

AGENDA

CITY OF GEORGE COUNCIL MEETING

August 19, 2025

Please contact the clerk 24 hours prior to this meeting if you require special accommodations or to request an auxiliary aid.

In-person meeting—Location: George Community Hall 403 W. Montmorency Blvd

AGENDA ITEMS

- 1 CALL TO ORDER at 7:00 PM and Flag Salute
- 2 ROLL CALL
- 3 PUBLIC HEARING – Receive comment on the proposed George Town Center Phase 2 Major Plat along the undeveloped portion of Republican Ave.
- 4 APPROVAL OF AGENDA -Additions or Corrections to published Agenda
- 5 IDENTIFICATIONS OF CITIZENS WISHING TO SPEAK ON AGENDA ITEMS UNDER ITEMS 8 OR 9
- 6 PUBLIC COMMENT- Maximum 3 minutes per person (15 minutes total meeting time to address the council on subjects that are the council’s business “and not involving personnel matters”)
- 7 CONSENT AGENDA—All of the items listed below will be enacted by one motion unless a Council member requests an item be removed from the Consent Agenda for discussion.
 - A. Minutes for Regular Meeting 7.15.2025
 - B. Minutes for Special Meeting 8.6.2025
 - C. Claims
- 8 OLD BUSINESS
 - A. Update on Well 3/Test Well Drilling & Funding – Jamin Ankney
- 9 NEW BUSINESS
 - A. 2025 Comprehensive Plan Amendment- Send Intent to Adopt to Dept. of Commerce for 60-day Comment Period – Alex Kovach
 - B. 2027 Periodic Update Grant Application from the Dept. of Commerce - Alex Kovach

- C. Consultant Agreement with Kovach Architects for management and development of the Climate Planning Element and 2027 periodic update for the Comprehensive Plan – Alex Kovach
- D. Award of West Montmorency Blvd Multi-Use Pathway Contract- Council Consideration – Michael Woodkey
- E. ORDINANCE 2025-03- AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GEORGE, WASHINGTON, AMENDING ORDINANCE 2018-07 and CHAPTER 5.10 OF THE GEORGE MUNICIPAL CODE TO INCREASE THE BUSINESS LICENSE EXEMPTION THRESHOLD; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.
– Council Approval – Emily Romanenko
- F. Authorization of Expenditure for Annual Report Services/Professional Services for City Clerk – Amy Grace

- 10 COUNCIL COMMENTS AND QUESTIONS
- 11 MEETINGS
- 12 ADJOURNMENT

CITY OF GEORGE
STATE OF WASHINGTON
July 15, 2025

COUNCIL MEETING: Regular Meeting

PLACE: Grant County Fire District #3 – 101 Richmond Ave

PRESENT: Council Member Melissa Moldonado, Council Member Kate Schooler (remote), Council Member Debby Kooy, Council Member Julia Schooler, Council Member Patty Neff, City Planner Alex Kovach, City Engineer Mike Meskimen; City Clerk Amy Grace; City Public Works Superintendent Aaron Harwood; City Attorney Emily Romanenko.

ABSENT: Mayor Juan Villalpando

Mayor Pro Tem Julia Schooler called the meeting to order at 7:01 p.m., followed by the flag salute.

Council Member Julia Schooler moved to excuse Mayor Juan Villalpando absence. Council Member Patty Neff seconded. Motion passed 5-0

Council Member Julia Schooler made a motion to add an agenda item under old business item 7A W. Montmorency multi-use pathway placement decision. Council Member Patty Neff seconded. Motion passed 5-0

Citizens wishing to speak under items 7 or 8: None

Public comment: None

Council Member Patty Neff made a motion to approve the Consent Agenda and approval of vouchers #19198 in the amount of \$137.47; vouchers #19232-19265 in the amount of \$98,858.54 and electronic checks in the amount of \$29,729.96. Council Member Debby Kooy seconded. Motion passed 5-0.

City Engineer Michael Woodkey updated the council on the previous meeting that included council discussion on the multi-use pathway. The Council consensus is for the sidewalk to be placed south of the Community Hall trees with a straight design and connect to the GQ Extended Stay sidewalk.

City Planner Alex Kovach presented to Council the 2025-2027 contract documents from the Department of Commerce for the Climate Planning Grant in the amount of \$100,000. Mr. Kovach recommends the City accepts the grant and authorize the Mayor to sign.

Council Member Patty Neff made a motion to accept the 2025-2027 contract documents from the Department of Commerce for the Climate Planning Grant in the amount of \$100,000 and authorize the Mayor to sign. Council Member Kate Schooler seconded. Motion passed 5-0

City Planner Alex Kovach presented to Council the George Town Center Phase 2 – Preliminary Major Plat Submittal with the Planning Agencies recommendations. Mr. Kovach requested that the City hold a Public Hearing to receive comment on the proposed on the George Town Center Phase 2 Major Plat along the undeveloped portion of Republican Ave. on August 19th at 7:00p.m. before the regularly scheduled Council meeting.

Council Member Julia Schooler made a motion to set a Public Hearing on the George Town Center Phase 2 Major Plat along the undeveloped portion of Republican Ave. on August 19, 2025 at 7 p.m. Council Member Patty Neff seconded. Motion passed.

City Engineer Michael Woodkey led the 2025 TIB application deadline discussion. He updated Council on the street projects that have been completed so far and the projects that will be completed this year. Mr. Woodkey asked for recommendations on what projects the Council would like to apply for. Council discussion took place.

Council Member Patty Neff made a motion to move forward with applying for curb replacement located on W. Montmorency. Council Member Melissa Maldonado seconded. Motion passed 5-0.

Council comments and questions: None

Meetings: City Planner Alex Kovach reminded the Council that there will be a Public Hearing on July 21, 2025 at 3 p.m. located at City Hall to receive comment on the proposed 2025 annual Comprehensive Plan, Zoning Map, and Development Regulation amendment cycle.

Council Member Patty Neff made a motion to adjourn the meeting. Council Member Melissa Maldonado seconded. Motion passed 5-0.

Meeting adjourned at 7:41 p.m.

Approved by the City Council at
an Open Public Meeting the
19th of July, 2025.

Juan Villalpando, Mayor

ATTEST:

Amy Grace, City Clerk-Treasurer

CITY OF GEORGE
STATE OF WASHINGTON

August 6, 2025

COUNCIL MEETING: Special Meeting

PLACE: City of George City Hall

PRESENT: Mayor Juan Villalpando, Council Member Kate Schooler, Council Member Debby Kooy, Council Member Julia Schooler, Council Member Patty Neff,

STAFF IN ATTENDANCE: City Clerk Amy Grace, City Deputy Clerk Ana Rodriguez, Public Works Superintendent Aaron Harwood, City Engineers Nancy Wetch, Mike Meskimen and Michael Woodkey; City Attorney Chuck Zimmerman; City Attorney Emily Romanenko (remote).

Guests in attendance: Michael Pambrun, Kevin Smith, Denise Hiatt, Jedidiah Jonathan, Curt Morris, Sharon Ray, Dewey Ray, John Ammons, Patrick Connelly, Travis Herring.

CALL TO ORDER: Mayor Juan Villalpando called the special meeting to order at 6:02pm followed by the flag salute.

ROLL CALL: Council Member Debby Kooy made a motion to excuse Council Member Melissa Moldonado. Council Member Kate Schooler seconded. Motion passed 4-0.

COUNCIL BUSINESS:

- A. Wastewater discussion: Mayor Juan Villalpando announced the purpose of this special meeting was for the Council to be updated on potential development for George and discuss the City's Wastewater project, as well as a general discussion with legal counsel.
 - a. Guest Curt Morris led a discussion with Council on potential retail developers interested in George.
 - b. Guest Travis Herring shared with a map of the City spray field and an adjacent piece of land.
 - c. City Engineer Nancy Wetch presented to Council a slide show for an update on the Wastewater Feasibility Study. A lengthy slide show and discussion with Council followed.
- B. Executive Session: The Mayor announced an Executive Session to discuss potential litigation pursuant to RCW 42.30.110(1)(i) that would last 15 minutes. Council went into Executive Session at 8:05 p.m. and at 8:25 p.m. the Mayor announced an extension to the Executive Session of 10 minutes. The Council came back into the meeting at 8:30 p.m.
- C. Legal Coverage: City Attorney Chuck Zimmerman led a general discussion about Ogden Murphy Law Firm and the restructuring of attorney coverage for the City.

ADJOURNMENT: Council Member Julia Schooler made a motion to adjourn the meeting. Council Member Kate Schooler seconded. Motion passed 4-0

Meeting Adjourned at 9:00 p.m.

Approved by City Council the _____

Day of _____, 2025

Attest:

Amy Grace, City-Clerk Treasurer

Juan Villalpando, Mayor

DRAFT

City of George
102 E. Richmond Ave
P.O. Box 5277
George, WA 98824



"Home of the World's Largest Cherry Pie"

2025 Comprehensive Plan Amendments

TO: City of George & All Interested Parties
FROM: George Planning Agency Alex Kovach, Contract Planner
DATE: August 19, 2025
SUBJECT: 2025 Comprehensive Plan Amendments

I. BACKGROUND INFORMATION

Proposal:

This is the 2025 annual Comprehensive Plan, Zoning Map, and Development Regulation amendment cycle and includes updated land use maps, revising Comprehensive Plan outdated data, and the proposed Nixon Application for a land use change that could be adopted via a non-project legislative action by the City Council.

Location: This is a non-project proposal. All new development projects affected or governed by the amendment will be required to comply with standards of the City's Land Use and Development Code and would require additional environmental review per Georges Critical Areas Ordinance and Shoreline Management Program. The Comprehensive Plan concerns all areas within the City of Georges Urban Growth Boundaries.

Applicant Information:

Alex Kovach, City Planner
PO Box 1011
George, WA 98851
(509) 771-6069
alex@kovacharchitects.com

II. POLICY AND REGULATORY REQUIREMENTS

- A. The Washington State Growth Management Act (GMA) per RCW 36.70A**
- B. State Environmental Policy Act (SEPA) per RCW 43.21C & SLMC 14.04**
- C. Amendments and Zone Changes per GMC 19.81**
- D. City Comprehensive Plan and Critical Areas Ordinance (CAO) per GMC 17.25**

III. APPLICATION REVIEW

The City directed Kovach Architects and White Bluffs Consulting to amend the City's Comprehensive Plan and CAO to make the comprehensive plan more current, addressing Agency comment letters submitted through the 2018 Periodic Update. The City also received the Nixon Application to change the land use designation of industrial UGA to commercial. Pursuant to George's Municipal Code, notice was sent to other departments, agencies, and offices having interest regarding the application.

A. Procedural Review

The application as submitted was identified as a Comprehensive Plan amendment and CAO amendment consistent with the George Municipal Code and was processed in a manner consistent with the requirements for such.

A Public Hearing was conducted by the George Planning Agency on Monday July 21, 2025. The public record was closed upon completion of the hearing.

B. Written Testimony

Comments were solicited and the final date to submit comments regarding the project was July 21, 2025. No written comments were collected from the public.

C. Department Review

Written comments were received from the Dept. of Fish and Wildlife.

D. State Environmental Policy Act

A determination of non-significance was issued for the application.

E. Public Hearing Comments

The public hearing conducted on July 21, 2025 was attended by about 4 members of the public but no testimony was provided regarding the proposal. In general, questions were asked about the access for the Nixon Properties and sewer capacity.

F. Recommendation and Conditions

To address access concerns of the Nixon UGA Properties requesting a change of land use from industrial to commercial, the access issue is relevant regardless of the land use designation, and will be required to be addressed prior to any further development approvals. The property will still need to be annexed into the City as well. The property owner has been notified of this encumbrance.

Due to the schedule approaching for the City's required 2027 Periodic Update, deferring the Critical Area Ordinance amendments until then has been recommended by the Dept. of Commerce to be more efficient with review time. While work has been completed to improve the CAO, it is agreed that it can be incorporated later without any adverse impact to the City.

It is recommended that the amendments as submitted for 2025 Comprehensive Plan, including updated maps and the land use change be granted **APPROVAL** subject to Dept of Commerce 60 day review.

IV. FINDINGS OF FACT & CONCLUSIONS OF LAW

This matter having come before the City of George the following Findings of Facts, Conclusions at Law and Decision are adopted related to the above referenced matter:

A. Findings of Fact

1. The City has directed Kovach Architects and White Bluffs Consulting to amend the City's Comprehensive Plan and Critical Areas Ordinance (CAO), to address Agency comment letters received during the 2018 Periodic Update that have not been addressed.
2. The City received an application (Nixon Application) to change the UGA land use designation from Industrial to Commercial for parcels 151109000 & 151111000 (350 & 352 N HWY 281).
3. Kovach Architects and White Bluffs Consulting are under contract by the City of George to conduct review of the Comprehensive Plan and CAO.
4. Notice was sent to appropriate agencies, departments, and offices consistent with George Municipal Code for the 2025 Amendments and the Nixon Application.

5. A public hearing was conducted by the George Planning Agency on July 21, 2025 for the Comprehensive Plan, CAO amendments, and Nixon application.
6. Written comments were received from the Dept. of Fish and Wildlife..
7. The record contains the following exhibits and are available online at [2025 Comprehensive Plan Amendments](https://drive.google.com/drive/folders/1lrx-lkiOkqjWqMOg2c4kuHx4Pw3qiDA1?usp=share_link):

https://drive.google.com/drive/folders/1lrx-lkiOkqjWqMOg2c4kuHx4Pw3qiDA1?usp=share_link

a) Exhibit A- Amendments

- (1) A.1 (Comment Matrix)
- (2) A.2 (Amended 2025 Comprehensive Plan)
- (3) A.3 (Maps)

b) Exhibit B - Agency Comments

- (1) B.1 Department of Fish and Wildlife-Comp Plan
- (2) B.2 Department of Fish and Wildlife-CAO

c) Exhibit C- SEPA Review

- (1) C.1 (SEPA Checklist)
- (2) C.2 (DNS)

d) Exhibit D- Public Comment

- (1) D.1 (Notice Letter)
- (2) D.2 (Public Hearing Recording)
- (3) D.3 (Presentation)

e) Exhibit E- Planning Recommendation

8. The recommendation for approval by the Planning Agency contains requirements for Comprehensive Plan amendments to be provided to the Washington State Dept. of Commerce with an intent to adopt and provide a 60 day comment period.

B. Conclusions of Law

1. The 2025 Comprehensive Plan amendment, inclusive of the Nixon Application is essential or desirable to the public convenience and not detrimental or injurious to the public health, peace, or safety or to the character of the surrounding neighborhood.
2. The Amendments are consistent with the State Growth Management Act and State Environmental Policy Act.
3. The Nixon Application is Consistent with the George Comprehensive Plan, Zoning Map, and Land Use Map as amended.
4. The Amendments have been reviewed in a manner consistent with the requirements of the George Municipal Code.
5. The Nixon Application will meet all requirements of the George Municipal Code.
6. The amendments make adequate provisions for public health, safety and welfare.

This is a recommendation of the George Planning Agency. Approval of the amendments is subject to final review and approval by Ordinance of the George City Council.

Respectfully submitted,

Alex Kovach
City Planner & Building Official

Fax:
(509) 785-4880

Website:
www.cityofgeorge.org

"Home of the World's Largest Cherry Pie"

Jurisdiction information:

- Provide the name of grantee (county or city)
 - City of George
- Grant funding requested
 - \$50,000.00 (SFY-2026)
 - \$50,000.00 (SFY-2027)
- County of the jurisdiction
 - Grant County
- Name of grant project manager, email address and phone number
 - Alex Kovach Amy Grace
 - alex@kovacharchitects.com cityclerk@cityofgeorge.org
 - (509) 771-6069 (509) 785-5081

Statewide Vendor (SWV) Number: SWV0007408

Authorized official: Mayor Juan Villalpando

Documents the Jurisdiction plans to Update:

- Capital Facilities Element,
- Climate Change and Resiliency Element,
- Critical Areas Ordinance,
- Development Regulations,
- Economic Development Element,
- Environmental Review,
- Housing Element,
- Land Use Element,
- Natural Resource Designations,
- Park and Recreation Element,
- Resiliency Sub-element,
- Transportation Element, and
- Utilities Element.

Is the jurisdiction currently up to date with statutory timelines and regulations? Yes

Is the jurisdiction involved in any Growth Management Hearings Board cases or court cases? No

Business Address:
102 E Richmond Avenue
Quincy, WA 98848

Mailing Address:
PO Box 5277
George, WA 98824



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Phone:
(509) 785-5081

Fax:
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Website:
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SCOPE OF WORK

Adoption of Dept of Commerce provided scope of work.

Business Address:
102 E Richmond Avenue
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George, WA 98824



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I, JUAN VILLALPANDO, Mayor of CITY OF GEORGE, authorize the city to propose the attached scope of work and budget request for the Periodic Update Grant to facilitate the community in the periodic review and update, if necessary, of our comprehensive plan, critical areas ordinance, and development regulations as necessary to meet the requirements of the Growth Management Act, in accordance with RCW 36.70A.130(5).

The City is in the process of completing a 2025 amendment to its Comprehensive Plan to clean-up its foundation for building on through this 2027 Periodic Update and to get an early understanding of current community priorities. This has also helped build relationships with other agencies the City will continue to foster through the 2027 update. The City has also recently completed its Comprehensive Parks Plan and is working on developing a Climate Planning Element and City Utility Plans that will provide informative data for decision making through the update process.

We agree to pursue adoption of the ordinances and/or plans that result from the grant by June 30, 2027.

Sincerely,

Juan Villalpando, Mayor

Date



City of George
PO Box 5277
George, WA 98824



EXHIBIT A

Scope of Work:

Climate Planning Element Required by the Growth Management Act (HB 1181)

The Scope of Work is to create the deliverables required by the Washington State Department of Commerce (Commerce) Grant for the creation of a Climate Planning Element for the City's Comprehensive Plan. Performing this work may include the hiring of sub-consultants, as approved by the Dept of Commerce, and are bound by the Client Agreement between the City and Commerce.

See attachment A of contract No.26-_____ - _____ between City and Commerce

Compensation:

Planner will be compensated at the hourly rate(s) noted below and for subconsultant costs, not to exceed the budgets defined by the Commerce agreement. This amount shall not be exceeded without prior written authorization of the City.

Planning Service Billing Rate

Alex Kovach City Planner- \$150/hr

See attachment B of contract No.26-_____ - _____ between City and Commerce

City of George
PO Box 5277
George, WA 98824



EXHIBIT B

Scope of Work:

2027 Periodic Update to the City's Comprehensive Plan
Required by the Growth Management Act

The Scope of Work is to create the deliverables required by the Washington State Department of Commerce (Commerce) Grant for updating the City's Comprehensive Plan. Performing this work may include the hiring of sub-consultants, as approved by the Dept of Commerce, and are bound by the Client Agreement between the City and Commerce.

See attachment ____ of Contract No. ____ - ____ - ____ between City and Commerce

Compensation:

Planner will be compensated at the hourly rate(s) noted below and for subconsultant costs, not to exceed the budgets defined by the Commerce agreement. This amount shall not be exceeded without prior written authorization of the City.

Planning Service Billing Rate

Alex Kovach City Planner- \$150/hr

See attachment ____ of Contract No. ____ - ____ - ____ between City and Commerce



August 1, 2025

The Honorable Mayor Juan Villalpando
City of George
P.O. Box 5277
George, Washington 98824

**SUBJECT: REVIEW OF BIDS, WEST MONTMORENCY BLVD
MULTI-USE PATHWAY
CITY OF GEORGE, GRANT COUNTY, WASHINGTON
G&O #25815.00**

Dear Mayor Villalpando:

On July 31, 2025, the City of George received nine responsive bids for the West Montmorency Blvd Multi-Use Pathway. The responsive bids ranged from \$145,075.00 to \$435,469.00. The Engineer's Estimate was \$192,510.00. Each proposal was checked for correctness of extensions of the prices per unit and the total price. No corrections were made. The bidders and their respective bid amounts, including sales tax where applicable, are as follows:

1.	Odyssey Contracting, LLC (Vancouver, Washington).....	\$145,075.00
2.	Rudnick & Sons, LLC (Okanogan, Washington)	\$154,342.50
3.	Wheeler Excavation, (Benton City, Washington).....	\$166,777.00
4.	Fisher Construction Group, Inc. (Burlington, Washington)	\$182,949.74
5.	JM Pacific Construction, Inc. (Moses Lake, Washington)	\$189,480.00
	Engineer's Estimate	\$192,510.00
6.	Eastern Washington Groundworks (Ellensburg, Washington) ..	\$194,890.00
7.	H&H Construction Solutions, LLC (Ellensburg, Washington).....	\$195,999.00
8.	Lowell's Cornerstone Construction, LLC (Ellensburg, Washington).....	\$214,380.00
9.	Liberty Northwest Construction (Coeur d'Alene, Idaho).....	\$435,469.00

The lowest responsive bidder, Odyssey Contracting, LLC of Vancouver, Washington, is currently a Washington State registered and licensed contractor and appears to have the relevant qualifications and experience to successfully perform the work the project will require. To our knowledge, the lowest bidder has not claimed bid error and no formal



Honorable Mayor Juan Villalpando
August 1, 2025
Page 2

bidding protests have been recorded. In accordance with RCW 39.04, we have verified the lowest bidder, Odyssey Contracting, LLC of Vancouver, Washington, has met the responsibility criteria. The Mandatory Bidder Responsibility Checklist, including documentation, is attached for the City's file. We have also reviewed the Supplemental Bidder Criteria information submitted by Odyssey Contracting, LLC and they appear to meet the requirements of the Supplemental Bidder Responsibility Criteria.

Based on our evaluation, we recommend that the project be awarded to the lowest responsive, responsible bidder:

Odyssey Contracting, LLC
12302 NE 117th Avenue
Vancouver, Washington 98662

Please contact us if you have any questions and/or require additional information.

Sincerely,

GRAY & OSBORNE, INC.

Michael Woodkey, P.E.

MW/js
Encl.
By email


BIDDER	ENGINEER'S ESTIMATE	ODYSSEY	RUDNICK & SONS, LLC		WHEELER		FISHER CONSTRUCTION	
			CONTRACTING, LLC	EXCAVATION, LLC	GROUP, INC.			
BIDDER ADDRESS		12302 NE 117th Avenue Vancouver, WA 98662	61 East Dry Coulees Road Okanogan, WA 98840	2007 East Highland Extension Benton City, WA 99320	625 Fisher Lane Burlington, WA 98233			
WASHINGTON STATE WORKMAN'S COMP. ACCT. NO.		662,007-40	689,664-00	995,279-01	358,458-00			
WASHINGTON STATE CONTRACTOR'S REG. NUMBER		ODYSSEYCLASSOF	RUDNICK1820MW	WHEELER189000	FISHERCG83C3			
BID BOND OR OTHER GOOD FAITH TOKEN		5% BID BOND	5% BID BOND	5% BID BOND	5% BID BOND			
NO.	ITEM	QUANTITY	AMOUNT		AMOUNT		AMOUNT	
			UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
1	Mobilization, Cleanup, and Demobilization	1 LS	\$20,000.00	\$20,000.00	\$15,000.00	\$15,000.00	\$18,000.00	\$18,000.00
2	SPCC Plan	1 LS	\$1,500.00	\$500.00	\$2,000.00	\$2,000.00	\$1,098.86	\$1,098.86
3	Project Temporary Traffic Control	1 LS	\$9,000.00	\$8,000.00	\$7,500.00	\$7,500.00	\$10,496.71	\$10,496.71
4	Excavation, Embankment and Grading, Incl. Haul	140 CY	\$80.00	\$11,200.00	\$175.50	\$24,570.00	\$233.55	\$32,697.00
5	Crushed Surfacing Repair	270 SY	\$25.00	\$6,750.00	\$34.00	\$9,180.00	\$52.36	\$14,137.20
6	HMA Pathway	440 SY	\$160.00	\$70,400.00	\$32.00	\$14,080.00	\$65.00	\$28,600.00
7	HMA Pavement Repair	100 SY	\$170.00	\$17,000.00	\$58.00	\$5,800.00	\$80.00	\$8,000.00
8	Adjust Meter Box	2 EA	\$900.00	\$1,800.00	\$1,000.00	\$2,000.00	\$675.00	\$1,350.00
9	Adjust Water Vault	1 EA	\$1,500.00	\$1,500.00	\$750.00	\$750.00	\$1,300.00	\$1,300.00
10	Erosion/Water Pollution Control	1 LS	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,450.00	\$2,450.00
11	Irrigation System Repair	1 LS	\$5,000.00	\$5,000.00	\$3,500.00	\$3,500.00	\$1,550.00	\$1,550.00
12	Wheel Stop	33 EA	\$250.00	\$8,250.00	\$295.00	\$9,735.00	\$175.00	\$5,775.00
13	Cement Conc. Driveway Entrance	40 SY	\$115.00	\$4,600.00	\$328.00	\$13,120.00	\$250.00	\$10,000.00
14	Cement Conc. Valley Gutter	40 LF	\$100.00	\$4,000.00	\$72.00	\$2,880.00	\$95.00	\$3,800.00
15	Cement Conc. Sidewalk	50 SY	\$85.00	\$4,250.00	\$280.00	\$14,000.00	\$175.00	\$8,750.00
16	Cement Conc. Curb Ramp	4 EA	\$2,500.00	\$10,000.00	\$2,500.00	\$10,000.00	\$1,925.00	\$7,700.00
17	Sod Installation	130 SY	\$45.00	\$5,850.00	\$35.00	\$4,550.00	\$70.00	\$9,100.00
18	Paint Line	470 LF	\$3.00	\$1,410.00	\$24.00	\$11,280.00	\$3.25	\$1,527.50
19	Plastic Crosswalk	180 SF	\$25.00	\$4,500.00	\$40.00	\$7,200.00	\$19.00	\$3,420.00
20	Bollard, Type 1	2 EA	\$1,500.00	\$3,000.00	\$2,150.00	\$4,300.00	\$1,925.00	\$3,850.00
	Subtotal			\$192,510.00		\$145,075.00		\$154,342.50
	Sales Tax @ 0% (Per W.S. Revenue Rule 171)			\$0.00		\$0.00		\$0.00
	TOTAL CONSTRUCTION COST			\$192,510.00		\$145,075.00		\$166,777.00

DATE: 7/2025
DRAWN: JS
CHECKED: CW
APPROVED: MW

Page 1 of 2

GRAY & OSBORNE, INC.
CONSULTING ENGINEERS

CITY OF GEORGE, WASHINGTON
WEST MONTMORENCY BLVD MULTI-USE PATHWAY
GRAY & OSBORNE #25815

BIDDER		JM PACIFIC CONSTRUCTION, INC. 303 West Northshore Drive Moses Lake, WA 98837	EASTERN WASHINGTON GROUNDWORKS 1501 Killmore Road Ellensburg, WA 98926 457,747-00	H&H CONSTRUCTION SOLUTIONS, LLC 820 Bare Road Ellensburg, WA 98926 245,145-01	LOWELL'S CORNERSTONE 1352 Tozer Road Ellensburg, WA 98926 417,879-00	LIBERTY NORTHWEST CONSTRUCTION 3448 North Huetter Road Coeur d'Alene, ID 83814 348,342-02				
BIDDER ADDRESS										
WASHINGTON STATE WORKMAN'S COMP. ACCT. NO.		817,820-00								
WASHINGTON STATE CONTRACTOR'S REG. NUMBER		JMPACF*813JW								
BID BOND OR OTHER GOOD FAITH TOKEN		5% BID BOND	5% BID BOND	5% BID BOND	5% BID BOND	5% BID BOND				
NO.	ITEM	QUANTITY	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT		
1	Mobilization, Cleanup, and Demobilization	1 LS	\$17,000.00	\$17,000.00	\$18,193.00	\$18,193.00	\$21,000.00	\$21,000.00	\$131,958.00	\$131,958.00
2	SPCC Plan	1 LS	\$1,250.00	\$1,250.00	\$1,500.00	\$734.00	\$500.00	\$500.00	\$5,349.00	\$5,349.00
3	Project Temporary Traffic Control	1 LS	\$22,500.00	\$22,500.00	\$18,500.00	\$23,640.00	\$3,500.00	\$3,500.00	\$19,516.00	\$19,516.00
4	Excavation, Embankment and Grading, Incl. Haul	140 CY	\$100.00	\$14,000.00	\$175.00	\$24,500.00	\$120.00	\$16,800.00	\$212.00	\$29,680.00
5	Crushed Surfacing Repair	270 SY	\$25.00	\$6,750.00	\$37.00	\$9,990.00	\$37.00	\$20,250.00	\$42.00	\$11,340.00
6	HMA Pathway	440 SY	\$90.00	\$39,600.00	\$74.00	\$32,560.00	\$61.00	\$26,840.00	\$75.00	\$33,000.00
7	HMA Pavement Repair	100 SY	\$135.00	\$13,500.00	\$110.00	\$11,000.00	\$133.00	\$13,300.00	\$75.00	\$7,500.00
8	Adjust Meter Box	2 EA	\$1,250.00	\$2,500.00	\$500.00	\$1,000.00	\$860.00	\$1,720.00	\$800.00	\$1,600.00
9	Adjust Water Vault	1 EA	\$2,500.00	\$2,500.00	\$800.00	\$800.00	\$1,140.00	\$1,140.00	\$2,500.00	\$2,500.00
10	Erosion/Water Pollution Control	1 LS	\$10,000.00	\$10,000.00	\$1,200.00	\$1,200.00	\$6,525.00	\$6,525.00	\$500.00	\$500.00
11	Irrigation System Repair	1 LS	\$7,500.00	\$7,500.00	\$3,800.00	\$3,800.00	\$5,180.00	\$5,180.00	\$3,500.00	\$3,500.00
12	Wheel Stop	33 EA	\$200.00	\$6,600.00	\$200.00	\$6,600.00	\$236.00	\$7,788.00	\$600.00	\$19,800.00
13	Cement Conc. Driveway Entrance	40 SY	\$100.00	\$4,000.00	\$169.00	\$6,760.00	\$157.00	\$6,280.00	\$250.00	\$10,000.00
14	Cement Conc. Valley Gutter	40 LF	\$110.00	\$4,400.00	\$188.00	\$7,520.00	\$104.00	\$4,160.00	\$200.00	\$8,000.00
15	Cement Conc. Sidewalk	50 SY	\$125.00	\$6,250.00	\$153.00	\$7,650.00	\$132.00	\$6,600.00	\$200.00	\$10,000.00
16	Cement Conc. Curb Ramp	4 EA	\$4,500.00	\$18,000.00	\$3,000.00	\$12,000.00	\$3,955.00	\$15,820.00	\$10,000.00	\$40,000.00
17	Sod Installation	130 SY	\$25.00	\$3,250.00	\$43.00	\$5,590.00	\$118.00	\$15,340.00	\$16.00	\$2,080.00
18	Paint Line	470 LF	\$4.00	\$1,880.00	\$18.00	\$8,460.00	\$4.70	\$2,209.00	\$5.00	\$2,350.00
19	Plastic Crosswalk	180 SF	\$25.00	\$4,500.00	\$22.00	\$3,960.00	\$28.50	\$5,130.00	\$25.00	\$4,500.00
20	Bollard, Type 1	2 EA	\$1,750.00	\$3,500.00	\$2,000.00	\$4,000.00	\$4,305.00	\$8,610.00	\$3,500.00	\$7,000.00
	Subtotal			\$189,480.00		\$194,890.00		\$195,999.00		\$214,380.00
	Sales Tax @ 0% (Per W.S. Revenue Rule 171)			\$0.00		\$0.00		\$0.00		\$0.00
	TOTAL CONSTRUCTION COST			\$189,480.00		\$194,890.00		\$195,999.00		\$214,380.00
Sealed bids were opened at the City of George, 102 Richmond Avenue, George, Washington 98824 on Thursday, July 31, 2025, at 11:00 a.m. (local time).										
I hereby certify that, to the best of my knowledge, the above tabulations are true and correct transcriptions of the quit prices and total amounts bid.										
										
MICHAEL WOODKEY, P.E.										

DATE: 7/2025
DRAWN: JS
CHECKED: CW
APPROVED: MW
Page 2 of 2

Mandatory Bidder Responsibility Checklist

The following checklist will be used in documenting that a Bidder meets the mandatory responsibility criteria. The Engineer should print a copy of documentation from the appropriate website to include with this checklist in the contract file.

General Information							
Owner/Project Name: City of George / West Montmorency Blvd Multi-Use Pathway	Project Number: 25815						
Bidder's Business Name: Odyssey Contracting, LLC	Bid Submittal Deadline: 07/31/25 @ 11 a.m.						
Contractor Registration							
https://secure.lni.wa.gov/verify/							
License Number: ODYSSCL835OF	Status: Active: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						
Effective Date (must be effective on or before Bid Submittal Deadline): 09/06/2017	Expiration Date: 09/07/2025						
Current UBI Number							
https://secure.lni.wa.gov/verify/							
UBI Number: 604-150-080	Account: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>						
Industrial Insurance Coverage/Worker Compensation							
https://secure.lni.wa.gov/verify/							
Account Number: 604-150-080	Account Current: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>						
Employment Security Department Number							
Employment Security Department Number: 000-752719-00-7							
<ul style="list-style-type: none"> • Has Bidder provided account number on the Bid Form? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> • And/or have you asked the Bidder for documentation from Employment Security Department on account number? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 							
State Excise Tax Registration Number							
https://secure.lni.wa.gov/verify/							
Tax Registration Number: 82-2409902	Account: Open <input checked="" type="checkbox"/> Closed <input type="checkbox"/>						
Certification of Compliance with Wage Payment Statutes Clause Signed							
(See Proposal for Required Clause or Signed Certification Form) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>							
Not Disqualified from Bidding							
https://secure.lni.wa.gov/debarandstrike/ContractorDebarList.aspx							
Is the Bidder listed on the "Contractors Not Allowed to Bid" list of the Department of Labor and Industries? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>							
Public Works Requirements Training							
https://secure.lni.wa.gov/verify/							
Contractor: <table style="display: inline-table; vertical-align: top;"> <tr> <td>Is Exempt from this Requirement</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Has Completed Training</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Has Not Completed Training</td> <td><input type="checkbox"/></td> </tr> </table>		Is Exempt from this Requirement	<input checked="" type="checkbox"/>	Has Completed Training	<input type="checkbox"/>	Has Not Completed Training	<input type="checkbox"/>
Is Exempt from this Requirement	<input checked="" type="checkbox"/>						
Has Completed Training	<input type="checkbox"/>						
Has Not Completed Training	<input type="checkbox"/>						
Excluded Parties Listing System (Federal Funded Projects)							
https://www.sam.gov/							
Does the Bidder have an Active Exclusion? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>							
Checked by:							
Name: Christian Weishaar	Date: 8/1/2025						



Contractors

ODYSSEY CONTRACTING LLC

Owner or tradesperson

Principals
WILLIAMSON, LUKE PATRICK, PARTNER/
MEMBER

Doing business as
ODYSSEY CONTRACTING LLC

12302 NE 117th Ave
Vancouver, WA 98662
360-666-9849
CLARK County

WA UBI No.
604 150 080

Business type
Limited Liability Company

Registration

Verify the contractor's active registration / license / certification (depending on trade) and any past violations.

Construction Contractor

Active
Meets current requirements.

License specialties
GENERAL

License no.
ODYSSCL8350F

Effective — expiration
09/06/2017 — 09/07/2025

L&I Contractor Registration:
1-800-647-0982 • Email: ContReg@Lni.wa.gov

Bond

Western Surety Co
Bond account no.
63331999

\$12,000.00

Received by L&I
09/06/2017

Effective date
08/30/2017
Expiration date
Until Canceled

Insurance

WESTERN NATIONAL MUTUAL INS CO
Policy no.
CPP131867800

\$1,000,000.00

Received by L&I
08/01/2024

Effective date
08/30/2023
Expiration date
08/30/2025

Insurance history

Savings

No savings accounts during the previous 6 year period.

Lawsuits against the bond or savings

Cause no.
24-2-00067-07
Complaint filed by
WASHINGTON GREEN HYRDOSEEDING INC

Dismissed
Complaint against bond(s) or savings
63331999

Complaint date
10/14/2024

Complaint amount
\$0.00

Washington State Department of Revenue



< Business Lookup

License Information:

[New search](#) [Back to results](#)

Entity name: ODYSSEY CONTRACTING LLC

Business name: ODYSSEY CONTRACTING LLC

Entity type: [Limited Liability Company](#)

UBI #: 604-150-080

Business ID: 001

Location ID: 0001

Location: Active

Location address: 12302 NE 117TH AVE
VANCOUVER WA 98662-1266

Mailing address: PO BOX 2761
BATTLE GROUND WA 98604-2761

Excise tax and reseller permit status: [Click here](#)

Secretary of State information: [Click here](#)

Endorsements

[Filter](#)

Endorsements held	License #	Count	Details	Status	Expiration	First issue
-------------------	-----------	-------	-------------------------	--------	------------	-------------

Endorsements held	License #	Count	Details	Status	Expiration	First issue
Arlington General Business - Non-Resident				Active	Dec-31-20	Dec-11-20
Battle Ground General Business - Non-Resident				Active	Jul-31-20	Apr-01-20
Camas General Business - Non-Resident				Active	Jul-31-20	Jul-26-20
Centralia General Business - Non-Resident				Active	Jul-31-20	May-01-20
Kelso General Business - Non-Resident	A040637			Active	Jul-31-20	Aug-23-20
Kennewick General Business - Non-Resident				Active	Jul-31-20	Jul-09-20
La Center General Business - Non-Resident				On Hold	Jul-31-20	Jan-25-20
Minor Work Permit				Active	Jul-31-20	Aug-06-20
Olympia General Business - Non-Resident	53191			Active	Jul-31-20	Jul-30-20
Ridgefield General Business				Active	Jul-31-20	Sep-09-20



Endorsements held	License #	Count	Details	Status	Expiration	First issued
- Non-Resident						
Vancouver General Business - Non-Resident				Active	Jul-31-20	Jul-28-20
Woodland General Business - Non-Resident				Active	Jul-31-20	May-05-2
Yacolt General Business - Non- Resident				Active	Nov-30-2	Nov-18-2

Owners and officers on file with the Department of Revenue

Owners and officers	Title
WILLIAMSON, LUKE	

Registered Trade Names

Registered trade names	Status	First issued
ODYSSEY CIVIL & INFRASTRUCTURE	Active	Jul-26-2023
ODYSSEY CONTRACTING LLC	Active	Aug-02-2018

The Business Lookup information is updated nightly. Search date and time: 8/1/2025 4:12:13 PM



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Debarred Contractors List

A debarred contractor may not bid on, or have a bid considered on, any public works contract. You can search and filter this list using the options presented below.

Company Name:
WA UBI Number:
License Number:
Principal:
RCW:
From: To:
Penalty Due:
Wage Due:

[Download all debarment data](#)

Show per page

Showing 0 records

[First](#)[Previous](#)[Next](#)[Last](#)

Company Name	UBI	License	Principals	Related Business	Status	RCW	Debar Begins	Debar Ends	Penalty Due	Wages Due
-----------------	-----	---------	------------	---------------------	--------	-----	-----------------	---------------	----------------	--------------

There are no records that match your search criteria.

Show per page

Showing 0 records

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Search

All Words

e.g. 1606N020Q02

Filter By

Keyword Search

For more information on how to use our keyword search, visit our [help guide](#)

Simple Search

Search Editor

☐ Any Words 

☒ All Words 

☐ Exact Phrase 

e.g. 123456789, Smith Corp

odyssey 

contracting 

- Classification 
- Excluded Individual 
- Excluded Entity 
- Federal Organizations 
- Exclusion Type 
- Exclusion Program 
- Location 

Dates



Reset

Entity Information ^



Entity Information

Entities

Disaster Response Rej



No matches found

We couldn't find a match for your search criteria.

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This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

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SAM.gov

An official website of the U.S. General Services Administration

L&I Tax debts

No L&I tax debts are recorded for this contractor license during the previous 6 year period, but some debts may be recorded by other agencies.

License Violations

No license violations during the previous 6 year period.

Certifications & Endorsements**OMWBE Certifications**

No active certifications exist for this business.

Apprentice Training Agent

Registered training agent. [Check their eligible programs and occupations.](#)

Workers' Comp

Do you know if the business has employees? If so, verify the business is up-to-date on workers' comp premiums.

L&I Account ID

662,007-00

Account is current.

Doing business as

ODYSSEY CONTRACTING LLC

Estimated workers reported

Quarter 2 of Year 2025 "11 to 20 Workers"

Workers' Comp Account Contact

T5 / LINDSEY THURGOOD* (360) 902-5385 - Email: @lni.wa.gov

Public Works Requirements

Verify the contractor is eligible to perform work on public works projects.

Required Training- Effective July 1, 2019

Exempt from this requirement.

Completed the training on 7/2/2019

Contractor Strikes

No strikes have been issued against this contractor.

Contractors not allowed to bid

No debarments have been issued against this contractor.

Workplace Safety & Health

Check for any past safety and health violations found on jobsites this business was responsible for.

No inspections during the previous 6 year period.

BIDDER REFERENCE

Project Number: 25815_____ Date: 8/8/11/25_____

Project Name: West Montmorency Blvd Multi-Use Pathway_____

Contractor/Superintendent: Williamson, Luke Patrick_____

Reference: Eric Huffman_____

Representing: Becan Engineering_____ Phone: _____

Did the Contractor complete the W Pine St. Improvements_____

Project Name

within the time and contract amount?

Yes. _____

What were some strengths and weaknesses of the Superintendent (i.e., coordinating subconsultants, schedule of work)? Inexperienced. Easy to work with. _____

Were there any change orders on this Project? No. _____

What was the nature of the change orders? N/A _____

Was the Contractor responsive? Yes. _____

What was the quality of his workmanship? Good. Made some mistakes due to being unfamiliar with terrain. Did fix the mistakes. _____

Would you award another contract to this Contractor? Yes. _____

BIDDER REFERENCE

Project Number: 25815_____ Date: 8/8/11/25_____

Project Name: West Montmorency Blvd Multi-Use Pathway_____

Contractor/Superintendent: Williamson, Luke Patrick_____

Reference: Joshua Roberts_____

Representing: City of Hermiston_____ Phone: 541-567-5521_____

Did the Contractor complete these 2nd St. & HWY 395 Intersection_____ Project Name
within the time and contract amount?

Yes. _____

What were some strengths and weaknesses of the Superintendent (i.e., coordinating subconsultants, schedule of work)? Inexperience. Made some mistakes, but fixed them. The contractor was great to work with and responsive.

Were there any change orders on this Project? No. _____

What was the nature of the change orders? N/A _____

Was the Contractor responsive? Yes. _____

What was the quality of his workmanship? Good. Had to fix some things that were built incorrectly due to experience. _____

Would you award another contract to this Contractor? Yes. _____

ORDINANCE NO. 2025-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GEORGE, WASHINGTON, AMENDING ORDINANCE 2018-07 and CHAPTER 5.10 OF THE GEORGE MUNICIPAL CODE TO INCREASE THE BUSINESS LICENSE EXEMPTION THRESHOLD; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, pursuant to Chapter 35.90 RCW, the City of George partners with the Department of Revenue's (the "Department") Business Licensing Services to have business licensing issued and renewed through the Department; and

WHEREAS, pursuant to RCW 35.90.080-.090, cities that impose a general business license are required to adopt the mandatory provisions of the model ordinance created by the Association of Washington Cities ("AWC"); and

WHEREAS, AWC has issued changes to model ordinance, including an increase to the minimum threshold for out-of-town businesses from the current \$2,000 threshold to a \$4,000 threshold, effective January 1, 2026; and

WHEREAS, under the updated model ordinance, the threshold will update automatically every four years based on cumulative inflation; and

WHEREAS, cities must adopt this updated threshold by January 1, 2026, to maintain compliance with state law; and

WHEREAS, the City Council finds that approval of the updated model business license threshold is in the best interest of the Town, as it is necessary to ensure continued compliance with state business license requirements.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF GEORGE, WASHINGTON, HEREBY ORDAINS AS FOLLOWS:

Section 1. Amendment to Section 5.10.080 of the George Municipal Code. GMC 5.5.10.080 and Ordinance No. 2018-07 are amended to read as follows:

A fee as provided for in this chapter shall not be required in the following situations.

A. Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 and who does not maintain a place of business within the City. The threshold 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.

Section 2. All Other Provisions Remain in Effect. All other provisions of Ordinance No. 2018-07 and GMC 5.10.080 relating to business licenses shall remain in full force and effect, except as specifically amended herein.

Section 3. Severability. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance or its application to any person or situation should be held to be invalid or unconstitutional for any reason by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of the remaining portions of this ordinance or its application to any other person or situation.

Section 4. Effective Date. This ordinance shall become effective January 1, 2026, following publication in accordance with state law.

PASSED BY THE CITY COUNCIL OF THE CITY OF GEORGE, WASHINGTON, at a Regular Meeting thereof this _____ day of _____, 2025.

ATTEST/AUTHENTICATED:

Amy Grace, City Clerk-Treasurer

Juan Villalpando, Mayor

APPROVED AS TO FORM BY:

Office of the City Attorney

Filed with the City Clerk:_____

Passed by the City Council:_____

Published:_____

Effective Date:_____

Ordinance Number:_____

Order Form: Q-43113-1
Creation Date: 8/1/2025, 2:46 PM
Expires On: 9/15/2025



Phone: (866) 777-0069
Email: info@sprbrk.com

Ship To:
Amy Grace
City of George, WA
102 Richmond
PO Box 5277
George, Washington 98824
cityclerk@cityofgeorge.org

Bill To:
Amy Grace
City of George, WA
102 Richmond
PO Box 5277
George, Washington 98824
cityclerk@cityofgeorge.org

Account Manager	E-mail	Phone Number	Payment Terms
Jason Laulainen	jason.laulainen@sprbrk.com	(509) 284-8344	Net 30

Managed Services					
PRODUCT	DESCRIPTION	RATE	QTY	DISC (%)	NET PRICE
Annual Report Services First Year	Annual Report Services - First Year	USD 3,050.00	1	0.000	USD 3,050.00
Managed Services Total:					USD 3,050.00

Order Details

Customer Name: City of George, WA

Customer Contact: Amy Grace

Governing Agreement(s): This Order Form is governed by the applicable terms found at:
Professional Services: <https://sprbrk.app.box.com/v/sprbrk-svcs-terms>

Order Terms

In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.

This Order Form shall become effective as of the last date of signature (the "Effective Date").

Invoice Timing and Delivery

Invoices are delivered electronically via e-mail to the billing contact on file for the Customer. Customer invoices are issued for the full amount of software and services purchased as follows:

Products Ordered

Invoice Timing

Estimated Professional Services,
On-Site Professional Services, and
Travel Expenses*:

Monthly, in arrears for services in the prior month unless specified in Special Terms.

Implementation Fixed Fee Professional
Services:

Upon the Effective Date of this Order Form unless specified in Special Terms.

Hardware:

Upon the Effective Date of this Order Form and is non-refundable.

Professional Service Key Terms and Conditions:

- **Time and Material Pricing:** Professional Services time and material pricing is based on expected hours using Springbrook's standard implementation approach. While our goal is to provide accurate hour estimates, there may be variations in actual hours and charges. If project costs surpass the estimated hours within this order form by the greater of \$15,000 or 20%, a signed change order is necessary to proceed. Adjustments below this threshold will be implemented and invoiced as incurred.
- ***On-Site Professional Services:** On-Site professional services are billed at a daily minimum rate, regardless of time spent on-site. Travel expenses related to on-site travel will be invoiced as a separate line item as they are incurred.
- **Cancellation or Postponement:** Customer agrees to participate in all scheduled meetings and minimize repeated cancellations. Customer shall provide no less than two (2) business days' written notice should any scheduled meeting, training session or other activity need to be cancelled or postponed. If Customer fails to provide such notice, Springbrook shall invoice the Customer for the lost or delayed scheduled time, with a minimum charge of two (2) hours. Additional charges may apply based on the resources and preparation required for the meeting.
- **Engagement Scope:** All Professional Services engagements will be conducted remotely unless otherwise stated in this order form.
- **Customer Responsibilities:** The customer will provide adequate internal resources and ensure the accuracy of all information provided to Springbrook. Customers are responsible for extracting data from any legacy systems and transferring the data into Springbrook's import templates.

Special Order Terms

Special Order Terms (if any):

By signing, both parties agree to the terms and conditions set forth in this agreement.

* If the Customer requires a PO number on invoices, the Customer must provide Springbrook with the PO number and a copy of the PO prior to invoice issuance. If a PO number is not provided prior to the invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.

Springbrook Holding Company, LLC

City of George, WA

Signature: _____

Signature: _____

Name (Print): _____

Name (Print): _____

Title: _____

Title: _____

Date: _____

Date: _____

Purchase Order # (if required) _____