

# Electronic Signature Agreement Form

**ESAF**

## Washington State Department of Ecology Water Quality Program

Web site:  
<https://ecology.wa.gov/wqwebportal/>

### 1. Site Location Information

If you are applying for multiple facilities/permits, please include a list containing the site location information and permit numbers for all requested facilities/permits that have the same Permittee (Responsible Official) otherwise complete separate Form for each request.

Permit Number/Application ID: WAG643009  
Permit Name: Everett- Lake Chaplain  
Permit Address: 6133 Lake Chaplain Rd  
City/State/Zip: Monroe, WA 98272

### 2. Electronic Signer Contact Information

Select One Role: ☒ Facility Signer ☐ Facility Coordinator

Signature Account User Name: Jeff Mitchell  
Full Name: Jeffrey Justin Mitchell  
Work Mailing Address: 6133 Lake Chaplain Road  
City/State/Zip: Monroe, WA 98272  
Work Phone No. (Ext): 425 257 8201  
Work Email Address: jmittell@everettwa.gov

### 3. Proof of Identity

Please include a copy of one of the following documents, with your name on the document, with your ESAF to prove your association with the facility-(ies):

- Your permit's letter of coverage;
- Your permit's cover sheet;
- A previously submitted DMR;
- A correspondence from Ecology that has both the facility name and permit number on the same page;
- Signature authority delegation letter signed by the permittee (responsible official).

### 4. Electronic Signature Agreement and Certification Statement

By completing and submitting this form to Ecology, I agree to follow the rules and procedures governing the Electronic Signature account. I also agree that the reports and documents I submit under my Electronic Signature will be used as the corresponding paper report would.

## 5. Clean Water Act Certification Statement

All submittals to the Department of Ecology under this WQWebPortal application are subject to the following certification, as required by federal and state regulations:

*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete and I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.*

## 6. Certification Statement

### I agree that I will:

- Protect my Electronic Signature account, which includes my answers to the verification questions and my password;
- Review the content and meaning of my submitted Annual Reports and Notifications;
- Within 24 hours of discovery, report to Ecology if:
  - My Electronic Signature account is lost, stolen or used by someone else;
  - There is any difference between the information I submitted and the information displayed in WebDMR;
  - My role as a signer for this organization changes.

Agree: Jim (initial here)

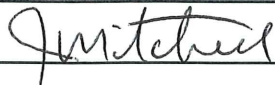
### I agree that I will not:

- Let anyone else use my Electronic Signature account.

Agree: Jim (initial here)

I, Jeff Mitchell (print Electronic Signer's name), understand that:

1. My electronic signature is legally the same as my handwritten signature for the purpose of compliance with the relevant environmental regulations;
2. A failure to timely notify Ecology of a possible misuse of my Electronic Signature account may result in my liability for the information submitted;
3. There are significant penalties for submitting false information, including possible fines and imprisonment, related to the federal Department of Justice and federal environmental program;
4. I will be asked to verify that I am following the rules outlined in this agreement when I electronically submit documents.

**7. Signature****This form cannot be processed without a handwritten signature.**

Signer's Handwritten Signature

4/15/2025

Date

Jeff Mitchell

Name (print)

Everett Water Filtration Plant

Title

Manager**8. Signature of Permittee (Responsible Official)****This form cannot be processed without a handwritten signature.**

I, \_\_\_\_\_ (insert name of permittee or responsible official) acknowledge that the individual named above works at/for \_\_\_\_\_ (insert site/facility name) and is authorized to submit documents on the site's/facility's behalf. I understand that I may be contacted by Ecology to validate the account holder's employment at the site/facility name listed above.



Handwritten Signature

4/29/25

Date

Cassie Franklin

Name (print)

Mayor

Title

**Note:** You may skip this section if the responsible official has written, signed, and attached a delegation letter to this form or if the responsible official completes this form.

To request an ADA accommodation, contact Ecology by phone at 360-407-6401 or email at [ecyadacoordinator@ecy.wa.gov](mailto:ecyadacoordinator@ecy.wa.gov), or visit <https://ecology.wa.gov/accessibility>. For Relay Service or TTY call 711 or 877-833-6341.

\*To expedite access, we are accepting scanned Electronic Signature Agreement Forms (ESAF). You are required to mail the original signed ESAF to Ecology for our official records.

**ATTEST:**  
Deputy City Clerk

*Stormwater Permit Facilities –  
Industrial and Construction  
Stormwater*

**Washington Department of Ecology  
Water Quality Program Stormwater IT  
PO Box 47699  
Olympia, WA 98504-7699  
360-407-7097  
wqwebportal@ecy.wa.gov**

*Aquatic Pesticides, Bridgewashing,  
CAFO, Irrigation, and Vessel  
Deconstruction General Permits:*

**Washington Department of  
Ecology Water Quality Program  
ATTN: Eman Jabali  
PO Box 47696  
Olympia, WA 98504-7696  
360-407-6600  
WQGPUnt@ecy.wa.gov**

**For all other permits, please contact one of the following offices:**

*Clallam, Clark, Cowlitz, Grays Harbor, Jefferson,  
Mason, Lewis, Pacific, Pierce, Skamania, Thurston,  
and Wahkiakum counties*

**Washington Department of Ecology  
Water Quality Program - SWRO  
PO Box 47775  
Olympia, WA 98504-7775  
360-407-6300  
WQWebDMR-SWRO@ecy.wa.gov**

*Benton, Chelan, Douglas, Kittitas, Klickitat,  
Okanogan, and Yakima counties*

**Washington Department of Ecology  
Water Quality Program - CRO  
1250 W Alder St  
Union Gap, WA 98903-0009  
509-575-2490  
WQWebDMR-CRO@ecy.wa.gov**

*Adams, Asotin, Columbia, Ferry, Franklin, Garfield,  
Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla  
Walla, and Whitman counties*

**Washington Department of Ecology  
Water Quality Program - ERO  
4601 N Monroe  
Spokane, WA 99205-1295  
509-329-3400  
WQWebDMR-ERO@ecy.wa.gov**

*Island, King, Kitsap, San Juan, Skagit, Snohomish, and  
Whatcom counties*

**Washington Department of Ecology  
Water Quality Program - NWRO  
ATTN: Chris Smith  
PO Box 330316  
Shoreline, WA 98133-9716  
206-594-0169  
WQWebDMR-NWRO@ecy.wa.gov**

*Major Industrial Facilities (NPDES  
and State Waste Discharge Permits)*

**Washington Department of Ecology  
Solid Waste Management Program Industrial Section  
ATTN: Ewa Kotwicka  
PO Box 47600  
Olympia, WA 98504-7600  
360-407-6945  
WQWebDMR-Industrial@ecy.wa.gov**



April 21, 2025

Madison Diaz  
Washington Department of Ecology  
Water Quality Program-NWRO  
Via Email: madison.diaz@ecy.wa.gov

RE: NPDES Permit WAG643009, Everett Water Treatment Plant,  
Signature Authorization

Dear Ms. Diaz:

This letter is to grant authorization to Jeff Mitchell, Troy Brooks, Anna Thelen, and Jeff Marrs to be designated as Coordinators on the above listed permit. Authorization allows them to prepare, sign and submit documents and any related reports that may be required by the Department of Ecology's NPDES Water Treatment Plant General Permit. Aaron Chan remains as an Administrator on the same permit.

This request supersedes any previously listed signatories for the above listed permit.

Sincerely,

A handwritten signature in black ink, appearing to be 'Cassie Franklin', with a long horizontal line extending to the right.

Cassie Franklin  
Mayor

cc: Ryan Sass, Public Works Director  
Jeff Marrs, Operations Superintendent-Assistant Public Works Director  
Jeff Mitchell, Water Plant Manager  
WFP files

## PUBLIC WORKS



3200 Cedar Street  
Everett, WA 98201



425.257.8800  
425.257.8882 fax



everettpw@everettwa.gov  
everettwa.gov/pw