



**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, FEBRUARY 22, 2022**

REMOTE MEETING ON ZOOM

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](https://bainbridgewa.zoom.us/j/92947338351)
OR TELEPHONE: US: +1 253 215 8782
WEBINAR ID: 929 4733 8351

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
3. **PRESENTATIONS**
 - 3.A **(6:10 PM) Receive Update from Kitsap Public Facilities District Chair and Representative,** 10 Minutes
4. **PUBLIC COMMENT - 6:20 PM**

Public comment is accepted at this time on any topic of municipal interest. Each commenter will have three minutes to speak. Public comment is not taken on individual agenda items during the meeting. Please refer to guidelines and instructions for public comment attached below.

 - 4.A **Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk,** 15 Minutes
[Instructions for Providing Public Comment at Remote Meetings.pdf](#)
5. **CONSENT AGENDA - 6:35 PM**

All items listed under this section are considered to be routine and will be acted upon with one motion and one vote. There will be no separate discussion of these items unless a member of the City Council, or City Manager so requests, in which event, the item will be considered separately in its normal sequence.

 - 5.A **Agenda Bill for Consent Agenda,** 5 Minutes

- 5.B Approve Accounts Payable and Payroll, 5 Minutes**
AP Report to Council of Cash Disbursements 02-23-22.pdf
Council Report PR 2-20-22.pdf
- 5.C Approve City Council Meeting Minutes,**
Special City Council Meeting Minutes, February 8, 2022.pdf
Regular City Council Meeting Minutes, February 8, 2022.pdf
- 5.D Adopt Ordinance No. 2022-03 Amending the 2022 Budget to Carry Forward Funding for Work Funded in 2021 but to be Performed in 2022 - Finance 5 Minutes**
2021 Budget Carry over into 2022 Transmittal Memo Final.docx
Ordinance No. 2022-03 Amending the 2022 Budget to Carry Forward 2021 Items.docx
Exhibit A to Ordinance No. 2022-03 - Total Expenditures by Fund.docx
Exhibit B to Ordinance No. 2022-03 - Carryover Request Final.pdf
- 5.E Authorize Professional Service Agreement with Tetra Tech for Wastewater Treatment Plant Capacity Upgrades Project (\$170,888.00), and Authorize a Related Budget Amendment in the Amount of \$70,888.00 (Sewer Fund) **2022 Council High Priority Project** - Public Works,**
Professional_Services_Agreement_TT_signed.pdf
PSA Attachment B.pdf
- 5.F Adopt Resolution No. 2022-03 to Set a Public Hearing date of March 22, 2022, Relating to the Surplus and Transfer of One Tax Parcel to Washington State Department of Transportation in Support of their State Route 305 Roundabout Project (\$0.00) - Public Works,**
10 Minutes
Resolution No. 2022-03 Setting a Public Hearing Date for Surplus Property to WSDOT for SR305 Roundabout.docx
Resolution No. 2022-03 -Exhibit A - Map.pdf
SR305 Roundabout Plans.pdf
Map of COBI Surplus Parcel.pdf
SR305 WSDOT Landscape Proposal.pdf
WSDOT Deed AFN 201711070031.pdf
Market Value Analysis.pdf
- 5.G Adopt Resolution No. 2022-04 Committing Match Funds for the 2022 Federal Transportation Grant Cycle - Public Works,**

Resolution No. 2022-04 Committing Match Funds for 2022 Federal Transportation Grant Cycle.docx
Sustainable Transportation Plan_Sound to Olympics Vision Plan.pdf
Resolution_2022-04_Project_Location_Map.pdf
- 5.H Consider a Term Limited Position for Climate Action and Waste Reduction Activities (\$105,569), 5 Minutes**
Attachment A - Draft Scope of Work for TLP Climate Education and Outreach.docx
- 5.I Approve Resolution No. 2022-02, Repealing Resolution No. 2010-24 and Rescinding Prior Decision to Surplus Certain City-Owned Real Property within the Islander Mobile Home Park - Executive**
Resolution No. 2022-02 Rescinding Prior Decision to Surplus Certain City-Owned Real Property
Resolution No. 2010-24 Related to Declaring Certain Real Property within the Islander MHP as

Surplus

- 5.J Adopt Resolution No. 2022-05 Approving and Authorizing the Purchase of 17,686 Square Feet of Bonus Floor Area Ratio from the Islander Residents Association - Executive, 10 Minutes**
Resolution No. 2022-05 re Islander Mobile Home Park Floor Area Ratio
- 5.K Authorize the City Manager to Execute the Interlocal Agreement with Washington State Parks for Participation in the Federal Financial Assistance Grant Program, which Reimburses Eligible Expenses up to \$10,930.80 and Requires Matching Funds of 25% or \$2,732.70 - Police, 5 Minutes**
2022 MLE 123-108 Bainbridge Island PD-Kpgs.pdf
- 5.L Consider Report on Primary Care Crisis - Executive, 10 Minutes**
Memo_re_Primary_Care_for CC 02222022
Primary Care Map.pdf

6. COUNCIL ANNOUNCEMENTS - 6:40 PM

7. CITY MANAGER'S REPORT - 6:50 PM

8. REGULAR BUSINESS

- 8.A (6:55 PM) Consideration of a Food Waste Anaerobic Digestion Facility - Executive, 15 Minutes**
Anaerobic Digestion Facility - King Memorandum (final)
Excerpt from the 10.12.21 City Council meeting
Vincent Road Map.pdf
Recommendation from CCAC (Waste Reduction & CAP) Memo
- 8.B (7:10 PM) Consider Comprehensive Evaluation of the City of Bainbridge Island's Solid Waste and Recycling Structure - Executive, 15 Minutes**
Solid Waste - King Memorandum.docx
Recommendation from CCAC (Waste Reduction & CAP) Memo.pdf
- 8.C (7:25 PM) Confirm Recommended Appointments to the Planning Commission - Council 10 Minutes**
Birtley - Planning Commission (Redacted).pdf
Deines - Planning Commission (Redacted).pdf
- 8.D (7:35 PM) Consider Appointment and Confirmation Process for Filling Ethics Board Positions - Executive, 10 Minutes**

9. ADJOURNMENT - 7:45 PM

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



City Council meetings are wheelchair accessible. Assisted listening devices are available in Council Chambers. If you require additional ADA accommodations, please contact the City Clerk's Office at 206-780-8604 or cityclerk@bainbridgewa.gov by noon on the day preceding the meeting.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 22, 2022

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:10 PM) Receive Update from Kitsap Public Facilities District Chair and Representative,

SUMMARY: Kitsap Public Facilities District Chair Tom Bullock and Executive Director Russ Shiplet will provide an update to Council.

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

RECOMMENDED MOTION: Presentation only.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 22, 2022

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk,

SUMMARY: The attached instructions and guidelines explain how to provide public comment in a remote Zoom meeting.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[Instructions for Providing Public Comment at Remote Meetings.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

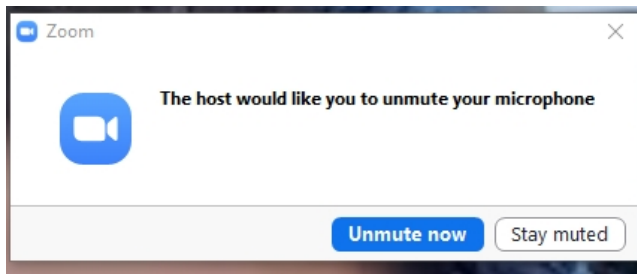


CITY CLERK'S OFFICE

Members of the public are encouraged to submit written public comment to the City Council at any time by emailing Council at council@bainbridgewa.gov or the City Clerk at cityclerk@bainbridgewa.gov. Members of the public who wish to provide public comment during the remote meeting should follow the instructions outlined below.

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT IN REMOTE MEETINGS

1. Attendees who wish to provide public comment sign in to Zoom with their name.
2. Meeting Chair will indicate when it is time for public comment.
3. Attendee indicates desire to speak by clicking on "Raise Hand" option at the bottom of the screen.
4. Attendee clicks button "Unmute now" after they are called to speak by Meeting Chair.



5. Attendee will appear on screen with other panelists, but without video, just name.

IMPORTANT NOTE: If you do not have the latest version of Zoom, the Clerk will promote you to panelist. You will then appear with video enabled. Look for the video icon in the bottom left-hand corner of the screen to turn off your video.

6. Attendee provides their comment.
7. A timer on the screen will track your time.
8. Stop speaking when the timer reaches the 3-minute mark.
9. Attendee is returned to attendee group, and microphone is muted.
10. As always, public comment is simply received by the Council, with no response.

Excerpt from the Governance Manual regarding public comment:

5.6 Respect and Decorum

It is the duty of the Presiding Officer and Councilmembers to maintain dignity and respect for their offices, City staff, and the public. While the Council is in session, the Councilmembers shall preserve civility, order and decorum. No member of the public shall, by conversation or otherwise, delay, disrupt, or interrupt the proceedings of the Council, nor engage in any of the prohibited behavior described below.

Councilmembers and the public shall obey the proper orders of the Presiding Officer of the meeting.

5.6.1 Orderly Behavior and Civility in Remarks

Any person disrupting the business of the Council, either while addressing the Council or attending the proceedings, shall be asked to leave, or be removed from the meeting. Continued disruptions may result in a point of order by the Presiding Officer or a Councilmember pursuant to the Council's parliamentary rules, or a recess, forced removal, or adjournment as described elsewhere in this manual. Disruptive behavior includes, but is not limited to, the following:

- (a) Speaking without being recognized by the Presiding Officer.
- (b) Continuing to speak after the allotted time has expired.
- (c) Speaking on an item at a time not designated for discussion by the public of that item, such as speaking on a quasi-judicial item at a time other than during a public hearing or closed record proceeding on the matter.
- (d) Throwing objects.
- (e) Speaking on an issue that is not within the jurisdiction of the City Council or is otherwise irrelevant to Council business.
- (f) Speaking in favor of or in opposition to a ballot proposition or a candidate for public office, provided, that public comment is allowed when the City Council is considering taking a collective position in favor of or in opposition to a ballot proposition as authorized in RCW 42.17A.555.
- (g) Impersonating a City Councilmember or a member of the City staff.
- (h) Shouting or otherwise engaging in loud or boisterous behavior.
- (i) Continuing to make repetitive remarks after being requested not to do so by the Presiding Officer or a majority of the City Council.
- (j) Attempting to engage the audience rather than the Council, e.g., asking audience members to stand, clap, boo or otherwise express collective support or opposition to any matter.
- (k) Booing, hissing, or otherwise disrupting the comments of another speaker.

- (l) Using racial slurs or other slurs directed at the color, creed, religion, ancestry, gender, sexual orientation, gender expression or identity, national origin, citizenship or immigration status, or mental, physical, or sensory disability of any individual or group, or any other words considered “fighting words” under constitutional law.
- (m) Refusing to modify conduct after being advised by the Presiding Officer that the conduct is disrupting the meeting or disobeying any other lawful order of the Presiding Officer or a majority of the City Council.

5.6.2 Permission Required to Address the Council

Persons other than Councilmembers and Administration shall be permitted to address the Council only upon recognition and introduction by the Presiding Officer of the meeting.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 22, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Agenda Bill for Consent Agenda,

SUMMARY: Consider approval of Consent Agenda items 5.B through 5.L.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to approve the Consent Agenda as presented.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:

Ongoing Cost:

One-Time Cost:

Included in Current Budget?

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 22, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Approve Accounts Payable and Payroll,

SUMMARY: Consider approval of payroll and accounts payable.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve accounts payable and payroll.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[AP Report to Council of Cash Disbursements 02-23-22.pdf](#)

[Council Report PR 2-20-22.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: February 03, 2022 - February 17, 2022

CITY COUNCIL: February 04, 2022 - February 18, 2022

Last check from previous run: 358175 dated 2/09/2022 issued to Xylem Watering Solutions for \$239.14

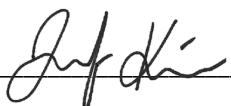
Last ACH from previous run: 642 dated 2/09/2022 issued to Westbay Auto Parts for \$1,381.28

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
VOID	01/25/2022	648	US Bank/Error in Munis caused check 648 to print without a report	N/A
ACH/EFT	02/04/2022	643	Bainbridge Island Lodging Association/2021 LTAC Contract Closeout	26,014.49
ACH/EFT	02/14/2022	644	PW/Aspect Consulting/Well Performance Evaluations	13,789.50
ACH/EFT	02/14/2022	645	ENG/Kitsap Conservation District/Manzanita Watershed Study	1,384.65
ACH/EFT	02/14/2022	646	Legal/Summit Law Group/Professional Services Through Mar. 31 2021	2,110.50
ACH/EFT	02/14/2022	647	ENG/Transpo Group USA/Traffic Calming Project Services Oct. 2021	397.50
ACH/EFT	02/11/2022	649	US Bank/Credit card purchases - Jan. 2022	31,362.42
Manual	02/04/2022	358176	PW/Island Hands/Janitorial Services	14,696.84
Manual	02/04/2022	358177	AT&T Onenet Service/Fax long distance	15.84
Manual	02/04/2022	358178	Bainbridge Disposal/Citywide disposal services	2,865.32
Manual	02/04/2022	358179	PCD/BI Metropolitan Park & Recreation District/Blakely Harbor park restoration	26,125.00
Manual	02/04/2022	358180	CenturyLink/Citywide telemetry - Feb. 2022	4,295.28
Manual	02/04/2022	358181	POL/Comcast/HD Converter box	11.27
Manual	02/04/2022	358182	EX/Housing Resources Bainbridge/301 Madrona Way rent, management fees	5,325.00
Manual	02/04/2022	358183	KC Alcoholism Special Fund/Quarter 4 2021 alcoholism services	1,958.94
Manual	02/04/2022	358184	Kitsap County Treasurer/Jan. 2022 out court remit	29.55
Manual	02/04/2022	358185	CRT/Kelley Connect/Copier lease	51.21
Manual	02/04/2022	358186	Kitsap PUD #1/Water lot 1 Belfair Ave	40.97
Manual	02/04/2022	358187	ENG/Kitsap Transit/50% of Unocal site petroleum contaminant monitoring	5,391.33
Manual	02/04/2022	358188	ENG/Mithun/Design services Dec. 2021	1,815.00
Manual	02/04/2022	358189	Puget Sound Energy/Citywide energy services	12,505.16
Manual	02/04/2022	358190	ENG/Puget Sound Energy/Ferncliff Ave telem construction	638.05
Manual	02/04/2022	358191	Verizon/Citywide wireless charges - Feb. 2022	5,492.49
Manual	02/04/2022	358192	WA ST Treasurer/Jan. 2022 court fines collected for the State	1,746.58

Total Manual Checks and Electronic Disbursements 158,062.89

Regular Run Checks	02/23/2022	358193-358261	Total Regular Check Run	97,090.14
Regular Run ACH	02/23/2022	650-678	Total Regular ACH Run	138,811.07
Total Disbursements				393,964.10

Retainage Release	N/A	N/A		
Travel Advance	N/A	N/A		

Prepared and Reviewed by  Jacob Kines, Senior Accounting Technician

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the City of Bainbridge Island, and that I am authorized to authenticate and certify to said claim.



Karl R. Shaw, Accounting Manager

2/16/2022

Date


02/03/2022 15:38
jkinesCITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNALP 1
apcshdsb

CASH ACCOUNT: 635			111100		CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN					NET	
INVOICE DTL DESC														
643	02/04/2022	EFT	2265 BAINBRIDGE ISLAND LO	253499	2022 Q3 & Q4	02/02/2022		M020322					26,014.49	
Invoice: 2022 Q3 & Q4					2021	LTAC CONTRACT CLOSEOUT								
					26,014.49	91140573	541100	GG-TOUR-PROF SERVICES						
								CHECK	643	TOTAL:		26,014.49		
NUMBER OF CHECKS						1	*** CASH ACCOUNT TOTAL ***						26,014.49	
						COUNT	AMOUNT							
TOTAL EFT'S						1	26,014.49							
								*** GRAND TOTAL ***		26,014.49				

02/03/2022 15:38
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
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CLERK: jkines

JOURNAL ENTRIES TO BE CREATED

YEAR	PER	JNL	SRC	ACCOUNT	EFF	DATE	JNL	DESC	REF	1	REF	2	REF	3	ACCOUNT	DESC	LINE	DESC	T	OB	DEBIT	CREDIT
2022	2	22																				
APP	104-213000				02/04/2022		M020322		020322						CIVIC IMPR - ACCOUNTS PAYABLE						26,014.49	
APP	635-111100				02/04/2022		M020322		020322						AP CASH DISBURSEMENTS JOURNAL							
APP	635-111100				02/04/2022		M020322		020322						CASH							26,014.49
APP	635-111100				02/04/2022		M020322		020322						AP CASH DISBURSEMENTS JOURNAL							
															GENERAL LEDGER TOTAL						26,014.49	26,014.49
APP	631-130000				02/04/2022		M020322		020322						DUE TO/FROM CLEARING						26,014.49	
APP	104-130000				02/04/2022		M020322		020322						CIVIC IMPR DUE TO/FROM CLEAR'G							26,014.49
															SYSTEM GENERATED ENTRIES TOTAL						26,014.49	26,014.49
															JOURNAL 2022/02/22 TOTAL						52,028.98	52,028.98

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
104	CIVIC IMPROVEMENT FUND	2022	2	22	02/04/2022			
	104-130000					CIVIC IMPR DUE TO/FROM CLEAR'G		26,014.49
	104-213000					CIVIC IMPR - ACCOUNTS PAYABLE	26,014.49	
						FUND TOTAL	26,014.49	26,014.49
631	CLEARING FUND	2022	2	22	02/04/2022			
	631-130000					DUE TO/FROM CLEARING	26,014.49	
	635-111100					CASH		26,014.49
						FUND TOTAL	26,014.49	26,014.49

02/03/2022 15:38
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CITY OF BAINBRIDGE ISLAND
 A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
104	CIVIC IMPROVEMENT FUND		26,014.49
631	CLEARING FUND	26,014.49	
TOTAL		26,014.49	26,014.49

** END OF REPORT - Generated by Jacob Kines **

JK

 02/11/2022 11:04
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 CITY OF BAINBRIDGE ISLAND
 A/P CASH DISBURSEMENTS JOURNAL

 P 1
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CASH ACCOUNT: 635		111100	CASH																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																							
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CLERK: jkines

JOURNAL ENTRIES TO BE CREATED

YEAR	PER	JNL	SRC	ACCOUNT	EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
											LINE	DESC				
2022	2	116														
APP	401-213000				02/14/2022	M021122		021122				ACCOUNTS PAYABLE			13,789.50	
												AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100				02/14/2022	M021122		021122				CASH				17,682.15
												AP CASH DISBURSEMENTS JOURNAL				
APP	403-213000				02/14/2022	M021122		021122				ACCOUNTS PAYABLE			1,384.65	
												AP CASH DISBURSEMENTS JOURNAL				
APP	001-213000				02/14/2022	M021122		021122				GENERAL - ACCOUNTS PAYABLE			2,110.50	
												AP CASH DISBURSEMENTS JOURNAL				
APP	301-213000				02/14/2022	M021122		021122				ACCOUNTS PAYABLE			190.00	
												AP CASH DISBURSEMENTS JOURNAL				
APP	101-213000				02/14/2022	M021122		021122				STREETS - ACCOUNTS PAYABLE			207.50	
												AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL															17,682.15	17,682.15
APP	631-130000				02/14/2022	M021122		021122				DUE TO/FROM CLEARING			17,682.15	
APP	401-130000				02/14/2022	M021122		021122				DUE TO/FROM CLEARING				13,789.50
APP	403-130000				02/14/2022	M021122		021122				DUE TO/FROM CLEARING				1,384.65
APP	001-130000				02/14/2022	M021122		021122				GENERAL - DUE TO/FROM CLEARING				2,110.50
APP	301-130000				02/14/2022	M021122		021122				DUE TO/FROM CLEARING				190.00
APP	101-130000				02/14/2022	M021122		021122				STREETS - DUE TO/FROM CLEARING				207.50
SYSTEM GENERATED ENTRIES TOTAL															17,682.15	17,682.15
JOURNAL 2022/02/116 TOTAL															35,364.30	35,364.30

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 2	116	02/14/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	2,110.50	2,110.50
				FUND TOTAL	2,110.50	2,110.50
101 STREET FUND 101-130000 101-213000	2022 2	116	02/14/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	207.50	207.50
				FUND TOTAL	207.50	207.50
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022 2	116	02/14/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	190.00	190.00
				FUND TOTAL	190.00	190.00
401 WATER OPERATING FUND 401-130000 401-213000	2022 2	116	02/14/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	13,789.50	13,789.50
				FUND TOTAL	13,789.50	13,789.50
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 2	116	02/14/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,384.65	1,384.65
				FUND TOTAL	1,384.65	1,384.65
631 CLEARING FUND 631-130000 635-111100	2022 2	116	02/14/2022	DUE TO/FROM CLEARING CASH	17,682.15	17,682.15
				FUND TOTAL	17,682.15	17,682.15

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		2,110.50
101	STREET FUND		207.50
301	CAPITAL CONSTRUCTION FUND		190.00
401	WATER OPERATING FUND		13,789.50
403	STORM & SURFACE WATER FUND		1,384.65
631	CLEARING FUND		
		17,682.15	
	TOTAL	17,682.15	17,682.15

** END OF REPORT - Generated by Jacob Kines **

02/11/2022 13:39
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

2/16/2022
2/16/2022

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

648 01/25/2022 VOID 7314 US BANK .00
Invoice:

CHECK 648 TOTAL: .00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** .00

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	1	.00

*** GRAND TOTAL *** .00

While trying to process a "faux" check for the monthly credit card statement Munis kept crashing and would be locked. AP had to manually unlock it and try processing it again several times. During one of the times the system said it had been locked but actually assigned check #648 in the system for \$0.


02/11/2022 15:10
jkinesCITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNALP 1
apcshdsbCASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
649	02/11/2022	PRTD	7314 US BANK	253320	010522CB	01/05/2022		USB0122	25.00
Invoice: 010522CB				25.00	36011143 549100	EXCC/WA ASSOC PUBLIC RECORD OFFICE/MEMBERSHIP FEE			
						CLERK-DUES/SUBSCR/MEMBRSHPS			
Invoice: 123021ZB				253321	123021ZB	12/30/2021		USB0122	6.99
				6.99	53011212 53110000962	POL/SAFEWAY/K9 TRACKING TREATS			
						TRACKING CANINE-SUPPLIES			
Invoice: 010122ZB				253322	010122ZB	01/01/2022		USB0122	198.78
				198.78	53011212 53110000962	POL/MENSHEALTH/DISPUTED CHARGE			
						TRACKING CANINE-SUPPLIES			
Invoice: 010422ZB				253323	010422ZB	01/04/2022		USB0122	37.09
				37.09	53011212 53110000962	POL/BIOTRUST NUTRITION/DISPUTED CHARGE			
						TRACKING CANINE-SUPPLIES			
Invoice: 010422ZB-A				253324	010422ZB-A	01/04/2022		USB0122	-37.09
				-37.09	53011212 53110000962	POL/BIOTRUST NUTRITION/CREDIT DISPUTED CHARGE			
						TRACKING CANINE-SUPPLIES			
Invoice: 010122ZB-A				253325	010122ZB-A	01/01/2022		USB0122	-198.78
				-198.78	53011212 53110000962	POL/MENSHEALTH/CREDIT DISPUTED CHARGE			
						TRACKING CANINE-SUPPLIES			
Invoice: 011322ZB				253326	011322ZB	01/13/2022		USB0122	-198.78
				-198.78	53011212 53110000962	POL/MENSHEALTH/CREDIT DISPUTED CHARGE			
						TRACKING CANINE-SUPPLIES			
Invoice: 011722ZB				253327	011722ZB	01/17/2022		USB0122	25.48
				25.48	53011212 443410	POL/MARKET STREET PUB/MEAL			
						POLICE - C/E PATROL TRAINING			
Invoice: 011822ZB				253328	011822ZB	01/18/2022		USB0122	28.68
				28.68	53011212 443410	POL/JEREMY'S FARM TO TABLE/MEAL			
						POLICE - C/E PATROL TRAINING			
Invoice: 011922ZB				253329	011922ZB	01/19/2022		USB0122	29.98
				29.98	53011212 443410	POL/JEREMY'S FARM TO TABLE/MEAL			
						POLICE - C/E PATROL TRAINING			
Invoice: 011822ZB-A				253330	011822ZB-A	01/18/2022		USB0122	16.21
				16.21	53011212 443410	POL/CHEHALIS DELI/MEAL			
						POLICE - C/E PATROL TRAINING			
Invoice: 012022ZB				253331	012022ZB	01/20/2022		USB0122	40.08
				40.08	53011212 443410	POL/MCMENAMINS/MEAL			
						POLICE - C/E PATROL TRAINING			
Invoice: 012022ZB-A				253332	012022ZB-A	01/20/2022		USB0122	17.35
				17.35	53011212 443410	POL/JEREMY'S FARM TO TABLE/MEAL			
						POLICE - C/E PATROL TRAINING			

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635		111100	CASH			INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL DESC			
Invoice: 012122ZB				253333	012122ZB	01/21/2022		USB0122	11.57
				11.57	53011212 443410	POL/TAQUEIRA LOLITA/MEAL			
						POLICE - C/E PATROL TRAINING			
Invoice: 012122ZB-A				253334	012122ZB-A	01/21/2022		USB0122	15.04
				15.04	53011212 443410	POL/UNITED PACIFIC/FUEL			
						POLICE - C/E PATROL TRAINING			
Invoice: 012122ZB-B				253335	012122ZB-B	01/21/2022		USB0122	31.64
				31.64	53011212 443410	POL/UNITED PACIFIC/FUEL			
						POLICE - C/E PATROL TRAINING			
Invoice: 012222ZB				253336	012222ZB	01/22/2022		USB0122	26.86
				26.86	53011212 443410	POL/JEREMY'S FARM TO TABLE/MEAL			
						POLICE - C/E PATROL TRAINING			
Invoice: 012122ZB-C				253337	012122ZB-C	01/21/2022		USB0122	15.89
				15.89	53011212 443410	POL/FROSTY'S, NAPAVINE/MEAL			
						POLICE - C/E PATROL TRAINING			
Invoice: 012122ZB-D				253338	012122ZB-D	01/21/2022		USB0122	538.95
				538.95	53011212 443410	POL/HOLIDAY INN EXPRESS/LODGING 5 NIGHTS			
						POLICE - C/E PATROL TRAINING			
Invoice: 122922BB				253340	122922BB	12/29/2021		USB0122	69.02
				69.02	51011211 531100	POL/RUBBER STAMP WAREHOUSE/CLERK DATE STAMPS			
						PD-C/E-ADM-SUPPLIES			
Invoice: 010322BB				253341	010322BB	01/03/2022		USB0122	341.99
				205.13	51011211 520000	POL/NEXT DAY DRY CLEANERS/LAUNDRY & DRY CLEANING			
				128.19	53011212 520000	PD-C/E ADMIN-BENEFITS			
				8.67	55011757 520000	POLICE - C/E PATROL BENEFITS			
						PD-HARBORMASTER-BENEFITS			
Invoice: 010422BB				253342	010422BB	01/04/2022		USB0122	376.00
				376.00	53011212 545000	POL/RELIABLE STORAGE/STORAGE UNIT RENT			
						POLICE - C/E PATROL RENTS			
Invoice: 010822BB				253343	010822BB	01/08/2022		USB0122	-13.14
				-13.14	52011212 531100	POL/TRI-TECH FORENSICS/DISCONTINUED ITEM CREDIT			
						POLICE - C/E INVEST SUPPLIES			
Invoice: 011122BB				253344	011122BB	01/11/2022		USB0122	40.00
				40.00	53011212 443410	POL/GOOD2GO/TRANSPONDER ACCT REPLENISHMENT			
						POLICE - C/E PATROL TRAINING			
Invoice: 011222BB				253345	011222BB	01/12/2022		USB0122	72.85
				72.85	53011212 53110000962	POL/CHEWY/K9 FOOD			
						TRACKING CANINE-SUPPLIES			
Invoice: 011822BB				253346	011822BB	01/18/2022		USB0122	29.46
						POL/TRAFFIC LOGIX/SPEED READER BRACKET KEY			

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
		29.46	51011217 531100	PD-C/E-PARKING ENF-SUPPLIES			
Invoice: 010622JC		253347	010622JC	01/06/2022		USB0122	210.00
		210.00	51011211 549100	POL/IACP/ANNUAL DUES PD-C/E-ADM-DUES/SUBCR/MEMBRSH			
Invoice: 011022JC		253348	011022JC	01/10/2022		USB0122	115.00
		115.00	51011211 549100	POL/FBINAA/ANNUAL DUES PD-C/E-ADM-DUES/SUBCR/MEMBRSH			
Invoice: 011122JC		253349	011122JC	01/11/2022		USB0122	44.28
		44.28	91011215 542500	POL/USPS/CERTIFIED MAIL X6 GG-C/E-PD-POSTAGE			
Invoice: 012022JC		253350	012022JC	01/20/2022		USB0122	33.60
		33.60	51011191 543100	POL/WSDOT/RT FERRY PASSAGE SEATTLE PD-C/E-PROP RM-TRAVEL			
Invoice: 123021KD		253351	123021KD	12/30/2021		USB0122	9.99
		9.99	31011572 549100	EX/KITSAP SUN/ONLINE SUBSCRIPTION OUTREACH DUES, SUBS& MEMBER			
Invoice: 010822KD		253352	010822KD	01/08/2022		USB0122	112.00
		112.00	31011572 53550000567	EX/IMPACT PBS/MIC FLAGS FOR VIDEO PROJECTS EX-GF-OUTREACH-PEG NON-CAP			
Invoice: 010822KD-A		253353	010822KD-A	01/08/2022		USB0122	76.30
		76.30	31011572 549100	EX/CONSTANT CONTACT/CITY MANAGER REPORT SUBSCR OUTREACH DUES, SUBS& MEMBER			
Invoice: 122221KD-A		253354	122221KD-A	12/22/2021		USB0122	35.00
		35.00	31011572 443410	EX/MRSC/ONLINE WORKSHOP EX-GF-OUTREACH-TRAINING			
Invoice: 010722JF		253355	010722JF	01/07/2022		USB0122	7.63
		7.63	51011211 531100	POL/ACE HARDWARE/FACILITY KEY PD-C/E-ADM-SUPPLIES			
Invoice: 011022JF		253356	011022JF	01/10/2022		USB0122	28.33
		28.33	53011212 531100	POL/AMAZON/RADIO EARPICCE X2 PD-C/E-PATROL SUPPLIES			
Invoice: 011122EH		253357	011122EH	01/11/2022		USB0122	36.58
		36.58	52011212 531100	POL/STAPLES/DESK BLOTTERS X2 POLICE - C/E INVEST SUPPLIES			
Invoice: 011322EH		253358	011322EH	01/13/2022		USB0122	23.72
		23.72	52011212 531100	POL/STAPLES/DESK BLOTTER POLICE - C/E INVEST SUPPLIES			
Invoice: 010422CK		253359	010422CK	01/04/2022		USB0122	25.00
				POL/CIT INTERNATIONAL/ANNUAL DUES			

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CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
				25.00	53011212 549100	PD-C/E-PATROL-DUES/SUBCR/MEMBR			
Invoice: 122821RL				253360	122821RL	12/28/2021	USB0122		1,129.33
				1,129.33	44011141 545000	FIN/PITNEY BOWES/POSTAGE MACHINE LEASE RENTS & LEASES - OPERATING			
Invoice: 010322RL				253361	010322RL	01/03/2022	USB0122		109.00
				109.00	32011152 549100	LEGAL/LEXISNEXIS/ONLINE LEGAL SUBSCRIPTION LGL-GF-DUES & SUBSCRIPTIONS			
Invoice: 010522RL				253362	010522RL	01/05/2022	USB0122		19.96
				19.96	31011131 531100	EX/TOWN & COUNTRY/MEETING SUPPLIES EX-GF-SUPPLIES			
Invoice: 011022RL				253363	011022RL	01/10/2022	USB0122		56.95
				56.95	31011131 549100	EX/SOUND PUBLISHING/DIGITAL SUBSCRIPTION EX-GF-DUES/SUBCR/MEMBERSH			
Invoice: 011222RL				253364	011222RL	01/12/2022	USB0122		35.30
				35.30	11011116 531100	CC/NAMETAG COUNTRY/MAGNETIC NAMETAGS COUNCIL - SUPPLIES			
Invoice: 122821JL				253381	122821JL	12/28/2021	USB0122		-148.35
				-148.35	52011212 531100	POL/LES SCHWAB/RETURN TIRE CHAINS POLICE - C/E INVEST SUPPLIES			
Invoice: 122621AL				253382	122621AL	12/26/2021	USB0122		70.85
				70.85	31011256 531100	EX/SAFEWAY/FOOD, DRINKS WARMING CENTER EX-GF-EMERG PREP-SUPPLIES			
Invoice: 122921AL				253383	122921AL	12/29/2021	USB0122		26.05
				26.05	31011256 531100	EX/SAFEWAY/FOOD, DRINKS WARMING CENTER EX-GF-EMERG PREP-SUPPLIES			
Invoice: 010222AL				253384	010222AL	01/02/2022	USB0122		87.08
				87.08	31011256 541100	EX/GARMIN/GARMIN INREACH SUBSCRIPTION EX-GF-EMERG PREP-PROF SVCS			
Invoice: 010322AL				253385	010322AL	01/03/2022	USB0122		3,471.82
				3,471.82	31011229 54110001069	EX/CORT PARTY RENTAL/COVID TEST SITE TENT RENTAL COVID19 TESTING-PROF SVCS			
Invoice: 010422AL				253386	010422AL	01/04/2022	USB0122		14.06
				14.06	31011256 531100	EX/AMAZON/REDI TAG DIVIDER STICKY NOTES EX-GF-EMERG PREP-SUPPLIES			
Invoice: 010522AL				253387	010522AL	01/05/2022	USB0122		20.57
				20.57	31011256 531100	EX/AMAZON/TOPS PROJECT PLANNING PADS EX-GF-EMERG PREP-SUPPLIES			
Invoice: 010522AL-A				253388	010522AL-A	01/05/2022	USB0122		147.80
						EX/AMAZON/KN95S FOR STAFF			

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
		INVOICE DTL DESC					
		147.80	31011252 53110001069	COVID19-SUPPLIES			
Invoice: 010522AL-B		253389	010522AL-B	01/05/2022	USB0122		100.00
		100.00	31011256 549100	EX/BI ROTARY/QUARTERLY MEMBERSHIP DUES EX-GF-EMERG PREP-DUES/SUBSCRIP			
Invoice: 010622AL		253390	010622AL	01/06/2022	USB0122		92.50
		92.50	31011229 54110001069	EX/NSCI/VOLUNTEER BACKGROUND CHECKS COVID19 TESTING-PROF SVCS			
Invoice: 010722AL		253391	010722AL	01/07/2022	USB0122		16.34
		16.34	31011256 531100	EX/AMAZON/TRASH BAGS COVID TEST SITE EX-GF-EMERG PREP-SUPPLIES			
Invoice: 010922AL		253393	010922AL	01/09/2022	USB0122		75.76
		75.76	31011252 53110001069	EX/AMAZON/KN95S FOR STAFF COVID19-SUPPLIES			
Invoice: 010922AL-A		253394	010922AL-A	01/09/2022	USB0122		19.62
		19.62	31011256 531100	EX/AMAZON/MONTHLY HANGING CALENDAR EX-GF-EMERG PREP-SUPPLIES			
Invoice: 010822AL		253396	010822AL	01/08/2022	USB0122		34.32
		34.32	31011283 53110001069	EX/RITE AID/VACCINE CLINIC BANDAIDS COVID19-IMMUNIZATION-SUPPLIES			
Invoice: 011322AL		253397	011322AL	01/13/2022	USB0122		23.99
		23.99	31011256 531100	EX/AMAZON/GEL PENS EX-GF-EMERG PREP-SUPPLIES			
Invoice: 011322AL-A		253398	011322AL-A	01/13/2022	USB0122		12.43
		12.43	31011256 531100	EX/AMAZON/GEL PENS EX-GF-EMERG PREP-SUPPLIES			
Invoice: 011322AL-B		253399	011322AL-B	01/13/2022	USB0122		685.83
		685.83	31011256 531100	EX/AENTROPY/MEDICINE SAFE MRC TEAM EX-GF-EMERG PREP-SUPPLIES			
Invoice: 011622AL		253400	011622AL	01/16/2022	USB0122		146.42
		146.42	31011283 53110001069	EX/AMAZON/SAFETY SUPPLIES VACCINE SITE COVID19-IMMUNIZATION-SUPPLIES			
Invoice: 011522AL		253401	011522AL	01/15/2022	USB0122		14.16
		14.16	31011229 53110001069	EX/COSTCO/HAND WARMERS COVID TEST SITE TESTING-COVID19-SUPPLIES			
Invoice: 011822AL		253402	011822AL	01/18/2022	USB0122		74.19
		74.19	31011256 531100	EX/STICKER MULE/STICKERS FOR HARD HATS EX-GF-EMERG PREP-SUPPLIES			
Invoice: 012022AL		253403	012022AL	01/20/2022	USB0122		234.52
				EX/AMAZON/KN95S FOR STAFF			

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC							
		234.52	31011252 53110001069	COVID19-SUPPLIES			
Invoice: 122921JR		253404	122921JR	12/29/2021	USB0122		2,348.96
				PW/MULTIFORCE SYSTEMS/FUELFORCE SW SUBSCRIPTION			
		2,348.96	73011189 548100	O&M - C/E FACIL REPAIRS			
Invoice: 011322JR		253405	011322JR	01/13/2022	USB0122		538.08
				PW/AIRGAS/N95 MASKS			
		538.08	73637891 531100	OFFICE SUPPLIES			
Invoice: 012122JR		253406	012122JR	01/21/2022	USB0122		60.00
				PCD/INT'L CODE COUNCIL/MEMBERSHIP RENEWAL - AP			
		60.00	62471591 549100	BLDG - BLDG DUES/SUBSCRIPTIONS			
Invoice: 123121MS		253407	123121MS	12/31/2021	USB0122		26.13
				PCD/HOME DEPOT/PLEXIGLASS PRIVACY FILM			
		26.13	61011581 531100	PCD - C/E ADMIN SUPPLIES			
Invoice: 010322MS		253408	010322MS	01/03/2022	USB0122		900.00
				PCD/PY STORAGE/MONTHLY ARCHIVE STORAGE FEES			
		900.00	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
Invoice: 010422MS		253409	010422MS	01/04/2022	USB0122		4.99
				PCD/KITSAP SUN/MONTHLY DIGITAL NEWSPAPER			
		4.99	61470581 549100	PCD - DEV ADMIN DUES/SUBSCR			
Invoice: 011222MS		253410	011222MS	01/12/2022	USB0122		38.16
				PCD/AMAZON/WIRELESS KEYBOARD, MOUSE			
		38.16	63011252 53110001069	COVID19-SUPPLIES			
Invoice: 011222MS-A		253411	011222MS-A	01/12/2022	USB0122		30.54
				PCD/AMAZON/ERGONOMIC FOOTREST			
		30.54	61011581 531100	PCD - C/E ADMIN SUPPLIES			
Invoice: 012122MS		253412	012122MS	01/21/2022	USB0122		348.00
				PCD/INT'L CODE COUNCIL/PCD MEMBERSHIP RENEWAL			
		348.00	62471591 549100	BLDG - BLDG DUES/SUBSCRIPTIONS			
Invoice: 012522MS		253413	012522MS	01/25/2022	USB0122		22.90
				PCD/AMAZON/KEYBOARD, MOUSE WRIST PAD SET			
		22.90	63011252 53110001069	COVID19-SUPPLIES			
Invoice: 010322KS		253414	010322KS	01/03/2022	USB0122		74.99
				FIN/ORIENTAL TRADING/FRONT DESK CANDY			
		74.99	41011141 531100	FIN - C/E ADMIN SUPPLIES			
Invoice: 010722KS		253415	010722KS	01/07/2022	USB0122		37.94
				FIN/AMAZON/MAGNETIC HOOKS			
		37.94	41011141 531100	FIN - C/E ADMIN SUPPLIES			
Invoice: 011022KS		253416	011022KS	01/10/2022	USB0122		75.00
				FIN/WFOA/2022 MEMBERSHIP			

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CASH ACCOUNT: 635
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TYPE VENDOR NAME

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
75.00 41011141 549100		FIN-C/E-DUES, SUBS, MEMBERSHIPS			
Invoice: 010422WS	253417 010422WS	01/04/2022	USB0122		69.86
	69.86 53011212 531100	POL/AMAZON/KEYS, WORK GLOVES, EARPIECE			
		PD-C/E-PATROL SUPPLIES			
Invoice: 122921BS	253418 122921BS	12/29/2021	USB0122		368.42
	368.42 53011212 531100	POL/AMAZON/PELICAN TACTICAL LED FLASHLIGHT			
		PD-C/E-PATROL SUPPLIES			
Invoice: 123021BS	253419 123021BS	12/30/2021	USB0122		262.64
	262.64 53011212 531100	POL/GALLS/ANI II MESH SAFETY VEST X4			
		PD-C/E-PATROL SUPPLIES			
Invoice: 011322BS	253420 011322BS	01/13/2022	USB0122		26.04
	26.04 53011212 531100	POL/B&H/PELICAN TRAFFIC WAND X2			
		PD-C/E-PATROL SUPPLIES			
Invoice: 011822BS	253421 011822BS	01/18/2022	USB0122		112.13
	112.13 53011212 531100	POL/AMAZON/RECHARGEABLE FLASHLIGHT			
		PD-C/E-PATROL SUPPLIES			
Invoice: 122821PN	253440 122821PN	12/28/2021	USB0122		79.00
	79.00 36011143 443410	EXCC/BIGMARKER.COM/TRAINING FREEDOC RECORDS PN			
		CLERK-GF-TRAINING			
Invoice: 010822PN	253441 010822PN	01/08/2022	USB0122		1,025.00
	1,025.00 36011143 443410	EXCC/WSU PROF ED/PROF DEV - NW CLERKS INSTITUTE PN			
		CLERK-GF-TRAINING			
Invoice: 011122PN	253442 011122PN	01/11/2022	USB0122		425.00
	425.00 36011143 443410	EXCC/WMCA/ANNUAL WMCA CONFERENCE PN			
		CLERK-GF-TRAINING			
Invoice: 011222PN	253443 011222PN	01/12/2022	USB0122		625.00
	625.00 36011143 443410	EXCC/WSU PROF ED/NW CLERKS INSTITUTE PN			
		CLERK-GF-TRAINING			
Invoice: 012322PN	253444 012322PN	01/23/2022	USB0122		22.25
	22.25 36011143 531100	EXCC/AMAZON/USB DRIVES			
		CLERK-C/E SUPPLIES			
Invoice: 122821MD	253500 122821MD	12/28/2021	USB0122		47.94
	47.94 81011881 531100	IT/AMAZON/IPAD CASES - POLICE			
		IT - C/E SUPPLIES			
Invoice: 122821MD-A	253501 122821MD-A	12/28/2021	USB0122		57.76
	57.76 81011881 535100	IT/ADOBE/CREATIVE CLOUD SOFTWARE			
		IT - C/E COMPUTER SOFTWARE			
Invoice: 122921MD	253502 122921MD	12/29/2021	USB0122		110.04
		IT/AMAZON/MONITOR STANDS			

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CASH ACCOUNT: 635
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TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

			110.04	81011881	535500	IT - C/E COMPUTER PARTS & EQ			
Invoice: 010322MD			253503	010322MD		01/03/2022	USB0122	2,006.97	
			2,006.97	81011252	53510001069	IT/ZOOM/VIDEOCONFERENCING COVID19-SOFTWARE			
Invoice: 010622MD			253504	010622MD		01/06/2022	USB0122	12.78	
			12.78	81011881	531100	IT/AMAZON/IPHONE CHARGING CABLES IT - C/E SUPPLIES			
Invoice: 010722MD			253505	010722MD		01/07/2022	USB0122	39.28	
			39.28	81011881	535100	IT/LOGMEIN/LASTPASS PASSWORD MANAGER IT - C/E COMPUTER SOFTWARE			
Invoice: 011022MD			253506	011022MD		01/10/2022	USB0122	54.56	
			54.56	81011881	535500	IT/AMAZON/WIRELESS MICE IT - C/E COMPUTER PARTS & EQ			
Invoice: 011022MD-A			253507	011022MD-A		01/10/2022	USB0122	34.86	
			34.86	81011881	531100	IT/AMAZON/CHARGING CABLES, NOTEBOOK IT - C/E SUPPLIES			
Invoice: 011222MD			253508	011222MD		01/12/2022	USB0122	1,345.80	
			1,345.80	81011881	535500	IT/AMAZON/MONITORS, STANDS IT - C/E COMPUTER PARTS & EQ			
Invoice: 011322MD			253509	011322MD		01/13/2022	USB0122	15.48	
			15.48	81011881	531100	IT/AMAZON/DRY ERASE MARKERS, TAPE IT - C/E SUPPLIES			
Invoice: 011322MD-A			253510	011322MD-A		01/13/2022	USB0122	2,200.00	
			2,200.00	81011881	535500	IT/FIREWALLS.COM/ANNUAL MANAGEMENT IT - C/E COMPUTER PARTS & EQ			
Invoice: 011422MD			253511	011422MD		01/14/2022	USB0122	65.45	
			65.45	81011881	535500	IT/AMAZON/HEADSET - COURT IT - C/E COMPUTER PARTS & EQ			
Invoice: 011822MD			253512	011822MD		01/18/2022	USB0122	-47.94	
			-47.94	81011881	531100	IT/AMAZON/RETURNED IPAD CASE IT - C/E SUPPLIES			
Invoice: 011822MD-A			253513	011822MD-A		01/18/2022	USB0122	429.62	
			429.62	81011881	535500	IT/AMAZON/MONITORS, MARKERS IT - C/E COMPUTER PARTS & EQ			
Invoice: 012022MD			253514	012022MD		01/20/2022	USB0122	763.69	
			763.69	81011881	535500	IT/AMAZON/UPS (POWER) - POLICE IT - C/E COMPUTER PARTS & EQ			
Invoice: 012122MD			253515	012122MD		01/21/2022	USB0122	68.71	
						IT/AMAZON/USB CABLES, IPAD CASES			

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CASH ACCOUNT: 635
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TYPE VENDOR NAME

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
68.71	81011881 531100	IT - C/E SUPPLIES			
Invoice: 012422MD	253516 012422MD	01/24/2022	USB0122		102.53
	102.53 81011881 535500	IT/AMAZON/EXTERNAL HARDDRIVE, HOOK IT - C/E COMPUTER PARTS & EQ			
Invoice: 012422MD-A	253517 012422MD-A	01/24/2022	USB0122		1,036.44
	1,036.44 81011881 535500	IT/COSTCO/LAPTOP - O&M IT - C/E COMPUTER PARTS & EQ			
Invoice: 012422MD-B	253518 012422MD-B	01/24/2022	USB0122		32.72
	32.72 81011881 535500	IT/AMAZON/LAPTOP CASE - O&M IT - C/E COMPUTER PARTS & EQ			
Invoice: 012522MD	253519 012522MD	01/25/2022	USB0122		119.42
	119.42 81011881 535500	IT/AMAZON/POWER CORDS, LAPTOP STAND IT - C/E COMPUTER PARTS & EQ			
Invoice: 012522MD-A	253520 012522MD-A	01/25/2022	USB0122		88.21
	88.21 81011881 531100	IT/HAMM SCHL/RECORDING DEVICE IT - C/E SUPPLIES			
Invoice: 122621DM	253540 122621DM	12/26/2021	USB0122		228.76
	228.76 73111266 531100	PW/JERSEY MIKES/SUBS, SANDIWCHES STORM EVENT OFFICE SUPPLIES			
Invoice: 123021DM	253541 123021DM	12/30/2021	USB0122		170.53
	170.53 73111266 531100	PW/TACO TIME/TACOS, FRIES STORM EVENT OFFICE SUPPLIES			
Invoice: 010522DM	253542 010522DM	01/05/2022	USB0122		988.63
	988.63 73411345 531100	PW/TMG SERVICE INC/INJECTION QUILL ASSEMBLY OFFICE SUPPLIES			
Invoice: 011922DM	253543 011922DM	01/19/2022	USB0122		432.92
	432.92 73111290 531100	PW/ORNAMENTAL STONE/WASTE RECEPICAL O&M-STREET-MAINT O/H-SUPPLIES			
Invoice: 123021CK	253544 123021CK	12/30/2021	USB0122		309.66
	309.66 73111266 531100	PW/WESTSIDE PIZZA/STORM RESPONSE FOOD OFFICE SUPPLIES			
Invoice: 123121CK	253545 123121CK	12/31/2021	USB0122		396.15
	396.15 73111266 531100	PW/SUBWAY/STORM RESPONSE FOOD OFFICE SUPPLIES			
Invoice: 010322CK	253546 010322CK	01/03/2022	USB0122		300.00
	300.00 73011189 545000	PW/PY STORAGE/STORAGE RENTAL O&M - C/E FACIL RENTS & LEASES			
Invoice: 011022CK	253547 011022CK	01/10/2022	USB0122		980.18
		PW/FOUR SEASONS/HYPOCHLORITE SOLUTION			

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CASH ACCOUNT: 635		111100	CASH			INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL DESC			
				980.18	73411345 531100	OFFICE SUPPLIES			
Invoice: 012122CK				253548	012122CK	01/21/2022	USB0122		162.00
				162.00	73425358 531100	PW/CA ST UNIVERSITY/REFERENCE MANUAL O&M-WWTP-SUPPLIES			
Invoice: 122721JL				253580	122721JL	12/27/2021	USB0122		478.00
				478.00	32011152 549150	LEGAL/WSBA/BAR ASSOC LICENSE RENEWAL LGL-CERTIFICATIONS/LICENSES			
Invoice: 122821JL-A				253581	122821JL-A	12/28/2021	USB0122		11.95
				11.95	32011152 549150	LEGAL/WSBA/BAR ASSOC LICENSE RENEWAL SERVICE FEE LGL-CERTIFICATIONS/LICENSES			
Invoice: 011722JL				253582	011722JL	01/17/2022	USB0122		30.00
				30.00	32011152 549150	LEGAL/WSAMA/MUNICIPAL ATTORNEY MEMBERSHIP LGL-CERTIFICATIONS/LICENSES			
Invoice: 123021MD				253629	123021MD	12/30/2021	USB0122		73.88
				73.88	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE MAILING CUR-DEV-ZONING-ADV			
Invoice: 010622MD-A				253630	010622MD-A	01/06/2022	USB0122		15.76
				15.76	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE MAILING CUR-DEV-ZONING-ADV			
Invoice: 010622MD-B				253631	010622MD-B	01/06/2022	USB0122		15.76
				15.76	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE MAILING CUR-DEV-ZONING-ADV			
Invoice: 010622MD-C				253632	010622MD-C	01/06/2022	USB0122		22.21
				22.21	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE MAILING CUR-DEV-ZONING-ADV			
Invoice: 011322MD-B				253633	011322MD-B	01/13/2022	USB0122		38.17
				38.17	63470588 531100	PCD/AMAZON/OFFICE SUPPLIES CUR - DEV DEV PLAN OFC SUPPLY			
Invoice: 012122MD-A				253634	012122MD-A	01/21/2022	USB0122		14.01
				14.01	63470586 544000	PCD/CLICK2MAIL/LEGAL NOTICE MAILING CUR-DEV-ZONING-ADV			
Invoice: 011222KG				253635	011222KG	01/12/2022	USB0122		50.00
				50.00	72011321 549100	ENG/INSTIT SUSTAINABLE INFRASTR/MEMBERSHIP - EC ENG - C/E ADMIN MISCELLEANEOUS			
Invoice: 011422KG				253636	011422KG	01/14/2022	USB0122		384.00
				384.00	72111436 443410	ENG/AMERICAN PUBLIC WORKS ASSOC/TRAINING - EC ENG - ACCESS TRANS TRAINING			
Invoice: 011422KG-A				253637	011422KG-A	01/14/2022	USB0122		25.58
						ENG/AMAZON/HEAVY DUTY MAGNETS, MACHINE OIL			

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
25.58 72011321 531100	ENG - C/E ADMIN SUPPLIES				
Invoice: 011322KG	253638 011322KG	01/13/2022	USB0122		83.37
	ENG/HOME DEPOT/DRAIN GRATE & MANHOLE COVER LIFTER				
83.37 72431832 531100	ENG - SSWM PLAN SUPPLIES				
Invoice: 010822KD-B	253699 010822KD-B	01/08/2022	USB0122		.07
	EX/CONSTANT CONTACT/CITY MNGR'S REPORT SUBSCR				
.07 31011572 549100	OUTREACH DUES, SUBS& MEMBER				
Invoice: 011222KD	253701 011222KD	01/12/2022	USB0122		85.10
	FIN/FLOWERING AROUND/FLOWERS FOR STAFF MEMBER				
85.10 41011141 531100	FIN - C/E ADMIN SUPPLIES				
Invoice: 010922CW	253702 010922CW	01/09/2022	USB0122		687.33
	EX/AMAZON/CITY HALL AIR FILTERS				
687.33 31011252 53110001069	COVID19-SUPPLIES				
Invoice: 010922CW-A	253703 010922CW-A	01/09/2022	USB0122		398.00
	PERSONAL CHARGE TO BE REIMBURSED TO CITY HALL				
398.00 31011252 53110001069	COVID19-SUPPLIES				
CHECK 649 TOTAL:					31,362.42
NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL ***					31,362.42
		COUNT	AMOUNT		
TOTAL PRINTED CHECKS		1	31,362.42		
*** GRAND TOTAL ***					31,362.42

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CLERK: jkines

JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022 2 122	APP 001-213000	02/11/2022	USB0122	021122			GENERAL - ACCOUNTS PAYABLE		25,195.36	
	APP 635-111100	02/11/2022	USB0122	021122			AP CASH DISBURSEMENTS JOURNAL			
	APP 631-213000	02/11/2022	USB0122	021122			CASH			31,362.42
	APP 407-213000	02/11/2022	USB0122	021122			AP CASH DISBURSEMENTS JOURNAL			
	APP 101-213000	02/11/2022	USB0122	021122			ACCOUNTS PAYABLE		538.08	
	APP 401-213000	02/11/2022	USB0122	021122			AP CASH DISBURSEMENTS JOURNAL			
	APP 402-213000	02/11/2022	USB0122	021122			ACCOUNTS PAYABLE		1,492.78	
	APP 403-213000	02/11/2022	USB0122	021122			AP CASH DISBURSEMENTS JOURNAL			
	APP 101-130000	02/11/2022	USB0122	021122			STREETS - ACCOUNTS PAYABLE		1,922.02	
	APP 401-130000	02/11/2022	USB0122	021122			AP CASH DISBURSEMENTS JOURNAL			
	APP 402-130000	02/11/2022	USB0122	021122			ACCOUNTS PAYABLE		1,968.81	
	APP 403-130000	02/11/2022	USB0122	021122			AP CASH DISBURSEMENTS JOURNAL			
	APP 101-130000	02/11/2022	USB0122	021122			STREETS - DUE TO/FROM CLEARING			
	APP 401-130000	02/11/2022	USB0122	021122			DUE TO/FROM CLEARING			
	APP 402-130000	02/11/2022	USB0122	021122			DUE TO/FROM CLEARING			
	APP 403-130000	02/11/2022	USB0122	021122			DUE TO/FROM CLEARING			
	APP 101-130000	02/11/2022	USB0122	021122			STREETS - DUE TO/FROM CLEARING			
	APP 401-130000	02/11/2022	USB0122	021122			DUE TO/FROM CLEARING			
	APP 402-130000	02/11/2022	USB0122	021122			DUE TO/FROM CLEARING			
	APP 403-130000	02/11/2022	USB0122	021122			DUE TO/FROM CLEARING			
							GENERAL LEDGER TOTAL		31,362.42	31,362.42
							SYSTEM GENERATED ENTRIES TOTAL		30,824.34	30,824.34
							JOURNAL 2022/02/122 TOTAL		62,186.76	62,186.76

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 2	122	02/11/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	25,195.36	25,195.36
				FUND TOTAL	25,195.36	25,195.36
101 STREET FUND 101-130000 101-213000	2022 2	122	02/11/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	1,922.02	1,922.02
				FUND TOTAL	1,922.02	1,922.02
401 WATER OPERATING FUND 401-130000 401-213000	2022 2	122	02/11/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,968.81	1,968.81
				FUND TOTAL	1,968.81	1,968.81
402 SEWER OPERATING FUND 402-130000 402-213000	2022 2	122	02/11/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	162.00	162.00
				FUND TOTAL	162.00	162.00
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 2	122	02/11/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	83.37	83.37
				FUND TOTAL	83.37	83.37
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 2	122	02/11/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,492.78	1,492.78
				FUND TOTAL	1,492.78	1,492.78
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 2	122	02/11/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	30,824.34 538.08	31,362.42
				FUND TOTAL	31,362.42	31,362.42

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		25,195.36
101	STREET FUND		1,922.02
401	WATER OPERATING FUND		1,968.81
402	SEWER OPERATING FUND		162.00
403	STORM & SURFACE WATER FUND		83.37
407	BUILDING & DEVELOPMENT FUND		1,492.78
631	CLEARING FUND		
		30,824.34	
	TOTAL	30,824.34	30,824.34

** END OF REPORT - Generated by Jacob Kines **


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A/P CASH DISBURSEMENTS JOURNALP 1
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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
650	02/23/2022	EFT	2138 ASPECT CONSULTING LL	253725	44877	02/14/2022		02/20/22	826.25	
	Invoice: 44877					PW/WATER RIGHTS STUDY				
				826.25	73411345 54110000868	WATER RIGHTS-PROF SVCS				
						CHECK		650 TOTAL:	826.25	
651	02/23/2022	EFT	4365 AUTOMATIC FUNDS TRAN	253553	BAIN2201028	01/31/2022		02/20/22	392.65	
	Invoice: BAIN2201028					FIN/B&O JAN 2022				
				150.00	41011141 541100	FIN - C/E ADMIN PROF SERVICES				
				242.65	41011141 542500	FIN-C/E-ADM-POSTAGE/SHIPPING				
				253705	123052	02/01/2022		02/20/22	862.57	
	Invoice: 123052					FIN/STATEMENT PREP AND MAIL				
				186.87	43411341 541100	FIN - WATER ADMIN PROF SERVICE				
				186.88	43421351 541100	FIN - SEWER ADMIN PROF SERVICE				
				244.41	91411891 542500	GG-WTR-FAC-POSTAGE				
				244.41	91421891 542500	GG-SWR-FAC-POSTAGE				
						CHECK		651 TOTAL:	1,255.22	
652	02/23/2022	EFT	9542 BACKFLOWS NORTHWEST,	253706	PAYREQ3-FINAL-00510	02/01/2022		02/20/22	2,676.14	
	Invoice: PAYREQ3-FINAL-00510					PW/2021 BACKFLOW TESTING				
				2,676.14	73411349 54110000510	BACKFLOW TEST-PRO SVCS				
						CHECK		652 TOTAL:	2,676.14	
653	02/23/2022	EFT	55 SOUND PUBLISHING, IN	253563	8053568	01/31/2022		02/20/22	381.75	
	Invoice: 8053568					PCD, CC/PSE PPM, RACE EQUITY COMMITTEE				
				127.25	63470586 544000	CUR-DEV-ZONING-ADV				
				254.50	11011113 544000	COUNCIL - LEGAL NOTICES				
						CHECK		653 TOTAL:	381.75	
654	02/23/2022	EFT	55 SOUND PUBLISHING, IN	253523	BIR947422	01/28/2022		02/20/22	69.60	
	Invoice: BIR947422					CC/PUBLIC HEARIND ORD 2022-01				
				69.60	11011113 544000	COUNCIL - LEGAL NOTICES				
				253721	BIR947464	02/04/2022		02/20/22	141.67	
	Invoice: BIR947464					POL/LEGAL/NOI/RUTHLESS				
				141.67	55011757 54400000159	PD-DERELICT VES-ADVERTISING				
				253722	BIR947467	02/04/2022		02/20/22	142.87	
	Invoice: BIR947467					POL/LEGAL/NOI/NORDIC LADY				
				142.87	55011757 54400000159	PD-DERELICT VES-ADVERTISING				
						CHECK		654 TOTAL:	354.14	

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
655	02/23/2022 EFT		5016 BAINBRIDGE ISLAND	BO 253521	Q42021	01/31/2022		02/20/22	8,750.00	
	Invoice: Q42021					EX/OCT-DEC 2021 OUT OF SCHOOL PROGRAMS				
				8,750.00	31017670 54110000297	EX-BI CHILD CARE/B&G CLUB				
						CHECK		655 TOTAL:	8,750.00	
656	02/23/2022 EFT		1847 BUSINESS INTERIORS	N 253566	308866	02/02/2022		02/20/22	3,464.31	
	Invoice: 308866					HR/ADJUSTABLE HEIGHT TABLE BASE, PLUS TOP				
				3,464.31	33011161 531900	HR-C/E-ERGONOMIC SUPPLIES				
						CHECK		656 TOTAL:	3,464.31	
657	02/23/2022 EFT		7509 CONSTRUCTION PARTS	L 253567	35130	01/25/2022		02/20/22	1,373.68	
	Invoice: 35130					PW/96" TUBE BROOM W/END PLATES				
				1,373.68	73637945 531100	O&M ALLOC-SWEEPER-SUPPLIES				
				253568	35141	01/26/2022		02/20/22	-342.68	
	Invoice: 35141					PW/SHANK SCARFIER, SCARFIER TOOTH RETURN				
				-342.68	73637945 531100	O&M ALLOC-SWEEPER-SUPPLIES				
						CHECK		657 TOTAL:	1,031.00	
658	02/23/2022 EFT		6363 LN CURTIS & SONS	253713	INV566928	02/08/2022		02/20/22	3.89	
	Invoice: INV566928					POL/HASHMARK				
				3.89	53011212 520000	POLICE - C/E PATROL BENEFITS				
				253714	INV567010	02/08/2022		02/20/22	338.10	
	Invoice: INV567010					POL/DUTY JACKET/LASNIER				
				338.10	53011212 520000	POLICE - C/E PATROL BENEFITS				
						CHECK		658 TOTAL:	341.99	
659	02/23/2022 EFT		4161 HERRERA ENVIRONMENTA	253715	50369	02/07/2022		02/20/22	6,465.33	
	Invoice: 50369					ENG/WTR INVENTORY ASSESSMENT & PRI				
				6,465.33	72431832 54110000664	ST DOE SSWM-PROF SVCS				
						CHECK		659 TOTAL:	6,465.33	
660	02/23/2022 EFT		9567 SARAH LANE	253575	02082022B	02/08/2022		02/20/22	1,650.00	
	Invoice: 02082022B					EX/WRITING & EDITING SUPPORT COBI CONNECTS				
				1,650.00	31011572 54110001015	NEWSLETTER-PROF SVCS				
						CHECK		660 TOTAL:	1,650.00	

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CASH ACCOUNT: 635
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TYPE VENDOR NAME

VOUCHER INVOICE

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INVOICE DTL DESC

661	02/23/2022	EFT	9565 KATHERINE L KIRKLAND	253717	022	02/10/2022	02/20/22	450.00
	Invoice: 022			450.00	31011572 541100	EX/GRAPHIC DESIGN SUPPORT 2021 COMMUNICATIONS		
						EX-GF-OUTREACH-PROF SVCS		
						CHECK	661 TOTAL:	450.00
662	02/23/2022	EFT	7849 LAW OFFICE OF THOMAS	253589	FEB22	02/08/2022	02/20/22	4,484.38
	Invoice: FEB22			4,484.38	32011281 541113	LEGAL/PUBLIC DEFENDER SRVCS FEB 22		
						LGL-PUBLIC DEFENDER		
						CHECK	662 TOTAL:	4,484.38
663	02/23/2022	EFT	9263 BELLEVUE PRINTING LL	253531	54402	02/02/2022	02/20/22	7,906.87
	Invoice: 54402			2,308.26	31011572 54250001015	EX/PRINTING & MAILING WINTER 2022 COBI CONNECTS		
				5,598.61	31011572 54950001015	NEWSLETTER-POSTAGE		
						NEWSLETTER-PRINTING		
						CHECK	663 TOTAL:	7,906.87
664	02/23/2022	EFT	4111 OLYMPIC SPRINGS INC	253598	345256	01/31/2022	02/20/22	114.94
	Invoice: 345256			114.94	51011215 531100	POL/PURIFIED WATER		
						POLICE - C/E FACIL SUPPLIES		
	Invoice: 345257			253599	345257	01/10/2022	02/20/22	43.37
				43.37	73425358 531100	PW/5 GALLON PURIFIED WATER X5		
						O&M-WWTP-SUPPLIES		
						CHECK	664 TOTAL:	158.31
665	02/23/2022	EFT	7925 OMNIPARK, INC	253600	123918	02/01/2022	02/20/22	379.67
	Invoice: 123918			379.67	51011217 548500	POL/PARKING SYSTEM SUPPORT		
						PD-C/E-PARKING ENF-COMP SUPPOR		
						CHECK	665 TOTAL:	379.67
666	02/23/2022	EFT	9156 PEACOCK FAMILY SERVI	253532	Q4-2021	01/26/2022	02/20/22	5,000.00
	Invoice: Q4-2021			5,000.00	31017670 54110000297	EX/2021 COMMUNITY SERVICES CONTRACT		
						EX-BI CHILD CARE/B&G CLUB		
						CHECK	666 TOTAL:	5,000.00
667	02/23/2022	EFT	4112 PROTHMAN COMPANY	253605	2022-7725	02/07/2022	02/20/22	9,785.00
	Invoice: 2022-7725			4,403.50	61011581 510000	PD/MARK HOFMAN INTERIM PLANNING DIRECTOR		
				3,914.00	61470581 510000	PCD - C/E ADMIN SALARY		
						PCD - DEV ADMIN SALARY		

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CASH ACCOUNT: 635
CHECK NO CHK DATE

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TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

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INVOICE DTL DESC

				1,467.50	61470581	510000	PCD - DEV ADMIN SALARY			
							CHECK	667 TOTAL:		9,785.00
668	02/23/2022 EFT	7435	RANDY KAN PORTABLE R	253607	1939382		01/27/2022	02/20/22		195.00
	Invoice: 1939382			195.00	73011768	545000	PW/RESTROOMS EAGLE HARBOR DR			
							O&M-C/E-PARKS-OP LEASES			
	Invoice: 1939383			253608	1939383		01/27/2022	02/20/22		210.62
				210.62	73011768	545000	PW/RESTROOMS CRESOTE PLACE NE			
							O&M-C/E-PARKS-OP LEASES			
	Invoice: 1939384			253609	1939384		01/27/2022	02/20/22		97.50
				97.50	73435838	545000	PW/RESTROOMS NE VINENT RD			
							O&M-DECANT-RENTS			
	Invoice: 1939385			253610	1939385		01/27/2022	02/20/22		97.50
				97.50	73011897	545000	PW/RESTROOMS HIDDEN COVE RD			
							O&M-C/E-PWYD FAC-RENTS			
							CHECK	668 TOTAL:		600.62
669	02/23/2022 EFT	9910	SEIDL, MICHAEL TIMOT	253592	2023		02/01/2022	02/20/22		8,064.25
	Invoice: 2023			8,064.25	31011572	54110001184	EX/VIDEO SUPPORT			
							CITY MNGR VIDEO UPDATE-PROF SV			
	Invoice: 2024			253593	2024		02/01/2022	02/20/22		400.00
				400.00	11011116	541100	CC/MLK PROCLAMATION PRODUCTION SRVCS			
							COUNCIL - PROF SERVICES			
	Invoice: 2025			253594	2025		02/01/2022	02/20/22		100.00
				100.00	11011116	541100	CC/OATH OF OFFICE VIDEO PRODUCTION SRVCS			
							COUNCIL - PROF SERVICES			
	Invoice: 2026			253595	2026		02/01/2022	02/20/22		414.00
				414.00	31011572	54110001184	EX/ASK COBI SEGMENT VIDEO SUPPORT			
							CITY MNGR VIDEO UPDATE-PROF SV			
							CHECK	669 TOTAL:		8,978.25
670	02/23/2022 EFT	7173	SKILLINGS	253720	13259		02/09/2022	02/20/22		47,835.00
	Invoice: 13259			3,300.00	72424435	64110000989	ENG/Engineering Design Services fo			
				7,275.00	72423434	64110001086	SUNDAY COVE PUMP REHAB-PROF SV			
				37,212.57	72423434	64110000990	LOWER LOVELL SLS-PROF SVCS			
				47.43	72423434	64110000820	WOOD AVE PUMP STA-PROF SVCS			
							REHAB WING PT PUMP STATION-DES			

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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
						CHECK	670	TOTAL:	47,835.00	
671	02/23/2022 EFT		8199 SYSTEMS FOR PUBLIC S	253617	41048	01/19/2022		02/20/22	2,101.86	
	Invoice: 41048			2,101.86	51011215 548100	POL/2016 CHEV TAHOE EQUIPMENT REPAIR				
						POLICE - C/E FACIL REPAIRS				
						CHECK	671	TOTAL:	2,101.86	
672	02/23/2022 EFT		1152 USA BLUE BOOK	253625	865958	02/02/2022		02/20/22	99.79	
	Invoice: 865958			99.79	73425358 531100	PW/HACH ORP STANDARD SOLUTION X2				
						O&M-WWTP-SUPPLIES				
	Invoice: 866139			253626	866139	02/02/2022		02/20/22	125.40	
				125.40	73411345 531100	PW/DIAMOND GRIP LATEX GLOVES				
						OFFICE SUPPLIES				
	Invoice: 867326			253627	867326	02/03/2022		02/20/22	229.74	
				229.74	73425358 531100	PW/HEAVY DUTY BEAKER, PIPET TIPS				
						O&M-WWTP-SUPPLIES				
						CHECK	672	TOTAL:	454.93	
673	02/23/2022 EFT		553 UTILITIES UNDERGROUN	253623	2010121	01/31/2022		02/20/22	194.79	
	Invoice: 2010121			194.79	73637893 54110000393	PW/EXCAVATION NOTIFICATIONS JAN 2022 X151				
						O&M ALLOC-LOCATING SVCS				
						CHECK	673	TOTAL:	194.79	
674	02/23/2022 EFT		9373 VISIT BAINBRIDGE	253539	114	12/31/2021		02/20/22	20,242.11	
	Invoice: 114			20,242.11	91140573 541100	MULTI-MEDIA DESTINATION MARKET				
						GG-TOUR-PROF SERVICES				
						CHECK	674	TOTAL:	20,242.11	
675	02/23/2022 EFT		167 WA ST DEPT OF ECOLOG	253641	2022-BA0020907	01/31/2022		02/20/22	2,032.65	
	Invoice: 2022-BA0020907			2,032.65	73425358 549800	PW/2022 ANNUAL BIOSOLID PERMIT FEE				
						O&M-WWTP-PERMIT				
						CHECK	675	TOTAL:	2,032.65	
676	02/23/2022 EFT		4104 WA ST FERRIES	253642	RK386216	01/31/2022		02/20/22	66.80	
	Invoice: RK386216			16.80	53011212 543100	JAN22 WAVE2GO FERRY CHARGES, ANNUAL FEE				
				50.00	41011141 543100	PATROL-TRAVEL/MEALS/LODGING				
						FIN - C/E ADMIN TRAVEL EXPENSE				

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

						CHECK	676 TOTAL :	66.80
677	02/23/2022 EFT	5709	WEBCHECK INC	253537	INV-7152	01/31/2022	02/20/22	114.56
Invoice: INV-7152				57.28	43411341 541100	FIN/WEBCHECK SERVICES JAN 2022		
				57.28	43421351 541100	FIN - WATER ADMIN PROF SERVICE		
						FIN - SEWER ADMIN PROF SERVICE		
						CHECK	677 TOTAL :	114.56
678	02/23/2022 EFT	499	WESTBAY AUTO PARTS I	253643	692190	01/25/2022	02/20/22	503.10
Invoice: 692190				503.10	73638935 531100	PW/TRANSFER PUMP		
						O&M-STD ALLOCATION-SUPPLIES		
Invoice: 694658				253644	694658	02/01/2022	02/20/22	2.95
				2.95	73638935 531100	PW/MINIATURE BULB		
						O&M-STD ALLOCATION-SUPPLIES		
Invoice: 695235				253645	695235	02/03/2022	02/20/22	142.40
				142.40	73638935 531100	PW/GAUGE X2		
						O&M-STD ALLOCATION-SUPPLIES		
Invoice: 695474				253646	695474	02/02/2022	02/20/22	6.83
				6.83	73638935 531100	PW/38DR T-45 STBITSKT		
						O&M-STD ALLOCATION-SUPPLIES		
Invoice: 695557				253647	695557	02/04/2022	02/20/22	134.53
				134.53	73638935 531100	PW/12V 75 MONTH 900 CORE DEPOSIT		
						O&M-STD ALLOCATION-SUPPLIES		
Invoice: 695559				253648	695559	02/04/2022	02/20/22	39.33
				39.33	73638935 531100	PW/ADAPTER TRAILER WIRE, SPARK PLUGS		
						O&M-STD ALLOCATION-SUPPLIES		
						CHECK	678 TOTAL :	829.14
				NUMBER OF CHECKS	29	*** CASH ACCOUNT TOTAL ***		138,811.07
						COUNT	AMOUNT	
				TOTAL EFT'S		29	138,811.07	
						*** GRAND TOTAL ***		138,811.07

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022 2 143	APP 401-213000	02/23/2022	02/20/22	021622			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		4,116.35	
APP 635-111100	02/23/2022	02/20/22	021622				CASH AP CASH DISBURSEMENTS JOURNAL			138,811.07
APP 001-213000	02/23/2022	02/20/22	021622				GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		49,596.98	
APP 402-213000	02/23/2022	02/20/22	021622				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		50,729.12	
APP 407-213000	02/23/2022	02/20/22	021622				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		5,508.75	
APP 631-213000	02/23/2022	02/20/22	021622				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,054.93	
APP 403-213000	02/23/2022	02/20/22	021622				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		6,562.83	
APP 104-213000	02/23/2022	02/20/22	021622				CIVIC IMPR - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		20,242.11	
GENERAL LEDGER TOTAL									138,811.07	138,811.07
APP 631-130000	02/23/2022	02/20/22	021622				DUE TO/FROM CLEARING		136,756.14	
APP 401-130000	02/23/2022	02/20/22	021622				DUE TO/FROM CLEARING			4,116.35
APP 001-130000	02/23/2022	02/20/22	021622				GENERAL - DUE TO/FROM CLEARING			49,596.98
APP 402-130000	02/23/2022	02/20/22	021622				DUE TO/FROM CLEARING			50,729.12
APP 407-130000	02/23/2022	02/20/22	021622				DUE TO/FROM CLEARING			5,508.75
APP 403-130000	02/23/2022	02/20/22	021622				DUE TO/FROM CLEARING			6,562.83
APP 104-130000	02/23/2022	02/20/22	021622				CIVIC IMPR DUE TO/FROM CLEAR'G			20,242.11
SYSTEM GENERATED ENTRIES TOTAL									136,756.14	136,756.14
JOURNAL 2022/02/143 TOTAL									275,567.21	275,567.21

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 2	143	02/23/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	49,596.98	49,596.98
				FUND TOTAL	49,596.98	49,596.98
104 CIVIC IMPROVEMENT FUND 104-130000 104-213000	2022 2	143	02/23/2022	CIVIC IMPR DUE TO/FROM CLEAR'G CIVIC IMPR - ACCOUNTS PAYABLE	20,242.11	20,242.11
				FUND TOTAL	20,242.11	20,242.11
401 WATER OPERATING FUND 401-130000 401-213000	2022 2	143	02/23/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	4,116.35	4,116.35
				FUND TOTAL	4,116.35	4,116.35
402 SEWER OPERATING FUND 402-130000 402-213000	2022 2	143	02/23/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	50,729.12	50,729.12
				FUND TOTAL	50,729.12	50,729.12
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 2	143	02/23/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	6,562.83	6,562.83
				FUND TOTAL	6,562.83	6,562.83
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 2	143	02/23/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	5,508.75	5,508.75
				FUND TOTAL	5,508.75	5,508.75
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 2	143	02/23/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	136,756.14 2,054.93	138,811.07
				FUND TOTAL	138,811.07	138,811.07

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		49,596.98
104	CIVIC IMPROVEMENT FUND		20,242.11
401	WATER OPERATING FUND		4,116.35
402	SEWER OPERATING FUND		50,729.12
403	STORM & SURFACE WATER FUND		6,562.83
407	BUILDING & DEVELOPMENT FUND		5,508.75
631	CLEARING FUND		
		136,756.14	
	TOTAL	136,756.14	136,756.14

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jkinesCITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNALP 1
apcshdsbCASH ACCOUNT: 635
CHECK NO CHK DATE111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

358176 02/04/2022	PRTD	8646 ISLAND HANDS	253495	122	01/27/2022	M020322	14,216.84
Invoice: 122							

14,003.59	73011183	54110000269	PW/2020-2023 JANITORIAL CONTRACT
213.25	73425358	54110000269	JANITORIAL CONTRACT-PRO SVCS
			JANITORIAL CONTRACT-PRO SVCS

Invoice: 222

253496	222	01/30/2022	M020322	480.00
480.00	73011183	54110000269	PW/2020-2023 JANITORIAL CONTRACT	
			JANITORIAL CONTRACT-PRO SVCS	

CHECK 358176 TOTAL: 14,696.84

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 14,696.84

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	14,696.84

*** GRAND TOTAL *** 14,696.84

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CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022 1 282									
APP 001-213000	01/31/2022	M020322	020322			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		14,483.59	
APP 635-111100	01/31/2022	M020322	020322			CASH AP CASH DISBURSEMENTS JOURNAL			14,696.84
APP 402-213000	01/31/2022	M020322	020322			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		213.25	
GENERAL LEDGER TOTAL								14,696.84	14,696.84
APP 631-130000	01/31/2022	M020322	020322			DUE TO/FROM CLEARING		14,696.84	
APP 001-130000	01/31/2022	M020322	020322			GENERAL - DUE TO/FROM CLEARING			14,483.59
APP 402-130000	01/31/2022	M020322	020322			DUE TO/FROM CLEARING			213.25
SYSTEM GENERATED ENTRIES TOTAL								14,696.84	14,696.84
JOURNAL 2022/01/282 TOTAL								29,393.68	29,393.68

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CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 1	282	01/31/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	14,483.59	14,483.59
				FUND TOTAL	14,483.59	14,483.59
402 SEWER OPERATING FUND 402-130000 402-213000	2022 1	282	01/31/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	213.25	213.25
				FUND TOTAL	213.25	213.25
631 CLEARING FUND 631-130000 635-111100	2022 1	282	01/31/2022	DUE TO/FROM CLEARING CASH	14,696.84	14,696.84
				FUND TOTAL	14,696.84	14,696.84

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A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		14,483.59
402	SEWER OPERATING FUND		213.25
631	CLEARING FUND	14,696.84	
TOTAL		14,696.84	14,696.84

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jkinesCITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNALP 1
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CASH ACCOUNT: 635		111100	CASH			VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME								
INVOICE DTL DESC											
358177	02/11/2022	PRTD	1235 AT&T ONENET SERVICE	253672	1275001026			02/01/2022		M021122	15.18
	Invoice: 1275001026			15.18	91011215 542100			POL/FAX LONG DISTANCE			
								GG-C/E-PD-PHONE			
	Invoice: 1275009022			253673	1275009022			02/01/2022		M021122	.66
				.66	91011189 542100			PD/FAX LONG DISTANCE			
								GG-C/E-CITY HALL-PHONE			
								CHECK	358177	TOTAL:	15.84
358178	02/11/2022	PRTD	47 BAINBRIDGE DISPOSAL	253674	0001170274			01/31/2022		M021122	174.73
	Invoice: 0001170274			174.73	91011755 547900			WASTE DISPOSAL SERVICES SENIOR CENTER JAN 22			
								GG-C/E-COMMONS-GARBAGE			
	Invoice: 0001170311			253675	0001170311			01/31/2022		M021122	2,246.69
				151.36	91011215 547900			CITYWIDE DISPOSAL SERVICES			
				467.68	91011768 547900			GG-C/E-PD-GARBAGE			
				441.32	91425358 547900			GG-C/E-PARKS-GARBAGE			
				1,165.83	91011897 547900			GG-WWTP-GARBAGE(NOT BIOSOLIDS)			
				10.25	91111427 547900			GG-C/E-O&M YARD FAC-GARBAGE			
				10.25	91111427 547900			GG-STREET-ROADSIDE-GARBAGE			
	Invoice: 0001170500			253676	0001170500			01/31/2022		M021122	361.78
				361.78	91011189 547900			CITY HALL DISP SRVCS JAN22			
								GG-C/E-CITY HALL-GARBAGE			
	Invoice: 0001170556			253677	0001170556			01/31/2022		M021122	82.12
				82.12	91011189 547903			BIG BELLY DISP SRVCS JAN22			
								BIG BELLY SOLAR GARBAGE CANS			
								CHECK	358178	TOTAL:	2,865.32
358179	02/11/2022	PRTD	5490 BAINBRIDGE ISLAND ME	253700	3380			02/09/2022		M021122	26,125.00
	Invoice: 3380			26,125.00	61011495 541100			PCD/BLAKELY HARBOR PARK RESTORATION			
								SHORELINE RESTORATION-PS			
								CHECK	358179	TOTAL:	26,125.00
358180	02/11/2022	PRTD	551 CENTURYLINK	253678	0225FEB22			02/02/2022		M021122	134.05
	Invoice: 0225FEB22			134.05	91011897 542100			O&M FIRE ALARM MONITOR			
								GG-C/E-O&M YARD FAC-PHONE			
	Invoice: 0399JAN22			253679	0399JAN22			01/23/2022		M021122	3,099.95
				1,602.75	91425358 542100			CITYWIDE TELEMETRY & FAX SRVC			
				862.04	91411891 542100			GG-WWTP-TELEPHONE/FAX			
				80.42	91011755 542100			GG-WTR-FAC-PHONE			
				164.46	91011189 542100			GG-C/E-COMMONS-PHONE			
								GG-C/E-CITY HALL-PHONE			

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635			111100	CASH		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					INVOICE DTL DESC			
						245.57	91011897 542100	GG-C/E-O&M YARD FAC-PHONE			
						78.08	91011255 542100	GG-C/E-COURT BLDG-PHONE			
						66.63	91011215 542100	GG-C/E-PD-PHONE			
Invoice: 0456	FEB22					253680	0456FEB22	02/02/2022		M021122	84.99
						84.99	91421891 542100	VILLAGE SEWER PUMP			
								GG-SWR-FAC-PHONE			
Invoice: 0754	FEB22					253681	0754FEB22	02/02/2022		M021122	65.94
						65.94	91411891 542100	FLETCHER BAY WELL TELEM			
								GG-WTR-FAC-PHONE			
Invoice: 1745	FEB22					253682	1745FEB22	02/02/2022		M021122	63.50
						63.50	91011189 542100	CH ELEVATOR SVC LINE			
								GG-C/E-CITY HALL-PHONE			
Invoice: 3736	FEB22					253683	3736FEB22	02/02/2022		M021122	134.05
						134.05	91011189 542100	CH FIRE ALARM MONIT			
								GG-C/E-CITY HALL-PHONE			
Invoice: 5211	FEB22					253684	5211FEB22	02/02/2022		M021122	223.24
						223.24	91011215 542100	POL PHN SVCS			
								GG-C/E-PD-PHONE			
Invoice: 8731	FEB22					253685	8731FEB22	02/02/2022		M021122	65.61
						65.61	91011755 542100	COMMONS FIRE ALARM MONIT			
								GG-C/E-COMMONS-PHONE			
Invoice: 9136	FEB22					253686	9136FEB22	02/02/2022		M021122	169.80
						169.80	91011189 542100	CH SECURITY ALARM MONIT			
								GG-C/E-CITY HALL-PHONE			
Invoice: 9791	FEB22					253687	9791FEB22	02/02/2022		M021122	137.86
						137.86	91011215 542100	POL TI MANDUS			
								GG-C/E-PD-PHONE			
Invoice: 9840	FEB22					253688	9840FEB22	02/02/2022		M021122	65.94
						65.94	91411891 542100	HEAD OF BAY WELL TELEM			
								GG-WTR-FAC-PHONE			
Invoice: 9858	FEB22					253689	9858FEB22	02/02/2022		M021122	50.35
						50.35	91411891 542100	SANDS WELL TELEM			
								GG-WTR-FAC-PHONE			
CHECK 358180 TOTAL:											4,295.28
358181 02/11/2022 PRD			6920 COMCAST			253690	FEB22	01/20/2022		M021122	11.27
Invoice: FEB22						11.27	51011211 545000	POL/HD CONVERTER BOX			
								PD-C/E-ADMIN RENTS/LEASE			

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

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INVOICE DTL DESC

CHECK 358181 TOTAL: 11.27

358182 02/11/2022 PRTD	268 HOUSING RESOURCES BA	253653 10284	12/31/2021	M021122	1,125.00
Invoice: 10284			2021 4TH QTR MANAGEMENT FEES		
		1,125.00 31180592 54130200297	IMHP MNGT FEES		
Invoice: 8755		253660 8755	07/01/2021	M021122	700.00
		700.00 31180592 54130400297	EX/301 MADRONA WAY DEFAULT RENT JUL-DEC 2021		
			IMHP SPACE RENT DEFAULT		
Invoice: 8896		253661 8896	08/01/2021	M021122	700.00
		700.00 31180592 54130400297	EX/301 MADRONA WAY DEFAULT RENT JUL-DEC 2021		
			IMHP SPACE RENT DEFAULT		
Invoice: 8999		253662 8999	09/01/2021	M021122	700.00
		700.00 31180592 54130400297	EX/301 MADRONA WAY DEFAULT RENT JUL-DEC 2021		
			IMHP SPACE RENT DEFAULT		
Invoice: 9339		253663 9339	10/01/2021	M021122	700.00
		700.00 31180592 54130400297	EX/301 MADRONA WAY DEFAULT RENT JUL-DEC 2021		
			IMHP SPACE RENT DEFAULT		
Invoice: 9746		253664 9746	11/01/2021	M021122	700.00
		700.00 31180592 54130400297	EX/301 MADRONA WAY DEFAULT RENT JUL-DEC 2021		
			IMHP SPACE RENT DEFAULT		
Invoice: 9963		253665 9963	12/01/2021	M021122	700.00
		700.00 31180592 54130400297	EX/301 MADRONA WAY DEFAULT RENT JUL-DEC 2021		
			IMHP SPACE RENT DEFAULT		
			CHECK 358182 TOTAL:		5,325.00

358183 02/11/2022 PRTD	318 KC ALCOHOLISM SPECIA	253654 020222	02/02/2022	M021122	1,958.94
Invoice: 020222			Q4 2021 ALCOHOLISM SVCS		
		1,958.94 91011660 553000	EXEC - C/E DETOX		
			CHECK 358183 TOTAL:		1,958.94

358184 02/11/2022 PRTD	1505 KITSAP COUNTY TREASU	253691 JAN22	02/07/2022	M021122	29.55
Invoice: JAN22			JAN 2022 OUT COURT REMIT		
		22.55 41612860 586000	CRIME VICTIMS-OUT		
		7.00 41613860 586000	COUNTY LAW LIB - DISB OUT		
			CHECK 358184 TOTAL:		29.55

358185 02/11/2022 PRTD	1971 KELLEY CONNECT	253666 IN956624	12/28/2021	M021122	51.21
Invoice: IN956624			CRT/COPIER LEASE		
		51.21 21011125 545000	COURT - RENTS & LEASES - OPER		

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

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INVOICE DTL DESC

CHECK 358185 TOTAL: 51.21

358186 02/11/2022 PRTD Invoice: NOV21-JAN22	694 KITSAP PUD #1	253656 NOV21-JAN22	01/15/2022 M021122	40.97
		40.97 91011768 547500	WATER/LOT1 BELFAIR AVE GG-C/E-PARKS-WTR/SWR	

CHECK 358186 TOTAL: 40.97

358187 02/11/2022 PRTD Invoice: 6002	5384 KITSAP TRANSIT	253657 6002	01/01/2022 M021122	5,391.33
		5,391.33 72011373 54110000638	ENG/50% PBS PER INTERLOCAL AGREEMENT WAY PT PARK-WELL MONITORING	

CHECK 358187 TOTAL: 5,391.33

358188 02/11/2022 PRTD Invoice: 107404	4702 MITHUN	253658 107404	01/18/2022 M021122	1,815.00
		1,815.00 72011182 54110001181	ENG/DESIGN SRVS - ADDTNL OFFICE AN CH MINOR RETROFITS-PROF SVCS	

CHECK 358188 TOTAL: 1,815.00

358189 02/11/2022 PRTD Invoice: 0727JAN22	1205 PUGET SOUND ENERGY	253692 0727JAN22	01/31/2022 M021122	10.86
		10.86 91011739 547100	194 WINSLOW WAY W COMM EVENTS-ELECTRICITY	

Invoice: 9047JAN22		253693 9047JAN22	02/04/2022 M021122	12,494.30
		12,494.30 91011189 547100	CITY WIDE ENERGY SVCS GG-C/E-CITY HALL-ELECTRIC	

CHECK 358189 TOTAL: 12,505.16

358190 02/11/2022 PRTD Invoice: 90740589	6541 PUGET SOUND ENERGY	253694 90740589	01/27/2022 M021122	638.05
		638.05 72413434 66300000818	ENG/FERNCLIFF AVE NE TELEM CONSTRUCTION SCADA UPGRADES WTR CONSTRUC	

CHECK 358190 TOTAL: 638.05

358191 02/11/2022 PRTD Invoice: 9898617933	1485 VERIZON WIRELESS	253695 9898617933	02/01/2022 M021122	5,492.49
		1,018.95 91011189 54210001069	CITY WIDE WIRELESS SRVCS COVID19-ADD'L CELL PHONES	
		120.03 73411345 542100	O&M-WTR MAINT-PHONE/POSTAGE	
		91.09 72637319 54210000809	WATER QUAL FLOW MONIT-MODEM	
		4,262.42 91011189 542100	GG-C/E-CITY HALL-PHONE	

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

CHECK 358191 TOTAL: 5,492.49

358192 02/11/2022 PRTD 2251 WA ST TREASURER
Invoice: JAN22 SBCC

253696 JAN22 SBCC
181.00 41652860 586000

02/07/2022 M021122
JAN 2022 OUT COURT REMIT SBCC
SBCC BLDG.-OUT

181.00

Invoice: JAN22

253697 JAN22
681.62 41611860 586000
338.47 41610860 586000
7.64 41619860 586000
107.07 41616860 586000
51.91 41616860 586000
247.44 41614860 586000
.07 41615860 586000
.42 41615860 586000
53.40 41618860 586000
23.92 41618860 586000
5.01 41618860 586000
28.63 41618860 586000
19.98 41615860 586961

02/07/2022 M021122
JAN 2022 OUT COURT REMIT
PSEA 60% OUT
PSEA 30% OUT
PSEA 3 - STATE DISB OUT
THEFT PRV&TR BRAIN INJ-OUT
THEFT PRV&TR BRAIN INJ-OUT
JUDICIAL INFO SYST.-OUT
BREATH TEST-CUSTODIAL
BREATH TEST-CUSTODIAL
TRAUMA CARE-OUT
TRAUMA CARE-OUT
TRAUMA CARE-OUT
TRAUMA CARE-OUT
STATE CRIME LAB

1,565.58

CHECK 358192 TOTAL: 1,746.58

NUMBER OF CHECKS 16 *** CASH ACCOUNT TOTAL *** 68,306.99

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	16	68,306.99

*** GRAND TOTAL *** 68,306.99

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CLERK: jkines

JOURNAL ENTRIES TO BE CREATED

YEAR PER SRC ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022 2 114									
APP 001-213000	02/11/2022	M021122	021122			GENERAL - ACCOUNTS PAYABLE		57,162.86	
APP 635-111100	02/11/2022	M021122	021122			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000	02/11/2022	M021122	021122			CASH			68,306.99
APP 101-213000	02/11/2022	M021122	021122			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000	02/11/2022	M021122	021122			ACCOUNTS PAYABLE		2,129.06	
APP 108-213000	02/11/2022	M021122	021122			AP CASH DISBURSEMENTS JOURNAL			
APP 650-213000	02/11/2022	M021122	021122			STREETS - ACCOUNTS PAYABLE		20.50	
APP 631-213000	02/11/2022	M021122	021122			AP CASH DISBURSEMENTS JOURNAL			
						ACCOUNTS PAYABLE		1,802.35	
						AP CASH DISBURSEMENTS JOURNAL			
						AFFORD HSG - ACCOUNTS PAYABLE		5,325.00	
						AP CASH DISBURSEMENTS JOURNAL			
						ACCOUNTS PAYABLE		1,776.13	
						AP CASH DISBURSEMENTS JOURNAL			
						ACCOUNTS PAYABLE		91.09	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								68,306.99	68,306.99
APP 631-130000	02/11/2022	M021122	021122			DUE TO/FROM CLEARING		68,215.90	
APP 001-130000	02/11/2022	M021122	021122			GENERAL - DUE TO/FROM CLEARING			57,162.86
APP 402-130000	02/11/2022	M021122	021122			DUE TO/FROM CLEARING			2,129.06
APP 101-130000	02/11/2022	M021122	021122			STREETS - DUE TO/FROM CLEARING			20.50
APP 401-130000	02/11/2022	M021122	021122			DUE TO/FROM CLEARING			1,802.35
APP 108-130000	02/11/2022	M021122	021122			AFFORD HSG DUE TO/FROM CLEAR'G			5,325.00
APP 650-130000	02/11/2022	M021122	021122			DUE TO/FROM CLEARING			1,776.13
SYSTEM GENERATED ENTRIES TOTAL								68,215.90	68,215.90
JOURNAL 2022/02/114 TOTAL								136,522.89	136,522.89

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 2	114	02/11/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	57,162.86	57,162.86
				FUND TOTAL	57,162.86	57,162.86
101 STREET FUND 101-130000 101-213000	2022 2	114	02/11/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	20.50	20.50
				FUND TOTAL	20.50	20.50
108 AFFORDABLE HOUSING FUND 108-130000 108-213000	2022 2	114	02/11/2022	AFFORD HSG DUE TO/FROM CLEAR'G AFFORD HSG - ACCOUNTS PAYABLE	5,325.00	5,325.00
				FUND TOTAL	5,325.00	5,325.00
401 WATER OPERATING FUND 401-130000 401-213000	2022 2	114	02/11/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,802.35	1,802.35
				FUND TOTAL	1,802.35	1,802.35
402 SEWER OPERATING FUND 402-130000 402-213000	2022 2	114	02/11/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,129.06	2,129.06
				FUND TOTAL	2,129.06	2,129.06
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 2	114	02/11/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	68,215.90 91.09	68,306.99
				FUND TOTAL	68,306.99	68,306.99
650 AGENCY FUND 650-130000 650-213000	2022 2	114	02/11/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,776.13	1,776.13
				FUND TOTAL	1,776.13	1,776.13

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 A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		57,162.86
101	STREET FUND		20.50
108	AFFORDABLE HOUSING FUND		5,325.00
401	WATER OPERATING FUND		1,802.35
402	SEWER OPERATING FUND		2,129.06
631	CLEARING FUND	68,215.90	
650	AGENCY FUND		1,776.13
	TOTAL	68,215.90	68,215.90

** END OF REPORT - Generated by Jacob Kines **


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A/P CASH DISBURSEMENTS JOURNALP 1
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CASH ACCOUNT: 635		111100	CASH			VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME								
INVOICE DTL DESC											
358193	02/23/2022	PRTD	9249 911 SUPPLY INC	253550	INV-2-16294			02/03/2022		02/20/22	371.26
	Invoice: INV-2-16294			371.26	53011212 531100			POL/DUTY GEAR - MILLER			
								PD-C/E-PATROL SUPPLIES			
								CHECK	358193	TOTAL:	371.26
358194	02/23/2022	PRTD	9955 AGATE ASPHALT	253554	ROW 22-021			02/08/2022		02/20/22	250.00
	Invoice: ROW 22-021			250.00	11154 322403			PERMIT ROW 22-021 REFUND FEE			
								ROW PERMIT-STANDARD			
								CHECK	358194	TOTAL:	250.00
358195	02/23/2022	PRTD	9958 ALAN CHARLES LLC	253704	PLN50997			02/11/2022		02/20/22	2,948.11
	Invoice: PLN50997			2,948.11	62338 386000			PERMIT PLN50997 FSPT REFUND FEE			
								SURETY DEPOSITS CUS			
								CHECK	358195	TOTAL:	2,948.11
358196	02/23/2022	PRTD	9653 DEAN ALEXANDER	253671	013122			01/31/2022		02/20/22	45.63
	Invoice: 013122			45.63	31011256 531100			EX/PICK UP PPE FOR BI CHAMBER			
								EX-GF-EMERG PREP-SUPPLIES			
								CHECK	358196	TOTAL:	45.63
358197	02/23/2022	PRTD	7994 PENINSULA SERVICES	253555	98029			01/31/2022		02/20/22	64.00
	Invoice: 98029			64.00	51011211 541100			POL/MOBILE SHREDDING			
								PD-C/E-ADM-PROF SVCS			
				253668	98028			01/31/2022		02/20/22	32.00
	Invoice: 98028			32.00	21011125 541100			CRT/SHREDDING SERVICES			
								COURT - PROFESSIONAL SERVICES			
								CHECK	358197	TOTAL:	96.00
358198	02/23/2022	PRTD	7166 AMERICAN MESSAGING	253556	W4104492WB			02/01/2022		02/20/22	93.58
	Invoice: W4104492WB			93.58	73637891 542100			PW/MESSAGING SERVICES 2/1/22-2/28/22			
								O&M - ALLOC FACIL TELEPHONE			
								CHECK	358198	TOTAL:	93.58
358199	02/23/2022	PRTD	4710 ASSOCIATED PETROLEU	253557	0428756-IN			01/18/2022		02/20/22	1,683.26
	Invoice: 0428756-IN			876.26	73638893 532000			PW/DIESEL & REGULAR FUEL			
				807.00	73638932 532000			O&M-FUEL USE-ALLOCATION			
								O&M-FUEL ALLOC TO OTH DEPTS			
				253558	0429170-IN			01/24/2022		02/20/22	1,835.38

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL	DESC		
Invoice: 0429170-IN						PW/DIESEL & REGULAR FUEL			
				642.00	73638893 532000	O&M-FUEL USE-ALLOCATION			
				1,193.38	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
						CHECK	358199	TOTAL:	3,518.64
358200	02/23/2022	PRTD	7821 ARAMARK	253559	512000235033	01/20/2022		02/20/22	61.65
Invoice: 512000235033						PW/COAT LAB SPUN, COVR FR			
				61.65	73638893 589310	LAUNDRY SERVICES			
						CHECK	358200	TOTAL:	61.65
358201	02/23/2022	PRTD	54 BAINBRIDGE RENTAL IN	253560	CON81393	01/11/2022		02/20/22	182.66
Invoice: CON81393						PW/PROPANE 42 GALLONS			
				182.66	73111290 531100	O&M-STREET-MAINT O/H-SUPPLIES			
Invoice: CON81706						01/26/2022		02/20/22	249.49
				253561	CON81706	PW/FILLER CAP, BIOPLUS BAR OIL, CHAIN			
				249.49	73111427 531100	OFFICE SUPPLIES			
Invoice: CON81912						02/03/2022		02/20/22	76.28
				253562	CON81912	PW/63PM3 55E CHAIN L00, 16" BAR ST			
				76.28	73111427 531100	OFFICE SUPPLIES			
						CHECK	358201	TOTAL:	508.43
358202	02/23/2022	PRTD	57 BAY HAY & FEED	253564	1703222	02/02/2022		02/20/22	34.75
Invoice: 1703222						PW/FORKLIFT FUEL			
				34.75	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
						CHECK	358202	TOTAL:	34.75
358203	02/23/2022	PRTD	7696 BAINBRIDGE ISLAND MU	253522	4780	12/07/2021		02/20/22	12,000.00
Invoice: 4780						EX/2020 CULTURAL PROGRAMS GRANT			
				12,000.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES			
						CHECK	358203	TOTAL:	12,000.00
358204	02/23/2022	PRTD	7183 BI SPECIAL NEEDS FOU	253524	2775	12/27/2021		02/20/22	3,750.00
Invoice: 2775						EX/2021 COMMUNITY SERVICES CONTRACT			
				3,750.00	31017686 54110000297	HOPE HS/BI SP NEEDS/ISLANDTIME			
						CHECK	358204	TOTAL:	3,750.00

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CASH ACCOUNT: 635		111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
358205	02/23/2022	PRTD	5490 BAINBRIDGE ISLAND ME	253707	3381	02/09/2022		02/20/22	2,452.52		
	Invoice: 3381					ENG/ILA W/ BIMPRD FOR TRAIL CONSTR					
				2,452.52	72111262 54110501168	BIMPRD TRAILS ILA-PYMT TO PARK					
						CHECK	358205	TOTAL:	2,452.52		
358206	02/23/2022	PRTD	4904 BOSTEC INC	253565	44941	01/28/2022		02/20/22	245.80		
	Invoice: 44941					POL/TESTING SUPPLIES/PBT					
				245.80	53011212 531100	PD-C/E-PATROL SUPPLIES					
						CHECK	358206	TOTAL:	245.80		
358207	02/23/2022	PRTD	9952 BUCSIT WOODS LLC	253525	BLD24733	02/03/2022		02/20/22	1,173.50		
	Invoice: BLD24733					PERMIT BLD24733 R-SFR REFUND FEE					
				1,173.50	65538 38600001083	ENV 3RD PARTY REVIEWS					
						CHECK	358207	TOTAL:	1,173.50		
358208	02/23/2022	PRTD	9908 CINTAS CORPORATION #	253709	5094666999	02/07/2022		02/20/22	43.21		
	Invoice: 5094666999					POL/FIRST AID RESTOCK					
				43.21	51011215 531100	POLICE - C/E FACIL SUPPLIES					
						CHECK	358208	TOTAL:	43.21		
358209	02/23/2022	PRTD	460 PETTY CASH	253602	POL-2022-1	01/31/2022		02/20/22	22.14		
	Invoice: POL-2022-1					POL/POSTAGE					
				22.14	91011215 542500	GG-C/E-PD-POSTAGE					
						CHECK	358209	TOTAL:	22.14		
358210	02/23/2022	PRTD	102 CITY OF BAINBRIDGE I	253728	RETREQ3-FINAL-00510	02/01/2022	20210045	02/20/22	140.46		
	Invoice: RETREQ3-FINAL-00510					2021 BACKFLOW TESTING RETAINAG					
				140.46	73411349 54110000510	BACKFLOW TEST-PRO SVCS					
						CHECK	358210	TOTAL:	140.46		
358211	02/23/2022	PRTD	104 CITY OF BREMERTON	253710	BKAT000652	02/04/2022		02/20/22	3,093.50		
	Invoice: BKAT000652					IT/BROADCAST SERVICES FOR PUBLIC MTGS					
				3,093.50	81011881 542420	IT-C/E-TELEVISTED COUNCIL MEET					
						CHECK	358211	TOTAL:	3,093.50		

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
358212	02/23/2022	PRTD	518 CRIMINAL JUSTICE TRA	253711	201136109	02/09/2022		02/20/22	600.00	
	Invoice: 201136109					POL/HANDGUN INSTRUCTOR/JF				
				600.00	53011212 443410	POLICE - C/E PATROL TRAINING				
						CHECK	358212	TOTAL:	600.00	
358213	02/23/2022	PRTD	4174 ENVIRO-CLEAN EQUIPME	253569	22-56666	01/27/2022		02/20/22	425.01	
	Invoice: 22-56666					PW/DRIVE PEDAL 2014				
				425.01	73637945 531100	O&M ALLOC-SWEEPER-SUPPLIES				
						CHECK	358213	TOTAL:	425.01	
358214	02/23/2022	PRTD	6828 FBI - LEEDA	253716	200065197	02/03/2022		02/20/22	695.00	
	Invoice: 200065197					POL/SLI TACOMA/SHIELDS				
				695.00	53011212 443410	POLICE - C/E PATROL TRAINING				
						CHECK	358214	TOTAL:	695.00	
358215	02/23/2022	PRTD	1517 GUARDIAN SECURITY SY	253570	1213625	02/01/2022		02/20/22	48.00	
	Invoice: 1213625					POL/ALARM MONITORING				
				48.00	51011215 541100	POLICE - C/E FACIL PROF SVCS				
						CHECK	358215	TOTAL:	48.00	
358216	02/23/2022	PRTD	253 HACH COMPANY	253571	12869632	02/04/2022		02/20/22	799.10	
	Invoice: 12869632					PW/SPADNS2 (ARSENIC FREE) FLUORIDE RGT				
				799.10	73411345 531100	OFFICE SUPPLIES				
						CHECK	358216	TOTAL:	799.10	
358217	02/23/2022	PRTD	9948 HARTSOCK, EDMOND	253492	99196	02/02/2022		02/20/22	10.28	
	Invoice: 99196					UB 11034 1166 HAWLEY WAY NE				
				10.28	411 122100	WATER ACCOUNTS RECEIVABLE				
						CHECK	358217	TOTAL:	10.28	
358218	02/23/2022	PRTD	8374 HEARING ADVANTAGE, I	253526	9888	02/02/2022		02/20/22	70.00	
	Invoice: 9888					PW/HEARING SCREENINGS X2				
				70.00	73637891 541100	PROFESSIONAL SERVICES				
						CHECK	358218	TOTAL:	70.00	

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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
358219	02/23/2022	PRTD	268 HOUSING RESOURCES BA	253573	10227	01/01/2022		02/20/22	1,400.00	
Invoice: 10227						EX/301 MADRONA WAY		RENT JAN-FEB 22		
				1,400.00	31180592	54130400297		IMHP SPACE RENT DEFAULT		
						CHECK	358219	TOTAL:	1,400.00	
358220	02/23/2022	PRTD	863 INTERSTATE BATTERIES	253576	22069924	01/20/2022		02/20/22	132.93	
Invoice: 22069924						PW/BATTERY 31P-MHD		FLETCHER BAY WELL		
				132.93	73411345	531100		OFFICE SUPPLIES		
						CHECK	358220	TOTAL:	132.93	
358221	02/23/2022	PRTD	9883 INVOICE CLOUD INC	253527	2698-2022_1	01/31/2022		02/20/22	1,198.86	
Invoice: 2698-2022_1						FIN/ONLINE UB PAYMENT SERVICES				
				599.43	43411341	541100		FIN - WATER ADMIN PROF SERVICE		
				599.43	43421351	541100		FIN - SEWER ADMIN PROF SERVICE		
						CHECK	358221	TOTAL:	1,198.86	
358222	02/23/2022	PRTD	9946 ISLANDCRAFT HOA	253528	SPR18921	02/02/2022		02/20/22	2,400.00	
Invoice: SPR18921						PERMIT SPR18921 ZONING REFUND FEE				
				2,400.00	65538	38600000644		EXPEDITED BLDG PERMITS-3PARTY		
						CHECK	358222	TOTAL:	2,400.00	
358223	02/23/2022	PRTD	333 KITSAP COUNTY AUDITO	253584	599973	01/06/2022		02/20/22	208.50	
Invoice: 599973						ENG/STORMWATER DRAINAGE FACILITIES COVENANT				
				208.50	72431835	54110001174		2021 ANNUAL DRAIN PRGM-PRO SVC		
Invoice: 600633						ENG/ORDINANCE 2021-32 RECORDING FEE			208.50	
				208.50	72111421	551000		ENG-STREET-RECORDING AT CO AUD		
Invoice: 601167						ENG/STORMWATER DRAINING FACILITIES COVENANT			208.50	
				208.50	72431835	54110001174		2021 ANNUAL DRAIN PRGM-PRO SVC		
						CHECK	358223	TOTAL:	625.50	
358224	02/23/2022	PRTD	2306 KITSAP COUNTY PROSEC	253579	FEB22	02/07/2022		02/20/22	10,234.30	
Invoice: FEB22						HR/PROSECUTION SERVICES FEBRUARY 2022				
				10,234.30	32011521	541112		LGL-OUTSIDE PROSECUTOR		
						CHECK	358224	TOTAL:	10,234.30	

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CITY OF BAINBRIDGE ISLAND
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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
358225	02/23/2022	PRTD	4584 KIDS DISCOVERY MUSEU	253529	Q4-2021	01/14/2022		02/20/22	3,125.00	
Invoice: Q4-2021						EX/2020-2021 CULTURAL FUNDING: OPER				
				3,125.00	31011732 54110000297	EX-GF-CULTURAL ARTS & SCIENCES				
						CHECK	358225	TOTAL:	3,125.00	
358226	02/23/2022	PRTD	9951 KIRKPATRICK, DENNIS	253530	BLD26261	02/02/2022		02/20/22	1,382.69	
Invoice: BLD26261						PERMIT BLD26261 R-SFR REFUND FEE				
				300.00	47148 345831	FIRE PLAN REVIEW & INSPECTIONS				
				827.94	47148 345830	PLAN CHECKING FEES				
				254.75	47148 322110	PLAN'G REVIEW OF BLDG PERMITS				
						CHECK	358226	TOTAL:	1,382.69	
358227	02/23/2022	PRTD	4224 L.E.I.R.A.	253590	1305	12/17/2021		02/20/22	50.00	
Invoice: 1305						POL/ANNUAL DUES - LH				
				50.00	51011120 549100	PD-CLERKS-DUES/MEMBERSHIPS				
						CHECK	358227	TOTAL:	50.00	
358228	02/23/2022	PRTD	5011 LEXISNEXIS RISK SOLU	253591	1272084-20220131	01/31/2022		02/20/22	163.65	
Invoice: 1272084-20220131						POL/MONTHLY SUBSCRIPTION				
				163.65	52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH				
						CHECK	358228	TOTAL:	163.65	
358229	02/23/2022	PRTD	7038 MOON SECURITY SERVIC	253669	1122116	01/31/2022		02/20/22	466.00	
Invoice: 1122116						CRT/EHM-K-SCREAM 1/1-1/31/22				
				466.00	21011232 545000	COURT-ELECT HOME DET'N-EQ RENT				
						CHECK	358229	TOTAL:	466.00	
358230	02/23/2022	PRTD	5752 MUSIC COMMUNITY RESO	253596	02072022	02/07/2022		02/20/22	150.00	
Invoice: 02072022						FIN/DAMAGE DEPOSIT REFUND SENIOR CENTER				
				150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME				
						CHECK	358230	TOTAL:	150.00	
358231	02/23/2022	PRTD	9650 THE PAPE GROUP INC.	253601	13293239	02/02/2022		02/20/22	49.99	
Invoice: 13293239						PW/AL36529 SWITCH				
				49.99	73638935 531100	O&M-STD ALLOCATION-SUPPLIES				
						CHECK	358231	TOTAL:	49.99	

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
358232	02/23/2022	PRTD	8922 REXEL USA INC.	253603	2L54602	01/31/2022		02/20/22	237.57	
	Invoice: 2L54602					PW/LGD LED A FLEX COLOR				
				237.57	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY				
						CHECK	358232	TOTAL:	237.57	
358233	02/23/2022	PRTD	9349 PROPANE NORTHWEST	253604	1506055755	01/29/2022		02/20/22	1,144.91	
	Invoice: 1506055755					PROPANE 552.10, HAZMAT DELIVERY CHARGE				
				1,144.91	91011897 547200	GG-C/E-O&M YARD FAC-PROPANE				
						CHECK	358233	TOTAL:	1,144.91	
358234	02/23/2022	PRTD	4313 PUGET SOUND FINANCE	253606	020822	02/08/2022		02/20/22	50.00	
	Invoice: 020822					FIN/2022 MEMBERSHIP				
				50.00	41011141 549100	FIN-C/E-DUES, SUBS, MEMBERSHIPS				
						CHECK	358234	TOTAL:	50.00	
358235	02/23/2022	PRTD	9440 QBSI-XEROX	253667	IN2419791	01/27/2022		02/20/22	111.02	
	Invoice: IN2419791					CRT/COPIER LEASE				
				111.02	21011125 545000	COURT - RENTS & LEASES - OPER				
						CHECK	358235	TOTAL:	111.02	
358236	02/23/2022	PRTD	9947 RAUSCH, ROBERT & VIR	253491	99195	02/02/2022		02/20/22	167.72	
	Invoice: 99195					UB 10576 737 FERNCLIFF AVENUE NE				
				167.72	421 122100	SEWER ACCOUNTS RECEIVABLE				
						CHECK	358236	TOTAL:	167.72	
358237	02/23/2022	PRTD	408 ROLLING BAY COMMERCIAL	253670	885581	12/06/2021		02/20/22	4,366.88	
	Invoice: 885581					CRT/MARCH 2022 COURT HOUSE RENT				
				4,366.88	21011125 545000	COURT - RENTS & LEASES - OPER				
						CHECK	358237	TOTAL:	4,366.88	
358238	02/23/2022	PRTD	5251 ROTARY CLUB OF BAINBRIDGE	253583	10379	01/02/2022		02/20/22	100.00	
	Invoice: 10379					EX/QUARTERLY DUES				
				100.00	31011131 549100	EX-GF-DUES/SUBCR/MEMBERSHIP				
						CHECK	358238	TOTAL:	100.00	

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CASH ACCOUNT: 635		111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
358239	02/23/2022	PRTD	7245 SAN DIEGO POLICE	EQU 253612	650560	01/24/2022		02/20/22	5,810.18	
Invoice: 650560						POL/AMMUNITION				
				581.02	51011211 531100	PD-C/E-ADM-SUPPLIES				
				581.02	52011212 531100	POLICE - C/E INVEST SUPPLIES				
				4,648.14	53011212 531100	PD-C/E-PATROL SUPPLIES				
CHECK 358239 TOTAL:								5,810.18		
358240	02/23/2022	PRTD	7240 SECLICKFIX	253613	221303	01/01/2022		02/20/22	3,000.23	
Invoice: 221303						IT/ANNUAL MAINTENANCE FOR SECLICKFIX SW				
				3,000.23	81011881 535100	IT - C/E COMPUTER SOFTWARE				
CHECK 358240 TOTAL:								3,000.23		
358241	02/23/2022	PRTD	8129 SMARSH INC	253533	INV00695678	01/31/2022		02/20/22	9,060.17	
Invoice: INV00695678						IT/TEXT ARCHIVING APPLICATION				
				9,060.17	81011881 535100	IT - C/E COMPUTER SOFTWARE				
CHECK 358241 TOTAL:								9,060.17		
358242	02/23/2022	PRTD	9566 SMARTSHEET INC.	253534	INV642728	02/03/2022		02/20/22	220.59	
Invoice: INV642728						IT/PROJECT MANAGEMENT LICENSES, MILLER & CORLEW				
				220.59	81011881 535100	IT - C/E COMPUTER SOFTWARE				
CHECK 358242 TOTAL:								220.59		
358243	02/23/2022	PRTD	601 SOUND REPROGRAPHICS	253535	88434	02/02/2022		02/20/22	130.92	
Invoice: 88434						ENG/BUSINESS CARDS MAX MILLER, JOEL CORLEW				
				130.92	72011321 531100	ENG - C/E ADMIN SUPPLIES				
Invoice: 88787						02/10/2022		02/20/22	108.65	
				253723	88787	EX/100 WASTE REDUCTION POSTERS				
				108.65	31011492 54245001150	CAP-OTHER IMPL-OUTREACH				
Invoice: 88806						02/11/2022		02/20/22	76.37	
				253724	88806	CC/MAYOR DEETS BUSINESS CARDS				
				76.37	11011116 531100	COUNCIL - SUPPLIES				
CHECK 358243 TOTAL:								315.94		
358244	02/23/2022	PRTD	8738 SPEAKWRITE, LLC	253614	405F4FB7	02/01/2022		02/20/22	135.79	
Invoice: 405F4FB7						POL/TRANSCRIPTION				
				135.79	52011212 541100	POLICE - C/E INVEST PROF SVCS				

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

						CHECK	358244	TOTAL :	135.79
358245	02/23/2022	PRTD	2467	STAPLES	253615	8065081157	01/29/2022	02/20/22	252.89
						POL/COPY PAPER, SPONGES, SCISSORS			
						PD-C/E-ADM-SUPPLIES			
						POLICE - C/E INVEST SUPPLIES			
						PD-C/E-PATROL SUPPLIES			
						PD-C/E-ADM-SUPPLIES			
						CHECK	358245	TOTAL :	252.89
358246	02/23/2022	PRTD	2122	STERICYCLE INC	253616	3005885679	01/31/2022	02/20/22	10.36
						POL/BIOHAZARD DISPOSAL			
						POLICE - C/E PATROL PROF SVCS			
						CHECK	358246	TOTAL :	10.36
358247	02/23/2022	PRTD	9949	STRATTON, ANNE & JOH	253493	99197	02/02/2022	02/20/22	8.29
						UB 10907 11610 WING POINT WAY NE			
						WATER ACCOUNTS RECEIVABLE			
						CHECK	358247	TOTAL :	8.29
358248	02/23/2022	PRTD	9358	STRUCTURED COMMUNICA	253536	0219805-IN	01/31/2022	02/20/22	500.00
						IT/PROGRAMMING OF NEW NETWORK SWITCH			
						IT - C/E PROF SERVICES			
						CHECK	358248	TOTAL :	500.00
358249	02/23/2022	PRTD	565	TACOMA SCREW PRODUCT	253618	140029796-00	01/26/2022	02/20/22	42.06
						PW/MM FLAT SOCKET 12.9 BLACK OXIDE			
						O&M-STD ALLOCATION-SUPPLIES			
						253619	140032851-00	02/02/2022	02/20/22
						PW/COMMERCIAL GLASS CLEANER, NYLON CABLE TIES			128.72
						O&M-STD ALLOCATION-SUPPLIES			
						253620	140032923-00	02/02/2022	02/20/22
						PW/HEX WASHER HEAD TAPPING SCREWS			85.34
						O&M-STD ALLOCATION-SUPPLIES			
						CHECK	358249	TOTAL :	256.12
358250	02/23/2022	PRTD	9950	TARBOX, SUZANNE	253494	99198	02/02/2022	02/20/22	204.99
						UB 10988 1036 HAWLEY WAY NE			
						WATER ACCOUNTS RECEIVABLE			
						204.99	411	122100	

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

				CHECK	358250	TOTAL :	204.99
358251	02/23/2022 PRTD Invoice: 012722	9943 THE NEXT DAY DRY CLE	253597 012722		01/27/2022	02/20/22	107.75
				62.03	51011211	520000	POL/DRY CLEANING SERVICES PD-C/E ADMIN-BENEFITS POLICE - C/E PATROL BENEFITS
				45.72	53011212	520000	
				CHECK	358251	TOTAL :	107.75
358252	02/23/2022 PRTD Invoice: 010722	558 TOWN & COUNTRY MARKE	253621 010722		01/07/2022	02/20/22	48.05
				48.05	73431252	53110001055	PW/MEALS FOR STORM STAFF STORM RESP-SWM-SUPPLIES
				CHECK	358252	TOTAL :	48.05
358253	02/23/2022 PRTD Invoice: 045-369346	4929 TYLER TECHNOLOGIES I	253726 045-369346		03/01/2022	02/20/22	9,691.27
				9,691.27	81011881	535100	IT/EXECUTIVE ANNUAL MAINTENANCE IT - C/E COMPUTER SOFTWARE
				CHECK	358253	TOTAL :	9,691.27
358254	02/23/2022 PRTD Invoice: 143968249	6088 ULINE SHIPPING SUPPL	253622 143968249		01/19/2022	02/20/22	182.94
				182.94	51011191	531100	POL/FARADAY BAGS PD-C/E-PROP RM-SUPPLIES
				CHECK	358254	TOTAL :	182.94
358255	02/23/2022 PRTD Invoice: 000028Y3Y1052	2190 UNITED PARCEL SERVIC	253624 000028Y3Y1052		01/29/2022	02/20/22	11.69
				11.69	91011215	542500	POL/SHIPPING GG-C/E-PD-POSTAGE
				CHECK	358255	TOTAL :	11.69
358256	02/23/2022 PRTD Invoice: BLD25896	9954 VO, THOMAS L	253628 BLD25896		02/07/2022	02/20/22	844.69
				844.69	47148	345830	PERMIT BLD25896 R-SFR REFUND FEE PLAN CHECKING FEES
				CHECK	358256	TOTAL :	844.69
358257	02/23/2022 PRTD Invoice: BLD25943	8951 WASHINGTON ENERGY SE	253639 BLD25943		02/09/2022	02/20/22	30.04
				30.04	47148	322100	PERMIT BLD25943 R-MEC REFUND FEE BUILDINGS, STRUCT. & EQ

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CASH ACCOUNT: 635		111100	CASH												
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN		NET					
											INVOICE DTL DESC				
											CHECK	358257	TOTAL:	30.04	
358258	02/23/2022	PRTD	938 WA ST DEPT OF HEALTH	253640	97650T-2022	02/03/2022		02/20/22		4,261.70					
					Invoice: 97650T-2022	PW/2022 OPERATING, CERTIFICATION FEES									
					4,261.70	73411345	549800	PERMITS-COBI OR OUTSIDE AGENCY							
											CHECK	358258	TOTAL:	4,261.70	
358259	02/23/2022	PRTD	4010 WA ASSOC OF SHERIFFS	253727	2022-00110	01/11/2022		02/20/22		245.00					
					Invoice: 2022-00110	POL/ANNUAL DUES/CLARK									
					245.00	51011211	549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSH							
											CHECK	358259	TOTAL:	245.00	
358260	02/23/2022	PRTD	8355 WEST COAST CODE CONS	253538	2021-BIX-DEC	01/10/2022		02/20/22		648.75					
					Invoice: 2021-BIX-DEC	PCD/TEMPORARY THIRD PARTY BUILDING									
					648.75	62471585	541100	BLDG PERMITS & PLAN REVIEWS							
											CHECK	358260	TOTAL:	648.75	
358261	02/23/2022	PRTD	8115 XYLEM WATERING SOLUT	253649	3556C07744	01/21/2022		02/20/22		189.12					
					Invoice: 3556C07744	PW/POWER SUPPLY, 24 VDC, 4.5 AMPS									
					189.12	73425358	531100	O&M-WWTP-SUPPLIES							
											CHECK	358261	TOTAL:	189.12	
											NUMBER OF CHECKS	69	*** CASH ACCOUNT TOTAL ***	97,090.14	
											COUNT	AMOUNT			
											TOTAL PRINTED CHECKS	69	97,090.14		
											*** GRAND TOTAL ***			97,090.14	

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CLERK: jkines

JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022 2 142	APP 001-213000	02/16/2022	02/20/22	021622			GENERAL - ACCOUNTS PAYABLE		70,367.10	
	APP 635-111100	02/16/2022	02/20/22	021622			AP CASH DISBURSEMENTS JOURNAL			97,090.14
	APP 101-213000	02/16/2022	02/20/22	021622			CASH			
	APP 622-213000	02/16/2022	02/20/22	021622			AP CASH DISBURSEMENTS JOURNAL		3,657.02	
	APP 631-213000	02/16/2022	02/20/22	021622			STREETS - ACCOUNTS PAYABLE			
	APP 650-213000	02/16/2022	02/20/22	021622			AP CASH DISBURSEMENTS JOURNAL		3,098.11	
	APP 401-213000	02/16/2022	02/20/22	021622			ACCOUNTS PAYABLE		4,509.74	
	APP 108-213000	02/16/2022	02/20/22	021622			AP CASH DISBURSEMENTS JOURNAL		3,573.50	
	APP 402-213000	02/16/2022	02/20/22	021622			ACCOUNTS PAYABLE		6,157.18	
	APP 403-213000	02/16/2022	02/20/22	021622			AP CASH DISBURSEMENTS JOURNAL		1,400.00	
	APP 407-213000	02/16/2022	02/20/22	021622			AFFORD HSG - ACCOUNTS PAYABLE		956.27	
		02/16/2022	02/20/22	021622			AP CASH DISBURSEMENTS JOURNAL		465.05	
		02/16/2022	02/20/22	021622			ACCOUNTS PAYABLE		2,906.17	
		02/16/2022	02/20/22	021622			AP CASH DISBURSEMENTS JOURNAL			
							GENERAL LEDGER TOTAL		97,090.14	97,090.14
	APP 631-130000	02/16/2022	02/20/22	021622			DUE TO/FROM CLEARING		92,580.40	
	APP 001-130000	02/16/2022	02/20/22	021622			GENERAL - DUE TO/FROM CLEARING			70,367.10
	APP 101-130000	02/16/2022	02/20/22	021622			STREETS - DUE TO/FROM CLEARING			3,657.02
	APP 622-130000	02/16/2022	02/20/22	021622			DUE TO/FROM CLEARING			3,098.11
	APP 650-130000	02/16/2022	02/20/22	021622			DUE TO/FROM CLEARING			3,573.50
	APP 401-130000	02/16/2022	02/20/22	021622			DUE TO/FROM CLEARING			6,157.18
	APP 108-130000	02/16/2022	02/20/22	021622			AFFORD HSG DUE TO/FROM CLEAR'G			1,400.00
	APP 402-130000	02/16/2022	02/20/22	021622			DUE TO/FROM CLEARING			956.27
	APP 403-130000	02/16/2022	02/20/22	021622			DUE TO/FROM CLEARING			465.05
	APP 407-130000	02/16/2022	02/20/22	021622			DUE TO/FROM CLEARING			2,906.17

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JOURNAL ENTRIES TO BE CREATED

YEAR SRC	PER ACCOUNT	JNL EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T 0B	DEBIT	CREDIT
							SYSTEM GENERATED ENTRIES TOTAL		92,580.40	92,580.40
							JOURNAL 2022/02/142 TOTAL		189,670.54	189,670.54

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 2	142	02/16/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	70,367.10	70,367.10
				FUND TOTAL	70,367.10	70,367.10
101 STREET FUND 101-130000 101-213000	2022 2	142	02/16/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	3,657.02	3,657.02
				FUND TOTAL	3,657.02	3,657.02
108 AFFORDABLE HOUSING FUND 108-130000 108-213000	2022 2	142	02/16/2022	AFFORD HSG DUE TO/FROM CLEAR'G AFFORD HSG - ACCOUNTS PAYABLE	1,400.00	1,400.00
				FUND TOTAL	1,400.00	1,400.00
401 WATER OPERATING FUND 401-130000 401-213000	2022 2	142	02/16/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	6,157.18	6,157.18
				FUND TOTAL	6,157.18	6,157.18
402 SEWER OPERATING FUND 402-130000 402-213000	2022 2	142	02/16/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	956.27	956.27
				FUND TOTAL	956.27	956.27
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 2	142	02/16/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	465.05	465.05
				FUND TOTAL	465.05	465.05
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 2	142	02/16/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,906.17	2,906.17
				FUND TOTAL	2,906.17	2,906.17
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2022 2	142	02/16/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,098.11	3,098.11
				FUND TOTAL	3,098.11	3,098.11
631 CLEARING FUND	2022 2	142	02/16/2022			

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JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
	631-130000					DUE TO/FROM CLEARING	92,580.40	
	631-213000					ACCOUNTS PAYABLE	4,509.74	
	635-111100					CASH		97,090.14
						FUND TOTAL	97,090.14	97,090.14
650	AGENCY FUND	2022	2	142	02/16/2022			
	650-130000					DUE TO/FROM CLEARING		3,573.50
	650-213000					ACCOUNTS PAYABLE	3,573.50	
						FUND TOTAL	3,573.50	3,573.50

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		70,367.10
101	STREET FUND		3,657.02
108	AFFORDABLE HOUSING FUND		1,400.00
401	WATER OPERATING FUND		6,157.18
402	SEWER OPERATING FUND		956.27
403	STORM & SURFACE WATER FUND		465.05
407	BUILDING & DEVELOPMENT FUND		2,906.17
622	EXPENDABLE TRUST FUND		3,098.11
631	CLEARING FUND	92,580.40	
650	AGENCY FUND		3,573.50
	TOTAL	92,580.40	92,580.40

** END OF REPORT - Generated by Jacob Kines **

PAYROLL

PAYROLL CHECK RUN: 2 -22 - 2022

Run Type	Run Date	Check # Sequence	Comments	Amount
Misc	1/12/2022	53071- 53074	Misc Check Run (Direct Dep) missed on 1/20/22 Council Report	1,369.05
Normal	2/22/2022	53332 - 53460	Regular check run (Direct Dep)	349,581.93
Normal	2/22/2022	109791	Regular check run (Paper Checks)	2,484.59
Vendor	2/22/2022	109792 - 109800	Vendor check run (Paper Checks)	118,094.18
EFTPS	2/22/2022	N/A	Federal Tax Electronic Transfer	132,913.31
			TOTAL:	604,443.06

Prepared and Reviewed by:


Brenda Landolt, Payroll Specialist

Date

2-18-22

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Bainbridge Island, and that I am authorized to authenticate and certify to said claim.



Date 2/18/2022

Kimberly M. Dunscombe, Budget Manager



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 22, 2022

ESTIMATED TIME:

AGENDA ITEM: Approve City Council Meeting Minutes,

SUMMARY: Council will consider approval of meeting minutes.

AGENDA CATEGORY: Minutes

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve City Council meeting minutes.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:

Ongoing Cost:

One-Time Cost:

Included in Current Budget?

BACKGROUND:

ATTACHMENTS:

[Special City Council Meeting Minutes, February 8, 2022.pdf](#)

[Regular City Council Meeting Minutes, February 8, 2022.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



SPECIAL CITY COUNCIL MEETING
EXECUTIVE SESSION
TUESDAY, FEBRUARY 8, 2022

MEETING MINUTES

1) CALL TO ORDER/ROLL CALL

Mayor Deets called the meeting to order at 5:30 p.m. on the Zoom webinar platform.

Mayor Deets, Deputy Mayor Fantroy-Johnson, and Councilmembers Moriwaki, Quitslund and Schneider were present.

Councilmember Pollock was absent and excused. Councilmember Hytopoulos joined the meeting at the start of the executive session.

2) EXECUTIVE SESSION

2.A Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency and pursuant to RCW 42.30.110(1)(b), to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

[Cover Page](#)

Mayor Deets adjourned the meeting to an executive session at 5:32 p.m. Mayor Deets, Deputy Mayor Fantroy-Johnson, and Councilmembers Hytopoulos and Schneider returned from executive session at 6:00 p.m.

3) ADJOURNMENT

Mayor Deets adjourned the meeting at 6:00 p.m.

Joe Deets, Mayor

Christine Brown, MMC, City Clerk



CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, FEBRUARY 8, 2022

MEETING MINUTES

1) **CALL TO ORDER / ROLL CALL**

Mayor Deets called the meeting to order at 6:02 p.m. on the Zoom webinar platform.

Mayor Deets, Deputy Mayor Fantroy-Johnson, and Councilmembers Hytopoulos, Moriwaki, Quitslund, and Schneider were present. Councilmember Pollock was absent and excused.

2) **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**

City Manager King noted that agenda item 9.D needs to be removed from the agenda. Councilmember Moriwaki moved and Councilmember Hytopoulos seconded to approve the agenda as amended. The motion carried unanimously, 6-0. There were no conflicts of interest disclosed.

3) **PRESENTATION(S)**

3.A Present Proclamation Declaring February 2022 as "Black History Month"

[Cover Page](#)

[Black History Month Proclamation 2022.docx](#)

Deputy Mayor Fantroy-Johnson read the proclamation.

Chasity Malatesta and Isaiah Brown, a student on the Bainbridge Island School District's Multi-Cultural Advisory Council, accepted the proclamation.

4) **PUBLIC COMMENT**

4.A Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk

[Cover Page](#)

[Instructions for Providing Public Comment at Remote Meetings.pdf](#)

Beth Javens, Director of Visit Kitsap, provided information on a draft of the Management Plan for the Maritime Washington National Heritage Area.

Carrie Smith expressed concerns with the policing.

Lisa Neal expressed concerns with the University of Washington Winslow Subarea Plan study.

5) CONSENT AGENDA

5.A Agenda Bill for Consent Agenda
[Cover Page](#)

Councilmember Moriwaki asked to remove item 5.C from the Consent Agenda.

MOTION: I move to approve the Consent Agenda as amended with item 5.C pulled.

Moriwaki/Hytopoulos: The motion carried 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki

NOES:

ABSENT: Michael Pollock

ABSTAIN: None

5.B Approve Accounts Payable and Payroll

[Cover Page](#)

[AP Report to Council of Cash Disbursements 02-09-22.pdf](#)

[Council Report PR 2-4-22.pdf](#)

5.D Authorize Purchase of 2022 Ford Mach-E SUV Police Vehicle (\$51,547.55 + upfit estimated at \$5,000.00) . - Public Works

[Cover Page](#)

[2022 Ford Mach-E SUV Quote.pdf](#)

5.E Authorize Purchase of 2022 Ford Police Interceptor Hybrid Vehicle (\$43,797.94 + upfit estimated at \$25,000.00) - Public Works

[Cover Page](#)

[2022 Ford Interceptor SUV Hybrid Quote.pdf](#)

5.F Accept the \$100,000 Washington State Department of Commerce Grant and Authorize Execution of the Associated Interagency Agreement with the Department of Commerce to fund a City Housing Action Plan - Planning

[Cover Page](#)

[COMMERCE Bainbridge Island Grant Contract-22-63314-004.docx](#)

ITEM REMOVED FROM THE CONSENT AGENDA

5.C Approve City Council Meeting Minutes

[Cover Page](#)

[City Council Study Session Minutes, January 18, 2022.pdf](#)

[City Council Regular Business Meeting Minutes, January 25, 2022.pdf](#)

Councilmember Moriwaki asked to remove the statement in the January 25, 2022 meeting minutes that Councilmember Pollock recused himself from agenda item 8.C, Provide Direction on Police and Court Facility. City Manager King suggested that the minutes could be clarified to remove that statement and state only that Councilmember Pollock left the meeting.

MOTION: I move to approve it [the minutes] as amended with the language that the City Manager directed to our Clerk.

Moriwaki/Schneider: The motion carried 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki

NOES:

ABSENT: Michael Pollock

ABSTAIN: None

6) COUNCIL ANNOUNCEMENTS

Councilmember Schneider reported on a climate change pilot project related to sustainable transportation in another city.

Councilmember Moriwaki reported on a Design Review Board meeting.

Deputy Mayor Fantroy-Johnson reported on a showing of a documentary film, "Roosevelt High School: Beyond Black & White" at Bainbridge Island Museum of Art.

Mayor Deets highlighted his office hours on Saturday and mentioned that committee reports will be added to future study sessions.

Mayor Deets reported that Councilmember Pollock has resigned his positions as liaison to the Climate Change Advisory Committee (CCAC) and the Planning Commission. Councilmember Schneider will take his position on the CCAC, and Councilmember Quitslund will be the sole Council liaison to the Planning Commission.

7) CITY MANAGER'S REPORT

City Manager Blair provided an update on State zoning legislation currently under consideration and recruitment for a Director of Planning and Community Development.

8) PUBLIC HEARING(S)

8.A Hold Public Hearing and Adopt Ordinance No. 2022-01 (formerly Ordinance No. 2021-35) relating to revising the Housing Design Demonstration Project Program - Planning
Cover Page
Public Hearing Draft Ordinance No. 2022-01 (formerly No. 2021-35) Revising HDDP
Program.docx
[Exhibit A to BIMC 2.16.020.S. HDDP.docx](#)

City Manager King introduced the agenda item. Interim Planning Director Hofman and Senior Planner Sutton provided additional information.

Mayor Deets opened the public hearing at 6:40 p.m.

Public Comment

Phedra Elliott expressed concerns with the ordinance.

Ron Peltier expressed concerns with the ordinance.

Mayor Deets closed the public hearing at 6:46 p.m.

Council discussed the ordinance and the comments received.

MOTION: I move that City Council move forward with approving the revised version of the HDDP as presented.

Hytopoulos/Moriwaki: The motion failed 2 – 4.

AYES: Kirsten Hytopoulos, Clarence Moriwaki
NOES: Joe Deets, Leslie Schneider, Brenda Fantroy-Johnson, Jon Quitslund
ABSENT: Michael Pollock
ABSTAIN: None

MOTION: I move to schedule additional discussion on Ordinance No. 2022-01 at a future City Council meeting.

Deets/Fantroy-Johnson: The motion failed 3 – 3.

AYES: Joe Deets, Brenda Fantroy-Johnson, Jon Quitslund
NOES: Leslie Schneider, Kirsten Hytopoulos, Clarence Moriwaki
ABSENT: Michael Pollock
ABSTAIN: None

RESTATED MOTION: I move to forward tonight's discussion to the Planning Commission to incorporate the comments from tonight's hearing and provide recommendations to Council from the comments at the hearing.

Schneider/Fantroy-Johnson: The motion carried 4 – 2.

AYES: Joe Deets, Leslie Schneider, Brenda Fantroy-Johnson, Jon Quitslund
NOES: Kirsten Hytopoulos, Clarence Moriwaki
ABSENT: Michael Pollock
ABSTAIN: None

9) REGULAR BUSINESS

9.A **Receive University of Washington Livable Cities Program Presentation on Winslow Master Plan Project**

[Cover Page](#)

[Winslow Master Plan - Final Presentation.pdf](#)

[Winslow Master Plan Analysis Final Report 2021-2.pdf](#)

City Manager King introduced the agenda item. Senior Planner Sutton provided additional information. University of Washington students Talia Kertsmann, Fangnuo Tao, Jinfan Huang, Zipei Wang, and Barbs Mendez joined the meeting and provided a presentation.

9.B **Discuss Proposal to Review, Substantially Modify, or Repeal BIMC 2.16.210 (Subarea Planning Process) - Planning**

[Cover Page](#)

[Staff Memo on BIMC 2.16.210.docx](#)

[BIMC 2.16.210.pdf](#)

City Manager King introduced the agenda item. Interim Planning Director Hofman and Senior Planner Sutton provided additional information. Council discussed the topic.

MOTION: I move that the Code BIMC 2.16.210 be amended to apply to only small designated areas but not Winslow.

Moriwaki/Hytopoulos: The motion carried 5 – 1.

AYES: Joe Deets, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki
NOES: Brenda Fantroy-Johnson
ABSENT: Michael Pollock
ABSTAIN: None

9.C Review Approach to Winslow Master (Subarea) Plan Preparation ** 2022 Council High Priority Project - Planning**

[Cover Page](#)

[Staff Memo on WMP update.docx](#)

[Map of Winslow Sewer & WMP areas.pdf](#)

City Manager King introduced the agenda item. Interim Planning Director Hofman provided additional information, and Council discussed the item.

MOTION: I move to direct the City Manager to convene an interdepartmental committee to begin the project to update the Winslow Subarea Plan by: 1) Reviewing the Plan to identify outdated sections; and 2) Creating a project timeline for completing the update to the Plan that integrates existing related work program items.

Fantroy-Johnson/Quitslund: The motion carried 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki
NOES:
ABSENT: Michael Pollock
ABSTAIN: None

MOTION: I move to direct the City Manager to bring back for City Council review a draft description of the Winslow Comprehensive Plan Update project to be used in a future request for qualifications process in order to identify a consultant to run the project.

Quitslund/Schneider: The motion carried unanimously 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki
NOES:
ABSENT: Michael Pollock
ABSTAIN: None

MOTION: I move that we change the references and create the Winslow Subarea Plan in all places where it is previously referenced as the Winslow Master Plan.

Schneider/Fantroy-Johnson: The motion carried unanimously 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki
NOES:

ABSENT: Michael Pollock
ABSTAIN: None

Mayor Deets adjourned the meeting for a break at 8:27 p.m. and reconvened the meeting at 8:35 p.m.

9.D Review and Concur with Scope of Work for Housing Action Plan Professional Services Contract **2022 Council High Priority Project - Planning**

[Cover Page](#)

[BI Housing Action Plan Scope Draft Revised_I-25-2022.docx](#)

This item was removed from the agenda.

9.E Consider Establishing an Annual Travel/Training Budget of \$1,500 each for Councilmembers (a total of \$10,500) and a Corresponding Travel and Training Policy - Executive

[Cover Page](#)

[Admin Policy Council Travel and Training 02032022](#)

[2022 Travel Expense Claim Form](#)

[2022 Travel Advance Request](#)

[Travel Section - COBI Employee Manual as of June 24, 2021](#)

[City Council Training Tracking Matrix.pdf](#)

City Manager King introduced the agenda item.

MOTION: I move to direct the City Manager to establish an annual travel and training budget of \$1,500 for each Councilmember, for a total of \$10,500, and to approve a Travel and Training Policy for the City Council as provided.

Fantroy-Johnson/Schneider: The motion carried 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki

NOES:

ABSENT: Michael Pollock

ABSTAIN: None

9.F Discuss Revised Legislative Policy Guidelines for the 2022 Legislative Agenda - Executive

[Cover Page](#)

[Legislative Policy Guidelines for 2022 for CC 02082022](#)

[AWC 2022 Legislative Priorities](#)

Deputy City Manager Schroer introduced the agenda item, and Council discussed the guidelines.

MOTION: I move that the Council endorse the legislative policies as presented and authorize the City Manager to provide comment to the State or Federal legislative bodies consistent with this direction as appropriate and when timely.

Deets/Moriwaki: The motion carried 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki

NOES:

ABSENT: Michael Pollock

ABSTAIN: None

9.G Provide Direction for Diversity, Equity, and Inclusion (DEI) Training for the City Council - Executive
[Cover Page](#)

City Manager King introduced the agenda item.

MOTION: I move to request that the Race Equity Advisory Committee consider and provide a recommendation for a course of study or approach to jointly accomplish diversity, equity, and inclusion training for the City Council and Race Equity Advisory Committee.

Moriwaki/Fantroy-Johnson: The motion carried unanimously 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki

NOES:

ABSENT: Michael Pollock

ABSTAIN: None

10) COMMUNICATIONS

10.A Consider Request from Deputy Mayor Fantroy-Johnson and Councilmember Moriwaki to Discuss a Recommendation to amend Liaisons' Duties on a Future Council Agenda
[Cover Page](#)

[Agenda Request from Deputy Mayor Fantroy-Johnson and Councilmember Moriwaki.pdf](#)

Mayor Deets introduced the agenda item. Councilmember Moriwaki provided additional information.

Council's consensus was to place this item on a future Council agenda.

11) ADJOURNMENT

Mayor Deets adjourned the meeting at 9:18 p.m.

Joe Deets Mayor

Christine Brown, MMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 22, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Adopt Ordinance No. 2022-03 Amending the 2022 Budget to Carry Forward Funding for Work Funded in 2021 but to be Performed in 2022 - Finance

SUMMARY: Funding for certain items, as described in the attachment to Ordinance No. 2022-03 and in the attached memo, were approved in the 2021 budget and work was started and is still in progress. These funds will be carried over into the 2022 budget to provide funding and will allow the planned work to be completed. If approved, these actions will increase authorized 2022 City spending by \$2,706,010.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: Adopt Ordinance No. 2022-03 amending the 2022 Budget to carry forward funding for work funded in 2021 but to be performed in 2022.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	2,706,010
Ongoing Cost:	
One-Time Cost:	2,706,010
Included in Current Budget?	No

BACKGROUND: Please see attached transmittal memo for a detailed overview of all requested items.

ATTACHMENTS:

[2021 Budget Carry over into 2022 Transmittal Memo Final.docx](#)

[Ordinance No. 2022-03 Amending the 2022 Budget to Carry Forward 2021 Items.docx](#)

[Exhibit A to Ordinance No. 2022-03 - Total Expenditures by Fund.docx](#)

[Exhibit B to Ordinance No. 2022-03 - Carryover Request Final.pdf](#)

FISCAL DETAILS: Total increase in appropriation by fund is as follows: General Fund \$1,299,832, Street Fund \$146,980, Civic Improvement Fund \$87,062, Transportation Benefit Fund \$100,000, Water Fund \$209,808, Sewer Fund \$258,623, and Storm and surface water Fund \$603,705.

Fund Name(s): Other

Coding:



Finance and Administrative Services Department
Memorandum

Date: February 22, 2022
To: City Council
Blair King, City Manager
From: Kim Dunscombe, Budget Manager
Subject: Carryover Budget Amendments

The Finance and Administrative Services Department brings budget adjustments to Council for consideration on a regular basis, the first of which is consideration of updating the operating budget for items which were approved in the previous year. The action proposed in this agenda item officially amends the 2022 budget in accordance with the decisions made in 2021.

This memo provides a detailed overview of the requests for each operating fund. The City work shown below is on-going and will continue into the coming year.

General Fund Carryover Requests – 21 items, \$1,299,832

Ongoing City work plan items:

- Climate Action Plan (CAP): \$498,342 - This item carries forward funding of \$498,342 and provides 2022 budget authority for implementation of the City's CAP. City Council identified addressing climate change as its top priority for the 2021-2022 City budget. The Adopted Budget included one-time funding of \$500,000 to support the City's implementation of some of the highest priority items in the CAP that was adopted in November 2020. This item carries forward the remaining budget for continued implementation of the CAP.
- Diversity, equity and inclusion (DEI) Initiatives: \$88,938 - This item carries forward funding of \$88,938 and provides 2022 budget authority for continued DEI initiatives. The 2021-2022 Adopted Budget included \$100,000 to support DEI initiatives, training and community outreach. This funding is intended to support future work and initiatives to be identified by City leadership and the City's Race Equity Advisory Committee (REAC). This item carries forward the remaining budget for continued implementation of those initiatives.

Ongoing agreements for professional services, training and supplies:

- Groundwater management plan (GWMP): \$99,770 – This item carries forward funding of \$99,770 and provides 2022 budget authority to fund the term-limited hydrogeologist position

developing the City's GWMP which will take an island wide approach to managing the City's groundwater resources.

- Emergency preparedness training, professional services and supplies: \$29,468 – This item carries forward funding of \$29,468 and provides 2022 budget authority related to emergency management training and supplies. The city was not able to offer all scheduled training or outreach in 2021 due to COVID response efforts.
- COVID testing supplies: \$13,405 – This item carries forward funding of \$13,405 and provides 2022 budget authority for COVID testing supplies.
- Public, educational, and governmental (PEG) channels: \$11,561 – This item carries forward funding of \$11,561 and provides 2022 budget authority to start implementation of a 5-year equipment and technology plan to improve the City's ability to broadcast public meetings.
- Community engagement and outreach: \$77,230 – This item carries forward funding of \$77,230 and provides 2022 budget authority to continue video production of the City's weekly updates and purchase of video equipment to support this effort.
- PSE Franchise Agreement: \$10,620 – This item carries forward funding of \$10,620 and provides 2022 budget authority to continue public outreach on the negotiations with PSE in relation to the City and PSE franchise agreement. The City's current franchise agreement with PSE expires on April 23, 2022. Negotiations and public outreach associated with this contract began in 2021.
- Comprehensive Plan Implementation Project: \$21,517 – This item carries forward funding of \$21,517 and provides 2022 budget authority related to inclusionary zoning and transfer development rights (TDR) as part of the City's Comprehensive Plan update. Appropriation authority for these projects was approved and provided for in 2019-2020 Adopted Biennium Budget. The contract with ECO Northwest is to provide economic analysis of inclusionary zoning programs and revisions to the City's transfer of development rights program. Work is on-going.
- Elliot Bay Trustee's Funding: \$97,715 – This item carries forward funding of \$97,715 and provides 2022 budget authority for maintenance and monitoring activities at Strawberry Cannery Cove and Pritchard Park Bluff East.
- Cencom 911 Records Retention Distribution: \$150,000 – This item carries forward funding of \$150,000 and provides 2022 budget authority for the City's shared distribution of the County's 911 software upgrade.

Continuing projects:

- City Hall Solar Facility Maintenance: \$9,000 – This item carries forward funding of \$9,000 and provides 2022 budget authority for City Hall solar facility. The city purchased City Hall solar panels and related equipment in 2020 when the previous lease expired. Appropriation for the purchase and maintenance of the solar facility was fully appropriated in the 4th quarter of 2020. Maintenance will be on-going through 2022 and requires carry forward budget to expend funds for on-going maintenance.
- City Hall operating Security Systems: \$10,000 – This item carries forward funding of \$10,000 and provides 2022 budget authority for a temporary upgrade to City Hall security system. Work is on-going. Full replacement of the system is anticipated in conjunction with a new system that will be installed at the new Police/Court facility.
- City Hall 2nd Floor and map room reconfiguration: \$5,118 – This item carries forward funding of \$5,118 and provides 2022 budget authority for the design and rearrangement of the 2nd floor and map room to accommodate new staff. Work is on-going.
- Eel grass monitoring and nourishment: \$34,326 – This item carries forward funding of \$34,326 and provides 2022 budget authority for additional vegetation needs off Rockaway Beach. The

city has a regulatory requirement associated with the historic project work at this location for continued monitoring and nourishment of eel grass by Rockaway Beach. Part of this on-going mitigation involves planting of a steep slope that leads to the beach. Vegetation growth has been limited; therefore, extra planting measures are required in 2022 for greater success.

- Buoy maintenance: \$25,436 – This item carries forward funding of \$25,436 and provides 2022 budget authority for annual buoy repair and maintenance. In the fall of 2021 required parts were ordered but were not delivered until mid-December. Due to weather in December the work was postponed until January.
- Farm Maintenance Projects: \$27,213 – This item carries forward funding of \$27,213 and provides 2022 budget authority for City-owned public farmland maintenance.
 - o *Suyematsu soil and groundwater monitoring* - \$9,311 increase in funding to support the on-going monitoring of soil and groundwater due to the removal of a fuel tank on the Suyematsu farm.
 - o *Suyematsu well reconstruction* - \$15,000 increase in funding to support the well reconstruction on Suyematsu farm. Final invoice was receipted and paid in 2022.
 - o *Morales irrigation well repair* - \$ 2,902 increase in funding to support irrigation repairs at Morales farm.

Committee and Commission projects:

- Health and Human Services: \$10,457 – This item carries forward funding of \$10,457 and provides 2022 budget authority for payment completion of three health and human service contracts to complete payments for 2021 services.
- Cultural Community Services: \$79,717 – This item carries forward funding of \$79,717 and provides 2022 budget authority for payment completion of nine cultural community services contracts to complete payments for 2021 services.

Street Fund Requests – 7 items, \$146,980

- Sustainable Transportation Plan: \$34,772 – This item carries forward funding of \$34,772 and provides 2022 budget authority for completion of the Sustainable Transportation study. In 2019 City Council expressed support in providing a transportation system that improves mobility and safety for all users. This initiative became known as the Sustainable Transportation Plan. Work is on-going.
- Traffic calming handbook project: \$5,370 - This item carries forward funding of \$5,370 and provides 2022 budget authority related to professional services in connection with development of a traffic calming handbook, and preliminary design services for traffic calming and intersection safety improvements. Work is on-going.
- Bicycle counts: \$15,000 - This item carries forward funding of \$15,000 and provides 2022 budget authority for collecting additional data on bicycle counts at key locations around the Island.
- Bainbridge Island Metropolitan Parks Interlocal Agreement for trail maintenance: \$20,000 - This item carries forward funding of \$20,000 and provides 2022 budget authority to pay BI Parks in 2022 for work completed in 2021. The City is waiting for an invoice from Parks to complete the transaction.
- Programmatic speed limit engineering evaluation: \$35,000 - This item carries forward funding of \$35,000 and provides 2022 budget authority for engineering services to complete a programmatic evaluation of posted speed limits for all public roadways within the City. The objective of the effort is to recommend speed limit changes and adopt all changes at one-time to avoid the need to perform speed limit reviews on a case-by-case basis. Work is on-going.

- Halls Hill Road slope revegetation: \$10,000 - This item carries forward funding of \$10,000 and provides 2022 budget authority for re-vegetating the City's easement above Halls Hill Road in accordance with previous permit obligations.
- Annual Roads Program: \$26,839 - This item carries forward funding of \$26,839 and provides 2022 budget authority for enhancing the 2022 Annual Roads Program or supporting other priority road improvements.

Civic Improvement Fund Request – 1 item, \$87,062

- Lodging Tax Advisory Committee Contract Awards: \$87,062 - This item carries forward funding of \$87,062 and provides 2022 budget authority to complete payments for 2021 services.

Transportation Benefit Fund Request – 1 item, \$100,000

- Engagement activities related to BI Ride: \$100,000 - This item carries forward funding of \$100,000 and provides 2022 budget authority to provide Kitsap Transit and their vendor, The Routing Company, support for communications and engagement services related to B.I. Ride.

Water Fund Requests – 6 items, \$209,808

- Water Rights Evaluation Project: \$9,374 – This item carries forward funding of \$9,374 and provides 2022 budget authority for required Department of Health Water System Plan applications. The project is to file Department of Ecology water rights change applications for five City water rights to request change of withdrawal points and confirm municipal use water rights. The work includes working with a consultant to research records, perform hydrogeologic analysis, and negotiate changes with the Department of Ecology.
- Well performance testing and evaluation: \$45,933 - This item carries forward funding of \$45,933 and provides 2022 budget authority for professional services related to well performance evaluation to prioritize future well rehabilitation, development and maintenance of the four wellfield sites within the Winslow Water System. Contract with Aspect Consulting is active, and work is on-going.
- Rockaway ATEC system repairs: \$30,000 – This item carries forward funding of \$30,000 and provides 2022 budget authority for repairing a critical drinking water treatment system for the Rockaway Beach water system.
- Sands Ave well rehabilitation: \$74,500 – This item carries forward funding of \$74,500 and provides 2022 budget authority for evaluation of the existing Sands Avenue Wells, well planning, design, and construction support. The Sands Avenue Well site consists of two high-capacity wells that feed the Winslow Water System. Both wells are key suppliers to the Winslow water system and over the years both experienced a decline in production.
- Head of the Bay water pump repair: \$30,000 – This item carries forward funding of \$30,000 and provides 2022 budget authority for the purchase and installation of a water pump at the City's Head of the Bay well. Purchase of the pump has been placed with S&B and installation services are on purchase with Pumptech Inc.
- Taylor Avenue VFD & pump purchase: \$20,000 - This item carries forward funding of \$20,000 and provides 2022 budget authority for replacing the variable frequency drive (VFD) and pump

as part of the rehabilitation of the Taylor Avenue Well – the sole source of water for the Rockaway Beach water system.

Sewer Fund Request – 6 items, \$258,623

- Wastewater Treatment Plant (WWTP) Pump and Motor Replacement: \$5,391 – This item carries forward funding of \$5,391 and provides 2022 budget authority for the WWTP effluent reuse pump and motor replacement. This work is required to maintain plant reliability and redundancy standards. This project was delayed due to specialized equipment long lead delivery schedule. Purchase order in place with Triangle Pump.
- Grinder pump replacement: \$21,402 – This item carries forward funding of \$21,402 and provides 2022 budget authority for removal and installation of approximately 180 grinder pumps which have reached their maximum lifespan. 2022 is the second year of a two-year project.
- Lovell Beach sewer main repair and replacement: \$35,385 – This item carries forward funding of \$35,385 and provides 2022 budget authority for professional services to clean approximately 2,200 feet of ductile iron sewer line by using a hydro jet. The sewer main and cleanout fittings are located on the beach and are affected by tidal action. Therefore, this work is scheduled to be completed during the low tide conditions that occur at an agreed upon time between September 2021 and October 2022. Work is on-going.
- WWTP on-call services: \$24,960 – This item carries forward funding of \$24,960 and provides 2022 budget authority for the WWTP on-call services.
- WWTP capacity upgrade study: \$99,485 - This item carries forward funding of \$99,485 and provides 2022 budget authority for WWTP capacity upgrade study.
- WWTP Variable Frequency Drive Replacement: \$72,000 - This item carries forward funding of \$72,000 and provides 2022 budget authority for replacing the pump variable frequency drives at the WWTP.

Stormwater Fund Requests – 5 items, \$603,705

- Island wide stormwater study: \$124,569 - This item carries forward funding of \$124,569 and provides 2022 budget authority for professional services related to creating a storm and surface water (SSWM) master plan that would inform investments in SSWM assets and water quality. The work will result in an organized and prioritized plan for investments in SSWM infrastructure for the next 6 – 10 years.
- Manzanita Watershed Study: \$146,886 - This item carries forward funding of \$146,886 and provides 2022 budget authority related to the Manzanita Watershed Study as approved by Council in the 2020 2nd Quarter Budget Amendments. This work is fully funded by a grant and will undertake watershed scale planning resulting in the production of basin plans that identify and inventory lands within the basin. Work is on-going.
- Department of Ecology National Pollutant Discharge Elimination System (NPDES) capacity grant: \$47,306 - This item carries forward funding of \$47,306 and provides 2022 budget authority for work and/or supplies purchased associated with the annual DOE NPDES grant.
- Yeomalt emergency drainage repair: \$7,303 - This item carries forward funding of \$7,303 and provides 2022 budget authority related to the Yeomalt emergency repair. Resolution 2021-06 Proclaiming and Declaring an Emergency at NE Yeomalt Point Drive was approved by Council on February 9, 2021. Final invoice and retainage to be paid in 2022.

- Annual drainage project: \$277,641 - This item carries forward funding of \$277,641 and provides 2022 budget authority for completion of culvert replacement at several locations around the Island.

Thank you for your consideration of these requests.

ORDINANCE NO. 2022-03

AN ORDINANCE of the City of Bainbridge Island, Washington, amending the 2021-2022 biennial budget and providing for funding carryover items for work funded in 2021 but to be performed in 2022.

WHEREAS, on November 24, 2020, the City Council adopted the 2021-2022 biennial budget via Ordinance No. 2020-31 and subsequently amended the budget; and

WHEREAS, on October 12, 2021, the City Council adopted the 2022 Update of the 2021 – 2026 Capital Improvement Plan via Ordinance No. 2021-28; and

WHEREAS, on October 26, 2021, the City Council adopted a modified budget for 2022 via Ordinance No. 2021-27; and;

WHEREAS, funding for certain items was approved in the 2021 budget and this work is continuing in 2022, and these funds now should be carried over into the 2022 budget for work to be completed in this year.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES ORDAIN AS FOLLOWS:

Section 1. Ordinance No. 2021-27 and the 2022 budget are amended as shown in the attached Exhibit B, which is hereby incorporated fully into this ordinance.

Section 2. Attached hereto as Exhibit A (to the 2022 Modified Budget), and as hereby incorporated fully into this ordinance, are the totals of budgeted expenditures for each separate fund and the aggregate totals for all such funds combined in summary form for the revised budget.

Section 3. The City's Finance Director is authorized and directed by this ordinance to make the necessary changes to the 2022 modified budget. The Finance Director is further directed to make sufficient interfund equity transfers from the appropriate funds to cover the added amounts authorized by this ordinance.

Section 4. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 5. This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED by the City Council this ____ day of _____ 2022.

APPROVED by the Mayor this ____ day of _____ 2022.

Joe Deets, Mayor

ATTEST / AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	February 14, 2022
PASSED BY THE CITY COUNCIL:	_____, 2022
PUBLISHED:	_____, 2022
EFFECTIVE DATE:	_____, 2022
ORDINANCE NO:	2022-03

Attached: Exhibit A
 Exhibit B

CITY OF BAINBRIDGE ISLAND – 2022 REVISED BUDGET
SUMMARY BY FUND

Exhibit A
ORDINANCE NO. 2022-03

CITY FUNDS		2022 EXPENDITURES
001	GENERAL FUND	23,260,052
101	STREET FUND	3,318,948
103	REAL ESTATE EXCISE TAX FUND	3,279,151
104	CIVIC IMPROVEMENT FUND	337,062
108	AFFORDABLE HOUSING FUND	109,500
171	TRANSPORTATION BENEFIT FUND	100,000
173	TRANSPORTATION IMPACT FEE FUND	-
201	GO BOND FUND	1,554,535
203	LID BOND FUND	40,780
301	CAPITAL CONSTRUCTION FUND	3,162,590
401	WATER FUND	2,497,595
402	SEWER FUND	6,041,761
403	STORM & SURFACE WATER FUND	2,606,453
407	BUILDING & DEVELOPMENT FUND	3,600,267
501	EQUIPMENT RENTAL & REVOLVING FUND	270,000
	TOTAL EXPENDITURES	50,178,693

Exhibit B to Ordinance No. 2022-03

2022 BUDGET AMENDMENTS

Prepared for the City Council Regular Business Meeting on February 22, 2022

Approved on DATE _____, 2022

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	RECURRING
Climate Action Plan	This item carries forward funding and provides 2022 budget authority related to ongoing work to implement the City's Climate Action Plan.	General Fund / Executive	\$ 498,342	Increase	No
Diversity, equity and inclusion training	This item carries forward funding and provides 2022 budget authority related to ongoing outreach events and activities for diversity, equity and inclusion training.	General Fund / Executive	\$ 88,938	Increase	No
Groundwater Management Plan	This item carries forward funding and provides 2022 budget authority related to ongoing term-limited hydrogeologist position associated with developing the City's Groundwater Management Plan.	General Fund / Public Works	\$ 99,770	Increase	No
Emergency preparedness supplies, training and professional services	This item carries forward funding and provides 2022 budget authority related to emergency management training and supplies. The City was not able to offer all scheduled training and outreach in 2021 due to COVID response.	General Fund / Executive	\$ 29,468	Increase	No
COVID testing supplies	This item carries forward funding and provides 2022 budget authority for continued COVID Testing supplies.	General Fund / Executive	\$ 13,405	Increase	No
Public, Educational, and Governmental (PEG) channels funding	This item carries forward funding and provides 2022 budget authority related to improving the City's broadcasting capabilities.	General Fund / Information Technology	\$ 11,561	Increase	No
Community Outreach	This item carries forward funding and provides 2022 budget authority related to continuing weekly video updates and purchase of video equipment to support these communication efforts.	General Fund / Executive	\$ 77,230	Increase	No
PSE Franchise Agreement	This item carries forward funding and provides 2022 appropriation authority related to public outreach concerning the PSE Franchise Agreement.	General Fund / Public Works	\$ 10,620	Increase	No
Inclusionary Zoning and TDR	This item carries forward funding and provides 2022 appropriation authority related to ECO Northwest contract.	General Fund / Planning and Community Development	\$ 21,517	Increase	No
Elliot Bay Trustee's Funding	This item carries forward funding and provides 2022 budget authority related to maintenance and monitoring activities at Strawberry Cannery Cove and Pritchard Park Bluff East.	General Fund / Planning and Community Development	\$ 97,715	Increase	No

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	RECURRING
Cencom 911 record retention upgrades	This item carries forward funding and provides 2022 budget authority related to the City's distribution of Cencom 911 records retention software upgrade.	General Fund / Information Technology	\$ 150,000	Increase	No
City Hall solar panel maintenance	This item carries forward funding and provides 2022 budget authority related to the maintenance of City Hall Solar Facility.	General Fund / Public Works	\$ 9,000	Increase	No
City Hall security systems	This item carries forward funding and provides 2022 budget authority for City Hall security system improvement. Purchase agreement is already in place with Launch Pad Technologies.	General Fund / Public Works	\$ 10,000	Increase	No
City Hall 2nd Floor and map room expansion	This item carries forward funding and provides 2022 budget authority for City Hall 2nd floor and map room retrofits. Contract with Design Services is active.	General Fund / Public Works	\$ 5,118	Increase	No
Eel grass monitoring	This item carries forward funding and provides 2022 budget authority for eel grass monitoring at Rockaway Beach.	General Fund / Public Works	\$ 34,326	Increase	No
Buoy Maintenance	This item carries forward funding and provides 2022 budget authority for buoy repair and maintenance. Work was postponed until January due to weather.	General Fund / Public Works	\$ 25,436	Increase	No
Suyematsu soil & groundwater monitoring	This item carries forward funding and provides 2022 budget authority for soil and groundwater monitoring in relation to the removal of the Suyematsu Fuel Tank.	General Fund / Public Works	\$ 9,311	Increase	No
Suyematsu well reconstruction	This item carries forward funding and provides 2022 budget authority for well repairs at Suyematsu Farm.	General Fund / Public Works	\$ 15,000	Increase	No
Morales Irrigation Well Repair	This item carries forward funding and provides 2022 budget authority for irrigation well repairs at Morales Farm which are nearly complete.	General Fund / Public Works	\$ 2,902	Increase	No
Health and Human Services Funding	This item carries forward funding and provides 2022 budget authority for health and human service contracts awarded in the 2021 funding cycle for activities in the community.	General Fund / Executive	\$ 10,457	Increase	No
Cultural Community Services Funding	This item carries forward funding and provides 2022 budget authority for cultural community contracts awarded in 2021 for activities in the community.	General Fund / Executive	\$ 79,717	Increase	No
	TOTAL GENERAL FUND EXPENDITURE INCREASE		\$ 1,299,832		
Sustainable Transportation Study	This item carries forward funding and provides 2022 budget authority for completion of the Sustainable Transportation Plan.	Street Fund / Public Works	\$ 34,772	Increase	No
Traffic calming handbook project	This item carries forward funding and provides 2022 budget authority for completion of a traffic calming handbook which is near completion.	Street Fund / Public Works	\$ 5,370	Increase	No

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	RECURRING
Bicycle Counts	This item carries forward funding and provides 2022 budget authority for collecting additional data on bicycle counts at key locations around the Island.	Street Fund / Public Works	\$ 15,000	Increase	No
BI Metropolitan Parks interlocal agreement	This item carries forward funding and provides 2022 budget authority for Island wide trail maintenance in conjunction with Bainbridge Island Park District.	Street Fund / Public Works	\$ 20,000	Increase	No
Programmatic speed limit engineering evaluation	This item carries forward funding and provides 2022 budget authority for Island wide speed limit evaluation. Contract in place with Transpo Group USA, Inc.	Street Fund / Public Works	\$ 35,000	Increase	No
Halls Hill Road Slope revegetation	This item carries forward funding and provides 2022 budget authority for revegetation of slope off Halls Hill Road.	Street Fund / Public Works	\$ 10,000	Increase	No
2021 Annual Street Program	This item carries forward funding and provides 2022 budget authority for enhancing the 2022 Annual Roads Program or supporting other priority road improvements.	Street Fund / Public Works	\$ 26,839	Increase	No
	TOTAL STREET FUND EXPENDITURE INCREASE		\$ 146,980		
Lodging Tax Advisory Committee 2021 Contract Awards	This item carries forward funding and provides 2022 budget authority for LTAC 2021 contract awards.	LTAC Fund / Executive	\$ 87,062	Increase	No
	TOTAL CIVIC IMPROVEMENT FUND EXPENDITURE INCREASE		\$ 87,062		
	TOTAL AFFORDABLE HOUSING FUND EXPENDITURE INCREASE		\$ -		
Engagement activities related to BI Ride	This item carries forward funding and provides 2022 budget authority related to Kitsap Transit funding support for launch of mobile app for the public to use to hail the Kitsap Transit B.I. Ride bus for on-demand services.	TBF / Executive	\$ 100,000	Increase	No
	TOTAL TRANSPORTATION BENEFIT FUND EXPENDITURE INCREASE		\$ 100,000		
Water rights	This item carries forward funding and provides 2022 budget authority for required Department of Health Water System Plan water right change applications.	Water Fund / Public Works	\$ 9,374	Increase	No
Well perf testing and evaluation	This item carries forward funding and provides 2022 budget authority for well performance evaluation. Contract is active with Aspect Consulting for these services.	Water Fund / Public Works	\$ 45,933	Increase	No

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	RECURRING
Rockaway ATEC system repairs	This item carries forward funding and provides 2022 budget authority for repairing a critical drinking water treatment system.	Water Fund / Public Works	\$ 30,000	Increase	No
Sands Ave Well Rehab	This item carries forward funding and provides 2022 budget authority for well performance evaluation. Contract is active with Aspect Consulting for these services.	Water Fund / Public Works	\$ 74,500	Increase	No
Head of the Bay water pump repair	This item carries forward funding and provides 2022 budget authority for HOB well pump repair. Purchase order with Pumptech Inc. is active and work is on-going.	Water Fund / Public Works	\$ 30,000	Increase	No
Taylor Ave VFD & pump purchase	This item carries forward funding and provides 2022 budget authority for rehabilitation of the Taylor Ave well.	Water Fund / Public Works	\$ 20,000	Increase	No
	TOTAL WATER FUND EXPENDITURE INCREASE		\$ 209,808		
Wastewater treatment plant (WWTP) pump and motor repair	This item carries forward funding and provides 2022 budget authority for WWTP pump and motor repair. Final purchase and payment to be made in the 1st quarter of 2022.	Sewer / Public Works	\$ 5,391	Increase	No
Grinder pump replacement	This item carries forward funding and provides 2022 budget authority for removal and replacement of City grinder pumps. 2022 is the second year in a two-year project.	Sewer / Public Works	\$ 21,402	Increase	No
Lovell Beach Mains repair and maintenance	This item carries forward funding and provides 2022 budget authority for cleaning and inspection of Lovell Beach Mains. Contract with Aqualis is active and work is on-going.	Sewer / Public Works	\$ 35,385	Increase	No
Wastewater treatment plant on call services	This item carries forward funding and provides 2022 budget authority for on-call services related to WWTP needs.	Sewer / Public Works	\$ 24,960	Increase	No
Wastewater treatment plant capacity upgrade study	This item carries forward funding and provides 2022 budget authority for a study related to capacity upgrades at the WWTP.	Sewer / Public Works	\$ 99,485	Increase	No
WWTP Variable Frequency Drive Replacement	This item carries forward funding and provides 2022 budget authority for replacement of VFD at the WWTP.	Sewer / Public Works	\$ 72,000	Increase	No
	TOTAL SEWER FUND EXPENDITURE INCREASE		\$ 258,623		
Islandwide Storm and surface water management (SSWM) study	This item carries forward funding and provides 2022 budget authority to support work associated with an island wide SSWM study.	SSWM / Public Works	\$ 124,569	Increase	No

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	RECURRING
Manzanita watershed study	This item carries forward funding and provides 2022 budget authority to support work associated with the Manzanita study which was approved in the 2020 2nd QTR BUA. Work is on-going.	SSWM / Public Works	\$ 146,886	Increase	No
Department of Ecology NPDES Capacity Grant	This item carries forward funding and provides 2022 budget authority associated with DOE grant Council approved fall of 2021.	SSWM / Public Works	\$ 47,306	Increase	No
Yeomalt emergency drainage repair	This item carries forward funding and provides 2022 budget authority associated with the Yeomalt emergency declaration Council approved fall of 2021.	SSWM / Public Works	\$ 7,303	Increase	No
2021 Annual drainage project	This item carries forward funding and provides 2022 budget authority for culvert repairs at various locations around the Island.	SSWM / Public Works	\$ 277,641	Increase	No
	TOTAL STORMWATER FUND EXPENDITURE INCREASE		\$ 603,705		
TOTAL ALL FUNDS EXPENDITURE INCREASE			\$ 2,706,010		



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 22, 2022

ESTIMATED TIME:

AGENDA ITEM: Authorize Professional Service Agreement with Tetra Tech for Wastewater Treatment Plant Capacity Upgrades Project (\$170,888.00), and Authorize a Related Budget Amendment in the Amount of \$70,888.00 (Sewer Fund) **2022 Council High Priority Project"" - Public Works,

SUMMARY: Staff is requesting authorization from the City Council to enter into a professional services agreement with Tetra Tech for the Winslow Wastewater Treatment Plant Capacity Upgrades project. Staff is also requesting authorization of a related budget amendment in the amount of \$70,888.00 from the Sewer Fund to support the project.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to enter into a Professional Services Agreement with Tetra Tech in the amount of \$170,888.00 for the Winslow Wastewater Treatment Plant Capacity Upgrades project, and authorize a related budget amendment in the amount of \$70,888.00 from the Sewer Fund to support the project.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	\$170,888.00
Ongoing Cost:	N/A
One-Time Cost:	\$170,888.00
Included in Current Budget?	No

BACKGROUND: As highlighted to the City Council in October of 2021, the City's Winslow Wastewater Treatment Plant (WWTP) has reached the design capacity and needs to be upgraded to handle future wastewater flows, as well as maintain the wastewater discharge permit issued by the Department of Ecology. The upgrade project will be delivered in three steps, with the first step being a condition analysis and the immediate optimization of current processes, including coordination with the Department of Ecology. This is the work proposed for this contract. The next two steps, which include the design and implementation of near-term (2-years) and long-term (5-7 years) improvements are anticipated to be performed under an amendment to this contract later in the year or in early 2023.

The current scope also includes preliminary work for a related, but separate project in the City's Capital Improvement Plan, the WWTP Outfall Extension project. The outfall is required by the Department of Natural

Resources to be extended away from an existing shellfish bed in Puget Sound, and any extension will have impacts on the proposed plant upgrade designs. The City could incur fines if preliminary work on this element of the plant is not started as soon as possible. An amendment for additional services related to this task is anticipated in the latter part of Q1 2022.

The staff anticipate moving this Capacity Upgrades project out of the operating budget and into the Capital Improvement Plan (CIP) later in the year, and updating the cost and timing of the Outfall Extension project in the CIP based on the information and analysis gained through this contract work.

The City advertised a formal request for qualifications for professional engineering services in accordance with the City's procurement manual, and received responses from three (3) firms: Tetra Tech, Murraysmith and Carollo. An internal team of City staff ranked the qualifications, and held a virtual interview with the two top ranked firms. In a follow-up discussion, the internal team agreed that Tetra Tech was best qualified to perform the work due to their team's experience with previous upgrades to the plant, the team's experience with similar projects and overall cohesiveness, and their expertise in wastewater treatment plant design.

The City's Utility Advisory Committee was briefed on this proposal on February 9, 2022, and they support moving forward with the work as planned.

ATTACHMENTS:

[Professional Services Agreement TT signed.pdf](#)

[PSA Attachment B.pdf](#)

FISCAL DETAILS: This project is included in the Public Works operating budget as project 01187 with \$100K available from the Sewer Fund. Additional budget in the amount of \$70,888.00 from the Sewer Fund is required to execute the contract.

Future tasks under this contract are anticipated for additional outfall analysis, and near-term and long-term upgrade design, implementation and construction support.

Fund Name(s): Sewer Fund

Coding: Operating Project 01187

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) is entered into between the City of Bainbridge Island, a Washington state municipal corporation (“City”) and Tetra Tech, Inc., a California state corporation (“Consultant”).

WHEREAS, the City needs professional services in connection with the City’s Winslow Wastewater Treatment Plant (WWTP) has reached the design capacity and needs to be upgraded to handle future wastewater flows, as well as maintain the Wastewater Discharge Permit issued by the Department of Ecology; and

WHEREAS, the Consultant has the expertise and experience to provide said services and is willing to do so in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the City and the Consultant as follows:

1. SERVICES BY CONSULTANT

The Consultant shall provide the professional services as defined in this Agreement and as necessary to accomplish the scope of services attached hereto as **Attachment B** and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor, and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until January 31, 2023, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days’ written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Consultant pursuant to this Agreement shall be submitted to the City, and the Consultant shall be entitled to just and equitable compensation at the rate set forth in Section 3 for any satisfactory work completed prior to the date of termination.

3. PAYMENT

A. The City shall pay the Consultant hourly, plus actual expenses, in accordance with **Attachment B**, but not more than a total of One Hundred Seventy Thousand and Eight Hundred Eighty-Eight Dollars (\$170,888.00);

B. The Consultant shall submit, in a format acceptable to the City, monthly invoices for services performed in a previous calendar month. Each project and each task within a project

shall be the subject of a separate invoice. The Consultant shall maintain time and expense records and provide them to the City upon request.

C. The City shall pay all invoices by mailing a City check within sixty (60) days of receipt of a proper invoice from the Consultant.

D. If the services rendered do not meet the requirements of this Agreement, the Consultant shall correct or modify the work to comply with this Agreement. The City may withhold payment for such work until it meets the requirements of this Agreement.

4. INSPECTION AND AUDIT

The Consultant shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts, and records if necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

5. INDEPENDENT CONTRACTOR

A. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants, and agrees that the Consultant's status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment, nor shall the Consultant claim any related employment benefits, social security, and/or retirement benefits.

B. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

C. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

D. The Consultant shall obtain a business license and, if applicable, pay business and occupation taxes pursuant to Title 5 of the Bainbridge Island Municipal Code.

6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

A. The Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, gender identity, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. The Consultant shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.

C. Violation of this Section 6 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

7. OWNERSHIP OF WORK PRODUCT

All data, materials, reports, memoranda, and other documents developed under this Agreement, whether finished or not, shall become the property of the City and shall be forwarded to the City in hard copy and in digital format that is compatible with the City's computer software programs.

Consultant shall not be held liable for reuse of documents or modifications thereof by the City or its representatives for any purpose other than the original intent of this Agreement, without written authorization of Consultant.

8. GENERAL ADMINISTRATION AND MANAGEMENT

The City Manager of the City, or designee, shall be the City's representative, and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices, under this Agreement.

9. HOLD HARMLESS AND INDEMNIFICATION

A. The Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or resulting from the negligent or alleged negligent acts, errors, or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Consultant's negligence. It is further specifically and

expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

C. The City's inspection or acceptance of any of the Consultant's work when completed shall not be grounds to void, nullify, and/or invalidate any of these covenants of indemnification.

D. Nothing contained in this Agreement shall be construed to create a liability or a right of indemnification in any third party.

10. INSURANCE

The Consultant shall maintain the insurance described in **Attachment A**.

11. SUBLETTING OR ASSIGNING CONTRACT

This Agreement, or any interest herein or claim hereunder, shall not be assigned or transferred in whole or in part by the Consultant to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Consultant as stated herein.

12. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties.

13. SEVERABILITY

A. If a court of competent jurisdiction holds any part, term, or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict and shall be deemed modified to conform to such statutory provision.

14. FAIR MEANING

The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

15. NONWAIVER

A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay, or failure of either party to insist upon strict performance of any agreement, covenant, or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition, or right.

16. NOTICES

Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To the City: City of Bainbridge Island
 280 Madison Avenue North
 Bainbridge Island, WA 98110
 Attention: City Manager

To the Consultant: Tetra Tech, Inc.
 1420 5th Avenue, Suite 600
 Seattle, WA 98101
 Attention: Sarria Grizelda, PE

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

17. SURVIVAL

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

18. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

19. VENUE

The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Kitsap County, Washington.

20. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the signature dates included below.

TETRA TECH INC.

CITY OF BAINBRIGE ISLAND

Date: 02/16/2022

Date: _____

By: *Grizelda Sarria*

By: _____

Name Grizelda Sarria, PE

Blair King, City Manager

Title Sr. Project Manager

Tax I.D. # 95-4149514

City Bus. Lic. # 45522

ATTACHMENT A INSURANCE REQUIREMENTS

A. Insurance Term

The Consultant shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

B. No Limitation

The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

The Consultant shall obtain insurance of the types and coverage described below:

- Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
- Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
- Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- Professional Liability insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

- Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

- Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit, as applicable.

E. Other Insurance Provision

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

G. Verification of Coverage

Before commencing work and services, the Consultant shall provide to the person identified in Section 8 of the Agreement a Certificate of Insurance evidencing the required insurance. The Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. The City reserves the right to request and receive a certified copy of all required insurance policies.

H. Notice of Cancellation

The Consultant shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Consultant to correct the breach, immediately terminate this Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

J. City Full Availability of Consultant Limits

If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

ATTACHMENT B SCOPE OF SERVICES

General

The Winslow Wastewater Treatment Plant (WWTP) is meeting all discharge limits during normal operations; however, recent high waste stream loads have led to the plant exceeding the facility's design criteria outlined in the City's Department of Ecology (DOE) discharge permit. These exceedances require that the City engage with DOE in the short term on a plan for increasing the rating capacity of plant, as well as begin planning and implementation of recommended operational or physical changes to the plant that will increase capacity.

The City has performed some preliminary evaluation work on the potential options and next steps, and envisions this work proceeding in phases:

- Working with the City and DOE to develop and implement a plan for increasing the rating capacity of plant in the near (1-2 years) and long (4-10 years) term;
- Design engineering and implementation of short-term plant improvements to existing plant processes to increase capacity for rerating opportunities.
- Engaging with DOE on the preliminary evaluation of a plan for meeting the Puget Sound Nutrient General Permit.

The scope of work for this initial phase includes:

- Evaluate existing conditions, including DMR data, sampling and monitoring, and unit process capacity and condition assessment.
- Develop and implement immediate improvements to improve plant performance and support future rerating plant capacity.
- Develop recommendations for near-term optimization approaches.

Implementation of near-term optimization approaches and development of long-term improvements to be addressed in a future phase.

Schedule

The baseline schedule is provided below and is based on a Notice to Proceed date by March 1st. The schedule will be modified based on the actual notice to proceed. If there is a delay in activities, the schedule will be discussed with the City and updated. Key milestones are as follows:

Milestone	Target Date (Q/Yr)
Notice to Proceed	No later than March 1st
Request Information Needs	2 days after NTP
Receive Information Needs from COBI	2 weeks after NTP
Virtual Project Kickoff Meeting (prepare for Condition Assessment, site visit)	2 weeks after NTP
Condition and Performance Assessment Site Visit	Late March/Early April
Hydraulic Analysis	April
Establish Flow and Loads Design Criteria	April

Condition and Capacity Assessment Workshop	Early May
Condition and Capacity Assessment Draft TM	Mid-June
Immediate needs improvements Workshop	Late July
Immediate needs improvements Draft TM	Late August
Near-term improvements Workshop	October
Near-term improvements Draft TM	Early December
Finalize Phase 1 deliverables	Jan-Feb 2023
Start Phase 2 Scope/LOE development	January 2023

Task 100 Project Management

This task includes all work related to the management, administration, quality assurance/quality control (QA/QC) and coordination of consultant activities during the course of the work.

Subtask 101 – Cost Control/Progress Reporting/Subconsultant Management

The Consultant will prepare monthly project status reports that compare work accomplished with schedule activities, provide support documentation for the invoices and compare expenditures with task budgets. Documentation will include details of expenditures on each task and will show the hours worked by project personnel and other direct expenses related to the task. All reports will be submitted to the City's Project Manager with the monthly invoices. The Consultant will coordinate efforts of subconsultants, ensuring that their work products are delivered in a timely and complete manner and are integrated into other work products as necessary.

Assumptions

1. Assume 12-month task duration.

Deliverables: Monthly status reports and invoices.

Subtask 102 – Project Management Plan

Develop Project Management Plan (PM Plan) within 15 working days of the Notice to Proceed and will include the following elements:

- Project Description and Background.
- Team Roles and Responsibilities.
- Project Procedures (documentation, sharepoint file structure)
- Communication Plan (Project team organization, contact info, communication protocols)
- Quality Management Plan.
- Action, Decision and Change Control Log.
- Health and Safety Plan

Assumptions

1. Maximum 5-page Project Management plan

Deliverables: Draft and Final Project Management Plan, Health and Safety Plan

Subtask 103 – Quality Assurance/Quality Control

Quality Assurance/Quality Control (QA/QC) will provide an independent review of all technical memorandums. All QA/QC comments will be incorporated into the deliverables or will be documented as to why comments are not included. The quality assurance/quality control task leader will schedule all reviews and coordinate all of the City comments.

Deliverables: QA/QC reviews of deliverables and responses to QA/QC comments.

Subtask 104 – Meetings with the Department of Ecology

The Consultant will arrange for and conduct up to three meetings with the Department of Ecology (Ecology) in collaboration with the City. The purpose of the meetings will be to solicit Ecology's input into the process. For each meeting the Consultant will establish phone contact with participants, prepare an agenda, attend the meeting, prepare presentation and prepare a follow-up meeting summary.

Deliverables: Agendas, presentations and meeting minutes.

Task 200 Background Information and Plant Condition Assessment and Capacity Evaluation

Subtask 201 – Gather Existing Reports and Plant Data

The Consultant will request data needed to evaluate current conditions and support process evaluation. Evaluation of existing data includes review of DMR data, existing Sewer Plan, and other planning documents.

Specific Activities include:

1. Compile list of available documents and send a request for additional information.

Assumptions

1. Evaluation of data will occur in the subsequent tasks

Deliverables: Background Information Data Review summarized in Draft Treatment Plant Condition Assessment and Capacity Analysis TM

Subtask 202– Flow, Load Evaluation

Based on the existing information reviewed in Subtask 201 and current NPDES permit, establish the treatment design criteria for evaluating the treatment plant performance. Using the above projections, and available plant and commercial loading data, the Consultant will establish loading estimates and peaking factors for organic, solids and nitrogen loading to the plant. Peaking factors will be developed for BOD, TSS, and TKN loading to the treatment plant as follows: Maximum month, maximum day, and peak hour.

Specific tasks will include:

1. Evaluation will include review of the following:

- a. Review plant's operating and DMR data from 2017-2022.
 - b. Review the population and flow study, methodology, and flow projections.
 - c. Reviewing projected Flow design criteria (based on assumptions in the Sewer Plan)
 - d. Historical load increases (increase load, reduce load i.e. source control)
2. Determine short-term and long-term influent capacity requirement:
 - a. Flow design criteria (evaluate flow reduction, increased flow)
 - b. Load design criteria (increase load)
 - c. Nitrogen and Phosphorus

Assumptions

1. City to provide historical growth projection data or provide means for basing flows and loads projections by.

Deliverables: Flows and Load evaluation and criteria summarized Draft Treatment Plant Condition Assessment and Capacity Analysis TM

Subtask 203–Nitrogen Removal Design Criteria

Based on the existing information reviewed in Subtask 201 and current NPDES permit, establish the treatment design criteria for evaluating the treatment plant performance. Consultant will assess nitrogen removal potential of current treatment process and confirm the TIN removal performance. This task supports the initial requirements of the Puget Sound Nutrient General Permit.

Assumptions

1. None

Deliverables: Nitrogen removal criteria summarized in Treatment Plant Condition Assessment and Capacity Analysis TM

Subtask 204– Wastewater Facilities Condition Assessment

Perform a condition assessment of equipment associated with the Winslow WWTP. The assessment will include a site visit to the facility and visual inspection of the equipment with the plant staff.

Specific tasks will include:

1. Conduct a qualitative assessment of the physical condition and functionality of equipment.
 - Set up two (2), one-day site visit with City staff to assess the condition of major unit process, subcomponents and appurtenances equipment.
 - Review available plant maintenance records and interview City plant staff
 - For each tour, the Consultant will contact the facility, arrange logistics, write notes of any significant findings, and take digital photos.
2. Establish a numeric rating system to assess the age, physical condition, and functionality of the equipment. Functionality relates to the ability of the unit process to accomplish its function and operating performance.

Assumptions

1. The condition assessment will focus on the main unit processes at the plant. The Consultant will assess the associated process mechanical equipment and related instruments for the following systems:
 - Preliminary Treatment
 - Secondary Treatment
 - Aeration blower equipment
 - Diffused air equipment
 - Clarifier equipment
 - RAS/WAS pumping equipment
 - UV Disinfection System
 - Effluent Pump Station
 - Effluent Outfall
2. Condition assessment of administration, laboratory space and facilities buildings not included. Condition assessment of structures, electrical distribution (transformers and switchgears), HVAC and plumbing components not included.
3. Coordinate shutdowns of plant systems as required to analyze certain in-tank equipment (i.e.. Fine bubble diffusers in Oxidation ditch)

Deliverables: Facilities condition assessment summarized in Treatment Plant Condition Assessment and Capacity Analysis TM

Subtask 205 –Treatment Plant Unit Processes Capacity Evaluation

Perform a capacity evaluation of each unit process in the Winslow WWTP that will serve as the basis for all recommended short- and long-term improvements and potential re-ratings. Evaluate unit processes based on short-term and long-term projections (i.e. flows and loads) developed in Subtask 202, hydraulic analysis in Subtask 207 and design guidelines contained in Ecology's Criteria for Sewage Works Design. The following unit processes in the WWTP will be evaluated:

- Preliminary Treatment
- Secondary Treatment
 - Aeration blower equipment
 - Diffused air equipment
 - Clarifier equipment
 - RAS/WAS pumping equipment
- UV Disinfection System (including power supply)
- Effluent Pump Station
- Effluent Outfall
- Solids handling equipment
- Instrumentation and control strategy (as it relates to process improvements)

Specific tasks will include the following:

1. Assess capacity of each unit process and effluent outfall; based on design flow and loads and applicable *Criteria for Sewage Works Design* (Orange Book); identify bottlenecks based on the short and long-term design criteria established in Subtask 202.
2. Summarize results in a *Treatment Plant Condition Assessment and Capacity Analysis TM*.

Assumptions

1. Process model analyses to support unit process analysis and overall treatment capacity of existing facilities
2. Effluent outfall analysis includes hydraulic capacity assessment only

Deliverables: Draft and Final Treatment Plant Condition Assessment and Capacity Analysis TM

Subtask 206 – Plant Performance Assessment

The Consultant will review operational data and assess the current operation and performance of the unit processes listed below. This assessment will include discussions with the plant staff and on-site review of control setpoints.

1. Preliminary treatment (screens and grit removal)
2. Secondary Treatment
 - a. Blowers
 - b. DO setpoints
 - c. Sludge Age
3. UV disinfection
4. Effluent pumping

The assessment will also include evaluation of current sampling and monitoring activities to measure performance improvements.

Deliverables: Plant performance assessment summarized in Treatment Plant Condition Assessment and Capacity Analysis TM

Subtask 207– Hydraulic Analysis

Perform hydraulic analysis for the existing WWTP based on the existing and projected design flow criteria. Evaluate hydraulic constraints and identify bottlenecks within the existing WWTP and outfall.

Update hydraulic profiles for existing WWTP for updated flow projections.

Assumptions

1. Update existing hydraulic profile developed during the 2012 plant upgrades.

Deliverables: Hydraulic Profile for short-term and long-term design criteria

Subtask 208– UV Disinfection Evaluation and Troubleshooting

The consultant will assist the client in evaluating current issues with the UV disinfection system. This subtask will include an evaluation of programming and hardware associated with the UV control panel. The Consultant will coordinate with the OEM equipment manufacturer to discuss the issues and potential solutions that can be implemented as soon as possible.

Assumptions:

1. The UV system transitions to manual operation following a surge in power.

Deliverables: See Section 301

Task 300 Optimization of Existing Facility

The purpose of this task is to develop a phased approach to identify, develop and evaluate improvements to the Winslow WWTP. Based on the initial condition and operational assessment (Task 200), the consultant will recommend immediate (or easily) implemented operational recommendations as described in Subtask 301 and recommendations for Optimization Plant improvements as described in Subtask 302.

Subtask 301 –Immediate Plant Improvements

Based on the data evaluation and assessment in Task 200, the Consultant will identify immediate plant improvements. Specific tasks will include:

1. In a TM, Identify, develop and screen immediate plant improvements, which can include easy to implement operational changes to:
 - a. to optimize waste sludge thickening
 - b. to optimize of DO/Aeration Control
 - c. to provide SRT operating factor control for solids inventory
 - d. to improve reliability of UV disinfection system
 - e. State Point Analysis and DSVI monitoring
2. Planning workshop with City staff. City staff will receive relevant technical memoranda approximately one week before the workshop. During the workshop, the Consultant will present the analysis from the memoranda and facilitate discussion with City staff. The goal of the workshop is to decide on which immediate plant improvements to implement and sampling to implement to monitor performance.
3. Analyze plant performance after implementation of immediate improvements and update TM to include a discussion of results.

Assumptions

1. Immediate plant improvements assume operational (process), programming or sampling and monitoring modifications to improve plant performance and collect further data to evaluate rerating opportunities. Assumes no capital costs required to implement immediate plant improvements.

Deliverables: Draft and Final Immediate Plant Improvements TM

Subtask 302 – Near-term Optimization Plant Improvements

Based on the data evaluation and assessment in Task 200 and Subtask 301, the Consultant will identify near-term plant improvements to support capacity rerating and optimization approach as required by the Puget Sound Nutrient General Permit. Specific tasks will include:

1. Identify, develop and screen near-term optimization approaches with City staff, which can include:
 - a. Operational approaches to optimize waste sludge thickening, SRT operating factor control for solids inventory, and aerated WAS holding requirements
 - b. Diffuser layout and optimization of DO/Aeration Control

- c. Install anaerobic selector and sludge granulation
 - d. Step feed
- 2. Integrate short-term capacity re-rating and *Puget Sound Nutrient General Permit* compliance strategies.
- 3. Process modeling of WWTP to assess and recommend additional loading capabilities (re-ratings) in the short-term while meeting nutrient (nitrogen) compliance requirements listed in the *Puget Sound Nutrient General Permit*.
- 4. Provide operational training, as required, to help implement short-term recommendations.
- 5. Identify and evaluate options for long-term capacity and compliance requirements.
- 6. Develop planning level budgets for deployment of preferred near-term rerating upgrades.

Assumptions

- 1. Limited design engineering services may be required to develop near-term optimization alternatives. (limited to 1-2 schematic designs)

Deliverables: Draft and Final Near-term Optimization plant improvements

Task 400 Management Reserves

The purpose of this scope is to address unforeseen scope activities that may arise. This scope and budget will be executed upon City authorization.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 22, 2022

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: Adopt Resolution No. 2022-03 to Set a Public Hearing date of March 22, 2022, Relating to the Surplus and Transfer of One Tax Parcel to Washington State Department of Transportation in Support of their State Route 305 Roundabout Project (\$0.00) - Public Works,

SUMMARY: In accordance with the City's surplus procedures, a public hearing needs to be scheduled by resolution for disposing of surplus property to the Washington State Department of Transportation.

AGENDA CATEGORY: Resolution

PROPOSED BY: Public Works

RECOMMENDED MOTION: Adopt Resolution No. 2022-03 setting a public hearing date of March 22, 2022, relating to the surplus and transfer of one tax parcel to the Washington State Department of Transportation in support of their State Route 305 Roundabout Project.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	N/A
Ongoing Cost:	N/A
One-Time Cost:	N/A
Included in Current Budget?	No

BACKGROUND: The Washington State Department of Transportation (WSDOT) is planning to build two roundabouts on Bainbridge Island along the SR 305 Corridor at the Port Madison and Adas Will intersections. According to the WSDOT web page (<https://wsdot.wa.gov/Projects/SR305/winslowferrytohostmarkstsafety/default.htm>), the projects are anticipated to begin construction in the summer of 2021.

The City has received a request from the Washington State Department of Transportation to acquire real property located at the intersection of SR 305 and NE Seabold Road to support their SR 305 Roundabout project. Said Tax Parcel No. 332602-2-062-2006 was originally deeded to the City of Bainbridge Island in 2017 (Auditor's File No. 201711070031) at no cost to the City, and now WSDOT wishes to reacquire the parcel for their SR 305 Roundabout project. WSDOT will also be relinquishing two small parcels to the City (see attached map.)

The City has no need for the above-mentioned tax parcel and recommends surplusizing and transferring it to WSDOT for their SR 305 Roundabout project.

WSDOT is offering the City landscape enhancements, specifically larger trees, along the proposed project periphery in exchange for the City's property. The WSDOT real estate team valued the property at \$15,800, and the value of the relinquished property at \$1,500, leaving a net value of \$14,300 which the Department will use for the cost of the landscape enhancements (see attached property valuation prepared by WSDOT staff and landscape plan.)

ATTACHMENTS:

[Resolution No. 2022-03 Setting a Public Hearing Date for Surplus Property to WSDOT for SR305 Roundabout.docx](#)

[Resolution No. 2022-03 -Exhibit A - Map.pdf](#)

[SR305 Roundabout Plans.pdf](#)

[Map of COBI Surplus Parcel.pdf](#)

[SR305 WSDOT Landscape Proposal.pdf](#)

[WSDOT Deed AFN 201711070031.pdf](#)

[Market Value Analysis.pdf](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding: N/A

RESOLUTION NO. 2022-03

A RESOLUTION of the City Council of Bainbridge Island, Washington, relating to fixing a date for a public hearing to consider transferring surplus property from the City of Bainbridge Island to the Washington State Department of Transportation (WSDOT) in support of their proposed SR 305 Roundabout Project.

WHEREAS, the City has received a request from the Washington State Department of Transportation (WSDOT) to acquire real property to support its SR 305 Roundabout Project; and

WHEREAS, the proposed real property identified as Tax Parcel Number 332602-2-062-2006 is a triangle-shaped property located at the intersection of SR305 and NE Seabold Road (See: attached Exhibit A – “location map”); and

WHEREAS, the subject tax parcel (Auditor’s File No. 201711070031) was originally deeded to the City of Bainbridge Island in 2017 at no cost to the City, and now WSDOT wishes to reacquire the parcel for its SR305 Roundabout project at no cost; and

WHEREAS, pursuant to RCW 39.33.010, the city may purchase and/or transfer surplus property to other governmental agencies without regard to bid laws; and

WHEREAS, any tangible personal property owned by the City that is no longer needed presently or in the foreseeable future may be disposed of as surplus; and

WHEREAS, Tax Parcel No. 332602-2-062-2006 is surplus to the city’s needs and has no beneficial public use by the city.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES RESOLVE AS FOLLOWS:

Section 1. The City Council shall hold a public hearing as part of the process to consider whether to declare real property surplus to the needs of the City.

Section 2. Notice of the public hearing shall be given and a news release shall be disseminated in accordance with the terms of RCW 39.33.020.

Section 3. At least ten days, but not more than twenty-five days, prior to the public hearing, there shall be published public notice setting forth the date, time, and place of the hearing at least once in a newspaper of general circulation and where the property is located.

Section 4. The date and time of **March 22, 2022**, at 6:00 PM, or as soon thereafter as the matter may be heard, is hereby established as the date on which the

Bainbridge Island City Council will hold a public hearing to consider a proposed Surplus Resolution to transfer from the City to WSDOT for the benefit of WSDOT's future SR305 Roundabout project. The hearing will be held as part of the regular City Council meeting at Bainbridge Island City Hall, in the Council Chambers, located at 280 Madison Avenue North, Bainbridge Island, Washington.

Section 5. Severability. If any one or more sections, subsections, or sentences of this Resolution are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this Resolution and the same shall remain in full force and effect.

Section 6. This Resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council this ____ day of _____, 2022.

APPROVED by the Mayor this ____ day of _____, 2022.

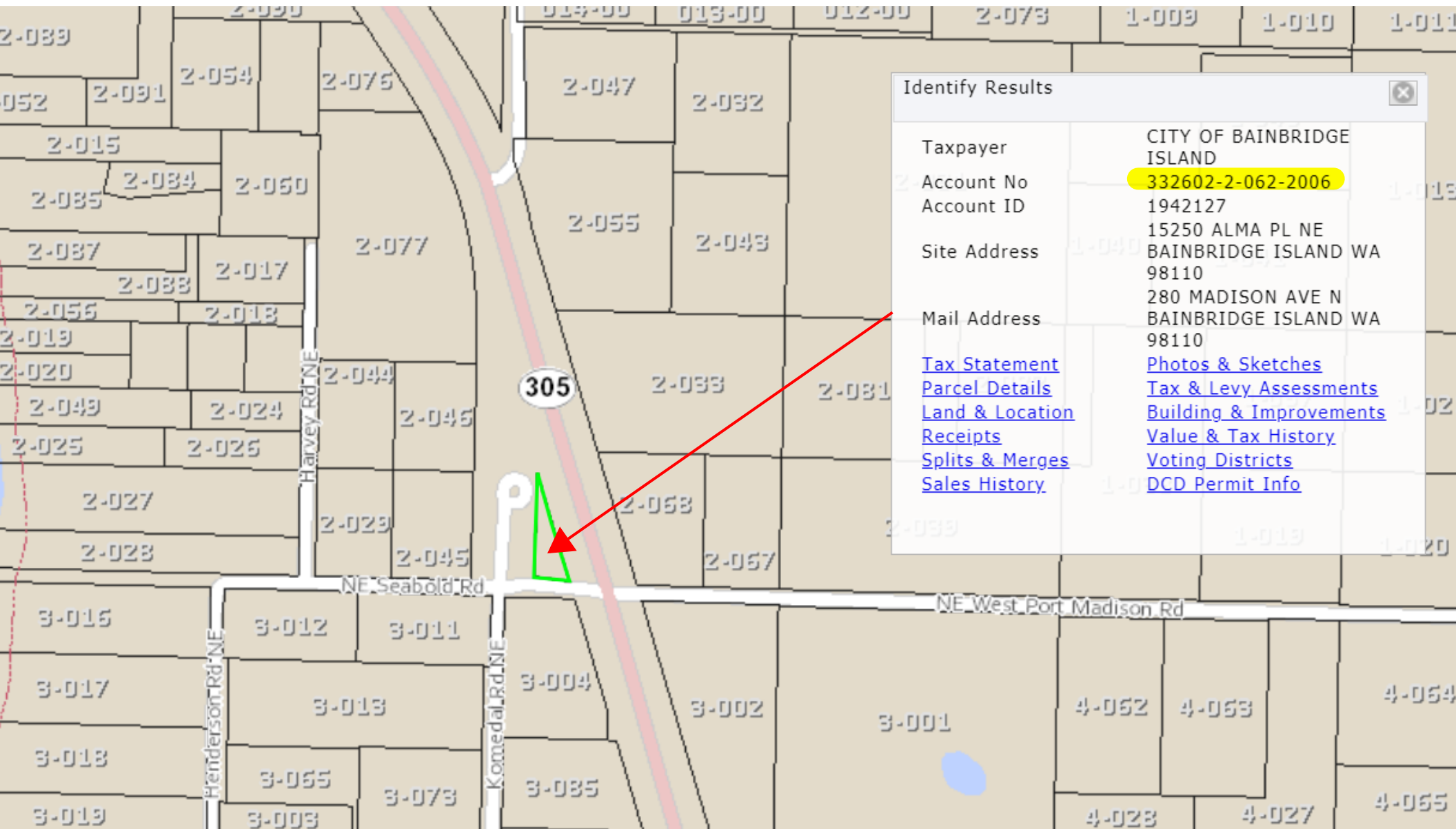
Joe Deets, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	February 18, 2022
PASSED BY THE CITY COUNCIL:	February 22, 2022
RESOLUTION NO.	2022-03
ATTACHED:	Exhibit A – Location Map

EXHIBIT A





Proposed roundabout for SR 305 at Northeast Adas Will Lane - Looking east



Proposed roundabout for SR 305 at Northeast Adas Will Lane - Looking south

SR305 Roundabout Plans – Adas Will



Proposed roundabout at SR 305 at Northeast Port Madison Road - Looking north.



Proposed roundabout at SR 305 at Northeast Port Madison Road - Looking south.

SR305 Roundabout Plans – Port Madison

CURVE DATA				
P.I. STATION	DELTA	TANGENT	RADIUS	LENGTH
S 12+53.55	97°23'19"	56.90'	50.00'	84.99'

CITY OF BAINBRIDGE ISLAND
T.26N. R.2E. W.M.

LEGEND

ACCESS TO BE PROHIBITED SHOWN THUS

PROPERTY OWNERSHIP NUMBERS

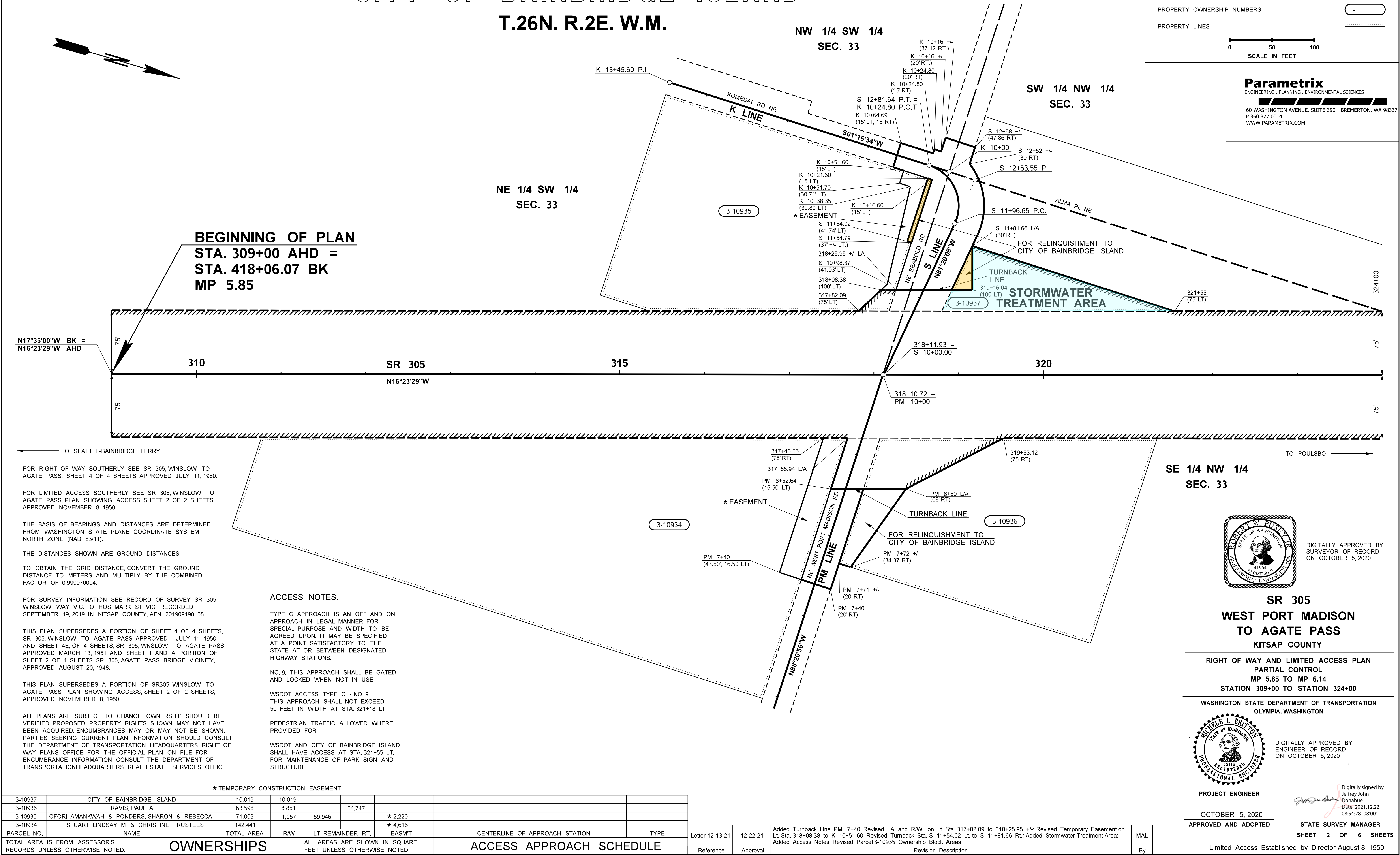
PROPERTY LINES

0 50 100
SCALE IN FEET

Parametrix

ENGINEERING . PLANNING . ENVIRONMENTAL SCIENCES

60 WASHINGTON AVENUE, SUITE 390 | BREMERTON, WA 98337
P 360.377.0014
WWW.PARAMETRIX.COM



N17°35'00"W BK =
N16°23'29"W AHD

75'

310

SR 305

315

N16°23'29"W

320

75'

TO SEATTLE-BAINBRIDGE FERRY

FOR RIGHT OF WAY SOUTHERLY SEE SR 305, WINSLOW TO AGATE PASS, SHEET 4 OF 4 SHEETS, APPROVED JULY 11, 1950.

FOR LIMITED ACCESS SOUTHERLY SEE SR 305, WINSLOW TO AGATE PASS, PLAN SHOWING ACCESS, SHEET 2 OF 2 SHEETS, APPROVED NOVEMBER 8, 1950.

THE BASIS OF BEARINGS AND DISTANCES ARE DETERMINED FROM WASHINGTON STATE PLANE COORDINATE SYSTEM NORTH ZONE (NAD 83/11).

THE DISTANCES SHOWN ARE GROUND DISTANCES.

TO OBTAIN THE GRID DISTANCE, CONVERT THE GROUND DISTANCE TO METERS AND MULTIPLY BY THE COMBINED FACTOR OF 0.999970094.

FOR SURVEY INFORMATION SEE RECORD OF SURVEY SR 305, WINSLOW WAY VIC. TO HOSTMARK ST VIC., RECORDED SEPTEMBER 19, 2019 IN KITSAP COUNTY, AFN 201909190158.

THIS PLAN SUPERSEDES A PORTION OF SHEET 4 OF 4 SHEETS, SR 305, WINSLOW TO AGATE PASS, APPROVED JULY 11, 1950 AND SHEET 4E OF 4 SHEETS, SR 305, WINSLOW TO AGATE PASS, APPROVED MARCH 13, 1951 AND SHEET 1 AND A PORTION OF SHEET 2 OF 4 SHEETS, SR 305, AGATE PASS BRIDGE VICINITY, APPROVED AUGUST 20, 1948.

THIS PLAN SUPERSEDES A PORTION OF SR305, WINSLOW TO AGATE PASS PLAN SHOWING ACCESS, SHEET 2 OF 2 SHEETS, APPROVED NOVEMBER 8, 1950.

ALL PLANS ARE SUBJECT TO CHANGE. OWNERSHIP SHOULD BE VERIFIED. PROPOSED PROPERTY RIGHTS SHOWN MAY NOT HAVE BEEN ACQUIRED. ENCUMBRANCES MAY OR MAY NOT BE SHOWN. PARTIES SEEKING CURRENT PLAN INFORMATION SHOULD CONSULT THE DEPARTMENT OF TRANSPORTATION HEADQUARTERS RIGHT OF WAY PLANS OFFICE FOR THE OFFICIAL PLAN ON FILE. FOR ENCUMBRANCE INFORMATION CONSULT THE DEPARTMENT OF TRANSPORTATION HEADQUARTERS REAL ESTATE SERVICES OFFICE.

* TEMPORARY CONSTRUCTION EASEMENT						
3-10937	CITY OF BAINBRIDGE ISLAND	10,019	10,019			
3-10936	TRAVIS, PAUL A	63,598	8,851		54,747	
3-10935	OFORI, AMANKWAH & PONDERS, SHARON & REBECCA	71,003	1,057	69,946		* 2,220
3-10934	STUART, LINDSAY M & CHRISTINE TRUSTEES	142,441				* 4,616
PARCEL NO.	NAME	TOTAL AREA	R/W	LT. REMAINDER RT.	EASMT	
TOTAL AREA IS FROM ASSESSOR'S RECORDS UNLESS OTHERWISE NOTED.						

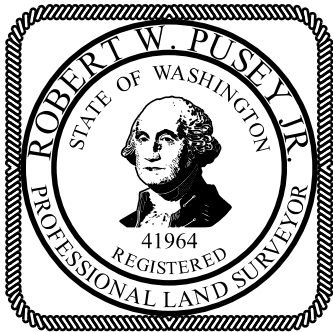
OWNERSHIPS

ALL AREAS ARE SHOWN IN SQUARE FEET UNLESS OTHERWISE NOTED.

ACCESS APPROACH SCHEDULE

Letter 12-13-21	12-22-21	Added Turnback Line PM 7+40; Revised LA and R/W on Lt. Sta. 317+82.09 to 318+25.95 +/-; Revised Temporary Easement on Lt. Sta. 318+08.38 to K 10+51.60; Revised Turnback Sta. S 11+54.02 Lt. to S 11+81.66 Rt.; Added Stormwater Treatment Area; Added Access Notes; Revised Parcel 3-10935 Ownership Block Areas	MAL
Reference	Approval	Revision Description	By

SE 1/4 NW 1/4
SEC. 33



SR 305
WEST PORT MADISON
TO AGATE PASS
KITSAP COUNTY

RIGHT OF WAY AND LIMITED ACCESS PLAN
PARTIAL CONTROL
MP 5.85 TO MP 6.14
STATION 309+00 TO STATION 324+00

WASHINGTON STATE DEPARTMENT OF TRANSPORTATION
OLYMPIA, WASHINGTON



PROJECT ENGINEER

OCTOBER 5, 2020

APPROVED AND ADOPTED

DIGITALLY APPROVED BY
ENGINEER OF RECORD
ON OCTOBER 5, 2020

STATE SURVEY MANAGER

SHEET 2 OF 6 SHEETS

Limited Access Established by Director August 8, 1950

Digitally signed by
Jeffrey John
Donahue
Date: 2021.12.22
08:54:28 -08'00'

T.26N.R.2E. W.M. SEC. 33

SOIL TREATMENT TOTALS

(THIS SHEET)

TOPSOIL TYPE A (SEE PLANTING DETAILS FOR INTERPLANTED TREES, SHEET LD2)	1.9 C.Y.
BARK OR WOOD CHIP MULCH APPLIED IN 2' RINGS AROUND INTERPLANTED TREES (SEE MULCH RING FOR INTERPLANTED TREES DETAIL, SHEET LD2)	2.2 C.Y.
FINE COMPOST APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.1 ACRE
BARK OR WOOD CHIP MULCH APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.1 ACRE
FINE COMPOST APPLIED AS 2" BLANKET PRIOR TO SEEDING, FERTILIZING, AND MULCHING	0.2 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX A	0.1 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX B	0.1 ACRE

PLANTING LEGEND

	GRAND FIR
	VINE MAPLE
	PAPER BIRCH
	PACIFIC DOGWOOD
	BITTERCHERRY
	DOUGLAS FIR
	SHRUB MIX
	SEEDING, FERTILIZING, AND MULCHING MIX A
	SEEDING, FERTILIZING, AND MULCHING MIX B
	TREE INTERPLANTING AREA WITHIN EXISTING VEGETATION

NOTES

- WEED CONTROL AND SELECTIVE CLEARING WITHIN EXISTING VEGETATION AREAS BY FORCE ACCOUNT.
- LOCATIONS OF TREES TO BE INTERPLANTED WITHIN EXISTING VEGETATION ARE APPROXIMATE AND SHALL BE FIELD LOCATED BY ENGINEER.
- SOIL TREATMENT PRODUCT QUANTITIES ON THIS SHEET ARE APPROXIMATE. CONTRACTOR IS RESPONSIBLE FOR VERIFYING EXACT QUANTITIES.
- SEE SHEET LSN1 FOR PLANT MATERIALS LIST.
- SEE SHEET LD2 FOR PLANTING DETAILS.

INTERPLANTED TREES (THIS SHEET)

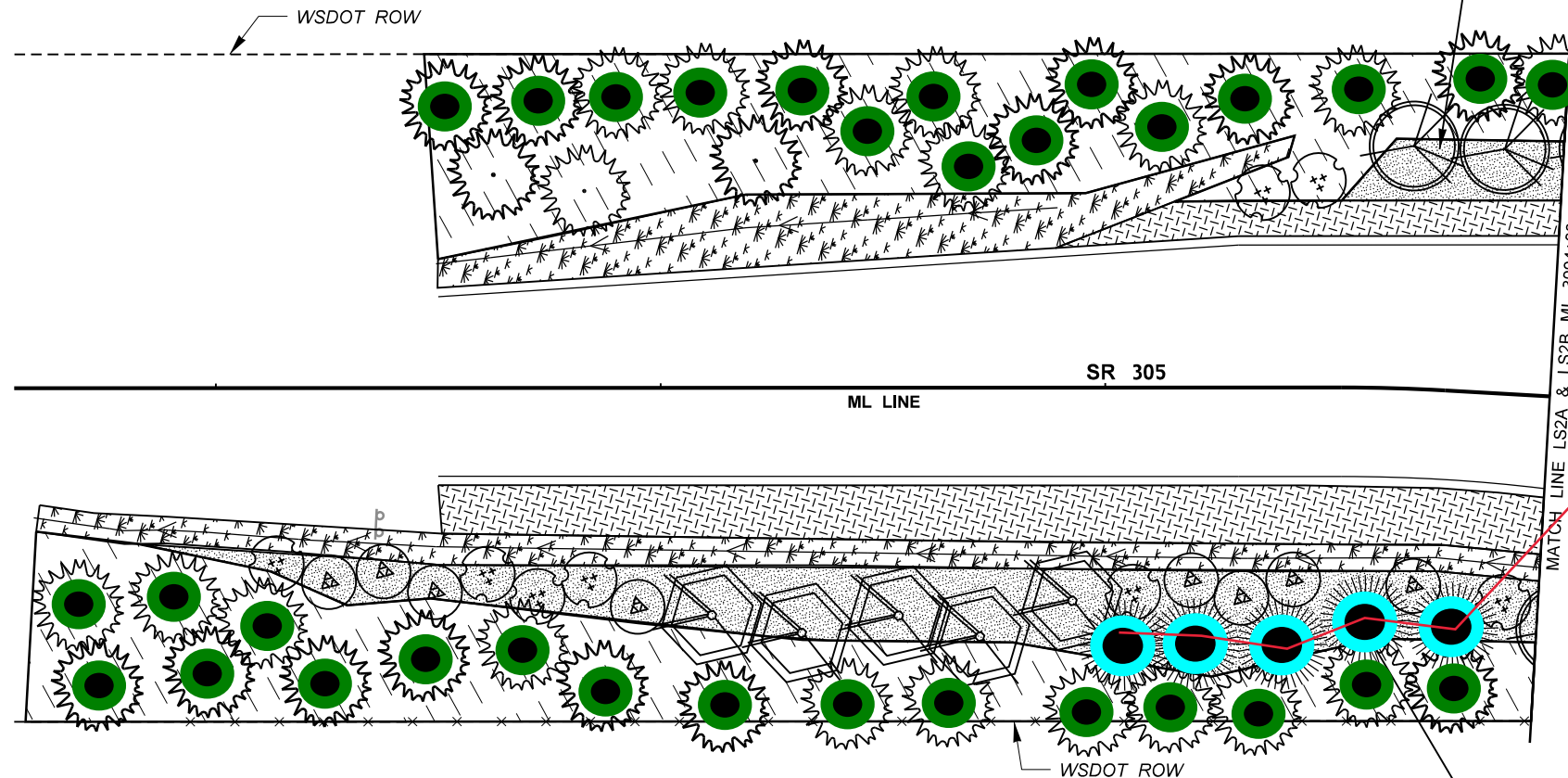
2 VINE MAPLE
35 DOUGLAS FIR

TOPSOIL TYPE A
BARK OR WOOD CHIP MULCH RINGS

TREES AND SHRUB MIX

2 PACIFIC DOGWOOD
5 BEAKED HAZELNUT
5 OCEANSPRAY
5 OSOBERY
9 NOOTKA ROSE
9 THIMBLEBERRY
5 RED ELDERBERRY
9 SNOWBERRY

FINE COMPOST
BARK OR WOOD CHIP MULCH



TREES AND SHRUB MIX

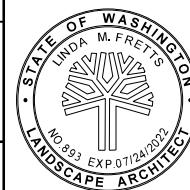
5 GRAND FIR
6 VINE MAPLE
5 PAPER BIRCH
8 BITTERCHERRY

29 WESTERN SERVICEBERRY
29 BEAKED HAZELNUT
57 TALL OREGON-GRAPE
29 MOCK ORANGE
29 RED-FLOWERING CURRANT
57 THIMBLEBERRY
29 BLUE ELDERBERRY
29 EVERGREEN HUCKLEBERRY

FINE COMPOST
BARK OR WOOD CHIP MULCH

0 20 40
SCALE IN FEET

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TIME	4:44:41 PM	10	WASH	
DATE	2/18/2021	JOB NUMBER		
PLOTTED BY	frettsl	CONTRACT NO.	LOCATION NO.	
DESIGNED BY	L. FRETTS		XL6101	
ENTERED BY	L. FRETTS			
CHECKED BY				
PROJ. ENGR.	L. MOODY			
REGIONAL ADM.	J.WYNANDS	REVISION	DATE	BY



Preliminary
Subject to change
10/14/2021



SR 305 / WEST PORT MADISON,
AGATEWOOD RD, ADAS WILL LN
SAFETY IMPROVEMENTS

LANDSCAPE PLAN

LS1

SHEET
OF
SHEE

T.26N.R.2W. W.M. SEC. 33



SOIL TREATMENT TOTALS (THIS SHEET)	
TOPSOIL TYPE A (SEE PLANTING DETAILS FOR INTERPLANTED TREES, SHEET LD2)	0.7 C.Y.
BARK OR WOOD CHIP MULCH APPLIED IN 2' RINGS AROUND INTERPLANTED TREES (SEE MULCH RING FOR INTERPLANTED TREES DETAIL, SHEET LD2)	0.8 C.Y.
FINE COMPOST APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.4 ACRE
BARK OR WOOD CHIP MULCH APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.4 ACRE
FINE COMPOST APPLIED AS 2" BLANKET PRIOR TO SEEDING, FERTILIZING, AND MULCHING	0.2 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX A	0.05 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX B	0.2 ACRE

PLANTING LEGEND	
	GRAND FIR
	VINE MAPLE
	PACIFIC DOGWOOD
	CASCARA
	BITTERCHERRY
	WESTERN RED CEDAR
	SHRUB MIX
	GROUNDCOVER MIX
	SEEDING, FERTILIZING, AND MULCHING MIX A
	SEEDING, FERTILIZING, AND MULCHING MIX B
	TREE INTERPLANTING AREA WITHIN EXISTING VEGETATION

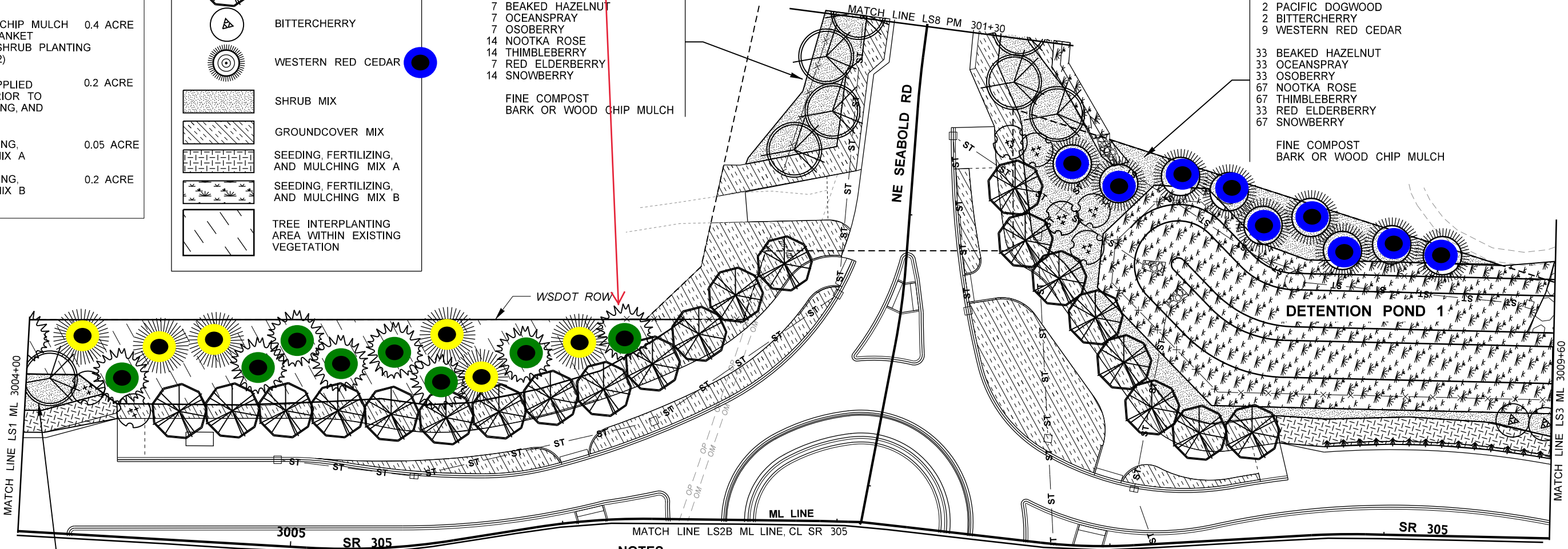
DOUGLAS FIR

TREES AND SHRUB MIX

- 3 PACIFIC DOGWOOD
 - 7 BEAKED HAZELNUT
 - 7 OCEANSPRAY
 - 7 OSOBERY
 - 14 NOOTKA ROSE
 - 14 THIMBLEBERRY
 - 7 RED ELDERBERRY
 - 14 SNOWBERRY
- FINE COMPOST
BARK OR WOOD CHIP MULCH

TREES AND SHRUB MIX

- 4 VINE MAPLE
 - 2 PACIFIC DOGWOOD
 - 2 BITTERCHERRY
 - 9 WESTERN RED CEDAR
- 33 BEAKED HAZELNUT
 - 33 OCEANSPRAY
 - 33 OSOBERY
 - 67 NOOTKA ROSE
 - 67 THIMBLEBERRY
 - 33 RED ELDERBERRY
 - 67 SNOWBERRY
- FINE COMPOST
BARK OR WOOD CHIP MULCH



TREES AND SHRUB MIX

- 1 VINE MAPLE
 - 1 PACIFIC DOGWOOD
- 2 BEAKED HAZELNUT
 - 2 OCEANSPRAY
 - 2 OSOBERY
 - 4 NOOTKA ROSE
 - 4 THIMBLEBERRY
 - 2 RED ELDERBERRY
 - 4 SNOWBERRY
- FINE COMPOST
BARK OR WOOD CHIP MULCH

NOTES

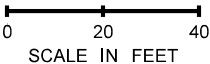
- WEED CONTROL AND SELECTIVE CLEARING
WITHIN EXISTING VEGETATION AREAS BY FORCE
ACCOUNT.
- LOCATIONS OF TREES TO BE INTERPLANTED
WITHIN EXISTING VEGETATION ARE
APPROXIMATE AND SHALL BE FIELD LOCATED
BY ENGINEER.
- SOIL TREATMENT PRODUCT QUANTITIES ON THIS
SHEET ARE APPROXIMATE. CONTRACTOR IS
RESPONSIBLE FOR VERIFYING EXACT
QUANTITIES.
- SEE SHEET LSN1 FOR PLANT MATERIALS LIST.
- SEE SHEET LD1 FOR ROUNDABOUT PLANTING
PLAN AND DETAILS.
- SEE SHEET LD2 FOR PLANTING DETAILS.

TREES IN GROUNDCOVER (THIS SHEET)

- 2 VINE MAPLE
 - 21 CASCARA
- 2,101 CREEPING OREGON-GRAPE
 - 700 WESTERN SWORDFERN
- FINE COMPOST
BARK OR WOOD CHIP MULCH

INTERPLANTED TREES (THIS SHEET)

- 6 GRAND FIR
 - 8 DOUGLAS FIR
- TOPSOIL TYPE A
BARK OR WOOD CHIP MULCH RINGS



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DATE	2/18/2021	JOB NUMBER		
PLOTTED BY	frettsl	CONTRACT NO.		LOCATION NO.
DESIGNED BY	L. FRETTS			XL6101
ENTERED BY	L. FRETTS			
CHECKED BY				
PROJ. ENGR.	L. MOODY			
REGIONAL ADM.	J.WYNANDS	REVISION	DATE	BY



Preliminary
Subject to change
10/14/2021



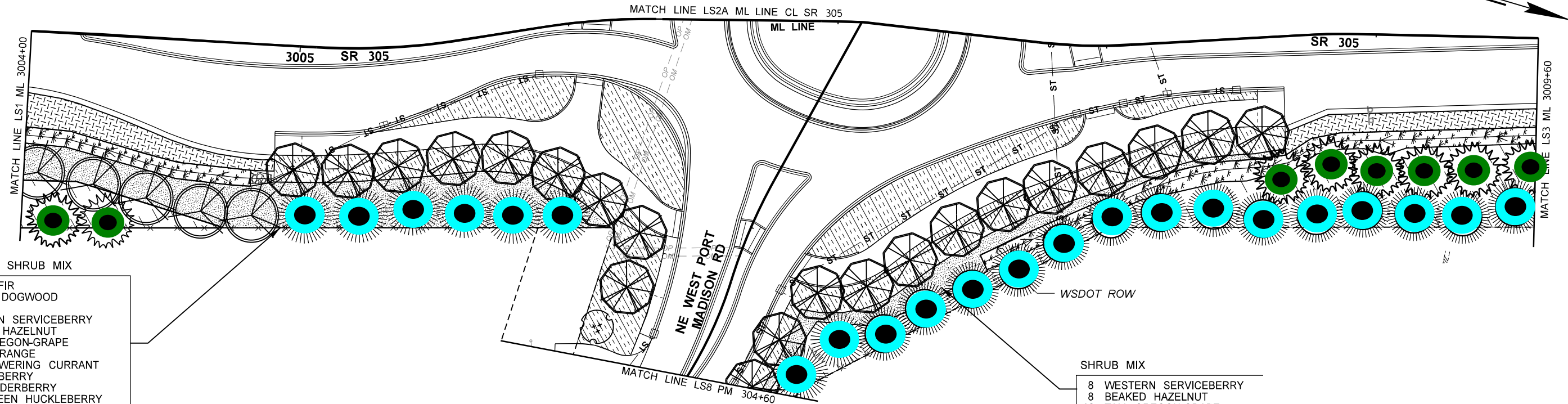
SR 305 / WEST PORT MADISON,
AGATEWOOD RD, ADAS WILL LN
SAFETY IMPROVEMENTS

LANDSCAPE PLAN

LS2A

SHEET
OF
SHEET

T.26N.R.2W. W.M. SEC. 33



TREES AND SHRUB MIX

- 6 GRAND FIR
- 5 PACIFIC DOGWOOD
- 23 WESTERN SERVICEBERRY
- 23 BEAKED HAZELNUT
- 46 TALL OREGON-GRAPE
- 23 MOCK ORANGE
- 23 RED-FLOWERING CURRANT
- 46 THIMBLEBERRY
- 23 BLUE ELDERBERRY
- 23 EVERGREEN HUCKLEBERRY
- FINE COMPOST
- BARK OR WOOD CHIP MULCH

SHRUB MIX

- 8 WESTERN SERVICEBERRY
- 8 BEAKED HAZELNUT
- 16 TALL OREGON-GRAPE
- 8 MOCK ORANGE
- 8 RED-FLOWERING CURRANT
- 16 THIMBLEBERRY
- 8 BLUE ELDERBERRY
- 8 EVERGREEN HUCKLEBERRY
- FINE COMPOST
- BARK OR WOOD CHIP MULCH

SOIL TREATMENT TOTALS (THIS SHEET)

TOPSOIL TYPE A (SEE PLANTING DETAILS FOR INTERPLANTED TREES, SHEET LD2)	1.2 C.Y.
BARK OR WOOD CHIP MULCH APPLIED IN 2' RINGS AROUND INTERPLANTED TREES (SEE MULCH RING FOR INTERPLANTED TREES DETAIL, SHEET LD2)	1.4 C.Y.
FINE COMPOST APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.7 ACRE
BARK OR WOOD CHIP MULCH APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.7 ACRE
FINE COMPOST APPLIED AS 2" BLANKET PRIOR TO SEEDING, FERTILIZING, AND MULCHING	0.1 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX A	0.05 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX B	0.05 ACRE

PLANTING LEGEND

- GRAND FIR
- VINE MAPLE
- PACIFIC DOGWOOD
- CASCARA
- DOUGLAS FIR
- WESTERN RED CEDAR

- SHRUB MIX
- GROUNDCOVER MIX
- SEEDING, FERTILIZING,
AND MULCHING MIX A
- SEEDING, FERTILIZING,
AND MULCHING MIX B
- TREE INTERPLANTING
AREA WITHIN EXISTING
VEGETATION

Substitute Grand fir and
Western Red Cedar with
Excelsa Cedar in all
locations
Excelsa Cedar =

TREES IN GROUNDCOVER (THIS SHEET)

- 1 VINE MAPLE
- 21 CASCARA
- 1,757 CREEPING OREGON-GRAPE
- 589 WESTERN SWORDFERN
- FINE COMPOST
- BARK OR WOOD CHIP MULCH

INTERPLANTED TREES (THIS SHEET)

- 2 GRAND FIR
- 8 DOUGLAS FIR
- 14 WESTERN RED CEDAR
- TOPSOIL TYPE A
- BARK OR WOOD CHIP MULCH RINGS

NOTES

- WEED CONTROL AND SELECTIVE CLEARING
WITHIN EXISTING VEGETATION AREAS BY FORCE
ACCOUNT.
- LOCATIONS OF TREES TO BE INTERPLANTED
WITHIN EXISTING VEGETATION ARE
APPROXIMATE AND SHALL BE FIELD LOCATED
BY ENGINEER.
- SOIL TREATMENT PRODUCT QUANTITIES ON THIS
SHEET ARE APPROXIMATE. CONTRACTOR IS
RESPONSIBLE FOR VERIFYING EXACT
QUANTITIES.
- SEE SHEET LSN1 FOR PLANT MATERIALS LIST.
- SEE SHEET LD1 FOR ROUNDABOUT PLANTING
PLAN AND DETAILS.
- SEE SHEET LD2 FOR PLANTING DETAILS.

0 20 40
SCALE IN FEET

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TIME 4:47:25 PM

DATE 2/18/2021

PLOTTED BY frettsl

DESIGNED BY L. FRETTS

ENTERED BY L. FRETTS

CHECKED BY

PROJ. ENGR. L. MOODY

REGIONAL ADM. J.WYNANDS

REVISION

DATE

BY

REGION
NO. 10

STATE
WASH

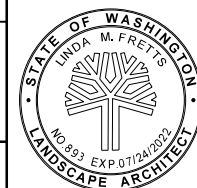
JOB NUMBER

CONTRACT NO.

LOCATION NO.

XL 6101

FED.AID PROJ.NO.



Preliminary
Subject to change
10/14/2021



SR 305 / WEST PORT MADISON,
AGATEWOOD RD, ADAS WILL LN
SAFETY IMPROVEMENTS

PLANT MATERIALS

LS2B

SHEET

OF

SHEET

128

T.26N.R.2E. W.M. SEC. 33

SOIL TREATMENT TOTALS

(THIS SHEET)

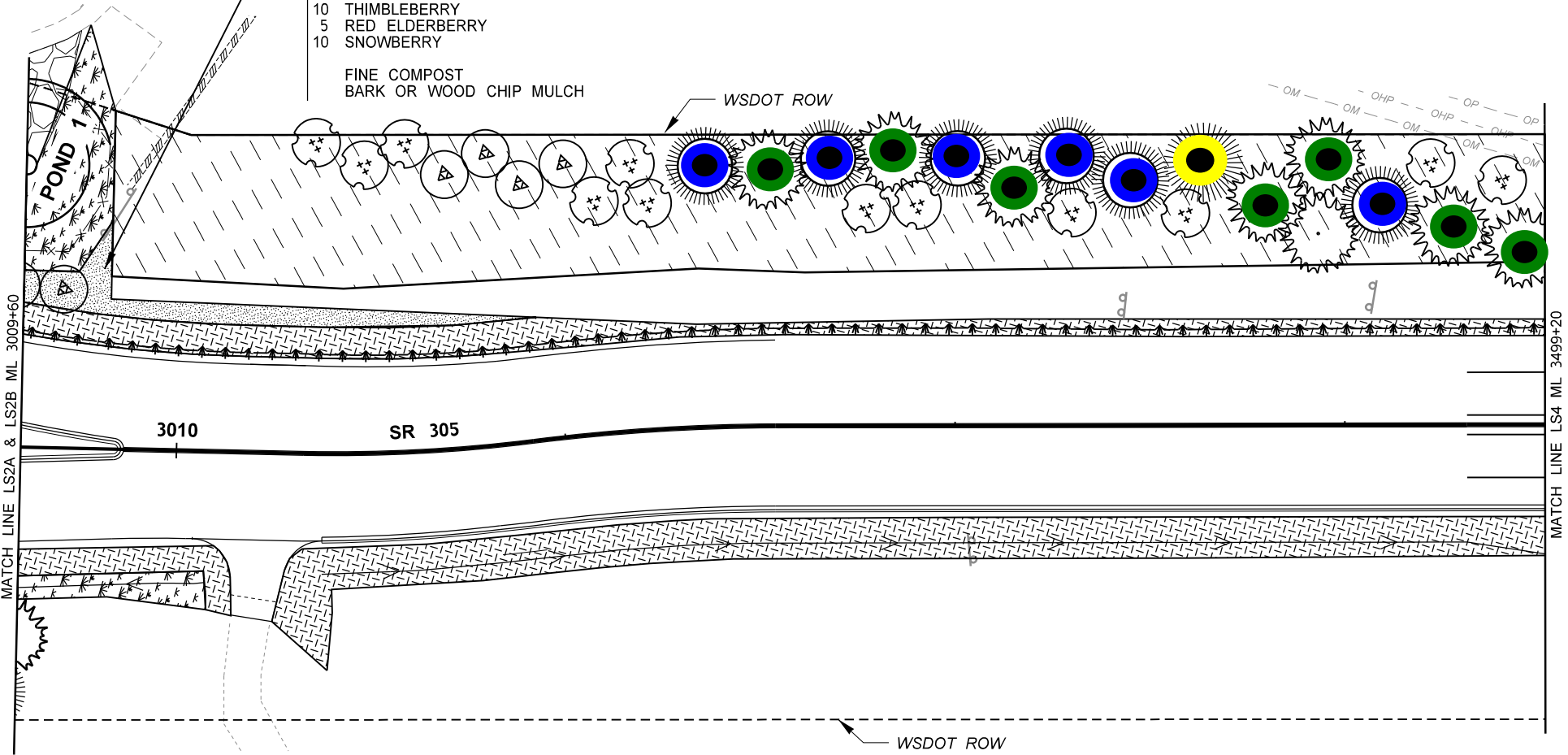
TOPSOIL TYPE A (SEE PLANTING DETAILS FOR INTERPLANTED TREES, SHEET LD2)	1.6 C.Y.
BARK OR WOOD CHIP MULCH APPLIED IN 2' RINGS AROUND INTERPLANTED TREES (SEE MULCH RING FOR INTERPLANTED TREES DETAIL, SHEET LD2)	1.9 C.Y.
FINE COMPOST APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.05 ACRE
BARK OR WOOD CHIP MULCH APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.05 ACRE
FINE COMPOST APPLIED AS 2" BLANKET PRIOR TO SEEDING, FERTILIZING, AND MULCHING	0.2 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX A	0.1 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX B	0.1 ACRE

TREES AND SHRUB MIX

- 1 BITTERCHERRY
5 BEAKED HAZELNUT
5 OCEANSPRAY
5 OSOBERRY
10 NOOTKA ROSE
10 THIMBLEBERRY
5 RED ELDERBERRY
10 SNOWBERRY

FINE COMPOST
BARK OR WOOD CHIP MULCH

WSDOT ROW



PLANTING LEGEND

	GRAND FIR	
	VINE MAPLE	
	BITTERCHERRY	
	DOUGLAS FIR	
	WESTERN RED CEDAR	
	SHRUB MIX	
	SEEDING, FERTILIZING, AND MULCHING MIX A	
	SEEDING, FERTILIZING, AND MULCHING MIX B	
	TREE INTERPLANTING AREA WITHIN EXISTING VEGETATION	

NOTES

- WEED CONTROL AND SELECTIVE CLEARING WITHIN EXISTING VEGETATION AREAS BY FORCE ACCOUNT.
- LOCATIONS OF TREES TO BE INTERPLANTED WITHIN EXISTING VEGETATION ARE APPROXIMATE AND SHALL BE FIELD LOCATED BY ENGINEER.
- SOIL TREATMENT PRODUCT QUANTITIES ON THIS SHEET ARE APPROXIMATE. CONTRACTOR IS RESPONSIBLE FOR VERIFYING EXACT QUANTITIES.
- SEE SHEET LSN1 FOR PLANT MATERIALS LIST.
- SEE SHEET LD2 FOR PLANTING DETAILS.

INTERPLANTED TREES (THIS SHEET)

- 1 GRAND FIR
12 VINE MAPLE
4 BITTERCHERRY
8 DOUGLAS FIR
6 WESTERN RED CEDAR

TOPSOIL TYPE A
BARK OR WOOD CHIP MULCH RINGS

FILE NAME c:\users\lfretts\lpw_wsdot\0267514\XL6101_PS_LS_ADAS_LS3.dgn

TIME 4:49:46 PM

DATE 2/18/2021

PLOTTED BY frettsl

DESIGNED BY L. FRETTS

ENTERED BY L. FRETTS

CHECKED BY

PROJ. ENGR. L. MOODY

REGIONAL ADM. J.WYNANDS

REVISION

DATE

BY

REGION NO. 10

STATE WASH

JOB NUMBER

CONTRACT NO.

FED.AID PROJ.NO.

LOCATION NO. XL6101



Preliminary
Subject to change
10/14/2021



SR 305 / WEST PORT MADISON,
AGATEWOOD RD, ADAS WILL LN
SAFETY IMPROVEMENTS

LANDSCAPE PLAN

LS3

SHEET
OF
SHEET

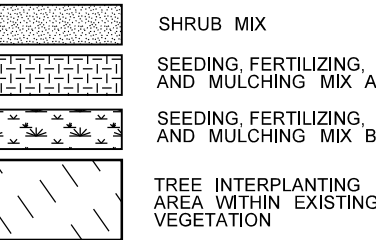
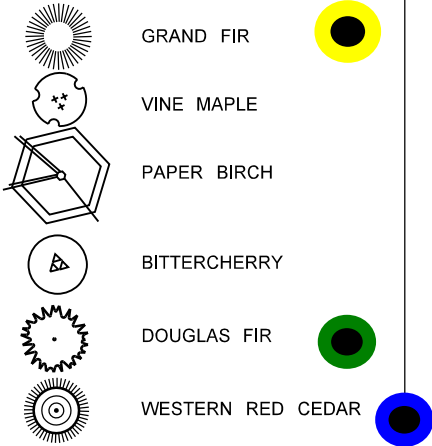
T.26.R.2E. W.M. SEC. 33

SOIL TREATMENT TOTALS

(THIS SHEET)

TOPSOIL TYPE A (SEE PLANTING DETAILS FOR INTERPLANTED TREES, SHEET LD2)	2.6 C.Y.
BARK OR WOOD CHIP MULCH APPLIED IN 2" RINGS AROUND INTERPLANTED TREES (SEE MULCH RING FOR INTERPLANTED TREES DETAIL, SHEET LD2)	3.1 C.Y.
FINE COMPOST APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.1 ACRE
BARK OR WOOD CHIP MULCH APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.1 ACRE
FINE COMPOST APPLIED AS 2" BLANKET PRIOR TO SEEDING, FERTILIZING, AND MULCHING	0.2 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX A	0.1 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX B	0.1 ACRE

PLANTING LEGEND



INTERPLANTED TREES (THIS SHEET)

- 2 GRAND FIR
- 38 VINE MAPLE
- 3 BITTERCHERRY
- 7 DOUGLAS FIR
- 4 WESTERN RED CEDAR

TOPSOIL TYPE A
BARK OR WOOD CHIP MULCH RINGS

TREES AND SHRUB MIX

- 3 GRAND FIR
- 7 VINE MAPLE
- 7 PAPER BIRCH
- 4 BITTERCHERRY

- 31 WESTERN SERVICEBERRY
- 31 BEAKED HAZELNUT
- 63 TALL OREGON-GRAPE
- 31 MOCK ORANGE
- 31 RED-FLOWERING CURRANT
- 63 THIMBLEBERRY
- 31 BLUE ELDERBERRY
- 31 EVERGREEN HUCKLEBERRY

FINE COMPOST
BARK OR WOOD CHIP MULCH

NOTES

- WEED CONTROL AND SELECTIVE CLEARING WITHIN EXISTING VEGETATION AREAS BY FORCE ACCOUNT.
- LOCATIONS OF TREES TO BE INTERPLANTED WITHIN EXISTING VEGETATION ARE APPROXIMATE AND SHALL BE FIELD LOCATED BY ENGINEER.
- SOIL TREATMENT PRODUCT QUANTITIES ON THIS SHEET ARE APPROXIMATE. CONTRACTOR IS RESPONSIBLE FOR VERIFYING EXACT QUANTITIES.
- SEE SHEET LSN1 FOR PLANT MATERIALS LIST.
- SEE SHEET LD2 FOR PLANTING DETAILS.

FILE NAME c:\users\lfretts\lpw_wsdot\0267514\XL6101_PS_LS_ADAS_LS4.dgn

TIME 4:52:32 PM

DATE 2/18/2021

PLOTTED BY frettsl

DESIGNED BY L. FRETTS

ENTERED BY L. FRETTS

CHECKED BY

PROJ. ENGR. L. MOODY

REGIONAL ADM. J.WYNANDS

REVISION

DATE

BY

REGION NO. 10

STATE WASH

JOB NUMBER

CONTRACT NO.

FED.AID PROJ.NO.

LOCATION NO.

XL6101



Preliminary
Subject to change
10/14/2021



SR 305 / WEST PORT MADISON,
AGATEWOOD RD, ADAS WILL LN
SAFETY IMPROVEMENTS

LANDSCAPE PLAN

LS4

SHEET
OF
SHEET

T.26.R.2E. W.M. SEC. 33



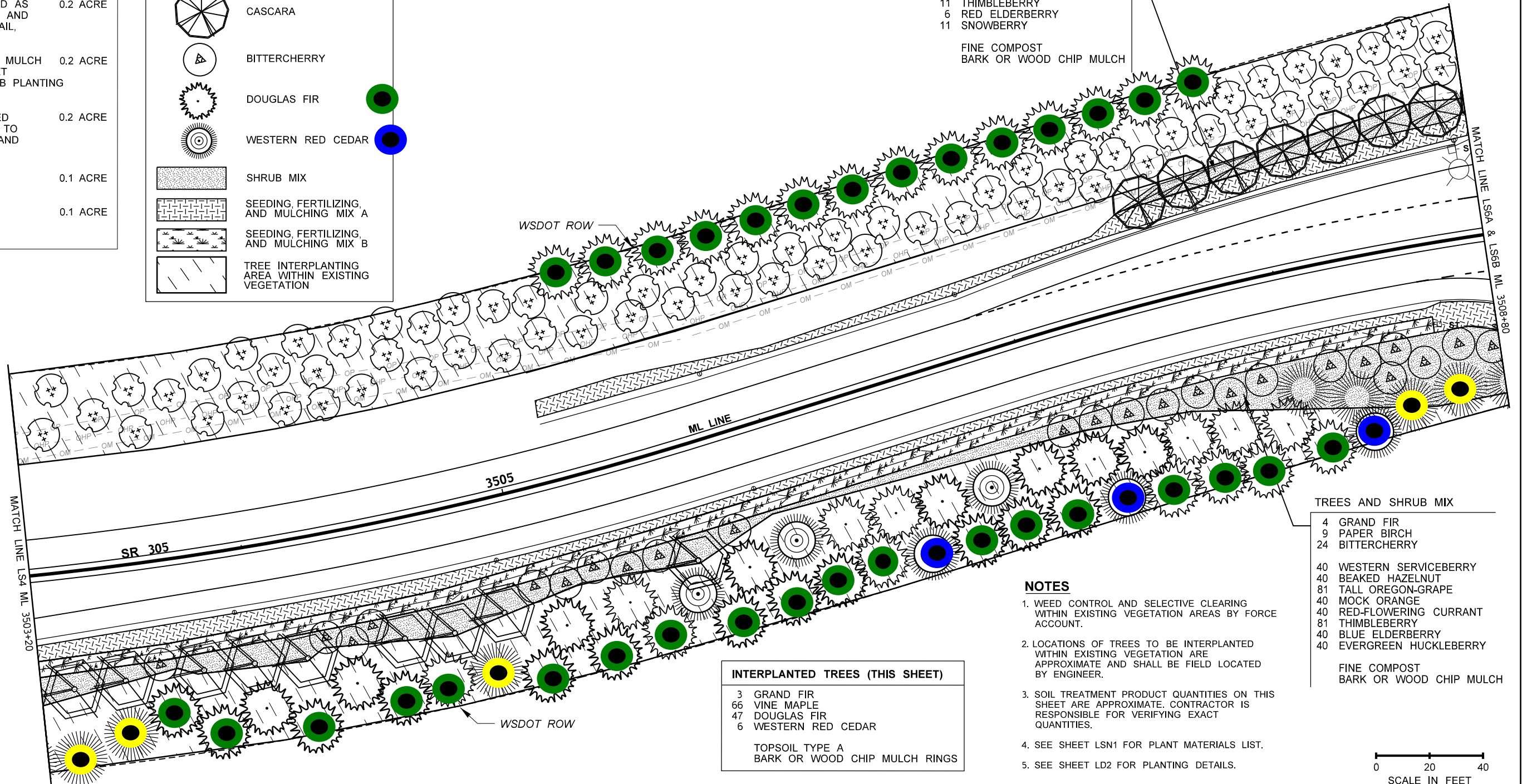
SOIL TREATMENT TOTALS (THIS SHEET)	
TOPSOIL TYPE A (SEE PLANTING DETAILS FOR INTERPLANTED TREES, SHEET LD2)	6.0 C.Y.
BARK OR WOOD CHIP MULCH APPLIED IN 2' RINGS AROUND INTERPLANTED TREES (SEE MULCH RING FOR INTERPLANTED TREES DETAIL, SHEET LD2)	7.1 C.Y.
FINE COMPOST APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.2 ACRE
BARK OR WOOD CHIP MULCH APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.2 ACRE
FINE COMPOST APPLIED AS 2" BLANKET PRIOR TO SEEDING, FERTILIZING, AND MULCHING	0.2 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX A	0.1 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX B	0.1 ACRE

PLANTING LEGEND	
	GRAND FIR
	VINE MAPLE
	PAPER BIRCH
	CASCARA
	BITTERCHERRY
	DOUGLAS FIR
	WESTERN RED CEDAR
	SHRUB MIX
	SEEDING, FERTILIZING, AND MULCHING MIX A
	SEEDING, FERTILIZING, AND MULCHING MIX B
	TREE INTERPLANTING AREA WITHIN EXISTING VEGETATION

TREES AND SHRUB MIX

- 7 CASCARA
- 6 BEAKED HAZELNUT
- 6 OCEANSPRAY
- 6 OSOBERRY
- 11 NOOTKA ROSE
- 11 THIMBLEBERRY
- 6 RED ELDERBERRY
- 11 SNOWBERRY

FINE COMPOST
BARK OR WOOD CHIP MULCH



TREES AND SHRUB MIX

- 4 GRAND FIR
- 9 PAPER BIRCH
- 24 BITTERCHERRY
- 40 WESTERN SERVICEBERRY
- 40 BEAKED HAZELNUT
- 81 TALL OREGON-GRAPE
- 40 MOCK ORANGE
- 40 RED-FLOWERING CURRANT
- 81 THIMBLEBERRY
- 40 BLUE ELDERBERRY
- 40 EVERGREEN HUCKLEBERRY

FINE COMPOST
BARK OR WOOD CHIP MULCH

NOTES

- WEED CONTROL AND SELECTIVE CLEARING WITHIN EXISTING VEGETATION AREAS BY FORCE ACCOUNT.
- LOCATIONS OF TREES TO BE INTERPLANTED WITHIN EXISTING VEGETATION ARE APPROXIMATE AND SHALL BE FIELD LOCATED BY ENGINEER.
- SOIL TREATMENT PRODUCT QUANTITIES ON THIS SHEET ARE APPROXIMATE. CONTRACTOR IS RESPONSIBLE FOR VERIFYING EXACT QUANTITIES.
- SEE SHEET LSN1 FOR PLANT MATERIALS LIST.
- SEE SHEET LD2 FOR PLANTING DETAILS.

INTERPLANTED TREES (THIS SHEET)

- 3 GRAND FIR
- 66 VINE MAPLE
- 47 DOUGLAS FIR
- 6 WESTERN RED CEDAR

TOPSOIL TYPE A
BARK OR WOOD CHIP MULCH RINGS

0 20 40
SCALE IN FEET

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DATE	2/18/2021	JOB NUMBER		
PLOTTED BY	frettsl	CONTRACT NO.		LOCATION NO.
DESIGNED BY	L. FRETTS			XL6101
ENTERED BY	L. FRETTS			
CHECKED BY				
PROJ. ENGR.	L. MOODY			
REGIONAL ADM.	J.WYNANDS	REVISION	DATE	BY



Preliminary
Subject to change
10/14/2021



SR 305 / WEST PORT MADISON,
AGATEWOOD RD, ADAS WILL LN
SAFETY IMPROVEMENTS

LANDSCAPE PLAN

LS5

SHEET
OF
SHEET

(THIS SHEET)

2.4 C.Y.

2.9 C.Y.

0.2 ACRE

0.2 ACRE

0.1 ACRE

0.05 ACRE

0.05 ACRE



4 VINE MAPLE

7 BEAKED HAZELNUT
7 OCEANSPRAY
7 OSOBERRY
14 NOOTKA ROSE
14 THIMBLEBERRY
7 RED ELDERBERRY
14 SNOWBERRY

FINE COMPOST
BARK OR WOOD CHIP MULCH

— WSDOT ROW

ML LINE

1. WEED CONTROL AND SELECTIVE CLEARING WITHIN EXISTING VEGETATION AREAS BY FORCE ACCOUNT.
2. LOCATIONS OF TREES TO BE INTERPLANTED WITHIN EXISTING VEGETATION ARE APPROXIMATE AND SHALL BE FIELD LOCATED BY ENGINEER.
3. SOIL TREATMENT PRODUCT QUANTITIES ON THIS SHEET ARE APPROXIMATE. CONTRACTOR IS RESPONSIBLE FOR VERIFYING EXACT QUANTITIES.
4. SEE SHEET LSN1 FOR PLANT MATERIALS LIST.
5. SEE SHEET LD1 FOR ROUNDABOUT PLANTING PLAN AND DETAILS.
6. SEE SHEET LD2 FOR PLANTING DETAILS.

0 20 40

SCALE IN FEET

19 CASCARA

FINE COMPOST
BARK OR WOOD CHIP MULCH

36	VINE MAPLE
12	DOUGLAS FIR

TOPSOIL TYPE A
BARK OR WOOD CHIP MULCH RINGS

FILE NAME	c:\users\lfretts\lpw_wsdotd\0267514\XL6101_PS_LS_ADAS_LS6A.dgn					REGION NO.	STATE	FED.AID PROJ.NO.
TIME	4:18:31 PM					10	WASH	
DATE	2/18/2021							
PLOTTED BY	frettsl							
DESIGNED BY	L. FRETTS					JOB NUMBER		LOCATION NO. XL6101
ENTERED BY	L. FRETTS							
CHECKED BY								
PROJ. ENGR.	L. MOODY							
REGIONAL ADM.	J.WYNANDS					REVISION	DATE	BY



Preliminary
Subject to change
10/14/2021



**Washington State
Department of Transportation**

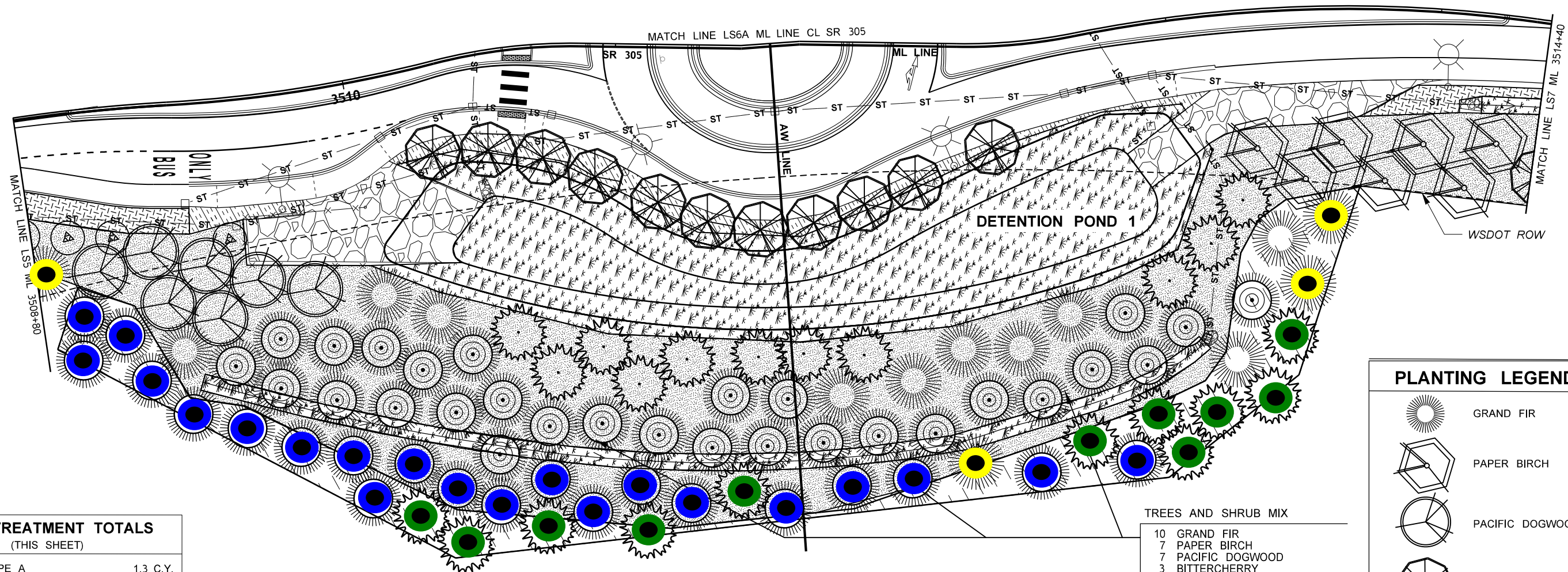
**SR 305 / WEST PORT MADISON,
AGATEWOOD RD, ADAS WILL LN
SAFETY IMPROVEMENTS**

LANDSCAPE PLAN

S6A

SHEET
OF
EE

T.26N. R.2E. W.M. SEC. 33



SOIL TREATMENT TOTALS

(THIS SHEET)

TOPSOIL TYPE A (SEE PLANTING DETAILS FOR INTERPLANTED TREES, SHEET LD2)	1.3 C.Y.
BARK OR WOOD CHIP MULCH APPLIED IN 2" RINGS AROUND INTERPLANTED TREES (SEE MULCH RING FOR INTERPLANTED TREES DETAIL, SHEET LD2)	1.5 C.Y.
FINE COMPOST APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.7 ACRE
BARK OR WOOD CHIP MULCH APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.7 ACRE
FINE COMPOST APPLIED AS 2" BLANKET PRIOR TO SEEDING, FERTILIZING, AND MULCHING	0.1 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX A	0.05 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX B	0.05 ACRE

NOTES

1. WEED CONTROL AND SELECTIVE CLEARING
WITHIN EXISTING VEGETATION AREAS BY FORCE
ACCOUNT.
2. LOCATIONS OF TREES TO BE INTERPLANTED
WITHIN EXISTING VEGETATION ARE
APPROXIMATE AND SHALL BE FIELD LOCATED
BY ENGINEER.
3. SOIL TREATMENT PRODUCT QUANTITIES ON THIS
SHEET ARE APPROXIMATE. CONTRACTOR IS
RESPONSIBLE FOR VERIFYING EXACT
QUANTITIES.
4. SEE SHEET LSN1 FOR PLANT MATERIALS LIST.
5. SEE SHEET LD1 FOR ROUNDABOUT PLANTING
PLAN AND DETAILS.
6. SEE SHEET LD2 FOR PLANTING DETAILS.

TREES IN GROUNDCOVER (THIS SHEET)

11 CASCARA
401 KINNICKINNICK
132 WESTERN SWORDFERN

FINE COMPOST
BARK OR WOOD CHIP MULCH

INTERPLANTED TREES (THIS SHEET)

4 GRAND FIR
10 DOUGLAS FIR
11 WESTERN RED CEDAR

TOPSOIL TYPE A
BARK OR WOOD CHIP MULCH RINGS

TREES AND SHRUB MIX

10 GRAND FIR
7 PAPER BIRCH
7 PACIFIC DOGWOOD
3 BITTERCHERRY
12 DOUGLAS FIR
39 WESTERN RED CEDAR

207 WESTERN SERVICEBERRY
207 BEAKED HAZELNUT
413 TALL OREGON-GRAPE
207 MOCK ORANGE
207 RED-FLOWERING CURRANT
413 THIMBLEBERRY
207 BLUE ELDERBERRY
207 EVERGREEN HUCKLEBERRY

FINE COMPOST
BARK OR WOOD CHIP MULCH

PLANTING LEGEND

	GRAND FIR	
	PAPER BIRCH	
	PACIFIC DOGWOOD	
	CASCARA	
	BITTERCHERRY	
	DOUGLAS FIR	
	WESTERN RED CEDAR	
	SHRUB MIX	
	GROUNDCOVER MIX	
	SEEDING, FERTILIZING, AND MULCHING MIX A	
	SEEDING, FERTILIZING, AND MULCHING MIX B	
	TREE INTERPLANTING AREA WITHIN EXISTING VEGETATION	

0 20 40
SCALE IN FEET

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DATE 2/18/2021

PLOTTED BY frettsl

DESIGNED BY L. FRETTS

ENTERED BY L. FRETTS

CHECKED BY

PROJ. ENGR. L. MOODY

REGIONAL ADM. J.WYNANDS

REVISION

DATE

BY

REGION
NO. 10

STATE
WASH

JOB NUMBER

CONTRACT NO.

FED.AID PROJ.NO.

LOCATION NO.
XL6101



Preliminary
Subject to change
10/14/2021



SR 305 / WEST PORT MADISON,
AGATEWOOD RD, ADAS WILL LN
SAFETY IMPROVEMENTS

LANDSCAPE PLAN

LS6B

SHEET
OF
SHEET

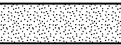
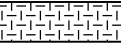
T.26.R.2E. W.M. SEC. 33

SOIL TREATMENT TOTALS

(THIS SHEET)

TOPSOIL TYPE A (SEE PLANTING DETAILS FOR INTERPLANTED TREES, SHEET LD2)	0.6 C.Y.
BARK OR WOOD CHIP MULCH APPLIED IN 2' RINGS AROUND INTERPLANTED TREES (SEE MULCH RING FOR INTERPLANTED TREES DETAIL, SHEET LD2)	0.7 C.Y.
FINE COMPOST APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.2 ACRE
BARK OR WOOD CHIP MULCH APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.2 ACRE
FINE COMPOST APPLIED AS 2" BLANKET PRIOR TO SEEDING, FERTILIZING, AND MULCHING	0.1 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX A	0.05 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX B	0.05 ACRE

PLANTING LEGEND

	GRAND FIR	
	PAPER BIRCH	
	CASCARA	
	DOUGLAS FIR	
	WESTERN RED CEDAR	
	SHRUB MIX	
	SEEDING, FERTILIZING, AND MULCHING MIX A	
	SEEDING, FERTILIZING, AND MULCHING MIX B	
	TREE INTERPLANTING AREA WITHIN EXISTING VEGETATION	

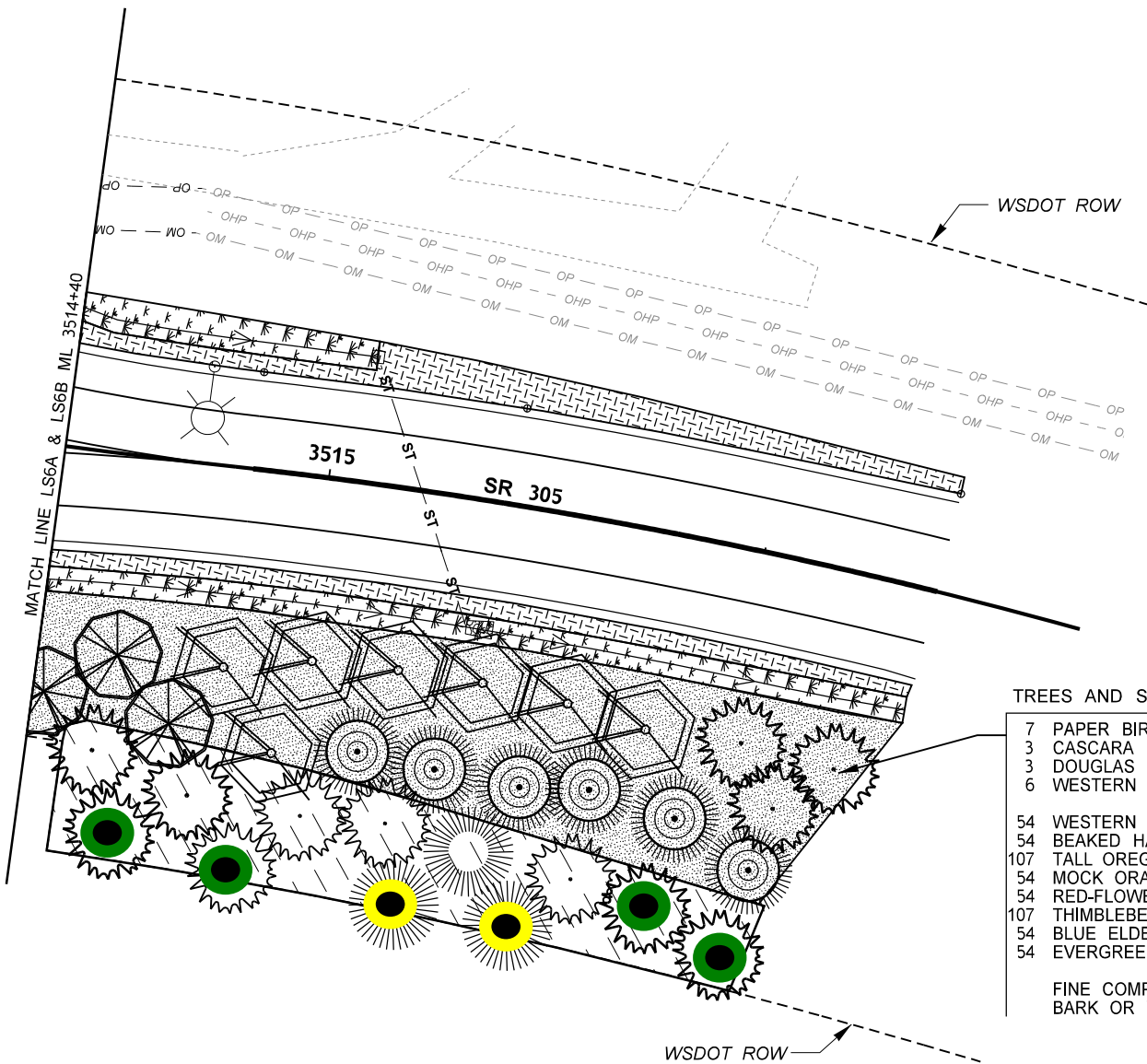
NOTES

1. WEED CONTROL AND SELECTIVE CLEARING WITHIN EXISTING VEGETATION AREAS BY FORCE ACCOUNT.
2. LOCATIONS OF TREES TO BE INTERPLANTED WITHIN EXISTING VEGETATION ARE APPROXIMATE AND SHALL BE FIELD LOCATED BY ENGINEER.
3. SOIL TREATMENT PRODUCT QUANTITIES ON THIS SHEET ARE APPROXIMATE. CONTRACTOR IS RESPONSIBLE FOR VERIFYING EXACT QUANTITIES.
4. SEE SHEET LSN1 FOR PLANT MATERIALS LIST.
5. SEE SHEET LD2 FOR PLANTING DETAILS.

INTERPLANTED TREES (THIS SHEET)

- 3 GRAND FIR
- 9 DOUGLAS FIR

TOPSOIL TYPE A
BARK OR WOOD CHIP MULCH RINGS



TREES AND SHRUB MIX

- 7 PAPER BIRCH
- 3 CASCARA
- 3 DOUGLAS FIR
- 6 WESTERN RED CEDAR
- 54 WESTERN SERVICEBERRY
- 54 BEAKED HAZELNUT
- 107 TALL OREGON-GRAPE
- 54 MOCK ORANGE
- 54 RED-FLOWERING CURRANT
- 107 THIMBLEBERRY
- 54 BLUE ELDERBERRY
- 54 EVERGREEN HUCKLEBERRY
- FINE COMPOST
- BARK OR WOOD CHIP MULCH

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TIME 4:25:17 PM

DATE 2/18/2021

PLOTTED BY frettsl

DESIGNED BY L. FRETTS

ENTERED BY L. FRETTS

CHECKED BY

PROJ. ENGR. L. MOODY

REGIONAL ADM. J.WYNANDS

REVISION

DATE

BY

REGION NO. 10 STATE WASH

JOB NUMBER

CONTRACT NO.

FED.AID PROJ.NO.

LOCATION NO. XL6101



Preliminary
Subject to change
10/14/2021



SR 305 / WEST PORT MADISON,
AGATEWOOD RD, ADAS WILL LN
SAFETY IMPROVEMENTS

LANDSCAPE PLAN

LS7

SHEET
OF
SHEET

T.26N.R.2E. W.M. SEC. 33

TREES AND SHRUB MIX

- 3 PACIFIC DOGWOOD
- 2 BEAKED HAZELNUT
- 2 OCEANSPRAY
- 2 OSOBERRY
- 4 NOOTKA ROSE
- 4 THIMBLEBERRY
- 2 RED ELDERBERRY
- 4 SNOWBERRY

FINE COMPOST
BARK OR WOOD CHIP MULCH

WSDOT ROW

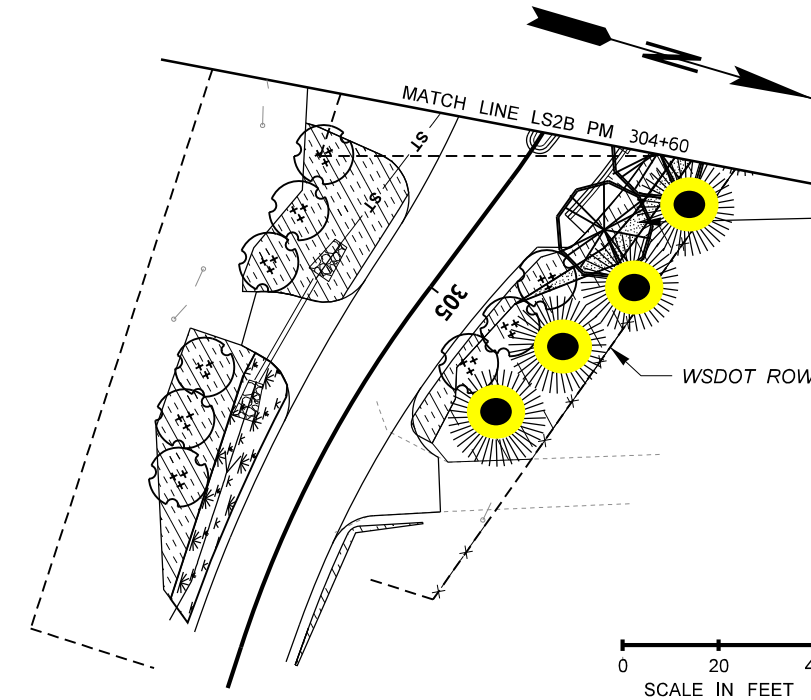
MATCH LINE LS2A PM 301+30

0 20 40
SCALE IN FEET

GROUND COVER (THIS LOCATION)

- 277 CREEPING OREGON-GRAPE
- 92 WESTERN SWORDFERN

FINE COMPOST
BARK OR WOOD CHIP MULCH



SHRUB MIX

- 1 WESTERN SERVICEBERRY
- 1 BEAKED HAZELNUT
- 2 TALL OREGON-GRAPE
- 1 MOCK ORANGE
- 1 RED-FLOWERING CURRANT
- 2 THIMBLEBERRY
- 1 BLUE ELDERBERRY
- 1 EVERGREEN HUCKLEBERRY

FINE COMPOST
BARK OR WOOD CHIP MULCH

TREES IN GROUND COVER (THIS LOCATION)

- 7 VINE MAPLE
- 1 CASCARA
- 347 CREEPING OREGON-GRAPE
- 115 WESTERN SWORDFERN

FINE COMPOST
BARK OR WOOD CHIP MULCH

INTERPLANTED TREES (THIS LOCATION)

- 4 GRAND FIR
- 2 VINE MAPLE

TOPSOIL TYPE A
BARK OR WOOD CHIP MULCH RINGS

SOIL TREATMENT TOTALS

(THIS PAGE)

TOPSOIL TYPE A (SEE PLANTING DETAILS FOR INTERPLANTED TREES, SHEET LD2)	0.3 C.Y.
BARK OR WOOD CHIP MULCH APPLIED IN 2' RINGS AROUND INTERPLANTED TREES (SEE MULCH RING FOR INTERPLANTED TREES DETAIL, SHEET LD2)	0.4 C.Y.
FINE COMPOST APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.1 ACRE
BARK OR WOOD CHIP MULCH APPLIED AS 3" BLANKET (SEE TREE AND SHRUB PLANTING DETAIL, SHEET LD2)	0.1 ACRE
FINE COMPOST APPLIED AS 2" BLANKET PRIOR TO SEEDING, FERTILIZING, AND MULCHING	0.1 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX A	0.05 ACRE
SEEDING, FERTILIZING, AND MULCHING MIX B	0.05 ACRE

PLANTING LEGEND

	GRAND FIR
	VINE MAPLE
	PACIFIC DOGWOOD
	CASCARA
	SHRUB MIX
	GROUND COVER MIX
	SEEDING, FERTILIZING, AND MULCHING MIX A
	SEEDING, FERTILIZING, AND MULCHING MIX B
	TREE INTERPLANTING AREA WITHIN EXISTING VEGETATION

NOTES

- WEED CONTROL AND SELECTIVE CLEARING WITHIN EXISTING VEGETATION AREAS BY FORCE ACCOUNT.
- LOCATIONS OF TREES TO BE INTERPLANTED WITHIN EXISTING VEGETATION ARE APPROXIMATE AND SHALL BE FIELD LOCATED BY ENGINEER.
- SOIL TREATMENT PRODUCT QUANTITIES ON THIS SHEET ARE APPROXIMATE. CONTRACTOR IS RESPONSIBLE FOR VERIFYING EXACT QUANTITIES.
- SEE SHEET LSN1 FOR PLANT MATERIALS LIST.
- SEE SHEET LD1 FOR ROUNDABOUT PLANTING PLAN AND DETAILS.
- SEE SHEET LD2 FOR PLANTING DETAILS.

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TIME 4:27:19 PM

DATE 2/18/2021

PLOTTED BY frettsl

DESIGNED BY L. FRETTS

ENTERED BY L. FRETTS

CHECKED BY

PROJ. ENGR. L. MOODY

REGIONAL ADM. J.WYNANDS

REGION NO. 10
STATE WASH

JOB NUMBER

CONTRACT NO.

BY

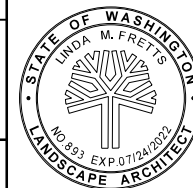
FED.AID PROJ.NO.

LOCATION NO.

XL6101

REVISION

DATE



Preliminary
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10/14/2021

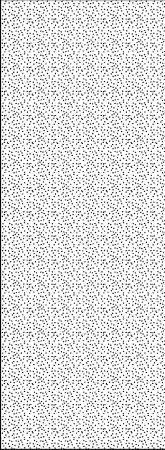
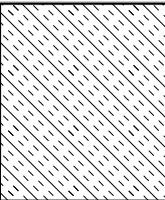


SR 305 / WEST PORT MADISON,
AGATEWOOD RD, ADAS WILL LN
SAFETY IMPROVEMENTS

LANDSCAPE PLAN

LS8

SHEET
OF
SHEET

Excelsa Cedar 3'-4' tall trees									
DESCRIPTION	SYMBOL	COMMON NAME	BOTANICAL NAME	QUANT.	SIZE	ROOTS	SPACING	REMARKS	
TREES 3'-4'		GRAND FIR	ABIES GRANDIS	50	12-24" HT.	#2 CONT.	AS SHOWN	NATURAL FORM, NO SHEARING	
		VINE MAPLE ****	ACER CIRCINATUM	191	15-24" HT.	#2 CONT.	AS SHOWN	MULTI-STEM, 3 STEMS MINIMUM	
		PAPER BIRCH	BETULA PAPYRIFERA	38	1 3/4" CAL.	B & B	AS SHOWN	TRUNK FREE OF BRANCHES TO 5 FT.	
		PACIFIC DOGWOOD	CORNUS NUTTALLII	23	1 3/4" CAL.	B & B	AS SHOWN	TRUNK FREE OF BRANCHES TO 5 FT.	
		CASCARA	FRANGULA PURSHIANA	83	1 3/4" CAL.	B & B	AS SHOWN	TRUNK FREE OF BRANCHES TO 5 FT.	
		BITTERCHERRY ****	PRUNUS EMARGINATA	49	15-24" HT.	#2 CONT.	AS SHOWN	MULTI-STEM, 3 STEMS MINIMUM	
		DOUGLAS FIR	PSEUDOTSUGA MENZIESII	157	12-24" HT.	#2 CONT.	AS SHOWN	NATURAL FORM, NO SHEARING	
		WESTERN RED CEDAR	THUJA PLICATA	98	12-24" HT.	#2 CONT.	AS SHOWN	NATURAL FORM, NO SHEARING	
		HOGAN CEDAR	THUJA PLICATA VAR. 'HOGAN'	4	2" CAL.	B & B	AS SHOWN	NATURAL FORM, NO SHEARING	
		VINE MAPLE	ACER CIRCINATUM	6	36-48"	#3 CONT.	AS SHOWN	MULTI-STEM, 3 STEMS MINIMUM	
ROUNDBOUT TREES									
SHRUB MIX		WESTERN SERVICEBERRY ***	AMELANCHIER ALNIFOLIA	403	15-24" HT.	#2 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		BEAKED HAZELNUT ***	CORYLUS CORNUTA	512	15-24" HT.	#2 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		OCEANSPRAY ***	HOLODISCUS DISCOLOR	109	15-24" HT.	#2 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		TALL OREGON-GRAPE ***	MAHONIA AQUIFOLIUM	804	12-24" HT.	#1 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		OSOBERRY ***	OEMLERIA CERASIFORMIS	109	15-24" HT.	#2 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		MOCK ORANGE ***	PHILADELPHUS LEWISII	403	15-24" HT.	#2 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		RED-FLOWERING CURRANT ***	RIBES SANGUINEUM	403	15-24" HT.	#2 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		NOOTKA ROSE **	ROSA NUTKANA	218	12-24" HT.	#2 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		THIMBLEBERRY **	RUBUS PARVIFLORUS	1,022	12-24" HT.	#2 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		BLUE ELDERBERRY ***	SAMBUCUS CAERULEA	403	15-24" HT.	#1 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		RED ELDERBERRY ***	SAMBUCUS RACEMOSA	109	15-24" HT.	#1 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		SNOWBERRY**	SYMPHORICARPOS ALBUS	218	12-24" HT.	#2 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
		EVERGREEN HUCKLEBERRY	VACCINIUM OVATUM	403	12-24" HT.	#1 CONT.	4' O.C.	MULTI-STEM, 3 STEMS MIN.	
GROUNDCOVER *		KINNIKINNICK 'MASSACHUSETTS'	ARCTOSAPHYLOS UVA-URSI 'MASSACHUSETTS'	1,707	6-15" HT.	#1 CONT.	2' O.C.	MULTI-STEM, 3 STEMS MIN.	
		COMPACT OREGONGRAPE	MAHONIA AQUIFOLIUM 'COMPACTA'	322	6-15" HT.	#1 CONT.	2' O.C.	MULTI-STEM, 3 STEMS MIN.	
		CREeping OREGONGRAPE	MAHONIA REPENS	4,482	6-15" HT.	#1 CONT.	2' O.C.	MULTI-STEM, 3 STEMS MIN.	
		WESTERN SWORD FERN	POLYSICHUM MUNITUM	2,065	6-15" HT.	#1 CONT.	2' O.C.	NATURAL FORM	
		GRO-LO FRAGRANT SUMAC	RHUS AROMATICA 'GRO-LO'	322	6-15" HT.	#1 CONT.	2' O.C.	MULTI-STEM, 3 STEMS MIN.	
		HANCOCK CORALBERRY	SYMPHORICARPOS X CHENAULTII 'HANCOCK'	322	6-15" HT.	#1 CONT.	2' O.C.	MULTI-STEM, 3 STEMS MIN.	

NOTES FOR ALL PLANT MATERIAL:

- ALL PLANT MATERIAL SPECIFICATIONS FOR SIZE AND CONDITION ARE MINIMUM REQUIREMENTS. SPECIFICATIONS ARE IN ACCORDANCE WITH THE 'AMERICAN STANDARD FOR NURSERY STOCK'MOST CURRENT EDITION.IF A CONFLICT OCCURS BETWEEN THESE SPECIFICATIONS AND THE "A.S.N.S.", THESE SPECIFICATIONS SHALL APPLY.
- MATERIAL SHALL BE TAGGED WITH THE APPROPRIATE IDENTIFICATION AT THE TIME OF DELIVERY TO THE PROJECT SITE.
- CONTAINER MATERIAL MAY BE SUBSTITUTED FOR BARE ROOT IF THE CONTAINER AND ROOT MASS ARE EQUAL IN SIZE TO THE SPECIFICATION FOR BARE ROOT MATERIAL.
- ALL PLANT MATERIAL SHALL BE NURSERY GROWN STOCK.
- NO PLANT MATERIAL SHALL BE PLANTED UNTILL IT HAS BEEN INSPECTED AND APPROVED FOR PLANTING BY THE ENGINEER.
- PLANTS TO BE RANDOMLY MIXED WITHIN DESIGNATED PLANT GROUPS AS APPROVED BY THE ENGINEER UNLESS SPECIFIED OTHERWISE. PLANT SHRUBS IN GROUPS OF 3-5 BY SPECIES.
- ALL TREES OVER 5 FEET IN HEIGHT REQUIRE STAKING AND SHALL BE STAKED AND SECURED WITHIN 48 HOURS AFTER PLANTING ACCORDING TO DETAIL PORVIDED.
- SEE SPECIFICATIONS AND SPECIAL PROVISIONS FOR DETAILS RELATING TO IMPLEMENTATION OF THIS PLAN.

ABBREVIATIONS:

CONT. CONTAINER
C.Y CUBIC YARDS
FT. FEET
HT. HEIGHT
IN. INCHES
MIN. MINIMUM
O.C. ON CENTER

PLANT MATERIAL SETBACK CHART

THIS CHART SUPPLEMENTS SECTION 8.02.3(7) OF THE STANDARD SPECIFICATIONS.SETBACKS APPLY UNLESS OTHERWISE ADJUSTED BY ENGINEER DURING PLANT STAKING OR LAYOUT.DISTANCES BELOW ARE TO THE STEM OR TRUNK OF THE PLANT BEING INSTALLED.

	GUARDRAIL BARRIER	EDGE OF ROADWAY	EDGE OF SIDEWALK	WALL	FENCE	SIGNS	EXISTING TREE, TRUNK	EXISTING VEGETATION	MASS	OVERHEAD POWER	DRAINAGE STRUCTURE	DRAINAGE ACCESS ROAD
GROUNDCOVER *	*	5'	4'	3'	3'	1.5'	5'	5'		*	5'	5'
SMALL SHRUB **	5'	10'	#	5'	3'	5'	5'	5'		*	5'	5'
TALL SHRUB ***	10'	10'	#	10'	3'	10'	10'	10'		10'	10'	10'
SMALL TREE ****	10'	10'	#	10'	10'	15'	10'	10'		10'	10'	10'
DECIDUOUS TREE	25'	25'	#	15'	10'	20'	15'	10'		20'	10'	15'
EVERGREEN TREE	25'	25'	#	15'	10'	20'	15'	10'		20'	10'	15'

* GROUNDCOVERS: SEE PLANT MATERIAL LIST
** SMALL SHRUBS: SEE PLANT MATERIALS LIST
*** TALL SHRUBS: SEE PLANT MATERIALS LIST
**** SMALL TREES: SEE PLANT MATERIALS LIST
SEE LANDSCAPE PLAN

FILE NAME c:\users\lfretts\lpw_wsdot\0267514\XL6101_PS_LS_ADAS_LSN1.dgn												Preliminary Subject to change 10/14/2021		 Washington State Department of Transportation		SR 305 / WEST PORT MADISON, AGATEWOOD RD, ADAS WILL LN SAFETY IMPROVEMENTS		LSN1	
TIME 1:38:57 PM																			
DATE 2/21/2021																			
PLOTTED BY frettsl																			
DESIGNED BY L. FRETTS										JOB NUMBER		LOCATION NO.		XL 6101		PLANT MATERIALS		SHEET	
ENTERED BY L. FRETTS																		OF	
CHECKED BY										CONTRACT NO.								SHEE	
PROJ. ENGR. L. MOODY																		136	
REGIONAL ADM. J.WYNANDS																			
				REVISION				DATE		BY									

AFTER RECORDING RETURN TO:

ATTN: REAL ESTATE SERVICES
DEPARTMENT OF TRANSPORTATION
P.O. BOX 47338
OLYMPIA, WA 98504-7338

CITY OF BAINBRIDGE IS 201711070031
Quit Claim Deed Rec Fee: \$ 77.00
11/07/2017 10:21 AM
Dolores Gilmore, Kitsap Co Auditor Page: 1 of 4


Document Title: Quitclaim Deed
Reference Number of Related Document: N/A
Grantor: State of Washington
Grantee: City of Bainbridge Island
Legal Description: Ptn. SE ¼ - NW ¼, Sec 33, T 26 N, R 2 E, W. M.
Additional Legal Description is on Page 1 and 2 of document
Assessor's Tax Parcel Number: 3326022062 **2006**

QUITCLAIM DEED

SR 305, Winslow to Agate Pass

The STATE OF WASHINGTON acting by and through its DEPARTMENT OF TRANSPORTATION, Grantor, for and in consideration of **CONTINUED ROAD PURPOSES**, hereby conveys and quitclaims unto the CITY OF BAINBRIDGE ISLAND, a municipal corporation, Grantee, all right, title, and interest in and to the following described real property situated in Kitsap County, State of Washington:

That portion of property described in Warranty Deed dated February 8, 1951, recorded March 28, 1951 under Auditor's File No. 529551; Warranty Deed dated February 9, 1951, recorded March 28, 1951 under Auditor's File No. 529547; and Warranty Deed dated February 9, 1951, recorded March 28, 1951 under Auditor's File No. 529548; records of Kitsap County, Washington, being in the Southeast quarter of the Northwest quarter of Section 33, Township 26 North, Range 2 East of the Willamette Meridian, Kitsap County, Washington, lying within the following described tract of land:

Beginning at a point opposite Highway Engineer's Station (hereinafter referred to as HES) 427+87 on the SR 305 line survey of SR 305, Winslow to Agate Pass and 75 feet Southwesterly

RES 411
3/2017

Page 1 of 4 Pages

IC# 3-18-04987

KITSAP COUNTY TREASURER EXCISE

11/06/2017

2017EX08858

Total: \$10.00

Clerk's Initial

PL

therefrom; thence Northwesterly, to a point opposite HES 428+20.80 L/A on said SR 305 line survey and 147.30 feet Southwesterly therefrom, said point being on the Easterly margin of Secondary State Highway No. 21-A (SR 305), Agate Pass Bridge Vicinity, as described in Warranty Deed dated November 18, 1948, recorded January 6, 1949 under Auditor's File No. 477878; and Warranty Deed dated August 31, 1948, recorded October 16, 1948 under Auditor's File No. 477883; thence Northeasterly along said Easterly margin to an intersection with a line drawn parallel with and 75 feet Southwesterly of said SR 305 line survey; thence Southeasterly, parallel with said SR 305 line survey to the point of beginning.

The specific details concerning all of which are to be found on sheets 4 and 4-E of 4 sheets of that certain plan entitled SR 305, Winslow to Agate Pass, now of record and on file in the office of the Secretary of Transportation at Olympia, bearing date of approval July 11, 1950, as to sheet 4, and March 13, 1951, as to sheet 4-E, revised June 16, 2017.

The Grantor reserves, to itself and its successors and/or assigns, all easement rights of access, light, view and/or air in the property herein conveyed to the extent that the property abuts the state highway right of way; therefore, the Grantee herein, including successors or assigns, shall have no right of ingress or egress to, from or between SR 305 and the lands herein described, nor shall Grantee herein, its successors or assigns, be entitled to compensation for any loss of access, light, view and/or air occasioned by the location, construction, reconstruction, maintenance or operation of said highway.

Subject to all existing encumbrances, including easements, restrictions, and reservations, if any.

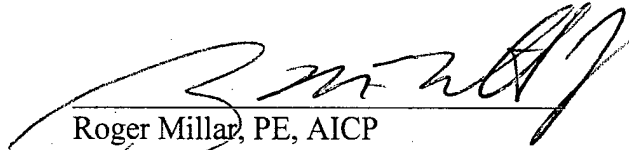
The Grantee herein, on behalf of itself and its successors or assigns, as part consideration made paid herein, waives and/or releases Grantor from any past, present, or future claims for damages directly or indirectly caused by highway drainage or runoff, and further, Grantee, its successors or assigns, shall have no right of compensation for damages to the property herein conveyed caused directly or indirectly by highway drainage or runoff.

The Grantee, on behalf of itself and its successors or assigns, as part consideration made herein, does hereby agree to comply with all civil rights and anti-discrimination requirements of chapter 49.60 RCW as to the lands herein conveyed.

The lands herein described are not required for state highway purposes and are conveyed pursuant to the provisions of RCW 47.12.080.

Dated at Olympia, Washington, this 20th day of July, 2017.

STATE OF WASHINGTON,
DEPARTMENT OF TRANSPORTATION - GRANTOR


Roger Millar, PE, AICP
Secretary of Transportation

APPROVED AS TO FORM:

By: Patricia K. Nightingale
Assistant Attorney General

REVIEWED AS TO FORM
CITY OF BAINBRIDGE ISLAND-GRANTEE:

By: 

Title: City Manager

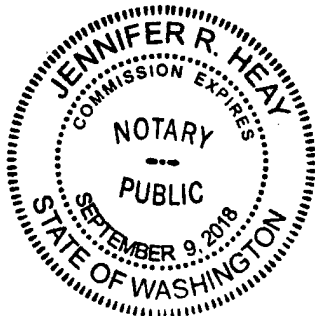
STATE OF WASHINGTON)

): ss

COUNTY OF THURSTON)

On this 20th day of July, 2017, before me personally appeared Roger Millar, known to me as the Secretary of Transportation, State of Washington, Department of Transportation, and executed the foregoing instrument, acknowledging said instrument to be the free and voluntary act and deed of the State of Washington, for the uses and purposes therein mentioned, and on oath stated that he was authorized to execute said instrument.

Given under my hand and official seal the day and year last above written.



Jennifer R Heay
Notary (print name) Jennifer R Heay
Notary Public in and for the State of Washington,
residing at Thurston County
My Appointment Expires 9/9/2018

4E-B

Quitclaim Deed

SR 305, Winslow to Agate Pass

3-18-04987

Market Value Analysis

City of Bainbridge Island
Tax parcel number 332602-2-062-2006
Sq Ft 10,019

Comparable property sales used for the parcels to be acquired on the project;
Range from \$1.58 – \$5.93

- 16320 Agate Pass Road at \$1.58 sold 6/22/20

Recent search of Comparable property sales on Bainbridge Island;
Range from \$1.81 - \$15 \$/sq ft

- 0 NE Tani Creek Rd Unit I, Bainbridge Island, WA at \$1.81 \$/sq ft sold 9/1/2021

Based on this information, I recommend using a unit value of \$1.58 \$/sq ft.

The City of Bainbridge Island parcel is 10,019 sq ft at \$1.58 \$/Sq ft. the estimate value would be \$15,830 as of effective date November 19, 2021.



Charlene Mullis, RWA, RWP
OR RES Acquisition/Relocation Supervisor



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 22, 2022

ESTIMATED TIME:

AGENDA ITEM: Adopt Resolution No. 2022-04 Committing Match Funds for the 2022 Federal Transportation Grant Cycle - Public Works,

SUMMARY: Staff are requesting that the Council adopt Resolution No. 2022-04, which commits the City to providing the matching grant funds required for any federal transportation grants received as part of the Puget Sound Regional Council's 2022 Regional and Countywide grant competition.

AGENDA CATEGORY: Resolution

PROPOSED BY: Public Works

RECOMMENDED MOTION: Adopt Resolution No. 2022-04 committing match funds for the 2022 Federal Transportation Grant Cycle.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	N/A
Ongoing Cost:	N/A
One-Time Cost:	N/A
Included in Current Budget?	No

BACKGROUND: Every two years the Puget Sound Regional Council holds a grant competition for both Regional and Countywide federal transportation grants. The Kitsap Regional Coordinating Council (KRCC), of which the City of Bainbridge Island is a member, manages the process for selecting priority projects for the Regional and Countywide federal transportation grant competition beginning in March of 2022.

This year, City staff have identified three priority projects from the Sustainable Transportation Plan (STP) that would be competitive for federal funding:

- For the Regional competition, the selected project is the Phase 1 Middle School/Coppertop segment of the Sound to Olympics Trail. This project is estimated at \$3.9 million, which in accordance with the federal grant match requirements would require the City to contribute at least \$531K. See attached page from the STP for additional information;

- For the Countywide competition, the first selected project is the Finch Road/Sportsman Club non-motorized improvement project. This project is estimated at \$1.1 million, which in accordance with the federal grant match requirements would require the City to contribute at least \$150K. The second project is the Wyatt Way non-motorized improvement project. This project is estimated at \$900K, which in accordance with the federal grant match requirements would require the City to contribute at least \$123K. See the attached reference map for additional information.

The attached Resolution, which provides a commitment by the City to provide matching funds for any grants received, is required as part of the Regional and Countywide grant application. The application process begins in March 2022, and projects are selected for funding in June 2022.

ATTACHMENTS:

[Resolution No. 2022-04 Committing Match Funds for 2022 Federal Transportation Grant Cycle.docx](#)

[Sustainable Transportation Plan Sound to Olympics Vision Plan.pdf](#)

[Resolution 2022-04 Project Location Map.pdf](#)

FISCAL DETAILS: These projects are not currently identified in the existing 6-year Capital Improvement Plan and will require the City to identify specific funds for match as well as a budget amendment if approved.

For the Phase 1 Middle School/Coppertop Sound to Olympics Trail - a \$531K match is required.

For the Finch Road/Sportsman Club - \$150K match is required.

Wyatt Way non-motorized improvement projects - a match of \$123K will be required.

In recent years, the City has not been awarded more than one Countywide grant per cycle.

Fund Name(s):

Coding: N/A

RESOLUTION NO. 2022-04

A RESOLUTION of the City of Bainbridge Island, Washington, committing matching grant funds for the 2022 Puget Sound Regional Council (PSRC) Regional and Countywide Federal Transportation Grant Competition.

WHEREAS, every two years PSRC holds a grant competition for both Regional and Countywide federal transportation grants, and 2022 is a competition year;

WHEREAS, the Kitsap Regional Coordinating Council (KRCC), of which the City of Bainbridge Island is a member, will be managing a process for selecting priority projects for the Regional and Countywide federal transportation grant competition beginning in March of 2022;

WHEREAS, in response to the competition grant cycle, the City submits transportation project grant applications to the KRCC Board and respective committees for funding consideration;

WHEREAS, in the 2020 grant cycle, the City was awarded \$700,000 for the Eagle Harbor Non-Motorized Improvement Project Phase 1 from the county-wide grant cycle;

WHEREAS, on February 15, 2022, City staff presented to the City Council the final Draft Sustainable Transportation Plan, which included a prioritized list of non-motorized projects, locations, and facility types;

WHEREAS, the project selected by the City for the 2022 Regional competition, the Middle School/Coppertop segment of the Sound to Olympics Trail, is included in the Sustainable Transportation Plan;

WHEREAS, the cost of the Phase 1 Middle School/Coppertop segment of the Sound to Olympics Trail is estimated at \$3.9 million which, in accordance with the federal grant match requirements, would require the City to contribute at least \$531,000;

WHEREAS, the projects selected by the City for the 2022 Countywide competition, the Finch Road/Sportsman Club and Wyatt Way Non-Motorized Improvements, are included in the Sustainable Transportation Plan, the former of which is also included in the City's 2020-2026 Capital Improvement Plan;

WHEREAS, the cost of the Finch Road/Sportsman Club Non-Motorized Improvement project is estimated at \$1.1 million which, in accordance with the federal grant match requirements, would require the City to contribute at least \$150,000;

WHEREAS, the cost of the Wyatt Way Non-Motorized Improvement project is estimated at \$900,000 which, in accordance with the federal grant match requirements, would require the City to contribute at least \$123,000;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES RESOLVE AS FOLLOWS:

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as findings of fact in support of this resolution.

Section 2. The City Council hereby commits to providing the required grant match funding upon receiving a federal grant for any or all of the three transportation projects identified in this Resolution and adding those projects to the City's Capital Improvement Plan.

Section 3. Severability. If any one or more sections, subsections, or sentences of this Resolution are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this Resolution and the same shall remain in full force and effect.

Section 4. This Resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council this _____ day of February 2022

APPROVED by the Mayor this _____ day of February 2022.

Joseph Deets, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	February 18, 2022
PASSED BY THE CITY COUNCIL:	February 22, 2022
RESOLUTION NO.	2022-04

OUR 2045 VISION: Sound to Olympics Trail

The Sound to Olympics Trail (STO) is envisioned as a regional trail system that will connect the Bainbridge Ferry Terminal with the Olympic Peninsula. It is part of the Great American Rail-Trail route, linking the Seattle Waterfront Pathway to the east with the Olympic Discovery Trail to the west.

On Bainbridge Island, the trail will generally follow the SR 305 right-of-way for the seven miles from the ferry terminal to Agate Pass Bridge. This alignment is the longest contiguous “hill-free” stretch of land on Bainbridge Island; while it’s not entirely flat, it is relatively flat compared to any other seven-mile stretch on the island.

The STO is a two-way, shared-use path that serves people of all ages and abilities. This means it will be used by people biking, walking, running, skating, and pushing strollers, as well as people in wheelchairs and those who use other assistive devices. Completing the STO will require continued commitment and significant funding that is beyond the resources the City currently has available. The trail is included in both local and regional plans, which makes it eligible for federal funding through competitive grants.



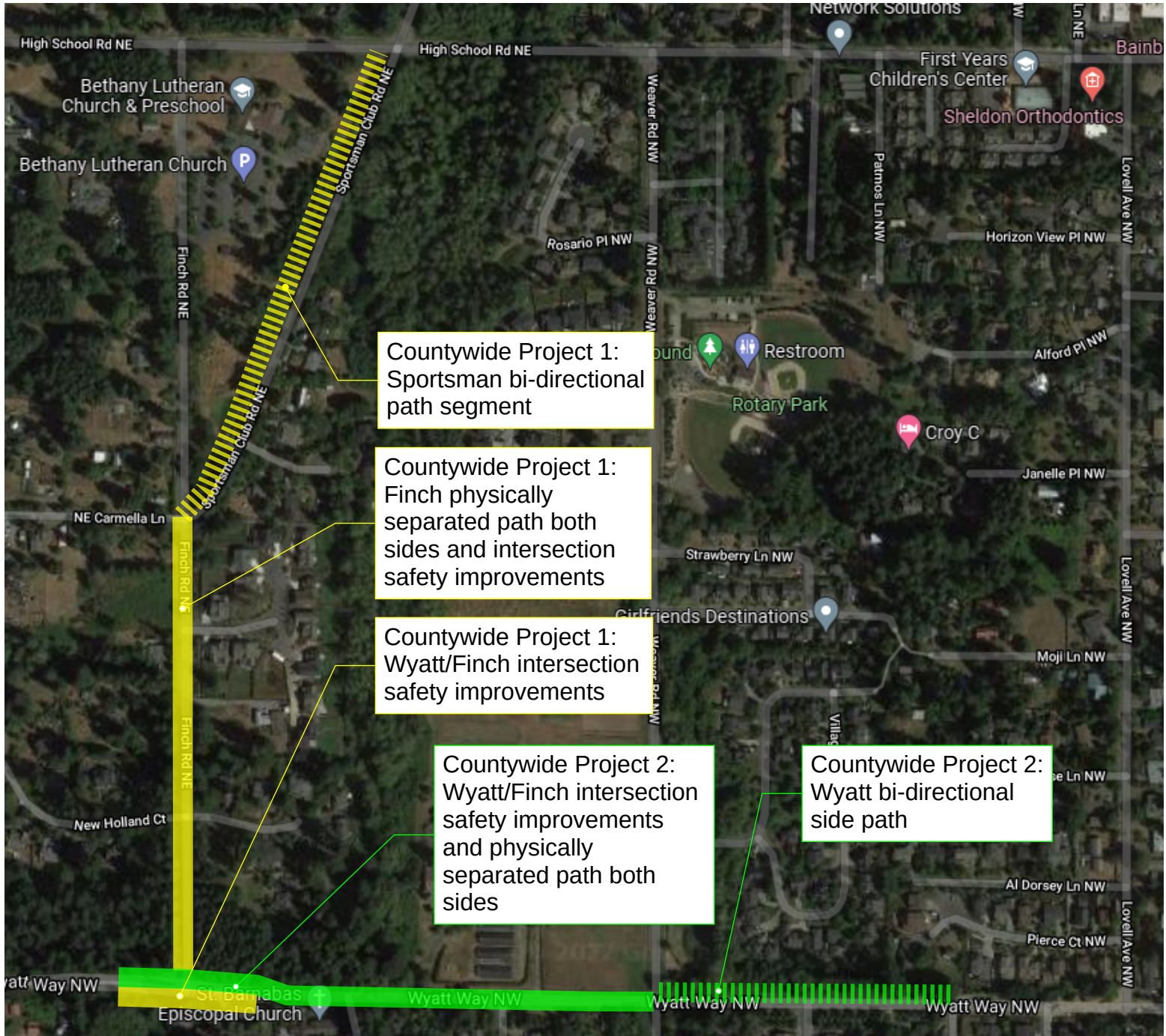
Taking the Next Steps

The Winslow Connector was the first fully constructed segment of the STO, running 1.1 miles on the east side of SR 305 from Winslow Way to High School Road. The second segment of the STO, the Sakai Pond Connector, was constructed in 2021.

Up next is a continuation north to Sportsman Club Road (the Coppertop Connector), which will be followed by the Meigs Park Connector that will take people to Koura Road. Future phases will continue to the Agate Pass Bridge and connect to sections of the STO in Poulsbo and Port Gamble. The map to the right highlights the phasing of the trail, including priority crossings of SR 305.



Resolution 2022-04 Companion Project Location Map





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 22, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Consider a Term Limited Position for Climate Action and Waste Reduction Activities (\$105,569),

SUMMARY: Consider directing the City Manager to create a term limited position to administer activities, education, and outreach associated with implementation of the Climate Action Plan and waste reduction Ordinance No. 2021-18 and Ordinance No. 2021-34.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Consider directing the City Manager to establish a Term Limited Position to implement public education and outreach activities in support of the Climate Action Plan and waste reduction Ordinance No. 2021-18 and Ordinance No. 2021-34.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	105,569
Ongoing Cost:	105,569
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND: The Executive Department proposes a term limited position to implement public education and outreach activities in support of the Climate Action Plan and waste reduction Ordinance No. 2021-18 and Ordinance No. 2021-34. This position is proposed as a term limited position for at least 18 months, pending a holistic review of the island's approach to solid waste and potential staffing needs in the future. This position is anticipated to function at or near a full-time level in 2022, with a potential decrease in hours in 2023. Estimated annual costs for salary and benefits total \$105,569 in 2022 and 2023, assuming full time employment.

This position would report to the Climate Mitigation and Adaptation Officer and initially work on two key areas of focus: 1) business support for implementation of waste reduction Ordinance Nos. 2021-18 and 2021-34, and 2) community engagement in an island wide climate challenge, which has a primary focus on reducing emissions 25 percent by 2025.

Term Limited positions are typically no longer than three years. They are at-will. There is no guarantee of a regular "permanent" position at the end of the assignment. They provide the flexibility of expanding the work-force on a limited basis

ATTACHMENTS:

[Attachment A - Draft Scope of Work for TLP Climate Education and Outreach.docx](#)

FISCAL DETAILS: There is \$498,000 in project funds available and earmarked for the implementation of the climate action plan that could be used to fund this position.

Fund Name(s): General Fund

Coding:

Attachment A

Draft Scope of Work: Term Limited Position – Climate Action & Waste Reduction Activities (\$105,569)

The Executive Department proposes a term limited position to implement public education and outreach activities in support of the Climate Action Plan and waste reduction Ordinances 2021-18 and 2021-34.

This position is proposed as a term limited position for at least 18 months, pending a holistic review of the island's approach to solid waste and potential staffing needs in the future. This position is anticipated to function at or near a full-time level in 2022, with a potential decrease in hours in 2023. Estimated annual costs for salary and benefits total \$105,569 in 2022 and 2023, assuming full time employment.

This position would report to the Climate Mitigation and Adaptation Officer and initially work on two key areas of focus: 1) business support for implementation of waste reduction Ordinances 2021-18 and 2021-34, and 2) community engagement in an island wide climate challenge, which has a primary focus on reducing emissions 25 percent by 2025.

Task 1: Support businesses in complying with new requirements for 2022 outlined in BIMC 8.24.025 and readying for new requirements scheduled to take effect in 2023 with Ordinance 2021-34.

- Work closely with the Ad Hoc Waste Reduction Implementation Steering Committee – which includes the City Manager, Deputy City Manager, Climate Officer, a Council representative, Bainbridge Island Chamber of Commerce, Bainbridge Island Downtown Association and Bainbridge Island Zero Waste – to support businesses in complying with the 2022 and 2023 waste reduction regulations.
- Specific tasks for 2022 include:
 - o Providing ongoing outreach to businesses regarding 2022 requirements related to single-use plastics.
 - o Developing educational materials to support businesses in implementation of new requirements scheduled to take effect in 2023, including a list of compliant materials and products and temporarily exempted materials and products.
 - o Providing technical assistance to support businesses in identifying compliant products, addressing site-specific questions, and to promote early adoption of 2023 requirements.
 - o Working with a limited number of businesses to test compliant, home compostable materials.
 - o Developing and maintaining website resources for reference by impacted businesses and the general community.
 - o Developing recommendations for next steps related to the 2023 requirements.

Task 2: Lead Community Engagement on a Community Climate Challenge

- Lead community engagement for a Bainbridge Island climate solutions challenge.
 - o Develop and lead a Neighborhood Leader Program to recruit and support community members to meaningfully engage residents in climate action. Hold a 9-meeting series with Neighborhood Leaders to promote household actions and commit participants to take at least five (5) actions in the challenge.

- o Work with community leaders and stakeholders (including community organizations, youth groups, faith-based organizations, workplaces, etc.) to facilitate participation in the climate solutions challenge and encourage them to form teams and run individual group/organizational challenges.
 - o Work with local schools, educators, and student groups to implement a climate solutions curriculum and classroom/student group challenges for all ages.
- Train community leaders and stakeholders identified above to host presentations and promote the climate solutions challenge.
- Develop promotional materials and ongoing communications to encourage participation in the climate solutions challenge. Provide monthly content for the city's social media or other resident focused communication channels.

Desired Qualifications:

- Excellent research, writing, and oral communication skills
- Familiarity with effective community education and outreach methods, in particular with diverse and traditionally marginalized sectors of the community
- Ability to adapt communications to a diversity of styles, perspectives and cultures
- Ability to communicate regulations and requirements clearly using simple, commonly understood words
- Familiarity with waste reduction and diversion practices, especially in a business setting
- Familiarity with compostable product certification programs, including BPI and CMA
- Strong mathematical and statistical analysis skills
- Excellent organizational skills, time management, and attention to detail
- Familiarity with basic computer programs, including the Microsoft Office suite of applications
- Civic or community organization experience
- Ability to speak and write in Spanish
- Bachelor's degree in sustainability, solid waste management, resource recovery, or a related field and at least one year of experience working on resource recovery (e.g., waste disposal, recycling) and/or community engagement programs



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 22, 2022

ESTIMATED TIME:

AGENDA ITEM: Approve Resolution No. 2022-02, Repealing Resolution No. 2010-24 and Rescinding Prior Decision to Surplus Certain City-Owned Real Property within the Islander Mobile Home Park - Executive

SUMMARY: The City Council will consider the attached Resolution No. 2022-02 to repeal Resolution No. 2010-24 and rescind a prior decision of the City Council that declared surplus certain City-owned shares in the Islander Mobile Home Park located at 227 and 301 Madrona Way.

AGENDA CATEGORY: Resolution

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve Resolution No. 2022-02 to repeal Resolution No. 2010-24 and rescind a prior decision of the City Council that declared surplus certain City-owned shares in the Islander Mobile Home Park.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND: The Islander Residents Association is a nonprofit corporation formed with the stated purpose of purchasing the majority of the Islander Mobile Home Park and then owning and operating it as a mobile home park in perpetuity. In 2004, the City purchased seven shares in the Association, associated with the addresses 215, 219, 227, 301, 407, 510, and 512 Madrona Way (shown on map attached to the resolution as Exhibit A).

On August 25, 2010, the City Council adopted Resolution No. 2010-24, declaring the City's seven shares to be surplus to the needs of the City and authorizing the sale of the shares.

Currently, the shares associated with 227 and 301 Madrona Way remain under City ownership. The City recently removed and disposed of a trailer located at 301 Madrona Way. This agenda item is for the City Council to consider rescinding the previous decision to declare as surplus the shares associated with 227 and 301 Madrona Way.

ATTACHMENTS:

[Resolution No. 2022-02 Rescinding Prior Decision to Surplus Certain City-Owned Real Property](#)

[Resolution No. 2010-24 Related to Declaring Certain Real Property within the Islander MHP as Surplus](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

RESOLUTION NO. 2022-02

A RESOLUTION of the City Council of Bainbridge Island, Washington, repealing Resolution No. 2010-24 and rescinding a prior decision of the City Council that declared surplus certain City-owned shares in the Islander Mobile Home Park.

WHEREAS, in 2004, the City purchased seven shares in the Islander Mobile Home Park Association, located in downtown Winslow, just north of City Hall, for affordable and income qualified housing purposes; and

WHEREAS, on August 25, 2010, the City Council adopted Resolution No. 2010-24, declaring the City's seven shares to be surplus to the needs of the City and authorizing the sale of the shares, but only as current residents chose to vacate and the shares became available; and

WHEREAS, the City currently retains two remaining shares, located at 227 and 301 Madrona Way, as shown in Exhibit A; and

WHEREAS, since being declared surplus, the shares located at 227 and 301 Madrona Way have not been sold and remain City-owned real property; and

WHEREAS, the City Council now desires to reconsider whether there are public uses for these properties, and wishes to rescind its prior decision declaring these properties to be surplus to the needs of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES RESOLVE AS FOLLOWS:

Section 1. Resolution No. 2010-24 is hereby repealed in its entirety and the City Council hereby finds and declares that there are public uses for the remaining shares in the Islander Mobile Home Park located at 227 and 301 Madrona Way and, as such, those shares are no longer surplus to the needs of the City of Bainbridge Island.

Section 2. Severability. If any one or more sections, subsections, or sentences of this Resolution are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this Resolution and the same shall remain in full force and effect.

Section 3. This Resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council this ____ day of _____, 2022.

APPROVED by the Mayor this ____ day of _____, 2022.

Joe Deets, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	February 15, 2022
PASSED BY THE CITY COUNCIL:	February 22, 2022
RESOLUTION NO.	2022-02

EXHIBIT A



RESOLUTION NO. 2010-24

A RESOLUTION declaring seven City-owned shares in the Islander Mobile Home Park to be surplus to the needs of the City of Bainbridge Island and authorizing the sale of such shares as they become available.

WHEREAS, in 2003, after 30 years of ownership by a private individual, the Islander Mobile Home Park property, located in downtown Winslow and just north of City Hall, was put up for sale; and

WHEREAS, the residents formed the Islander Residents Association, a non-profit corporation with the stated purpose of purchasing the majority of the property and then owning and operating it as a mobile home park in perpetuity (the "Association"); and

WHEREAS, the City purchased seven shares in the Association for affordable and income qualified housing purposes (the "City's Shares"), all of which Shares were associated with residents who wanted to remain at the park but were financially unable to purchase a share in the Association; and

WHEREAS, on April 21, 2010, City Council passed a motion to authorize the City Manager to initiate the necessary steps to divest the City's interest in one City Share lot which is currently vacant, with the completed process of sale to be used as a model for divestiture of all City interest in the City's Shares as future opportunities arise; and

WHEREAS, the City Council wishes to affirm that the City's Shares shall be sold only as they become available, and current residents will be permitted to remain in accordance with the terms of their respective sublease agreements; and

WHEREAS, the City has conducted a public hearing on August 25, 2010 regarding the sale of the City's Shares; and

WHEREAS, the City Council finds that it is in the best interest of the City of Bainbridge Island to declare the City's Shares surplus and authorize their sale as they become available; now, therefore,

THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES RESOLVE AS FOLLOWS:

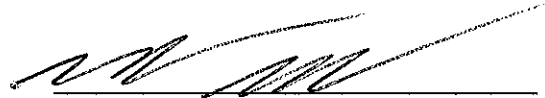
1. The City's interest in the seven City-share lots at the Islander Mobile Home Park, as evidenced by the Share Certificates attached hereto as Exhibit A and made a part hereof by this reference, is hereby declared surplus to the needs of the City of Bainbridge Island.
2. It is in the best interest of the citizens of Bainbridge Island to sell said surplus City's Shares.
3. The City Council affirms that the City's Shares shall be sold only as current residents choose to vacate and the shares become available, and current residents will be permitted to remain in accordance with the terms of their respective sublease agreements.
4. Given the uniqueness of the nature of the property and the lack of any reliable comparables in the area, the sale price of the City's Shares will be generally calculated based upon the Multiple Listing Service data for

appreciation/depreciation rates of residential real estate in the City, from the date of the City's initial purchase of the City's Shares, which calculation the City generally accepts as a fair and accurate estimate of the "fair market value" of the City's Shares; *provided*, however, that the final sales price may be higher or lower than the MLS data referenced herein by a reasonable factor, dependent upon then-current market conditions and demands, and

5. The City Manager and/or her designee(s) is hereby authorized to take all necessary and appropriate steps to sell and transfer the City's Shares in accordance with applicable federal, state and local law, including negotiation and execution of all contracts, real estate purchase and sale agreements, and other legal documents required to sell the City's Shares, as they become available.

PASSED by the City Council this 25th day of August, 2010.

APPROVED by the Mayor this 31st day of August 2010.



Bob Scales, Mayor

ATTEST/AUTHENTICATE:



Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK: July 27, 2010

PASSED BY THE CITY COUNCIL: August 25, 2010

RESOLUTION NO. 2010-24

EXHIBIT A

Copy of Share Certificates

Certificate Number

43

Lot Number

1

ISLANDER RESIDENTS ASSOCIATION
A Washington Non-Profit Corporation

MEMBERSHIP CERTIFICATE

This Certifies that City of Bainbridge Island is/are
Member(s) of Islander Residents Association and is/are entitled to the full benefits and privileges of such
Membership in the Corporation, subject to the Articles and Bylaws thereof. This Membership Certificate
pertains to lot number 1 in Islander Home Park in Bainbridge Island, Washington.
In Witness Whereof, the Corporation has caused this certificate to be executed by its duly authorized officers
this 29th day of October, 2004.

William D. Dley
PRESIDENT

Carol Koch
SECRETARY

The rights of any holder of this Certificate of Membership are subject to the provisions of the Restated Articles of Incorporation, as they may be amended, and the Bylaws of the Islander Residents Association (the "Association"), as they may be amended, and all the terms, covenants, conditions and provisions of a certain proprietary lease made between the Association, as Lessor, and the person or persons in whose name or names this Certificate is issued, as Lessee, for a manufactured, modular or mobile home lot in Islander Manufactured Home Park, which is owned by the Association and operated as a cooperative, which Articles, Bylaws and proprietary lease, as amended, limit and restrict the title and rights of any transferee of this Certificate, impose a lien on this Certificate to secure payment of assessments, Common Expenses and other sums which may become due to the Association from the holder hereof, and provide for the right of the Association to charge a right of first refusal or transfer fee upon the transfer of the Membership.

COPY

Certificate Number

44

Lot Number

5

ISLANDER RESIDENTS ASSOCIATION
A Washington Non-Profit Corporation

MEMBERSHIP CERTIFICATE

This Certifies that City of Bainbridge Island is/are
Member(s) of Islander Residents Association and is/are entitled to the full benefits and privileges of such
Membership in the Corporation, subject to the Articles and Bylaws thereof. This Membership Certificate
pertains to lot number 5 in Islander Mobile Home Park in Bainbridge Island, Washington.

In Witness Whereof, the Corporation has caused this certificate to be executed by its duly authorized officers
this 29th day of October.

William Allen
PRESIDENT

Carol Koch
SECRETARY

The rights of any holder of this Certificate of Membership are subject to the provisions of the Restated Articles of Incorporation, as they may be amended, and the Bylaws of the Islander Residents Association (the "Association"), as they may be amended, and all the terms, covenants, conditions and provisions of a certain proprietary lease made between the Association, as Lessor, and the person or persons in whose name or names this Certificate is issued, as Lessee, for a manufactured, modular or mobile home lot in Islander Manufactured Home Park, which is owned by the Association and operated as a cooperative, which Articles, Bylaws and proprietary lease, as amended, limit and restrict the title and rights of any transferee of this Certificate, impose a lien on this Certificate to secure payment of assessments, Common Expenses and other sums which may become due to the Association from the holder hereof, and provide for the right of the Association to charge a right of first refusal or transfer fee upon the transfer of the Membership.

165

Certificate Number

45

Lot Number

7

ISLANDER RESIDENTS ASSOCIATION
A Washington Non-Profit Corporation

MEMBERSHIP CERTIFICATE

This Certifies that City of Bainbridge Island is/are
Member(s) of Islander Residents Association and is/are entitled to the full benefits and privileges of such
Membership in the Corporation, subject to the Articles and Bylaws thereof. This Membership Certificate
pertains to lot number 7 in Islander Mobile Home Park in Bainbridge Island, Washington.

In Witness Whereof, the Corporation has caused this certificate to be executed by its duly authorized officers
this 19th day of October, 2008

William Dley
PRESIDENT

Carol Koch
SECRETARY

The rights of any holder of this Certificate of Membership are subject to the provisions of the Restated Articles of Incorporation, as they may be amended, and the Bylaws of the Islander Residents Association (the "Association"), as they may be amended, and all the terms, covenants, conditions and provisions of a certain proprietary lease made between the Association, as Lessor, and the person or persons in whose name or names this Certificate is issued, as Lessee, for a manufactured, modular or mobile home lot in Islander Manufactured Home Park, which is owned by the Association and operated as a cooperative, which Articles, Bylaws and proprietary lease, as amended, limit and restrict the title and rights of any transferee of this Certificate, impose a lien on this Certificate to secure payment of assessments, Common Expenses and other sums which may become due to the Association from the holder hereof, and provide for the right of the Association to charge a right of first refusal or transfer fee upon the transfer of the Membership.

2000

Certificate Number

46

Lot Number

31

ISLANDER RESIDENTS ASSOCIATION
A Washington Non-Profit Corporation

MEMBERSHIP CERTIFICATE

This Certifies that City of Bainbridge Island is/are
Member(s) of Islander Residents Association and is/are entitled to the full benefits and privileges of such
Membership in the Corporation, subject to the Articles and Bylaws thereof. This Membership Certificate
pertains to lot number 31 in Islander Mobile Home Park in Bainbridge Island, Washington.

In Witness Whereof, the Corporation has caused this certificate to be executed by its duly authorized officers
this 29th day of October, 2001.

William D. Day
PRESIDENT

Carol Koch
SECRETARY

COPY

The rights of any holder of this Certificate of Membership are subject to the provisions of the Restated Articles of Incorporation, as they may be amended, and the Bylaws of the Islander Residents Association (the "Association"), as they may be amended, and all the terms, covenants, conditions and provisions of a certain proprietary lease made between the Association, as Lessor, and the person or persons in whose name or names this Certificate is issued, as Lessee, for a manufactured, modular or mobile home lot in Islander Manufactured Home Park, which is owned by the Association and operated as a cooperative, which Articles, Bylaws and proprietary lease, as amended, limit and restrict the title and rights of any transferee of this Certificate, impose a lien on this Certificate to secure payment of assessments, Common Expenses and other sums which may become due to the Association from the holder hereof, and provide for the right of the Association to charge a right of first refusal or transfer fee upon the transfer of the Membership.

Certificate Number

47

Lot Number

48

ISLANDER RESIDENTS ASSOCIATION

A Washington Non-Profit Corporation

MEMBERSHIP CERTIFICATE

This Certifies that City of Bainbridge Island is/are
Member(s) of Islander Residents Association and is/are entitled to the full benefits and privileges of such
Membership in the Corporation, subject to the Articles and Bylaws thereof. This Membership Certificate
pertains to lot number 48 in Islander Mobile Home Park in Bainbridge Island, Washington.

In Witness Whereof, the Corporation has caused this certificate to be executed by its duly authorized officers
this 29th day of October, 2004.

William D. Dley
PRESIDENT

Carol Koch
SECRETARY

The rights of any holder of this Certificate of Membership are subject to the provisions of the Restated Articles of Incorporation, as they may be amended, and the Bylaws of the Islander Residents Association (the "Association"), as they may be amended, and all the terms, covenants, conditions and provisions of a certain proprietary lease made between the Association, as Lessor, and the person or persons in whose name or names this Certificate is issued, as Lessee, for a manufactured, modular or mobile home lot in Islander Manufactured Home Park, which is owned by the Association and operated as a cooperative, which Articles, Bylaws and proprietary lease, as amended, limit and restrict the title and rights of any transferee of this Certificate, impose a lien on this Certificate to secure payment of assessments, Common Expenses and other sums which may become due to the Association from the holder hereof, and provide for the right of the Association to charge a right of first refusal or transfer fee upon the transfer of the Membership.

Certificate Number

48

Lot Number

52

ISLANDER RESIDENTS ASSOCIATION
A Washington Non-Profit Corporation

MEMBERSHIP CERTIFICATE

This Certifies that City of Bainbridge Island is/are
Member(s) of Islander Residents Association and is/are entitled to the full benefits and privileges of such
Membership in the Corporation, subject to the Articles and Bylaws thereof. This Membership Certificate
pertains to lot number 52 in Islander Mobile Home Park in Bainbridge Island, Washington.

In Witness Whereof, the Corporation has caused this certificate to be executed by its duly authorized officers
this 29th day of October, 1984.

William H. Bley
PRESIDENT

Carol Koch
SECRETARY

The rights of any holder of this Certificate of Membership are subject to the provisions of the Restated Articles of Incorporation, as they may be amended, and the Bylaws of the Islander Residents Association (the "Association"), as they may be amended, and all the terms, covenants, conditions and provisions of a certain proprietary lease made between the Association, as Lessor, and the person or persons in whose name or names this Certificate is issued, as Lessee, for a manufactured, modular or mobile home lot in Islander Manufactured Home Park, which is owned by the Association and operated as a cooperative, which Articles, Bylaws and proprietary lease, as amended, limit and restrict the title and rights of any transferee of this Certificate, impose a lien on this Certificate to secure payment of assessments, Common Expenses and other sums which may become due to the Association from the holder hereof, and provide for the right of the Association to charge a right of first refusal or transfer fee upon the transfer of the Membership.

Certificate Number

49

Lot Number

77

ISLANDER RESIDENTS ASSOCIATION
A Washington Non-Profit Corporation

MEMBERSHIP CERTIFICATE

This Certifies that City of Bainbridge Island is/are
Member(s) of Islander Residents Association and is/are entitled to the full benefits and privileges of such
Membership in the Corporation, subject to the Articles and Bylaws thereof. This Membership Certificate
pertains to lot number 77 in Islander Mobile Home Park in Bainbridge Island, Washington.

In Witness Whereof, the Corporation has caused this certificate to be executed by its duly authorized officers
this 29th day of October, 2004.

William Dley
PRESIDENT

Carol Koch
SECRETARY

The rights of any holder of this Certificate of Membership are subject to the provisions of the Restated Articles of Incorporation, as they may be amended, and the Bylaws of the Islander Residents Association (the "Association"), as they may be amended, and all the terms, covenants, conditions and provisions of a certain proprietary lease made between the Association, as Lessor, and the person or persons in whose name or names this Certificate is issued, as Lessee, for a manufactured, modular or mobile home lot in Islander Manufactured Home Park, which is owned by the Association and operated as a cooperative, which Articles, Bylaws and proprietary lease, as amended, limit and restrict the title and rights of any transferee of this Certificate, impose a lien on this Certificate to secure payment of assessments, Common Expenses and other sums which may become due to the Association from the holder hereof, and provide for the right of the Association to charge a right of first refusal or transfer fee upon the transfer of the Membership.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 22, 2022

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: Adopt Resolution No. 2022-05 Approving and Authorizing the Purchase of 17,686 Square Feet of Bonus Floor Area Ratio from the Islander Residents Association - Executive,

SUMMARY: On October 22, 2004, the City of Bainbridge Island, the Islander Residents Association, and Madrona Way Investments entered into an agreement for the transfer of floor area ratio. On July 9, 2020, the Planning Commission recommended that the City purchase the balance of the floor area ratio from the Islander Residents Association. On August 10, 2021, the City Council directed the City Manager to move forward on possible next steps to potentially purchase the floor area ratio.

Informally, the Islander Residents Association is agreeable to the terms of the proposed purchase. However, the purchase is subject to a right of first refusal by Madrona Way Investments.

AGENDA CATEGORY: Resolution

PROPOSED BY: Executive

RECOMMENDED MOTION: Adopt Resolution No. 2022-05 approving the purchase of 17,686 square feet of Bonus Floor Area Ratio from the Island Residents Association for a price of \$18 per square foot for a total price of \$318,348, and authorize the City Manager to take all necessary steps to effectuate and complete the transaction.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND: In 2004, the residents of the Islander Mobile Home Park ("IMHP") succeeded in their multi-year effort to purchase their mobile home park property to prevent it from being sold and potentially redeveloped. As a result of preserving the IMHP, this site was preserved with a relatively low level of development, but leaving more than 137,000 square feet of unused residential floor area ratio ("FAR").

In October 22, 2004, the City, the Islander Residents Association, and Madrona Way Investments entered into an agreement to sell or transfer the unused residential FAR with City oversight.

On July 9, 2020, the Planning Commission recommended that the City purchase the balance of the FAR from the Islander Residents Association. On August 10, 2021, the City Council moved to direct the City Manager to move forward and update the City Council on possible next steps related to the potential purchase of the FAR.

Most of the mobile home park residential FAR has been sold and used for development throughout Winslow. At this time, 17,686 square foot of FAR remains unsold.

In December 2021, as a result of discussions with the Islander Residents Association, the Association informally agreed that it is willing to sell the remaining unsold FAR for a price of \$18 per square foot. The purchase of the FAR is subject to a 15-day period of first refusal. Therefore, the City needs to make a formal offer to begin the 15-day period.

ATTACHMENTS:

[Resolution No. 2022-05 re Islander Mobile Home Park Floor Area Ratio](#)

FISCAL DETAILS: If approved, the \$318,348 will require a supplemental budget ordinance and will be funded from general fund reserves.

Fund Name(s): General Fund

Coding:

RESOLUTION NO. 2022-05

A RESOLUTION of the City Council of Bainbridge Island, Washington, approving and authorizing the purchase of 17,686 square feet of Bonus Floor Area Ratio from the Islander Residents Association.

WHEREAS, the Islander Residents Association, a Washington nonprofit corporation, desires to sell to the City of Bainbridge Island Bonus Floor Area Ratio as described in the “Declaration of Housing Restrictive Covenants and Agreement for Transfer of Floor Area Ratios” (2004); and

WHEREAS, the City of Bainbridge Island Planning Commission recommended on July 9, 2020 that the City purchase the balance of the Bonus Floor Area Ratio from the Islander Residents Association; and

WHEREAS, the City has undertaken negotiations with the Islander Residents Association for the purpose of effectuating a sale of any remaining Bonus Floor Area Ratio.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES RESOLVE AS FOLLOWS:

Section 1. The City Council does hereby resolve that the City Council approves the purchase of the remaining Islander Residents Association Bonus Floor Area Ratio of 17,686 square feet for a purchase price of \$18 per square feet for a total purchase price of \$318,348, and following review and approval as to form by the City Attorney, authorizes the City Manager to take all necessary action to effectuate and complete the transaction on behalf of the City of Bainbridge Island.

Section 2. If any one or more sections, subsections, or sentences of this Resolution are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this Resolution and the same shall remain in full force and effect.

Section 3. This Resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council this ____ day of February, 2022.

APPROVED by the Mayor this ____ day of February, 2022.

Joe Deets, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	February 15, 2022
PASSED BY THE CITY COUNCIL:	February ____, 2022
RESOLUTION NO.	2022-05



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 22, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Authorize the City Manager to Execute the Interlocal Agreement with Washington State Parks for Participation in the Federal Financial Assistance Grant Program, which Reimburses Eligible Expenses up to \$10,930.80 and Requires Matching Funds of 25% or \$2,732.70 - Police,

SUMMARY: The City of Bainbridge Island wishes to enter into an agreement with Washington State Parks to participate in the Federal Financial Assistance Grant program.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Police

RECOMMENDED MOTION: Authorize the City Manager to execute the Interlocal Agreement with Washington State Parks for participation in the Federal Financial Assistance Grant program.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	2,732.70
Ongoing Cost:	
One-Time Cost:	2732.70
Included in Current Budget?	Yes

BACKGROUND: Washington State Parks is authorized to disburse funds in the Federal Financial Assistance Grant program to law enforcement agencies that operate marine programs. The City of Bainbridge Island has a marine program and wishes to participate in an agreement with Washington State Parks to benefit from these grant funds. Awards are based on reimbursement requests tied to specific participation requirements such as boating inspections, lifejacket enforcement, and other marine laws.

ATTACHMENTS:

[2022 MLE 123-108 Bainbridge Island PD-Kpgs.pdf](#)

FISCAL DETAILS: BIPD is reimbursed for eligible expenses up to \$10,930.80. Matching funds of 25% are required (up to \$2,732.70).

Fund Name(s): General Fund

Coding:



**WASHINGTON STATE PARKS AND RECREATION COMMISSION
SUBRECIPIENT GRANT AGREEMENT
FEDERAL FINANCIAL ASSISTANCE GRANT**



Agreement No. MLE 123-108

This Agreement is between the State of Washington, Washington State Parks and Recreation Commission (WSPRC) acting by and through its Marine Law Enforcement Program (“MLE or “Recipient”) and **Bainbridge Island Police Department** (“Subrecipient”), each a “Party” and, together, the “Parties”.

SECTION 1: AUTHORITY

Per 2 Code of Federal Regulations 200 (2CFR200), WSPRC has determined this to be a “Subrecipient” relationship under 2 CFR 200.330. This subrecipient agreement is authorized by 2 CFR 200 and 50 CFR 80. MLE is authorized to provide grants for recreational boating enforcement and education activities and has sufficient grant funds available within its current biennial budget and has authorized expenditure on the Subrecipient’s Project as defined below, and the Subrecipient agrees to comply with 2 CFR 200, MLE rules and other MLE adopted policies and procedures, and this Subrecipient Grant Agreement.

SECTION 2: PURPOSE

The purpose of this Agreement is to set forth the obligations of both Parties in the awarding of funds for recreational boating enforcement and education and to set forth the deliverables under the Federal Financial Assistance Grant, hereinafter called the “Project.”

SECTION 3: COURTESY INFORMATION & REMINDER

Very important information is located throughout this document. The onus is on the Subrecipient to read the entire document which may include Attachments, Exhibits, or other information incorporated by reference.

Experience has shown that the following information seems to have the most interest for the Subrecipient. As such, MLE is providing this nonexclusive list but cautions that other important information does not appear in the Courtesy List.

- **Term:** See *Section 5.1 – Term*
- **Project Completion:** See *Section 5.2 – Project Completion*
- **Subrecipient’s Authorized Representative:** See *Section 6.2 – Subrecipient’s Authorized Representative*.
- **Project completion date:** See *Section 7.1.1 – Project Timeline*
- **Reimbursement Total:** See *Section 8.3.c [not titled]*.
- **Grant Funds:** See *Section 9.2 – Grant Funds*.
- **Accident Report:** See *Section 12.7 – Accident Report*
- **Information required for Federal Subawards (2 CFR §200.331(A) (1)):** See *Exhibit B*
- **Subrecipient’s Completed FFA Grant Application:** See *Attachment A*.
- **Subrecipient’s Completed Budget Form:** See *Attachment B*.

SECTION 4: DEFINITIONS

- 4.1 Attachment:** A document provided by the Subrecipient (application, budget plan, etc.) that is also made part of this agreement and incorporated by reference. See also Exhibit.
- 4.2 MLE:** The federally funded Marine Law Enforcement Program administered by Washington State Parks and Recreation Commission (WSPRC). For purposes of this agreement MLE represents the State of Washington. If MLE ceases to exist or is no longer the state program designated to administer this federal program, then references to MLE will be understood to be the State of Washington.
- 4.3 Equipment.** Equipment means tangible personal property having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.
- 4.4 Exhibit:** A document provided by the MLE Program that is also a part of this agreement and incorporated by reference. See also Attachment.
- 4.5 RBS Officer:** Recreational Boating Safety Officer is a fully commissioned law enforcement officer in Washington State and has the authority to enforce the laws of the state of Washington and local ordinances. The RBS Officer must have attended the Washington state Basic Marine Law Enforcement Academy or an equivalent recognized by MLE.
- 4.6 Boating Safety Inspection:** A full inspection for all safety equipment, vessel registration when required and mandatory boater education compliance when required. The results of the inspection shall be documented through Washington states Statewide Electronic Collision and Ticket Online Records (SECTOR). This may be done at the time of the inspection or when SECTOR is available to the RBS Officer.
- 4.7 Law Enforcement Vessel:** A vessel used by a law enforcement agency and shall be equipped with proper markings showing it to be an official law enforcement vessel.
- 4.8 Recreational Vessel:** Defined in federal regulation 50 CFR 85.11 as a vessel owned and operated primarily for pleasure; or a vessel leased, rented, or chartered to another for recreational use.
- 4.9 Subrecipient:** A Non-Federal entity that receives a subaward from a pass-through entity to carry out part of a federal program; but does not include an individual that is a beneficiary of such program. In this agreement, the subrecipient is the successful applicant with whom Washington MLE awards a Federal Financial Assistance Grant (See 2 CFR 200.93).
- 4.10 Subrecipient Grant Agreement:** Also known as a subaward. Defined in federal regulation as “an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract (See 2 CFR 200.92).

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- 4.11 Small agency:** An agency which services a jurisdiction with a population below 30,000 people as determined by the latest U.S. Census.
- 4.12 Medium agency:** An agency which services a jurisdiction with a population of 30,000 or more and below 100,000 people as determined by the latest U.S. Census.
- 4.13 Large agency:** An agency which services a jurisdiction of over 100,000 people as determined by the latest U.S. Census.
- 4.14 Boating Safety Program approval:** means that the county or local jurisdiction has entered into an agreement with state parks to develop and maintain a boating safety program meeting minimum requirements established by state parks.

SECTION 5: EFFECTIVE DATE AND DURATION

- 5.1 Term.** This Agreement is effective on the date of the last signature and terminates on September 30, 2022, or the date of final payment issuance, whichever is later, unless terminated earlier in accordance with *Section 22 - Termination*. See also, *Section 12.3 Useful Life*.
- 5.2 Project Completion.** The Project shall be completed, and final billing for the Project shall be submitted to MLE on or before **October 15, 2022**. Unless approved in writing, MLE shall not be obligated to disburse any payments after this date.
- 5.3 Closeout.** (See 2 CFR § 200.343) MLE will closeout this award under this Agreement when it determines that all applicable administrative actions and all required work of this Agreement have been completed by the Subrecipient.

SECTION 6: AUTHORIZED REPRESENTATIVES

- 6.1** WSPRC MLE Program Authorized Representative is:
Matthew M. Stowers, Marine Law Enforcement Coordinator
Washington State Parks - Boating Program
1111 Israel Road SW
Tumwater, WA 98501-6512
Matt.Stowers@parks.wa.gov

Backup:

Rob Sendak, Boating Program Manager
Washington State Parks - Boating Program
1111 Israel Road SW
Tumwater, WA 98501-6512
Rob.Sendak@PARKS.WA.GOV

6.2 Subrecipient's Authorized Representative is:

Chief Joseph Clark
Bainbridge Island Police Department
625 Winslow Way E
Bainbridge Island, WA 98110-2411
jclark@bainbridgewa.gov
(206)780-4685

6.3 A Party may designate a new Authorized Representative by written notice to the other Party.

SECTION 7: RESPONSIBILITIES OF EACH PARTY

7.1 Responsibilities of Subrecipient:

This project itself is the sole responsibility of Subrecipient. MLE undertakes no responsibilities to Subrecipient, or to any third party, other than as expressly set out in this document. Subrecipient shall be solely responsible for the design, development, implementation, achievement of deliverables and reporting of the project, as those phases are applicable to this project, and solely responsible for any claim or suit of any nature by any third party related in any way to the project.

7.1.1 Project Timeline. The Subrecipient is responsible for maintaining the project timeline for all dates and activities outlined as the Subrecipient's responsibility as identified in the Subrecipient's FFA Grant Application Attachment "A".

The Subrecipient shall complete the approved project no later than **September 30, 2022**, as a term of the acceptance of this grant award. The project timeline cannot be extended under the scope of this agreement.

MLE staff shall monitor the activities conducted under the scope of this project on a quarterly basis. Work will be considered complete, only when the following conditions are met:

- The activities described in the Scope of Work and this grant document have been achieved.
- All request for reimbursements have been submitted.
- All reporting through the MLE Statement of Activity Reporting system (SOAR) and SECTOR have been completed
- Appropriate proof of completion has been provided to MLE

If the work is not satisfactorily completed, Subrecipient will be in breach and MLE may, at its discretion, rescind the grant and require repayment of any grant funds already disbursed.

7.1.2 Design Preparation. The Subrecipient shall design a project that will have a reasonably likelihood of positively impacting the reduction of boating accidents, boating injuries, and boating fatalities. Such design shall include applicable items on the Checklist for Plans and Specifications as provided in the Subrecipient's MLE Grant Application (Attachment "A").

7.1.3 Purchase. The Subrecipient shall make no purchases in excess of \$2,500.00 without prior written authorization by MLE. All purchases must be in the furtherance of recreational boating safety and must adhere to the guidelines set out in the Allowable Costs and Expenditures for State Vessel Registration Fees and Federal Assistance Grants manual. (Attachment “C”).

7.1.4 Periodic Inspections. Subrecipient hereby grants to the Recipient, or its authorized representative, a right, equal in time to six years from the date of the last signature on this document, to enter upon Subrecipient's property as deemed necessary by the Recipient for inspection documents and any equipment. These periodic inspections are intended to ensure continued compliant use of the awarded funds toward recreational boating safety enforcement and education. materials, products, and workmanship to the original approved plans and specifications. These inspections require a 30-day advance notification to the Subrecipient of such inspection or access.

7.1.5 Commercial and Other Uses.

- a. For purposes of this *Section 7 – Responsibilities of Each Party*, Commercial Use means any activity on or affecting the Project that was not described in the Subrecipient's proposal, or not approved in writing by MLE, where the Subrecipient:
 1. has financial profit as a goal,
 2. charges any fees or receives any benefit to provide services, supplies or goods, or
 3. allows third parties to charge any fees or receive any benefit to provide services, supplies or goods.
- b. Subrecipient must restrict use of the Project funds to only recreational boats boating safety enforcement and education.

7.1.6 Publications & Advertising. The Subrecipient shall include the following statement if publishing any report, news release or publication regarding this project: *“Partial funding was through the Washington State Parks and Recreation Commission Marine Law Enforcement Program, and in cooperation with U.S. Recreational Boating Safety Act.”*

7.1.7 Project Sign. The Subrecipient may post in a conspicuous location on the vessel, a sign identifying WSPRC, may, Federal Agency's and specific federal grant program's participation in the Project.

The Subrecipient shall include the following statement if publishing any report, news release or publication regarding this project: *“Partial funding for this project was provided by the Washington State Parks Marine Law Enforcement Program. This program is funded by the U.S. C.G. through the Sport Fish Restoration and Boating Trust Fund, which is financed by your purchase of motorboat fuels and fishing equipment.”*

7.1.8 Public Access to Project. During the term of this Agreement the Subrecipient shall allow open and unencumbered public access to the Project to all persons without regard to race, color, religious or political beliefs, sex, national origin, or place of primary residence.

7.1.9 Payments. Subrecipient agrees to:

- a. Make payment promptly as due to all contractors, subcontractors, vendors or any other persons supplying labor or materials for the Project;
- b. All employers, including Subrecipient that employ subject workers shall provide workers' compensation insurance coverage for those workers, unless they meet the requirement for exemption. Subrecipient shall require and ensure that each of its subcontractors complies with these requirements (unless inapplicable as a matter of federal law); and
- c. Not permit any lien or claim to be filed or prosecuted against WSPRC, due to any construction or maintenance activities at the Project.

7.1.10 Alternative Dispute Resolution. The Parties should attempt in good faith to resolve any dispute arising out of this agreement. This may be done at any management level, including at a level higher than persons directly responsible for administration of the agreement. In addition, the Parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.

7.1.11 Indemnification by Subrecipient's Contractors. For purposes of this Section 7.1.11 – *Indemnification by Subrecipient's Contractors* the term "contractor" means actors downstream of the Subrecipient whether it be a contractor, a subcontractor, or downstream subrecipient of the Subrecipient. The Subrecipient shall take all reasonable steps to cause its contractor(s) to indemnify, defend, save and hold harmless the State of Washington and its officers, employees and agents ("Indemnatee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including attorneys' fees) arising from a tort caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Subrecipient's contractor or any of the officers, agents, employees or subcontractors of the contractor ("Claims"). It is the specific intention of the Parties that the Indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the

7.2 Responsibility of Marine Law Enforcement Program (MLE):

7.2.1 MLE shall pay Subrecipient as described in *Sections 8 – Conditions to Disbursement* and *Section 9 – Reimbursement and Payment Terms*.

SECTION 8: CONDITIONS TO DISBURSEMENT

8.1 Eligible project expenses include only those items from the list below that are in your approved project budget:

- 8.1.1** Grant funds may be used only for activities under WAC 352-65-040, the ten elements necessary to accomplish the Recreational Boating Safety (RBS) mission.
- 8.1.2** RBS salaries to include time, salaries, benefits and wages for officers or deputies who possess a Washington State Peace Officers Certification, are fully commissioned to enforce the laws of Washington state and who have completed an RBS courses acceptable to State Parks (BMLE or equal).

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- 8.1.3** Time, salaries, benefits and wages for officers or deputies who possess a Washington State Peace Officers Certification, are fully commissioned to enforce the laws of Washington state, and who have not completed a BMLE course is acceptable **ONLY** when working with an RBS trained officer **AND** when the agency has a written “two-officer policy for officers on marine patrol for the purpose of officer safety.
- 8.1.4** Providing instructors for the *Adventures in Boating* course that qualifies graduates for the required mandatory boater education card. Cost may include classroom supplies, light refreshments, other goods and services necessary to promote and teach classes, and officer salaries, benefits and wages. Officer salaries will only be reimbursed for those officers who have successfully completed State Parks *Adventures in Boating Instructor Training Class* and are listed on our files.
- 8.1.5** RBS training as outlined in the Allowable Costs and Expenditures for State Vessel Registration Fees and Federal Assistance Grants (Attachment “C”)
- 8.1.6** RBS Equipment as outlined in the Allowable Costs and Expenditures for State Vessel Registration Fees and Federal Assistance Grants (Attachment “C”). Any equipment expenditures over two thousand two hundred and fifty dollars (\$2,250.00) must receive authorization from state parks prior to purchase.
- 8.1.7** Educational publications which promote RBS education that are already prepared or the creation, design and printing of publications
- 8.1.8** Promotion of Adventures in Boating classes, including presentation materials, light refreshments and room rental for classes.
- 8.1.9** Other items as deemed by MLE to be necessary to complete the project
- 8.1.10** Support of the Basic Marine Law Enforcement Academy by agencies who provided MLE recognized instructors

8.2 Non-Allowable Costs and Expenditures.

- 8.2.1** Bullet proof vests are beneficial, however, equipment of this nature is not essential for meeting the established criteria in WAC 352-65-040 nor is it related to the performance of the RBS program mission and is considered a local agency responsibility to purchase.
- 8.2.2** Equipment used in recover operations (dive equipment, etc.) while being used in an RBS search or investigation mode are 100% eligible. Once this equipment is used for recovery operations it must be prorated between RBS missions and recovery missions.
- 8.2.3** Handheld or portable night vision, FLIR or thermal imaging devices are a 100% allowable expense while in RBS patrol, search or investigation mode. Once this equipment is used for recovery operations it must be prorated. Permanently mounted and electrically wired FLIR and thermal imaging devices are 100% allowable expenses.
- 8.2.4** Homeland Security missions (weapons, etc.), or any other equipment determined as unrelated by the boating program is not an allowable expense.

8.2.5 Firefighting equipment is not an allowable expense.

8.2.6 Any equipment or vehicles not 100% dedicated to the RBS mission must be prorated, documenting the amount of time the equipment or vehicle was dedicated to the program.

8.2.7 Operating costs for law enforcement vessels boats (staff, fuel, fluids, repairs, maintenance) or operating costs for boats used to service floating restrooms (staff, fuel, fluids)

8.2.8 Documented staff or contract labor associated with routine custodial and non-routine maintenance and repairs, the cost of that person operating or maintaining the system.

8.2.9 Other items as deemed by MLE to be necessary to complete the project

8.3 Conditions Precedent to Any Reimbursement. MLE shall not be obligated to disburse any of the grant funds to reimburse the Subrecipient for Project costs hereunder unless MLE has received from the Subrecipient:

- a. Prior to Project plans, specifications, and cost estimate(s), statement of work, request for proposal or other documentation for the Project, documents must be in form and substance satisfactory to MLE;
- b. Reimbursement Requests must be submitted on the approved MLE Grant Reimbursement form along with all supporting documentation. Reimbursements shall be prorated between the Parties based on the percentage of their respective cash or in-kind contributions as set forth in *Section 7 – Responsibilities of Each Party* and *Section 9 – Reimbursement and Payment Terms*.

Supporting documents must:

- Be numbered in the upper right corner and correspond to the “Document #” column on your Reimbursement Request Form
- Be dated. The date of the invoice must be within the period of performance of this award
- Have Subrecipient’s business name clearly identified
- Clearly identify the cost and the amount paid & show zero-balance due

If a receipt, invoice, or statement includes expenses not related to the MLE project, those costs must be highlighted and noted as “ineligible costs”.

- c. MLE will reimburse Subrecipient for eligible activities only after MLE has accepted the work as complete—expenditure as an allowable cost and all proper documents have been submitted with the reimbursement request. Reimbursement requests must be submitted on a quarter basis and during the quarter that the expenditure has taken place. Reimbursement from MLE shall not exceed fifty percent (50%) of the total project cost from eligible grant expenses. Total reimbursement under this grant agreement shall not exceed the award amount of **Ten Thousand, Nine Hundred Thirty and 80/100ths dollars \$10,930.80**.
- d. MLE will reimburse Subrecipient up to an additional \$5,000.00 who supply a recognized BMLE instructor for 80 hours. For instructor services less than 80 hours, a sum of \$500.00 per day will be awarded. The additional award is available for use commencing on June 1, 2022.

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- e. The Subrecipient may not exceed the approved budget which was proposed by the Subrecipient as part of the Subrecipient's Subrecipient Grant Application that was accepted by MLE. The Subrecipient's budget is attached to this agreement (Attachment "B"). If the Subrecipient would like to change the allocations of funds to the original budget, a budget amendment request must be sent in writing via email to MLE in advance of the expense being incurred.
 - f. If a boat, a vehicle, or equipment is used partially for other purposes, costs must be pro-rated for that portion of their use that is for Recreational Boating Safety Act purposes.

8.4 Conditions Precedent to Partial Progress Payment(s). MLE shall not be obligated to make partial progress reimbursement payment(s) hereunder until the appropriate supporting documentation and reimbursement form has been submitted no less than on a quarterly basis of the percentage of Project completion has have been received, reviewed and approved by MLE. In no event shall MLE disburse more than fifty percent (50%) of the amount indicated in *Section 9.2 – Grant Funds* as progress payments.

8.5 Conditions Precedent to Final Payment. MLE shall not be obligated to make final payment hereunder until the following have been completed or supplied:

- a. Supporting documentation in form and content determined by MLE, has been received reviewed and approved by MLE; and
- b. Subrecipient provides summary of work achieved pursuant to the SOW as provided with the grant application to MLE with funding the Project; and
- c. Inspection and approval of the Project by MLE Program staff.

SECTION 9: REIMBURSEMENT AND PAYMENT TERMS

9.1 Federal Fund Approval. MLE has received a grant from the United States Department of Homeland Security, United States Coast Guard as described pursuant to 2 CFR 200.331 on Exhibit B. In accordance with 2 CFR 200.330, MLE's determination is that the other party to this contract is a subrecipient and is therefore a subrecipient of federal funds.

9.2 Grant Funds. Upon approval by its governing body or bodies, MLE shall provide federal grant funds in the amount of **Ten Thousand, Nine Hundred Thirty and 80/100ths dollars (\$10,930.80)** to the Subrecipient to fund the Project.

9.3 Match. The Subrecipient shall contribute at least twenty-five (25%) of the total project cost as cost sharing or non-federal match as described in the approved project budget. Such cost sharing or match may be provided as cash costs or in-kind services provided such services are reasonable and necessary for grant purposes. Vessel Registration Fees cannot be used as match. These are non-reimbursable items. Allowability of any cost sharing or match shall be determined in accordance with 50 CFR Part 85; and 2 CFR Part 200 as applicable and as adopted in regulation by 2 CFR 1402.100.

The Subrecipient shall maintain records that adequately document the valuation of non-federal match/in-kind services in accordance with 50 CFR Part 85; and 2 CFR Part 200 as applicable and

as adopted in regulation by 2 CFR 1402.100. The Subrecipient shall submit a summary of the valuation to MLE. Further instruction on adequate valuation of match expenses can be provided by contacting the Marine Law Enforcement Coordinator or the Program Manager.

9.3.1 Matching Cash Funds. The Subrecipient shall contribute the total sum of **Two Thousand, Seven Hundred Two and 70/100ths dollars \$2,732.70** in cash or in-kind match. It is understood that match cannot be from another federal source and are non-reimbursable costs. In addition, **Vessel Registration Fee funds cannot be used as match**; however, in-kind match as reported in the VRF Expenditure Report can.

9.3.2 Matching Non-cash Resources. Non-cash resources, in-kind; match is allowable under the FFA grant. Any expenditure the subrecipient incurs in support of their recreational boating safety program can be used as non-cash match.

9.4 Allowable Costs. All costs charged by the Subrecipient must be eligible, necessary, and reasonable for performing the tasks outlined in the approved project work plan. The costs, including match, must be incurred during the period of performance of the project and submitted for reimbursement during the quarter which the costs are incurred. The costs also must be allowable and well documented, in conformance with specific federal requirements (50 CFR Part 85; and 2 CFR Part 200 as applicable and as adopted in regulation by 2 CFR 1402.100.

9.5 Payments. After the Subrecipient awards the contract for the Project, and activities commence, MLE shall, upon receipt of the Subrecipient's request for reimbursement and appropriate documentation all in form and substance satisfactory to MLE, disburse funds to the Subrecipient in accordance with *Section 8 - Conditions to Disbursement*.

Subrecipient may request reimbursements no less than on a quarterly basis and during the quarter for which the expenditures have been incurred for project expenses. Reimbursement shall take place after Subrecipient submits a properly completed Reimbursement Request Form (provided by MLE), along with required supporting documentation. Requests shall only be allowed when requested on the proper forms provided by MLE, reference this agreement number and accompanied with appropriate supporting documentation.

Subrecipient shall be reimbursed for the actual project costs incurred, up to the total reimbursement amount defined above as long as grant funds remain available. Accounting procedures must provide for accurate and timely recording of receipt of funds by source, expenditures made from such funds, and of unexpended balances. Controls must be established which are adequate to ensure that expenditures are for allowable purposes and that documentation is readily available to verify that such charges are accurate. The burden of proof lies with the subrecipient to provide clear information as to the expense and form of payment.

9.6 Cost Overruns. Cost overruns are the responsibility of Subrecipient and must be borne by Subrecipient.

9.7 Overpayment. In the event that the aggregate amount of MLE's interim progress payments to the Subrecipient exceeds the allowable reimbursable costs of the Subrecipient for the Project, the Subrecipient agrees to refund to MLE the amount paid in excess of such allowable expenses within thirty (30) days of **September 30, 2022**.

9.8 Offset or Reduction. The Subrecipient agrees that payment(s) made by MLE under this Agreement shall be subject to offset or reduction for any amounts previously paid hereunder that are found by MLE not to constitute allowable costs under this Agreement based on the results of an audit examination. If such disallowed amount exceeds the payment(s), the Subrecipient shall pay MLE the amount of such excess within 30 days after written notice of disallowed costs is provided by MLE.

9.8.1 Entertainment Costs. In accordance with 2 CFR 200, the cost of amusement, diversion, social activities, ceremonials, and costs relating thereto, such as meals, lodging, rentals, transportation, gratuities and alcoholic beverages are not allowable expenses.

9.8.2 Prior Costs. MLE will not reimburse Subrecipient for any costs incurred prior to the effective date of this agreement **October 1, 2021**.

SECTION 10: REPRESENTATIONS AND WARRANTIES

Subrecipient represents and warrants to MLE that:

10.1 Subrecipient is a law enforcement agency, duly organized and validly existing. Subrecipient has the power and authority to enter into and perform this Agreement.

10.2 The making and performance by Subrecipient of this Agreement (a) have been duly authorized by Subrecipient, (b) do not and will not violate any provision of any applicable law, rule, regulation, or order of any court, regulatory commission, board, or other administrative agency or any provision of Subrecipient's charter or other organizational document and (c) do not and will not result in the breach of, or constitute a default or require any consent under any other agreement or instrument to which Subrecipient is party or by which Subrecipient may be bound or affected. No authorization, consent, license, approval of, or filing or registration with or notification to any governmental body or regulatory or supervisory authority is required for the execution, delivery or performance by Subrecipient of this Agreement, other than those that have already been obtained.

10.3 This Agreement has been duly executed and delivered by Subrecipient and constitutes a legal, valid and binding obligation of Subrecipient enforceable in accordance with its terms.

10.4 Subrecipient has the skill and knowledge possessed by well-informed members of the industry, trade or profession most closely involved in providing the services under this Agreement, and Subrecipient will apply that skill and knowledge with care and diligence to perform its obligations under this Agreement in a professional manner and in accordance with the highest standards prevalent in the related industry, trade or profession; and

10.5 Subrecipient shall, at all times during the term of this Agreement, be qualified, professionally competent, and duly licensed to perform its obligations under this Agreement. The representations and warranties set forth in this *Section 10- Representation and Warranties* are in addition to, and not in lieu of, any other representations or warranties provided by Subrecipient.

SECTION 11: GOVERNING LAW AND CONSENT TO JURISDICTION

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively "Claim") between MLE or any other agency or department of the State of Washington, or both, and Subrecipient that arises from or relates to this Agreement shall be brought and conducted solely and exclusively within the Superior Court for Thurston County, State of Washington; provided, however, if a Claim MUST be brought in a federal forum, then it shall be brought and conducted solely and exclusively within the United States District Court for the Western District of Washington. In no event shall this *Section 11 – Governing Law and Consent to Jurisdiction* be construed as a waiver by the State of Washington of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the eleventh amendment to the Constitution of the United States or otherwise, to or from any Claim or from the jurisdiction of any court. SUBRECIPIENT, BY EXECUTION OF THIS AGREEMENT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.

SECTION 12: EQUIPMENT: OWNERSHIP, MAINTENANCE, USEFUL LIFE & DISPOSAL

12.1 Ownership Of Equipment. Except as otherwise provided herein, Subrecipient shall retain ownership of equipment purchased pursuant to the terms of the grant. Subrecipient may not, during the term of the grant, transfer or convey its ownership interest in the equipment. Subrecipient shall not at any time during the term of the grant convert any facility equipment which was acquired pursuant to the grant to a use other than those for which the assistance was originally approved.

Equipment purchased with Recreational Boating Safety Act funds shall be used only for the purpose for which it was purchased and no other purpose, whether or not the Subrecipient continues to be supported by Recreational Boating Safety Act grant funds.

Observed/reported incidents of unauthorized use of MLE equipment shall be addressed by the following:

- 1) Any observed/reported incident of unauthorized use of MLE funded vessels will be followed-up by MLE communication with the Subrecipient. MLE may conduct site visits or contact area boaters for supplemental information as necessary.
- 2) In those instances where the MLE determines that an unauthorized use of a MLE funded vessel has occurred, the MLE will provide written notification to the operator of its determination with a warning that continued misuse or abuse of MLE-funded vessels and equipment may result in:
 - a) the removal of misused equipment from the facility; and/or
 - b) an assessment against the operator for reimbursement of the federal contribution against the current market value of the vessel.

12.2 Title. Title to equipment purchased under this Agreement shall vest in the Subrecipient. If the Subrecipient determines that it cannot use the equipment for the stated grant purposes at any point prior to the end of the equipment's useful life, but after the end of this award period and any extensions thereof, the Subrecipient shall inform MLE in writing within 30 days of such determination. Such equipment shall be transferred by the Subrecipient to a third party approved by MLE for use for grant purposes in accordance with applicable provisions of state and federal law. Should the equipment not be transferred to another state parks RBS approved law enforcement agency in accordance with this

provision, the equipment shall either be returned to MLE for use for grant purposes, or it shall be disposed in accordance with 50 CFR Part 85; and 2 CFR Part 200.

12.3 Useful Life. Beyond the acquisition grant period of performance and throughout the duration of the equipment's useful life, the equipment must continue to be used in the program or project for which it was acquired, as Recreational Boating Safety Act Program. When no longer needed for the original program or project, equipment may be used in other activities in the following order of priority:

- a. Activities supported under a Federal award from the Federal awarding agency which funded the original program or project; then
- b. Activities under Federal awards from other Federal awarding agencies; then
- c. Any activities consistent with the administration of the Washington State Parks and Recreation Commission.

12.4 Special Survivorship Note: Ownership is not absolute. Regardless of agreement's expiration, anything tangible, intangible, or intellectual property that was purchased or created from federal funds or funded with federal funds maintains federal and state MLE entanglements, requirements, or conditions (conditional ownership) unless/until released by the MLE or federal government in writing. While other conditions may apply, typically a release would occur upon the MLE or federal government being completely satisfied that the item in question has reached the end of its useful life which is usually a dollar value. Determination of value is solely at the discretion of the MLE or federal government. Should professional appraisal services be needed to determine value, these costs shall be borne by the Subrecipient. Selection of an appraisal services firm is subject to the written approval of the MLE or federal government.

12.5 Use and Maintenance. The Subrecipient shall operate and maintain the equipment, purchased, constructed, installed, renovated, operated, repaired, or maintained with MLE grant funds to function as intended for the full period of their useful life and in a manner that provides adequate service, promotes use, and protects public health. Such conditions include:

- 12.5.1** Subrecipient shall operate and maintain grant funded equipment in accordance with all applicable Federal, State and local laws, orders, regulations and permits.
- 12.5.2** Operation shall include having trained personnel available to facilitate operation of the equipment and a schedule for maintenance.
- 12.5.3** Law Enforcement vessels shall be operated by trained personnel with a valid State of Washington Boater Education Card or equivalent and be a graduate of state parks Basic Marine Law Enforcement Academy or equivalent.
- 12.5.4** Law Enforcement vessels shall be equipped with all federally required safety equipment and provide and ensure appropriate personal flotation devices are worn at all times when on the vessel or dock.
- 12.5.5** All law enforcement vessels shall have a routine schedule for maintenance.
- 12.5.6** As a condition of receiving the grant funds, Subrecipient shall actively maintain the vessel for the **full design life** of the equipment provided from this grant.
- 12.5.7** Subrecipient shall be responsible for all operation, maintenance, and repair of all vessels and equipment provided from this grant.

12.6 Equipment Replacement.

When original or replacement equipment acquired under this award is no longer needed or the Subrecipient is no longer able to support the RBS mission and the disposition occurs during the grant period, disposition of the equipment shall be made as follows:

- The equipment may be transferred at no cost to another law enforcement agency with a state parks approved marine law enforcement program (e.g., city or county law enforcement agency) if such equipment will remain in use and be dedicated to the MLE program. The conditions for such transfer shall be stipulated by the MLE and shall include the same requirements as those imposed in the original grant. Any cash or in-kind match paid when the equipment was originally purchased will be forfeited in total.
- If the equipment cannot be transferred to another law enforcement agency with a state approved marine law enforcement program, it must be sold at the discretion of the MLE, and the Subrecipient shall pay MLE the proceeds of the sale or the fair market value of the equipment, whichever is the greatest.

12.6.1 Equipment Breakdown

In the event an equipment breakdown occurs during the grant period, Subrecipient shall notify MLE within ten (10) working days of breakdown. The equipment must be repaired and fully operational within thirty (30) working days after the breakdown where the breakdown can be remedied with normal expected repairs for one thousand dollars (\$1000) or less. For repairs greater than one thousand dollars (\$1000) the equipment must be fully operational within sixty (60) days after the breakdown. A written report for all breakdowns must be submitted via email to MLE within two (2) weeks of the breakdown describing the problem(s), repair(s), and the cost(s).

A failure to notify MLE of an equipment breakdown and plan for repairs may result in the withholding of grant funds.

12.7 Accident Report

Subrecipients or Subrecipient's staff involved in an accident must remain at the scene and assist any other vessel or person involved, if possible, without endangering their safety, their own vessel or the people aboard.

SECTION 13: OWNERSHIP OF WORK PRODUCT

13.1 As used in this Section 13 – Ownership of Work Product and elsewhere in this Agreement, the following terms have the meanings set forth below:

13.1.1 Project Ownership. MLE acknowledges and agrees that the Project is the exclusive property of the Subrecipient. MLE is neither responsible nor liable in any manner for the construction, operation or maintenance of the Project.

13.1.2 Special Survivorship Note: Ownership is not absolute. Regardless of agreement's expiration, anything tangible, intangible, or intellectual property that was purchased or created from federal funds or funded with federal funds maintains federal and state MLE entanglements,

requirements, or conditions (conditional ownership), unless/until released by MLE or federal government in writing. While other conditions may apply, typically a release would occur upon the MLE or federal government being completely satisfied that the item in question has reached the end of its useful life which is usually a dollar value. Determination of value is solely at the discretion of the MLE or federal government. Should professional appraisal services be needed to determine value, these costs shall be borne by the Subrecipient. Selection of an appraisal services firm is subject to the written approval of the MLE or federal government.

SECTION 14: NO DUPLICATE PAYMENT

The Subrecipient shall not be compensated for, or receive any other form of duplicate, overlapping or multiple payments for the same work performed under this Agreement from any agency of the State of Washington, including, but not limited to the Washington State Parks Recreation Commission, or the United States of America or any other party.

SECTION 15: CONTRIBUTION ON THIRD PARTY CLAIMS

- 15.1** If any third party makes any claim or brings any action, suit or proceeding alleging against a Party (the “Notified Party”) with respect to which the other Party (the “Other Party”) may have liability, the Notified Party shall promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party, along with the written notice, a copy of the claim, process and all legal pleadings with respect to the Third Party Claim that have been received by the Notified Party. Each Party is entitled to participate in the defense of a Third-Party Claim, and to defend a Third-Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this *Section 15 – Contribution on Third Party Claims* and a meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third-Party Claim with counsel of its own choosing are conditions precedent to the Other Party’s contribution obligation under this *Section 13 – Ownership of Work Product* with respect to the Third-Party Claim.
- 15.2** With respect to a Third Party Claim for which MLE is jointly liable with Subrecipient (or would be if joined in the Third Party Claim), MLE shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by Subrecipient in such proportion as is appropriate to reflect the relative fault of MLE on the one hand and of Subrecipient on the other hand in connection with the events that resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of MLE on the one hand and of Subrecipient on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. MLE’s contribution amount in any instance is capped to the same extent it would have been capped under Washington law if the State had sole liability in the proceeding.
- 15.3** With respect to a Third Party Claim for which Subrecipient is jointly liable with MLE (or would be if joined in the Third Party Claim), Subrecipient shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by MLE in such proportion as is appropriate to reflect the relative fault of Subrecipient on the one hand and of MLE on the other hand in connection with the events that resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant

equitable considerations. The relative fault of Subrecipient on the one hand and of MLE on the other hand shall be determined by reference to, among other things, the Parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. Subrecipient's contribution amount in any instance is capped to the same extent it would have been capped under Washington law if it had sole liability in the proceeding.

SECTION 16: SUBRECIPIENT DEFAULT

Subrecipient will be in default under this Agreement upon the occurrence of any of the following events:

- 16.1** Subrecipient fails to perform, observe or discharge any of its covenants, agreements or obligations under this Agreement;
- 16.2** Any representation, warranty or statement made by Subrecipient in this Agreement or in any documents or reports relied upon by MLE to measure the delivery of services, the expenditure of funds or the performance by Subrecipient is untrue in any material respect when made;
- 16.3** Subrecipient (a) applies for or consents to the appointment of, or taking of possession by, a receiver, custodian, trustee, or liquidator of itself or all of its property, (b) admits in writing its inability, or is generally unable, to pay its debts as they become due, (c) makes a general assignment for the benefit of its creditors, (d) is adjudicated a bankrupt or insolvent, (e) commences a voluntary case under the Federal Bankruptcy Code (as now or hereafter in effect), (f) files a petition seeking to take advantage of any other law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, (g) fails to controvert in a timely and appropriate manner, or acquiesces in writing to, any petition filed against it in an involuntary case under the Bankruptcy Code, or (h) takes any action for the purpose of effecting any of the foregoing; or
- 16.4** A proceeding or case is commenced, without the application or consent of Subrecipient, in any court of competent jurisdiction, seeking (a) the liquidation, dissolution or winding-up, or the composition or readjustment of debts of Subrecipient, (b) the appointment of a trustee, receiver, custodian, liquidator, or the like of Subrecipient or of all or any substantial part of its assets, or (c) similar relief in respect to Subrecipient under any law relating to bankruptcy, insolvency, reorganization, winding-up, or composition or adjustment of debts, and such proceeding or case continues undismissed, or an order, judgment, or decree approving or ordering any of the foregoing is entered and continues unstayed and in effect for a period of sixty consecutive days, or an order for relief against Subrecipient is entered in an involuntary case under the Federal Bankruptcy Code (as now or hereafter in effect).

SECTION 17: INDEMNIFICATION

Subrecipient shall hold harmless, save harmless, indemnify, and defend at the Subrecipient's expense the State of Washington, Commission, its officers, employees, successors and assigns against any and all damages and/or losses arising out of Subrecipient's use of, or presence or activity in, the facilities, including those arising out of the use or operation of equipment or facilities or as a result of the conduct of Subrecipient's programs, or from the conduct of Subrecipient's employees or agents, or damages or vandalism to facilities by third-parties, contracted or participating in Subrecipient's programs, events or activities.

SECTION 18: LIABILITY INSURANCE

18.1 LIABILITY INSURANCE—If required in the special terms and conditions subrecipient shall obtain and keep in force during the term of this Agreement, a combined single limit bodily injury and property damage insurance policy in the minimum amount of \$1,000,000 naming Washington State Parks Commission as an additional insured against any liability arising out of Subrecipient's or its agents, employees, or assigns. Subrecipient shall provide to Commission, a certificate evidencing such insurance coverage and shall provide 30 days written notice prior to any changes in the amount or cancellation of said policy.

- Subrecipient shall buy and maintain property insurance covering all real property and fixtures, equipment, and tenant improvements and betterments. Such insurance shall be written on an all-risks basis and, at a minimum, cover the perils insured under ISO special causes of loss Form CP 10 30, and cover the full replacement cost of the property insured. Such insurance may have commercially reasonable deductibles.
- Any coinsurance requirement in the policy shall be waived.
- State shall be included as an insured and a loss payee under the property insurance policy.

18.2 AUTOMOBILE INSURANCE-- Subrecipient shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of "Any Auto." Business auto coverage shall be written on ISO form CA 00 01, or substitute liability form providing equivalent coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage. Subrecipient waives all rights against State for the recovery of damages to the extent they are covered by business auto liability or commercial umbrella liability insurance.

18.3 INDUSTRIAL INSURANCE COVERAGE-- Subrecipient shall provide or purchase industrial insurance coverage for themselves their employees as required by Labor and Industries prior to performing work under this Agreement. Commission will not be responsible for payment of industrial premiums or for any other claim or benefit for Subrecipient, or any subcontractor or employee of Subrecipient, which might arise under the industrial insurance laws during the performance of duties and services under this agreement. Subrecipient, its employees and agents performing under this contract, are not employees of Commission.

18.4 CERTIFICATE OF INSURANCE / NAMING WASHINGTON STATE AS ADDITIONAL INSURED: A current Certificate of Insurance must be submitted with the grant application form. The certificate must name Washington State Parks and Recreation Commission as an additional insured, and the Certificate Holder and contain a provision that the insurance will not be canceled for any reason except after thirty (30) days written notice. Facilities must be insured by carriers licensed in or eligible to do business in Washington, and must maintain applicable Commercial General Liability, Automobile Liability, and Worker's Compensation coverage. Government entities will need to include a letter from their Chief Financial Officer stating if they are self-insured or provide a certificate of insurance as stated below."

SECTION 19: REMEDIES

- 19.1** In the event Subrecipient is in default under *Section 16 – Subrecipient Default* MLE may, at its option, pursue any or all of the remedies available to it under this Agreement and at law or in equity, including, but not limited to: (a) termination of this Agreement under *Section 22 – Termination*, (b) reducing or withholding payment for work or Work Product that Subrecipient has failed to deliver within any scheduled completion dates or has performed inadequately or defectively, (c) requiring Subrecipient to perform, at Subrecipient's expense, additional work necessary to satisfy its performance obligations or meet performance standards under this Agreement, (d) initiation of an action or proceeding for damages, specific performance, or declaratory or injunctive relief, or (e) exercise of its right of recovery of overpayments under *Section 20 – Recovery of Overpayments* (which is in addition to the remedies provided in *Section 9.7 – Overpayment*), of this Agreement or setoff, or both. These remedies are cumulative to the extent the remedies are not inconsistent, and MLE may pursue any remedy or remedies singly, collectively, successively or in any order whatsoever.
- 19.2** In the event MLE terminates this Agreement under *Section 22.1 – Termination for Convenience*, *Section 22.2 Termination for Inefficiency*, *Section 22.3 – Termination Because of Non-Appropriation or Project Ineligibility*, or *Section 22.4 – Termination for Default*, Subrecipient's sole monetary remedy will be (a) for work compensable at a stated rate, a claim for unpaid invoices for work completed and accepted by MLE, for work completed and accepted by MLE within any limits set forth in this Agreement but not yet invoiced, for authorized expenses incurred, less any claims MLE has against Subrecipient, and (b) for deliverable-based work, a claim for the sum designated for completing the deliverable multiplied by the percentage of work completed on the deliverable and accepted by MLE, for authorized expenses incurred, less previous amounts paid for the deliverable and any claims that MLE has against Subrecipient. In no event will MLE be liable to Subrecipient for any expenses related to termination of this Agreement or for anticipated profits. If previous amounts paid to Subrecipient exceed the amount due to Subrecipient under this *Section 19.2*, Subrecipient shall promptly pay any excess to MLE.

SECTION 20: RECOVERY OF OVERPAYMENTS

In addition to the remedies provided in *Section 9.7 - Overpayment*, if payments to Subrecipient under this Agreement, or any other agreement between MLE and Subrecipient, exceed the amount to which Subrecipient is entitled, MLE will not reimburse any further claims. In addition, MLE will require repayment of any over payments as reflected in Section 9.7 of this agreement. may, after notifying Subrecipient in writing, withhold from payments due Subrecipient under this Agreement, such amounts, over such periods of times, as are necessary to recover the amount of the overpayment.

SECTION 21: LIABILITY

THE SUBRECIPIENT SHALL BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, OR OTHER INDIRECT DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT, REGARDLESS OF WHETHER THE LIABILITY CLAIM IS BASED IN CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, PRODUCT LIABILITY OR OTHERWISE. NEITHER PARTY WILL BE LIABLE FOR ANY DAMAGES OF ANY SORT ARISING SOLELY FROM THE TERMINATION, EXPIRATION, OR SUSPENSION OF THIS AGREEMENT IN ACCORDANCE WITH ITS TERMS.

SECTION 22: TERMINATION

22.1 Termination for Convenience. The Subrecipient may terminate this Agreement at any time upon thirty (30) days prior written notice to MLE; provided, however, that the Subrecipient shall, within thirty (30) days of such termination, reimburse MLE for all funds contributed by MLE to the Project; provided further that until the Subrecipient has fully reimbursed MLE for such funds, the Subrecipient shall comply with the terms hereof. Delinquent payments shall bear interest at the rate of 12 percent (12%) per annum, if such rate shall exceed the maximum rate allowed by law, then as such maximum rate, and shall be payable on demand. After ninety (90) days MLE may turn any delinquent debt over for collection.

22.2 Termination Because of Inefficiency. Use of federal funds demands good stewardship. MLE in an ongoing basis will be monitoring the performance of the subrecipient through the subrecipient's reporting into the MLE Statement of Activity Reporting system. If in MLE's opinion, these metrics demonstrate poor stewardship the Agreement will be terminated. If feasible, MLE may work with the Subrecipient and give the Subrecipient an opportunity to improve the metrics to what MLE believes is a healthy metric.

22.3 Termination Because of Non-Appropriation or Project Ineligibility. MLE, as provided in *Section 33 - Force Majeure*, may modify or terminate this Agreement and at any time upon 30 days prior written notice to the Subrecipient, may modify or terminate this Agreement if:

- a. MLE fails to receive funding or allotments, appropriations, limitations, or other expenditure authority at levels sufficient to pay for the allowable costs of the Project to be funded hereunder or should any state law, regulation or guideline be modified, changed or interpreted in such a way that the Project, or any portion of the Project, is no longer eligible for facility grant funds.
- b. In the event insufficient funds are appropriated for the payments under this Agreement and the Subrecipient has no other lawfully available funds, then the Subrecipient may terminate this Agreement at the end of its current federal fiscal year, with no further liability to MLE. The Subrecipient shall deliver written notice to MLE of such termination no later than 30 days from the determination by the Subrecipient of the event of non-appropriation. MLE shall pay for all authorized Project costs expended up to the date of written notice of termination.

22.4 Termination for Default. MLE, at any time upon 30 days prior written notice of default to the Subrecipient, may modify or terminate this Agreement if:

- a. The design and implementation, of the Project is not pursued with due diligence; or
- b. The Project is not permissible under federal, state, or local law; or
- c. The Subrecipient, does not abide by the nondiscrimination and affirmative action provisions of this Agreement; or
- d. The Subrecipient, without the prior written approval of MLE uses the funds provided by MLE hereunder to pursue any project other than the Project described in the final project approved by MLE; or
- e. During the term of this Agreement, the Subrecipient fails to perform any obligation or requirement of this Agreement.
- f. The Subrecipient defaults under any other agreement between the Parties.

22.5 Rights and Remedies.

- a. The Subrecipient shall, within 30 days of its receipt of a notice of default, reimburse MLE for all funds contributed by MLE to the Project. Further, MLE shall have any and all rights and remedies available at law or in equity.
- b. In the event that Subrecipient has materially failed to comply with this Agreement and such non-compliance has resulted in the Federal Funding Agency terminating MLE's grant or cause or requires MLE to return funds to the Federal Funding Agency, Subrecipient will return to MLE an amount equal to the funds which MLE is not reimbursed for or is required to return to Federal Funding Agency.

SECTION 23: NONAPPROPRIATION

MLE's obligation to pay any amounts and otherwise perform its duties under this Agreement is conditioned upon MLE receiving funding, appropriations, limitations, allotments, or other expenditure authority sufficient to allow MLE, in the exercise of its reasonable administrative discretion, to meet its obligations under this Agreement.

SECTION 24: AMENDMENTS

The terms of this Agreement may not be altered, modified, supplemented or otherwise amended, except by written agreement of the Parties.

This agreement may be amended only by mutual agreement of the parties in writing. Formal written amendment of the contract is required for changing the terms and conditions specifically stated in the original agreement and any prior amendments, including but not limited to:

- Budget revisions
- Scope of work
- Change in due dates
- Extensions of the period of performance
- Any other revisions determined material by MLE

SECTION 25: NOTICE

Except as otherwise expressly provided in this Agreement, any notices to be given relating to this Agreement must be given in writing by email, personal delivery, or postage prepaid mail, to a Party's Authorized Representative at the physical address or to such other addresses as either Party may indicate pursuant to this *Section 24 - Amendments*. Any notice so addressed and mailed becomes effective five (5) days after mailing. Any notice given by personal delivery becomes effective when actually delivered.

SECTION 26: SURVIVAL

All rights and obligations of the Parties under this Agreement will cease upon termination of this Agreement, other than the rights and obligations arising under *Section 11 – Governing Law and Consent to Jurisdiction*, *Section 13 – Ownership of Work Product*, *Section 20 – Recovery of Overpayments*, *Section 21 – Limitation of Liability*, and *Section 26 - Survival* hereof and those rights and obligations that by their express terms survive termination of this Agreement; provided, however, that termination of this Agreement will not prejudice any rights or obligations accrued to the Parties under this Agreement prior to termination.

SECTION 27: SEVERABILITY

The Parties agree that if any term or provision of this Agreement is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected, and the rights and obligations of the Parties will be construed and enforced as if the Agreement did not contain the particular term or provision held to be invalid.

SECTION 28: COUNTERPARTS

This Agreement may be executed in several counterparts, all of which when taken together shall constitute one agreement, notwithstanding that all Parties are not signatories to the same counterpart. Each copy of the Agreement so executed constitutes an original.

SECTION 29: COMPLIANCE WITH LAW

- 29.1 Compliance with Law Generally.** Subrecipient shall comply with all federal, state and local laws, regulations, executive orders and ordinances applicable to Subrecipient and the Agreement.
- 29.2 Penalty of Perjury.** By its execution of this Agreement, Subrecipient certifies under penalty of perjury under the laws of the state of Washington the truthfulness, completeness, and accuracy of any statement or claim it has made, it makes, it may make, or causes to be made that pertains to this Agreement.
- 29.3 Tax Compliance.** Subrecipient has complied with the tax laws of this state and the applicable tax laws of any political subdivision of this state. Subrecipient shall, throughout the duration of this Agreement and any extensions, comply with all tax laws of this state and all applicable tax laws of any political subdivision of this state. For the purposes of this *Section 29.3 – Tax Compliance*, “tax laws” includes: (i) All tax laws of this state; (ii) Any tax provisions imposed by a political subdivision of this state that applied to Subrecipient, to Subrecipient’s property, operations, receipts, or income, or to Subrecipient’s performance of or compensation for any work performed by Subrecipient; (iii) Any tax provisions imposed by a political subdivision of this state that applied to Subrecipient, or to goods, services, or property, whether tangible or intangible, provided by Subrecipient; and (iv) Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

Any failure to comply with the provisions of this *Section 29 – Compliance With Law* constitutes a material breach of this Agreement. Any failure to comply with Subrecipient's certifications shall constitute a material breach of this Agreement. Any failure to comply shall entitle MLE to terminate this Agreement, to pursue and recover any and all damages that arise from the breach and the termination of this Agreement, and to pursue any or all of the remedies available under this Agreement, at law, or in equity, including but not limited to:

- 29.3.1** Termination of this Agreement, in whole or in part, this is in addition to any remedies available under *Section 22 - Termination*.
- 29.3.2** Offsetting against any amount owed to Subrecipient, and withholding of amounts otherwise due and owing to Subrecipient, in an amount equal to State's setoff right, without penalty; and
- 29.3.3** Initiation of an action or proceeding for damages, specific performance, declaratory or injunctive relief. MLE may recover any and all damages suffered as the result of Subrecipient's breach of this Agreement, including but not limited to direct, indirect, incidental and consequential damages, costs of cure, and costs incurred in securing replacement Services and applications.

The state of Washington may take any and all actions permitted by law relative to the collection of taxes due to the state of Washington or a political subdivision, including (i) garnishing the Subrecipient's compensation under this Agreement or (ii) exercising a right of setoff against Subrecipient's compensation under this Agreement for any amounts that may be due and unpaid to the state of Washington.

These remedies are cumulative to the extent the remedies are not inconsistent, and MLE may pursue any remedy or remedies singly, collectively, successively, or in any order whatsoever.

SECTION 30: INDEPENDENT CONTRACTORS

The Parties agree and acknowledge that their relationship is that of independent contracting parties and that Subrecipient is not an officer, employee, or agent of the state of Washington.

SECTION 31: PERSONS NOT TO BENEFIT

No member of or delegate to Congress, resident commissioner, officer, agent or employee of the United States of America, member of the Washington Legislative Assembly, elected official of the state of Washington, or official, agent, or employee of the state of Washington, or elected member, officer, agent, or employee of any political subdivision, municipality or municipal corporation of the state of Washington shall be admitted to any share or part of this Agreement or derive any financial benefit that may arise therefrom.

SECTION 32: INTENDED BENEFICIARIES

MLE and Subrecipient are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement provides, is intended to provide, or may be construed to provide any direct or indirect benefit or right to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of this Agreement.

SECTION 33: FORCE MAJEURE

Neither Party is responsible for any failure to perform or any delay in performance of any obligations under this Agreement caused by fire, civil unrest, labor unrest, natural causes, or war, which is beyond that Party's reasonable control. Each Party shall, however, make all reasonable efforts to remove or eliminate such cause of failure to perform or delay in performance and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement. MLE may terminate this Agreement upon written notice to Subrecipient after reasonably determining that the failure or delay will likely prevent successful performance of this Agreement.

SECTION 34: ASSIGNMENT AND SUCCESSORS IN INTEREST

Subrecipient may not assign or transfer its interest in this Agreement and any attempt by Subrecipient to assign or transfer its interest in this Agreement will be void and of no force or effect. ~~—~~ The provisions of this Agreement will be binding upon and inure to the benefit of the Parties hereto, and their respective successors. Any sub grant entered into under this Agreement shall contain terms and conditions substantially similar to this Agreement, including Federal provisions contained in Exhibit A and the sub grant shall:

- a. If the contract is not to a unit of Washington State government, the contract shall require the Subrecipient to indemnify, defend, save and hold harmless the state of Washington and its officers, employees, and agents ("indemnatee") from and against any and all claims, actions, liabilities, damages, losses or expenses arising from a tort, caused or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Subrecipient's contractor or any of the officers, agents, employees or subcontractors of the contractor ("claims"). It is the specific intentions of the parties that the Indemnatee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnatee, be indemnified by the contractor from and against any and all Claims.

SECTION 35: SUBCONTRACTS & SUB-AWARDS

Subrecipient shall not, without MLE's prior written consent, enter into any subcontracts or follow-on sub-recipient sub-awards (work carried out by parties other than the Subrecipient) for any of the work required of Subrecipient under this Agreement. Subrecipient's consent to any contract, subcontract, sub-award will not relieve Subrecipient of any of its duties or obligations under this Agreement.

SECTION 36: TIME IS OF THE ESSENCE

Time is of the essence in Subrecipient's performance of its obligations under this Agreement.

SECTION 37: MERGER AND WAIVER

This Agreement and all Exhibits and Attachments, if any, constitute the entire agreement between the Parties on the subject matter hereof. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this Agreement. No waiver or consent under this Agreement binds either Party unless in writing and signed by both Parties. Such waiver or consent, if made, is effective only in the specific instance and for the specific purpose given.

Failure by MLE to insist upon the strict performance of any provision of this agreement shall not affect MLE's right to require strict performance of the same provision in the future or any other provision. Failure by MLE to exercise any right based upon a breach, or acceptance by MLE of performance during such breach, shall not constitute a waiver of any of its rights or remedies with respect to such breach.

EACH PARTY, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS AGREEMENT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

SECTION 38: RECORDS MAINTENANCE AND ACCESS

Subrecipient shall maintain all financial records relating to this Agreement in accordance with generally accepted accounting principles. In addition, Subrecipient shall maintain any other records, books, documents, papers, plans, records of shipments and payments and writings of Subrecipient, whether in paper, electronic or other form, that are pertinent to this Agreement in such a manner as to clearly document Subrecipient's performance. All financial records, other records, books, documents, papers, plans, records of shipments and payments and writings of Subrecipient, whether in paper, electronic or other form, that are pertinent to this Agreement, are collectively referred to as "Records." Subrecipient acknowledges and agrees that Washington State Parks and Recreation Commission and the federal government and their duly authorized representatives will have access to all Records to perform examinations and audits and make excerpts and transcripts. Subrecipient shall retain and keep accessible all Records for a minimum of six (6) years, or such longer period as may be required by applicable law, following termination of this Agreement, or until the conclusion of any audit, controversy or litigation arising out of or related to this Agreement, whichever date is later.

SECTION 39: HEADINGS

The headings and captions to sections or subsections of this Agreement have been inserted for identification and reference purposes only and may not be used to construe the meaning or to interpret this Agreement.

SECTION 40: INCORPORATION BY REFERENCES AND ORDER OF PRECEDENCE

The table below reflects the documents that are incorporated by reference (whether attached or not) and the order of precedence should there be a conflict between the parts of document or other documents incorporated by reference. The lower the number, the higher the precedence. Where two or more documents address a point or concept but are not in conflict, they should be read as supplemental, additive, and/or cumulative.

Precedence	Document
1 (highest)	United State of America Laws or Rules AND Washington State Laws and Rules
2	Amendments to any of the documents listed below shall control over the earlier version of that same document or earlier amendment to that same document.
3	EXHIBIT A - FEDERAL COMPLIANCE TERMS
4	EXHIBIT B - INFORMATION REQUIRED BY 2 CFR §200.331(A) (1)
5	EXHIBIT C – 2 CFR 200, Appendix II - TERMS
6	ATTACHMENT A - SUBRECIPIENT'S MLE GRANT APPLICATION & BUDGET FORM
7	ATTACHMENT B - SUBRECIPIENT'S COMPLETED BUDGET FORM
8	ATTACHMENT C – ALLOWABLE COSTS & EXPENDITURES FOR STATE VESSEL REGISTRATION FEES AND FEDERAL ASSISTANCE GRANTS
9	ATTACHMENT D – VESSEL REGISTRATION FEE PROGRAM GUIDANCE FOR MARINE LAW ENFORCEMENT PROGRAMS

SECTION 41: SIGNATURES

This Agreement, which includes incorporated documents, is executed by the persons signing below who warrant under penalty of perjury under the laws of the State of Washington that they have read and understood the document and find it to be legal, valid, and a binding obligation, enforceable according to its terms, and have the authority to execute the contract.

Bainbridge Island Police Department 625 Winslow Way E Bainbridge Island, WA 98110-2411	Washington State Parks & Recreation Commission PO Box 42650 Olympia, WA 98504-2650
Sign:	Sign:
Title:	Title: Contracts, Grants, Procurement Manager
Email:	Email: ContractsAndProcurement@parks.wa.gov
Date:	Date:
Place:	Place: Tumwater, WA

EXHIBIT A: FEDERAL COMPLIANCE TERMS

I. Grant Subrecipient Compliance Requirements:

- A. Subrecipient is responsible to ensure compliance with the federal implementing regulations for (Clean Vessel Act 50 CFR Part 85 or Boating Infrastructure Grant Program 50 CFR Part 86).
- B. Subrecipient to comply with Assurances – Construction Programs (Standard Form 424D)
- C. Pursuant to 2 CFR Part 170, MLE will enter grant information into the Federal Funding Accountability and Transparency Act (FFATA).

II. Federal Terms and Conditions:

Subrecipient is responsible to comply with the following Federal Terms and Conditions, as applicable:

- A. Uniform Administrative Requirements, 2 CFR Part 200, Subparts A through D or the equivalent applicable provision adopted by the awarding federal agency in 2 CFR Subtitle B. including but not limited to the following:

- 1. Property Standards. 2 CFR 200.313, or the equivalent applicable provision adopted by the awarding federal agency in 2 CFR Subtitle B, which generally describes the required maintenance, documentation, and allowed disposition of equipment purchased with federal funds.

- 2. Contract Provisions. The contract provisions listed in 2 CFR Part 200, Appendix II, or the equivalent applicable provision adopted by the awarding federal agency in 2 CFR Subtitle B, that are hereby incorporated into this Exhibit. These are, to the extent applicable, obligations of Subrecipient, and Subrecipient shall also include these contract provisions in its contracts with non-Federal entities.

- 3. Audits. Subrecipient shall comply, and require all subcontractors to comply, with applicable audit requirements and responsibilities set forth in this Agreement and applicable state or federal law. If Subrecipient expends \$750,000 or more in federal funds (from all sources) in a fiscal year beginning on or after December 26, 2014, Subrecipient shall have a single organization-wide audit conducted in accordance with the provisions of 2 CFR Subtitle B with guidance at 2 CFR Part 200. Copies of all audits must be submitted to MLE within 30 days of completion.

- B. Cost Principles 2 CFR Part 200, Subpart E

- C. Central Service Cost Allocation Plans Appendix V to Part 200

- D. Indirect Cost Proposals Appendix VII to Part 200

E. Audit Requirements 2 CFR Part 200, Subpart F

F. Federal Non-discrimination Statutes. Subrecipient is responsible to comply with all federal statutes relating to non-discrimination, including but not limited to: Title VI of the Civil Rights Act of 1964 (PL 88-352) which prohibits discrimination on the basis of race, color or national origin; Title IX of the Education Amendments of 1972 (20 USC §§ 1681-1683; 1685-1686) which prohibits discrimination on the basis of gender; Section 504 of the Rehabilitation Act of 1973 (29 USC § 794) which prohibits discrimination on the basis of handicaps; Age Discrimination Act of 1975 (42 USC §§ 6101-6107) which prohibits discrimination on the basis of age; Drug Abuse Office and Treatment Act of 1972 (PL 92-255) which prohibits discrimination on the basis of drug abuse; the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (PL 91-616) regarding non-discrimination on basis of alcohol abuse or alcoholism; Sections 523 and 527 of the Public Health Services Act of 1912 as amended (42 USC §§ 290 dd-3 and 290 ee-3) regarding confidentiality of alcohol and drug abuse patient records; Title VIII of the Civil Rights Act of 1968 (42 USC §§ 3601 et seq.) regarding nondiscrimination in the sale, rental or financing of housing; any other nondiscrimination provisions of the specific statutes under which this agreement is being made; and the requirements of any other nondiscrimination statute(s) which apply to the federal financial assistance award received by MLE.

G. Eligible Workers. Subrecipient shall ensure that all employees complete the I-9 Form to certify that they are eligible for lawful employment under the Immigration and Nationality Act (8 USC 1324a). Subrecipient shall comply with regulations regarding certification and retention of the completed forms.

H. To the extent applicable to this award, Subrecipient is responsible to comply with

1. National Environmental Policy Act; E.O. 11514 (which requires the Subrecipient to comply with environmental standards which may be prescribed pursuant to institution of environmental quality control measures under the National Environmental Policy Act of 1969 (42 USC Chapter 55, [Pub. L. 91-190]) and Executive Order 11514.
2. E.O. 11990: Protection of Wetlands (which requires the Subrecipient to comply with environmental standards for the protection of wetlands)
3. E.O. 11988: Floodplain Management; E.O. 11988 (which requires the Subrecipient to comply with environmental standards for the evaluation of flood hazards in floodplains)
4. Coastal Zone Management Act (which requires Subrecipient to ensure that the work performed will not violate State management programs developed under the Coastal Zone Management Act of 1972) (16 USC Chapter 33, Sections 1451 et seq.).'

-
5. Wild and Scenic Rivers Act (which requires the Subrecipient to protect components or potential components of the national wild and scenic rivers system). (16 USC Chapter 28, Sections 1271 et seq.)
 6. Historic Preservation Act, E.O. 11593 (which requires Subrecipient to assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 USC 470), E.O. 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 USC Sec. 469a-1 et seq.).
 7. Endangered Species Act (which requires the Subrecipient to comply with environmental standards for the protection of endangered species) 16 USC Chapter 35, Sections 1531ff [Pub. L. 93-205]).
 8. Marine Mammal Protection Act (which Requires permits and reports for research projects that will involve the taking or importation of protected marine mammals or marine mammal products) (16 U.S.C. Chapter 31, Subchapter I, Sections 1361ff).

I. Other Requirements (USFWS specific)

1. Universal Identifier and Central Contractor Registration 2 CFR Part 25
2. Reporting Sub-awards and Executive Compensation 2 CFR Part 170
3. Award Term for Trafficking in Persons (applicable to private entity subrecipients) 2 CFR Part 175
4. Government-wide Debarment and Suspension (Non-procurement) 2 CFR Part 1400
5. Requirements for Drug-Free Workplace (Financial Assistance) 2 CFR Part 1401
6. 43 CFR 18 New Restrictions on Lobbying: Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A, Certification Regarding Lobbying.
7. 41 U.S.C. 4712 Enhancement of Recipient and Subrecipient Employee Whistleblower Protection:
 - a. This award, related sub-awards, and related contracts over the simplified acquisition threshold and all employees working on this award, related sub-awards and related contracts over the simplified acquisition threshold are subject to the whistleblower rights and remedies established at 41 USC 4712b. Subrecipient, Subrecipient's contractor, or Subrecipient's sub-recipient(s) (however many levels), and their contractors award contracts over the simplified acquisition threshold related to this award, shall inform their employees in writing, in the predominant language of the workforce, of the employee whistleblower rights and protections under 41 U.S.C. 4712.
 - c. The Subrecipient shall insert this clause, including this paragraph (c), in all sub awards and in contracts over the simplified acquisition threshold related to this award.

8. Prohibition on Members of Congress Making Contracts with Federal Government: No member of or delegate to Congress or Resident Commissioner shall be admitted to any share or part of this award, or to any benefit that may arise therefrom; this provision shall not be construed to extend to an award made to a corporation for the public's general benefit 41 USC § 6306.

9. Federal Leadership on Reducing Text Messaging while Driving: Subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving, including conducting initiatives of the type described in Section 3(a) of the Order Executive Order 13513.

EXHIBIT B: INFORMATION REQUIRED BY 2 CFR §200.331(A) (1)

Federal Award Identification:

- (i) Subrecipient name (which must match registered name in DUNS): **Bainbridge Island Police Department**
- (ii) Subrecipient's DUNS number: #784564361
- (iii) Federal Award Identification Number (FAIN): 3321FAS21053
- (iv) Federal Award Date: 10/1/2021
- (v) Sub-award Period of Performance Start and End Date: From 10/1/2021 to 9/30/2022
- (vi) Total Amount of Federal Funds Obligated by this Agreement: **\$10,930.80**
- (vii) Total Amount of Federal Award committed to the Subrecipient by the pass-through entity: **\$10,930.80**
- (viii) Federal award project description: Marine Law Enforcement Federal Financial Assistance Grant
- (ix) Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the Pass-through entity:
 - (a) Name of Federal awarding agency: United States Coast Guard
 - (b) Name of pass-through entity: Washington State Parks and Recreation Commission
 - (c) Contact information for awarding official of the pass-through entity:
boatingprogram@parks.wa.gov
- (x) CFDA Number and Name: Federal Boat Safety Act 92-75
- (xi) Is Award R&D? No
- (xii) Indirect cost rate for the Federal award: NA %

**For the purposes of this Attachment, the term "pass-through entity" refers to Washington MLE Grant Program.*

EXHIBIT C: 2 CFR 200, APPENDIX II - TERMS

Provisions for Non-Federal Entity Contracts Under Federal Awards (current as of 20200717)

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See § 200.322 Procurement of recovered materials.
[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75888, Dec. 19, 2014]

Intergovernmental Agreement

ATTACHMENT "A": SUBRECIPIENT'S FFA GRANT APPLICATION

ATTACHMENT "B": SUBRECIPIENT'S COMPLETED BUDGET FORM

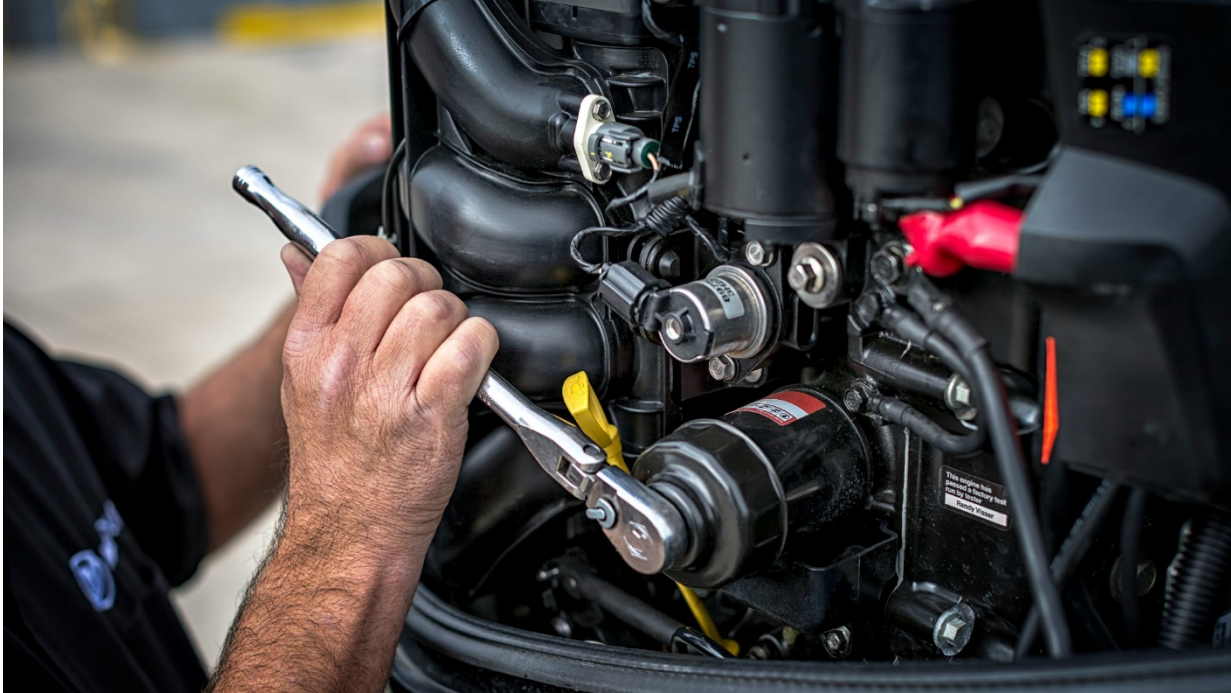
(Not Required)

**ATTACHMENT C – ALLOWABLE COSTS & EXPENDITURES FOR STATE VESSEL
REGISTRATION FEES & FEDERAL ASSISTANCE GRANTS**



Allowable Costs & Expenditures For State Vessel Registration Fees & Federal Assistance Grants

Updated June 2021



Intergovernmental Agreement

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VESSEL REGISTRATION FEES & GRANT FUNDING

Any item not listed below must be reviewed and found acceptable by the Washington State Parks Boating Program (Boating Program) before it is considered a valid Recreational Boating Safety (RBS) expenditure.

UNIT COST APPROVAL

Items with a unit cost of \$5,000 or more under the VRF funds and \$2500 or more under the FFA grant must have the prior written approval of Washington State Parks and Recreation Commission Marine Law Enforcement (MLE) Coordinator.

COST PRORATION

If a cost benefits both your RBS program and other work of your agency, the cost should be allocated to the RBS Program based on the proportional benefit to the program. The costs may be allocated using any reasonable documented method.

ADMINISTRATIVE COSTS

Agencies that receive Vessel Registration Fees (VRF) are not allowed to charge flat administrative costs for the administration of the VRF funds as is often done with federal grants. However, agencies may charge the salaries and benefits costs of actual hours worked by staff associated with the administration of their dedicated VRF account.

Agencies that receive federal assistance grants from the Boating Program are allowed to charge indirect (administrative) costs for those funds. If the agency has a federally negotiated indirect cost rate, they are permitted to charge that against the total salaries + benefits charged to the federal assistance grants. They must first provide a copy of their current rate agreement to Parks. If not, then they may charge a *de minimis* flat rate of 10% or elect not to charge indirect at all (2 CFR 200.414(f)).

ALLOWABLE EXPENDITURES

Grant funds may be used only for activities under WAC 352-65-040, the ten elements necessary to accomplish the Recreational Boating Safety (RBS) mission. If it is unclear if an expense meets these criteria, contact State Parks at (360) 902-8845 or cheri.peel@parks.wa.gov to discuss the item before proceeding.

Allowable expenses include but are not limited to:

- **RBS SALARIES**

- Time, salaries, benefits and wages for officers or deputies who possess a Washington State Peace Officers Certification, are fully commissioned to enforce the laws of Washington State and who have completed an RBS course acceptable to State Parks (BMLE or equal).

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- Time, salaries, benefits and wages for officers or deputies who possess a Washington State Peace Officers Certification, are fully commissioned to enforce the laws of Washington State, and who have not completed a BMLE course is acceptable ONLY when working with an RBS trained officer AND when the agency has a written 'two-officer' policy for officers on marine patrol for the purpose of officer safety.

- **RBS EDUCATION AND INSTRUCTION**

Providing instructors for the *Adventures in Boating* course that qualifies graduates for the required mandatory boater education card. Costs may include classroom supplies, light refreshments, other goods and services necessary to promote and teach classes, and officer salaries, benefits and wages. Officer salaries will only be reimbursed for those officers who have successfully completed a State Parks *Adventures in Boating* Instructor Training class and are listed on our files.

Life jackets (USCG approved only) for the state *Adventures in Boating* course and other RBS presentations, such as: throw rings or cushions for loaners and the cost to print only the agency's name or RBS safety messages.

- **RBS TRAINING**

Grant or VRF funds can be used to pay for full-time and reserve officers who are fully commissioned to enforce the laws of the State of Washington to attend training provided by the Boating Program or courses approved by the Boating Program.

Note: Approval from State Parks is mandatory if an officer or deputy is applying for a non-Washington RBS course. Examples of approved courses include:

- MLE Instructor Meeting
- Basic Marine Law Enforcement/Boat Crew Member or equivalent (BMLE)
- Boat Operator Search and Rescue (BOSAR)
- Boating Under the Influence – Basic (BUI-Basic)
- Boating Under the Influence-Advanced (BUI-Adv)
- Personal Watercraft for Law Enforcement (PWCLE)
- Enhanced Vessel Operator Course (EVOC)
- Fall Marine Law Enforcement Conference
- Boating Accident Investigation-Level 1
- Officer Water Survival
- Boater Education Instructor Training (BEIT)
- Designated Education Officer Training (DEOT)

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- Adventures in Boating Instructor Training
- RBS Related Local In-Service Training
- Other USCG training courses with prior approval
- Other NASBLA training courses with prior approval

Per Diem travel expenses at **state per diem rate** in effect for the destination RBS training, conferences, and meetings. Cost is prorated for percentage of travel /per diem for RBS purposes /missions only.

RBS EQUIPMENT

Allowable expenses may include the purchase, maintenance and operation of patrol boats and patrol boat equipment to perform the RBS mission as defined in WAC 352-65-040 only. **Any purchase exceeding \$5,000 under the VRF funds must receive prior approval from the Boating Program. Any purchases exceeding \$2,500 under the FFA grant must receive prior approval from the Boating Program.** All decisions by the Boating Program for equipment purchases are final.

PATROL VESSELS

- Motors and hardware
- Props
- Trailers and maintenance of trailers (repair, tires, winch, cables, power take-off)
- Patrol vessel and engine drive system repairs
- Repair and replacement of equipment on boat (includes de-watering pumps which can also be used as fire-fighting equipment)
- Tow vehicles (dedicated for 100% RBS use, or prorated for the percentage of time used for RBS activities)
- Hitch assemblies and installation cost for tow vehicles that are dedicated for 100% RBS use, or prorated for the percentage of time used for RBS activities
- Anti-freeze fluid
- Batteries and fluid; maintenance and replacement
- Costs related to the maintenance and repair of the vessel
- Costs related to marking and identifying patrol vessels as government owned, which includes painting, decals and cost of removal and application
- Vessel electrical system repairs and replacement
 - Electronic devices: parts and labor for maintenance, repairs to maintain, or replacement when devices fail, or are no longer serviceable, or when upgrades are required to meet customary and current standards for law enforcement work

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- Devices dedicated to the program such as agency & VHF radios
- Radar units
- Sirens
- Blue lighting equipment
- Hailers
- Global positioning system (GPS) units
- Personal breath testers (PBT)
- Cell phones used 100% RBS only, or prorated for a percentage of time used on boat
- Battery chargers and computers dedicated to program use
- Includes brackets and fittings for installation and use
- Fluids for hydraulic system
- Fuel, fuel additives and filters; associated disposal fees
- Gear oil for lower units
- Glass replacement and costs to install, associated disposal fees
- Grease and lubricants
- Oil and oil filters; associated disposal fees
- Parts and labor for regular scheduled maintenance and scheduled replacement
- Parts for replacement on the vessel when failure occurs or when damaged and labor, which includes engine, lower unit and cooling system repairs and replacement
- Vessel canvas tops and side covers; includes repairs and replacement of canvas/vinyl/plastic material and framing structures
- Vessel hull and structural repairs/replacement of railings, pilot house, decks, cleats, ladders, swim platforms, Sampson posts, fittings, towing equipment, davits, anchors, chain, and associated hardware and fittings

ASSOCIATED EQUIPMENT FOR PATROL VESSELS

- Cost of emergency response and rescue equipment repair, replacement and maintenance, including: stretchers, first aid/first responder kits and materials, fire suppression equipment and supplies.
- Cost of fees related to cell phone charges, annual registration charges, renewal fees, and insurance are prorated for percentage of time used performing RBS missions.
- Cost of haul-outs and associated costs with cleaning and maintenance of hull, fixtures and drive systems, and associated disposal fees.
- Costs related to moorage, including cost of water/electricity associated with maintenance and moorage.

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- Cost of required safety equipment on the vessel when replacement, repair, or regular maintenance is needed to meet state/federal regulations and maintain USCG standards. For example:
 - Life jackets, replacement parts (clips, hooks, CO2 cartridges and re-arm kits) and stenciling/screening of agency name or law enforcement
 - Exposures suits
 - Fire extinguishers/extinguishing systems
 - Visual distress signals
 - Navigation lights
 - Sounding devices
 - Ventilation systems
 - Backfire flame arrestor
- Cost of replacement, repair, or regular maintenance of equipment used during operation and moorage. For example:
 - Fenders
 - Lines for towing and mooring
 - Chafing gear
 - Boat hooks
 - Towing equipment
 - Bilge pumps
 - Batteries
 - Navigation charts
 - Piloting equipment
 - Helm fixtures and seats
 - Logbooks
 - Depth sounders & radar, does not include FLIR systems
 - Portable fuel tanks and hoses

PATROL VESSEL TRAILERS

- Costs related to maintenance and repair of patrol vessel trailer(s)
- Cost of tires and wheels, including: installation, repair, and balancing; associated disposal fees
- Electrical system maintenance, repair and replacement
- Hitch and ball repair or replacement
- Hydraulic or electric brake system maintenance, repair and replacement
- Oil, grease and lubricants, and associated disposal fees

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- Winch maintenance, repair and replacement

BOAT EQUIPMENT

- Anchors
- Line for towing and mooring
- Chain or shackles and attachment hardware
- Carabineers
- Boat hooks
- Fire extinguishers (only USCG approved)
- Fenders
- Depth finders
- Radar units, does not include FLIR systems
- Radios and computers, dedicated for 100% RBS use or prorated for the percentage of time used for RBS activities
- Lines for tie up
- Light bars – blue lights only (no red, white or yellow lights)
- Search lights dedicated for 100% RBS use or prorated for the percentage of time used for RBS activities
- FLIR System (mounted on and wired to the vessel)
- Sirens
- Cost of installation and servicing of electronic components
- Canvas and siding for weather protection
- Haul out for cleaning/painting/servicing patrol vessels
- First-aid kits dedicated for 100% RBS use or prorated for the percentage of time used for RBS activities
- Rescue throw bags for use on boats only

NAVIGATION AIDS & BUOYS

- Navigation signs & markers (to meet RCW 79A.60.500 and WAC 352)
- Decals for buoys
- Chain
- Cable and connectors
- Weights
- Equipment to maintain buoys and signs to remain effective

EDUCATION

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- Publications to promote RBS education that are already prepared or the creation, design and printing of publications
- Education equipment related to required boating safety equipment for recreational boats
- Promotion of *Adventures in Boating* classes (including presentation materials, light refreshments and room rental for classes)

NON-ALLOWABLE COSTS AND EXPENDITURES

- Bullet proof vests are beneficial, however equipment of this nature is not essential for meeting the established criteria in WAC 352-65-040 nor is it related to the performance of an RBS program mission and is considered a local agency responsibility to purchase.
- Equipment used in recovery operations (dive equipment, etc.) while being used in an RBS search or investigation mode are 100% eligible. Once this equipment is used for recovery operations it must be prorated between RBS missions and recovery missions.
- Handheld or portable night vision, FLIR or thermal imaging devices are a 100% allowable expense while in RBS patrol, search or investigation mode. Once this equipment is used for recovery operations it must be prorated. Permanently mounted and electrically wired FLIR and thermal Imaging devices are 100% allowable expenses.
- Homeland security missions (weapons, etc.), or any other equipment determined as unrelated by the Boating Program is not an allowable expense.
- Firefighting equipment is not an allowable expense.

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EXHIBIT D – VESSEL REGISTRATION FEE PROGRAM GUIDANCE FOR MARINE LAW ENFORCEMENT PROGRAMS



Vessel Registration Fee Program Guidance for Marine Law Enforcement Programs

Updated January 2021



Introduction

The purpose of the Vessel Registration Fee (VRF) program is to focus local jurisdiction marine programs on injury prevention activities around recreational boating safety. These activities include enforcing [RCW 79A.60: Regulation of Recreational Vessels](#) and providing emergency response to boating accidents. Each marine patrol unit should strive to serve and protect the lives and property of Washington's recreational boaters. All VRF Funds are awarded based on the potential success and ability of the local agency to provide such service to the boating community. Recreational Boating Safety (RBS) programs are evaluated using the criteria published in this document, as well as its ability to meet the requirements and assurances of [WAC 352-65: Boating Safety Program Approval](#).

This guidance document is intended to help local marine law enforcement programs understand the minimum qualifications and requirements to receive vessel registration fees. The document has been laid out to explain this as simply as possible. The beginning section provides a brief list of the qualifications and requirements, and the remainder of the document explains each component in more depth.

The Washington State Parks Boating Program (State Parks) has established different operational goals for agencies dependent on the population within their jurisdiction (based on 2019 census data).

- **Small Agencies** – Under 30,000 population
- **Medium Agencies** – Population between 30,000 and 100,00
- **Large Agencies** – Populations exceed 100,000.

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Overview of Agency Eligibility Requirements and Qualifications

Only counties or local public agencies having jurisdiction over waters used for recreational boating and possessing the authority to enforce the Revised Code of Washington and the Washington Administrative Code are eligible to apply to receive vessel registration fees. Participating agencies must:

Administrative & Financial Requirements

1. Sign an annual agreement with State Parks.
2. Designate a “Marine Lead”: A single point of contact that oversees the day-to-day program operations, commits to attend the annual marine law enforcement conference, and responds to surveys sent by State Parks.
3. Designate a “Marine Supervisor”: A single point of contact that has administrative authority over the marine program for the agency.
4. Report recreational boating safety activities and certain financial data to State Parks.
5. Place all vessel registration fees into a dedicated account, agree to spend them only on eligible expenses and agree to accountability requirements.
6. Provide digital links to all local ordinances regulating recreational boating.

Operational Requirements

7. Employ Officers / Deputies commissioned to enforce Washington state law.
8. Send all marine Officers / Deputies through the Washington State Parks Basic Marine Law Enforcement Academy.
9. Maintain annual training qualification currency for each participating Officer / Deputy.
10. Provide the appropriate vessels and equipment to carry out the operational requirements.
11. Report all boating accidents that occur within the jurisdiction (that meet minimum criteria) pursuant to RCW 79A.60.200, RCW 79A.60.220 and WAC 352-70.
12. Respond and provide assistance to boaters for on-water emergencies, complaints, and accidents.
13. Commit to a minimum number of hours patrolling the waters used by recreational boaters during peak boating season.
14. Actively enforce Washington’s boating safety laws and regulations.
15. Conduct vessel safety inspections for recreational boaters.
16. Provide a boating safety education and outreach program and designate at least one Officer / Deputy to receive the Adventures in Boating Instructor training and to manage the program.
17. Place and maintain aids to navigation as legislated by local ordinances.

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Summary of Required Documents and Due Dates

Document Name	Form Number	Date Due
Request for Boating Program Approval	A-299 / Web form	15 Oct each year
Federal Financial Assistance Grant Application (If applying)	A-300/Web form	15 Oct each year
B.O.A.T Currency Report	Web form	15 Oct each year
Summary of Activity Report (SOAR)	Web form	Quarterly *
Boating Accident Report (BAR)	A-440	10 days following accident
Boating Accident Investigation Report (BAIR)	A-425 (Rev 08/2009)	10 days following accident / fatality meeting report criteria
Washington State Vessel Inspection	P&R A-274	Quarterly*
VRF Expenditure Report	Web form	1 Nov each year
Financial System Report	Agency generated	1 Nov each year
VRF Fund Balance Report	Agency generated	1 Nov each year
Boating Safety Surveys	N/A	Varies

** Document is due quarterly and must be submitted by the 15th of the month following the last month of the quarter (1st Qtr-04/15, 2nd Qtr-07/15, 3rd Qtr-10/15, 4th Qtr. 01/16).*

Administrative & Financial Requirements

Annual Agreement – The A-299 Application Form

Each agency is required sign an agreement with State Parks by submitting a complete A-299 application form. The A-299 contains several informational fields that must be filled out completely to be considered and aids in the continued approval of the agency's program. These forms are due each year by October 15. Agencies must provide information on their current staff, training, an inventory of vessels, and the anticipated patrol schedule. The form also defines the specific requirements your agency is committing to in exchange for vessel registration fees. This form, and instructions on how to fill it out, is located at <http://mle.parks.wa.gov/>.

Designated Marine Lead / Conference Attendance / Surveys

Each agency has a unique and different operational environment that offer a variety of solutions to ensure Marine Law Enforcement (MLE) unit operations, enforcement, fiscal and administrative functions are conducted according to best practices. Some agencies may have a Lieutenant serving the MLE Unit Supervisor and crew member conducting vessel operations and patrols. Other agencies may have a Sergeant as a supervisor and different crew member conducting vessel operations.

Recognizing this, State Parks requires each agency to designate a "Marine Lead", which is the person responsible for the day-to-day operations of its marine program and acts as the point-of-contact with State Parks on all issues and matters related to that agency's MLE unit. While the Sheriff or Chief of Police is ultimately responsible for ensuring their agency is meeting all the program requirements, the Marine Lead is the person implementing their guidance and communicating that to other Marine Unit members, State Parks, and the public.

The Marine Lead is responsible to:

- Ensure all required reports are completed and submitted to State Parks within due date guidelines.
- Submit personnel names to attend training courses and conferences.
- Attend the annual fall conference.
- Ensure that B.O.A.T. Currency training is conducted and reported to State Parks.
- Utilize Marine SECTOR within their agency.
- Communicate with State Parks on all matters and issues which may arise around recreational boating safety and marine law enforcement.
- Respond to surveys from State Parks.

State Parks also requires the agency to designate a "Marine Supervisor", which is the person with administrative supervision of the agency's MLE program.

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Reporting Recreational Boating Activities and Financial Data

SOAR – Summary of Activity Reports

A Summary of Activities Report (SOAR) form must be submitted at least quarterly to State Parks. However, agencies are invited to report activities daily, weekly, or monthly. This form, and instructions on how to fill it out, is located at <http://mle.parks.wa.gov/>.

Vessel Registration Fee Expenditure Report

This annual report form must be submitted by October 15 each year to State Parks. The form fulfills the requirements of **WAC 352-65-040(9)** which requires each participating agency to submit an annual account of program expenditures showing the amount of vessel registration fees received, spent, and remaining in their dedicated account. They must also show the amount of “local spending” on recreational boating safety activities. “Local spending” is the amount agencies spend on the RBS mission and cannot come from other grant sources. Local spending is required because [RCW 88.02.650](#) specifies that “[VRF] Funds may not supplant local funds used for boating safety programs”. This form, and instructions on how to fill it out, is located at <http://mle.parks.wa.gov/>.

Supporting Financial Documents

Every Vessel Registration Fee (VRF) Expenditure Report must be accompanied with the following reports:

- **Financial System Report**: A report from the agency financial system (not Excel) showing a dedicated account for the deposit of state VRF funds received from the Office of State Treasurer (Enclosure 4).
- **VRF Fund Balance Report**: A report showing the fund balance of the dedicated account (Enclosure 5). The VRF fund balance on this system-generated report should match the bottom line on the VRF report (“Total Remaining Balance of State VRF funds for Fiscal Year”).

Dedicated Account / Limitations on the Use of Funds / Accountability

Participating agencies must deposit VRF funds allocated by the state treasurer, under RCW 88.02.650, into an account dedicated solely for boating safety purposes, which include all activities or expenditures identified in this section. See the document “Allowable Costs & Expenditures for State Vessel Registration Fees & Federal Assistance Grants” for a thorough explanation of eligible expenses located at <http://mle.parks.wa.gov/>.

Vessel Registration Fees are intended to increase the education and enforcement efforts of local agencies and stimulate greater local participation in boating safety. They cannot be used to fund any activities except those that are part of the recreational boating safety mission.

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Agencies may charge actual, direct administrative costs to the VRF account - such as staff hours it takes to fill out forms, or to maintain the dedicated account - but may not charge administrative fees based on an estimated percentage.

Participating agencies must maintain accurate annual records of activities and expenditures of their boating safety programs. Those records must be provided to State Parks consistent with their agreement, or upon request. The agency must also permit State Parks to audit the use of funds in accordance with generally accepted audit practices and standards.

Links to local ordinances

When the local jurisdiction adopts ordinances governing recreational boating, the ordinances must be at least as restrictive, but may be more restrictive than Washington state boating laws and regulations. Participating agencies must submit a web link to all such ordinances to State Parks using the designated field in the A-299 Form.

Operational Requirements

Officer / Deputy Qualifications / Training / Training Currency

Participating agencies must provide Officers / Deputies with law enforcement certificates from the Criminal Justice Training Commission which authorizes them to enforce all boating laws and regulations. All Officers / Deputies must maintain a current Washington State Peace Officers Certification.

Participating agencies are responsible for acquiring the required training for all RBS Officers / Deputies. Washington State Parks provides two or more Basic Marine Law Enforcement Academies each year to help agencies fulfill this requirement. These courses are provided at no charge. They are taught in the spring - usually one in Western Washington and one in Eastern Washington. Officers / Deputies may attend other basic boating safety training, if approved by State Parks. Those approved courses are the Federal Law Enforcement Training Center's (FLETC), Marine Law Enforcement Training Program (MLETP), or National Association of Boating Law Administrator's (NASBLA) Boat Crewman course (BCM).

Such training must be acquired within one year of initiating a new boating safety program and within one year for each newly assigned boating safety Officer / Deputy.

Washington State Parks' Marine Law Enforcement Training Academy is accredited through the NASBLA's Boat Operation and Training (BOAT) Program. As a term of accreditation, State Parks must ensure that all active marine Officers / Deputies maintain proficiency in basic RBS skills. This is important because these skills are perishable but critical to operate in a marine environment. All agencies must submit a BOAT Currency Requirements Report Form for all active personnel listed in the A-299. These reports are

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submitted at least annually with the A-299 but may be updated throughout the year. This form, and instructions on how to fill it out, is located at <http://mle.parks.wa.gov/>.

Agencies which have not completed all currency training tasks required may submit a statement of explanation and attach it to the A-299 form. State Parks recognizes that many different circumstances could prevent training from being completed (wildfires, maintenance issues, staffing shortfalls, etc.). Each circumstance will be evaluated on its own merits.

Agencies are required to list any additional training courses their personnel have completed on the A-299 web form. This helps State Parks in maintaining an up-to-date database of marine law enforcement capabilities across the state and helps identify training subjects and courses that are needed, but not offered within the state.

Vessels and Equipment

Agencies must supply the necessary boating safety patrol equipment, including vessels capable of serving the minimum requirements outlined in this guidance. Patrol vessels must be properly marked and properly equipped as provided in chapter 88.02 RCW and chapter 352-60 WAC. Agencies are also required to provide State Parks with an inventory of all vessels along with details for how they are equipped each year by filling out the A-299 form. Information required on that form includes:

- **Vessels:** State Parks requires the following data on each vessel:
 - Vessel name
 - Manufacturer
 - Radio equipped (Y/N): Radio equipped means the vessel has an agency **radio installed or “hardwired”**. Non-radio equipped boats are vessels that do not have radios installed. Portable radios may be carried on these boats, but they would be considered non-radio equipped. Examples include personal watercraft, drift boats, Jon boats, kayaks, and inflatable rafts (motorized or non-motorized).
 - SECTOR equipped (Y/N): SECTOR equipped boats are the patrol vessels in your agency that are SECTOR equipped with a computer or tablet plus printer and scanner (**installed or “hardwired” to include portable cased units**). Non-SECTOR equipped boats are vessels that do not have a computer, tablet, printer installed or if these are not carried aboard as a cased kit.
 - Model
 - Length
 - Propulsion type
 - Horsepower
 - Year
 - Funds used to purchase the vessel (local, state, or federal)
 - Percent of time employed for the RBS mission.

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NOTE: Vessels purchased with state or federal dollars must be sold at the end of their useful life, consistent with the local agency's policies and procedures. Once a vessel is sold it should be removed from the Patrol Vessel list as quickly as possible. **If the agency is selling a vessel that was purchased with federal grant dollars provided by State Parks, you must notify State Parks 60 days in advance of the sale date.**

- **Vehicles** (trucks, cars, SUVs, ATVs): The number of other patrol vehicles assigned to the marine services unit **and the percentage they are used for RBS activities.**
 - Vehicle type
 - Manufacturer
 - SECTOR/Radio equipped
 - Model
 - Year
 - Funds used for purchase.
 - Percent of time employed for the RBS mission.
- **Aircraft:** The number of aircraft in your agency **and the percentage they are used for RBS activities.**
 - Aircraft type
 - Manufacturer
 - SECTOR/Radio equipped
 - Model
 - Year
 - Funds used for purchase.
 - Percent of time employed for the RBS mission.
- **Equipment valued at \$5000.00** (i.e., engines, electronics, etc.): Agencies are required to update their inventory of durable items defined as having a cost or value of \$5000.00 or more. Only items listed under "allowable expenses" are permitted (see "Allowable Expense Guidance" document for full details).
 - Type of equipment
 - Manufacturer
 - Model
 - Year
 - Funds used for purchase (local, state, federal)

Boating Accident Reporting

Participating agencies are required to submit accident reports to State Parks in compliance with RCW 79A.60.200, RCW 79A.60.220 and WAC 352-70.

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For any boating accident resulting in a death or injury requiring hospitalization, each participating agency must:

- Notify State Parks **within 48 hours** of becoming aware it.
- Fill out and submit a complete Boating Accident Investigation Report (BAIR – form number A-425) within ten days of the occurrence.
- Include the results of any other investigation conducted by the agency.
- Submit any coroner's reports concerning the death of any person resulting from the boating accident, within one week of completion.

Participating agencies must also submit a Boating Accident Report (BAR – form number A-440) within **10 days** of the occurrence to State Parks for any boating accident:

- Resulting in a death, OR
- An injury requiring hospitalization, OR
- Damage to any vessel or property of two thousand dollars or more, OR
- A vessel is a complete loss, OR
- A person disappears from the vessel under circumstances that indicate death.

Boater Assistance

The local municipality will have the ability to respond or coordinate response to boating emergencies which occur within their jurisdiction. Furthermore, agencies must document each occurrence and report it to State Parks through the Summary of Activity Report (SOAR) at least quarterly using the following definitions:

- **Search and Rescue/Recovery** – Search and rescue (SAR) is defined as a water-borne response (including aircraft) involving a person or vessel **in peril**. Agencies should only report SAR cases on the Summary of Activity Report (SOAR) that were assigned a case number by their agency or a USCG MISLE Case ID Number and an Urgent Marine Information Broadcast (UMIB) initiated by the USCG. Agencies should not report assists (defined below) as SAR cases.
- **Assist** – An "Assist" is defined as aid where there is no immediate danger to the vessel or its occupants. This includes vessels involved in boating accidents, disabled, aground, out of fuel, or otherwise unable to reach a safe mooring under their own power. Assistance may include providing a tow, jump start, re-floating, re-righting, fuel, repair, repair parts, assisting persons in the water, etc. This does NOT include the salvage of a vessel once abandoned or commercial vessels. Report the number of vessels assisted and the number of persons assisted on the SOAR report.

Boat Patrol (Boat Log Hours)

Boat patrol (Boat Log Hours) are those hours that the patrol vessel was actually on the water patrolling. Participating agencies must submit a patrol schedule (with the A-299) that demonstrates they are patrolling waters within their jurisdiction during peak recreational hours. They must also patrol a

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minimum number of hours per year. See the note below.

Minimum Patrol Hour Goals Based on Agency Size

- Small agencies - 133 hours
- Medium agencies - 255 hours
- Large agencies - 436 hours

NOTE: State Parks recognizes that Washington State experiences a diverse boating season. Various areas of the state have increased boating activities due to recreation fishing, hunting and pleasure crafting. Because of its diverse landscapes and seasons, State Parks acknowledges that the traditional peak boating season remains during the time between Memorial Day and Labor Day but is not exclusive to that time frame. State Parks has collected data for patrol hours performed by all participating over a period of years and has established the average boat log hours for agencies based on jurisdiction population size according to the U.S. Census. Patrol hours can be a combination of Boat Log and Ramp-side hours.



Patrol hours is considered a critical metric. It is used by State Parks to determine if an agency is complying with the minimum requirements. Failing to achieve the minimum number of hours of patrol (based on size) could be a factor in determining ineligibility for vessel registration fees.

Example patrol schedule

Boat Patrol Schedule							
	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Patrol Hours							
# of Officers / Deputies							
# of Vessels							
Patrol Season Beginning Date				Patrol Season Ending Date			

Enforcement

Participating agencies must enforce safety equipment, vessel operation, noise level, navigation, harbor improvements (as authorized and placed through local ordinances), and registration laws as specified in Title 88 RCW, and as specified in local codes or ordinances. Agencies must also document and report the numbers of warnings and citations they issue for each type of boating violation in the Summary of Activity Report – **except those issued through SECTOR.**

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State Parks recommends zero tolerance policy in the enforcement of mandatory boater education card carriage, life jacket wear/carriage, boating under the influence and rules of the road violations. Officers / Deputies should strongly consider issuing citations for violations of these laws in all circumstances.

The SECTOR system should be used to issue boating citations and warnings. State Parks will no longer accept mailed-in paper inspection forms, although State Parks will continue to provide paper inspection forms to agencies for internal use.

Boating Safety Inspections

Participating agencies must complete written boating safety inspections during enforcement and informational contacts when considered safe and appropriate to document boater compliance with state boating laws. State Parks will provide boating safety inspection forms. Copies of the completed inspections must be submitted to State Parks for statistical purposes. Inspections conducted in SECTOR do not have to be reported to State Parks.

NOTE: We will not accept paper inspection forms after January 1, 2019. All inspections must be submitted using SECTOR.

State Parks has calculated suggested minimum goals for the number of boating safety inspections an agency performs in a boating season based on size.

Suggested Written Inspections – Minimum Goals

- Small, 92
- Medium, 283
- Large, 372

Boating Safety Education / Designated Education Officer / Deputy

Participating agencies must have a boating safety education and information program. At a minimum, they must designate an Officer / Deputy, trained by State Parks, to coordinate the activities of boating safety education instructors, act as liaison to boating education organizations and to coordinate:

- Boating safety presentations, which may include presentations to primary and secondary school children, boating organizations, or youth groups.
- Boating safety instruction meaning a public course of instruction using the Adventures in Boating materials from State Parks, or other state or nationally recognized curriculum approved by State Parks.
- Distribution of boating safety information, including materials provided by State Parks, to boating and outdoor recreation organizations, the boating public, public agencies, and local media.

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NOTES

- Any Officers / Deputies designated as Certified Boating Education Instructors must be listed as Instructors qualified for the Adventures in Boating course by the State Parks Education and Outreach coordinator.
- State Parks considers education and outreach activities a key component of preventing boating injuries and fatalities. Classroom instruction, school presentations and participation in community events, Dealer and Rental site visits, and effective use of media are crucial to preventing boating accidents and fatalities. Agencies are not required to engage in all education and outreach activities described below but should pursue a mix of tactics appropriate for their area of operation.

Education and Outreach Tactics and Suggested Goals

- **Education Classes:** Classroom instruction of the Adventures in Boating course sanctioned by Washington State Parks that qualifies passing students to obtain a Mandatory Boater Education Card.
 - Small = 15 students, 1 Class
 - Medium = 20 students, 1 Class
 - Large = 50 students, 1 Class
- **Boating Safety Presentations to Groups:** Presentations to various groups such as yacht clubs, kayak clubs, anglers, and any groups that use boats on the water.
 - Small = 10 hours
 - Medium = 15 hours
 - Large = 25 hours
- **Boating Safety Presentations to Schools:** Presentations to local public and or private schools K-12, and colleges / universities.
 - Small = 10 hours
 - Medium = 15 hours
 - Large = 25 hours
- **Vessel Rental Site Visits:** Visits to local vessel rental sites intended to ensure employees and renters are following guidance on the Motor Vessel Rental Safety Checklist. These can also be site visits to businesses that rent out kayaks, canoes, stand-up paddleboards, or other small non-motorized craft. The intent of visits in this case is to emphasize basic safety behaviors such as encouraging renters to always wear a life jacket and encouraging boating in low hazard areas.
 - Small = 2
 - Medium = 4

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- Large = 6
- **Participation in Community Events:** Events like county fairs, parades, and night outs that reach large numbers of community members. A qualified event requires face-to-face interaction with community members. Participation in regattas, races, or opening days where there is little or no face-to-face interaction between Officers / Deputies and community members does not count as a “Community Event”. Also, maintaining a screen line or security area at an on-water event does not count for reporting event hours on the SOAR.
 - Small = 40 hours
 - Medium = 150 hours
 - Large = 275 hours
- **Vessel Dealer Site Visits:** Visits to vessel dealerships and brokers to ensure they are following dealer registration laws, educate them on any safety issues with type of vessels they sell, and checks that required safety equipment is on board during test rides and sea trials. Dealers should also be encouraged to remind their customers of the mandatory boater education requirement.
 - Small = 5
 - Medium = 10
 - Large = 15
- **Professional Prevention Partners (Safe Kids, Power Squadron, USCG Auxiliary, etc.):** Engaging partners can multiply the effectiveness of a marine law enforcement program’s by increasing their area of influence and leveraging the resources of partners. Partnering activities include meetings, conference calls, event participation, and actual on-water time. Agencies should report the hours that Prevention Partners spend conducting RBS activities.
 - Small = 1
 - Medium = 3
 - Large = 5

Media Contacts: (This section only applies to Federal Financial Assistant Grant recipients). The intent is for agencies to distribute recreational boating safety content through their own social media channels, the social media channels of their partners, or the news media.

- **Owned Media:** This is the number of hours spent on this activity and the number of posts or articles distributed through communication channels that are owned and managed by the agency like the agency website, social media channels (Facebook, Twitter), newsletters, etc.
 - Small = 4
 - Medium = 8
 - Large = 16
- **Earned Media:** This is the number of hours spent on this activity and the number of articles broadcast through media channels that are not managed by the agency. Examples include

Intergovernmental Agreement

stories in the newspaper, radio, and television. Agencies should also count the number of recreational boating safety posts on the social media channels of partner organizations when the agency can show that the posts are the result of interaction with that partner.

- Small = 4
- Medium = 8
- Large = 16

Campaigns: See SOAR for reporting requirements. Goals for all agencies, regardless of size, is participation in these campaigns. The State Parks Recreational Boating Safety communications staff will distribute content to all agencies for each of the campaigns making participation quick and simple. These campaigns can have a powerful impact if all agencies participate.

- Operation Dry Water campaign is a national campaign focused on the deterrence of boating under the influence. Participation in this campaign is mandatory for all agencies that receive a federal assistance grant. It is a combination of emphasis patrols and media the weekend before the Fourth of July.
- Spring Aboard Campaign was a national campaign but is now a state campaign designed to encourage all boaters to take a recreational boating safety class. It occurs in late March.
- National Safe Boating Week is a nationally observed week focused on encouraging all boaters to wear their lifejackets and other best practices for optimal safety. In addition to media posts, agencies are encouraged to participate in “Wear IT” events. This campaign is sponsored by the National Safe Boating Council.
- Safe Paddling Week is a campaign sponsored by the Washington State Parks Recreational Boating Safety Program. The purpose of the week is to elevate awareness around basic paddling safety behaviors such as always wearing a PFD, obtaining training, etc.

Waterway Marking

Participating agencies should report the total number of Aids to Navigation (ATONs) that they are responsible for within their jurisdiction on the SOAR. Do not count ATON’s emplaced / maintained by the USCG, Corps of Engineers or other Federal agencies. The county or local jurisdiction will use only those waterway markers which conform to the uniform state waterway marking system as identified, found in chapter 352-66 WAC.

Accountability

Audits

All agencies will be audited on a periodic rotating basis. When your agency is slated for an audit, the State Parks Marine Law Enforcement Coordinator will contact your agency to schedule a time. You will

Intergovernmental Agreement

be sent a list of documents and questions that you will need to prepare before the audit. Audits are a review of the performance and accomplishments to measure and evaluate compliance with the terms of the agreement with State Parks.

Compliance

If it is determined that a participating agency is not in compliance with the minimum requirements of the agreement, the State Parks Marine Law Enforcement Coordinator will notify the agency through a Non-Compliance Warning Letter and cite the wording of the agreement. The letter will request the agency responds with a plan to remedy the deficiency per **WAC 352-64-060 (3)**: Revocation of approval ***“Those counties or local jurisdictions unable to demonstrate compliance with minimum approval requirements will have forty-five days to submit a plan satisfactory to state parks to remedy the deficiencies. If, after forty-five days, a county or local jurisdiction is unable to demonstrate its ability to meet minimum requirements, state parks may revoke the program approval after the county or local jurisdiction has had an opportunity for a hearing under chapter 34.05 RCW, the Administrative Procedure Act.”***



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 22, 2022

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: Consider Report on Primary Care Crisis - Executive,

SUMMARY: In May 2021, Swedish Health Services (Swedish) closed their primary care clinic on Bainbridge Island, leaving three other healthcare clinics in operation on the Island. It is staff's understanding that the Swedish clinic provided roughly 8,000 patients with primary care. It is further our understanding that since that time, roughly 25% of the 8,000 patients have been able to transfer to the Virginia Mason Franciscan Health Bainbridge Island Clinic and Pacifica Medicine (Poulsbo).

The City of Bainbridge Island, along with Kitsap County and much of the State of Washington, is a federally-designated healthcare shortage area. (See attached staff memorandum for more information.)

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Receive staff memo.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND: See attached staff memorandum.

ATTACHMENTS:

[Memo re Primary Care for CC 02222022](#)

[Primary Care Map.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Executive Department Memorandum

Date: February 14, 2022

To: Blair King, City Manager

From: Anne LeSage, Emergency Management Coordinator

Subject: Status of Primary Care on Bainbridge Island

This memo responds to Council direction at the December 14 Council meeting to the City Manager to provide information regarding the status of primary care on Bainbridge Island given the recent closing of a clinic located on the Island.

EXECUTIVE SUMMARY

In May 2021, Swedish Health Services (Swedish) closed their primary care clinic on Bainbridge Island, leaving three other healthcare clinics in operation on the Island. It is staff's understanding that the Swedish clinic provided roughly 8,000 patients with primary care. It is further our understanding that since that time, roughly 25% of the 8,000 patients have been able to transfer to the Virginia Mason Franciscan Health Bainbridge Island Clinic and Pacifica Medicine (Poulsbo).

The City of Bainbridge Island, along with Kitsap County and much of the State of Washington, is a federally-designated healthcare shortage area. Staff has not located a federal or State of Washington definition for what would be considered a "crisis" for availability of healthcare providers.

The City of Bainbridge Island does not have a requirement in the Revised Code of Washington to provide healthcare. The State of Washington assigns public health responsibilities to the public health districts in each county.

BACKGROUND

Based on 2020 Census data, Bainbridge Island has a population of 24,825 residents and Kitsap County has a total population of 275,611. There are currently three main healthcare providers on Bainbridge Island: Virginia Mason Franciscan Health, MemberPlus Family Health (members only), and Bainbridge Pediatrics. Virginia Mason Franciscan Health has a wait list for new patients, MemberPlus is accepting new patients but is a membership-based concierge service, and Bainbridge Pediatrics is accepting new pediatric patients.

There was a fourth provider, Swedish Health Services (Swedish), on Bainbridge Island that closed in May of 2021. Swedish came to Bainbridge Island in 2014 when they took over the Doctor's Clinic. After operating for a few years, the Swedish clinic closed last year, requiring that roughly 8,000 patients obtain services from another provider. While another health care organization, Multicare, initially expressed interest in taking over the clinic space, they did not do so. Clinic space once used by Swedish remains vacant and available to lease.

The federal government defines a primary care "shortage" to include counties with fewer than one primary care doctor for every 3,500 people. Data from October 2020 shows that Kitsap County, like many other counties in Washington and across the nation, is in a federally designated [healthcare shortage area](#). The shortage of primary care physicians is a statewide issue, the resolution to which is complex.

The State of Washington has a Department of Health which partners with 35 local health departments and local health districts. The City of Bainbridge Island is served by the Kitsap County Public Health District.

To try to increase the number of healthcare providers on the Island, the City could consider adding health care recruitment as a focus of requested services for professional service agreements the City holds with outside providers such as the Kitsap Economic Development Association, the Bainbridge Island Downtown Association, or the Chamber of Commerce. Additional efforts to locate potential healthcare organizations and provide information about our community could assist with persuading new providers to offer care here.

References

<https://fortress.wa.gov/doh/base/gis/primary.pdf>

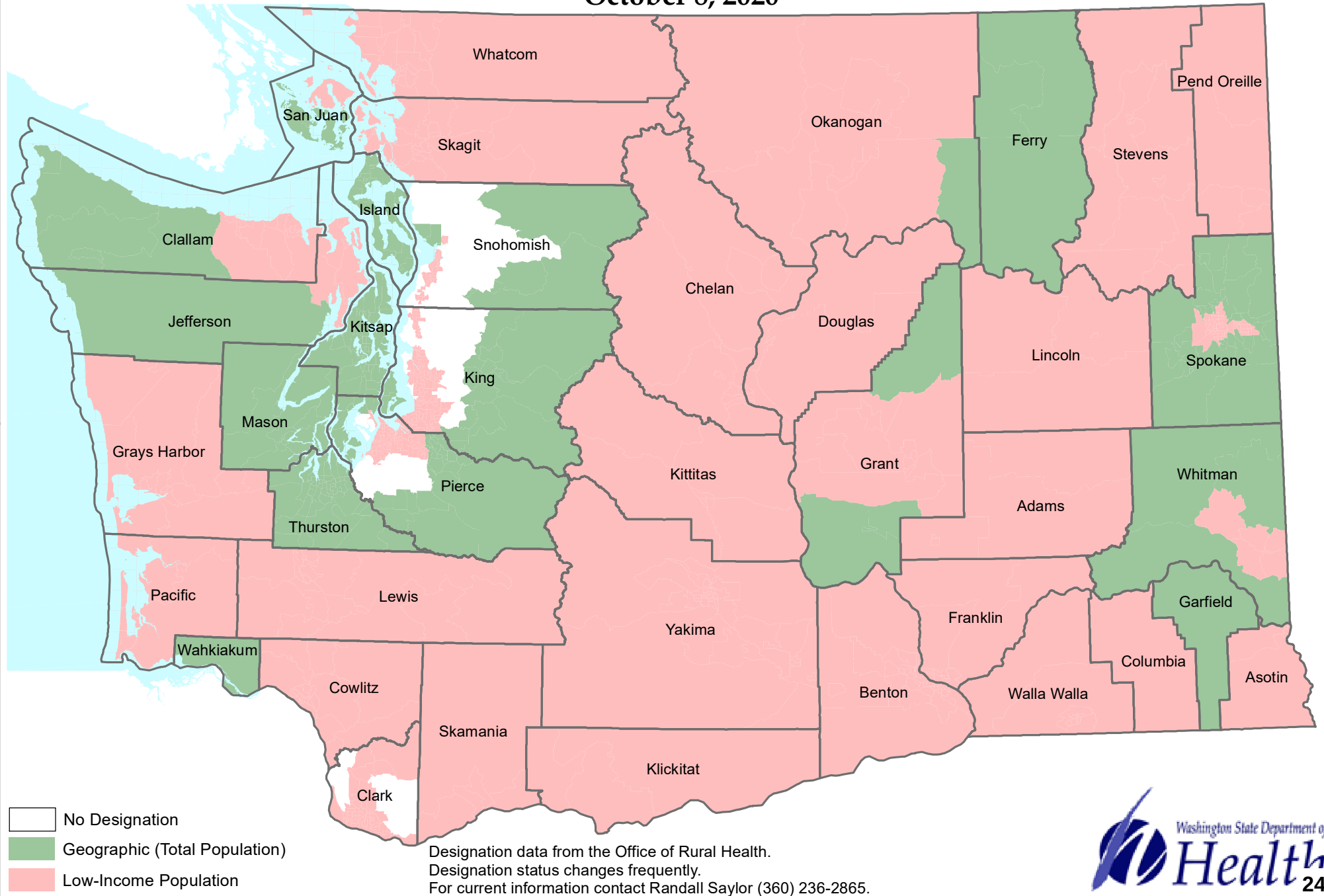
[Primary Care Provider Survey Summary Report: Kitsap County \(wa.gov\)](#)

[HPSA and MUA/P: Shortage Designation Types | Guidance Portal \(hhs.gov\)](#)

<https://www.doh.wa.gov/AboutUs/PublicHealthSystem#heading73023>

Federally Designated Health Professional Shortage Areas for Primary Care

October 8, 2020





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 22, 2022

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:55 PM) Consideration of a Food Waste Anaerobic Digestion Facility - Executive,

SUMMARY: On October 12, 2021, the City Council voted to consider a request for a food waste anaerobic digestion facility on Bainbridge Island. (See attached letter from Equilibrium dated September 28, 2021). According to the Washington Municipal Research and Services Center, food waste is a significant emitter of greenhouse gases. "If food waste were a country, it would be the third largest emitter of greenhouse gases in the world."

Anaerobic Digestion ("AD") is a natural process in which microorganisms break down organic materials typically in a system closed to air or oxygen to produce a useable product, for example, natural gas. There are many different Anaerobic Digestion processes. The most flexible accept yard waste, food scraps, and food contaminated paper (which cannot be accepted for recycling), and turn these items into natural gas, which can be used as fuel or other purposes.

Subsequent to the Council's direction to prepare a report on the October 12 request, it was pointed out that recycling is voluntary on Bainbridge Island and the City of Bainbridge Island does not control the waste stream and therefore does not control the feedstock, or input, needed for an AD. Nevertheless, the City-owned property at the transfer facility off Vincent Road might be used to facilitate the project.

Impact Bioenergy has previously suggested that it desires use of a minimum of six acres for free without lease payments. Impact Bioenergy represents that the recompact landfill site could be used for their lease. This has not been independently validated. Impact feels that it can design an AD facility that can produce both renewable natural gas or potentially electricity at this site.

The Climate Change Advisory Committee, via a memorandum dated December 15, 2021, has acknowledged the need to address organic waste and expressed general support, but also states the need to address the City's ordinances, policies, and agreements dealing with waste management in a comprehensive fashion as a priority.

It is recommended that the City Manager be directed by the City Council to consider the suitability of the Vincent Road site for an Anaerobic Digestion Facility, limited to Bainbridge Island only feedstock, via an independent evaluation, and consider the range of alternatives for the treatment and recycling of organic waste material, and return to the Council with findings. It is recommended that the City not commit to a joint venture or any financial participation.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to direct the City Manager to consider the suitability of the Vincent Road site for an Anaerobic Digestion Facility, limited to Bainbridge Island only feedstock, via an independent evaluation, and consider the range of alternatives for treatment and recycling of organic waste.

STRATEGIC PRIORITY:	
FISCAL IMPACT:	
Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND: On October 12, 2021, the City Council voted to schedule a discussion on locating a biodigester on Bainbridge Island. The Council's interest in a biodigester is related to a Letter of Intent from the firm Equilibrium and Impact Bioenergy. (Please see the minutes from October 12, 2021.)

The disposal of food and organic waste is a significant environmental issue. According to information provided by the Municipal Research and Services Center, "if food waste were a country, it would be the third largest emitter of greenhouse gases in the world." The State of California has recently required all cities and counties to reduce organic waste headed to landfills by 75%. All jurisdictions in California must provide organic waste collection services. It is reasonable to assume that the State of Washington will follow with similar mandates.

The City of Bainbridge Island has adopted Ordinance No. 2021-34, which requires effective January 1, 2023, business use products certified as "OK Compost Home," which may increase the commercial demand to dispose of food contaminated paper products in an environmentally sustainable fashion.

Anaerobic Digestion ("AD") is a natural process in which microorganisms break down organic materials typically in a system closed to air or oxygen to produce a useable product, say natural gas. There are many different Anaerobic Digestion processes. The most flexible accept yard waste, food scraps, and food contaminated paper (which cannot be accepted for recycling), and turn these items into natural gas, which can be used as fuel or other purposes. AD would be one solution to deal with Bainbridge Island's need to dispose of organic waste.

Subsequent to the Council's direction to prepare a report on the October 12 request, it was pointed out that recycling is voluntary on Bainbridge Island and the City of Bainbridge Island does not control the waste stream and therefore does not control the feedstock, or input, needed for an AD. Nevertheless, the City-owned property at the transfer facility off Vincent Road might be used to facilitate the project.

The City owns 34 acres at this site. About 10 acres is cleared, and six acres of the cleared area is a former landfill site. Of the remaining cleared area, about two of the remaining four acres is used for City storage and the remaining two acres is for the City's decant needs. The City continues to look for more storage area.

Impact Bioenergy has previously suggested that it desires use of a minimum of six acres for free without lease payments. Impact Bioenergy represents that the recompacted landfill site could be used for their lease. This has not been independently validated. Impact feels that it can design an AD facility that can produce both renewable natural gas or potentially electricity at this site.

Recently, proponents of aerobic composting have asked that the alternative of aerobic composting not be eliminated from consideration. “Aerobic composting – using oxygen to accelerate the decay of organic material into compost – is another option for processing organic waste. An aerobic composting process would yield a compost product for potential use as a soil amendment.” This aligns with current goals at the State level to get more organic waste turned into compost that can be used for landscape applications to help reduce erosion, retain soil moisture, and sequester carbon.

Although Impact Bioenergy would like a long-term agreement for feedstock from the City of Bainbridge Island, an agreement with the City of Bainbridge Island is not a requirement, but an agreement with Bainbridge Disposal is a requirement. However, the total volume of the required source material or feedstock is unknown. This produces the question of whether enough source material is available within Bainbridge Island. Does source material need to be imported from off island to meet the needs of the facility?

In response to the issues associated with an AD facility, the City’s Climate Change Advisory Committee recommended prioritizing a comprehensive evaluation of the community’s waste management processes and identifying opportunities to improve the efficiency and reduce the footprint of waste to meet the goals of the Climate Action Plan.

An Anaerobic Digestion Facility would address a need for Bainbridge Island. However, the fragmented state of Bainbridge Island’s approach to solid waste is an impediment, specifically with feedstock (source material) commitments.

The City may have land that could be suitable for an Anaerobic Digestion Facility. However, the suitability of the site has not been independently assessed.

ATTACHMENTS:

[Anaerobic Digestion Facility - King Memorandum \(final\)](#)

[Excerpt from the 10.12.21 City Council meeting](#)

[Vincent Road Map.pdf](#)

[Recommendation from CCAC \(Waste Reduction & CAP\) Memo](#)

FISCAL DETAILS: Costs to independently review the suitability of the Vincent Road site are unknown, but may be combined with the larger task of undertaking a comprehensive evaluation of the City of Bainbridge Island’s solid waste and recycling management.

Fund Name(s):

Coding:



MEMORANDUM

TO: Honorable Mayor and Council

FROM: Blair King, City Manager

SUBJECT: Request for Discussion of Food Waste Anaerobic Digestion Facility

DATE: February 22, 2022

On October 12, 2021, the City Council voted to schedule a discussion on locating a biodigester on Bainbridge Island. The Council's interest in a biodigester is related to a Letter of Intent from the firm Equilibrium and Impact Bioenergy. (Please see the minutes from October 12, 2021.)

THE ISSUE

The disposal of food and organic waste is a significant environmental issue. According to information provided by Municipal Research Services Center, "if food waste were a country, it would be the third largest emitter of greenhouse gases in the world." The State of California has recently required all cities and counties to reduce organic waste headed to landfills by 75%. All jurisdictions in California must provide organic waste collection services. It is reasonable to assume that the State of Washington will follow with similar mandates.

The City of Bainbridge Island adopted Ordinance No. 2021-34, which requires effective January 1, 2023, business use products certified as "OK Compost Home", which may increase the commercial demand to dispose of food contaminated paper products in an environmentally sustainable fashion.

Anaerobic Digestion (AD) is a natural process in which microorganisms break down organic materials typically in a system closed to air or oxygen to produce a useable product, say natural gas. There are many different Anaerobic Digestion processes. The most flexible accept yard waste, food scraps, and food contaminated paper, (which cannot be accepted for recycling) and turns these items into natural gas, which can be used as fuel or other purposes. AD would be one solution to deal with Bainbridge Island's need to dispose of organic waste.

Subsequent to the Council's direction to prepare a report on the October 12 request, it was pointed out that recycling is voluntary on Bainbridge Island and the City of Bainbridge Island does not control the waste stream and therefore does not control the feedstock, or input, needed for an AD. Nevertheless, the city owned property at the transfer facility off Vincent Road might be used to facilitate the project.

Attached is a map of the site. The City owns 34 acres at this site. About 10 acres is cleared, and 6 acres of the cleared area is a former landfill site. Of the remaining area, about 2 of the remaining 4 acres is used for city storage and the remaining 2 acres is for the City's decant needs. The city continues to look for more storage area.

DISCUSSION

Impact Bioenergy has previously suggested that it desires a minimum of six acres for free without lease payments. Impact Bioenergy represents that the recompacted landfill site could be used for their lease. This has not been independently validated. Impact Bioenergy feels that it can design an AD facility that can produce both renewable natural gas or potentially electricity at this site.

Recently, proponents of aerobic composting have asked that the alternative of aerobic composting not be eliminated from consideration. "Aerobic composting – using oxygen to accelerate the decay of organic material into compost – is another option for processing organic waste. An aerobic composting process would yield a compost product for potential use as a soil amendment." This aligns with current goals at the State level to get more organic waste turned into compost that can be used for landscape applications to help reduce erosion, retain soil moisture, and sequester carbon.

It is assumed that large scale aerobic composting is less capital intensive than anaerobic digestion, but it is also assumed it is more land intensive requiring a larger site and can produce odor. An AD facility can typically accept more materials that are not suitable to a composting facility. It is recommended that both anaerobic digestion and aerobic composting be considered as viable means to address the community's need to improve the disposal and recycling of organic waste products.

Although Impact Bioenergy would like a long-term agreement for feedstock from the City of Bainbridge Island, an agreement with the City of Bainbridge Island is not a requirement, but an agreement with Bainbridge Disposal is a requirement. However, the total volume of the required source material or feedstock is unknown. This produces the question of whether enough source material is available within Bainbridge Island. Does source material need to be imported off island to meet the needs of the facility?

In response to the issues associated with an AD facility, the city's Climate Change Advisory Committee recommended prioritizing a comprehensive evaluation on the community's waste management processes and identify opportunities to improve the efficiency and reduce the footprint of waste to meet the goals of the Climate Action Plan. (See attached.)

CONCLUSION AND RECOMMENDATION

An Anaerobic Digestion Facility would address a need for Bainbridge Island. However, the fragmented state of Bainbridge Island's approach to solid waste is an impediment, specifically with feedstock (source material) commitments.

The city may have land that could be suitable for an Anaerobic Digestion Facility. However, the suitability of the site has not been independently assessed.

It is recommended that the city manager be directed to consider the suitability of the Vincent Road site for an Anaerobic Digestion Facility, limited to Bainbridge Island only feedstock, via an independent evaluation, and consider the range of alternatives for the treatment and recycling of organic waste material.

Meanwhile, the city manager be directed to undertake a comprehensive evaluation of the City of Bainbridge Island's solid waste and recycling management.

City Council meeting excerpt
October 12, 2021 minutes

[12.B Request from Councilmember Deets to Schedule a Discussion on Locating a Biodigester on Bainbridge Island to a Future Council Agenda - Councilmember Deets Cover Page Agenda Request from Councilmember Deets.pdf](#)

Councilmember Deets introduced the agenda item.

MOTION: I move to schedule a discussion of a biodigester on a future Council agenda.

Pollock/Schneider: The motion carried 6 – 0.

AYES: Rasham Nassar, Joe Deets, Leslie Schneider, Kirsten Hytopoulos, Michael Pollock, Brenda Fantroy-Johnson

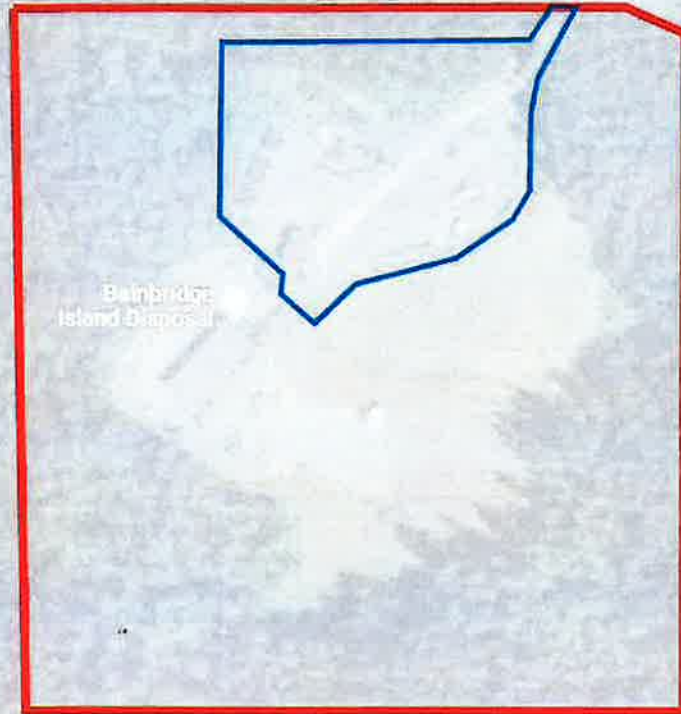
NOES: None

ABSENT: Christy Carr

ABSTAIN: None

Blue area excluded - not city owned

Red area - city owned



To: City Council

From: Climate Change Advisory Committee

Re: Recommendation from the CCAC regarding waste reduction and the goals of the Climate Action Plan

December 15, 2021

Waste reduction and improved waste management are important components of our Comprehensive Plan and for meeting our climate mitigation and adaptation goals. The Comprehensive Plan identifies several areas related to waste reduction and waste management including:

- Encourage existing and new businesses to become part of a linked cooperative whereby the by-products and waste of one enterprise become the raw materials of another (E.C.3.5),
- Create opportunities to foster green technology and industries, such as energy, waste, and information technology, which have the potential to create local, family wage jobs in our community (E.C.3.6)

Our Greenhouse Gas inventory and Climate Action Plan (CAP) indicates that waste contributes about 5 percent of our community greenhouse gas (GHG) emissions. In addition to reducing emissions, there are other significant benefits to comprehensively addressing waste reduction in our community, including addressing the life cycle impacts of the materials and packaging we consume, reducing the impacts on air quality and infrastructure of hauling increasing amounts of waste off island, and addressing the substantial problem of food waste.

COBI has already taken steps to address waste reduction, including creating a sustainable procurement plan for its internal purchasing, and in passing ordinances this year to reduce single-use plastics and increase the use of reusable tableware by Island businesses. These are important steps that fulfill some of the identified priority actions in the CAP.

There are additional steps that the City can, and in our view, should consider taking. Many of these steps are identified actions in the CAP. Specifically we can do more to manage the Island's organic waste, including:

- The expansion of compost and organic waste pickup to commercial entities on the Island (Actions 7.B.1.a and 7.C.1.a.)
- The establishment of community-wide participation in an organic waste program (Actions 7.B.1.b, and 7.B.1.d.)
- The implementation of additional actions identified in the CAP that support these actions with education, outreach, and incentives for participation. (Actions 7.B.1.e., 7.B.1.f., and 7B.1.g.)

Taking these steps would also go a long way towards meeting the CAP waste-related goals and targets to increase diversion of waste from the landfill and to optimize collection and disposal systems to reduce GHG emissions.

To accomplish these steps, we encourage the City to examine the ordinances, policies, and agreements it has in place with respect to waste management to understand what steps need to be taken to improve Bainbridge Island's collection and separation of green waste. Unlike many other jurisdictions, our City is not currently actively or officially involved in the Island's waste collection and management. The City does not have contracts related to landfill waste, recycling or yard waste, this contract occurs between the UTC and Bainbridge Disposal. The BIMC ordinance addressing recycling infrastructure and management is 30 years old¹ and inaccurately describes current practices. There is no requirement or necessarily viable processes in place for commercial collection of separated green waste from Island businesses or consistently across multi-family developments. We have no requirement for separated organic waste for either residential or commercial customers that would help achieve these goals. Being an active partner in the waste management process provides an important platform for reducing waste-related emissions.

We should rethink how our Island considers organic waste (yard and food waste, biosolids, soiled fiber food packaging), from something that needs to be removed from our community to something that should be both reduced (food waste and food packaging) and transformed into useful products, such as energy and compost, that could help us meet additional CAP goals. One approach to support better local processing and recycling of green waste is an anerobic digester. The CCAC, members of City Council, and staff have begun to explore this technology. A biodigester could bring multiple additional benefits to our community, including:

- Significantly reducing the amount of waste that is currently trucked off our Island and thereby reducing the associated GHG emissions, by transforming our communities' organic and cellulosic (paper-based) waste streams to useful product in an on-Island facility.
- Potentially processing our wastewater treatment plant biosolids so that they can be recycled and used locally rather than be trucked off Island.
- Creating multiple products that include liquid and solid digestate that could be sold and used locally to enhance agricultural and garden productivity.
- Creating biofuel products that can be converted to energy, increasing local electrical generation and/or providing lower carbon intensity fuel products that could be used by COBI or other fleets.

We recommend the City Council consider prioritizing a comprehensive evaluation of our community's waste management processes and identify opportunities to improve the efficiency and reduce the footprint of our waste to help meet the goals of the CAP. The CCAC would be pleased to discuss further and assist Council and staff with these issues moving forward.

1

<https://www.codepublishing.com/WA/Bainbridgeland/#!/Bainbridgeland13/Bainbridgeland1328.html%2313.28.040>



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 22, 2022

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (7:10 PM) Consider Comprehensive Evaluation of the City of Bainbridge Island's Solid Waste and Recycling Structure - Executive,

SUMMARY: Attached is a memorandum from the Climate Change Advisory Committee that states in part: "We recommend the City Council consider prioritizing a comprehensive evaluation of our community's waste management processes and identify opportunities to improve the efficiency and reduce the footprint of our waste to help meet the goals of the CAP."

Solid Waste Service, including recycling, is regulated by the Washington Utilities and Transportation Commission ("UTC"), unless this responsibility is assumed by a city or town. The City of Bainbridge Island is the only city in Kitsap County without a franchise agreement with a waste hauler or whose solid waste responsibility continues to be delegated to the Washington Utilities and Transportation Commission. Solid waste service and recycling is voluntary in the City of Bainbridge Island and is based upon customer request.

It is a reasonable assumption that local governments will be mandated to play a greater role in waste reduction and recycling, including the area of organic waste. Currently, Bainbridge Island has a fragmented approach to solid waste services and recycling.

If the City Council directs the City Manager to undertake this task, it is assumed that outside professional consultant services will be procured. The City has already consulted with Washington's Municipal Research and Services Center, and they have provided valuable information on context and experts. Costs are unknown at this time but are assumed to range between \$20,000 to \$30,000 for a complete analysis. The time to complete an analysis will be approximately six months.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Direct the City Manager to undertake a comprehensive evaluation of the City of Bainbridge Island's solid waste and recycling structure for the purpose of determining efficiency and effectiveness.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	\$20,000 - \$30,000
Included in Current Budget?	

BACKGROUND: The Climate Change Advisory Committee has provided a memorandum to the City Council that states in part: "We recommend the City Council consider prioritizing a comprehensive evaluation of our community's waste management processes and identify opportunities to improve the efficiency and reduce the footprint of our waste to help meet the goals of the CAP."

The City of Bainbridge Island is the only city in Kitsap County that does not assume solid waste or recycling as a municipal service. Notwithstanding the City Council's goal to reduce the negative environmental consequences from excessive waste, the City is not a full participant in the management of solid waste or efforts to recycle waste.

Solid Waste Service, including recycling, is regulated by the Washington Utilities and Transportation Commission ("UTC"), unless this responsibility is assumed by a city or town. Solid waste responsibility continues to be delegated to the UTC by the City of Bainbridge Island. Solid waste service and recycling is voluntary in the City of Bainbridge Island and is based upon customer request.

Recently, the City Council passed ordinances with the intention of reducing solid waste and reducing the flow of solid waste into landfills. Additionally, a variety of state legislation is proposed to address improved recycling (Senate Bill 5697), and organic waste (Substitute House Bill 1799). The prognosis is for more legislative action and policies that will increase the regulatory framework over solid waste (garbage) and recycling (including organic waste). Meanwhile, the Bainbridge Island Municipal Code that addresses recycling is 30 years old and does not reflect current practices.

If the City Council directs the City Manager to undertake this task, it is assumed that outside professional consultant services will be procured. The City has already consulted with Washington's Municipal Research and Services Center, and they have provided valuable information on context and experts. Costs are unknown at this time but are assumed to range between \$20,000 to \$30,000 for a complete analysis. The time to complete an analysis will be approximately six months.

It is important to note that Bainbridge Disposal is a local company that provides solid waste and recycling services to Bainbridge Island. Based upon staff research, we believe approximately 65 percent of Bainbridge Island households subscribe to those services from Bainbridge Disposal. It is the City Manager's intention to work with Bainbridge Disposal with recognition that Bainbridge Disposal as an important asset and partner in solid waste and recycling services.

ATTACHMENTS:

[Solid Waste - King Memorandum.docx](#)

[Recommendation from CCAC \(Waste Reduction & CAP\) Memo.pdf](#)

FISCAL DETAILS: It is assumed that one time costs will range between \$20,000 - \$30,000.

Fund Name(s):

Coding:



Memorandum

TO: Honorable Mayor and City Council

FROM: Blair King, City Manager

SUBJECT: Comprehensive Evaluation of the City of Bainbridge Island's Solid Waste and Recycling Structure and Management Processes

DATE: February 22, 2022

RECOMMENDATION: Direct the City Manager to undertake a comprehensive evaluation of the City of Bainbridge Island's solid waste and recycling structure for the purpose of determining efficiency and effectiveness.

Attached is a memorandum from the Climate Change Advisory Committee that says in part: "We recommend the City Council consider prioritizing a comprehensive evaluation of our community's waste management processes and identify opportunities to improve the efficiency and reduce the footprint of our waste to help meet the goals of the CAP."

Solid Waste Service, including recycling, is regulated by the UTC, unless this responsibility is assumed by a city or town. The City of Bainbridge Island is the only city in Kitsap County without a franchise agreement with a waste hauler or whose solid waste responsibility continues to be delegated to the UTC. Solid waste service and recycling is voluntary in the City of Bainbridge Island and is based upon customer request.

Recently, the City Council passed ordinances with the intention of reducing solid waste and reducing the flow of solid waste into landfills. Additionally, a variety of state legislation is proposed to address improved recycling (Senate Bill 5697), and organic waste (Substitute House Bill 1799). The prognosis is for more legislative action and policies that will increase the regulatory framework over solid waste (garbage) and recycling (including organic waste). Meanwhile, the Bainbridge Island Municipal Code that addresses recycling is 30 years old and does not reflect current practices. Solid waste is not considered a municipal service by the City of Bainbridge Island.

Within the context of the city's delegation of solid waste management and recycling to the UTC and the Solid Waste Advisory Committee of Kitsap County, the Climate Change Advisory Committee has offered a recommendation to the City Council that it conduct a comprehensive evaluation of the city's waste management processes and identify opportunities to improve the efficiency and reduce the footprint of waste to meet Climate Action Goals.

If the City Council directs the City Manager to undertake this task, it is assumed that outside professional consultant services will be procured. The city has already consulted with Washington's Municipal Research and Services Center, and they have provided valuable information on context and experts. Costs are unknown at this time but are assumed to range between \$20,000 to \$30,000 for a complete analysis. The time to complete an analysis will be approximately six months.

It is important to note that Bainbridge Disposal is a local company that provides solid waste and recycling services to Bainbridge Island. Based upon staff research, we believe approximately 65 percent of Bainbridge Island households subscribe to those services from Bainbridge Disposal. It is the city manager's intention to work with Bainbridge Disposal with recognition that Bainbridge Disposal as an important asset and partner in solid waste and recycling services.

To: City Council

From: Climate Change Advisory Committee

Re: Recommendation from the CCAC regarding waste reduction and the goals of the Climate Action Plan

December 15, 2021

Waste reduction and improved waste management are important components of our Comprehensive Plan and for meeting our climate mitigation and adaptation goals. The Comprehensive Plan identifies several areas related to waste reduction and waste management including:

- Encourage existing and new businesses to become part of a linked cooperative whereby the by-products and waste of one enterprise become the raw materials of another (E.C.3.5),
- Create opportunities to foster green technology and industries, such as energy, waste, and information technology, which have the potential to create local, family wage jobs in our community (E.C.3.6)

Our Greenhouse Gas inventory and Climate Action Plan (CAP) indicates that waste contributes about 5 percent of our community greenhouse gas (GHG) emissions. In addition to reducing emissions, there are other significant benefits to comprehensively addressing waste reduction in our community, including addressing the life cycle impacts of the materials and packaging we consume, reducing the impacts on air quality and infrastructure of hauling increasing amounts of waste off island, and addressing the substantial problem of food waste.

COBI has already taken steps to address waste reduction, including creating a sustainable procurement plan for its internal purchasing, and in passing ordinances this year to reduce single-use plastics and increase the use of reusable tableware by Island businesses. These are important steps that fulfill some of the identified priority actions in the CAP.

There are additional steps that the City can, and in our view, should consider taking. Many of these steps are identified actions in the CAP. Specifically we can do more to manage the Island's organic waste, including:

- The expansion of compost and organic waste pickup to commercial entities on the Island (Actions 7.B.1.a and 7.C.1.a.)
- The establishment of community-wide participation in an organic waste program (Actions 7.B.1.b, and 7.B.1.d.)
- The implementation of additional actions identified in the CAP that support these actions with education, outreach, and incentives for participation. (Actions 7.B.1.e., 7.B.1.f., and 7B.1.g.)

Taking these steps would also go a long way towards meeting the CAP waste-related goals and targets to increase diversion of waste from the landfill and to optimize collection and disposal systems to reduce GHG emissions.

To accomplish these steps, we encourage the City to examine the ordinances, policies, and agreements it has in place with respect to waste management to understand what steps need to be taken to improve Bainbridge Island's collection and separation of green waste. Unlike many other jurisdictions, our City is not currently actively or officially involved in the Island's waste collection and management. The City does not have contracts related to landfill waste, recycling or yard waste, this contract occurs between the UTC and Bainbridge Disposal. The BIMC ordinance addressing recycling infrastructure and management is 30 years old¹ and inaccurately describes current practices. There is no requirement or necessarily viable processes in place for commercial collection of separated green waste from Island businesses or consistently across multi-family developments. We have no requirement for separated organic waste for either residential or commercial customers that would help achieve these goals. Being an active partner in the waste management process provides an important platform for reducing waste-related emissions.

We should rethink how our Island considers organic waste (yard and food waste, biosolids, soiled fiber food packaging), from something that needs to be removed from our community to something that should be both reduced (food waste and food packaging) and transformed into useful products, such as energy and compost, that could help us meet additional CAP goals. One approach to support better local processing and recycling of green waste is an anerobic digester. The CCAC, members of City Council, and staff have begun to explore this technology. A biodigester could bring multiple additional benefits to our community, including:

- Significantly reducing the amount of waste that is currently trucked off our Island and thereby reducing the associated GHG emissions, by transforming our communities' organic and cellulosic (paper-based) waste streams to useful product in an on-Island facility.
- Potentially processing our wastewater treatment plant biosolids so that they can be recycled and used locally rather than be trucked off Island.
- Creating multiple products that include liquid and solid digestate that could be sold and used locally to enhance agricultural and garden productivity.
- Creating biofuel products that can be converted to energy, increasing local electrical generation and/or providing lower carbon intensity fuel products that could be used by COBI or other fleets.

We recommend the City Council consider prioritizing a comprehensive evaluation of our community's waste management processes and identify opportunities to improve the efficiency and reduce the footprint of our waste to help meet the goals of the CAP. The CCAC would be pleased to discuss further and assist Council and staff with these issues moving forward.

1

<https://www.codepublishing.com/WA/Bainbridgeland/#!/Bainbridgeland13/Bainbridgeland1328.html%2313.28.040>



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 22, 2022

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:25 PM) Confirm Recommended Appointments to the Planning Commission - Council

SUMMARY: A call for participation was issued for volunteers to serve on the Planning Commission. The selection team consisted of Mayor Deets, Planning Commission Liaison Jon Quitslund, Planning Commission Chair Sarah Blossom, Planning Commission Vice Chair Ashley Mathews, and Race Equity Advisory Committee member Renni Bispham. The selection team recommends the appointments as shown in the suggested motion.

Pursuant to BIMC 2.01.015, City Council confirmation of the recommended appointments requires a majority plus one vote of the entire membership of the Council (i.e., five "yes" votes).

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to confirm the recommended appointment of Ariel Birtley to Position 1 of the Planning Commission to complete a term ending in June, 2023.

I move to confirm the recommended appointment of Benjamin Deines to Position 7 of the Planning Commission to complete a term ending in June, 2022.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

[Birtley - Planning Commission \(Redacted\).pdf](#)

[Deines - Planning Commission \(Redacted\).pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

From: noreply@civicplus.com
Sent: Friday, December 24, 2021 1:36 PM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due 12/30 @ 4pm)

Planning Commission Volunteer Application (Due 12/30 @ 4pm)

Step 1

The City of Bainbridge Island is seeking volunteers to serve on the Planning Commission.

The Planning Commission (PC) was established pursuant to RCW 35A.63 to serve as an advisory body to the City Council. Its role is to provide recommendations to the City Council, Planning Director and Hearing Examiner, and to consider legislative and quasi-judicial matters, with its primary responsibility to prepare, review and update the Comprehensive Plan. BIMC 2.14.020.A. The Bainbridge Island Municipal Code (BIMC) explains the duties and responsibilities of the PC as follows:

BIMC 2.14.020.B Planning commission.

Duties and Responsibilities. Pursuant to the provisions of Chapter 35A.63 RCW, there is established within the city a planning commission. The title "planning commission" is substituted for the title "planning agency" in all city ordinances and other documents approved prior to the effective date of the ordinance codified in this chapter. The planning commission shall have the following duties and responsibilities:

1. Participate in the preparation and review of the comprehensive plan for the city;
2. Consider the location, character, extent, and effect of any proposed dedication of any street or other area for public use, including parks, public ways, public buildings, or public structures, with reference to the comprehensive plan, pursuant to RCW 35A.63.080;
3. Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1;
4. Review and make recommendations on all housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those housing design demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting;
5. Review and make recommendations on preliminary short subdivisions if requested by the director;

6. Review and make recommendations on all preliminary large lot subdivisions, preliminary long subdivisions, major site plan and design reviews, major conditional use permits, and major shoreline conditional use permits, taking into consideration the recommendation from the design review board and a comprehensive review of the project at a public meeting;

7. Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC;

As BIMC 2.14.020.C.1 states:

Create the planning commission agenda prior to its publication in consultation with the director. The commission shall consist of seven members appointed by the mayor and confirmed by the city council. All seven members of the commission shall be residents of the city. The members shall not be employees or officers of the city or appointed to another city committee, board, or commission, except for specialized committees or task forces of limited duration. The city is committed to promoting diversity on the commission. The commission shall reflect the diverse perspectives, work experiences and backgrounds represented in the community. Women, persons with disabilities, sexual and gender minorities, younger persons, senior citizens, persons of color, and immigrants are encouraged to apply to serve on the commission. Each commissioner shall endeavor to understand and agree to uphold the city's adopted comprehensive plan.

Applications are due by 4:00 p.m. on December 30. Interviews will be held in January.

Questions? Please contact Executive Assistant Roz Lassoﬀ at 580-6735 (cell) or by email at cityadmin@bainbridgewa.gov.

If you are interested in applying to be a member of this commission, please complete the form below.

Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Information

Name Ariel Birtley

Email

Daytime Phone

Address

City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Department of Enterprise Services Washington State
Current Position	Projects Manager (Capital)

Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?

No

If yes, please indicate which group(s).

Field not completed.

Please share your qualifications for this appointment (skills, activities, training, education) if any:

My qualifications for this position are my education which includes a Bachelor's in Architecture from the University of Oregon where I was exposed and studied environmental design, and a masters in business and construction management from Oregon State University where I focused on funding and design for smart growth developments. Currently I am pursuing a second masters at the University of Washington in Infrastructure Management, this degree is housed in the College of Built Environments at the UW and focuses on integrating infrastructure into our evolving needs as it relates to climate change and social justice. Finally I have worked in the planning, design and construction management for 20 years.

My interest in studying urban planning, form and design began during Architecture school in the mid nineties. Since this time planning has been a cornerstone of my intellectual interests, research and work. My initial work with planning was shaped by my time working at the County of Marin Planning Department for two years. During that time I was blessed to work on the award winning county wide plan, which led the effort and initiative nationwide to include climate, equity and economy into the plans policies and recommendations. While at Marin County I also worked on the Local Coastal Plan performing research on cliff erosion and loss of critical habitats. Finally I worked within affordable housing to draft a Housing Trust Fund, identify housing need, apply for grants and identify potential locations for future developments. In short my experience at Marin County was comprehensive in exposing me and providing experience on many of the items that Bainbridge Island is currently considering; incorporating climate

change, social equity and habitat conversation into comprehensive planning documents, identifying sustainable transportation options and options for affordable housing.

My current work is focused on maintenance of large campus buildings, operations and infrastructure as well as overseeing design and construction of large campus building projects (\$10M-\$50M). As a community leader and manager, I seek to build bridges, educate, build inclusivity, and collaborate across divisions. I have a strong moral compass and lead with authenticity, heart and integrity. I am a creative and elastic thinker who envisions innovation while harnessing the strategic and analytical tools to identify goals, achieve solutions, and finalize work product. My current academic research is focused on the interplay and complexity of designing and maintaining infrastructure systems to support the creation of urban environments that provide environmentally sustainable, socially meaningful and culturally significant experiences to its citizens. My goal is to become a thought leader on the design of urban environments that support citizens and planetary needs through minimal thoughtful design that coexists with existing ecosystems, recognizes the importance of creating "place" in urban environments, and designing to support, encourage and ignite meaningful social interactions and relationships amongst citizens.

Please share your community interests (groups, committees, organizations) if any:

Student Member of American Planning Association.
Planning to join AIA, and to pursue LEED certification.
I am very interested in the Living Building Challenge, the 15 Minute City,
Smart Growth, New Urbanism, Permaculture Design,
Sustainable Transportation, Equitable Housing Opportunities
(Affordable Housing and Co-Housing)

Do you have potential conflicts of interest? If so, please explain:

NO

Feel free to attach a cover letter, resume', or other materials, if you wish (optional):

Type the Year

2021

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.



December 24, 2021

RE: City Planning Commission Position City of Bainbridge Island

Dear Selection Committee:

The opportunity to apply for a seat on the Planning Commission for the City of Bainbridge Island is the embodiment of my research, education, and career. I am a driven and conscientious leader who thrives on innovation and fostering civic engagement through public gatherings and offerings, the built environment, and the careful planning of natural spaces. I hold a Bachelor of Architecture degree from the University of Oregon where I focused on urban design and environmentally sustainable buildings, a Master's in Business and Engineering from Oregon State University, where I focused on the design and development of smart growth communities. Finally, I am pursuing a second Masters in Infrastructure Management from the University of Washington under the College of Built Environment. Career wise I hold over twenty years of experience in architectural design, construction management, land use planning and development, conservation of natural habitats and public policy development. In my current role as Project Manager for the State of Washington, I oversee all capital projects for two local community colleges: Renton Technical and Seattle Central. My work includes critical infrastructure upgrades, Energy Projects and oversight of large projects with budgets up to \$50 Million.

My related experience to the planning commission is as follows:

- In-depth knowledge of Planning and Land Use.
- Experience working on Public Works projects.
- Experience overseeing Capital Projects. Range of projects from \$10M to \$235M.
- Experience overseeing Capital and Operating Budgets (between \$10M and \$50M).
- Oversight of 50 employees.
- Experience in Purchasing, Security, EHS, and Facilities/Infrastructure Management, Capital Projects, Business Operations and Management, Restructuring, and Change management.
- Experience with LEED, Sustainable Planning Practices, Green Building, Developing Policies related to Climate Change.

As you review my application, I hope you will see that not only does my education and work relate closely to this position, but most importantly, I am deeply committed to the future of planning as it relates to creating environmentally sustainable and socially equitable communities. My work experience includes overseeing large construction projects up to \$235M; these projects have included managing direct reports, developing and implementing large complex budgets, coordinating with engineers, architects, contractors, state agencies, and clients. At the County of Marin, I gained experience in planning and policy development.

During my tenure, I worked on the Countywide plan which won national awards for sustainability and green planning. I also worked on local design and development codes, specific community plans, the local coastal plan, historic resources identification, habitat and endangered species studies, conservation of streams, ridgelines, wetlands, and coastal lands. Finally, I have also worked in affordable housing and development and transportation planning. Over the last five years I have held key leadership positions at educational institutions where I gained insight and experience on oversight of operations, campus planning and design, community partnerships, philanthropy and managing large operational departments.

As a community leader and manager, I seek to build bridges, educate, build inclusivity, and collaborate across divisions. I have a strong moral compass and lead with authenticity, heart and integrity. I am a creative and elastic thinker who envisions innovation while harnessing the strategic and analytical tools to identify goals, achieve solutions, and finalize work product. My current academic research is focused on the interplay and complexity of designing and maintaining infrastructure systems to support the creation of urban environments that provide environmentally sustainable, socially meaningful and culturally significant experiences to its citizens. My goal is to become a thought leader on the design of urban environments that support citizens and planetary needs through minimal thoughtful design that coexists with existing ecosystems, recognizes the importance of creating "place" in urban environments, and designing to support, encourage and ignite meaningful social interactions and relationships amongst citizens.

The opportunity to serve on the Planning Commission allows me to fulfill these professional and personal goals. If selected, I would seek to be a great listener of citizens, collaborating with them and encouraging equitable and inclusive planning. I would work with our community to provide innovative policies and design that address equitable housing options, focus on climate change, provide for a safe walkable and bikeable community, support local businesses, provide policy to maintain our natural ecosystems, agricultural/aquaculture areas and nature trail infrastructure. Bainbridge Island residents are unique in that they offer a think tank providing the caring, knowledge, relationships, and financial acumen to become a leader of innovative community design that provides solutions to our current planetary concerns. Living here, I am excited and moved by the energy of the citizens of Bainbridge Island and by the current challenges we face and solutions I know we will develop; I would be honored to be a stakeholder by sitting on the planning commission, if selected I would put my full heart and soul into this role. I know that Bainbridge Island is a visionary and magical place to live, I see it in my children's eyes and in their hearts when they talk about where we live. If offered the opportunity I know that I will make a tremendous impact in supporting our community members' lives as they pursue their own personal and community-wide aspirations.

I welcome the opportunity to meet and discuss how my education, work experience, and zest for life would be a good fit for the planning commission vacancy.

Sincerely,

A handwritten signature in black ink that reads "Ariel Birtley". The script is fluid and cursive, with the first letter of each word being capitalized and larger than the others.

Ariel Birtley

ARIEL BIRTLEY



PROFESSIONAL PROFILE

As a leader, I envision the big picture, with an eye towards innovation, while utilizing the strategic and analytical tools to achieve goals and provide solutions. I have Nineteen years of experience in architecture, regional planning, public policy research and implementation and construction project management. I hold a master's in Business Administration and Engineering from Oregon State University and a bachelor's degree in Architecture from the University of Oregon. My leadership experience includes organization wide strategic planning, policy and procedure development, audit and analysis of critical infrastructure systems and the built environments and departmental operational and budgetary oversight. My experience at the executive level in college campus management includes presenting and speaking in large groups, collaborating and consensus gathering, and oversight of the following departments: capital projects, facilities, campus safety and Security, and EHS. My experience in planning and public policy include researching and writing an innovative green countywide plan with elements that includes transportation, habitat conservation and restoration, economic development, historic resource preservation (EIR) and affordable housing development.

My life goal is to be a thought leader in urban and regional design through the interweaving of infrastructure, design, natural and built environment to address climate change and create equitable communities that encourage all residents to thrive. To this end I have completed ample research related to creating thriving and equitable sustainable communities. I am currently pursuing a second masters at the UW in Infrastructure management, where my hope is to collaborate with others and further research on this topic. I am applying for this position as my goal is to work at an organization that is paramount to making a significant difference in our communities specifically related to providing sustainable solutions, affordable housing, and creating equitable built environments. I hope my related work and education experience, my excellent communication and collaboration skills, and my lifetime commitment to this research and critical work speak volumes as to my extreme interest in this position.

EXPERIENCE

PROJECT MANAGER

DEPARTMENT OF ENTERPRISE SERVICES/OLYMPIA, WA/JUNE 2021 – Present

Oversee capital projects for two colleges with a total of a combined aggregate of 20,000 students and 1.5 million in square footage. Projects range between \$25k - \$50 Million.

- **Project Scoping** – Scope and align projects with clients (facilities directors, VP, students and faculty) to assure continuous operations, maintenance is up to date and to plan for tenant improvements, major remodel and new construction. Speak, present and consensus gather with constituent groups.
- **Project Planning** – Plan for projects to go out for public bid advertisement, oversee bid and selection process. Oversee projects from predesign through construction. Recommend green policies and principles to be applied to infrastructure, built environment and landscaping.
- **Project Management** – Oversee all project documents, invoicing, reporting to public agencies, any needed surveys or testing. Work with Architects, engineers, consultant and contractor to assure project parameters are met, risk adverse and are on time and on budget.
- **Infrastructure Management** – Oversee planning, repairs and design for college wide infrastructure management.

INTERIM VICE PRESIDENT ADMINISTRATION/CHIEF FACILITIES OFFICER

OLYMPIC COLLEGE / Bremerton, WA / January 2019-June 2021

Oversaw budget and operations for Purchasing, Campus Security, EHS, Facilities and Capital Projects.

- Total Departmental Budget Oversight - \$9M, Major Capital Projects Budget – \$33M
- Lead a team of approximately 65 individuals
- As part of the executive team I collaborated and planned for college wide strategic planning, budgetary items, instructional planning and culture change.
- Research and implementation of campus wide policies, program recommendations related to operations, equity, housing, food, childcare and access to education for students.
- Review and negotiation of campus wide Contracts and MOU's.
- Oversight of all COVID related operations.
- Collaborated regularly with Instruction, IT, HR, SGOC, Athletics, partner institutions and Attorney General.
- Presenting and attending all Board of Trustee Meetings
- Co-Chair Space Committee, Safety Committee and Sustainability Committee.

EDUCATION

MBE

Masters of Business Administration & Engineering (Construction Management)
Oregon State University 2012

BARCH

Bachelors of Architecture
University of Oregon 2001

SKILLS

>>TECHNICAL

Architectural Design

Urban Planning

Policy research and Implementation

Construction Management

Campus Operations

Sustainable Design

Environmental Design Research for Urban Areas

Site Infrastructure and Utilities

Transportation Planning

Preservation of natural systems in urban environments

Green Building Design and Technology

Master & Strategic Planning

Safety Plans & Training

CHIEF FACILITIES OFFICER RESPONSIBILITIES:

Implemented efficient plant operations for maintenance, custodial, grounds and capital projects. Addressed overdue and neglected maintenance items, including repairs and upgrades to HVAC, Plumbing and Electrical, building systems, building envelopes and safety programs.

- **Facilities Planning** – Oversaw a crew of 35 individuals all members of the WPEA union. Custodial, Grounds and Maintenance. Developed annual schedule for repair and replacement of facilities related systems. Conducted audit of major campus systems; mechanical, electrical, plumbing, utilities and building envelope. Aligned capital projects to address failing systems and critical repairs. Oversaw library/resource center for plans and Operation and maintenance manuals.
- **Budget** – Aligned facilities and capital budgets to address over expenditures in staffing and repairs to critical failing systems. Assured budget met with state regulations and policies. Planned budget for fiscal year to align with staffing needs, critical and preventative maintenance work.
- **Preventative Maintenance and Work Orders** – Developed operations and procedures for PM that identified priorities to prolong the life of buildings, grounds and equipment. Undertook audit of all campus equipment to include on PM schedule. Planned and directed all facilities related work, implemented new work order system, reduced work orders from 1800 to 150.
- **Major Systems Annual Inspections and Maintenance** – Maintain logs for each major system requiring inspection and ongoing maintenance. Generators, Fire Alarm Systems, Elevators, Back Flows, Vent Hoods, Fume Hoods, Storm drains.
- **MEP (Mechanical, Electrical & Plumbing) Systems and Building Envelope** – Oversee repairs and maintenance of MEP and Building Envelope systems. Chillers, Boilers, HVAC Equipment, LED replacement, upgraded electrical, upgraded plumbing systems, roofs, gutters, analyzed and repaired building leaks, faulty windows, failed insulation, failed siding, pressure washing and exterior sealing and painting.
- **Exterior Systems and Grounds** – Oversee repairs and maintenance of sanitary and storm systems, exterior pathways and parking lots, exterior lighting, trash and waste disposal, upkeep of grounds and related systems. Supported Grounds operations and Master Plan focused on pesticide free maintenance and planting of Native Species, rain gardens and eco-landscaping.
- **Controls and LED Retrofit** – Implemented and oversaw projects (\$2.5M) to update Building Automated Systems and LED retrofits of major campus areas to address energy savings, conservation and ability to track usage.
- **Safety Training** – Developed safety plans for facilities and training schedule (40 total). Maintained and tracked training records. Trained team as needed (NFPA, Hazardous Waste, Asbestos)
- **Emergency Management** – Oversaw inclement weather events. Coordinated with security for emergency event planning related to facilities, including building failure and pandemics (COVID).
- **Internal and External Collaboration** – Worked with campus departments related to facilities and project planning. Work closely with IT, Campus Security and Instruction. Work with State Board, Unions and Labor and Industries to insure successful relations and compliance with contracts and regulations.

Olympic College CAPITAL PROJECTS RESPONSIBILITIES:

Owners representative for capital projects; develop and oversee design and construction for all projects. Oversight of forty construction projects (over 2 years) ranging from building envelope repairs to major MEP and site upgrades. Building commissioning and continuation of warranty items for CIC building (70,000SF). Major capital projects: Bremerton Shop Building (\$10M) & Innovation and Technology Building (\$23M).

- **Internal & External Partnerships** – Work with college user groups to coordinate design and construction work. Oversee relationships with Architects and Engineers, DES Project Manager and State Board partners to assure projects meet College needs, are on schedule, on budget and meet regulatory requirements. Requires knowledge of public works procurement, regulatory statutes, IBC, ADA and local and state agency requirements.
- **Design Phase** – Review of design and construction through all phases, permit assessment, review of submittals, project specifications, shop drawings, bid and award process.
- **Construction Phase** – Oversee weekly project meetings, pre-construction meetings, weekly construction Walk through, safety plans and hazardous materials management. Oversee change orders, addendums, RFI's, schedule of values, punchlist and final walk thru. Maintain project budget, schedule and filing system. Oversee project closeout including punch list, training on Operation and maintenance manuals and one-year warranty walk throughs.
- **Requirements** – Knowledge of State of Washington procurement rules and regulatory statutes, knowledge of relevant RCW codes.

SKILLS

>>PROFESSIONAL

Contract Negotiation

Budgeting, Planning & Forecasting

Project Scheduling

Cross-Functional Collaboration

Relationship & Results Based Approach

Written & Verbal Communication Skills

Team Building & Collaboration

Risk Management

Resource Allocation

Client & Public Meetings

>>TECHNICAL

Mac & PC

Microsoft Word

Microsoft Project

Microsoft Excel

ACAD

GIS (ENTRY LEVEL)

Blue Beam (Learning)

Olympic College ENVIRONMENTAL HEALTH AND SAFETY RESPONSIBILITIES:

Oversaw and implemented a new EHS policies, plans and protocols campus wide. Trained campus wide on relevant safety plans, developed JHA's, Air Sampling, respirator fit testing, MSDS and hazardous waste. Responded to 20 Labor and industry violations over past 18 months. Planned for COVID operations.

- **Campus Wide Safety Plan Development** – Accident Prevention Plan, Bloodborne Pathogens, Respirator Protection, Chemical Hygiene, Hazardous Waste Management, Hazard Communication, Lock out Tag Out, Asbestos and Lead operations.
- **Hazardous Waste** – Developed online sources for MSD sheets campus wide. Purchased storage buildings to hold hazardous waste. Developed procedure for pick up and disposal of hazardous waste.
- **Asbestos** – Developed record systems to hold campus wide test data base. Implemented campus wide testing program and training for employees that may work with asbestos.
- **Hazardous Materials and Safety Grams** – Oversight all concerns related to hazardous materials and safety issues that arose on campus.

Olympic College SECURITY DEPARTMENT RESPONSIBILITIES:

Oversaw Campus Security at all three campus locations. Collaborated with director on strategic planning, budget, organizational structure and staffing.

- **Campus Security Plans & Trainings** – Annual Security Report, Security Master Plan, Emergency Management Plan, CLERY, Timely Warning, Biennial report CPR/First Aid, Building Coordinators.
- **Emergency Operation** – Collaborated on setting up EOC related to systems failure, earthquake, campus shooting, bomb threat, inclement weather, oversight and implemented all COVID operations.
- **System Operations** – Collaborate on install of new and upgraded cameras, exterior lighting, big voice, new card key system (Genentech), exterior lighting and radios, egress and emergency areas.

Capital Projects Manager

Grace College / Warsaw, IN / 2016 – 2019

Oversaw all construction on campus and assisted CFO with campus operations including oversight of 700,000 Square Feet of buildings, 13 dorms, 180 acres including athletic fields. Worked with team to develop critical maintenance schedule and a facilities master plan. Assisted with creating annual facilities budget and prioritizing maintenance and repairs to critical systems, & organizing funding to address unanticipated needs. Coordinated space management and oversight with team. Worked with CFO, Facilities, Campus Security and IT to streamline maintenance and safety related to operations; security cameras, card readers, MDF rooms and IT equipment, classroom equipment, fiber line install, ADA requirements, parking lot security and maintenance, utility maintenance throughout campus, and performed energy audit studies.

- **Campus Construction** – Oversight design and construction of the following projects: Omega Dorm (176 beds, 50,000 SF), NCAA Track with Soccer Fields, Worship Arts (15,000SF), Nursing and Physical Therapy (8,000 SF), Science Building (35,000 SF). Campus Master Plan. Campus Greens and parking design and construction. Programmatic and schematic design for new Student Commons (30,000 SF), Business Building (20,000SF), Engineering Building (14,000SF), Library Renovation (30,000 SF).
- **Campus Maintenance and Operations** – Executed maintenance and repairs to campus buildings and infrastructure including: Chillers, Boilers, HVAC Equipment, upgraded electrical, building envelope maintenance, Carpet, Paint, Furniture, Equipment, campus signage, parking lot maintenance, grounds maintenance.
- **Construction Management** – Coordinated selection of Architects and Engineers with campus stake holders, developed RFP's, oversight bid process. Evaluated and negotiated contracts. Managed budgets and schedules. Reviewed schedule of values for payment. Oversight weekly construction meetings, reviewed RFI's, change orders, submittals and shop drawings. Coordinated hazardous material abatement, developed field sketches. Oversight building commissioning and one-year warranty walk through. Coordinated site visits with regulating officials for permits and occupancy. Point of contact for all items related to construction and between architects, engineers, contractor, Board of Trustees, Executive Team and regulatory agencies.

Consultant

San Francisco, CA / 2008-2015

Worked on various research and private design and construction projects while staying home and raising my four young children.

STRENGTHS

Solution Provider

Opportunity Creator

Dedicated

Strategist

Big Picture Thinker

Collaborator

Person of Purpose

Empathetic

Strong Core Values

Change Agent

Action Oriented

Brainstormer

Project Engineer*Kitchell / San Mateo, CA / 2005 – 2007*

Owners representative for a \$234 million school district modernization project for San Mateo County. Work included new construction, renovation and upgrades to all major systems including MEP, IT infrastructure, building envelopes, seismic structural and removal of asbestos. Upgrades to landscaping and athletic fields.

- **Construction Management** – Coordinated design and construction with school district staff, architects, engineers and contractors. Working with school district's facilities team identified critical maintenance and repairs. Organized and prepared bid solicitation, oversaw bid proposals, selected winning bid. Oversaw construction work with a team of 50 employees and all trades. Work included upgrades to seismic systems, earthquake retrofitting, asbestos abatement and replacement of MEP systems. Oversaw budget and scheduling, contract and subcontract negotiation, permit reviews. Reviewed contractor and sub performance, including planning and logistics for construction and safety planning. Verified completion of contracts and oversaw project closeout including, punch lists, warranty's, O & M Manuals and staff trainings. **Daily CM Work:** Maintained and oversaw RFIs, issued responses, negotiated, and prepared change orders. Reviewed submittals and shop drawings for accuracy and contract compliance. Reviewed schedule of values and prepared payment applications, approved accounts payable, assured prevailing wage requirements were met. Maintained as-built drawings, daily reports and logs, and bi-weekly status reports. Coordinated daily with DSA, Architects, Engineers, and Project Inspectors.

Graduate Teaching Fellow*Oregon State University/ Corvallis, OR / 2004-2005*

Worked with Tracy Arras to develop research and programs aimed at a focus on women and minorities in stem and increasing enrollment and retention rates. Grant funded by Hewlett Packard. Taught Excel, GIS and ACAD.

Assistant Planner*Marin County / San Rafael, CA / 2002 – 2004*

Worked in three departments; current planning, advanced planning and affordable housing. In current Planning I worked on permit processing and analyzing projects to align with local and federal regulatory requirements and planning codes. I also worked on the countywide development code. In advanced planning, I conducted research for the Countywide Plan, the Local Coastal Plan, several community plans and environmental plans. Our goal was to create the greenest countywide plan to date. We researched cutting edge sustainability and green building policies and procedures for implementation in the countywide plan. We organized and led community wide input meetings for the several county plans. In affordable housing I worked to design and develop affordable housing projects and to create a housing trust fund. Worked closely with community members, applicants, architects, engineers and Board of Supervisors.

- **Marin Countywide Plan 2007** – This plan had several elements which interwove to focus on nature, people and the built environment. I was involved with several research projects which studied and recommended policy for the plan related to preserving Natural Systems and Agriculture, this included ridgelines, wetland areas, estuaries, creeks, streams, bay and coastal waters, and endangered species. The plan also developed policy to preserve historic farmlands and native areas. We also researched alternative transportation means, planning for nodal and walkable development to reduce trips. Finally the plan focused on affordable housing and economic development with a major goal to provide social equity through countywide planning and services.
- **Affordable Housing** – In affordable housing I focused on reviewing inventory and aligning this with occupant need. I also developed operational policies and tools to navigate for housing. I applied for various grants to develop new housing. We put together a housing trust fund working with various county agencies and a community development block grant.
- **Publications** – Marin Countywide Plan 2007 (won national awards for being green and sustainable), Local Coastal Plan Research and Writing, Monarch Butterfly Study, Indian Valley Plan, Trends and Issues Report for Marin County, San Quentin Village Redevelopment Plan, Development Code for Marin County, Housing Element, and Historic Element.
- **Research** – Utilized GIS parcel, land use maps and CEQA. Researched Cliff erosion, loss of natural habitat, stream conservation, ridgeline conservation, wetland conservation, bay and saltwater conservation and effect of docks, Migrant and Farmworker Housing. Housing Trust Fund.

INTERESTS

ARCHITECTURE

URBAN PLANNING

ENVIRONMENTAL
TRANSPORTATION
PLANNINGGREEN BUILDING &
TECHNOLOGIESAFFORDABLE
HOUSINGPRESERVATION OF
NATURAL SYSTEMS
AND CORRIDORSPUBLIC SPACES FOR
EVERYONEDESIGNING CITIES
WHERE RESIDENTS
THRIVEEXPERIENCING
NATURE**AWARDS &
BOARDS**

2004 Recipient
California Redevelopment
Association
William A. Carlson
Fellowship

2005 1st Place
Associated Schools of
Construction
National Award

Board Member
Paws of Bainbridge Island &
North Kitsap

From: noreply@civicplus.com
Sent: Thursday, December 16, 2021 3:01 PM
To: CityAdmin
Subject: Online Form Submittal: Planning Commission Volunteer Application (Due 12/30 @ 4pm)

Planning Commission Volunteer Application (Due 12/30 @ 4pm)

Step 1

The City of Bainbridge Island is seeking volunteers to serve on the Planning Commission.

The Planning Commission (PC) was established pursuant to RCW 35A.63 to serve as an advisory body to the City Council. Its role is to provide recommendations to the City Council, Planning Director and Hearing Examiner, and to consider legislative and quasi-judicial matters, with its primary responsibility to prepare, review and update the Comprehensive Plan. BIMC 2.14.020.A. The Bainbridge Island Municipal Code (BIMC) explains the duties and responsibilities of the PC as follows:

BIMC 2.14.020.B Planning commission.

Duties and Responsibilities. Pursuant to the provisions of Chapter 35A.63 RCW, there is established within the city a planning commission. The title "planning commission" is substituted for the title "planning agency" in all city ordinances and other documents approved prior to the effective date of the ordinance codified in this chapter. The planning commission shall have the following duties and responsibilities:

1. Participate in the preparation and review of the comprehensive plan for the city;
2. Consider the location, character, extent, and effect of any proposed dedication of any street or other area for public use, including parks, public ways, public buildings, or public structures, with reference to the comprehensive plan, pursuant to RCW 35A.63.080;
3. Review and make recommendations on all applications for amendments to the comprehensive plan, official zoning map and official zoning ordinance of the city pursuant to Table 2.16.010-1;
4. Review and make recommendations on all housing design demonstration project applications pursuant to BIMC 2.16.020.S, including those housing design demonstration project applications involving land subdivision, based on a comprehensive review of the project at a public meeting;
5. Review and make recommendations on preliminary short subdivisions if requested by the director;

6. Review and make recommendations on all preliminary large lot subdivisions, preliminary long subdivisions, major site plan and design reviews, major conditional use permits, and major shoreline conditional use permits, taking into consideration the recommendation from the design review board and a comprehensive review of the project at a public meeting;

7. Such other advisory duties as may be assigned to it by the city council, or as specified in the BIMC;

As BIMC 2.14.020.C.1 states:

Create the planning commission agenda prior to its publication in consultation with the director. The commission shall consist of seven members appointed by the mayor and confirmed by the city council. All seven members of the commission shall be residents of the city. The members shall not be employees or officers of the city or appointed to another city committee, board, or commission, except for specialized committees or task forces of limited duration. The city is committed to promoting diversity on the commission. The commission shall reflect the diverse perspectives, work experiences and backgrounds represented in the community. Women, persons with disabilities, sexual and gender minorities, younger persons, senior citizens, persons of color, and immigrants are encouraged to apply to serve on the commission. Each commissioner shall endeavor to understand and agree to uphold the city's adopted comprehensive plan.

Applications are due by 4:00 p.m. on December 30. Interviews will be held in January.

Questions? Please contact Executive Assistant Roz Lassoﬀ at 580-6735 (cell) or by email at cityadmin@bainbridgewa.gov.

If you are interested in applying to be a member of this commission, please complete the form below.

Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Information

Name Benjamin M Deines

Email

Daytime Phone

Address

City	BAINBRIDGE IS
State	WA
Zip	98110
Current Employer	ZGF Architects
Current Position	Associate Principle, Urban Designer
Experience & Qualifications	
Have you served on any city committees, commissions, boards or task forces in the past?	No
If yes, please indicate which group(s).	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills, activities, training, education) if any:	I'm a registered architect and urban designer.
Please share your community interests (groups, committees, organizations) if any:	I grew up on Bainbridge and recently moved back with my family.
Do you have potential conflicts of interest? If so, please explain:	None
Feel free to attach a cover letter, resume', or other materials, if you wish (optional):	
Type the Year	2021

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.



BEN DEINES, AIA

EDUCATION

Portland State University, 2012-2014
Master of Architecture

Portland State University, 2010-2012
Bachelor of Arts, Architecture

University of Oregon, 2001-2005
Bachelor of Arts, Sociology
Minor in Landscape Architecture

EXPERIENCE

ZGF Architects LLP: Urban Designer, 2014 - Present
Architectural design, transit design, urban planning, project management

Freelance: Architectural Designer 2013 - Present
Residential and small commercial architectural and landscape design

Portland State University: Green Building Research Lab Fellow, 2013 - 2014
Assisting student research, coordination with local architecture firms

Portland State University: Digital Media Liaison, 2012 - 2013
Digital lab management, CNC operation, 3D printing

SRG Partnership: Research Intern, 2012 - 2013
Climate-based daylight modelling, daylighting design development

Oxalis Landscapes Inc: Owner/Contractor, 2006 - 2012
Sustainable landscape design and construction, eco-roofing

Down to Earth Inc: Retail Associate, 2005 - 2006
Garden center customer service, nursery care, product procurement

Craftsman Building LLC: Jobsite Foreman, 1997 - 2003
Custom residential construction, crew management, customer service

LICENSES

Registered Architect, 2018 - Current
Oregon Board of Architect Examiners

Remote Pilot Certification, 2017 - Current
Federal Aviation Administration

LEED Green Associate, 2015 - Current
U.S. Green Building Council

Oregon Landscape Contractor, 2007 - 2014
Oregon Landscape Contractors Board

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 22, 2022

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:35 PM) Consider Appointment and Confirmation Process for Filling Ethics Board Positions
- Executive,

SUMMARY: This agenda item is for the City Council to consider options for proceeding regarding the appointment and confirmation process related to filling vacant positions and a current holdover position on the City's Ethics Board. Pursuant to Article V, Section A.3.a. of the City's Ethics Program, Chapter 2.01 of the Bainbridge Island Municipal Code ("BIMC") governs appointments and confirmations of members to the Ethics Board.

Pursuant to Chapter 2.01 BIMC, recommendations of appointments of members to the Ethics Board shall be provided by a member selection panel composed of two or three Council members, with the chair from the Ethics Board serving in an advisory role in the member selection process. The recommendations from the selection panel shall be forwarded to the City Council, and Council confirmation shall require a majority plus one vote of the entire membership of the Council (i.e., five votes in favor).

A call for participation was issued for volunteers to serve on the Ethics Board in March and April of 2021. A series of interviews were conducted and recommendations of appointments were made.

As described further in the Summary section below, the Council initially considered recommended appointments to the Ethics Board on June 22, 2021 related to Positions 3, 4, 5, and 6 of the Board. The Council ultimately did not confirm any of the appointments, pending the Council's consideration of possible revisions to the Ethics Program.

Currently, Positions 4, 5, and 6 of the Board are vacant, and David Mallon continues to serve in Position 3. Although Mr. Mallon's term was set to expire in June 2021, the Ethics Program allows a Board member, if they are willing to do so, to continue to serve in their position until a successor has been appointed, and he has been willing to continue to serve in that position. Mr. Mallon sought reappointment to Position 3 as part of the process described above, and that confirmation has been on hold along with the other confirmations.

The City Council has at least two options in this situation related to considering appointment and confirmation for Positions 3, 4, 5, and 6 on the Ethics Board.

One option is for the Council to direct the City Manager to communicate with the persons who were recommended to the Council for confirmation of appointment to Positions 3, 4, 5, and 6 previously (in June and July 2021) to determine if those persons are still interested in being appointed to those positions and, if they are, to bring those previous recommendations of appointment to the Council at a future meeting for the Council to vote on confirmation of those appointments.

The persons who were recommended for appointment in June and July 2021 are as follows: David Mallon for Position 3; Rosemary Hollinger for Position 4; Donna Davison for Position 5; and Lisa Neal for Position 6.

As described in more detail in the Background section below, a consideration related to the option above is that the Council previously took action and voted on the confirmation of Donna Davison for Position 5. However, that confirmation did not occur because Ms. Davison received four votes, and five votes are required regarding

confirmations of appointments to the Ethics Board. The Council, if it so chooses, has inherent authority regarding such actions to renew the motion to confirm Ms. Davison for Position 5 and to vote on that renewed motion, if Ms. Davidson continues to be interested in being appointed to that position.

Another option, due to the significant passage of time related to this matter and a newly-constituted Council, is to direct the City Manager to engage in a new call for participation process and open up that process to any qualified person who wishes to apply for the applicable positions on the Ethics Board, including those persons who applied previously.

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION: Option 1: I move to direct the City Manager to communicate with the persons who were recommended to the City Council for confirmation of appointment previously to Positions 3, 4, 5, and 6 of the Ethics Board in June and July 2021 to determine if those persons are still interested in being appointed and confirmed to those positions and, if they are, to bring those previous recommendations of appointment to the Council at a future meeting for the Council to vote on confirmation of those appointments.

Option 2: I move to direct the City Manager to engage in a new call for participation process related to Positions 3, 4, 5, and 6 of the Ethics Board, and to open up that process to any qualified person who wishes to apply for the applicable positions, including those persons who previously applied for any of those positions and would like to reapply.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND: The following is additional background related to the City Council's consideration of the proposed appointments and confirmations to the Ethics Board as described above in the Summary section.

At the Regular City Council Business Meeting on June 22, 2021, the Council tabled consideration of appointments to the Ethics Board pending consideration of a proposal offered by Councilmember Pollock to amend the City's Ethics Program. On July 20, 2021, the Council considered the appointment and confirmation of Ethics Board members. As above referenced, action on those appointments had been previously tabled by the Council, and the Council on July 20 removed that item from the table for consideration.

At that July 20 meeting, the Council voted on confirmation of the first of the appointments and although the confirmation received four votes, such confirmations of appointments to the Ethics Board require five votes, so the confirmation wasn't made. Following that vote, the Council did not vote on the other confirmations and the Council referred in its discussion to considering those confirmations at a future meeting, but did not decide on a specific meeting date for such consideration.

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding: