

Shaw Island School District Board of Directors

Agenda

Date: Tuesday, March 18, 2025

Time: 2:30 PM

Location: Shaw Island School, Shaw Island, Washington

Regular Board Meeting

1. Opening Items

- 1.1. Call to Order.
- 1.2. Changes or Additions to the Agenda.
- 1.3. Approval of Agenda (Action).

2. Hearing of Individual or Groups on Agenda and Non-Agenda Items

3. Superintendent Report and Discussion

- 3.1. Superintendent Report (Information).

4. Business and Operations

- 4.1. Consent Agenda (Action). The superintendent recommends approval of the following items on the consent agenda:
 - 4.1.1. Minutes from Previous Meetings: February 11, 2025 regular meeting
 - 4.1.2. February 2025 Payroll.
 - 4.1.3. February 2025 Accounts Payable.
 - 4.1.4. Donations Since Previous Meeting: General Fund enrichment donation from Shaw School Foundation in the amount of \$2,993.02 and Capital Fund Teacher Housing donation in the amount of \$5,000 for a collected pledge.
- 4.2. Review of February 2025 Budget Summary.
- 4.3. Review of VEBA Policy and Approval for Superintendent to Sign.
- 4.4. New Business Teacher Housing:
 - 4.4.1. Review of Documents and Approval of Agreement for Establishing a Fund at OICF (Orcas Island Community Foundation) for the Purpose of Fundraising for the Teacher Housing Project and Approving Dr. Becky Bell Fund Advisor.
 - 4.4.2. Opening of Teacher Housing Project Formal Bids.

5. Unfinished Business

- 5.1. Teacher Housing Project

6. School Board

- 6.1. School Board Director's Reports (Information).

7. Adjournment

Next meeting: April 15, 2025

Shaw Island School District Board of Directors Regular Meeting

Tuesday, February 11, 2025

The open public meeting was held at Shaw Island Elementary School, 44 Hoffman Cove Road, Shaw Island, Washington.

Directors Present: Carol Criss, Jon Shannon, John Bogert, and Shannon Klohr. Director Shirley Lange was not present.

Administration Present: Superintendent Becky Bell and Office Administrator Deanna Shannon.

Guests: Teacher Diane Clifton and third graders Niko Borner, Angus Jones, and Thatcher Wilson were at the meeting for a short time to thank the board and present Valentine/appreciation cards to the Directors.

Minutes

1. Opening Items:
 - 1.1. Call to Order: The meeting was called to order at 2:31 PM by Chair Carol Criss.
 - 1.2. Changes or Additions to the Agenda: Item 4.2 Update on New NWESD 189 Accounting System was added.
 - 1.3. Approval of Agenda: ***Director Shannon moved to approve the agenda as amended; Director Klohr seconded the motion; the motion carried unanimously.***
2. Hearing of Individuals or Groups on Agenda and Non-Agenda Items: None.
3. Superintendent Report and Discussion:
 - 3.1. Superintendent Bell reported on the following:
 - Dr. Bell read the highlights from a proclamation from Washington State Governor Bob Ferguson thanking board directors for their service. Third graders Niko Borner, Angus Jones, and Thatcher Wilson presented each of the board members a Valentine's thank you card and thanked the board for their service.
 - Dr. Bell reported that after Mid-Winter Break, Shaw School and the other small schools (Decatur, Stewart, and Waldron) would be gathering on Shaw for an event with the Pacific Science Center Science Van. The next small school field trip would be to Decatur Island. Transportation was discussed. Canoe Island French Camp would provide boat transportation. Shaw School Foundation had been providing funds for field trip transportation.
 - Dr. Bell reported that there had been two late starts due to weather, but that the District was still 13 hours over the required minimum 1000 hours per school year. Communications for the late starts went out via text with families responding when received.
 - Dr. Bell reported that there were two grants through WSRMP (risk management) being considered. One \$10,000 grant for playground safety and one \$40,000 freeze grant to pay for a generator.
 - Dr. Bell reported that she, along with the other island superintendents, would be going to Olympia the next day to meet with senators and representatives to advocate for MSOC (Materials, Supplies, and Operating Costs) funding, which would directly impact the District. Additionally, they would be advocating for special education funding, which could impact the District in the future, and transportation funding.
 - Dr. Bell read a statement from Joel Aune, Executive Director for WASA (Washington Association of School Administrators) concerning DEI and what is being done at a state level. Additionally, State Superintendent Chris Reykdal put out more information saying

that state governments oversee education. Superintendent Reykdal stated that out of the 7% of funding that Washington receives from the federal government, 5% was mandated by congress. The remaining 2% was discretionary. Dr. Bell stated that that was important to Shaw because our REAP grant was federally funded.

4. Business and Operations:

4.1. Consent Agenda: Items under the Consent Agenda are considered by the board to be routine and subject to one motion and vote. **Director Bogert moved to approve the consent agenda; Director Klohr seconded the motion; the motion passed unanimously.**

- Minutes from previous meetings (January 14, 2025 Regular Meeting).
- Claims and Payroll: the following vouchers as audited and certified by the auditing officer, as required by RCW 42.24.080, and those expense reimbursement claims certified, as required by RCW 42.24.090, are approved for payment. In addition, payroll warrants in the amount of \$26,578.67 are also approved.

General Fund 6361:
Warrant numbers 250002 through 250017
Totaling \$13,745.63

Capital Fund 6367:
Warrant numbers 250018 through 250019
Totaling \$46,462.43

Payroll (January):
ACH numbers 9000000001 through 9000000005
Totaling \$12,906.27 and
Warrant numbers 250020 through 250030
Totaling \$13,675.40

- December 2024 Budget Status Report (This report had not been available at the January meeting. There was not a report for January 2025 because San Juan County had not closed out January before the board packet was sent out).
- Donations Since Previous Meeting: Teacher Housing Project donations in the amount of \$12,657 in new donations and \$30,000 in collected pledges.

4.2. Update on New NWESD 189 Accounting System: Deanna Shannon went over the new financial reports which were generated through Qmlativ, the state-wide school district system used by NWESD 189.

5. Unfinished Business:

5.1. Teacher Housing Project:

- Superintendent Bell stated that she had been in communication with Project Manager John Bingham. Dr. Bell asked Director Shannon for an update on the well. He stated that the well driller had completed required final steps and that there was a well log, the well was tagged, and water quality analysis was done. The application for the certificate of water availability would be submitted as soon as a check was ready. The additional 100 feet that was drilled brought production over the threshold required by the county. The total depth of the well was 385 feet.
- Dr. Bell stated that the Pre-Bid Conference for prospective contractors had taken place. Representatives from six entities attended the meeting, five of which were contractors. Bids were due March 17th which was the day before the next board meeting, so bid opening could be done at the next regular meeting. Bids would be opened and recorded at

that time. The bids would be checked after the meeting to make sure that the contractors met the mandatory bidder responsibility criteria. The bidding process was discussed. Contractor insurance and providing a place for contractor trailers was discussed.

6. School Board

6.1. Director Bogert asked Superintendent Bell if she was still meeting with form Superintendent Kari McVeigh for mentoring sessions. Dr. Bell stated that they were meeting twice a month. She stated that they had recently discussed facilities planning for the District and that Dr. Bell would be taking on that project.

7. Adjournment: ***Director Shannon moved to adjourn the meeting; Director Klohr seconded the motion; Director Criss adjourned the meeting at 3:31 PM.***

Carol Criss, Chair

Becky Bell
Superintendent/Secretary to the Board

John Bogert, Director

Shirley Lange, Director

Shannon Klohr, Director

Jon Shannon, Director

Payroll Check Summary

Payroll Run: 02/28/2025

Shaw Island School District

BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of February 11, 2025, the Board, by a _____ vote, approves payments, totaling \$13,552.72, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: AP & Payroll Warrants and ACH

Direct Deposit Numbers 9000000006 through 9000000013, totaling \$13,552.72

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Pay Code Totals

Payroll Run: 02/28/2025

Pay Type	Count	Gross Amount
EX3 - Extra Pay 613	2	695.16
EX4 - Extra Pay 614	2	637.56
SAL3 - Salary 613	3	17,860.72
ST-NOHR - Stipend No Hours	1	250.00
SUB3 - Substitute Pay 613	3	401.12
Totals:	11	19,844.56

Deduction Code Totals

Payroll Run: 02/28/2025

<u>Deduction</u>	<u>Count</u>	<u>Amount</u>
1FICA - FICA	8	1,191.12
1FIT - FEDERAL INCOME TAX	8	1,450.27
1FIT+ - FIT ADDITIONAL AMOUNT	1	120.00
1MED - MEDICARE	8	278.57
1WC - WORKERS' COMPENSATION	8	45.80
1WLTC - WA CARES LTC TAX	8	115.11
2E0 - SERS PLAN 0	2	0.00
2E2 - SERS PLAN 2	2	675.28
2T0 - TRS PLAN 0	3	0.00
2T3 - TRS PLAN 3	1	492.17
DCP - Deferred Compensation-457	3	1,236.00
HCFSA - Flexible Spending Arrangement	1	266.67
HEHSA - Health Equity HSA	1	200.00
LTD-B - Employee Paid LTD 50%	2	54.85
LTD-N - Employee Paid LTD Declined	1	0.00
SEBB-T - SEBB Tobacco Surcharge	1	25.00
SEBB-W - SEBB Waived	1	0.00
VHSAE - UMP CDHP EMP ONLY	1	21.00
VUFR - UMP ACHIEVE 1 FULL FAMILY	1	120.00
Totals:	61	6,291.84

Benefit Code Totals

Payroll Run: 02/28/2025

Benefit	Count	Amount
1FICA - FICA	8	1,191.12
1MED - Medicare	8	278.57
1PFML - WA PAID FAMILY MEDICAL LEAVE	8	130.59
1UC - Unemployment	8	53.58
1WC - WORKERS' COMPENSATION	8	90.57
2E0 - SERS Plan 0	2	0.00
2E2 - SERS Plan 2	2	914.58
2T0 - TRS Plan 0	3	0.00
2T3 - TRS Plan 3	1	970.55
3SEBB - SEBB ER Share	3	3,534.00
Totals:	51	7,163.56

AP Check Summary with Board Certification

Shaw Island School District

Warrant Date: 02/28/2025

BOARD CERTIFICATION STATEMENT

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090 are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 11, 2025, the Board, by a _____ vote, approves payments, totaling \$13,455.40. The payments and/or voids are further identified in this document.

Total by Payment Type: BANK - AP & Payroll Warrants and ACH

Warrant Numbers 250044 through 250053, totaling \$13,455.40

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Number	Vendor Name	Check Date	Check Amount
250044	Department of Labor & Industries	02/28/2025	\$136.37
250045	Department of Retirement Systems	02/28/2025	\$4,288.58
250046	Employment Security Dept. LTC	02/28/2025	\$115.11
250047	Employment Security Dept. PFML	02/28/2025	\$130.59
250048	Employment Security Dept. UC	02/28/2025	\$53.58
250049	HCA-SEBB Benefits	02/28/2025	\$3,700.00
250050	HCA-SEBB Flex Spend	02/28/2025	\$266.67
250051	Health Equity (HSA)	02/28/2025	\$200.00
250052	San Juan County Treasurer	02/28/2025	\$4,509.65
250053	The Standard Insurance Company	02/28/2025	\$54.85
10 Check(s) for a Total of:			\$13,455.40

Fund Summary

Fund

10 - General Fund	\$13,455.40
Total:	\$13,455.40

AP Check Summary with Board Certification

Shaw Island School District

Warrant Date: 02/13/2025

BOARD CERTIFICATION STATEMENT

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090 are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of February 11, 2025, the Board, by a _____ vote, approves payments, totaling \$9,706.59. The payments and/or voids are further identified in this document.

Total by Payment Type: BANK - AP & Payroll Warrants and ACH

Warrant Numbers 250031 through 250043, totaling \$9,706.59

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Number	Vendor Name	Check Date	Check Amount
250031	Banner Bank	02/13/2025	\$268.15
250032	Bell, Becky	02/13/2025	\$1,250.00
250033	Bingham, John W	02/13/2025	\$195.00
250034	CenturyLink/Lumen	02/13/2025	\$221.25
250035	Deanna Shannon, Shaw Island SD #10	02/13/2025	\$277.14
250036	Great American Financial Services	02/13/2025	\$103.14
250037	KCDA Purchasing Cooperative	02/13/2025	\$54.81
250038	McVeigh, Karen L	02/13/2025	\$200.00
250039	Northwest Educational Service District #189	02/13/2025	\$1,337.00
250040	OPALCO	02/13/2025	\$769.66
250041	San Juan County Health Services	02/13/2025	\$170.00
250042	Shaw Island Excavation, LLC	02/13/2025	\$4,617.84
250043	Washington State Ferries	02/13/2025	\$242.60
13 Check(s) for a Total of:			\$9,706.59

Fund Summary

Fund

10 - General Fund	\$4,723.75
20 - Capital Projects Fund	\$4,982.84
Total:	\$9,706.59

Teacher Housing Donations for approval 3/18/2025

Donor	Amount	Date Rec'd
Anne Wysocki and Dennis Lynch	5,000.00	2/25/2025
Pledges Collected	5,000.00	

Expenditures GF 6361		2024-25 Budget	YTD 02/28/2025	Amount Remaining	Percent Spent	January & February Notes: \$397.03 OPALCO capital refund 2 REAP grant draws: \$4,184.03 & \$11,239.15 Transferred \$17,613.22 interest from GF to CF
20	Certificated Salaries	101,350.00	61,703	39,647	60.88%	
30	Classified Salaries	158,349.00	66,334	92,015	41.89%	
40	Employee Benefits	86,581.00	50,677	35,904	58.53%	
50	Supplies / Materials	8,670.00	8,866	-196	102.26%	
70	Purchased Services	32,125.00	25,883	6,242	80.57%	
70	Purchased Services Capacity	40,000.00	0	40,000	0.00%	
70	Payments to Other Districts	6,400.00	1,558	4,843	24.34%	
70	Utilities	10,000.00	4,805	5,195	48.05%	
80	Travel	3,200.00	3,080	120	96.25%	
90	Capital Outlay	200.00	0	200	0.00%	
Totals		446,875	222,906	223,969	49.88%	

Revenues GF 6361		2024-25 Budget	YTD 02/28/2025	Amount Remaining	Percent Received
3100	State-General*	435,600	171,622	263,978	39.40%
4109	State Funded TK		11,745		
4121	Special Ed		137	-137	
4174	Highly Capable	360	0	360	0.00%
410001	Para Ed		541	-479	
2300	Interest	13,200	10,164	3,036	77.00%
6100	Federal Grants	22,000	19,337	2,663	87.89%
6109	Federal Funding TK		0		
2500	Other	8,000	1,090	6,910	13.63%
3600	CAPACITY	40,000	0	40,000	
6113	ESSER	0	0	0	
Total Revenues		519,160	216,395	302,765	41.68%

SUMMARY GENERAL FUND

	2/28/2025	YTD	YTD
ending cash	4,311	66,066	74,778
ending investments	198,999	205,899	216,395
ending outstanding warrants		15,545	222,906
Ending Cash & Investments	203,310	256,420	59,713
			42,100
			transfer to invest
			ending cash
			50,654

SUMMARY CAPITAL FUND

	24-25 Budget	2/28/2025	YTD	YTD
Beginning Cash CF 6367	0	21,904	beginning bal	27,525
deposits	0	20,500	rev other	
interest		2,243	rev TH donations	212,945
transfer in	100,000		interest	7,341
warrants redeemed		4,983	transfer in	559,713
investments purchased		0	expenditure other	10,999
warrants outstanding	100,000	0	expenditure TH	76,862
Ending Cash CF 6367	0	39,663	ending balance	719,664

CASH BALANCE DETAIL

3,475 other bal
716,189 TH bal
719,664

SUMMARY ASB FUND

	24-25 Budget	2/28/2025	YTD	YTD
Beginning Cash ASB 6367	2,879	150	revenue	
revenues	4,200	0	transfer in	
expenditures	7,000		expenditures	
Ending Cash ASB 6368	79	150	ending balance	#REF!

Shaw Island School District VEBA Plan Employer Policy

Shaw Island School District ("Employer") has adopted the health reimbursement arrangement (HRA) plans offered and administered by the Voluntary Employees' Beneficiary Association Trust for Public Employees in the State of Washington ("Plan"). The Plan is designed with a variety of coverage options to allow for the maximum benefit permitted by applicable law. Employer agrees to contribute to the Plan on behalf of all employees ("Group") defined as eligible to participate in the Plan, in accordance with Plan and regulatory limitations. The Plan must receive an enrollment file for each eligible employee to become a participant and become eligible for benefits under the Plan.

Contributions on behalf of each eligible employee (or former employee) shall be based on the following selected funding sources/formulas:

- Sick Leave Contributions – Retirement or Separation from Service¹:** Eligibility for contributions is limited to employees who retire or separate from service with sick leave cash-out rights during the term of this Agreement.
- Sick Leave Contributions – Annual:** Eligibility for contributions on an annual basis is limited to employees who have accumulated 180 days (or more if eligible²), not including any front-loaded days for the current contract year, of earned and unused sick leave. Contributions are based upon the number of sick leave days earned during the previous calendar year, less any days used during that calendar year.
- Vacation, Personal and Other Leave Contributions – <Retirement or Separation from Service>:** Eligibility for contributions at retirement or separation from service is limited to employees who retire or separate from service and become eligible to receive a leave cash-out during the term of this Agreement. Employer contributions shall include the cash-out value³ of unused leave days (vacation, personal, other, etc.) accrued and available for cash-out upon retirement or separation from service per Employer policy.
- Vacation, Personal, and Other Leave Contributions – Annual:** Eligibility for contributions is limited to employees who become eligible to receive an annual leave cash-out during the term of this Agreement. Employer contributions shall include the cash-out value³ of leave days (vacation, personal, other, etc.) accrued and available for annual cash-out per Employer policy.
- Mandatory Employee Contributions (no individual elections permitted):** The Employer and Group agree that the Group's compensation package will be changed such that eligible employees shall receive additional benefits in the form of VEBA Plan contributions equal to \$<Amount>, which shall be contributed on a <monthly or per pay period> basis, and each eligible employee's salary shall be reduced by an equal amount. Such contributions shall be made on behalf of all Group employees defined as eligible and shall be considered and referred to as Employer contributions.
- Direct Employer Contributions:** <insert eligibility definition⁴>. Employer contributions shall be equal to \$<Amount>, which shall be contributed on a <monthly or per pay period> basis on behalf of all eligible Group employees.
- Longevity/Retention Bonus:** Eligibility is limited to employees who have attained at least <##> years of service as of <Date>. Employer contributions shall be equal to \$<Amount> and shall be contributed on a lump-sum basis on behalf of all eligible Group employees.
- Other:** <insert eligibility and fund source definitions>

The term of this Employer Policy shall be from January 1, 2025 to December 31, 2025.

Signed for Shaw Island School District

Date

¹ School districts may offer a sick leave cash out upon separation from service or retirement in accordance with RCW 28A.400.210. Educational Service Districts (ESDs) may only offer sick leave cash outs upon retirement in accordance with RCW 28A.310.490 and Employer policy or procedure.

² Employees whose employment contract exceeds 180 days may accrue sick leave up to their annual contract amount. Such employee groups may consider a higher eligibility threshold for annual sick leave contributions to the VEBA Plan.

³ Pursuant to applicable written agreement, Employer policy, or procedure, so long as the cash-out value is not subject to individual choice.

⁴ Examples include eligibility being limited to 1) employees enrolled in a specific medical plan (e.g., high-deductible health plan), 2) full-time employees, or 3) employees who participate in the wellness program.

Designated Funds

Designated Funds support your charitable organizations efforts, and are either temporarily or permanently restricted. They can be opened with a minimum donation of \$5,000.00. Designated funds can be established for a specific project, such as a capital campaign or building expansion, or for general operating support. Donations to the funds are tax deductible and OICF generates and mails tax receipts. OICF can accept nearly any kind of gift: cash, marketable stock, closely held, restricted or pre-IPO stock, real estate, transfer of a private foundation, tangible personal property, royalties and distribution rights, or business interests, including partnerships and interests in LLCs. Additionally, designated funds may accept RMDs (required minimum distributions) and QCDs (qualified charitable distributions.)

Temporarily Restricted Funds are held for an organization for an identified purpose or for a specified span of time. The timing and amount of distributions from temporarily restricted funds are generally determined by the organization's Board or Board designee.

Permanently Restricted Funds, also referred to as Endowed funds, hold maintaining principle as the primary purpose, ensuring an annual distribution in perpetuity. These funds are designated by donors, not by the organization. An organization can set up an endowment fund agreement so donors have that option, but the Board cannot legally increase the restrictions on unrestricted or temporarily restricted gifts.

Investment Options for OICF Designated Funds:

- **Mid-to-Long Term Fund** – A diversified global strategic approach featuring a blend of active, passive and private investment funds including real estate and private equity investments.
- **Blue Marble Fund** – A lower cost strategy comprised of ETFs (Exchange Traded Funds) and Mutual Funds focused on investing in companies with best practices related to environmental, social and governance attributes.
- **Indexed Fund** – A diversified 60% stock and 40% fixed income portfolio invested in highly liquid exchange traded with exceptionally low internal-fund costs.
- **Short-term Fund** – A short-term bond fund managed by PIMCO, with the primary goal of minimizing principal loss. Interest is earned on balances of \$50k or higher.

Investment Strategies:

Orcas Island Community Foundation funds are pooled with the intent of maximizing returns while meeting our fiduciary responsibilities. They are invested by professional money managers through our consultants, Cornerstone Advisors, under the supervision of our board Investment Committee which is populated by experienced investment and financial individuals. Copies of the Committee Charter and Investment Policy Statement are available upon request.

As a result of administration of assets being maintained internally and timely reporting by our consultants and asset custodian, Charles Schwab, we are able to provide account balance information to our constituents in less than three weeks following the close of each calendar quarter. Online access to fund balances is maintained by OICF for the benefit of our stakeholders on an ongoing basis and is password protected.

OICF Schedule of Fees

	Investment Account	Pathstone Advisors Investment Fee*	Pathstone Advisors Advisory Fee**	OICF Annual Admin Fee
DONOR ADVISED FUNDS (DAF's) Minimum Opening Balance \$2,500	Medium to Long-Term	.79% to .9%	.4% to .5%	\$1 to \$250k = .4% \$250k to \$500k = .3% over \$500k = .2% (waived for Cornerstone members)
	Blue Marble	.49% to .55%		
	Indexed	.05% to .15%		
	Short Term (interest earned for balances over \$50k)	0%	0%	\$1 to \$250k = .2% \$250k to \$500k = .15% over \$500k = .1% (waived for Cornerstone members)
DESIGNATED FUNDS Minimum Opening Balance \$5,000	Medium to Long-Term	.79% to .9%	.4% to .5%	\$1 to \$250k = .4% \$250k to \$500k = .3% over \$500k = .2%
	Blue Marble	.49% to .55%		
	Indexed	.05% to .15%		
	Short Term (interest earned for balances over \$50k)	0%	0%	\$1 to \$250k = .2% \$250k to \$500k = .15% over \$500k = .1%
Community Action	\$0	\$0	\$0	2% on all payouts***

*Investment fees to be determined based on actual investment expenses; this range is an estimate

**Advisory fee is as off 1/23/23 - Advisory fee will come down as a percentage as total assets increase, and go up as a percentage if total assets decrease

***May be waived by the Board

Stripe credit card transaction fee - 3.2%

WaFd wire fees: Incoming - \$15 / Outgoing - \$25

Mandatory Bidder Responsibility Checklist

The following checklist may be used by Owners in documenting that a Bidder meets the mandatory bidder responsibility criteria. It is suggested that Owners print a copy of documentation from the appropriate website to include with this checklist in the contract file.

General Information	
Project Name:	Project Number:
Bidder's Business Name:	Bid Submittal Deadline:
Contractor Registration – https://secure.ini.wa.gov/verify/	
License Number:	Status: Active: Yes <input type="checkbox"/> No <input type="checkbox"/>
Effective Date (must be effective on or before Bid Submittal Deadline):	Expiration Date:
Current UBI Number – https://secure.ini.wa.gov/verify/	
UBI Number:	Account Closed: Open <input type="checkbox"/> Closed <input type="checkbox"/>
Industrial Insurance Coverage – https://secure.ini.wa.gov/verify/	
Account Number:	Account Current: Yes <input type="checkbox"/> No <input type="checkbox"/>
Required Public Works Training – Effective July 1, 2019 https://secure.ini.wa.gov/verify/	
Per RCW 39.04.350 and RCW 39.06.020, has contractor had L & I training or meet exemption? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Wage Payment Status Compliance – RCW 39.04.350 (1g)	
Sworn statement or verification form received acknowledging compliance? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Employment Security Department Number – Obtain from contractor	
Employment Security Department Number:	
<ul style="list-style-type: none"> • Has Bidder provided account number on the Bid Form? Yes <input type="checkbox"/> No <input type="checkbox"/> • And/or have you asked the Bidder for documentation from ESD on account number? Yes <input type="checkbox"/> No <input type="checkbox"/> 	
State Excise Tax Registration Number – https://secure.dor.wa.gov/gteunauth/_/#2	
Tax Registration Number:	Account Closed: Open <input type="checkbox"/> Closed <input type="checkbox"/>
Not Disqualified from Bidding – WA https://secure.ini.wa.gov/debarandstrike/ContractorDebarList.aspx	
Is the Bidder listed on the "Debarred Contractors List" of the Department of Labor and Industries? (Print the pertinent page showing where the Bidder's name does or would appear on the list) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Not Disqualified from Bidding – Federal (if applicable) – www.sam.gov	
Does Bidder have an "Active Exclusion Record" with the Federal Government (System for Award Management) Yes <input type="checkbox"/> No <input type="checkbox"/>	
Checked by:	
Name:	Date: