



PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("**Agreement**") is effective as of the date of last signature below and is between the City of Everett, a Washington municipal corporation (*the "City"*), and the Service Provider identified in the Basic Provisions below ("**Service Provider**"). This Agreement is for the purpose of the Service Provider providing services to the City as set forth in the Agreement. This Agreement includes and incorporates the Basic Provisions, the attached General Provisions, the attached scope of work (Exhibit A), and the attached method of compensation (Exhibit B).

BASIC PROVISIONS	
Service Provider	Cross Island Consulting and Training Services, LLC
	120 East Cross Island Road
	Camano Island, WA 98282-7245
	Boverby153@msn.com
City Project Manager	Anna Thelen
	City of Everett – Public Works
	2930 Wetmore Ave., 10-C
	Everett, WA 98201
Brief Summary of Scope of Work	athelen@everettwa.gov
	Assistance with developing Watershed Patrol Guidance
Completion Date	December 31, 2027
Maximum Compensation Amount	\$22,125.00

BASIC PROVISIONS	
Service Provider Insurance Contact Information	Jenifer Slater
	425-320-4280
	Jenniferslater@mosaicia.com
State Retirement Systems (must answer both questions)	<p>Does Service Provider have 25 or more employees?</p> <p>Answer: No</p> <p>If Service Provider has less than 25 employees, did any Service Provider Personnel who will work under this Professional Services Agreement retire under a DRS retirement system?</p> <p>Answer: N/A - Service Provider has 25 or more employees</p> <p>“DRS retirement system” refers to any of the following Public Employers’ Retirement System (PERS), School Employees’ Retirement System (SERS), Teachers’ Retirement System (TRS), and Law Enforcement Officers and Fire Fighters plan (LEOFF).</p> <p>“Service Provider Personnel” includes Service Provider employees and owners (such as shareholders, partners or members). If Service Provider is a sole proprietor, then “Service Provider Personnel” refers to the sole proprietor.</p>
Willful Wage Violation Certification	<p>By signing this Agreement, the Service Provider certifies that, within the five-year period immediately preceding the date of Service Provider’s signature, the Service Provider has not been determined by a final and binding citation and notice of assessment issued by the Washington Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW. This certification covers any entity, however organized, that is substantially identical to Service Provider. Submission of an untrue certification by Service Provider is a material breach and cause for Agreement termination.</p>

END OF BASIC PROVISIONS

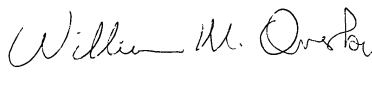
IN WITNESS WHEREOF, the City and Service Provider have executed this Agreement, which includes and incorporates the above Basic Provisions, the attached General Provisions, the attached scope of work (Exhibit A), and the attached method of compensation (Exhibit B).

**CITY OF EVERETT
WASHINGTON**

CROSS ISLAND CONSULTING AND TRAINING SERVICE, LLC



Cassie Franklin, Mayor



Signature: _____

Name of Signer: William Overby

Signer's Email Address: boverby153@msn.com

Title of Signer: Owner and Principal

02/06/2026

Date

ATTEST



Office of the City Clerk



STANDARD DOCUMENT
APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY
JANUARY 13, 2025

ATTACHMENT
PROFESSIONAL SERVICES AGREEMENT
(GENERAL PROVISIONS v.1.13.25)

1. **Engagement of Service Provider.** The City hereby agrees to engage Service Provider, and Service Provider hereby agrees, to perform the work in a competent and professional manner and provide the services described in the Scope of Work attached as Exhibit A. The Scope of Work so identified is hereafter referred to as “Work”. Without a written directive of an authorized representative of the City, Service Provider shall not perform any services that are in addition to, or beyond the scope of, the Work. If Service Provider’s proposal or other document generated by Service Provider is incorporated or attached as an exhibit or part of any exhibit to this Agreement or in any amendment or task or work order pursuant to this Agreement, then such proposal or document is part of this Agreement solely to the extent that it describes the Work, the Work schedule, and the amounts or rates to be paid for such Work, and Service Provider expressly agrees that no terms or conditions from such proposal or document are incorporated or included into this Agreement. In the event of difference or conflict between parts of this Agreement, Service Provider shall be bound by whichever is more stringent on Service Provider. If, and to the extent, the Work includes the design of a public work or improvement, in whole or in part, Service Provider’s design shall be reasonably accurate, adequate and suitable for its intended purpose.
2. **Intellectual Property Rights.** Reports, drawings, plans, specifications and any other intangible property created in furtherance of the Work are property of the City for all purposes, whether the project for which they are made is executed or not, and may be used by the City for any purpose. Any reuse by the City of these reports, drawings, plans, specifications and intangible property for purposes other than in connection with the Work is at the sole risk of the City. To the extent the Work includes material subject to copyright, Service Provider agrees that the Work is done as a “Work For Hire” as that term is defined under U.S. copyright law, and that as a result, the City shall own all copyrights in the Work. To the extent that the Work includes material subject to proprietary right protection but does not qualify as a “Work For Hire” under applicable law, Service Provider hereby assigns to the City all right, title and interest in and to the Work, including all copyrights, patents, trade secrets, and other proprietary rights therein (including renewals thereof). To the maximum extent permitted by law, Service Provider waives all moral rights in the Work. Notwithstanding the foregoing, Service Provider retains any intellectual property rights in documents and intangible property created by Service Provider prior to engagement, or not created by Service Provider for its performance of this Agreement.
3. **Time of Beginning and Completion of Performance.** This Agreement shall commence as of the date of mutual execution of this Agreement and the Work shall be completed by Completion Date stated in the Basic Provisions.
4. **Compensation.**
 - A. The City shall pay Service Provider only for completed Work and for services actually rendered which are described herein. Such payment shall be full compensation for Work performed or services rendered, including, but not limited to, all labor, materials, supplies, equipment and incidentals necessary to complete the Work.
 - B. Service Provider shall be paid such amounts and in such manner as described in Exhibit B.
 - C. Service Provider may receive payment as reimbursement for Eligible Expenses actually incurred. “Eligible Expenses” means those expenses as set forth in an exhibit to this Agreement or such expenses as are approved for reimbursement by the City in writing prior to the expense being incurred. An expense shall not be reimbursed if: (1) the expense is not

- identified as an Eligible Expense; (2) the expense exceeds the per item or cumulative limits for such expense if it is identified as an Eligible Expense; or (3) the expense was not approved in writing by an authorized City representative prior to Service Provider incurring the expense. If, and to the extent, overnight lodging in western Washington is authorized, Service Provider is strongly encouraged to lodge within the corporate limits of City. When authorized, Service Provider will be reimbursed 100% of lodging expense, if lodged within the corporate limits of the City, but Service Provider will be reimbursed 50% of lodging expense when lodged outside the corporate limits of the City. If authorized, the City may (at its sole option) obtain or arrange air travel for Service Provider.
- D. Total compensation, including all services and expenses, shall not exceed the Maximum Compensation Amount in the Basic Provisions.
 - E. If Service Provider fails or refuses to correct its work when so directed by the City, the City may withhold from any payment otherwise due an amount that the City in good faith believes is equal to the cost to the City of correcting, re-procuring, or remedying any damage caused by Service Provider's conduct.
5. **Method of Payment.**
- A. To obtain payment, Service Provider shall (a) file its request for payment, accompanied by evidence satisfactory to the City justifying the request for payment; (b) submit a report of Work accomplished and hours of all tasks completed; (c) to the extent reimbursement of Eligible Expenses is sought, submit itemization of such expenses and, if requested by the City, copies of receipts and invoices; and (d) comply with all applicable provisions of this Agreement. Service Provider shall be paid no more often than once every thirty days.
 - B. All requests for payment should be sent to the City Project Manager Address in the Basic Provisions or to an address designated by the City Project Manager in writing.
6. **Submission of Reports and Other Documents.** Service Provider shall submit all reports and other documents as and when specified in the Scope of Work. This information shall be subject to review by the City, and if found to be unacceptable, Service Provider shall correct and deliver to the City any deficient Work at Service Provider's expense with all practical dispatch. Service Provider shall abide by the City's determinations concerning acceptability of Work.
7. **Termination of Contract.** City reserves the right to terminate this Agreement at any time by sending written notice of termination to Service Provider ("Notice"). The Notice shall specify a termination date ("Termination Date"). The Notice shall be effective ("Notice Date") upon the earlier of either actual receipt by Service Provider (whether by email, mail, delivery or other method reasonably calculated to be received by Service Provider in a reasonably prompt manner) or three calendar days after issuance of the Notice. Upon the Notice Date, Service Provider shall immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Service Provider's material breach, Service Provider shall be paid or reimbursed for: (a) all hours worked and Eligible Expenses incurred up to the Notice Date, less all payments previously made; and (b) those hours worked and Eligible Expenses incurred after the Notice Date, but prior to the Termination Date, that were reasonably necessary to terminate the Work in an orderly manner. The City does not by this Section waive, release or forego any legal remedy for any violation, breach or non-performance of any of the provision of this Agreement. At its sole option, and without limitation of or prejudice to any other available remedy or recourse, the City may deduct from the final payment due Service Provider (a) any damages, expenses or costs arising out of any such violations, breaches, or non-performance and (b) any other backcharges or credits.
8. **Changes.** The City may, from time to time, unilaterally change the scope of the services of Service Provider to be performed hereunder. Such changes, including any increase or decrease in the

scope of work (and resulting increase or decrease in compensation), shall: (a) be made only in writing and signed by an authorized City representative, (b) be explicitly identified as an amendment to this Agreement and (c) become a part of this Agreement.

9. **Subletting/Assignment of Contracts.** Service Provider shall not sublet or assign any of the Work without the express, prior written consent of the City.
10. **Indemnification.** Except as otherwise provided in this Section, Service Provider hereby agrees to defend and indemnify and save harmless the City from any and all Claims arising out of, in connection with, or incident to any negligent or intentional acts, errors, omissions, or conduct by Service Provider (or its employees, agents, representatives or subcontractors/subconsultants) relating to this Agreement, whether such Claims sound in contract, tort, or any other legal theory. Service Provider is obligated to defend and indemnify and save harmless the City pursuant to this Section whether a Claim is asserted directly against the City, or whether it is asserted indirectly against the City, e.g., a Claim is asserted against someone else who then seeks contribution or indemnity from the City. Service Provider's duty to defend and indemnify and save harmless pursuant to this Section is not in any way limited to, or by the extent of, insurance obtained by, obtainable by, or required of Service Provider. Service Provider's obligations under this Section shall not apply to Claims caused by the sole negligence of the City. If (1) RCW 4.24.115 applies to a particular Claim, and (2) such Claim is caused by or results from the concurrent negligence of (a) Service Provider, its employees, subcontractors/subconsultants or agents and (b) the City, then Service Provider's obligations under this Section shall be only to the extent of Service Provider's negligence. Solely and expressly for the purpose of its duties to indemnify and defend and save harmless the City, Service Provider specifically waives any immunity it may have under the State Industrial Insurance Law, Title 51 RCW. Service Provider recognizes that this waiver of immunity under Title 51 RCW was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. As used in this Section: (1) "City" includes the City, the City's officers, employees, agents, and representatives and (2) "Claims" include, but is not limited to, any and all losses, penalties, fines, claims, demands, expenses (including, but not limited to, attorney's fees and litigation expenses), suits, judgments, or damages, irrespective of the type of relief sought or demanded, such as money or injunctive relief, and irrespective of whether the damage alleged is bodily injury, damage to property, economic loss, general damages, special damages, or punitive damages or infringement or misappropriation of any patent, copyright, trade secret, or other proprietary right. If, and to the extent, Service Provider employs or engages subconsultants or subcontractors, then Service Provider shall ensure that each such subconsultant and subcontractor (and subsequent tiers of subconsultants and subcontractors) shall expressly agree to defend and indemnify and save harmless the City to the extent and on the same terms and conditions as Service Provider pursuant to this Section. The provisions of this Section shall survive the termination of this Agreement.
11. **Insurance.**
 - A. Service Provider shall comply with the following conditions and procure and keep in force during the term of this Agreement, at Service Provider's own cost and expense, the policies of insurance as set forth in this Section with companies authorized to do business in the State of Washington, which are rated at least "A-" or better and with a numerical rating of no less than seven (7), by A.M. Best Company and which are acceptable to the City.
 1. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence. If the City authorizes sublet work, Service Provider shall require each subcontractor to provide Workers' Compensation Insurance for its employees, unless Service Provider covers such employees.

2. Commercial General Liability (CGL) Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.
 3. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile. A statement certifying that no vehicle will be used in accomplishing this Agreement may be substituted for this insurance requirement.
 4. Professional Errors and Omissions Insurance in an amount not less than \$2,000,000 per occurrence and \$2,000,000 in the annual aggregate. Such coverage may be written on a claims made basis.
- B. The above CGL and auto liability policies shall be primary as to the City and shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City. No cancellation provision in any insurance policy shall be construed in derogation of the continuous duty of Service Provider to furnish the required insurance during the term of this Agreement.
 - C. Upon written request by the City, the insurer or its agent will furnish, prior to or during any Work being performed, a copy of any policy cited above, certified to be a true and complete copy of the original.
 - D. The Description of Operations on the Certificate of Insurance must substantially read as follows: "The above commercial general and auto liability policies are primary as to the City of Everett; have the City of Everett, its officers, employees, agents, and volunteers as additional insureds; and contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City of Everett."
 - E. Prior to Service Provider performing any Work, Service Provider shall provide the City or the City's designee with a Certificate of Insurance acceptable to the City Attorney evidencing the required insurance. Service Provider shall provide the City or the City's designee with either (1) a true copy of an endorsement naming the City of Everett, its officers, employees, agents and volunteers as Additional Insureds on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insureds or (2) a true copy of the blanket additional insured clause from the policies. Receipt by the City or the City's designee of any certificate showing less coverage than required is not a waiver of Service Provider's obligations to fulfill the requirements of this Section. No statement on a third-party website (such as a Trustlayer) that a requirement is "waived" or "overridden" is a waiver of Service Provider's obligations to fulfill the requirements of this Section.
 - F. If the Professional Errors and Omissions Insurance is on a claims made policy form, the retroactive date on the policy shall be the effective date of this Agreement or prior. The retroactive date of any subsequent renewal of such policy shall be the same as the original policy provided. The extended reporting or discovery period on a claims made policy form shall not be less than 36 months following expiration of the policy.
 - G. Service Provider certifies that it is aware of the provisions of Title 51 of the Revised Code of Washington that requires every employer to be insured against liability of Workers' Compensation, or to undertake self-insurance in accordance with the provisions of that Title. Service Provider shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Service Provider shall provide

the City with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.

- H. In case of the breach of any provision of this Section, the City may, at its option and with no obligation to do so, provide and maintain at the expense of Service Provider, such types of insurance in the name of Service Provider, and with such insurers, as the City may deem proper, and may deduct the cost of providing and maintaining such insurance from any sums which may be found or become due to Service Provider under this Agreement or may demand Service Provider to promptly reimburse the City for such cost.

- 12. **Risk of Loss.** Service Provider shall be solely responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at Service Provider's own risk, and Service Provider shall be solely responsible for any loss of or damage to Service Provider's materials, tools, or other articles used or held for use in connection with the work.

13. **Independent Contractor.**

- A. This Agreement neither constitutes nor creates an employer-employee relationship. Service Provider must provide services under this Agreement as an independent contractor. Service Provider must comply with all federal and state laws and regulations applicable to independent contractors including, but not limited to, the requirements listed in this Section. Service Provider agrees to indemnify and defend the City from and against any claims, valid or otherwise, made against the City because of these obligations.
- B. In addition to the other requirements of this Section, if Service Provider is a sole proprietor, Service Provider agrees that Service Provider is not an employee or worker of the City under Chapter 51 of the Revised Code of Washington, Industrial Insurance for the service performed in accordance with this Agreement, by certifying to the following:
 - (1) Service Provider is free from control or direction over the performance of the service; and
 - (2) The service performed is outside the usual course of business for the City, or will not be performed at any place of business of the City, or Service Provider is responsible for the costs of the principal place of business from which the service is performed; and
 - (3) Service Provider is customarily engaged in an independently established business of the same nature as the service performed, or has a principal place of business for the service performed that is eligible for a business deduction for federal income tax purposes; and
 - (4) On the effective date of this Agreement, Service Provider is responsible for filing a schedule of expenses, for the next applicable filing period, with the internal revenue service for the type of service performed; and
 - (5) By the effective date of this Agreement or within a reasonable time thereafter, Service Provider has established an account with the department of revenue and other state agencies, where required, for the service performed for the payment of all state taxes normally paid by employers and businesses and has registered for and received a unified business identifier number from the state of Washington; and
 - (6) By the effective date of this Agreement, Service Provider is maintaining a separate set of records that reflect all items of income and expenses of the services performed.
- C. Any and all employees of Service Provider, while engaged in the performance of any Work, shall be considered employees of only Service Provider and not employees of the City.

Service Provider shall be solely liable for any and all claims that may or might arise under the Worker's Compensation Act on behalf of such employees or Service Provider, while so engaged and for any and all claims made by a third party as a consequence of any negligent act or omission on the part of Service Provider's employees, while so engaged on any of the Work.

- D. Service Provider shall comply with all applicable provisions of the Fair Labor Standards Act and other legislation affecting its employees and the rules and regulations issued thereunder insofar as applicable to its employees and shall at all times save the City free, clear and harmless from all actions, claims, demands and expenses arising out of such act, and rules and regulations that are or may be promulgated in connection therewith.
 - E. Service Provider assumes full responsibility for the payment of all payroll taxes, use, sales, income, or other form of taxes (such as state and, city business and occupation taxes), fees, licenses, excises or payments required by any city, federal or state legislation which are now or may during the term of the Agreement be enacted as to all persons employed by Service Provider and as to all duties, activities and requirements by Service Provider in performance of the Work and Service Provider shall assume exclusive liability therefor, and meet all requirements thereunder pursuant to any rules or regulations that are now or may be promulgated in connection therewith.
14. **Employment/Conflict of Interest.** Service Provider warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Service Provider, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Service Provider, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee. Further, it is recognized that Service Provider may or will be performing professional services during the term of this Agreement for other parties; however, such performance of other services shall not conflict with or interfere with Service Provider's ability to perform the Work. Service Provider agrees to resolve any such conflicts of interest in favor of the City.
15. **Audits and Inspections.** At any time during normal business hours and as often as the City may deem necessary, Service Provider shall make available to the City for the City's examination all of Service Provider's records and documents with respect to all matters covered by this Agreement and, furthermore, Service Provider will permit the City to audit, examine and make copies, excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.
16. **City of Everett Business License.** Service Provider agrees to obtain a City of Everett business license prior to performing any work pursuant to this Agreement.
17. **State of Washington Requirements.** Service Provider agrees to register and obtain any State of Washington business licenses, Department of Revenue account and/or unified business identifier number as required by RCW 50.04.140 and 51.08.195 prior to performing any work pursuant to this Agreement.
18. **Compliance with Federal, State and Local Laws/Prevailing Wages.** Service Provider shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of work hereunder. If any Work by Service Provider or a subcontractor is subject to prevailing wages under chapter 39.12 RCW, all wages to

workers, laborers, or mechanics employed in the performance of such work shall be not less than prevailing wages under chapter 39.12 RCW. State of Washington prevailing wage rates published by the Washington State Department of Labor and Industries (L&I) are obtainable from the L&I website address: <https://www.lni.wa.gov/licensing-permits/public-works-projects/prevaling-wage-rates/>, and the effective prevailing wage date is the same date as the date of last signature on this Agreement. A copy of the applicable prevailing wage rates are also available for viewing at Owner's office located at City of Everett Public Works, 3200 Cedar St, Everett, WA, and the City will mail a hard copy of the prevailing wage rates upon written request.

19. **Compliance with the Washington State Public Records Act.** Service Provider acknowledges that the City is subject to the Public Records Act, chapter 42.56 RCW (the "Act"). All records owned, used or retained by the City are public records subject to disclosure unless exempt under the Act, whether or not such records are in the possession or control of the City or Service Provider. Service Provider shall cooperate with the City so that the City may comply with all of its obligations under the Act. Within ten (10) days after receipt of notice from the City, Service Provider shall deliver to the City copies of all records relating to this Agreement or relating to the Work that the City determines qualify as the City's public records under the Act. If the City receives a public records request relating to this Agreement or relating to the Work, the City shall seek to provide notice to Service Provider at least ten (10) days before the City releases records pursuant to such public records request, but in no event will the City have any liability to Service Provider for any failure of the City to provide such notice. In addition to its other indemnification and defense obligations under this Agreement, Service Provider shall indemnify and defend the City from and against any and all losses, penalties, fines, claims, demands, expenses (including, but not limited to, attorney's fees and litigation expenses), suits, judgments, or damage arising from or relating to any failure of Service Provider to comply with this Section.
20. **Compliance with Grant/Loan Terms and Conditions.** Service Provider shall comply with any and all terms, conditions, terms and requirements of any federal, state or other agency grant or loan that wholly or partially funds Service Provider's work hereunder. If the grant or loan requires that the agency be a third-party beneficiary to this Agreement, then the agency is a third party beneficiary to this Agreement.
21. **Equal Employment Opportunity.** Service Provider shall not discriminate against any employee, applicant for employment, or other person on the basis of race, color, religion, sex, age, disability, marital state, or national origin or other circumstance prohibited by applicable federal, state, or local law or ordinance. Service Provider shall comply with and shall not violate any applicable provisions of Chapter 49.60 RCW, Title VI of the Civil Rights Act of 1964, and all applicable federal, state, or local law or ordinance regarding non-discrimination.
22. **Waiver.** Any waiver by Service Provider or the City or the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.
23. **Complete Agreement.** This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein. The title of this Agreement and the headings used in this Agreement, are for ease of reference only and shall not in any way be construed to limit or alter the meaning of any provision.
24. **Modification of Agreement.** This Agreement may only be modified as provided in Section 8, or by a writing explicitly identified as a modification or amendment of this Agreement that is signed by authorized representatives of the City and Service Provider.

25. **Severability.** If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, and the remainder of the Agreement shall remain in full force and effect.
26. **Notices.**
A. Notices to the City shall be sent to the City Project Manager address in the Basic Provisions.
B. Notices to Service Provider shall be sent to its address in the Basic Provisions.
27. **Venue.** Venue for any lawsuit arising out of this Agreement shall be in the Superior Court of Snohomish County, Washington.
28. **Governing Law.** The laws of the State of Washington, without giving effect to principles of conflict of laws, govern all matters arising out of or relating to this Agreement.
29. **City Marks.** Service Provider will not use any trade name, trademark, service mark, or logo of the City (or any name, mark, or logo confusingly similar thereto) in any advertising, promotions, or otherwise, without the City's express prior written consent.
30. **No Personal Liability.** No officer, agent or employee of the City shall be personally responsible for any liability arising under this Agreement, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.
31. **Federal Debarment.** Service Provider shall immediately notify the City of any suspension or debarment or other action that excludes Service Provider or any Service Provider subcontractor from participation in Federal contracting. Service Provider shall verify all subcontractors that are intended and/or used by Service Provider for performance of Work are in good standing and are not debarred, suspended or otherwise ineligible by the Federal Government. Debarment shall be verified at <https://www.epls.gov/eplsearch.do>. Service Provider shall keep proof of such verification within Service Provider records.
32. **Signature/Counterparts.** This Agreement and any amendment thereto may be signed in counterparts, each of which shall be deemed an original, and all of which, taken together, shall be deemed one and the same document. AdobeSign signatures are fully binding. Any ink, electronic, faxed, scanned, photocopied, or similarly reproduced signature of either party on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as an original signature.
33. **Standard Document.** This General Provisions document is a standard City form document. No changes by Service Provider are authorized to the General Provisions. Notwithstanding anything to the contrary in this Agreement, in the event that Service Provider makes unauthorized changes to the General Provisions, such changes are deemed to have never been made and the contract between the City and Service Provider is deemed to be the unchanged standard City form General Provisions in version stated below, regardless of whether the City signs this Agreement in a form that may contain the unauthorized changes.

END OF GENERAL PROVISIONS
(v.1.13.25)

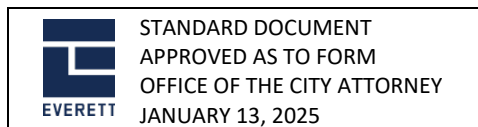


EXHIBIT A
PROFESSIONAL SERVICES AGREEMENT
(SCOPE OF WORK -- ATTACHED)

Scope of Work

Development of Standard Operating Guidelines Project

City of Everett Watershed Patrol, et. al., Everett, WA

Background

Senior Environmental Specialist Anna Thelen contacted Cross Island Consulting and Training Services, LLC principal consultant William “Bill” Overby (writer of this SOW) in mid-October to explore the possibility of consultation, policy review, and development of standard operating guidelines for the City of Everett’s Watershed division of the Public Works Department, in particular its city Watershed Patrol officers. On the afternoon of October 23, 2025, I met with Ms. Thelen in her office located at 3101 Cedar Street, Everett, WA.

Ms. Thelen briefed me regarding the desire to create a thoughtful set of Standard Operating Guidelines that would address three current and future needs: 1) immediate, consistent guidelines for daily operational practices and unusual circumstances encountered while on patrol, focused on officer safety; 2) establishing the Standard Operating Guidelines in such a way that they address risk management issues now and into the future; and 3) creating documents that can be easily updated and modified as conditions dictate. It is believed by Ms. Thelen that several benefits would accrue from the proposed changes, including but not limited to addressing the continuity of communication and training, a reduction of risk realized through providing permanent staff with easy-to-follow guidelines pertinent to their patrol duties, and establishing clearer guidelines for incident and emergency response.

There are two full-time Watershed Patrol Officers, each working a 10/40 work week with a common workday on Wednesdays. Their patrol area of responsibility can be described as expansive, remote and rural, with response time for back-up to these areas potentially being delayed under even the best of circumstances. Ms. Thelen describes the fortunate relationship between several other local agencies (among them, the Everett Police Department, Snohomish County Sheriff’s Office, State Department of Fish and Wildlife, and Snohomish County PUD) who perform unscheduled patrols, provide back-up support when notified of significant violations, and status checks on Watershed Patrol Officer staff.

Another reason for the creation and implementation of Standard Operating Guidelines is to mitigate or eliminate risk exposure during certain hazardous activities performed, and to address clarification of roles, responsibilities and, in some cases, the actual or perceived duty of the government’s employee to act. Doing so provides support to Watershed Patrol Officers and supervisory staff who, while carrying out watershed-related duties, are confronted with emergencies. Accentuating the need for guidance is the manner and timeliness in which Everett’s Watershed Patrol Officers receive their initial (and to some extent) their ongoing training. Both of the existing limited authority Watershed Patrol Officers received their training in a 720-hour long National Park Service-authorized law enforcement academy taught at Skagit Valley College (and elsewhere nationally) in Mount Vernon. Geared specifically toward Type II

law enforcement protection duties of NPS Park Rangers, this training subjects the academy Cadets to a comprehensive array of law enforcement training much as any such academy would be expected to do. Because the emphasis of this academy's training is on human relations, natural and cultural resources protection strategies, basic legal information and officer safety, this training is very beneficial to city employees who carry limited powers and authority. The picture can get muddled when entering the phases of training involving advanced crisis intervention techniques, firearms and force tools, mechanics of arrest, pursuit driving, etc. Cadets are required to understand and pass all of these subject matter areas, but when they opt to not go to work for the National Park Service (or other federal land management-based agencies, and general authority law enforcement agencies), the message of stepping back into role and following the City's policies, procedures and guidelines for limited response is sometimes forgotten in the heat of the moment. It is at these times in my opinion that Watershed Patrol Officers and staff, and the City, may assume more risk than legally advisable.

Consultant's Background and Experience

In July 2019, City of Everett Parks and Community Services contacted Cross Island Consulting and Training Services, LLC, requesting development of a Scope of Work. This consultant has recently provided similar contracted work product and deliverables for several other agencies, has familiarity with the services rendered by Parks and Community Services, Animal Control operations, Watershed Patrol and other similar regulatory departments. A copy of the consultant's resume is provided under separate cover for review. Elements of the Consultant's background and expertise in the areas are important to the City of Everett as it translates into an understanding of the problems for which the focus for solution exist, and recognition of potential pitfalls, risks and vulnerabilities which may arise from maintaining the "status quo" operationally. Today, Ms. Thelen has reviewed this prior work, and deems that certain aspects of the work conducted in 2019-2020 is applicable to the needs of the Watershed Unit today.

William M. "Bill" Overby will serve as the Principal Consultant engaged in the site visitation, interviewing, assessment, development and delivery of services for this project. The City of Everett Public Works Department desires a commencement of work on or about January 1, 2026, that would provide for the completion of identified and selected services by December 31, 2027.

If hired as your Consultant, I will recommend the development of Standard Operating Guidelines which will contain a blend of comprehensive and sustainable activities, for tasks which are either currently being performed or can be conducted immediately, and for future delivery. By taking this action, the Consultant offers to the City of Everett Watershed Department to:

- Obtain a "checklist" or compendium of "best practices" relating to safety, security and operational practices in land management-based operations that are associated with the City's Watershed Patrol Officer operations. Ideally, such a list would also serve to improve safety and security in other areas of the City's limited authority operations, such as for Animal Control operations.

- Identify what operations, procedures, and methods that are being conducted currently by Watershed Patrol Officer staff are being done well in accordance with industry standards of practice, and should be continued.
- Receive recommended approaches meant to improve site security and resistance to specific threats to persons and property as identified.
- Identify, Assess and suggest tactics to fill gaps which may exist in current training and operational policies, procedures, and protocol.
- Encourage and educate Watershed Patrol Officers in better understanding their legal and safety limits in responding to certain situations that would be more safely and effectively handled by general authority police officers, thus properly transferring the risk from Public Works Units to the Police Department.
- As an option, initially provide a menu of on-site and distance training options to Watershed Patrol Officers and other identified staff, and/or supervisors as may be desired/directed—in courses that promote situational awareness, de-escalation of angry persons, dynamic decision-making, response to workplace violence, and/or other topics as directed.
- As an option, develop a robust long-term training plan that addresses initial on-boarding; safety meetings; in-service type training sessions; unusual occurrences; and recognizes the need for face-to-face sessions, online or “hybrid” training delivery, and table-top exercises meant to improve critical thinking, preparedness, resilience, response, and recovery.
- As an option, provide for mentorship of identified key personnel within the department, related to comprehensive employee growth.

All of the above should be conducted using methodology permitting recognition and seamless incorporation of the Mission, Vision, Core Values, guiding principles, and any document or strategy contributing to maintaining the continuity of operations which are considered important to the City of Everett and to its Public Works Department.

Reporting and Work Relationships

Consultant William M. “Bill” Overby will directly report to Anna Thelen, Senior Environmental Specialist in the City of Everett Watershed unit of the Public Works Department, for this contract.

The Consultant will communicate, either onsite, electronically or virtually, with Ms. Thelen and any other designated staff who may be periodically assigned and responsible for a) assisting Bill Overby during on-site review, information exchange, research, planning and optional training; and b) identifying, recruiting and scheduling employees and facilities for any optional mentorship and training deemed desirable for this project.

Deliverables

Phase I

- 1-A **Review, Research and Development of Standard Operating Guidelines.** The Consultant will review all the existing examples of policies, procedures, protocol, Directives, Memoranda of Understanding, and any other documents of practices relevant to the City Watershed operations, specifically those affecting Watershed Patrol Officers and other field operations staff. The Consultant will provide suggested modifications to identify the above to identify them as pertaining to the City of Everett Watershed Patrol Officers, and further modify as necessary the review items above in order to mitigate, eliminate or transfer risk. A list of suggested additional policies, procedures, etc., will be provided, and suggested “best practice” elements identified, offered and encouraged. All of the above will be carried out in consideration of the guiding principles of the Everett City Watershed Department, a division of the Public Works Department, as well as the City of Everett Municipal Code related to various areas of conduct, authority and jurisdiction; the Revised Code of Washington; and Federal law as it may apply. Finally, after review is conducted and drafts have been reviewed, completed and submitted back to the Consultant, a finalized Standard Operating Guidelines document will be assembled and provided. It is anticipated that there will be approximately forty-five (45) Standard Operating Guidelines to create initially. Other SOGs above 45 may be added at the same unit cost if desired.

Method: The draft SOGs are predicted to fall into three general categories:

1. Pre-existing drafts for other entities that have been reviewed before, which will only require minor changes and adaptation to Watershed Patrol;
 2. SOGs which exist but have not been received prior consultant review; and
 3. Subject matter or practices requiring creation of a SOG, but none currently exist.
- a. The suggested work flow for this activity is: Identification (of desired guideline) – Research/Update—Revision of existing SOP (if available)—Create First Draft—Submit First Draft to Anna for Review—Anna returns marked-up First Draft – Consultant incorporates revision into final Standard Operating Guideline.
- 1-B **Development of a “Checklist” of Watershed Patrol Officer Operational “Best Practices”(OPTIONAL).** The Consultant will conduct a comprehensive review of agencies having similar missions, operational settings and site challenges, and from this review, will identify industry “Best Practices” which would likely be adaptable to the situations found in the City of Everett Watershed areas.
- 1-C **Conduct a Watershed Patrol Officer Needs Assessment (OPTIONAL).** In this deliverable, the Consultant will review the current operations, equipment, attire, personal protective equipment, technology, tools and vehicles that are pertinent to the City of Everett Watershed personnel. Interviewing of key field and

administrative staff will be conducted to obtain their perspectives and priorities. This element will not be a duplication of Item # 1B above but is proposed to be conducted in tandem with it.

- 1-D **Mentorship of Watershed Patrol Officers (OPTIONAL)**. As discussed with Ms. Thelen, the Consultant is willing to provide professional mentorship and focused guidance to identified staff members that is meant to assist transition into new and perhaps unfamiliar roles, aid in fostering positive long-term relationships between peer staff and supervisory personnel and increase the individual's future value proposition to the City of Everett's Watershed Department.

Phase II

- II-A **Provide Training in Key Subject Matter Areas of Interest (OPTIONAL)**. The Consultant provides below a menu of training opportunities to Ms. Thelen for consideration. Should any of these training opportunities be of interest to be explored, the Consultant would customize the training for the particular City audience as stated. determine priorities and dates for training.

These priorities would be in categories of **a) immediate critical need; b) ongoing, reinforcing training; and c) supervisory-perspective training**. Training could include:

- a. **"Verbal De-escalation Techniques"** which is proposed as a three-hour session;
- b. **"Responding to Workplace Threats"** (geared to office, maintenance or front-line personnel), proposed as a three-hour session;
- c. **"Practicing Situational Awareness"**, geared toward all personnel, proposed as a two-hour course; and
- d. **"Making the Call: Risks and Rewards"**, focused on Watershed Patrol Officer staff when dealing with situations that carry elevated risk and might be more appropriately (and legally) handled by general authority law enforcement or another government unit. It is critical here that Watershed Patrol Officer staff be recognized for the good work they do and the difficult decisions they face in their duties, but make it clear that there is a metaphorical "line in the sand" that they ought not to cross relating to exercising their limited powers and authority into circumstances requiring the involvement of general authority law enforcement. This class is crucial for officer safety and mitigation of risk exposure to the department. This class is proposed to be four hours in length, mainly due to the need for dialogue, setting context, discussion of "moral" vs. "legal" obligations, the Duty of Care owed to the public by Watershed Patrol Officer staff, etc.

Recognizing that patrol operations tend to have a medium to high turn-over, each aspect of training will be evaluated for its potential for use as a requirement in up-front onboarding of new personnel.

- 2-B **Watershed Patrol Officer End-of-Year Debriefing (OPTIONAL)**. Significant events occur in City of Everett areas of responsibility that may affect Watershed Patrol staff. Some of these events may include tours which raise high expectations, dealing with difficult people, or serious encounters. These situations and others over the past year may have impacted some staff in potentially serious ways, with little time or opportunity to properly decompress. This deliverable offers to meet individually and/or collectively with the staff in a non-judgmental forum to help foster a team approach to incident response, recognition when peers are hurting, appropriate approaches to discussing sensitive topics in the aftermath of an incident, and suggesting several positive steps to take moving forward, individually and collectively.
- 2-C **Risk, Threat, and Vulnerability Gap Analysis (OPTIONAL)**. A risk, threat and security vulnerability gap analysis on any of the City's Watershed properties desired would be conducted. This gap analysis would rate the potential, probability, and frequency of a risk event taking place, and provide it with a rating that may inform Everett City Public Works and Watershed management of a priority for attention. The gap analysis would consider many factors: public interaction with staff, potentials for encroachment or trespass, structural issues that may contribute to security concerns, neighboring facilities or operations that might pose threats, etc.
- 2-D **Exercises, Scenarios and Drills (OPTIONAL)**. Develop three site-specific "Table-Top" exercises and preparedness drills that will be designed to incorporate participation from all levels of the organization. These exercises will be designed to be scalable, adaptable to general areas as well as specific units, and designed to present approaches to responding to incidents, natural impacts, and even to pre-plan large-scale community events. Best-practice approaches will be integrated into this deliverable, and conditions requiring staff at all levels to apply tools such as emergency response plans, Continuity of Operations Plans, etc. will be incorporated.
- 2-E **Measurement of Outcomes (OPTIONAL)**: A tool for soliciting pre- and post-assessment on the effectiveness of training, exercises, etc. will be suggested, developed and implemented so as to determine if the desired outcomes were achieved. This would be tied with the Phase I identification of "Best Practices".
- **Other deliverables** as requested by City Watershed Unit and Public Works Department leadership.

Scope of work is intended to be concluded by December 31, 2027, unless otherwise negotiated by mutual consent. The project contract is expected to commence by January 1, 2026. Your

contractor is also willing to provide a GANTT chart to identify anticipated timelines and progression of the contract elements.

I look forward to hearing from you regarding your decision to proceed. Your attention is invited to Attachment "A" which is the cost proposal that accompanies this scope. Per our previous discussions, please do not hesitate to add, deduct or modify any of this scope of work to suit your operational, agency or budget requirements.

Sincerely offered,

William M. "Bill" Overby, Owner and Principal
Cross Island Consulting and Training Services, LLC
120 East Cross Island Road
Camano Island, WA 98282-7245
360.387.3688 Desk/ 360.632.1554 Cell/Text
Boverby153@msn.com
UBI # 603-622-079 EIN #81-2810563



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ATTACHMENT A – SCOPE OF WORK

Description	Unit	Number	Rate/Unit	Total
Phase I -A Review of Policies, Procedures, Protocols, Directives, MOU/MOA, etc.; Draft and draft reviews by Watershed staff; and Assembly of final Standard Operating Guidelines.	Per Completed Guideline after one draft review	40 (additional may be added at same unit cost	(15) at Pre-existing/prior reviewed rate of \$30	\$ 450.00
			(10) at Pre-existing/not reviewed rate of \$50.00	\$ 500.00
			(15) Still Need to Write at rate of \$75.00	\$1,125.00
				TOTAL OF 1-A = \$ 2,075.00
Phase I-B Development of a Checklist of “Best Practices” from various sources	Each	1	\$600.00	\$ 600.00
Phase I-C Patrol Staff Needs Assessment	Each	1	\$ 250.00	\$ 250.00
Phase I-D Mentorship of Patrol Staff Member	Session	5	\$ 300.00	\$ 1,500.00
Phase 2-A Training Sessions	Per Hour	5	\$ 175.00	\$ 2,100.00
Future Training Sessions If Desired	Per Hour		\$ 175.00	
Phase 2-B Patrol Staff Debriefing	2 hr. Session	1	\$ 300.00	\$ 300.00
Phase 2-C Risk/Threat/Vulnerability Assessments	Each	1	\$2,750.00	\$ 2,750.00
Phase 2-D Table-Top Exercises /Scenarios	Each	3	\$ 750.00	\$ 2,250.00
• Holding the Line Until Police Arrive				
• Normal Patrol Officer Duties-related				
• Involving duties normally provided by staff, volunteers, or Good Samaritans-related				
Phase II-E Measurement of Outcomes	Each	1	\$ 300.00	\$ 300.00
NOTE: All areas shaded in gray = OPTIONAL items for consideration.			TOTAL PHASE I ONLY =	\$ 4,425.00
			TOTAL PHASE II ONLY =	\$ 7,700.00
			TOTAL PHASES I & 2 =	\$ 12,125.00
Management Reserve				\$ 10,000.00

			CONTRACT TOTAL =	\$ 22,125.00
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EXHIBIT B
PROFESSIONAL SERVICES AGREEMENT

**SELECT ONE OF THE FOLLOWING METHODS OF COMPENSATION, EACH OF WHICH IS
SUBJECT TO THE MAXIMUM COMPENSATION AMOUNT**

- ☐ **HOURLY RATE.** The City shall pay Service Provider a sum equal to the amount of hours actually worked multiplied by the rate identified below for staff performing the Work.

Name	Title	Rate
enter name	Owner	\$75/hr.
enter name	enter title	enter rate
enter name	enter title	enter rate
enter name	enter title	enter rate
enter name	enter title	enter rate
enter name	enter title	enter rate
enter name	enter title	enter rate

If there are more staff than rows in the table above, then those staff names, titles, and rates shall be provided in the Scope of Work.

- ☐ **PROGRESS PAYMENTS.** The City shall pay Service Provider the following amounts upon the completion of the following tasks.

Task	Amount Paid on Task Completion
enter task	enter amount
enter task	enter amount
enter task	enter amount
enter task	enter amount
enter task	enter amount
enter task	enter amount
enter task	enter amount

If there are more tasks than rows in the table above, then those tasks and payment amounts shall be provided in the Scope of Work.

- ☐ **LUMP SUM.** The City shall pay Service Provider \$ enter amount upon the completion of the Work.

- ☒ **METHOD CONTAINED IN SCOPE OF WORK.** The City shall pay Service Provider as set forth in the Scope of Work.

- ☐ **METHOD CONTAINED IN ATTACHED PAGE(S).** The City shall pay Service Provider as set forth in the spreadsheets or other documents attached to this Exhibit B.









Cross Island Consulting and Training Services LLC_Consulting and Training Services_Other Agreement_AT_2025.12.23_SD

Final Audit Report

2026-02-06

Created:	2026-02-05
By:	Marista Jorve (mjorve@everettwa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA2FNgkqVPxfG99TBmf2eV6bXz1YZqz7ZV

"Cross Island Consulting and Training Services LLC_Consulting and Training Services_Other Agreement_AT_2025.12.23_SD" History


-  Document created by Marista Jorve (mjorve@everettwa.gov)
2026-02-05 - 7:55:58 PM GMT
-  Document emailed to Anna Thelen (AThelen@everettwa.gov) for approval
2026-02-05 - 7:56:40 PM GMT
-  Email viewed by Anna Thelen (AThelen@everettwa.gov)
2026-02-05 - 8:41:33 PM GMT
-  Document approved by Anna Thelen (AThelen@everettwa.gov)
Approval Date: 2026-02-05 - 8:41:51 PM GMT - Time Source: server
-  Document emailed to William M Overby (boverby153@msn.com) for signature
2026-02-05 - 8:41:53 PM GMT
-  Email viewed by William M Overby (boverby153@msn.com)
2026-02-05 - 11:17:46 PM GMT
-  Document e-signed by William M Overby (boverby153@msn.com)
Signature Date: 2026-02-05 - 11:21:50 PM GMT - Time Source: server
-  Document emailed to Tim Benedict (TBenedict@everettwa.gov) for approval
2026-02-05 - 11:21:52 PM GMT

 Email viewed by Tim Benedict (TBenedict@everettwa.gov)

2026-02-06 - 2:40:07 AM GMT

 Document approved by Tim Benedict (TBenedict@everettwa.gov)

Approval Date: 2026-02-06 - 2:40:27 AM GMT - Time Source: server

 Document emailed to Cassie Franklin (cfranklin@everettwa.gov) for signature


2026-02-06 - 2:40:29 AM GMT

 Email viewed by Cassie Franklin (cfranklin@everettwa.gov)

2026-02-06 - 4:03:58 PM GMT

 Document e-signed by Cassie Franklin (cfranklin@everettwa.gov)

Signature Date: 2026-02-06 - 4:04:39 PM GMT - Time Source: server

 Document emailed to Marista Jorve (mjorve@everettwa.gov) for signature

2026-02-06 - 4:04:41 PM GMT

 Email viewed by Marista Jorve (mjorve@everettwa.gov)

2026-02-06 - 4:39:15 PM GMT

 Document e-signed by Marista Jorve (mjorve@everettwa.gov)

Signature Date: 2026-02-06 - 4:39:28 PM GMT - Time Source: server

 Agreement completed.

2026-02-06 - 4:39:28 PM GMT