

**CITY OF CLARKSTON
CITY COUNCIL AGENDA
829 5th Street
MONDAY, NOVEMBER 24, 2025**

- 1. REGULAR MEETING CALL TO ORDER: 5:30 P.M.**
- 2. PLEDGE OF ALLEGIANCE:**
- 3. AGENDA CHANGES:**
- 4. APPROVAL OF MINUTES: November 10, 2025 Regular Meeting
November 17, 2025 Special Meeting**
- 5. PUBLIC HEARING: 2026 Budget**
- 6. COMMUNICATIONS:**
 - A. From the Public:**
 - B. From the Mayor:**
 - C. From Staff or Employees:**
- 7. COMMITTEE REPORTS:**
 - A. Finance/Admin – Audit Report on Current Bills**
 - B. Public Safety – 11/19/2025**
 - C. Public Works – 11/18/2025**
 - D. Outside Organizations – Visit LC Valley, Health District, EMS Council, Valley Vision, PTBA, SEWEDA, MPO, Regional Stormwater, Lodging Tax Advisory**
- 8. UNFINISHED BUSINESS:**
 - A. Ordinance 1737, Sanitation Rates – 2nd Reading (Public Works)**
- 9. CONSENT AGENDA:**
 - A. CDBG Request for Amendment – Dept of Commerce (Public Works)**
 - B. GEMT Cost Report – State of WA Health Care Authority (Public Safety)**
 - C. Engagement Letter, 2026 – Teresa D. Johnson CPA, Inc. (Finance/Admin)**
 - D. Agreement, 2026 – Valley Vision (Finance/Admin)**
 - E. 2021/2025 Stormwater Retrofits Change Order 04 – Liberty NW Construction (Finance/Admin)**
 - F. 2021/2025 Stormwater Retrofits Change Order 05 – Liberty NW Construction (Finance/Admin)**
 - G. Special Event Permit, Vernon Park Christmas Lights – Clk Christmas Lighting (Finance/Admin)**
- 10. NEW BUSINESS: None**
- 11. COUNCIL COMMENTS:**
- 12. QUESTIONS FROM THE PRESS:**
- 13. EXECUTIVE SESSION: Litigation**
- 14. ADJOURN:**

Time limits for addressing the council have been established by council direction. Presentations are limited to 15 minutes and public comments are limited to 3 minutes per person, per topic.

Individuals with disabilities may request reasonable accommodations by calling (509) 758-5541 at least three days prior to meeting.

Agenda, November 24, 2025

CLARKSTON CITY COUNCIL MINUTES
November 10, 2025

ROLL CALL: Skate Pierce, Pat Holman, Russ Evans, Robin Albers, David Vinton, Shelia McDougall and Sarah Reaves.

STAFF: Clerk Frost, Chief White and Attorney Richardson.

AGENDA CHANGES: None.

APPROVAL OF MINUTES: Minutes of the October 27, 2025, Regular Meeting and the November 5, 2025, Budget Workshop were approved as distributed.

EXECUTIVE SESSION: Mayor Lawrence advised that Council would be entering into Executive Session regarding negotiations at 5:35pm. The session is expected to last 30 minutes, and no decision will be made as a result of the meeting. At 6:05pm, a 30-minute extension was requested. At 6:35pm, a 10-minute extension was requested. At 6:45pm, a 5-minute extension was requested. At 6:50pm Council returned to regular session.

PUBLIC HEARING: 2026 Preliminary Budget.

Mayor Lawrence opened the Public Hearing at 6:50pm. Clerk Frost provided a schedule for finalizing the 2026 budget. Clerk Frost provided a brief explanation of the preliminary budget being set at current levels of staffing for all departments (except Fire/EMS), supplies and service. Increases to wages and benefits are set by Collective Bargaining Agreements and annual increases to benefits. Chief White stated there are currently too many unknowns in the Fire and EMS funds and a special budget workshop would be conducted. No questions from council members were received. No public comments were received. Mayor Lawrence closed the public hearing at 6:56pm and returned to regular session.

COMMUNICATIONS:

A. **From the Public:** Jeremy Walkup, 1308 3rd Street

B. **From the Mayor:** None.

C. **From Staff or Employees:** None.

COMMITTEE REPORTS:

Finance/Admin: Total expenditures for the November 10, 2025 period of \$724,954.39. MOTION BY VINTON/REAVES to approve the paying of the bills. Motion Carried.

Public Safety: Mayor Lawrence advised that the minutes were included in the packet.

Public Works: Mayor Lawrence advised that the minutes were included in the packet.

Outside Organizations: Mayor Lawrence advised that any minutes were included in the packet.

UNFINISHED BUSINESS:

A. **Ordinance 1735, Amending Building Permit Fees – 2nd Reading (Public Works)** Clerk Frost read the Ordinance by title. MOTION BY HOLMAN/REAVES to adopt the Ordinance. Motion Carried.

B. Ordinance 1736, Avista Franchise – 2nd Reading (Public Works) Clerk Frost read the Ordinance by title. MOTION BY EVANS/VINTON to adopt the Ordinance. Motion Carried.

CONSENT AGENDA: MOTION BY REAVES/VINTON to approve the Consent Agenda. Motion Carried.

- A. WSDOT Change Order 9 – Knife River Corporation (Public Works)**
- B. 2021/2025 Stormwater Retrofits Change Order 02 – Liberty NW Construction (Public Works)**
- C. 2021/2025 Stormwater Retrofits Change Order 03 – Liberty NW Construction (Public Works)**
- D. Franchise Agreement Partial Transfer – Ziplly Fiber & NFC Northwest (Public Works)**

NEW BUSINESS:

A. Ordinance 1737, Sanitation Rates – 1st Reading (Public Works) Clerk Frost read the Ordinance by title. Vote will be at the next meeting.

B. Contract for Tourism Services – Visit LC Valley (Finance/Admin) MOTION BY HOLMAN/VINTON to approve the contract for tourism services. Councilmember Albers provided a brief statement on lodging tax, and the value Visit LC Valley brings into Clarkston. Motion Carried. Albers abstained.

C. Contract for Services/Interlocal Agreement – Asotin Co Public Facilities District (Finance/Admin) MOTION BY PIERCE/REAVES to approve the interlocal agreement. Councilmember Albers provided the total amount of Lodging Tax the City is expected to receive in 2025. She advised that awarding the total \$50,000 would dip into the reserves of the Lodging Tax fund. MOTION BY ALBERS/REAVES to amend the interlocal agreement to \$37,000. Motion Carried. Albers abstained.

COUNCIL COMMENTS: Councilmember Pierce thanked Jeremy Walkup for his comments. He advised he will forward his concerns to PWD Dimmick. Attorney Richardson noted City Hall will be closed tomorrow for Veteran's Day and he will send an email to Keller Associates. Councilmember Pierce stated he thought that paving should be happening this week. Councilmember Pierce commented that officials are working on a solution for EMS but that it is complicated. Councilmember Albers stated the Aquatic Center is a valuable entity in our Valley and that they have a capital campaign that she would encourage anybody to check out. She also thanked the Lodging Tax advisory committee for their work. Mayor Lawrence stated one of the requirements that Lodging Tax recipients have is to get visitors to get lodging and stay the night. Councilmember Vinton announced his resignation, effective December 31, 2025. Councilmember Albers and Mayor Lawrence said he will be missed.

PRESS QUESTIONS: Kerri Sandaine asked for clarification on the change of order with WSDOT for the sinkhole. Councilmember Pierce stated WSDOT will cover approximately 87% and the City's match is the remaining 13%.

ADJOURNMENT:

Meeting adjourned at 7:13pm.

Rachel Frost, City Clerk

Monika Lawrence, Mayor

Total Fund Expenditures 11/10/25	Ck #81285-81352	\$423,789.17
Payroll 10/20/25	Ck #81261-81282	\$301,165.22

**CLARKSTON CITY COUNCIL MINUTES
SPECIAL MEETING
MONDAY, NOVEMBER 17, 2025
5:00P.M.**

ROLL CALL: Skate Pierce, Russ Evans, Robin Albers, David Vinton, Shelia McDougall and Sarah Reaves. Pat Holman absence was excused on MOTION BY ALBERS/MCDOUGALL. Motion Carried.

STAFF: Clerk Frost, Chief Daniel, Chief White, PWD Dimmick, Attorney Richardson and Deputy/Clerk Treasurer Fenelon

EXECUTIVE SESSION: Mayor Lawrence advised that Council would be entering into Executive Session regarding negotiations at 5:05pm. The session is expected to last 30 minutes, and no decision will be made as a result of the meeting. At 5:35pm, a 30-minute extension was requested. At 6:05pm, a 30-minute extension was requested. At 6:35pm, a 15-minute extension was requested. At 6:50pm, a 15-minute extension was requested. At 7:05pm Council returned to regular session.

NEW BUSINESS:

A. Budget Discussion for Fire and EMS Chief White provided the options for the EMS Budget for 2026; the "status quo" option, no EMS option or keeping EMS and funding through the general fund. Deputy/Clerk Treasurer Fenelon asked if there were any questions or clarification needed. Councilmember Albers asked since we no longer have the EMS Levy to fund the department, we have no other option but to go to the general fund. Deputy/Clerk Treasurer Fenelon explained that there are EMS expenses that cannot go away and therefore they must be moved to the general fund no matter what option is chosen. Chief White provided additional information on the expenses that must be moved to the general fund and how it affects each option. Councilmember Pierce asked, "what do you want right now, what are we doing?" Attorney Richardson responded that a motion needs to be made on how to proceed with the budget knowing that EMS Levy has failed for 2026. Attorney Richardson summarized the options as; option A as eliminating EMS and consolidating the costs and option "B" as keeping EMS and funding it entirely through the general fund. Attorney Richardson also provided clarity on the budget process and possible budget amendments depending on failed or successful negotiations. MOTION BY PIERCE/REAVES to recommend proceeding with option "B", funding EMS. Evans, Reaves and Pierce voted yea. McDougall, Vinton and Albers voted nay. Mayor Lawrence cast the tiebreaking vote, nay. Motion failed. MOTION BY MCDOUGALL/VINTON to recommend proceeding with option "A", eliminating EMS. McDougall, Evans, Vinton and Albers voted yea. Reaves and Pierce voted nay. Motion carried.

ADJOURNMENT:

Meeting adjourned at 7:16pm.

Rachel Frost, City Clerk

Monika Lawrence, Mayor

CITY OF CLARKSTON
2026 PRELIMINARY BUDGET
OCTOBER 1, 2025

FUND	DESCRIPTION	BEG BAL	ACTUAL REVENUES	OTHER FINANCING SOURCES	ACTUAL EXPENDITURES	OTHER FINANCING USES	END BAL
001	CURRENT EXPENSE	\$ 4,240,275	\$ 5,972,347	\$ 70,500	\$ 7,499,932	\$ 205,000	\$ 2,578,189
004	CE RESERVE	\$ 1,431,471	\$ 15,000	\$ 70,000	\$ -	\$ -	\$ 1,516,471
006	EMP BENEFIT RESERVE	\$ 525,020	\$ 10,000	\$ 50,000	\$ -	\$ -	\$ 585,020
007	COMMUNITY PROJECTS	\$ 39,400	\$ 500	\$ -	\$ 2,500	\$ -	\$ 37,400
010	NATIONAL NIGHT OUT	\$ 2,254	\$ -	\$ -	\$ 1,050	\$ -	\$ 1,204
011	VICTIM'S RIGHTS	\$ 3,530	\$ 100	\$ -	\$ 1,000	\$ -	\$ 2,630
016	VEHICLE REPLCMENT	\$ 1,238,407	\$ 110,000	\$ -	\$ -	\$ 79,000	\$ 1,269,407
017	D A R E	\$ 5,712	\$ 100	\$ -	\$ -	\$ -	\$ 5,812
037	CDBG	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
102	RESCUE ONE	\$ 63,008	\$ 1,250	\$ -	\$ 1,000	\$ -	\$ 63,258
103	STREET FUND	\$ 982,036	\$ 6,476,503	\$ 890,000	\$ 6,700,945	\$ 20,000	\$ 1,627,594
104	TRANS BENEFIT DIST	\$ 1,989,400	\$ 710,000	\$ -	\$ -	\$ 890,000	\$ 1,809,400
105	STREET RESERVE	\$ 162,818	\$ 1,000	\$ 20,000	\$ -	\$ -	\$ 183,818

CITY OF CLARKSTON
2026 PRELIMINARY BUDGET
OCTOBER 1, 2025

FUND	DESCRIPTION	BEG BAL	ACTUAL REVENUES	OTHER FINANCING SOURCES	ACTUAL EXPENDITURES	OTHER FINANCING USES	END BAL
108	DRUG ENFORCEMENT	\$ 6,828	\$ 100	\$ 10,000	\$ 12,500	\$ -	\$ 4,428
120	EMS / AMBULANCE	\$ 673,350	\$ 319,638	\$ -	\$ 203,638	\$ 1,500	\$ 787,850
121	EMS CAP RESERVE	\$ 91,894	\$ -	\$ -	\$ -	\$ -	\$ 91,894
130	LODGING TAX FUND	\$ 847,912	\$ 185,000	\$ -	\$ 187,050	\$ -	\$ 845,862
306	MUNICIPAL CAP IMPRV	\$ 1,223,557	\$ 100,000	\$ -	\$ -	\$ -	\$ 1,323,557
409	STORMWATER O & M	\$ 71,259	\$ 3,717,810	\$ 165,000	\$ 3,823,125	\$ -	\$ 130,944
410	SANITATION O&M	\$ 1,615,357	\$ 1,678,648	\$ 50,000	\$ 1,500,072	\$ 125,000	\$ 1,718,933
411	SAN. EQUIP RSRV	\$ 405,125	\$ 4,000	\$ 50,000	\$ -	\$ -	\$ 459,125
TOTALS		\$ 15,618,614	\$ 19,301,996	\$ 1,375,500	\$ 19,932,813	\$ 1,320,500	\$ 15,042,797

Public Safety
November 19, 2025

Attendance: Mayor Monika Lawrence, Chief Darren White, Chief Josh Daniel, Robin Albers, Pat Holman and Sheila McDougall

Police:

- Clarkston Christmas Parade will take place Saturday, December 6th.
- New hire officer started work on November 18, 2025.
- ACAU had a meeting on November 19th and the housing project on Fair Street will be moving forward soon.
- Clarkston Police contract negotiations will be starting this week.
- Clarkston Police Department won the Guns and Hoses Charity Shopping event that took place at the Grocery Outlet. CPD donated the food to Clarkston High School food pantry.

Fire:

- Chief White received yearly numbers from the GEMT grant, and this report will be part of our agenda for the Council meeting on November 24, 2025.
- Chief White shared EMS call logs from November 7 - November 18.
- Clarkston Fire Department did come in second place in the Guns and Hoses event. They donated their food to Grantham Elementary.

Next Public Safety Meeting December 3, 2025, at 4: 00 p.m.

Public Works 11/18/25

Attending: Russ, David, PWD Dimmick and Mayor Lawrence

Talked about Habitat for Humanity request for more funds from the Department of Commerce to complete the home repairs. Need the mayor to sign the request for additional \$65,000 dollars.

Talked about the dumpster at the port and the state allowing cities to supply things to support the poor and infirmed and addressing public health and safety concerns related to waste and sanitation in homeless encampments is a legitimate governmental function that benefit the community as a whole.

Talked about the letter I received from Keller wanting information regarding the roundabout and how it has improved the traffic in the area. I will tell Keller the roundabout has made the intersection safer. People would become impatient at the lights before and just go through them. Traffic flows through at a much faster pace and the citizens have made many compliments on how much better the intersection is.

Meeting adjourned 4:30pm

PTBA meeting November 12th,2025

- Public Hearing was held and adopted for the 2026 budget of \$1,800,000.00.
- Resolution 25-09-Asotin County PTBA Setting Salaries was Adopted giving employees a 3% raise.
- The Transit Consolidation RFP between Asotin County and Lewiston was approved.
- Operations Update – No accidents, and everything is running smoothly. School age Children from Asotin and Clarkston are now flagging down bus drivers to hitch rides to school.

ORDINANCE NO. 1737

AN ORDINANCE AMENDING CLARKSTON MUNICIPAL CODE CHAPTER 14.18, WHICH
ESTABLISHES REGULATIONS FOR GARBAGE COLLECTION

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CLARKSTON, WASHINGTON, DO
ORDAIN AS FOLLOWS:

SECTION 1.0

Clarkston Municipal Code Chapter 14.18 is hereby amended as follows:

14.18.060 Rates.

1. The city council shall establish, by ordinance, rates for sanitation service as provided in RCW 35.92.020.

2. The following rates are hereby established, effective January 1, 20256:

(a) The following charges shall apply to properties using City provided garbage carts and serviced one time per week. These carts are numbered and owned by the City. Carts will be assigned to the property address by that number. The following rates shall also permit the pickup of yard waste (grass clippings, vegetation, and leaves) that is placed in a City provided 96-gallon mobile cart. The 96-gallon yard waste container is numbered and owned by the City and will be assigned to the property address by that number. The property owner shall be responsible for damages to the cart (either yardwaste or solid waste) caused by misuse or neglect. Multi-unit residential properties larger than a four-plex, commercial properties with the exception of churches (and only upon written request to the City), and persons providing lawn care service for a fee, as evidenced by a city business license, are not subject to the City's yardwaste program.

Classification	35 Gal Container	64 Gal Container	96 Gal Container	Each additional Yard Waste Container
Residential	\$25.91	\$33.32	\$40.44	\$10.29
Multi-Residential -Per unit	\$25.91	\$33.32	\$40.44	\$10.29
Commercial	\$28.43	\$38.30	\$48.36	N/A
Churches w/yardwaste	\$31.14	\$40.93	\$50.99	\$10.08
Extra Can / Garbage	\$10.29	\$18.21	\$28.57	

(b) Dumpster Charges – All accounts using bins of one cubic yard or greater shall be charged according to the following schedule:

Effective January 1, 20256 rates up to 2CY include a City provided Dumpster.

SANITATION RATES-DUMPSTERS							
	CHARGE	2X/WK	3X/WK	4X/WK	5X/WK	6X/WK	EXTRA P.U.
1 CY	\$55.63	\$111.26	\$166.89	\$222.52	\$278.15	\$333.78	\$12.80
1.5 CY	\$83.44	\$166.88	\$250.32	\$333.76	\$417.20	\$500.64	\$19.21
2 CY	\$111.25	\$222.50	\$333.75	\$445.00	\$556.25	\$667.50	\$25.61
3 CY	\$166.88	\$333.76	\$500.64	\$667.52	\$834.40	\$1,001.28	\$38.41
4 CY	\$222.50	\$445.00	\$667.50	\$890.00	\$1,112.50	\$1,335.00	\$51.21
5 CY	\$278.13	\$556.26	\$834.39	\$1,112.52	\$1,390.65	\$1,668.79	\$64.01
6 CY	\$333.75	\$667.50	\$1,001.25	\$1,335.00	\$1,668.75	\$2,002.50	\$76.82
10 CY	\$556.25	\$1,112.50	\$1,668.75	\$2,225.00	\$2,781.25	\$3,337.50	\$128.03

3. Standby Charges:

(a) Owners or managers of residential and commercial properties may apply to the city for suspension of service prior to the time the premises become unoccupied. Application shall be made on forms provided by the city. Upon approval, the sanitation service shall be suspended and the regular charge for the service shall be suspended and replaced with a service/standby charge until the premises are reoccupied.

(b) No credit for suspension of service shall be given unless the premises remain unoccupied for 90 consecutive days.

(c) Service/standby charges shall take effect the month following the date the property owner/manager makes application to the city, provided the property has been vacant for 30 consecutive days.

(d) Upon re-occupancy, the regular charge shall be re-established. The owner shall notify the city of the re-occupancy.

(e) Service/standby charges for qualifying properties under this section shall be \$5.00 per month for residential and commercial properties.

(f) A fee of \$15.00 shall be charged to reactivate the suspended service on standby.

4. Non-resident Charges. All accounts located outside Clarkston's city limits shall be charged at a rate of 50% greater than charges for identical service within the city limits.

5. Fees for Transporting Roll-off Containers. The charges for pickup and dumping of commercial roll-off units shall be:

Classification	Charges
Compaction Units	\$180.00 per trip
Demolition Units	\$180.00 per trip
Rent for Roll-off	\$35.00 per week
Rent for containers up to 5 c.yd.	\$25.00 per month
Tipping fees	Actual based on weight tickets
Delivery fee for Roll-off	\$30.00

6. No later than November of each year the City Council shall review the rates for all classifications of service and adjust the rates as necessary to ensure that operating expenses of the utility are met. Rate changes shall be set by ordinance and become effective on January 1 of each year.

SECTION 2.0

This ordinance shall be in full force and effect as of January 1, 2025~~6~~ upon the signing hereof by the Mayor, authentication by the City Clerk and publication as required by law.

DATED this 24th day of November, 2025.

Monika Lawrence, Mayor

Authenticated:

Rachel Frost, City Clerk



**COMMUNITY DEVELOPMENT BLOCK GRANT
REQUEST FOR AMENDMENT**

1. Grantee Name City of Clarkston	2. CDBG Contract Number . 23-62210-002 .	3. Request Number B																	
4. Type of Amendment (check all that apply) ☐ Time Extension ☒ Budget Revision ☐ Scope of Work ☐ Special Conditions																			
5. Explanation <i>(attach additional page if response requires more space or for Supplemental Funds request)</i> City of Clarkston requests supplemental funds for the L-C Valley Habitat for Humanity Home Repair Program to cover additional home repair expenses .Supplemental funds are also necessary for sidewalk addition/replacement/repair, where required by city code.																			
6. Amendment Changes																			
Time Extension	Current End Date N/A	Change (# months) N/A	Revised End Date N/A																
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:25%;">CDBG Budget Code</th> <th style="width:25%;">Current Budget (\$)</th> <th style="width:25%;">Change (+/-)</th> <th style="width:25%;">Revised Budget</th> </tr> </thead> <tbody> <tr> <td>8794 - 14H Rehab Admin</td> <td align="right">\$125,000</td> <td align="right">\$0</td> <td align="right">\$125,000</td> </tr> <tr> <td>8795 - 14A Res Rehab</td> <td align="right">\$485,000</td> <td align="right">\$65,000</td> <td align="right">\$550,000</td> </tr> <tr> <td align="center">Totals</td> <td align="right">\$610,000</td> <td align="right">\$65,000</td> <td align="right">\$675,000</td> </tr> </tbody> </table>				CDBG Budget Code	Current Budget (\$)	Change (+/-)	Revised Budget	8794 - 14H Rehab Admin	\$125,000	\$0	\$125,000	8795 - 14A Res Rehab	\$485,000	\$65,000	\$550,000	Totals	\$610,000	\$65,000	\$675,000
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Totals	\$610,000	\$65,000	\$675,000																
7. Submitted By (Chief Administrative Official) Name/Title <u>Monika Lawrence, Mayor</u> Email <u>mayor@clarkston-wa.com</u> Signature Date _____																			
8. Action Taken (COMMERCE USE ONLY) APPROVED ☐ DISAPPROVED ☐ Name <u>Jon Galow</u> Title <u>Section Manager</u> Signature Date _____																			

**HEALTH CARE AUTHORITY
INTEGRATED DISCLOSURE AND WA MEDICAID COST REPORT
GENERAL INFORMATION AND CERTIFICATION**

1. Legal Name of Fire Department / Agency: Clarkston Fire Department		ProviderOne ID Number: 2006867	3. National Provider Identification (NPI): 1043442759	
4. Doing Business As (DBA): Clarkston Fire Department/City of Clarkston			5. Facility Business Phone: 509-758-8681	
6. Fire District/Agency Street Address: 820 5th Street	7. City: Clarkston		8. Zip Code: 99403	
9. Mailing Address - Street or P.O. Box (if different): N/A	10. City: N/A		11. Zip Code: N/A	
12. Name and Title of Person Signing and Certifying Report: Monika Lawrence - Mayor				
13. Cost Report Primary Contact Person: Michelle Courtney		14. Phone Number: 509-758-8681	Phone Ext:	
15. Mailing Address - Street or P. O. Box: 820 5th Street	16. City: Clarkston		17. State: WA	18. Zip Code: 99403
19. Previous Name of Fire District/Agency if Changed Since Previous Report: N/A				20. Date of Change: N/A
21. Does your organization use another EMS entity to provide GEMT services? No		22. Date Range of GEMT Service Agreement/Contract: N/A		
23. Does your organization use another third party billing company to bill for GEMT services? Systems Design West		24. Date Range of GEMT Billing Agreement/Contract: 7/1/2024-6/30/2025		
25. Fiscal Year Start Date: July 1, 2024		26. Fiscal Year End Date: June 30, 2025		
27. Net Cost of Transports \$ 290,065				

Intentional misrepresentation or falsification of any information contained in this request resulting in reimbursement by the Washington State Health Care Authority (HCA) may be punishable by fine and/or imprisonment under federal and state laws (42 CFR, Section 1003.102 - "Basis for Civil Money Penalties and Assessments"; 18 U.S.C. 1347 - "Health Care Fraud"; Revised Code of Washington (RCW) 74.09.210- "Fraudulent Practices-Penalties"; and RCW 74.66.020 "Civil Penalty-False or fraudulent claims."

For the purpose of this certification, "provider" is a Publicly Owned or Operated Ground Emergency Medical Transportation Services provider as defined in chapter 182-546 Washington Administrative Code (WAC).

Certification by Officer or Administrator of the Fire Department / Agency

I, Monika Lawrence certify under penalty of perjury as follows:

Public funds for services provided have been expended as necessary for Federal Financial Participation (FFP), pursuant to the requirements of Section 1903(w) of the Social Security Act and 42 C.F.R. § 433.50 *et seq.* for allowable costs.

The expenditures claimed have not previously been, nor will be, claimed at any other time to receive Federal Funds under Medicaid or any other program and were certified in accordance with 2 CFR Chapter II (formerly known as OMB Circular A-87) and Medicare Provider Reimbursement Manual Pub.15-1.

The provider acknowledges that the information is to be used for claiming Federal funds and understands that misrepresentation of information constitutes a violation of Federal and State law.

The provider acknowledges that all funds expended pursuant to chapter 182-546 WAC are subject to review and audit by the Washington State Health Care Authority (HCA).

The provider acknowledges understands that HCA must deny payments for any claim submitted under chapter 182-546 WAC, if it determines that the certification is not adequately supported for purposes of FFP.

That I am the responsible person of the subject Fire Department / Agency and am duly authorized to sign this certification and that, to the best of my knowledge and information, each statement and amount in the accompanying schedules are to be true, correct, and in compliance with chapter 182-546 WAC.

_____ Date of Signature Email both the completed and signed cost report PDF and Excel spreadsheet, in their entirety, to: HCAGEMTAdmin@hca.wa.gov	Clarkston Fire Department _____ Name of Fire District/Agency By: _____ (Signature) Title: _____ Mayor Address: _____ 820 5th Street Clarkston, WA 99403
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NOTICE

Please be advised that submission of cost reports for items or services which were not provided; are not reimbursable under the WA Medicaid program or claimed in violation of an agreement with the State, may subject you (or your organization) to civil penalties in accordance with RCW 74.66.020.

CHECK FIGURE	
Total Reported Expenses (Before Allocation of Expenses - From Sch 1)	\$2,812,966
Total Reported Expenses (After Allocation of Expenses - From Sch 2 thru 5)	<u>2,812,966</u>
Variance	<u>\$-</u>

Material variances may result in a rejection of this Cost Report submission.



Teresa D. Johnson CPA, Inc.

November 16, 2025

Monika Lawrence, Mayor
City of Clarkston
829 Fifth St.
Clarkston, WA 99403

Dear Monika:

Teresa D Johnson CPA, Inc (“firm,” “we,” “us,” or “our”) is pleased to provide the City of Clarkston (“you” or “your”) with the professional services described below. This letter, and the attached *Terms and Conditions Addendum* and any other attachments incorporated herein (collectively, “Agreement”), confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide. The engagement between you and our firm will be governed by the terms of this Agreement.

Engagement Objective and Scope

The objective of this engagement is to assist you with:

- Audit assistance
- Assistance while the City prepares the 2025 Annual Report
- Read client prepared statements
- Budget assistance

Our recommendations and advice are dependent upon the timeliness, accuracy and completeness of the representations and information that we receive from you. Accordingly, inaccurate or incomplete representations may result in inaccurate advice or inappropriate recommendations, and critical recommendations may not be identified. If information changes during the course of the engagement, you must provide us with the updated information and representations on a timely basis, as the change in information may affect our recommendations.

This engagement is limited to the professional services outlined above.

CPA Firm Responsibilities

We will perform our services in accordance with the *Statement on Standards for Consulting Services* issued by the American Institute of Certified Public Accountants (“AICPA”). Such services do not

constitute an audit, review, or any other attestation service as those services are defined in AICPA literature applicable to such engagements. Accordingly, these services will not result in the issuance of a written communication to third parties by Teresa D Johnson CPA, Inc regarding financial data or internal controls, expressing an opinion or conclusion or obtaining or providing any form of assurance.

The above professional services will be performed based on information you provide to us. We will perform our services under the assumption that all information you submit is true, complete and accurate according to documents and other information retained in your files or communications from you. We will not verify or audit this information.

Our engagement does not include any procedures designed to detect errors, fraud, theft, or other wrongdoing. Therefore, our engagement cannot be relied upon to disclose such matters. In addition, we are not responsible for identifying or communicating deficiencies in your internal controls, unless otherwise specified in the scope of this Agreement. You are responsible for developing and implementing internal controls applicable to your operations.

Teresa D Johnson, CPA Inc, in its sole professional judgment, reserves the right to refuse to take any action that could be construed as making management decisions or performing management functions on your behalf.

Engagement Deliverables

We anticipate issuing the following deliverables in connection with our services:

- Email communication regarding improvements or corrections discovered during read of the client prepared financial statements.

We will provide draft deliverable(s) to you for review and comment, prior to final delivery.

Any advice and recommendations included in the deliverable(s) will be based upon information you provide.

The deliverable(s) presented as part of this engagement are solely for the internal use of your management and the board of directors. It is not to be distributed to third parties other than those noted herein, in whole or in part, or used for any other purpose.

After we provide you with the deliverable(s), we shall have no obligation to update or revise the observations or conclusions reflected in our deliverable(s) if new information, future events or changes in applicable laws and regulations affect the observations or conclusions reflected in those deliverables.

You understand and agree that our services may include advice and recommendations based upon our knowledge, training and experience. However, at all times, the decisions related to implementation of the advice and recommendations we provide are solely your responsibility. We encourage you to consider our recommendations and advice and implement what you believe is best for your company. If you ask us to assist you in implementing any advice or recommendation, we will confirm this representation in a separate agreement.

If, for any reason, we are unable to complete the engagement, we will not issue a deliverable(s).

PHONE
360.904.0972

EMAIL
TERESA@TDJCPA.COM

Client Responsibilities

Your Support

We require the support of your personnel in order to achieve timely completion of the engagement. Support includes, but is not limited to, making personnel available to us, providing access to or collecting all relevant documents (paper or electronic), providing timely responses to questions, including requests for your decisions, devoting sufficient resources necessary to help achieve the engagement objectives, and the coordination of meetings. Failure to provide such support in a timely manner may negatively affect our ability to fulfill the requirements in the *Engagement Objective and Scope* and *Engagement Deliverables* sections above within the agreed-upon timeframe.

Project Management

You will designate a member of your management who possesses suitable skill, knowledge, or experience (the "Project Sponsor") to oversee the services and conduct of this engagement, including coordination of your resources and review of draft deliverables. You authorize us to accept instructions from the Project Sponsor for this engagement.

You have designated Rachel Frost as Project Sponsor for this engagement.

The Project Sponsor is responsible for:

- maintaining appropriate oversight of our client service team;
- timely reviewing and approving the deliverables prepared by our firm during the engagement;
- reporting the results of our services within your reporting structure, including the board of directors or others charged with governance; and
- evaluating observations and recommendations that arise from the services.

You agree that your personnel assigned to this project are responsible for reviewing any draft deliverables provided by our firm on a timely basis.

Management Functions

Your management agrees to:

- make all management decisions and perform all management functions,
- evaluate the adequacy and results of the services performed;
- accept responsibility for the results of the services, including decisions regarding the implementation of any recommendations provided by us; and
- establish and maintain internal controls relevant to your organization, including monitoring ongoing activity related to their operation.

You agree that your management and employees are responsible for the accuracy and reliability of information provided to us, including but not limited to, the proper recording of transactions, the safekeeping of assets, and the accuracy of the financial statements.

PHONE
360.904.0972

EMAIL
TERESA@TDJCPA.COM

Timing of Engagement

We expect to begin services on or about January 01, 2026. The timing of our work is dependent upon the timely receipt of the information we request from you, including timely responses to any questions we may ask.

Our services will conclude upon the earliest occurrence of one (1) of the following events:

- December 31, 2026
- as of the date of our closure letter; or
- written notification by either party that the engagement is terminated.

Professional Fees and Billings

Our professional fee for the services outlined above is estimated to be \$10,000. Services will be billed monthly at the standard billing rate of \$274 per hour. This fee is based upon the complexity of the expected work to be performed, our professional time and out-of-pocket expenses. Circumstances may arise that impact our estimated fee such as, but not limited to, (1) timeliness, accuracy, or completeness of the information you provide to us; (2) changes in your personnel or operations that impact our services; (3) mutually agreed changes in the scope of this engagement; or (4) other unanticipated items that arise during our engagement and that require additional time in order to complete the agreed-upon services. In the event that this estimate will be exceeded, we will obtain pre-approval prior to performing additional services.

If the information that you provide or we request is not submitted in a timely manner, or it is incomplete or unusable, we reserve the right to delay services and charge additional fees and expenses.

Termination and Other Terms

We reserve the right to withdraw from the engagement without completing services for any reason, including, but not limited to, non-payment of fees, your failure to comply with the terms of this Agreement, or as we determine professional standards require. If our work is suspended or terminated, you agree that we will not be responsible for your failure to meet governmental and other deadlines, or for any liability, including but not limited to, penalties or interest that may be assessed against you resulting from your failure to meet such deadlines.

If this Agreement is terminated before services are completed, you agree to compensate us for the services performed and expenses incurred through the effective date of termination.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope and estimated cost of these additional services. Engagements for additional services may necessitate that we amend this letter or issue a separate

PHONE
360.904.0972

EMAIL
TERESA@TDJCPA.COM

engagement letter to reflect the obligations of both parties. In the absence of any other written communications from us documenting additional services, our services will be limited to and governed by the terms of this engagement letter.

* * * * *

We appreciate the opportunity to be of service to City of Clarkston. This Agreement, including the *Terms and Conditions Addendum*, represents the entire agreement of the parties and supersedes all previous oral, written, or other understandings and agreements between the parties. Any modification to the terms of this Agreement must be made in writing acknowledged by both parties. Please date and execute this Agreement and return it to us to acknowledge your acceptance. We will not initiate services until we receive the executed Agreement.

Very truly yours,



Teresa D. Johnson

Approved:

Monika Lawrence, Mayor

Date: _____

PHONE

360.904.0972

EMAIL

TERESA@TDJCPA.COM

AGREEMENT

THIS AGREEMENT, entered into this 24th day of November 2025, by and between the CITY OF CLARKSTON, a municipal corporation of the State of Washington (hereinafter called “City”), and VALLEY VISION, INC., a nonprofit corporation (hereinafter called “Valley Vision”).

WHEREAS, it is in the best interest of the City to promote economic development; and

WHEREAS, Valley Vision is a nonprofit corporation authorized to promote economic development, trade and commerce within Clarkston, Washington; and

WHEREAS, the City is authorized by Washington law to contract with nonprofit corporations to promote an economic development program; and

WHEREAS, Valley Vision can provide to the City services in the area of economic development, business recruitment, business research, marketing and promotion;

NOW, THEREFORE,

IT IS HEREBY AGREED AS FOLLOWS:

Valley Vision, Inc. will perform economic development and business recruitment and retention services for the City of Clarkston and industry sector within the City of Clarkston’s limits under the following:

A. SERVICES AND METRICS: Service Provider shall perform the following (collectively referred to as the “Services”):

1. Implement a Business Attraction Program with prospective activities.
 - a. Determine best fit industries for the Lewis-Clark Valley.
 - b. Determine four (4) Markets/Regions from which to recruit businesses.
 - c. Under prospective activities, conduct ten (10) qualified business visits beginning in December 2025, or soon thereafter, directed towards businesses in markets identified under subsections A.1.a. and A.1.b. above.
 - d. Conduct recruitment site tours with prospective businesses to the Lewis-Clark Valley.
2. Implement a business expansion and retention (BEAR) program to support existing industry businesses on an ongoing basis.
 - a. Utilize economic development industry questionnaire for the BEAR program interviews.
 - b. Utilize volunteers made up of corporation board members, elected officials, and other community leaders.

- c. Conduct one-on-one meetings with existing Lewis-Clark Valley industries.
- d. Record data collected from interviews into Synchronist Suite.
- e. Perform follow-up activity that will be derived from interview data collected.

3. Implement economic development products to increase productivity.

- a. Update Service Provider website (www.vvedc.com) to include economic development industry standards with better messaging to appeal to attraction of businesses.
- b. Develop manufacturing center, which shall be industrial building construction options to aid in locating or expanding industrial businesses to the Region. Building options shall include a building, location, financing, building specifications, and timeline for construction.
- c. Develop Local and State incentive package offerings.
- d. Keep an industrial property inventory of available properties.

4. Assist City with implementing applicable, long-term strategies identified in City's Strategic Plan.

5. Service Provider shall not, in any case, use the funds provided by City for private purposes. Economic development activities funded by City shall not benefit specific private individuals, corporations, or associations, whether a profit motive is involved or not.

B. INSURANCE: Service Provider, at its sole expense, shall procure and maintain in full force and effect insurance in accordance with the requirements set forth in Exhibit A, attached hereto and incorporated herein.

C. REPORTS AND CONSULTATION: Valley Vision will provide regular reports on its work and consult with the City at such times and places as requested.

D. CHOICE OF LAW/VENUE: This agreement shall be construed in accordance with laws of the State of Washington. Venue as to any claim or dispute arising out of this Agreement shall be in Asotin County, Washington.

For the foregoing services, the City agrees to pay to Valley Vision the sum of Ten Thousand Dollars (\$10,000.00) for the period commencing January 1, 2026, and ending December 31, 2026.

VALLEY VISION, INC.

By: _____
Jerry Chavez, President / CEO

CITY OF CLARKSTON,

By: _____
Monika Lawrence, Mayor

Date of Issuance: 11/5/2025	Effective Date: 11/5/2025
Owner: City of Clarkston	Owner's Contract No.:
Contractor: Liberty NW Construction	Contractor's Project No.:
Engineer: Keller Associates	Engineer's Project No.: 21146
Project: 2021/2025 Clarkston Stormwater Retrofits	Contract Name: 2021/2025 Clarkston Stormwater Retrofits

The Contract is modified as follows upon execution of this Change Order: Design changes after bidding changed saw cutting quantities due to rotation changes to the infiltration trenches or moving them further into the roadway. This CO is to address known quantity changes and establish a unit price in lineal feet (LF) for additional sawcutting that wasn't in the original bid plans.

Attachments: Liberty NW Construction pricing breakdown and Keller Change Order Documentation.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price:	Original Contract Times: 150 days (substantial); 180 days (final)
\$ <u>2,324,096.00</u>	Substantial Completion: <u>February 15, 2026</u>
	Ready for Final Payment: <u>March 14, 2026</u>
	dates
Increase from previously approved Change Orders No. <u>1</u> to No. <u>3</u> :	Increase from previously approved Change Orders No. <u>1</u> to No. <u>3</u> : 40 days
\$ <u>780,621.50</u>	Substantial Completion: <u>March 27, 2026</u>
	Ready for Final Payment: <u>April 23, 2026</u>
	dates
Contract Price prior to this Change Order:	Contract Times prior to this Change Order: 190 days (substantial); 220 days (final)
\$ <u>3,104,717.50</u>	Substantial Completion: <u>March 27, 2026</u>
	Ready for Final Payment: <u>April 23, 2026</u>
	dates
Increase of this Change Order:	Increase of this Change Order: 0 Days
\$ <u>526.33</u>	Substantial Completion: <u>March 27, 2026</u>
	Ready for Final Payment: <u>April 23, 2026</u>
	dates
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders: 190 days (substantial); 220 days (final)
\$ <u>3,105,243.83</u>	Substantial Completion: <u>March 27, 2026</u>
	Ready for Final Payment: <u>April 23, 2026</u>
	dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: <u><i>Amela Doyle</i></u>	By: _____	By: _____	By: _____	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)		Contractor (Authorized Signature)		
Title: <u>Project Manager</u>	Title: _____	Title: _____	Title: _____	Title: _____	Title: _____
Date: <u>11/7/2025</u>	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____

Approved by Funding Agency (if applicable)

By: _____ Date: _____
Title: _____



Change Order Documentation

Owner:	City of Clarkston	Change Order No.:	4
Project Name:	2021-2025 Stormwater	Project No.:	221146
Contractor:	Liberty Northwest	Date:	11/5/2025

Description of Work: Liberty NW provided a unit cost for sawcutting of \$7.21 per linear foot. An additional 73 feet of sawcutting associated with design but additional sawcutting will be required prior to paving. This CO quantifies the price of 73 feet of sawcutting and establishes a unit price for any additional sawcutting.

Item	Unit Price	Quantity	Total
Sawcutting	\$7.21/LF	73	\$526.33
		Total:	\$526.33

Clarkston Stormwater - Sawcutting Proposal

Response to RFI 4 for Sawcutting

Description	HR/LF	Rate	Total
Foreman	4	\$ 72.00	\$ 288.00
Foreman Truck	4	\$ 22.00	\$ 88.00
Traffic Control Supervisor	4	\$ 61.00	\$ 244.00
Flagger	8	\$ 57.00	\$ 456.00
Truck	4	\$ 22.00	\$ 88.00
Walk Behind Saw	8	\$ 34.00	\$ 272.00
Laborer	8	\$ 57.00	\$ 456.00
Water Buffalo	8	\$ 12.00	\$ 96.00
Laborer	8	\$ 57.00	\$ 456.00
Truck	8	\$ 22.00	\$ 176.00

Total \$ 2,620.00

15% MU \$ 393.00

Total \$ 3,013.00

LF of Sawcutting 418

Price Per Linear Foot \$ 7.21

Date of Issuance: 11/18/2025 (revised)	Effective Date: 11/07/2025
Owner: City of Clarkston	Owner's Contract No.:
Contractor: Liberty NW Construction	Contractor's Project No.:
Engineer: Keller Associates	Engineer's Project No.:
Project: 2021/2025 Clarkston Stormwater Retrofits	Contract Name: 2021/2025 Clarkston Stormwater Retrofits

The Contract is modified as follows upon execution of this Change Order: An unanticipated utility crossing within trench 19B caused a half day delay in construction due to redesign. Crews were not able to move the equipment and trench boxes away from the basin during this time and were on standby as the design changes were made. This change order accounts for downtime of this delay. Additionally, due to Revision #1 in the drawings a delay on structure delivery caused two crews for the work – the initial crew to install the infiltration trench while trench boxes and equipment were on-site, then a second crew later to install the catch basins, manhole and piping which was an additional charge. Finally, the catch basin CB#63 rim was lowered 4" due to additional paving revisions to allow more water to drain to the structure.

Attachments: Liberty NW Construction delay pricing breakdown and Keller Change Order Documentation.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES <i>[note changes in Milestones if applicable]</i>
Original Contract Price:	Original Contract Times: 150 days (substantial); 180 days (final)
\$ <u>2,324,096.00</u>	Substantial Completion: <u>February 15, 2026</u>
	Ready for Final Payment: <u>March 14, 2026</u>
	days or dates
Increase from previously approved Change Orders No. <u>1</u> to No. <u>4</u> :	Increase from previously approved Change Orders No. <u>1</u> to No. <u>4</u> : 40 days
\$ <u>781,147.83</u>	Substantial Completion: <u>February 15, 2026</u>
	Ready for Final Payment: <u>March 14, 2026</u>
	days
Contract Price prior to this Change Order:	Contract Times prior to this Change Order: 190 days (substantial); 220 days (final)
\$ <u>3,105,243.83</u>	Substantial Completion: <u>March 27, 2026</u>
	Ready for Final Payment: <u>April 23, 2026</u>
	dates
Increase of this Change Order:	Increase of this Change Order: 0 Days
\$ <u>20,572.41</u>	Substantial Completion: <u>March 27, 2026</u>
	Ready for Final Payment: <u>April 23, 2026</u>
	dates
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders: 190 days (substantial); 220 days (final)
\$ <u>3,125,816.24</u>	Substantial Completion: <u>March 27, 2026</u>
	Ready for Final Payment: <u>April 23, 2026</u>
	dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By: <u></u>	By: _____	By: _____	By: _____	By: _____	By: _____
Engineer (if required)	Owner (Authorized Signature)	Owner (Authorized Signature)	Contractor (Authorized Signature)	Contractor (Authorized Signature)	Contractor (Authorized Signature)
Title: <u>Project Manager</u>	Title: _____	Title: _____	Title: _____	Title: _____	Title: _____
Date: <u>11/18/2025</u>	Date: _____	Date: _____	Date: _____	Date: _____	Date: _____

Approved by Funding Agency (if
applicable)

By: _____
Title: _____

Date:

Owner:	City of Clarkston	Change Order No.:	5
Project Name:	2021-2025 Stormwater	Project No.:	221146
Contractor:	Liberty Northwest	Date:	11/18/2025 (revised)

Description of Work: A delay in work was encountered due to an unforeseen utility in trench 19B. A redesign was required which delayed the project by half of a day. Liberty NW provided a cost of \$7,692.43 for this time delay where crews were on standby awaiting the design change. Additionally, due to a delay in Revision #1, structures were not on-site at the time of infiltration trench installation requiring a second crew with equipment, trench boxes, etc. for an additional cost of \$7,019.84. Finally, CB#63 was lowered after it was determined that additional asphalt that was damaged by equipment could be removed and replaced. This allowed more flow to enter the catch basin. The cost for the catch basin lowering is \$3,176.78. A 15% markup is allowed on top of these costs for a total combined cost for Basin 19B in the amount of \$20,572.41. See attached for price breakdown.

Clarkston Stormwater - 19B Cumulative Cost Breakdown

Additional cost for standby, sytructure delay, and unforeseen design changes due to utility conflicts.

Description	Units	QTY	Unit Price	Total
Structure delay total	LS	1	\$7,019.84	\$7,019.84
Crew standby	LS	1	\$7,692.43	\$7,692.43
Lower Catch Basin	EA	1	\$3,176.78	\$3,176.78
			Subtotal	\$17,889.05
			Markup	15.00%
				\$2,683.36
			Total	\$20,572.41

LIBERTY NW

Date: N/A

Project: Clarkston Stormwater

Project # 2688

Description: 19B Lower Catch Basin

LABOR

DATE	CRAFT	ST HOURS	OT HOURS	ST RATE	OT RATE	TOTALS
N/A	Foreman	2.50		\$72.00	\$94.58	\$180.00
	Operator	10.00		\$67.00	\$88.01	\$670.00
	Laborer	5.00		\$65.00	\$85.38	\$325.00
	Pipelayer	5.0		\$67.00	\$88.01	\$335.00
	Truck Driver	0.0		\$67.00	\$88.01	\$0.00
	TCS	2.5		\$72.10	\$104.41	\$180.25
	Flagger	5.0		\$67.97	\$100.28	\$339.85
	TCM	0.0		\$67.97	\$100.28	\$0.00
					LABOR TOTAL	\$2,030.10

EQUIPMENT

DATE	TYPE EQUIP.	MANUFACT.	MODEL	EQUIP NO.	HOURS	RATE	TOTAL
N/A	Pickup			pickup	5.00	\$22.00	\$110.00
	Excavator	CAT	308E2	EXC-1-23	5.00	\$100.83	\$504.15
	Loader	CAT	950	LDR-2-9	5.00	\$75.63	\$378.15
						EQUIP. TOTAL	\$992.30

MATERIALS

DATE	DESCRIPTION	QTY.	UNIT	PRICE	TOTAL
N/A	Grout	3	Bags	\$40.00	\$120.00
				MATERIALS TOTAL	\$120.00

OUTSIDE TRUCKING/SUBS

DATE	DESCRIPTION	HOURS	RATE	TOTAL
N/A	Flagger/TCS Truck	2.5	\$13.75	\$34.38
			TRUCKING TOTAL	\$34.38

SUBTOTAL COSTS \$3,176.78

Clarkston Stormwater - System 19B Delay Costs

Delay for System 19B changes on 9/18/25

Description	HR/LF	Rate	Total
Cat 336 Exc	5	\$ 189.54	\$ 947.70
Operator	5	\$ 67.00	\$ 335.00
Cat 320 Exc	5	\$ 142.15	\$ 710.75
Operator	5	\$ 67.00	\$ 335.00
Pipe Layer	5	\$ 67.00	\$ 335.00
Cat 950 Loader	5	\$ 85.69	\$ 428.45
Operator	5	\$ 67.00	\$ 335.00
Foreman	5	\$ 72.00	\$ 360.00
Foreman Truck	5	\$ 22.00	\$ 110.00
Trench Box Rental	1	\$ 320.53	\$ 320.53
Flagger	5	\$ 57.00	\$ 285.00
Traffic Control Supervisor	5	\$ 61.00	\$ 305.00
TCS Truck	5	\$ 22.00	\$ 110.00
Trucking (Haul Off)	15	\$ 185.00	\$ 2,775.00

Total \$ 7,692.43

15% MU \$ 1,153.86

Total \$ 8,846.29

Clarkston Stormwater - Cost to Exc and Backfill Structures

Additional Cost to Excavate and Backfill end of Infiltration trench Pipe due to the Precast delay with regard to the revised plan set received on 9/12/25 and the Wilbert precast submittal.

Description	UM	Rate	Total
Cat 336 Exc	8/HR	\$ 189.54	\$ 1,516.32
Operator	5/HR	\$ 67.00	\$ 335.00
Pipe Layer	5/HR	\$ 67.00	\$ 335.00
Cat 950 Loader	8/HR	\$ 85.69	\$ 685.52
Operator	5/HR	\$ 67.00	\$ 335.00
Foreman	5/HR	\$ 72.00	\$ 360.00
Foreman Truck	5/HR	\$ 22.00	\$ 110.00
Per Diem	7/HR	\$ 200.00	\$ 1,400.00
Trench Box Rental	1/DAY	\$ 416.00	\$ 416.00
Mobe to next Location - Exc	1/LS	\$ 200.00	\$ 200.00
Flagger	16/HR	\$ 57.00	\$ 912.00
Traffic Control Supervisor	5/HR	\$ 61.00	\$ 305.00
TCS Truck	5/HR	\$ 22.00	\$ 110.00

Total \$ 7,019.84

15% MU \$ 1,052.97

Total \$ 8,072.81

CITY OF CLARKSTON

SPECIAL EVENTS PERMIT APPLICATION



City of Clarkston

829 Fifth Street, Clarkston, WA 99403

	The purpose of this form is for events within the City of Clarkston that meet the special events/special use definitions, or as determined by the Clarkston Municipal Code.	Date: <u>11/20/25</u>
1	Applicant: <u>CLARKSTON CHRISTMAS LIGHTING</u>	Phone: <u>208-848-6156</u>
	Address: <u>Box 26 CLK WA. 99403</u>	City: <u>CLK</u>
	e-mail: <u>JIMNEWY@BIGCOUNTRY977.COM</u>	State, Zip: <u>WA-99403</u>
	Contact Person: <u>JIM NEWY</u>	Phone:
	Address: <u>SAME</u>	City:
	e-mail: <u>SAME</u>	State, Zip:
	Sponsoring Organization: <u>CLARKSTON CHRISTMAS LIGHTING (SDCL)</u>	Phone:
	Address: <u>Box 260 CLARKSTON WA. 99403</u>	City:
Website:	State, Zip:	
2	Event Title: <u>CLARKSTON CHRISTMAS LIGHTING</u>	
	Description: <u>LIGHT DISPLAY - VERNON PARK</u>	
	Will City Services be requested for street closure: ☐ YES ☒ NO	
	Date(s) of Event: <u>11/21</u>	From: _____ AM/PM TO: <u>1/4/26</u> AM/PM
	Event Location: <u>VERNON PARK CLK</u>	Ages of Attendees: _____ Total Attendance: _____
Is this an Annual Event? _____ How many years have you held this event? <u>40+</u>		

3	Site Plan/Route Map	
	Provide a plan or map of the entire event venue with the items listed below including streets. If the event involves a moving route of any kind, indicate the direction of travel and all street or lane closures. • The location of fencing, barriers, and barricades. Indicate any removable fencing for emergency access. • The location of first aid facilities and ambulances. • The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers and dumpsters, and temporary structures. • A detailed plan of food booths and cooking area configurations; including booth identification of all vendors cooking with flammable gases or barbeque. • Generator locations or source of electricity. • Placement of vehicles and/or trailers. • Exit locations for outdoor events that are fenced and/or locations within tent structures. • Locations of fire extinguishers. • Identification of all event components that meet accessibility standards. • Other related event components not listed above.	
4	Entertainment and Related Activities	
	YES NO ☒ ☐ Are there any musical entertainment features related to your event? If yes, complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedules. ☐ ☒ Number of Stages _____ Number of Performers/Bands _____ Will Sound amplification be used? If yes, Start /time_____ Finish/Time _____ ☐ ☒ Other related entertainment and related activities not listed above? If yes, describe: ☐ ☒ Will items such as inflatables, lasers, banners, or decorations, present unique liability issues?	
5	YES NO ☒ ☐ Is this an event involving political or religious activity intended primarily for the Communication or expression of ideas?	

Food Concessions or Preparation

A business license is required for the sale of goods or services in the City of Clarkston.

6

YES NO

☐☒

Does your event include food concessions or preparation?

If yes, describe how food will be served and/or prepared:

YES NO

☐☒

Will food be cooked in the event area?

If yes, specify method:

☐

Gas

☐

Electric

☐

Charcoal

☐

Other

Concessionaires

YES NO

☐☒

Will items or services be sold at your event?

If yes, describe and attach a complete list of Vendors:

YES NO

☐☒

Will items or services sold at your event present unique liability issues
(e.g, massage, body piercing, animal rides, etc.)

If yes, describe and attach a complete list of vendors.

Portable Toilets

7

YES NO

☐☒

Do you plan to provide portable toilet facilities at your event?

If yes: Total number of portable toilets _____

Number of ADA accessible portable toilets _____

If no, explain: _____

Portable Toilet Co. _____

Equipment Setup: Date: _____ Time: _____

Equipment Pickup: Date: _____ Time: _____

8	Additional charges for dumpster rental and disposal fees may apply. Number of Dumpsters _____
9	Mitigation of Impact YES NO ☐ ☒ Have you met with residents, businesses, places of worship, schools, and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities. If no, please explain: ☐ ☒ Do you have a sample of the notice that you will distribute prior to your event? If yes, please attach.
10	Business or Resident Petition YES NO ☐ ☒ Do you intend to close off any road or access to a business or Residence? If yes, all businesses or residential property owners or lessees within the road Closure shall give their acknowledgement in writing to the person or organization seeking the permit. The name, address, phone number, signature and approval or disapproval of each person shall be on the petition. Please attach a complete petition of all businesses or residences with the closure area. Important: A separate right-of-way permit is required for road closures.

11	Insurance Requirements Liability insurance naming the City of Clarkston as an additional insured may be required for events as deemed necessary by the Clerk Treasurer or designee. Applicants required to obtain insurance shall provide proof of commercial general liability insurance in the amount of \$1,000,000 combined single limit per occurrence. Such insurance shall be primary over any coverage held by the City and shall name the City as an additional insured. Two weeks prior to the event date, the applicant shall submit a copy of the insurance policy declaration page to the City as evidence of acceptable insurance coverage. The certificate of insurance shall include the following items: location of event; type of event; separate endorsement sheet; date(s) of coverage.
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Affidavit of Application

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I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and belief, that I have read, understand and agree to abide by the rules and regulations governing the proposed Special Event under the City of Clarkston Municipal Code and I understand that this application is made subject to the rules and regulations established by the City Council, Clerk/Treasurer, or the Clerk/Treasurer's designee. Applicant agrees to indemnify, defend and hold harmless the City, its officers, agents and employees from and against any and all claims, actions, damages, liability, cost and expense, including reasonable attorney's fees in connection with or occasioned, in or whole or in part by any act or omission of Applicant, its officers, agents, employees, customers, or licenses, or arising from or out of Applicant's failure to comply with any provisions of this permit, regardless whether it is alleged or proven that the acts or omissions of the City, its officers, agents or employees caused or contributed thereto.

With respect to the performance of this Permit, and as to claims against the City, its officers, agents and employees, the Applicant expressly waives its immunity under Title 51 of the Revised Code of Washington for injuries to its employees and agrees the obligation to indemnify, defend, and hold harmless provided for in this paragraph extends to any claim brought by or on behalf of any employee of the Applicant.

I agree to abide by these rules and further certify that I, on behalf of any employee of the Applicant.

I agree to abide by these rules and further certify that I, on behalf of the Host Organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Clarkston.

Print Name of Responsible Person: JIM NELLY

Signature: 

Date: 11/20/21

FOR OFFICIAL USE ONLY

Approved by: Police _____ Fire _____ Public Works _____

Clerk Treasurer _____ **Council** _____

Permit Detained /Denied for the following reasons: _____

Approval with the following Conditions: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/20/25

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Specialty Advantage Insurance Services, LLC. 222 S. Harbor Blvd. #900 Anaheim, CA 92805	CONTACT NAME: GatherGuard Administrator	
	PHONE (A/C, No, Ext): (844) 747-6240	FAX (A/C, No):
	E-MAIL ADDRESS: gatherguard@intactinsurance.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Atlantic Specialty Insurance Company	
	NAIC # 27154	
INSURED Harbor Freight Tools Clarkston, WA 99403 Clarkston, WA 99403	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY	X		GGL064160	11/21/2025	01/05/2026	EACH OCCURRENCE \$ 1,000,000
	☐ CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000
	☒ Includes Host Liquor						MED EXP (Any one person) \$ Excluded
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	☒ POLICY ☐ PROJECT ☐ LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	☐ ANY AUTO						BODILY INJURY (Per person) \$
	☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB ☐ OCCUR						EACH OCCURRENCE \$
	EXCESS LIAB ☐ CLAIMS MADE						AGGREGATE \$
	DED ☐ RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ☐ Y / ☒ N	N/A					PER STATUTE ☐ OTH-ER ☐ \$
ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	E.I. EACH ACCIDENT \$						
If yes, describe under DESCRIPTION OF OPERATIONS below	E.I. DISEASE - EA EMPLOYEE \$						
	E.I. DISEASE - POLICY LIMIT \$						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Event Name: 2025 Christmas Light Display
Event Type: Holiday event (outdoors)
Event date(s): 11/21/25, 11/22/25, 01/04/26
Daily Attendance: 5
Number of Days: 3

CERTIFICATE HOLDER Vernon Park 615 Chestnut Street Clarkston, WA 99403 US	CANCELATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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