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CLARK COUNTY
STAFF REPORT

DEPARTMENT: Public Works, Transportation Division

DATE: October 21, 2025

REQUESTED ACTION: Approve the Interlocal Agreement between Clark County and the City of Battle Ground for Public Works maintenance and projects

_X_ Consent _____ Hearing _____ County Manager

BACKGROUND

Clark County's Traffic Signal and Intelligent Transportation System (ITS) Engineering and Operations sections provide ongoing work to operate and maintain the City of Battle Ground's traffic signals, ITS architecture, and school flashers. The City of Battle Ground has requested that Clark County continue to provide those services through an interlocal agreement between the two parties.

The City of Battle Ground is seeking a new Interlocal Agreement with Clark County Public Works. The new agreement expands support for traffic signal construction and maintenance to include inspection services for highway construction and computer network operations and security. The term of this agreement is for five (5) years with the option of extending the agreement for up to 15 years, in five (5) year increments, which will require Council approval.

All costs associated with this agreement will be reimbursed in full by the City of Battle Ground.

The agreement was approved and signed by the Battle Ground City Council on September 15, 2025.

The agreement was reviewed and approved by the Clark County Prosecuting Attorney's Office.

COUNCIL POLICY IMPLICATIONS

Washington's Interlocal Cooperation Act, chapter 39.34 RCW, authorizes local governments to contract with other public agencies via interlocal agreements (ILAs) that enable them to work together to provide services or facilities to the public.

ADMINISTRATIVE POLICY IMPLICATIONS

None.

COMMUNITY OUTREACH

None.

PW25-258

REVIEWED: _____

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BUDGET IMPLICATIONS

YES	NO	
X		Operating Budget Impacts
	X	Capital Budget Impacts
X		Action falls within existing budget capacity.
	X	Action falls within existing budget capacity but requires a change of purpose within existing appropriation. If YES, please complete the budget impact statement. If YES, please route this Staff Report through the Budget Director and then to the County Manager.
	X	Additional budget capacity is necessary and will be requested at the next supplemental or annual budget. If YES, please complete the budget impact statement. If YES, please route this Staff Report through the Budget Director and then to the County Manager. This action will be referred to the county council with a recommendation from the county manager.

BUDGET DETAILS

Dollar Amount	$0
Fund	1012 County Road Fund
Cost Center	CC231 Transportation Division
BASUB	B5442000 Engineering – Road/Street Operations
Program	PG0459 Traffic Signals

ATTACHMENTS: (1) Interlocal Agreement between Clark County and City of Battle Ground, WA

Steve Gallup
Transportation Division Manager

Sherry Villafane
Sherry Villafane
Public Works Finance Manager

Jeremy Provenzola, P.E.
County Engineer

Kenneth A. Lader, P.E.
Public Works Director

Primary Staff: Steve Gallup, Transportation Division Manager, ext. 4356

APPROVED:
CLARK COUNTY, WASHINGTON
CLARK COUNTY COUNCIL

DATE: Oct. 21, 2025

SR# 268-25

CLARK COUNTY, WASHINGTON 1844

PW25-258

REVIEWED:

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INTERLOCAL AGREEMENT

BETWEEN

CLARK COUNTY and CITY OF BATTLE GROUND, WA

For

PUBLIC WORKS MAINTENANCE and PROJECTS

THIS IS AN INTERLOCAL AGREEMENT (Agreement) made and executed by and between Clark County, political subdivision in the State of Washington (County), and the City of Battle Ground, municipal corporation of the State of Washington (City).

WHEREAS, pursuant to Washington's Interlocal Cooperation Act, chapter 39.34 RCW, authorizes local governments to contract with other public agencies via interlocal agreements (ILAs) that enable them to work together to provide services or facilities to the public; and

WHEREAS, the County and City are charged with the responsibility of constructing and maintaining their facilities, streets, roads, traffic signal and transportation systems; utilizing staff, equipment, material and resources to perform the necessary work; and

WHEREAS, it is mutually beneficial to include Public Works Transportation related work needed by one party in the other party's maintenance or capital project; and

WHEREAS, the City has asked the County to provide technical expertise, testing, inspection, oversee new construction, provide access to computer networks, and perform maintenance activities on its behalf; and

NOW, THEREFORE, pursuant to RCW 39.34 and in consideration of the terms, conditions, covenants, and performances contained herein, and per the attached Exhibits, incorporated and made a part hereof:

THE PARTIES AGREE TO AS FOLLOWS:

1. **PURPOSE**. The purpose of this agreement is for the County to provide professional engineering services related to the City's traffic signal system, engineering, construction management, testing, inspection and computer network operation. Scope of work to be performed by the County is described

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in Exhibit A.

2. **WORK REQUESTS.**

2.1. Written requests for routine or planned work: The City shall deliver a written request to the County for the work to be performed.

2.2. Verbal requests in case of an emergency: In cases of emergency or unforeseen circumstances necessitating prompt action, (provided the cost for the work is estimated to be less than the current contract expenditure limit), a request may be made verbally; however, must be memorialized in writing within 48 hours of the verbal request.

2.3. Reimbursable Work Order: A Reimbursable Work Order (RWO), attached herein as Exhibit B, shall be completed by the County and provided to the City to document the specific work within the RWO and will include an itemized, not-to-exceed, cost estimate, timelines, reimbursable costs, administration and overhead charges for the City. Work may commence once the document is signed by both parties.

2.4. The County agrees to provide services as described in Exhibit A; with specific work defined in separate, signed RWOs; The City agrees to compensate the County for project or program costs within this not-to-exceed limit.

2.5. The City agrees to make monthly progress payments of work defined in each RWO upon billing by the County. Progress billings will be submitted by the County on the 10th date of the month. The City will provide payment within sixty (60) calendar days of receipt of the payment. The final payment for the remaining RWO's costs shall be submitted within sixty (60) days after receipt of billing from the County.

2.6. If the City desires to add to or change work under an approved RWO, it shall give written notice to the County. The County shall respond to the City's request with an acceptance or rejection as soon as practicable but no more than five (5) working days after receipt of the request. If accepted, the County may proceed with work in the normal course. If rejected, the County must halt work on any aspect of the project directly impacted by the proposed addition/change until the City approves the County's response in writing. If the City and County cannot come to an agreement on the proposed addition/change, the County may decline the City's work request.

2.7. Payments will reference the approved RWO and will be remitted to the Clark County Treasurer at the following address:

Clark County Treasurer
PO Box 5000
Vancouver, WA 98666-5000

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3. **RESPONSIBILITIES OF PARTIES.**

3.1. The parties will comply with all applicable state and federal laws regarding non-discrimination. This specifically includes 49 CFR Part 21, which is incorporated herein by reference as though set forth in full at this point. The parties shall not discriminate against any employee, applicant for employment, vendor, contractor, or subcontractor, on the basis of race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, or marital status.

3.2. Right of Entry. If necessary to carry out the Work, the City agrees to arrange for rights of entry in favor of the County and its contractors upon all privately owned lands upon which the county requires access to safely perform the work. The rights of entry may include reasonable entry and use restrictions. The City will provide the County with written documentation of such rights of entry at least five (5) working days prior to the work begin date.

3.3. Independent Contractor. Both parties shall be deemed independent contractors for all purposes, and the employees of each party and any of its contractors, subcontractors, consultants, and the employees thereof, shall not in any manner be deemed to be the employees of the other party. Each party shall retain all authority for provision of services, standards of performance, discipline and control of its own personnel, and other matters incident to its performance of services pursuant to this Agreement. Nothing in this Agreement shall make any employee of the County an employee of the City or any employee of the City an employee of the County for any purpose, including but not limited to, withholding of taxes, payment of benefits, workers' compensation pursuant to Title 51 RCW, or any other rights or privileges accorded their respective employees by virtue of their employment.

4. **NEW CONSTRUCTION, INSPECTION, AND ACCEPTANCE.**

4.1. The City is responsible for administering the overall project.

4.2. Where the City intends to contract with the County for maintenance and operation of the completed project, the City agrees to utilize only traffic signal equipment specified by the County, as set forth in Exhibit A. The City agrees to notify the County of any change orders affecting signal work.

4.3. County agrees to provide technical support to the project, as detailed in Exhibit A. County agrees to inform City of progress, delays, and interactions with City inspectors, consultants, and contractors throughout project delivery. County will communicate with City project staff to ensure integrity of designs and progress toward completion.

4.4. County agrees to provide technical inspections that lead to successful activation of the completed project. County agrees to provide a punch list following construction to help City finalize the project.

4.5. Upon completion and acceptance of the work, the City agrees that it shall be solely responsible

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for all future ownership, operation and maintenance costs of any constructed facilities.

5. **LIABILITY**. No liability shall be attached to the City or the County for reason of entering into this Agreement except as expressly provided herein. This Agreement is executed for the benefit of the parties and the public generally. This Agreement is not intended and shall not be construed as creating any third-party beneficiary.

6. **HOLD HARMLESS/INDEMNIFICATION**. To the fullest extent permitted by law, City agrees to indemnify, defend and hold County, its elected and appointed officials, employees, and agents, harmless from and against any and all claims, damages, losses and expenses, including but not limited to court costs, attorney's fees and alternative dispute resolution costs, which (i) are caused in whole or in part by any negligent act or omission, reckless, wanton, or intentionally tortious conduct, on the part of the City, its employees, or agents. This indemnification obligation of City shall not apply if the claim, damage, loss or expense is caused by the sole negligence, reckless, wanton, or intentionally tortious conduct of County. In the event of the concurrent negligence of City, inclusive of its employees or agents, and the County, inclusive of its employees or agents, then this indemnification obligation of City shall be valid and enforceable only to the extent of the negligence of City and its employees and agents. This indemnification obligation shall not be limited in any way by the Washington State Industrial Insurance Act, RCW Title 51, or by application of any other worker's compensation act, and City hereby expressly waives any immunity afforded by such acts.

7. **CYBER SECURITY**: Clark County recognizes the need for cyber protections for Critical Infrastructure devices and Critical Infrastructure Key Resources (CIKR). Traffic systems per (42 USC 5195c:) and Presidential Directive (63 FR 41804), original and updated in PPD-21, define traffic systems as a key sector of Critical Infrastructure, and thus they fall under the guidance of the Department of Homeland Security for protections methods. Clark County will align with the Federal NIPP (National Infrastructure Protection Plan), The Washington Statewide Homeland Security Strategic Plan and WIPP (Washington State Infrastructure Protection Plan). Clark County has adopted the prescribed National Institute of Standards of Technology (NIST) Cyber Security Framework as a basis for Security Controls, so we require that any connection to and between Clark County and an external agency meet the minimum level of requirement and controls set forth above. Records related to the foregoing are covered under the Revised Code Washington, (RCW 42.56.420). For Equipment list standards please see attached Technical Equipment Specifications, (Exhibit A).

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8. **NOTICE**. Notices, request, demands, consent, approval or other communication required or relating to this Agreement shall be in writing and will be deemed to have been given when personally delivered, sent by email, sent by facsimile with a sent confirmation page, or deposited in any depository regularly maintained by the United States Postal Service, postage prepaid, addressed to the party for whom it is intended at the addresses listed below. Any Party to this Agreement may add additional addresses or change its address for purpose of receipt of any such communication by giving ten (10) days' prior written notice of such change to the other party in the manner prescribed in this section. Unless otherwise directed in writing, notices shall be made to the following address:

To the City: CITY OF BATTLE GROUND
109 SW First Street
Battle Ground, WA 98604
Attention: Public Works Director

To the County: CLARK COUNTY PUBLIC WORKS
PO Box 9810
Vancouver, WA 98666-9810
Attention: Public Works Director

The name and address to which notices shall be directed may be changed by either party giving the other notice of such change.

9. **WAIVER**. No waiver by either party of any term or condition of this Agreement shall be deemed or construed to constitute a waiver of any other term or condition or of any subsequent breach.

10. **TERM**. The term of this Agreement is for a period of five (5) years, from November 1, 2025 through October 31, 2030.

11. **AMENDMENT**. Except as otherwise provided herein, any modification to this Agreement must be in writing and signed by each party. The County agrees to not exceed the estimated budget amounts as described in the RWO for each category of work including Preliminary Engineering, Right-of-Way, Construction or Construction Engineering, without first providing an explanation for exceeding the estimated amount and receiving written permission (email acceptable) from the City.

12. **EXTENSIONS**. The term of this Agreement may be extended in five-year increments, up to a maximum of fifteen (15) additional years or through October 31, 2045. Each request for extension must be in writing. Approval of the requested extensions must be provided by the County Council or the City Council, whichever is receiving the request. Either party may affirmatively terminate the option of

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extension by notifying the other party in writing ninety (90) days prior to expiration of the current contract term.

13. **TERMINATION**. Either party may terminate this Agreement by providing to the other party notice of proposed termination 90 (ninety) days prior to the proposed date of termination. Actual termination must be accompanied by payment in full of any uncontested balance owing for services rendered as of the date of termination. Written notice shall be deemed effective three days post presentation, either through mail notice or email notice.

14. **ENTIRE AGREEMENT**. This Agreement contains all of the agreements of the parties with respect to the subject matter covered herein, and no prior Agreements shall be effective to the contrary.

15. **AUDIT AND RECORDS**. During the progress of the work and for a period of not less than three (3) years from the date of final payment, both parties shall maintain the records and accounts pertaining to the work and shall make them available during normal business hours and as often as necessary , for inspection and audit by the other Party, State of Washington, and/or Federal Government, and copies of all records, accounts, documents or other data pertaining to the work will be furnished upon request. The requesting party shall pay the cost of copies produced. If any litigation, claim or audits are commenced, the records and accounts along with supporting documentation shall be retained until any litigation, claim or audit finding has been resolved even though such litigation, claim or audit continues past the three-year retention period.

16. **DOCUMENT EXECUTION AND FILING**. The County and the City agree that there shall be three (3) duplicate originals of this Agreement procured and distributed for signature by the necessary officials of the County and the City. Upon execution, one executed original of this Agreement shall be retained by the Battle Ground City Clerk and one shall be retained by the County. The Battle Ground City Clerk shall cause a copy of this agreement to be posted on the City website pursuant to RCW 39.34.040. Upon execution of the originals and posting of a copy on the city' s website, each such duplicate original shall constitute an agreement binding upon all parties. One each of the duplicate originals shall be distributed to the designated agents of the parties, named as follows:

Public Works Director
City of Battle Ground
109th SW 1st Street, Suite 122
Battle Ground, WA 98604

Director of Public Works
Clark County
PO Box 9810
Vancouver, WA 98666-9810

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17. **RATIFICATION**. Acts taken in conformity with this Agreement prior to its execution are hereby ratified and affirmed.

18. **SEVERABILTY**. If any section or part of this Agreement is held by a court to be invalid, it shall be deemed stricken from this Agreement and the remaining parts shall remain in full force and effect.

IN WITNESS WHEREOF, the County and City have caused this Agreement to be executed in their respective names by their duly authorized officers and have caused this Agreement to be dated as of the 21st day of Oct; 2025.

CLARK COUNTY

Kathleen Otto, County Manager

Approved only as to form:
ANTHONY F. GOLIK
Prosecuting Attorney

Kevin A. McDowell

Kevin A. McDowell
Deputy Prosecuting Attorney

CITY OF BATTLE GROUND

Kris Swanson, City Manager

Attest:

Kelly Jonsen for
Kelly Jonsen for (Sep 16, 2025 16:41:33 PDT)
Elizabeth Halili, City Clerk

Approved only as to form:

Kirk Ehlis
Kirk Ehlis (Sep 16, 2025 16:35:08 PDT)
Kirk Ehlis, City Attorney

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EXHIBIT A: SCOPE OF SERVICES TO BE PROVIDED ON A WORKLOAD PERMITTING BASIS and STANDARDIZED EQUIPMENT LIST

OPERATIONS AND MAINTENANCE

(Contact: Josh Lipscomb, Operations Division Manager)

1. Paving & pavement repairs:
   - Patching Crack filling
   - Pre-levelling
2. Drainage maintenance:

   Catch basin / structure cleaning Storm pipe cleaning

   Storm treatment facility repairs /maintenance
3. Street sweeping
4. Snow & Ice Control
5. Traffic Control

STRIPING AND PAVEMENT MARKINGS

(Contact: Nikki Olsen, Operations Superintendent)

1. New Construction and Maintenance Activities Striping
   - Pavement Markings
   - Thermoplastic; RPM's
   - Traffic Control

TRAFFIC SIGNALS, INTELLIGENT TRANSPORTATION SYSTEMS & SCHOOL FLASHERS

(Contact: Bryan Curtis, Traffic Signals Team Supervisor)

Standardized Equipment

Clark County has specific equipment for traffic signal controllers, vehicle detection systems, network communications equipment, and equipment within the traffic signal, Intelligent Transportation Systems (ITS) and school flasher systems. Should the City elect to use equipment that is not listed below or otherwise approved by the County, the City assumes full responsibility for operation and maintenance of that equipment. This helps to assure the County has the expertise and spare parts needed for all deployed equipment.

The standardized list is used to allow the county traffic signal staff to be experts in a limited set of potential equipment, along with ensuring cybersecurity needs for the networked equipment.

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The list of standardized equipment may change over time, but at a minimum, any equipment that the City requests the County to maintain, program or manage shall include:

- County Standard NEMA TS2-1 Signal Cabinets
- County Standard Caltrans Style ITS cabinet, Single or Double-wide
- Caltrans / ATC 2070 Traffic Signal Controller, with 1C CPU
- Traffic signal controller software - Trafficware
- Malfunction Management Units - Reno AE
- Radar detection systems - Wavetronix
- Video detection systems – Gridsmart or Miovision
- Ethernet switches and routers - Ruggedcom (Siemens)
- Emergency vehicle preemption - Miovision
- School Flashers - Eltec
- Modems—Cisco, Comcast

Maintenance

County Public Works staff may provide technical expertise to assist City staff in maintaining their traffic signal systems. Work may include scheduled preventative maintenance, one-call utility locates, responding to trouble calls requested by the agency (such as replacing burned out bulbs, addressing field wiring issues, changing defective equipment (processing Return Materials Authorizations (RMA's) with the equipment vendors for equipment the County also uses, or immediate collision repair (making the signal safe after a collision, prior to getting a contractor on site) and so forth. For equipment not conforming to County standard, City shall maintain their own inventory and manage their own equipment repair processes with vendors (County may assist with removal of defective/installation of repaired non-conforming equipment as requested by City). The County will not maintain an inventory of City specific equipment/components/materials. When replacement equipment/components/materials are utilized from County stock, the City will be responsible for full replacement costs for a new item to be purchased to restock County inventory if items are not repairable. If items are repairable, City will be required to pay all repair costs.

Lightning strikes, other natural weather events or collisions that destroy equipment in a signal cabinet could result in the need to replace tens of thousands of dollars of equipment. The City is fully responsible for costs to replace damaged equipment. The County agrees to work with City to restore traffic signal operations as quickly as it can be done.

Signal Timing

County agrees to provide assistance to the City to configure and operate traffic signals and associated

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networks. County may assist with installation of City approved controller timing. County agrees to help update controller timing to address operational needs.

All public records requests for City signal operation will be initiated by the City to the County via email.

Cabinet Testing

County agrees to process and test equipment, including signal cabinets as requested by the City. County agrees to help City remedy problems found in equipment.

SCHOOL FLASHER SYSTEMS

Maintenance

County agrees to respond to outages affecting school zone flashers. County agrees to coordinate with City and Schools to update the flasher schedules in the timeclocks. County agrees to accommodate schedule updates for changes in the school operation and for special events. City agrees to repair or replace any equipment that fails or is damaged at their cost.

School Flasher Construction Inspection/ Testing

Upon request by the City, County staff may review field construction of new school flashers. This includes programming the time clock for the first time operation along with
setting up communications to the remote school flasher from an existing communication point or a new communications point.

REGIONAL COMPUTER TRAFFIC NETWORK AND COUNTY SERVERS

Participants in the regional traffic system network include Washington State Department of Transportation, Clark County, the cities of Camas, Washougal, Battle Ground and Ridgefield. The County maintains multiple servers that include the following software as of July 2018:

- Trafficware ATMS.now Central Management System
    - Maintains databases for all traffic signal controllers
- Network switch and router management
    - SINEC Network Management Software
- Emergency Vehicle Preemption system monitoring
    - Opticom Central Management Software
- School Flasherprogramming
    - DLPRO 3000 (Eltec)
- Regional Camera Sharing

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  - TKH Sense + VDG VMS
- Wavetronix permanent countstations
  - Data collector
  - Data View
  - Data Translator
- Traffic Detection camerasystems
  - Atlas
  - Miovision One

The County may add additional software, or software modules.

Where the City signal systems are incorporated into the County's network, each signal will be billed for the proportional share of the software licenses and support agreements used. Other County software packages extended to the City may have support costs that will be shared and billed to the City.

Software and support costs may change from year to year and passed along to the City.

Maintenance Costs for Networks

Providing network access to the City's traffic signals and ITS systems requires networking hardware and special purpose servers to provide this capability. Remote access is a regional standard for traffic operations. These systems require regular maintenance to preserve function, efficiency and network security. The City will deploy only the types of equipment specified by the County. Once built, the County agrees to maintain the final system under the terms of this agreement. The City will be billed directly for these services when provided.

Software and Network System Security

Clark County employs the latest cyber security practices across the entire network. When changes are required, expected costs will be reported to the City and work will be pending approval to proceed. Where the City refuses security upgrades, the County reserves the right to remove the City equipment from the network until security needs are met.

Supporting links showing regulations and guidelines:

- 42 USC 5195c: Critical infrastructures protection AKA "Critical Infrastructures Protection Act of 2001/ US Patriot Act".
- https://www.law.cornell.edu/uscode/text/42/5195c See also the latest PPD·
- PRESIDENTIAL POLICY DIRECTIVE/PPD-21

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- https://obamawhi tehouse.archi ves.gov/the-press-office/2013/02/12/presidential-policy-directive- critical-infrastructure-security-and-resil

This then leads us to the DHS/DOT Sector specific information.

- Transportation systems security cyber security framework implementation guide https://www.dhs.gov/publication/tss-cybersecurity-framework-implementation-guide This in turn points to the NIST cyber security Framework.
- "The Transportation Systems Sector Cybersecurity Framework Implementation Guidance and its companion workbook provide an approach for Transportation Systems Sector owners and operators to apply the tenets of the National Institute of Standards and Technology Cybersecurity Framework to help reduce cyber risks. Specifically, organizations may use the implementation guidance to:"

Work Book:

- https://www.dhs.gov/sites/default/files/publications/tss-cybersecurity-framework-workbook- 2016-508.xlsx

Guide:

- https://www.dhs.gov/sites/default/files/publications/tss-cybersecurity-framework- implementation-guide-2016-508v2 0.pdf

Also:

- Washington Statewide Homeland Security Strategic Plan http://okanogandem.org/HLS Data/fd-01-21-05-wa-hs-strat-pln.pdf Washington State Infrastructure Protection plan
- https://www.commerce.wa.gov /wp-content/uploads /2016/05/Energy-WA-Infrastructure- Protection-Plan-2008.pdf
- RCW 42.56.420
- http://app.leg.wa.gov/rcw/default.aspx?cite=42.56.420

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EXHIBIT B

BILLABLE SERVICE REQUEST

Check all that apply:

☐ PROJECT: This work is time-limited with a start and estimated end date
☐ This work will be a reimbursable task within an existing capital project - PRJ_____
☐ ACTIVITY: This work is ongoing in nature with no foreseeable end date

Tracking number

Project/Activity Name: Reimbursable -

Department/Division Performing Work: Clark County Public Works – [DIVISION]

Project/Activity Supervisor: Phone:

Start Date: Estimated End Date: Estimated Cost:

Expense/ Revenue Coding	Fund	Cost Center	Program	Basub	Spend/Rev Category	Description

AUTHORIZATION		
	Division Manager:	Finance Manager:
	Budget Manager:	Public Works Director:
	Required for CCE divisions	Required for external agreements
	County Engineer:	County Manager:

ORGANIZATION REQUESTING WORK

Customer Name (to be used for invoicing):

Address:	Phone:
City, State Zip:	Email:
Contact Name:	☐ External Customer ☐ County Department

Social Security # or TIN #	INSURANCE CLAIM # or PO #	CONTRACT/AGREEMENT: ☐ Y ☐ N (If yes, please attach)

I HEREBY REQUEST THE FOLLOWING SERVICE FROM THE DEPARTMENT PERFORMING WORK:

-

If customer is a county department, please provide expense coding for internal service delivery:

Expense Coding	Fund	Cost Center	Program	Basub	Spend/Rev Category	Description

I UNDERSTAND AND AGREE THAT A BILLING FOR REIMBURSEMENT FOR THESE SERVICES AND / OR MATERIALS INCLUDING ANY OVERHEAD CHARGES AND TAXES THAT ARE APPLICABLE, WILL BE MADE TO MY DEPARTMENT, AGENCY, FIRM OR ORGANIZATION AND THAT WE WILL ARRANGE FOR A TRANSFER OF FUNDS OR MAKE PAYMENT WITHIN 30 DAYS AFTER RECEIPT OF SAID BILLING. FINANCE CHARGES WILL BE ASSESSED TO ALL AMOUNTS 30 DAYS PAST DUE.

Customer Signature:_____ Date:_____

Printed Name:_____

1 – Internal staff: For instructions on submitting a completed request form refer to the Public Works Intranet Forms page or ask your section/division Program Assistant.

2 – Finance Team Distribution List: Requester, Project/Activity Supervisor, Compliance Services Parts OAIII (Suzie Wick), Financial Operations Management AR OAIII (Katy Price), and Financial Operations Program Manager (Josh Gossage). Activity and Misc Project Form Repository (WO Folder in S Drive)

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Clark County Public Works Maintenance Projects Agreement - Exhibit A - Agreement 15Sep25

Final Audit Report 2025-09-16

Created:	2025-09-16
By:	Kelly Jensen for (kelly.jensen@cityofbg.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1TQk1a6Nu8wa6mznNXkCc6ZamNJO5Ad0

"Clark County Public Works Maintenance Projects Agreement - Exhibit A - Agreement 15Sep25" History

Document created by Kelly Jensen (kelly.jensen@cityofbg.org)
2025-09-16 - 10:51:39 PM GMT

Document emailed to Kristina Swanson (kris.swanson@cityofbg.org) for signature
2025-09-16 - 10:51:44 PM GMT

Email viewed by Kristina Swanson (kris.swanson@cityofbg.org)
2025-09-16 - 11:03:12 PM GMT

Document e-signed by Kristina Swanson (kris.swanson@cityofbg.org)
Signature Date: 2025-09-16 - 11:33:08 PM GMT - Time Source: server

Document emailed to Kirk Ehlis (kehlis@mjbe.com) for signature
2025-09-16 - 11:33:10 PM GMT

Email viewed by Kirk Ehlis (kehlis@mjbe.com)
2025-09-16 - 11:34:51 PM GMT

Document e-signed by Kirk Ehlis (kehlis@mjbe.com)
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Document emailed to Kelly Jensen (kelly.jensen@cityofbg.org) for signature
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Email viewed by Kelly Jensen (kelly.jensen@cityofbg.org)
2025-09-16 - 11:40:44 PM GMT

Adobe Acrobat Sign

Signer Kelly Jensen (kelly.jensen@cityofbg.org) entered name at signing as Kelly Jensen for
2025-09-16 - 11:41:31 PM GMT

Document e-signed by Kelly Jensen for (kelly.jensen@cityofbg.org)
Signature Date: 2025-09-16 - 11:41:33 PM GMT - Time Source: server

Agreement completed.
2025-09-16 - 11:41:33 PM GMT

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Certificate Of Completion

Envelope Id: 24419993-A955-4C74-B35A-6C6707A38E88
Status: Completed
Subject: Complete with Docusign: Clark County Public Works Maintenance Projects Agreement - Exhibit A -...
Source Envelope:
Document Pages: 15
Signatures: 1
Certificate Pages: 4
Initials: 0
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:
Rebecca Schmit
1300 Franklin St
Vancouver, WA 98660
Rebecca.Schmit@clark.wa.gov
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9/22/2025 10:17:03 AM
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Signer Events	Signature	Timestamp
Kevin A. McDowell kevin.mcdowell@clark.wa.gov Deputy Prosecuting Attorney Security Level: Email, Account Authentication (None)	Kevin A. McDowell Signature Adoption: Pre-selected Style Using IP Address: 71.238.122.99	Sent: 9/22/2025 10:21:09 AM Viewed: 9/22/2025 10:40:18 AM Signed: 9/22/2025 11:30:12 AM

Electronic Record and Signature Disclosure:
Accepted: 9/22/2025 10:40:18 AM
ID: efffcda3-d348-4d6b-ace4-940f3c278313

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/22/2025 10:21:09 AM
Certified Delivered	Security Checked	9/22/2025 10:40:18 AM
Signing Complete	Security Checked	9/22/2025 11:30:12 AM
Completed	Security Checked	9/22/2025 11:30:12 AM

Payment Events	Status	Timestamps

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Required hardware and software

Operating Systems:	WindowsÂ® 2000, WindowsÂ® XP, Windows VistaÂ®; Mac OSÂ® X
Browsers:	Final release versions of Internet ExplorerÂ® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safariâ„¢ 3.0 or above (Mac only)
PDF Reader:	AcrobatÂ® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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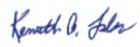
Certificate Of Completion

Envelope Id: 242B3C82-B79C-4794-8EE6-2D6DFB0E46A8
Status: Completed
Subject: DUE BY 10/7!! Complete with Docusign: PW25-258 Battle Ground Interlocal.pdf
Source Envelope:
Document Pages: 21
Signatures: 4
Certificate Pages: 5
Initials: 2
AutoNav: Enabled
EnvelopeId Stamping: Enabled
Time Zone: (UTC-08:00) Pacific Time (US & Canada)

Envelope Originator:
Chresta Larson
1300 Franklin St
Vancouver, WA 98660
Chresta.Larson@clark.wa.gov
IP Address: 64.4.184.5

Record Tracking

Status: Original
9/30/2025 3:19:23 PM
Holder: Chresta Larson
Chresta.Larson@clark.wa.gov
Location: DocuSign

Signer Events	Signature	Timestamp
Chresta Larson Chresta.Larson@clark.wa.gov Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 64.4.184.5	Sent: 9/30/2025 3:24:26 PM Viewed: 9/30/2025 3:24:50 PM Signed: 9/30/2025 3:25:11 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		
Jeremy Provenzola jeremy.provenzola@clark.wa.gov Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 97.120.148.220	Sent: 9/30/2025 3:25:13 PM Viewed: 10/3/2025 8:55:42 AM Signed: 10/3/2025 8:57:19 AM
Electronic Record and Signature Disclosure: Accepted: 4/29/2022 8:04:03 AM ID: af5196cf-0910-441f-a977-b54ed75470cd		
Kenneth A Lader ken.lader@clark.wa.gov Public Works Director Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 24.21.29.217 Signed using mobile	Sent: 9/30/2025 3:25:13 PM Viewed: 10/1/2025 8:21:30 AM Signed: 10/1/2025 8:23:32 AM
Electronic Record and Signature Disclosure: Accepted: 6/20/2019 2:45:06 PM ID: 3037acb5-08a7-41e1-a68c-d404beb2864c		
Sherry Villafane sherry.villafane@clark.wa.gov PW Finance Manager Security Level: Email, Account Authentication (None)	 Signature Adoption: Pre-selected Style Using IP Address: 24.22.96.37	Sent: 9/30/2025 3:25:13 PM Viewed: 9/30/2025 4:43:07 PM Signed: 10/1/2025 1:26:08 PM
Electronic Record and Signature Disclosure: Not Offered via Docusign		

Signer Events	Signature	Timestamp
Steve Gallup steve.gallup@clark.wa.gov Transportion Division Manager Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 64.4.181.41	Sent: 9/30/2025 3:25:14 PM Viewed: 10/3/2025 11:18:35 AM Signed: 10/3/2025 11:21:22 AM
Electronic Record and Signature Disclosure: Accepted: 4/17/2023 4:07:41 PM ID: 4f36e2bd-fe83-4d0f-b508-a8b3caa04072		

In Person Signer Events	Signature	Timestamp

Editor Delivery Events	Status	Timestamp

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events	Status	Timestamp

Carbon Copy Events	Status	Timestamp
PW Staff Reports pwstaffreports@clark.wa.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Not Offered via Docusign	COPIED	Sent: 10/3/2025 11:21:24 AM
Rebecca Schmit rebecca.schmit@clark.wa.gov Security Level: Email, Account Authentication (None) **Electronic Record and Signature Disclosure:** Accepted: 12/21/2020 10:44:39 AM ID: 52e92eb2-efe3-4ae7-84ac-9881dd6810f7	COPIED	Sent: 10/3/2025 11:21:24 AM

Witness Events	Signature	Timestamp

Notary Events	Signature	Timestamp

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/30/2025 3:24:26 PM
Certified Delivered	Security Checked	10/3/2025 11:18:35 AM
Signing Complete	Security Checked	10/3/2025 11:21:22 AM
Completed	Security Checked	10/3/2025 11:21:24 AM

Payment Events	Status	Timestamps

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Required hardware and software

Operating Systems:	WindowsÂ® 2000, WindowsÂ® XP, Windows VistaÂ®; Mac OSÂ® X
Browsers:	Final release versions of Internet ExplorerÂ® 6.0 or above (Windows only); Mozilla Firefox 2.0 or above (Windows and Mac); Safariâ„¢ 3.0 or above (Mac only)
PDF Reader:	AcrobatÂ® or similar software may be required to view and print PDF files
Screen Resolution:	800 x 600 minimum
Enabled Security Settings:	Allow per session cookies

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