix shall have no obligation to control for or mitigate against the following pests: Termites (subterranean, dry wood, damp wood), wood boring beetles, bed bugs (all species), mosquitoes or any other pests not specified in Section 3.2. and 3.3. above, unless otherwise agreed to in writing by Terminix and Customer via a separate agreement.
- 3.5 **INTERIM SERVICE VISITS.** Subject to the limitations in Section 5 - Customer Cooperation, Terminix shall, upon the request of Customer and at no additional costs to Customer, make a service visit to reapply pesticides to the structures on the premises as is reasonably necessary to control for and mitigate against acute infestations of the pests indicated on Page 1 of the Agreement which occur between the regularly scheduled monthly or quarterly service visits.
4. **ACCESS TO PROPERTY.** Customer must allow Terminix access to the structures for any purpose contemplated by this Agreement, including but not limited to reinspections, whether the inspections were requested by the Customer or not deemed necessary by Terminix. The failure to allow Terminix such access will terminate this Agreement without further notice.
5. **CUSTOMER COOPERATION.** Customer's cooperation is important to ensure the most effective results from Services. Whenever conditions conducive to the breeding and harborage of pests covered by this Agreement are reported in writing by Terminix to the Customer, and are not corrected by Customer, Terminix cannot ensure effective Services. If Customer fails to correct the conditions noted by Terminix within a reasonable time period, all guarantees as to the effectiveness of the Services in this Agreement shall automatically terminate. Further, additional treatments in areas of such conditions that are not corrected as required shall be paid for by Customer as an extra charge.
6. **LIMITATION OF LIABILITY, LIMITED WARRANTY.** EXCEPT AS OTHERWISE PROHIBITED BY LAW, TERMINIX DISCLAIMS AND SHALL NOT BE RESPONSIBLE FOR ANY LIABILITY FOR INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, PUNITIVE AND/OR LOSS OF ENJOYMENT DAMAGES. THE OBLIGATIONS OF TERMINIX SPECIFICALLY STATED IN THIS AGREEMENT ARE GIVEN IN LIEU OF ANY OTHER OBLIGATION OR RESPONSIBILITY, EXPRESS OR IMPLIED, INCLUDING ANY REPRESENTATION OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THIS AGREEMENT DOES NOT PROVIDE FOR THE REPAIR OF ANY DAMAGE CAUSED BY PESTS, THIS AGREEMENT DOES NOT GUARANTEE, AND TERMINIX DOES NOT REPRESENT, THAT PESTS WILL NOT RETURN SUBSEQUENT TO SERVICE TREATMENTS.
7. **WATER LEAKAGE.** Water leakage in treated areas, in interior areas or through the roof or exterior walls of the structures on the premises, may destroy the effectiveness of treatment by Terminix and is conducive to new infestation. Customer is responsible for making timely repairs as necessary to stop the leakage. Customer's failure to make timely repairs will terminate this Agreement automatically without further notice. Terminix shall have no responsibility for repairs with respect to water leakage.
8. **OWNERSHIP TRANSFER.** Upon transfer of ownership of the structures, Services may be continued upon request of the new owner and upon payment of the Ownership Transfer Fee set forth on page 1 of this Agreement. In addition, Terminix reserves the right to revise the service charges upon transfer of ownership. In the event the new owner fails to request continuation of this Agreement or does not agree to pay the transfer fee of the revised service charges, this Agreement will terminate automatically as of the date of the change of ownership.
9. **FORCE MAJEURE.** Terminix shall not be liable to Customer for any failure to perform or delay in the performance under this Agreement attributable in whole or in part to any cause beyond its reasonable control and without its fault or negligence, including but not limited to acts of God, fires, floods, earthquakes, strikes, unavailability of necessary utilities, blackouts, government actions, war, civil disturbance, insurrection, or sabotage.
10. **ADDITIONAL DISCLAIMERS.** This Agreement does not cover and Terminix will not be responsible for damage resulting from or services required for: (a) termites and/or any other wood-destroying organisms except as specifically provided herein; (b) moisture conditions, including but not limited to fungus damage and/or water leakage caused by faulty plumbing, roofs, gutters, downspouts and/or poor drainage; (c) masonry failure or grade alterations; (d) inherent structural problems, including but not limited to, wood to ground contacts; (e) termites entering any rigid foam, wooden or cellulose containing components in contact with the earth and the Structures regardless of whether the component is a part of the Structures; and (f) the failure of Customer to properly cure at Customer's expense any condition that prevents proper treatment or inspection or is conducive to pest infestation.
11. **CHANGE IN LAW.** Terminix performs its services in accordance with the requirements of law. In the event of a change in existing law as it pertains to the services herein, Terminix reserves the right to revise the service charges or terminate this Agreement.
12. **NON-PAYMENT, DEFAULT.** In case of non-payment or default by the Customer, Terminix has the right to terminate this Agreement. In addition, cost of collection including reasonable attorney's fees shall be paid by the Customer, whether suit is filed or not. In addition, interest at the highest legal rate will be assessed for the period of delinquency.
13. **CHANGE IN TERMS.** At the time of any renewal of this Agreement, Terminix may change this Agreement by adding, deleting or modifying any provision, charges, or pricing. Terminix will notify the Customer in advance of any such change, and Customer may decline to accept such a change by declining to renew this Agreement. Renewal of this Agreement will constitute acceptance of any such changes.
14. **SEVERABILITY.** If any part of this Agreement is held to be invalid or unenforceable for any reason, the remaining terms and conditions of this Agreement shall remain in full force and effect.
15. **MANDATORY ARBITRATION.** Any claim, dispute or controversy, regarding any contract, tort, statute, or otherwise ("Claim"), arising out of or relating to this agreement or the relationships among the parties hereto shall be resolved by one arbitrator through binding arbitration administered by the American Arbitration Association ("AAA"), under the AAA Commercial or Consumer, as applicable, Rules in effect at the time the Claim is filed ("AAA Rules"). Copies of the AAA Rules and forms can be located at www.adr.org, or by calling 1-800-778-7879. The arbitrator's decision shall be final, binding, and non-appealable. Judgment upon the award may be entered and enforced in any court having jurisdiction. This clause is made pursuant to a transaction involving interstate commerce and shall be governed by the Federal Arbitration Act. Neither party shall sue the other party other than as provided herein or for enforcement of this clause or of the arbitrator's award; any such suit may be brought only in Federal District Court for the District or, if any such court lacks jurisdiction, in any state court that has jurisdiction. The arbitrator, and not any federal, state, or local court, shall have exclusive authority to resolve any dispute relating to the interpretation, applicability, unconscionability, arbitrability, enforceability or formation of this Agreement including any claim that all or any part of the Agreement is void or voidable. However, the preceding sentence shall not apply to the clause entitled "Class Action Waiver." Venue for arbitration hereunder shall lie in Memphis, TN.
16. **CLASS ACTION WAIVER.** Any Claim must be brought in the parties' individual capacity, and not as a plaintiff or class member in any purported class, collective, representative, multiple plaintiff, or similar proceeding ("Class Action"). The parties expressly waive any ability to maintain any Class Action in any forum. The arbitrator shall not have authority to combine or aggregate similar claims or conduct any Class Action nor make an award to any person or entity not a party to the arbitration. Any claim that all or part of this Class Action Waiver is unenforceable, unconscionable, void, or voidable may be determined only by a court of competent jurisdiction and not by an arbitrator. THE PARTIES UNDERSTAND THAT THEY WOULD HAVE HAD A RIGHT TO LITIGATE THROUGH A COURT, TO HAVE A JUDGE OR JURY DECIDE THEIR CASE AND TO BE PARTY TO A CLASS OR REPRESENTATIVE ACTION, HOWEVER, THE PARTIES UNDERSTAND AND CHOOSE TO HAVE ANY CLAIMS DECIDED INDIVIDUALLY, THROUGH ARBITRATION.
17. **GOVERNING LAW.** Except for the Mandatory Arbitration Clause in Section 15 of this Agreement which is governed by and construed in accordance with the Federal Arbitration Act, this Agreement shall be governed by, and construed in accordance with, the laws of the state in which the dispute arises without regard to the conflict of laws provisions.
18. **ENTIRE AGREEMENT.** This Agreement, together with all exhibits thereto, constitutes the entire agreement between the parties, supersedes all proposals, oral or written, and all other communications between the parties relating to such subject matter and no other representations or statements will be binding upon the parties. This Agreement may not be modified or amended in any way without the written consent of both parties.

Agreement
DOCUSIGN



DocuSign, Inc.
221 Main Street, Suite 800
San Francisco, CA 94105

Offer Valid Through: Aug 28,
2025
Prepared By: Elise Ceccanti
Quote Number: Q-01834332

ORDER FORM

Address Information

Bill To:

Town of La Conner
204 Douglas Street / PO Box 400,
La Conner, WA, 98257
United States

Ship To:

Town of La Conner
204 Douglas Street / PO Box 400,
La Conner, WA, 98257
United States

Billing Contact Name:

Maria DeGoede

Billing Email Address:

financedirector@townoflaconner.org

Billing Phone:

360-466-3125

Shipping Contact Name:

Maria DeGoede

Shipping Email Address:

financedirector@townoflaconner.org

Shipping Phone:

360-466-3125

Order Details

Order Start Date: Aug 28, 2025

Order End Date: Aug 27, 2026

Billing Frequency: Annual

Payment Method: Check

Payment Terms: Net 30

Currency: USD

Products

Product Name	Subscription No.	Start Date	End Date	Quantity	Net Price
eSignature Business Pro Edition - Envelope Subs.	SUB-4065370-1	Aug 28, 2025	Aug 27, 2026	500	\$ 2,400.00
Silver Success Pack	SUB-4065370-1	Aug 28, 2025	Aug 27, 2026	1	\$ 408.00

Grand Total: \$2,808.00

Product Details

eSignature Envelope Allowance: 500

Overage/Usage Fees

eSignature Business Pro Edition - Envelope Subs. (Per Transaction): \$5.80

Order Special Terms

Terms & Conditions

This Order Form is governed by the terms Master Services Agreement available online at: <https://www.docusign.com/legal/terms-and-conditions/msa> and the applicable Service Schedule(s) and Attachments for the Docusign Services described herein available online at <https://www.docusign.com/legal/terms-and-conditions/msa-service-schedules>.

Each DSU Campus Pass Individual Subscription includes the following benefits over a 12-month period: 1) Access to all public, instructor-led DSU classroom courses for 1 named user; and 2) Access to curated Learning Plans to support enablement. The named administrator on the Customer record will be the named individual on the Campus Pass Individual Subscription.

Billing Information

Prices shown above do not include any sales, use, value added (VAT), goods and services (GST), and/or any other similar taxes, duties, levies and or charges of any nature that might be imposed or required to be collected (collectively "taxes") by Docusign. Any such taxes are the responsibility of the Customer and will appear on the final invoice(s), as applicable. Taxes are calculated based on the ship-to location listed on your order form.

Invoice(s) for this order will be emailed automatically from invoicing@erp.docusign.com.

Please make sure this email address is on an approved setting or safe senders list, so notifications do not go to a junk folder or get caught in a spam filter.

For U.S. Customers

Is the contracting entity exempt from sales tax?

Please select Yes or No:

Docusign, Inc. uses Avalara's CertExpress to securely collect digital exemption certificates.

When selecting "Yes" for tax exemption, a link will be sent to the Bill-To contact listed on this order form to submit your tax exemption certificate through CertExpress.

For Non U.S. Customers

Verify that the VAT, GST, TIN, or similar tax identification number below is correct, or provide the correct number to your DocuSign contact. If the VAT, GST, or TIN identification number is not populated below, it will be assumed that you are not a VAT/GST registered taxpayer.

VAT, GST, TIN or similar tax identification number:

For other tax exemption requests, please email the applicable tax exemption documentation to taxexempt@docusign.com.

Purchase Order Information

Is a Purchase Order (PO) required for the purchase or payment of the products on this Order Form?

Please select:

By marking "No", Customer agrees to process payment for any invoices issued pursuant to this Order Form without a PO Number.

If yes, please complete the following information, and attach your PO (if available), and the invoice will be issued referencing such PO Number:

PO Number:

Please attach PO Attachment here:

If "Yes" is marked, but a PO Number is not provided or a PO document is not attached, then Customer agrees to provide the PO information or PO document to DocuSign at its earliest convenience by sending to POSubmission@docusign.com referencing this Quote Number, but agrees to still process payment per the agreed upon terms.

If Customer has attached a PO (or other document) to this Order Form, Customer acknowledges and agrees that any additional or conflicting terms appearing in such PO (or any other document) are invalid.

The below signatories are authorized, on behalf of their respective Parties, to execute this Order Form and to agree to the terms herein as of the Order Start Date.

Customer

Docusign, Inc.

Signature:

Signature:

Name:

Name:

Job Title:

Job Title:

Date:

Date: