



CITY OF  
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, JUNE 13, 2023**

COUNCIL CHAMBERS  
280 MADISON AVENUE NORTH  
BAINBRIDGE ISLAND, WA

AND

ZOOM 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 / PLEDGE OF ALLEGIANCE - 6:00 PM**
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
3. **TED SPEARMAN JUSTICE CENTER PRESENTATION**
  - 3.A **(6:10 PM) Adopt Resolution No. 2023-05 Naming the New Police and Municipal Court Building Located at 8804 Madison Ave as the Ted Spearman Justice Center - Executive, 5 Minutes**  
Resolution No. 2023-05 Naming the Police and Municipal Court Building the Ted Spearman Justice Center.docx
  - 3.B **(6:15 PM) Present Resolution No. 2023-05 Naming the New Police and Municipal Court Building Located at 8804 Madison Ave as the Ted Spearman Justice Center to the Spearman Family, 5 Minutes**
4. **PRESENTATION(S)**
  - 4.A **(6:20 PM) Present Proclamation Declaring June 19, 2023 as the "Day to Celebrate Juneteenth 2023," 5 Minutes**  
Juneteenth Proclamation 2023.docx
  - 4.B **(6:25 PM) Present Proclamation Declaring June 2023 as Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI+) Pride Month, 5 Minutes**

**5. PUBLIC COMMENT - 6:30 PM**

Public comment is accepted at this time on any topic of municipal interest. Each commenter will have three minutes, or such amount as the meeting chair determines, to speak. Public comment is not taken on individual agenda items during the meeting. For items scheduled for a public hearing, comment is accepted from an individual only one time, either during public comment or during the hearing.

Public comment is simply received by the Council, with no response, and Council cannot deliberate on items that are not on the agenda. The lack of comment is not an endorsement or a denial of the comment. Please refer to guidelines and instructions for public comment, including orderly behavior and civility in remarks, attached below. Public comment may be provided in-person in Council Chambers or remotely through Zoom.

**5.A Instructions for Providing Public Comment** 15 Minutes  
[Instructions for Providing Public Comment at Hybrid Meetings.docx](#)

**6. CONSENT AGENDA - 6:45 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.

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

**6.B Approve Accounts Payable and Payroll**  
[Council Report.pdf](#)  
[AP Report to Council of Cash Disbursements 06-14-23.pdf](#)

**6.C Approve City Council Meeting Minutes**  
[Special City Council Meeting - Executive Session Minutes, May 23, 2023.pdf](#)  
[Regular City Council Business Meeting Minutes, May 23, 2023.pdf](#)

**6.D Authorize the City Manager to Execute Amendment No. 3 to the Professional Services Agreement with Skillings Inc. for the Sunday Cove Pump Station, Sunday Cove Gravity Sewer Main, Lower Lovell Pump Station, Wood Ave Pump Station and Wing Point Pump Station (SSLWW) Projects (\$461,939.00) - Public Works**  
[Amendment 3.pdf](#)  
[Amendment 3 Exhibit A.pdf](#)  
[CIP Summary.pdf](#)  
[Wing Point Location Map.pdf](#)

**6.E Authorize the City Manager to enter into a Professional Services Agreement with EA Engineering, Science, and Technology, Inc., PBC for Completion of the Groundwater Management Plan (\$239,850.36) – Public Works**  
[PSA Groundwater Management Plan EA.pdf](#)  
[Attachment B - Budget.pdf](#)  
[GWMP Schedule.pdf](#)



**6.F Approve Interlocal Agreement between Kitsap County and the Cities of Bainbridge Island, Bremerton, Port Orchard, Poulsbo, and the Port Gamble S'Klallam Tribe Designating Kitsap County as the Lead Agency for the Revision of the Comprehensive Solid Waste Management Plan**  
KC-174-23 Cities of Kitsap Port Gamble S'Klallam Revisions to Solid and Hazardous Waste Management Plan  
KC-174-23\_Bainbridge Signature Page.docx

**6.G Adopt Ordinance No. 2023-18 Creating a Water Utility Rate Surcharge Area for the Ferncliff Water Main Extension Project - Public Works, 5 Minutes**  
Ordinance No 2023-18 Water Surcharge Ordinance - Ferncliff.docx  
Exhibit A and B - Ferncliff Water Extension Surcharge Area Exhibits.pdf  
Ferncliff Water Main Extension Process\_Cost Summary Memo.pdf  
Ferncliff Main Extension Location Map.pdf

**6.H Approve Interlocal Agreement between City of Bainbridge Island and Salish Behavioral Health with Regards to Opioid Settlement Funds - Executive, 5 Minutes**  
Interlocal Agreement with Salish Behavioral Health Administrative Services Organization for the Administration of Opioid Funds.docx  
Interlocal Agreement Between Clallam County, Jefferson County, Kitsap County and Salish Behavioral Health Administrative Services Organization.pdf  
Opioid Settlement and Allocation Agreement (City of Bainbridge Executed).pdf  
Opioid Settlement Funds Memorandum.docx

**7. COUNCIL ANNOUNCEMENTS - 6:50 PM**

**8. CITY MANAGER'S REPORT - 7:00 PM**

**8.A Receive City Manager's Report, 5 Minutes**  
City Manager's Report - June 13, 2023

**9. REGULAR BUSINESS**

**9.A (7:05 PM) Receive Presentation from Washington State Ferries on September Vehicle and Bike Drive-On Closure, 20 Minutes**  
WSF for Bainbridge City Council 06 13 2023 SUBMITTED.pdf

**9.B (7:25 PM) Provide Appropriation of \$600,000 and Authorize the City Manager to Commence Clearing the Affordable Housing Site at 625 Winslow Way, 15 Minutes**

**9.C (7:40 PM) Consider Endorsement of Race Equity Advisory Committee Participation in a Bainbridge Island Community Celebration of Juneteenth and Approve Expenditure of up to \$300 - Executive, 5 Minutes**  
Juneteenth Flyer 2023

**9.D (7:45 PM) Provide Council Direction Related to Historic Preservation Commission Request to Organize with Staff Support a Celebration of Akio Suyematsu Day in August 2023 and Provide a Budget of Up to \$2,000 - Executive, 5 Minutes**

- 9.E (7:50 PM) Consider Ordinance No. 2023-15 Relating to 2023 1st Budget Amendment and Updated Capital Improvement Plan Amendments - Finance, 10 Minutes**  
Staff Memorandum Ordinance No. 2023-15 Budget Amendment\_\_06092023.docx  
Ordinance No. 2023-15 2023 1st Budget Amendment.docx  
Ordinance No. 2023-15 Exhibit A.pdf  
Ordinance No. 2023-15 Exhibit B.pdf  
Ordinance No. 2023-15 Exhibit C.pdf
- 9.F (8:00 PM) Consider Ordinance No. 2023-06 Adopting a Composting Procurement, Reporting, and Usage Requirement and Amending Title 16 of the Bainbridge Island Municipal Code to add Section 16.33.010 regarding Compost Usage, Procurement, and Reporting - Executive, 10 Minutes**  
Ordinance No. 2023-06 Adopting Composting Procurement Reporting and Usage Requirements.docx
- 9.G (8:10 PM) Adopt Ordinance No. 2023-20 Updating Local Illegal Drug and Paraphernalia Laws, 15 Minutes**  
Ordinance No. 2023-20 Adopting Drug Possession Laws as Amended by 2023 legislature.docx
- 9.H (8:25 PM) Confirm Appointments to the Planning Commission, 5 Minutes**  
Birtley (Planning Commission) - Redacted  
Blossom (Planning Commission) - Redacted  
Case (Planning Commission) - Redacted  
Eide (Planning Commission) - Redacted  
Eisenberg (Planning Commission) - Redacted  
Garcia (Planning Commission) - Redacted  
Landowski (Planning Commission) - Redacted  
Larnach (Planning Commission) - Redacted  
Neal (Planning Commission) - Redacted  
Scott (Planning Commission) - Redacted  
Sexton (Planning Commission) - Redacted  
Slonaker (Planning Commission) - Redacted  
Tawresey (Planning Commission) - Redacted  
Weise (Planning Commission) - Redacted
- 9.I (8:30 PM) Confirm Appointments to the Utility Advisory Committee, 5 Minutes**  
Eide (Utility Advisory Committee) - Redacted.pdf  
Frey (Utility Advisory Committee) - Redacted.pdf  
Maron (Utility Advisory Committee) - Redacted.pdf  
Schulze (Utility Advisory Committee) - Redacted.pdf
- 9.J (8:35 PM) Confirm Appointments to the Race Equity Advisory Committee, 5 Minutes**  
Anderson (Race Equity Advisory Committee) - Redacted  
Beck (Race Equity Advisory Committee) - Redacted  
Camacho (Race Equity Advisory Committee) - Redacted  
Lombardi (Race Equity Advisory Committee) - Redacted  
Stahl (Race Equity Advisory Committee) - Redacted

## 10. ADJOURNMENT - 8:40 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](mailto:cityclerk@bainbridgewa.gov) by noon on the day preceding the meeting.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (6:10 PM) Adopt Resolution No. 2023-05 Naming the New Police and Municipal Court Building Located at 8804 Madison Ave as the Ted Spearman Justice Center - Executive,

**SUMMARY:** On May 23, 2023, the City Council was introduced a list of 5 finalist names for the naming of the new Police and Municipal located at 8804 Madison Ave. Of the 5 names the City Council chose to name the building the "Ted Spearman Justice Center" after Theodore "Ted" Spearman, a former Kitsap County Superior Court Judge and resident of Bainbridge Island.

**AGENDA CATEGORY:** Resolution

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to adopt Resolution No. 2023-05 naming the new Police and Municipal Court Building located at 8804 Madison Ave as the Ted Spearman Justice Center.

**COMMUNITY ENGAGEMENT AND OUTREACH:**

**FISCAL IMPACT:**

|                                    |  |
|------------------------------------|--|
| <b>Amount:</b>                     |  |
| <b>Ongoing Cost:</b>               |  |
| <b>One-Time Cost:</b>              |  |
| <b>Included in Current Budget?</b> |  |

**BACKGROUND:** On May 23, 2023 the City Council was introduced a list of 5 finalist names for the naming of the new Police and Municipal located at 8804 Madison Ave. Of the 5 names the City Council chose to name the building the "Ted Spearman Justice Center" after Theodore "Ted" Spearman, a former Kitsap County Superior Court Judge and resident of Bainbridge Island.

Theodore "Ted" Spearman was born in Seattle in 1947. He attended Yakima Valley College where he met his wife Marie Mullenneix. He graduated from Stanford in 1968 and received his Juris Doctor from the University of Michigan Law School in 1971.

He lived on Bainbridge Island from 1983 until his untimely passing in 2012. Judge Spearman was appointed as the first black judge to the Kitsap County Superior Court in February 2004, by Governor Gary Locke. He was very involved in the legal community and was Chair of the Washington State Bar Association's Civil Rights

Committee, served on the Washington State Bar Association Disciplinary Board for three years, and in 1998 was a finalist for appointment to the United States District Court, Western Division.

Judge Spearman was also very involved in community work. He was a member of the Bainbridge Island Home Rule Committee, was on the Board of Directors of the Health, Housing and Human Services Council, a Bainbridge Island non-profit and municipal organization. Additionally, he was the Chair of the Board of Directors for the Growth and Prevention Theater Company, (G.A.P) a non-profit corporation which produced plays for families dealing with issues of prejudice, domestic violence, peer pressure and dysfunctional families with the goal of promoting tolerance of differences in our society.

**ATTACHMENTS:**

[Resolution No. 2023-05 Naming the Police and Municipal Court Building the Ted Spearman Justice Center.docx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

## **RESOLUTION NO. 2023-05**

**A RESOLUTION** of the City Council of Bainbridge Island, Washington, relating to naming the Police Department and Municipal Court building located at 8804 Madison Avenue the “Ted Spearman Justice Center”.

**WHEREAS**, the City of Bainbridge Island police department and municipal court will move to a new location at 8804 Madison Ave; and

**WHEREAS**, the City Council established a naming process for the naming of the police and municipal court building including an open nomination call for names from anyone who lives, works, and plays on Bainbridge Island; and

**WHEREAS**, the City Council appointed seven members to an ad hoc committee to collect nominations from the public and narrow down the list to five finalists; and

**WHEREAS**, Ted Spearman was appointed as the first Black judge to the Kitsap County Superior Court in February 2004, by Governor Gary Locke; and

**WHEREAS**, Ted Spearman was very involved in the regional legal community and was Chair of the Washington State Bar Association’s Civil Rights Committee, served on the Washington State Bar Association Disciplinary Board for three years, and in 1998 was a finalist for appointment to the United States District Court, Western Division; and

**WHEREAS**, Ted Spearman was a member of the Bainbridge Island Home Rule Committee, leading to the creation of the City of Bainbridge Island; and

**WHEREAS**, the City Council selected the name Ted Spearman Justice Center as the official name of the new building on May 23, 2023.

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

**Section 1.** The name of the Police Department and Municipal Court building located at 8804 Madison Avenue shall be named in honor of Ted Spearman and be officially known as the Ted Spearman Justice Center.

**Section 2.** This resolution shall take effect and be in force immediately upon its passage.

PASSED by the City Council this \_\_\_\_ day of June, 2023.

APPROVED by the Mayor this \_\_\_\_ day of June, 2023.

\_\_\_\_\_  
Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATE:

By: \_\_\_\_\_

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO.

June 9, 2023  
June \_\_\_\_, 2023  
2023-05



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (6:15 PM) Present Resolution No. 2023-05 Naming the New Police and Municipal Court Building Located at 8804 Madison Ave as the Ted Spearman Justice Center to the Spearman Family,

**SUMMARY:** Mayor Fantroy-Johnson will present Resolution No. 2023-05 Naming the New Police and Municipal Court Building Located at 8804 Madison Ave as the Ted Spearman Justice Center to the Spearman family.

**AGENDA CATEGORY:** Presentation

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Presentation only.

**COMMUNITY ENGAGEMENT AND OUTREACH:**

**FISCAL IMPACT:**

|                                    |  |
|------------------------------------|--|
| <b>Amount:</b>                     |  |
| <b>Ongoing Cost:</b>               |  |
| <b>One-Time Cost:</b>              |  |
| <b>Included in Current Budget?</b> |  |

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**





CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (6:20 PM) Present Proclamation Declaring June 19, 2023 as the "Day to Celebrate Juneteenth 2023,"

**SUMMARY:** The attached proclamation declares June 19, 2023 as the "Day to Celebrate Juneteenth 2023." It is one of the annual proclamations that may be signed by the Mayor without further Council action.

**AGENDA CATEGORY:** Presentation

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:**  
Presentation only.

**COMMUNITY ENGAGEMENT AND OUTREACH:**

**FISCAL IMPACT:**

|                                    |  |
|------------------------------------|--|
| <b>Amount:</b>                     |  |
| <b>Ongoing Cost:</b>               |  |
| <b>One-Time Cost:</b>              |  |
| <b>Included in Current Budget?</b> |  |

**BACKGROUND:**

**ATTACHMENTS:**

[Juneteenth Proclamation 2023.docx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



## PROCLAMATION

**A PROCLAMATION** by the City Council of the City of Bainbridge Island, Washington, declaring June 19, 2023, as the “Day to Celebrate Juneteenth 2023.”

**WHEREAS**, on January 1, 1863, President Abraham Lincoln issued the Emancipation Proclamation, setting in motion the end of slavery in the United States; and

**WHEREAS**, the Civil War ended with the surrender of General Lee at Appomattox Court House on April 9, 1865; and

**WHEREAS**, this news reached Texas when Union General Gordon Granger arrived in Galveston Bay with Union troops. It was on June 19, 1865, that he announced: “The people of Texas are informed that, in accordance with a proclamation from the Executive of the United States, all slaves are free.”

**WHEREAS**, celebration of the end of slavery, which became known as Juneteenth, is the oldest known public celebration of the end of slavery in the United States; and

**WHEREAS**, Juneteenth commemorates African American freedom and celebrates the successes gained through education and greater opportunity; and

**WHEREAS**, on a larger scale, celebration of Juneteenth reminds each of us of the precious promises of freedom, equality, and opportunity which are at the core of the American Dream;

**NOW, THEREFORE**, I, Brenda Fantroy-Johnson, Mayor of the City of Bainbridge Island, on behalf of the City Council do hereby proclaim June 19, 2023 as a day to celebrate Juneteenth, and urge all residents to join in this celebration.

**DATED** this 13th day of June, 2023

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Brenda Fantroy-Johnson, Mayor



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (6:25 PM) Present Proclamation Declaring June 2023 as Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI+) Pride Month,

**SUMMARY:** The attached proclamation declares the month of June 2023 as Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI+) Pride Month. It is one of the previously approved annual proclamations that may be signed by the Mayor without further Council action.

**AGENDA CATEGORY:** Proclamation

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** Presentation only.

**COMMUNITY ENGAGEMENT AND OUTREACH:**

**FISCAL IMPACT:**

|                                    |  |
|------------------------------------|--|
| <b>Amount:</b>                     |  |
| <b>Ongoing Cost:</b>               |  |
| <b>One-Time Cost:</b>              |  |
| <b>Included in Current Budget?</b> |  |

**BACKGROUND:**

**ATTACHMENTS:**

[LGBTQI+ Pride Month Proclamation 2023.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



## PROCLAMATION

**A PROCLAMATION** by the City Council of the City of Bainbridge Island, Washington, declaring June 2023, as Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI+) Pride Month.

**WHEREAS**, our nation was founded upon the declaration that all people are created equal; that life, liberty, and the pursuit of happiness are among the inalienable rights of every person; and that each person shall be accorded the equal protection of the law; and

**WHEREAS**, on June 28, 1969, patrons of the Stonewall Inn in New York City rose up and resisted police harassment that had become all too common for members of the LGBTQI+ community. Out of this resistance, the LGBTQI+ rights movement in America was born. During LGBTQI+ Pride Month, we commemorate the events of June 1969 and commit to achieving equal justice under law for LGBTQI+ Americans; and

**WHEREAS**, the LGBTQI+ community has made great strides forward, but equality, inclusion, and acceptance have not yet been fully achieved. We must practice these values and teach them to future generations; and

**WHEREAS**, today the rights of LGBTQI+ Americans are under relentless attack. Members of the LGBTQI+ - especially people of color and trans people – continue to face discrimination and persistent efforts to undermine their human rights. Dangerous anti- LGBTQI+ legislation has been passed in States across the country, targeting transgender children and their parents; and

**WHEREAS**, one of the guiding principles of the City of Bainbridge Island is to foster the diversity of the residents of the Island; and

**WHEREAS**, Bainbridge Pride was founded in June 2015, at the time of the first Pride Proclamation by the City of Bainbridge Island, and Bainbridge Pride continues to bring together the diverse LGBTQI+ residents of the City for fellowship and support; and

**NOW, THEREFORE**, I, Brenda Fantroy-Johnson, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim June 2023, as

### **LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER, AND INTERSEX PRIDE MONTH**

in the City of Bainbridge Island, and we encourage all residents to celebrate the progress within our culture towards justice, equality, and full civic recognition for LGBTQI+ persons and to join us in the fights that remain to be won.

**DATED** this 13th day of June, 2023.

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Brenda Fantroy-Johnson, Mayor



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** Instructions for Providing Public Comment

**SUMMARY:** Instructions for providing public comment are attached.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** Information only.

**COMMUNITY ENGAGEMENT AND OUTREACH:**

**FISCAL IMPACT:**

**Amount:**

**Ongoing Cost:**

**One-Time Cost:**

**Included in Current Budget?**

**BACKGROUND:**

**ATTACHMENTS:**

[Instructions for Providing Public Comment at Hybrid Meetings.docx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

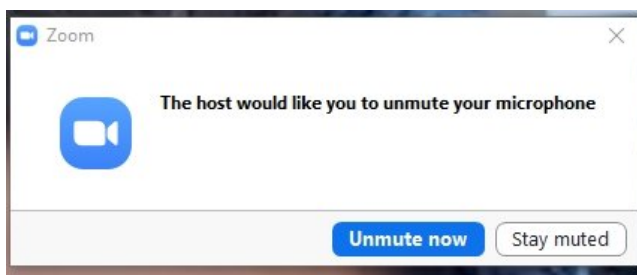


## CITY CLERK'S OFFICE

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](mailto:council@bainbridgewa.gov). Members of the public who wish to provide public comment may attend the business meeting in Council Chambers or may participate remotely by following the instructions outlined below. If you are attending in-person, please sign up to speak on the sign-in sheet by the Chamber doors. The Mayor will call the people signed up on the sign-in sheet in Council Chambers first, and speakers will have three minutes to speak from the podium. Following the in-person comment, the Mayor will call people who have raised their hands in the Zoom meeting. A timer on the screen will indicate when 3 minutes have elapsed. Guidelines for public comment are also attached.

### INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT REMOTELY

1. Join the Zoom webinar by following the link posted on the agenda and on the City calendar.
2. Sign in to Zoom with your full name.
3. The Mayor will indicate when it is time for public comment.
4. Attendee indicates desire to speak by clicking on "Raise Hand" option at the bottom of the screen.
5. Attendee clicks button "Unmute now" after they are called to speak by the Mayor.



6. 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.

7. Attendee provides their comment.

8. A timer on the screen will track your time.
9. Stop speaking when the timer reaches the 3-minute mark.
10. Attendee is returned to attendee group, and microphone is muted.
11. 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:** June 13, 2023

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Agenda Bill for Consent Agenda,

**SUMMARY:** Council will consider approval of the Consent Agenda.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Executive

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

**COMMUNITY ENGAGEMENT AND OUTREACH:**

**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:** June 13, 2023

**ESTIMATED TIME:**

**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.

**COMMUNITY ENGAGEMENT AND OUTREACH:**

**FISCAL IMPACT:**

|                                    |  |
|------------------------------------|--|
| <b>Amount:</b>                     |  |
| <b>Ongoing Cost:</b>               |  |
| <b>One-Time Cost:</b>              |  |
| <b>Included in Current Budget?</b> |  |

**BACKGROUND:**

**ATTACHMENTS:**

[Council Report.pdf](#)

[AP Report to Council of Cash Disbursements 06-14-23.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

## PAYROLL

PAYROLL CHECK RUN: 6 - 05 - 2023

| Run Type | Run Date  | Check # Sequence | Comments                              | Amount            |
|----------|-----------|------------------|---------------------------------------|-------------------|
| Misc     | 5/31/2023 | 57530            | Misc. Check Run (Direct Dep)          | 4,960.69          |
| Misc     | 5/31/2023 | 110161           | Misc. Vendor check run (Paper Checks) | 640.21            |
| EFTPS    | 5/13/2023 |                  | Federal Tax Electronic Transfer       | 2,053.53          |
| Normal   | 6/5/2023  | 57531-57667      | Regular check run (Direct Dep)        | 368,277.36        |
| Normal   | 6/5/2023  | 110162-110163    | Regular check run (Paper Checks)      | 3,640.99          |
| Vendor   | 6/5/2023  | 110164-110174    | Vendor check run (Paper Checks)       | 349,521.05        |
| EFTPS    | 6/5/2023  |                  | Federal Tax Electronic Transfer       | 139,687.18        |
|          |           |                  |                                       |                   |
|          |           |                  | <b>TOTAL:</b>                         | <b>861,126.58</b> |

Prepared and Reviewed by:

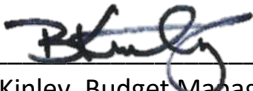


Ruth Schroeder, Payroll Specialist

Date

6/2/2023

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.



Billie Kinley, Budget Manager

Date 06/06/2023



CITY OF  
BAINBRIDGE ISLAND

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: May 22, 2023 - June 12, 2023

CITY COUNCIL: May 23, 2023 - June 13, 2023

Last check from previous run: 360214 dated 05/24/2023 issued to Whelen Engineering Co for \$135.00

Last ACH from previous run: 2283 dated 05/24/2023 issued to Westbay Auto Parts for \$603.50

| Payment Type | Check Date | Check Number | Department/Vendor/Description                                           | Amount     |
|--------------|------------|--------------|-------------------------------------------------------------------------|------------|
| VOID         | 04/07/2023 | 360057       | KITSAP PUD #1/Check was lost in the mail and not received by the vendor | N/A        |
| VOID         | 04/26/2023 | 360076       | Compass & Clock/Check was lost in the mail and is being reissued        | N/A        |
| ACH/EFT      | 05/22/2023 | 2284         | PW/KC Sewer Dist 7/Sewer utility charges Apr. 2023                      | 25,408.29  |
| ACH/EFT      | 05/24/2023 | 2285         | WA State DOR/Excise taxes - Apr. 2023                                   | 22,733.08  |
| ACH/EFT      | 06/01/2023 | 2286         | US Bank/Bond payment, principal & interest - 2023                       | 513,547.00 |
| ACH/EFT      | 05/26/2023 | 2287         | EX/Inkshed/COBI connects writing support                                | 1,870.00   |
| ACH/EFT      | 05/30/2023 | 2288         | WA State DOL/Firearm permits - May 2023                                 | 198.00     |
| Manual       | 05/18/2023 | 360215       | CenturyLink/Citywide telemetry - May 2023                               | 491.41     |
| Manual       | 05/18/2023 | 360216       | Grant, Mary/Senior center rental deposit refund                         | 150.00     |
| Manual       | 05/18/2023 | 360217       | Puget Sound Energy/Rockaway Interite PRV, 515 Ferncliff Ave PRV         | 31.44      |
| Manual       | 05/25/2023 | 360218       | POL,EOC/AT&T/Wireless charges                                           | 3,663.18   |
| Manual       | 05/25/2023 | 360219       | ENG/BI Metropolitan Park & Rec/Temporary easement Madison Ave           | 20,300.00  |
| Manual       | 05/25/2023 | 360220       | Centurylink/Weaver PRV water telem                                      | 58.43      |
| Manual       | 05/25/2023 | 360221       | CRT/Cullen, Paul PLLC/Blake decision professional services              | 5,124.00   |
| Manual       | 05/25/2023 | 360222       | ENG/Decker, James & Tarrell/Temporary easement Madison Ave              | 425.00     |
| Manual       | 05/25/2023 | 360223       | ENG/Gilmore James & Kathleen/Temporary easement Madison Ave             | 425.00     |
| Manual       | 05/25/2023 | 360224       | ENG/Hansen, Margaret/Temporary easement Madison Ave                     | 425.00     |
| Manual       | 05/25/2023 | 360225       | ENG/Church of Jesus Christ/Temporary easement Madison Ave               | 1,150.00   |
| Manual       | 05/25/2023 | 360226       | ENG/Kitsap Pud #1/Install temporary water meter Halls Hill Revegetation | 3,500.00   |
| Manual       | 05/25/2023 | 360227       | ENG/Liming, Laura/Temporary easement Madison Ave                        | 425.00     |
| Manual       | 05/25/2023 | 360228       | ENG/Nive Mark Naficy/Temporary easement Madison Ave                     | 635.26     |
| Manual       | 05/25/2023 | 360229       | Puget Sound Energy/May 2023 green power contract                        | 863.72     |
| Manual       | 05/25/2023 | 360230       | ENG/Reissig, Walter/Temporary easement Madison Ave                      | 425.00     |
| Manual       | 05/25/2023 | 360231       | ENG/Verizon/Modems for automated flow stations                          | 78.66      |
| Manual       | 05/25/2023 | 360232       | ENG/Wilton, John & Marcia/Temporary easement Madison Ave                | 425.00     |
| Manual       | 05/30/2023 | 360233       | CRT/BI Municipal Court/Blake decision refunds                           | 1,837.50   |
| Manual       | 05/30/2023 | 360234       | ENG/Naficy, Christina/Temporary easement Madison Ave                    | 635.26     |
| Manual       | 05/30/2023 | 360235       | ENG/Naficy, Homayoun/Temporary easement Madison Ave                     | 7,929.48   |
| Manual       | 06/01/2023 | 360236       | Kitsap Pud #1/Water lot 1 Belfair Ave                                   | 109.12     |
| Manual       | 06/01/2023 | 360237       | FIN/WA ST Employment Security Dept./UI benefit interest 2023 Q1         | 25.00      |
| Manual       | 06/01/2023 | 360238       | WA Water Service/Decant facility water May 2023                         | 157.44     |

Total Manual Checks and Electronic Disbursements 613,046.27

|                     |            |               |                         |              |
|---------------------|------------|---------------|-------------------------|--------------|
| Regular Run Checks  | 06/14/2023 | 360239-360272 | Total Regular Check Run | 95,014.11    |
| Regular Run ACH     | 06/14/2023 | 2289-2332     | Total Regular ACH Run   | 293,322.93   |
| Total Disbursements |            |               |                         | 1,001,383.31 |

|                   |     |     |     |
|-------------------|-----|-----|-----|
| Retainage Release | N/A | N/A | N/A |
| Travel Advance    | N/A | 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

6/8/2023

Date

JK

05/18/2023 08:13  
jkinesCITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNALP 1  
apcshdsb

| CASH ACCOUNT: 635            |            | 111100 |                          | CASH      |                     |                                  |                            | INV DATE            | PO   | CHECK RUN | NET       |
|------------------------------|------------|--------|--------------------------|-----------|---------------------|----------------------------------|----------------------------|---------------------|------|-----------|-----------|
| CHECK NO                     | CHK DATE   | TYPE   | VENDOR NAME              | VOUCHER   | INVOICE             |                                  |                            |                     |      |           |           |
| INVOICE DTL DESC             |            |        |                          |           |                     |                                  |                            |                     |      |           |           |
| 2284                         | 05/22/2023 | EFT    | 1496 KITSAP COUNTY SEWER | 263457    | KCSD7-COBI-2023-APR | 05/12/2023                       |                            | M051823             |      |           | 25,408.29 |
| Invoice: KCSD7-COBI-2023-APR |            |        |                          | 25,408.29 | 73426356 551000     | PW/SEWER UTILITY CHARGE APR 2023 |                            |                     |      |           |           |
|                              |            |        |                          |           |                     | SIS-SD#7 PROCESSING CHGS         |                            |                     |      |           |           |
|                              |            |        |                          |           |                     |                                  |                            | CHECK               | 2284 | TOTAL:    | 25,408.29 |
| NUMBER OF CHECKS             |            |        |                          |           |                     | 1                                | *** CASH ACCOUNT TOTAL *** |                     |      | 25,408.29 |           |
|                              |            |        |                          |           |                     | COUNT                            | AMOUNT                     |                     |      |           |           |
| TOTAL EFT'S                  |            |        |                          |           |                     | 1                                | 25,408.29                  |                     |      |           |           |
|                              |            |        |                          |           |                     |                                  |                            | *** GRAND TOTAL *** |      |           | 25,408.29 |

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

| YEAR PER<br>SRC ACCOUNT | JNL<br>EFF DATE | JNL DESC | REF 1  | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC      | T 0B | DEBIT     | CREDIT    |
|-------------------------|-----------------|----------|--------|-------|-------|--------------------------------|------|-----------|-----------|
| 2023 5 162              |                 |          |        |       |       |                                |      |           |           |
| APP 402-213000          | 05/22/2023      | M051823  | 051823 |       |       | ACCOUNTS PAYABLE               |      | 25,408.29 |           |
|                         |                 |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| APP 635-111100          | 05/22/2023      | M051823  | 051823 |       |       | CASH                           |      |           | 25,408.29 |
|                         |                 |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
|                         |                 |          |        |       |       | GENERAL LEDGER TOTAL           |      | 25,408.29 | 25,408.29 |
| APP 631-130000          | 05/22/2023      | M051823  | 051823 |       |       | DUE TO/FROM CLEARING           |      | 25,408.29 |           |
| APP 402-130000          | 05/22/2023      | M051823  | 051823 |       |       | DUE TO/FROM CLEARING           |      |           | 25,408.29 |
|                         |                 |          |        |       |       | SYSTEM GENERATED ENTRIES TOTAL |      | 25,408.29 | 25,408.29 |
|                         |                 |          |        |       |       | JOURNAL 2023/05/162 TOTAL      |      | 50,816.58 | 50,816.58 |

| FUND | ACCOUNT                                          | YEAR | PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION                      | DEBIT     | CREDIT    |
|------|--------------------------------------------------|------|-----|-----|------------|------------------------------------------|-----------|-----------|
| 402  | SEWER OPERATING FUND<br>402-130000<br>402-213000 | 2023 | 5   | 162 | 05/22/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE | 25,408.29 | 25,408.29 |
|      |                                                  |      |     |     |            | FUND TOTAL                               | 25,408.29 | 25,408.29 |
| 631  | CLEARING FUND<br>631-130000<br>635-111100        | 2023 | 5   | 162 | 05/22/2023 | DUE TO/FROM CLEARING<br>CASH             | 25,408.29 | 25,408.29 |
|      |                                                  |      |     |     |            | FUND TOTAL                               | 25,408.29 | 25,408.29 |



| FUND  |                      | DUE TO    | DUE FROM  |
|-------|----------------------|-----------|-----------|
| 402   | SEWER OPERATING FUND |           | 25,408.29 |
| 631   | CLEARING FUND        | 25,408.29 |           |
| TOTAL |                      | 25,408.29 | 25,408.29 |

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

JK

05/24/2023 09:20  
jkinesCITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNALP  
apcshdsb 1CASH ACCOUNT: 635 111100 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

## INVOICE DTL DESC

|                      |                           |           |                 |                                |         |           |
|----------------------|---------------------------|-----------|-----------------|--------------------------------|---------|-----------|
| 2285 05/24/2023 MANL | 124 WA ST DEPT OF REVENUE | 263512    | APR23           | 05/24/2023                     | ETAPR23 | 22,733.08 |
| Invoice: APR23       |                           |           |                 | APRIL 2023 EXCISE TAXES        |         |           |
|                      |                           | 4,868.75  | 91421351 553000 | FINANCE - SEWER - EXTRNL TAXES |         |           |
|                      |                           | 35.00     | 91421351 553000 | FINANCE - SEWER - EXTRNL TAXES |         |           |
|                      |                           | 7.86      | 91411341 553000 | FINANCE - WATER EXTRNL TAXES   |         |           |
|                      |                           | 4.06      | 91411341 553000 | FINANCE - WATER EXTRNL TAXES   |         |           |
|                      |                           | 17,211.53 | 91431383 553000 | FINANCE - SSWM - EXTRNL TAXES  |         |           |
|                      |                           | 499.11    | 91421351 553000 | FINANCE - SEWER - EXTRNL TAXES |         |           |
|                      |                           | 6.25      | 41011141 539100 | FIN-NON TRAVEL FOOD/SNACK      |         |           |
|                      |                           | 8.28      | 62471591 549100 | BLDG - BLDG DUES/SUBSCRIPTIONS |         |           |
|                      |                           | 28.15     | 31011131 531100 | EX-GF-SUPPLIES                 |         |           |
|                      |                           | 16.74     | 73425358 531100 | O&M-WWTP-SUPPLIES              |         |           |
|                      |                           | 10.95     | 73637892 443410 | O&M-ALLOC-WTR-TRAINING         |         |           |
|                      |                           | 36.40     | 31011256 531100 | EX-GF-EMERG PREP-SUPPLIES      |         |           |

CHECK 2285 TOTAL: 22,733.08

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 22,733.08

|                     |       |           |
|---------------------|-------|-----------|
|                     | COUNT | AMOUNT    |
| TOTAL MANUAL CHECKS | 1     | 22,733.08 |

\*\*\* GRAND TOTAL \*\*\* 22,733.08

05/24/2023 09:20  
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<br>SRC ACCOUNT    | EFF DATE   | JNL DESC | REF 1  | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC      | T OB | DEBIT     | CREDIT    |
|--------------------------------|------------|----------|--------|-------|-------|--------------------------------|------|-----------|-----------|
| 2023 5 191                     |            |          |        |       |       |                                |      |           |           |
| APP 402-213000                 | 05/24/2023 | ETAPR23  | 052423 |       |       | ACCOUNTS PAYABLE               |      | 5,419.60  |           |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| APP 635-111100                 | 05/24/2023 | ETAPR23  | 052423 |       |       | CASH                           |      |           | 22,733.08 |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| APP 401-213000                 | 05/24/2023 | ETAPR23  | 052423 |       |       | ACCOUNTS PAYABLE               |      | 11.92     |           |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| APP 403-213000                 | 05/24/2023 | ETAPR23  | 052423 |       |       | ACCOUNTS PAYABLE               |      | 17,211.53 |           |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| APP 001-213000                 | 05/24/2023 | ETAPR23  | 052423 |       |       | GENERAL - ACCOUNTS PAYABLE     |      | 70.80     |           |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| APP 407-213000                 | 05/24/2023 | ETAPR23  | 052423 |       |       | ACCOUNTS PAYABLE               |      | 8.28      |           |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| APP 631-213000                 | 05/24/2023 | ETAPR23  | 052423 |       |       | ACCOUNTS PAYABLE               |      | 10.95     |           |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| GENERAL LEDGER TOTAL           |            |          |        |       |       |                                |      | 22,733.08 | 22,733.08 |
| APP 631-130000                 | 05/24/2023 | ETAPR23  | 052423 |       |       | DUE TO/FROM CLEARING           |      | 22,722.13 |           |
| APP 402-130000                 | 05/24/2023 | ETAPR23  | 052423 |       |       | DUE TO/FROM CLEARING           |      |           | 5,419.60  |
| APP 401-130000                 | 05/24/2023 | ETAPR23  | 052423 |       |       | DUE TO/FROM CLEARING           |      |           | 11.92     |
| APP 403-130000                 | 05/24/2023 | ETAPR23  | 052423 |       |       | DUE TO/FROM CLEARING           |      |           | 17,211.53 |
| APP 001-130000                 | 05/24/2023 | ETAPR23  | 052423 |       |       | GENERAL - DUE TO/FROM CLEARING |      |           | 70.80     |
| APP 407-130000                 | 05/24/2023 | ETAPR23  | 052423 |       |       | DUE TO/FROM CLEARING           |      |           | 8.28      |
| SYSTEM GENERATED ENTRIES TOTAL |            |          |        |       |       |                                |      | 22,722.13 | 22,722.13 |
| JOURNAL 2023/05/191 TOTAL      |            |          |        |       |       |                                |      | 45,455.21 | 45,455.21 |

05/24/2023 09:20  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

| FUND<br>ACCOUNT                                             | YEAR PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION                                          | DEBIT              | CREDIT    |
|-------------------------------------------------------------|----------|-----|------------|--------------------------------------------------------------|--------------------|-----------|
| 001 GENERAL FUND<br>001-130000<br>001-213000                | 2023 5   | 191 | 05/24/2023 | GENERAL - DUE TO/FROM CLEARING<br>GENERAL - ACCOUNTS PAYABLE | 70.80              | 70.80     |
|                                                             |          |     |            | FUND TOTAL                                                   | 70.80              | 70.80     |
| 401 WATER OPERATING FUND<br>401-130000<br>401-213000        | 2023 5   | 191 | 05/24/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 11.92              | 11.92     |
|                                                             |          |     |            | FUND TOTAL                                                   | 11.92              | 11.92     |
| 402 SEWER OPERATING FUND<br>402-130000<br>402-213000        | 2023 5   | 191 | 05/24/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 5,419.60           | 5,419.60  |
|                                                             |          |     |            | FUND TOTAL                                                   | 5,419.60           | 5,419.60  |
| 403 STORM & SURFACE WATER FUND<br>403-130000<br>403-213000  | 2023 5   | 191 | 05/24/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 17,211.53          | 17,211.53 |
|                                                             |          |     |            | FUND TOTAL                                                   | 17,211.53          | 17,211.53 |
| 407 BUILDING & DEVELOPMENT FUND<br>407-130000<br>407-213000 | 2023 5   | 191 | 05/24/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 8.28               | 8.28      |
|                                                             |          |     |            | FUND TOTAL                                                   | 8.28               | 8.28      |
| 631 CLEARING FUND<br>631-130000<br>631-213000<br>635-111100 | 2023 5   | 191 | 05/24/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE<br>CASH             | 22,722.13<br>10.95 | 22,733.08 |
|                                                             |          |     |            | FUND TOTAL                                                   | 22,733.08          | 22,733.08 |

05/24/2023 09:20  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 4  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

| FUND |                             | DUE TO    | DUE FROM  |
|------|-----------------------------|-----------|-----------|
| 001  | GENERAL FUND                |           | 70.80     |
| 401  | WATER OPERATING FUND        |           | 11.92     |
| 402  | SEWER OPERATING FUND        |           | 5,419.60  |
| 403  | STORM & SURFACE WATER FUND  |           | 17,211.53 |
| 407  | BUILDING & DEVELOPMENT FUND |           | 8.28      |
| 631  | CLEARING FUND               |           |           |
|      |                             | 22,722.13 |           |
|      | TOTAL                       | 22,722.13 | 22,722.13 |

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

JK

05/25/2023 09:42  
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    |            |        |              |            |                      |                                |                            |                     |            |  |            |  |  |
| 2286                | 05/25/2023 | MANL   | 8330 US BANK | 263527     | 2271648              | 04/10/2023                     |                            | ACH-0623            | 119,925.00 |  |            |  |  |
| Invoice: 2271648    |            |        |              | 119,925.00 | 91248221 78300000724 | BAILTG019 DEBT SVC INT ONLY    |                            |                     |            |  |            |  |  |
|                     |            |        |              |            |                      | PD/COURT BLDG-INTEREST         |                            |                     |            |  |            |  |  |
| Invoice: 2271604    |            |        |              | 263528     | 2271604              | 04/10/2023                     |                            | ACH-0623            | 367,000.00 |  |            |  |  |
|                     |            |        |              | 330,000.00 | 91249176 771000      | BAILTG0REF19 DEBT SVC P&I      |                            |                     |            |  |            |  |  |
|                     |            |        |              | 37,000.00  | 91249276 783000      | 2019 REF BONDS-PRINCIPAL       |                            |                     |            |  |            |  |  |
|                     |            |        |              |            |                      | 2019 REF BONDS-INTEREST        |                            |                     |            |  |            |  |  |
| Invoice: 2271304    |            |        |              | 263529     | 2271304              | 04/10/2023                     |                            | ACH-0623            | 14,022.00  |  |            |  |  |
|                     |            |        |              | 14,022.00  | 91422923 783000      | BAILTG0REF21 DEBT SVC INT ONLY |                            |                     |            |  |            |  |  |
|                     |            |        |              |            |                      | 2021 REFI-INTERST PYMT         |                            |                     |            |  |            |  |  |
| Invoice: 2269311    |            |        |              | 263530     | 2269311              | 04/10/2023                     |                            | ACH-0623            | 12,600.00  |  |            |  |  |
|                     |            |        |              | 12,600.00  | 91247289 783000      | BAIUTG0REF13 DEBT SVC INT ONLY |                            |                     |            |  |            |  |  |
|                     |            |        |              |            |                      | 2013 REFI-INTEREST             |                            |                     |            |  |            |  |  |
| CHECK               |            |        |              |            |                      |                                |                            | 2286 TOTAL:         | 513,547.00 |  |            |  |  |
| NUMBER OF CHECKS    |            |        |              |            |                      | 1                              | *** CASH ACCOUNT TOTAL *** |                     |            |  | 513,547.00 |  |  |
|                     |            |        |              |            |                      | COUNT                          | AMOUNT                     |                     |            |  |            |  |  |
| TOTAL MANUAL CHECKS |            |        |              |            |                      | 1                              | 513,547.00                 |                     |            |  |            |  |  |
|                     |            |        |              |            |                      |                                |                            | *** GRAND TOTAL *** | 513,547.00 |  |            |  |  |

05/25/2023 09:42  
jkines

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

| YEAR PER<br>SRC ACCOUNT        | JNL<br>EFF DATE | JNL DESC | REF 1  | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC     | T OB | DEBIT        | CREDIT       |
|--------------------------------|-----------------|----------|--------|-------|-------|-------------------------------|------|--------------|--------------|
| 2023 6 4                       |                 |          |        |       |       |                               |      |              |              |
| APP 201-213000                 | 06/01/2023      | ACH-0623 | 052523 |       |       | ACCOUNTS PAYABLE              |      | 499,525.00   |              |
|                                |                 |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL |      |              |              |
| APP 635-111100                 | 06/01/2023      | ACH-0623 | 052523 |       |       | CASH                          |      |              | 513,547.00   |
|                                |                 |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL |      |              |              |
| APP 402-213000                 | 06/01/2023      | ACH-0623 | 052523 |       |       | ACCOUNTS PAYABLE              |      | 14,022.00    |              |
|                                |                 |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL |      |              |              |
| GENERAL LEDGER TOTAL           |                 |          |        |       |       |                               |      | 513,547.00   | 513,547.00   |
| APP 631-130000                 | 06/01/2023      | ACH-0623 | 052523 |       |       | DUE TO/FROM CLEARING          |      | 513,547.00   |              |
| APP 201-130000                 | 06/01/2023      | ACH-0623 | 052523 |       |       | DUE TO/FROM CLEARING          |      |              | 499,525.00   |
| APP 402-130000                 | 06/01/2023      | ACH-0623 | 052523 |       |       | DUE TO/FROM CLEARING          |      |              | 14,022.00    |
| SYSTEM GENERATED ENTRIES TOTAL |                 |          |        |       |       |                               |      | 513,547.00   | 513,547.00   |
| JOURNAL 2023/06/4 TOTAL        |                 |          |        |       |       |                               |      | 1,027,094.00 | 1,027,094.00 |

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

| FUND<br>ACCOUNT                                      | YEAR PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION                      | DEBIT      | CREDIT     |
|------------------------------------------------------|----------|-----|------------|------------------------------------------|------------|------------|
| 201 GO BOND FUND<br>201-130000<br>201-213000         | 2023 6   | 4   | 06/01/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE | 499,525.00 | 499,525.00 |
|                                                      |          |     |            | FUND TOTAL                               | 499,525.00 | 499,525.00 |
| 402 SEWER OPERATING FUND<br>402-130000<br>402-213000 | 2023 6   | 4   | 06/01/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE | 14,022.00  | 14,022.00  |
|                                                      |          |     |            | FUND TOTAL                               | 14,022.00  | 14,022.00  |
| 631 CLEARING FUND<br>631-130000<br>635-111100        | 2023 6   | 4   | 06/01/2023 | DUE TO/FROM CLEARING<br>CASH             | 513,547.00 | 513,547.00 |
|                                                      |          |     |            | FUND TOTAL                               | 513,547.00 | 513,547.00 |



| FUND  |                      | DUE TO     | DUE FROM   |
|-------|----------------------|------------|------------|
| 201   | GO BOND FUND         |            | 499,525.00 |
| 402   | SEWER OPERATING FUND |            | 14,022.00  |
| 631   | CLEARING FUND        | 513,547.00 |            |
| TOTAL |                      | 513,547.00 | 513,547.00 |

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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

111100

VOUCHER    INVOICE

INV DATE    PO

CHECK RUN

NET

| INVOICE DTL DESC    |                 |          |                  |             |                                  |             |                     |  |          |
|---------------------|-----------------|----------|------------------|-------------|----------------------------------|-------------|---------------------|--|----------|
| 2287 05/26/2023 EFT | 9567 SARAH LANE | 263487   | 041123           | 04/11/2023  | M052523                          | 1,870.00    |                     |  |          |
| Invoice: 041123     |                 | 1,870.00 | 31011572         | 54110001015 | EX/COBI CONNECTS WRITING SUPPORT |             |                     |  |          |
|                     |                 |          |                  |             | NEWSLETTER-PROF SVCS             |             |                     |  |          |
|                     |                 |          |                  |             | CHECK                            | 2287 TOTAL: |                     |  | 1,870.00 |
|                     |                 |          | NUMBER OF CHECKS | 1           | *** CASH ACCOUNT TOTAL ***       |             |                     |  | 1,870.00 |
|                     |                 |          |                  |             | COUNT                            | AMOUNT      |                     |  |          |
|                     |                 |          | TOTAL EFT'S      |             | 1                                | 1,870.00    |                     |  |          |
|                     |                 |          |                  |             |                                  |             | *** GRAND TOTAL *** |  | 1,870.00 |

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

| YEAR PER<br>SRC ACCOUNT      | JNL<br>EFF DATE | JNL DESC | REF 1  | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC                                   | T 0B | DEBIT    | CREDIT   |
|------------------------------|-----------------|----------|--------|-------|-------|-------------------------------------------------------------|------|----------|----------|
| 2023 5 204<br>APP 001-213000 | 05/26/2023      | M052523  | 052523 |       |       | GENERAL - ACCOUNTS PAYABLE<br>AP CASH DISBURSEMENTS JOURNAL |      | 1,870.00 |          |
| APP 635-111100               | 05/26/2023      | M052523  | 052523 |       |       | CASH<br>AP CASH DISBURSEMENTS JOURNAL                       |      |          | 1,870.00 |
|                              |                 |          |        |       |       | GENERAL LEDGER TOTAL                                        |      | 1,870.00 | 1,870.00 |
| APP 631-130000               | 05/26/2023      | M052523  | 052523 |       |       | DUE TO/FROM CLEARING                                        |      | 1,870.00 |          |
| APP 001-130000               | 05/26/2023      | M052523  | 052523 |       |       | GENERAL - DUE TO/FROM CLEARING                              |      |          | 1,870.00 |
|                              |                 |          |        |       |       | SYSTEM GENERATED ENTRIES TOTAL                              |      | 1,870.00 | 1,870.00 |
|                              |                 |          |        |       |       | JOURNAL 2023/05/204 TOTAL                                   |      | 3,740.00 | 3,740.00 |

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JOURNAL ENTRIES TO BE CREATED

| FUND<br>ACCOUNT                               | YEAR PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION                                          | DEBIT    | CREDIT   |
|-----------------------------------------------|----------|-----|------------|--------------------------------------------------------------|----------|----------|
| 001 GENERAL FUND<br>001-130000<br>001-213000  | 2023 5   | 204 | 05/26/2023 | GENERAL - DUE TO/FROM CLEARING<br>GENERAL - ACCOUNTS PAYABLE | 1,870.00 | 1,870.00 |
|                                               |          |     |            | FUND TOTAL                                                   | 1,870.00 | 1,870.00 |
| 631 CLEARING FUND<br>631-130000<br>635-111100 | 2023 5   | 204 | 05/26/2023 | DUE TO/FROM CLEARING<br>CASH                                 | 1,870.00 | 1,870.00 |
|                                               |          |     |            | FUND TOTAL                                                   | 1,870.00 | 1,870.00 |

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JOURNAL ENTRIES TO BE CREATED

| FUND  |               | DUE TO   | DUE FROM |
|-------|---------------|----------|----------|
| 001   | GENERAL FUND  |          | 1,870.00 |
| 631   | CLEARING FUND | 1,870.00 |          |
| TOTAL |               | 1,870.00 | 1,870.00 |

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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    |            |      |                          |         |                 |                                |                            |           |             |        |        |  |
| 2288                | 05/30/2023 | MANL | 969 DEPARTMENT OF LICENS | 263573  | MAY23FA         | 05/22/2023                     |                            | FAMAY23   | 198.00      |        |        |  |
| Invoice: MAY23FA    |            |      |                          |         |                 | POL/MAY 2023 CPLS              |                            |           |             |        |        |  |
|                     |            |      |                          | 198.00  | 41654860 586000 | CPL GUN PERMIT-STATE SHARE OUT |                            |           |             |        |        |  |
|                     |            |      |                          |         |                 |                                |                            | CHECK     | 2288        | TOTAL: | 198.00 |  |
| NUMBER OF CHECKS    |            |      |                          |         |                 | 1                              | *** CASH ACCOUNT TOTAL *** |           |             |        | 198.00 |  |
|                     |            |      |                          |         |                 | COUNT                          | AMOUNT                     |           |             |        |        |  |
| TOTAL MANUAL CHECKS |            |      |                          |         |                 | 1                              | 198.00                     |           |             |        |        |  |
|                     |            |      |                          |         |                 |                                |                            | ***       | GRAND TOTAL | ***    | 198.00 |  |

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CITY OF BAINBRIDGE ISLAND  
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| YEAR PER JNL<br>SRC ACCOUNT    | EFF DATE   | JNL DESC | REF 1  | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC                         | T 0B | DEBIT  | CREDIT |
|--------------------------------|------------|----------|--------|-------|-------|---------------------------------------------------|------|--------|--------|
| 2023 5 227<br>APP 650-213000   | 05/30/2023 | FAMAY23  | 053023 |       |       | ACCOUNTS PAYABLE<br>AP CASH DISBURSEMENTS JOURNAL |      | 198.00 |        |
| APP 635-111100                 | 05/30/2023 | FAMAY23  | 053023 |       |       | CASH<br>AP CASH DISBURSEMENTS JOURNAL             |      |        | 198.00 |
| GENERAL LEDGER TOTAL           |            |          |        |       |       |                                                   |      | 198.00 | 198.00 |
| APP 631-130000                 | 05/30/2023 | FAMAY23  | 053023 |       |       | DUE TO/FROM CLEARING                              |      | 198.00 |        |
| APP 650-130000                 | 05/30/2023 | FAMAY23  | 053023 |       |       | DUE TO/FROM CLEARING                              |      |        | 198.00 |
| SYSTEM GENERATED ENTRIES TOTAL |            |          |        |       |       |                                                   |      | 198.00 | 198.00 |
| JOURNAL 2023/05/227 TOTAL      |            |          |        |       |       |                                                   |      | 396.00 | 396.00 |

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

| FUND<br>ACCOUNT                               | YEAR PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION                      | DEBIT  | CREDIT |
|-----------------------------------------------|----------|-----|------------|------------------------------------------|--------|--------|
| 631 CLEARING FUND<br>631-130000<br>635-111100 | 2023 5   | 227 | 05/30/2023 | DUE TO/FROM CLEARING<br>CASH             | 198.00 | 198.00 |
|                                               |          |     |            | FUND TOTAL                               | 198.00 | 198.00 |
| 650 AGENCY FUND<br>650-130000<br>650-213000   | 2023 5   | 227 | 05/30/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE | 198.00 | 198.00 |
|                                               |          |     |            | FUND TOTAL                               | 198.00 | 198.00 |



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CITY OF BAINBRIDGE ISLAND  
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JOURNAL ENTRIES TO BE CREATED

| FUND  |               | DUE TO | DUE FROM |
|-------|---------------|--------|----------|
| 631   | CLEARING FUND | 198.00 |          |
| 650   | AGENCY FUND   |        | 198.00   |
| TOTAL |               | 198.00 | 198.00   |

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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  |                 |        |                |         |                 |                                                    |    |           |        |  |
| 2289              | 06/14/2023      | EFT    | 5 ACE HARDWARE | 263536  | 534091          | 05/15/2023                                         |    | 06/11/23  | 54.59  |  |
|                   | Invoice: 534091 |        |                | 54.59   | 73431835 531100 | PW/TRIMMER LINE .105/665                           |    |           |        |  |
|                   |                 |        |                |         |                 | OFFICE SUPPLIES                                    |    |           |        |  |
|                   | Invoice: 534141 |        |                | 263537  | 534141          | 05/15/2023                                         |    | 06/11/23  | 51.04  |  |
|                   |                 |        |                | 51.04   | 73011768 531100 | PW/CLAW BAR, FASTENERS, BIT                        |    |           |        |  |
|                   |                 |        |                |         |                 | O&M-C/E-PARKS-SUPPLIES                             |    |           |        |  |
|                   | Invoice: 534201 |        |                | 263538  | 534201          | 05/15/2023                                         |    | 06/11/23  | 19.62  |  |
|                   |                 |        |                | 19.62   | 73011189 531100 | PW/COUPLE COMP, BARBED TEE, BARBED ELBOW           |    |           |        |  |
|                   |                 |        |                |         |                 | O&M - C/E FACIL OFC SUPPLIES                       |    |           |        |  |
|                   | Invoice: 534341 |        |                | 263539  | 534341          | 05/17/2023                                         |    | 06/11/23  | 116.81 |  |
|                   |                 |        |                | 116.81  | 73425358 531100 | PW/ROPE 50FT, CORD EXTN, PLSTC BUCKET              |    |           |        |  |
|                   |                 |        |                |         |                 | O&M-WWTP-SUPPLIES                                  |    |           |        |  |
|                   | Invoice: 534371 |        |                | 263540  | 534371          | 05/17/2023                                         |    | 06/11/23  | 21.80  |  |
|                   |                 |        |                | 21.80   | 73011189 531100 | PW/SCREWDRIVER, POP UP NAZZLE PLSTIC               |    |           |        |  |
|                   |                 |        |                |         |                 | O&M - C/E FACIL OFC SUPPLIES                       |    |           |        |  |
|                   | Invoice: 534391 |        |                | 263541  | 534391          | 05/17/2023                                         |    | 06/11/23  | 73.95  |  |
|                   |                 |        |                | 73.95   | 73415345 531100 | PW/PROFESSIONAL FLRING TOOL, FLARE CONN, FLARE NUT |    |           |        |  |
|                   |                 |        |                |         |                 | OFFICE SUPPLIES                                    |    |           |        |  |
|                   | Invoice: 534451 |        |                | 263542  | 534451          | 05/18/2023                                         |    | 06/11/23  | 30.07  |  |
|                   |                 |        |                | 30.07   | 73011189 531100 | PW/FASTENERS, PINTLE 5/8"ZN                        |    |           |        |  |
|                   |                 |        |                |         |                 | O&M - C/E FACIL OFC SUPPLIES                       |    |           |        |  |
|                   | Invoice: 534471 |        |                | 263543  | 534471          | 05/18/2023                                         |    | 06/11/23  | 81.51  |  |
|                   |                 |        |                | 81.51   | 73011189 531100 | PW/THREAD ROD STL, FASTENERS                       |    |           |        |  |
|                   |                 |        |                |         |                 | O&M - C/E FACIL OFC SUPPLIES                       |    |           |        |  |
|                   | Invoice: 534491 |        |                | 263545  | 534491          | 05/18/2023                                         |    | 06/11/23  | 12.14  |  |
|                   |                 |        |                | 6.07    | 73111423 531100 | PW/DOUBLE CUT KEY X8                               |    |           |        |  |
|                   |                 |        |                | 6.07    | 73111427 531100 | OFFICE SUPPLIES                                    |    |           |        |  |
|                   |                 |        |                |         |                 | OFFICE SUPPLIES                                    |    |           |        |  |
|                   | Invoice: 534511 |        |                | 263546  | 534511          | 05/18/2023                                         |    | 06/11/23  | 43.66  |  |
|                   |                 |        |                | 43.66   | 73011189 531100 | PW/HOSE NOZZL GUN, HD HOSE NOZZLE                  |    |           |        |  |
|                   |                 |        |                |         |                 | O&M - C/E FACIL OFC SUPPLIES                       |    |           |        |  |
|                   | Invoice: 534581 |        |                | 263547  | 534581          | 05/19/2023                                         |    | 06/11/23  | 98.20  |  |
|                   |                 |        |                | 98.20   | 73425358 531100 | PW/ROPE 50FT, ELEC TAPE, PLSTC BUCKET, TRASH CAN   |    |           |        |  |
|                   |                 |        |                |         |                 | O&M-WWTP-SUPPLIES                                  |    |           |        |  |
|                   | Invoice: 534811 |        |                | 263548  | 534811          | 05/23/2023                                         |    | 06/11/23  | 39.28  |  |
|                   |                 |        |                | 39.28   | 73638935 531100 | PW/DUCT TAPE BLACK, SHOFTOWEL, PLASTIC PAIL        |    |           |        |  |
|                   |                 |        |                |         |                 | O&M-STD ALLOCATION-SUPPLIES                        |    |           |        |  |
|                   | Invoice: 534821 |        |                | 263549  | 534821          | 05/23/2023                                         |    | 06/11/23  | 18.54  |  |
|                   |                 |        |                | 18.54   | 73011151 531100 | PW/WRENCH COMB 10MM, CM WRENCH COMB 10MM           |    |           |        |  |
|                   |                 |        |                |         |                 | O&M-C/E-PD FLEET-SUPPLIES                          |    |           |        |  |

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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                                                              |       |             |          |
| Invoice: 534891   |            |                     |                         | 263550 | 534891     |             | 05/23/2023                                                                    |       | 06/11/23    | 19.63    |
|                   |            |                     |                         | 19.63  | 73637946   | 531100      | PW/PROTECTANT ARMOR ALL, ARMOR ALL WIPES<br>ALLOC-1/3 TO EACH UTIL-SUPPLY     |       |             |          |
| Invoice: 534941   |            |                     |                         | 263551 | 534941     |             | 05/24/2023                                                                    |       | 06/11/23    | 39.25    |
|                   |            |                     |                         | 10.90  | 73011768   | 531100      | PW/HOOK WHITE MINI PLASTIC, PIC HANG STRIP                                    |       |             |          |
|                   |            |                     |                         | 28.35  | 73011897   | 531100      | O&M-C/E-PARKS-SUPPLIES<br>O&M-C/E-PWY FAC-SUPPLIES                            |       |             |          |
| Invoice: 534951   |            |                     |                         | 263552 | 534951     |             | 05/24/2023                                                                    |       | 06/11/23    | 81.89    |
|                   |            |                     |                         | 81.89  | 73011215   | 531100      | PW/TOWER FAN W/REMOTE 36"<br>O&M-C/E-POLICE FAC-SUPPLIES                      |       |             |          |
| Invoice: 533951   |            |                     |                         | 263596 | 533951     |             | 05/11/2023                                                                    |       | 06/11/23    | 39.88    |
|                   |            |                     |                         | 39.88  | 73011768   | 531100      | PW/HASP SWVL STPL, BARREL BOLTS, FASTENERS<br>O&M-C/E-PARKS-SUPPLIES          |       |             |          |
| Invoice: 534681   |            |                     |                         | 263597 | 534681     |             | 05/22/2023                                                                    |       | 06/11/23    | 33.81    |
|                   |            |                     |                         | 33.81  | 73425358   | 531100      | PW/PLAYSAND SANTASTIC, SMART STRAW, SNAP KNIFE<br>O&M-WWTP-SUPPLIES           |       |             |          |
| Invoice: 534751   |            |                     |                         | 263598 | 534751     |             | 05/23/2023                                                                    |       | 06/11/23    | 51.27    |
|                   |            |                     |                         | 51.27  | 73011189   | 531100      | PW/METAL HOSE SHUT OFF, PIPE JOINT<br>O&M - C/E FACIL OFC SUPPLIES            |       |             |          |
| Invoice: 535061   |            |                     |                         | 263599 | 535061     |             | 05/25/2023                                                                    |       | 06/11/23    | 86.25    |
|                   |            |                     |                         | 86.25  | 73011189   | 531100      | PW/LOPPER TELESCOPIC POWER, HEDGE SHEAR BLADE<br>O&M - C/E FACIL OFC SUPPLIES |       |             |          |
| Invoice: 535191   |            |                     |                         | 263627 | 535191     |             | 05/26/2023                                                                    |       | 06/11/23    | 6.08     |
|                   |            |                     |                         | 6.08   | 73411345   | 53110001183 | PW/SANDS AVE WELL REHAB HARDWARE<br>SANDS AVE WELL REHAB-SUPPLIES             |       |             |          |
| Invoice: 535341   |            |                     |                         | 263628 | 535341     |             | 05/30/2023                                                                    |       | 06/11/23    | 20.74    |
|                   |            |                     |                         | 20.74  | 73425358   | 531100      | PW/PRIMER PVC PURPLE, HARDWARE<br>O&M-WWTP-SUPPLIES                           |       |             |          |
|                   |            |                     |                         |        |            |             |                                                                               | CHECK | 2289 TOTAL: | 1,040.01 |
| 2290              | 06/14/2023 | EFT                 | 8991 ALLIANCE 2020, INC | 263651 | 5845227    |             | 05/31/2023                                                                    |       | 06/11/23    | 523.98   |
|                   |            | Invoice: 5845227    |                         | 523.98 | 33011161   | 541100      | HR/BACKGROUND CHECKS<br>HR-C/E-PROF SVCS                                      |       |             |          |
|                   |            |                     |                         |        |            |             |                                                                               | CHECK | 2290 TOTAL: | 523.98   |
| 2291              | 06/14/2023 | EFT                 | 7821 ARAMARK            | 263625 | 5120248883 |             | 05/25/2023                                                                    |       | 06/11/23    | 53.09    |
|                   |            | Invoice: 5120248883 |                         | 53.09  | 73638893   | 589310      | PW/COVERALL LS COTTON, COVERALL FR<br>LAUNDRY SERVICES                        |       |             |          |

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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    |            |        |                           |          |                      |                                                                         |      |             |  |          |  |  |
| Invoice: 5120244118 |            |        |                           | 263626   | 5120244118           | 05/18/2023                                                              |      | 06/11/23    |  | 53.09    |  |  |
|                     |            |        |                           | 53.09    | 73638893 589310      | PW/COVERALL LS COTTON, LAUNDRY SERVICES                                 |      | COVERALL FR |  |          |  |  |
|                     |            |        |                           |          |                      | CHECK                                                                   | 2291 | TOTAL:      |  | 106.18   |  |  |
| 2292                | 06/14/2023 | EFT    | 2138 ASPECT CONSULTING LL | 263508   | 51557                | 05/17/2023                                                              |      | 06/11/23    |  | 131.50   |  |  |
| Invoice: 51557      |            |        |                           | 131.50   | 72655860 58600000370 | ENG/THIRD PARTY REVIEW GUDDAT SFR-BLD26215 GEO TECCH-3RD PARTY REVIEWS  |      |             |  |          |  |  |
| Invoice: 50626      |            |        |                           | 263525   | 50626                | 03/21/2023                                                              |      | 06/11/23    |  | 2,686.05 |  |  |
|                     |            |        |                           | 2,686.05 | 81011881 548100      | IT/WEATHER STATION MODEMS & DATA LOGGERS IT - C/E REPAIRS & MAINTENANCE |      |             |  |          |  |  |
| Invoice: 51584      |            |        |                           | 263648   | 51584                | 05/18/2023                                                              |      | 06/11/23    |  | 1,508.00 |  |  |
|                     |            |        |                           | 1,508.00 | 73011370 54110000261 | PW/2023 BI LANDFILL REVIEW BI LANDFILL MONITORING-PRO SVC               |      |             |  |          |  |  |
|                     |            |        |                           |          |                      | CHECK                                                                   | 2292 | TOTAL:      |  | 4,325.55 |  |  |
| 2293                | 06/14/2023 | EFT    | 4365 AUTOMATIC FUNDS TRAN | 263464   | 127126               | 05/04/2023                                                              |      | 06/11/23    |  | 753.58   |  |  |
| Invoice: 127126     |            |        |                           | 154.00   | 43411341 541100      | FIN/STATEMENT PREP AND MAIL                                             |      |             |  |          |  |  |
|                     |            |        |                           | 154.00   | 43421351 541100      | FIN - WATER ADMIN PROF SERVICE                                          |      |             |  |          |  |  |
|                     |            |        |                           | 222.79   | 91411891 542500      | FIN - SEWER ADMIN PROF SERVICE                                          |      |             |  |          |  |  |
|                     |            |        |                           | 222.79   | 91421891 542500      | GG-WTR-FAC-POSTAGE                                                      |      |             |  |          |  |  |
| Invoice: 127134     |            |        |                           | 263465   | 127134               | 05/05/2023                                                              |      | 06/11/23    |  | 1,508.12 |  |  |
|                     |            |        |                           | 259.00   | 43411341 541100      | FIN/RATE INCREASE NOTIFICATION POSTCARD                                 |      |             |  |          |  |  |
|                     |            |        |                           | 259.01   | 43421351 541100      | FIN - WATER ADMIN PROF SERVICE                                          |      |             |  |          |  |  |
|                     |            |        |                           | 495.05   | 91411891 542500      | FIN - SEWER ADMIN PROF SERVICE                                          |      |             |  |          |  |  |
|                     |            |        |                           | 495.06   | 91421891 542500      | GG-WTR-FAC-POSTAGE                                                      |      |             |  |          |  |  |
|                     |            |        |                           |          |                      | CHECK                                                                   | 2293 | TOTAL:      |  | 2,261.70 |  |  |
| 2294                | 06/14/2023 | EFT    | 10169 DEWITT, BARBARA ANN | 263481   | 107-2                | 05/16/2023                                                              |      | 06/11/23    |  | 385.00   |  |  |
| Invoice: 107-2      |            |        |                           | 385.00   | 31011256 443410      | EX/HEARTSAVER BLS, AED, FIRST AID TRAINING EX-GF-EMERG PREP-TRAINING    |      |             |  |          |  |  |
|                     |            |        |                           |          |                      | CHECK                                                                   | 2294 | TOTAL:      |  | 385.00   |  |  |
| 2295                | 06/14/2023 | EFT    | 55 SOUND PUBLISHING, IN   | 263521   | BIR976448            | 05/12/2023                                                              |      | 06/11/23    |  | 112.20   |  |  |
| Invoice: BIR976448  |            |        |                           | 112.20   | 63470586 544000      | PCD/LEGAL NOTICE DRAFT HOUSING ACTION PLAN CUR-DEV-ZONING-ADV           |      |             |  |          |  |  |
| Invoice: BIR976840  |            |        |                           | 263522   | BIR976840            | 05/19/2023                                                              |      | 06/11/23    |  | 123.11   |  |  |
|                     |            |        |                           |          |                      | PCD/LEGAL NOTICE PERMIT PLN52224                                        |      |             |  |          |  |  |

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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             |          |      |                      |           |                      |                                             |      |           |           |  |  |
|                              |          |      |                      | 123.11    | 63470586 544000      | CUR-DEV-ZONING-ADV                          |      |           |           |  |  |
| Invoice: BIR976846           |          |      |                      | 263534    | BIR976846            | 05/19/2023                                  |      | 06/11/23  | 96.61     |  |  |
|                              |          |      |                      | 96.61     | 63470586 544000      | PCD/BUS MAINTENANCE FACILITY AND SEWER PUMP |      |           |           |  |  |
|                              |          |      |                      |           |                      | CUR-DEV-ZONING-ADV                          |      |           |           |  |  |
| Invoice: BIR976922           |          |      |                      | 263535    | BIR976922            | 05/19/2023                                  |      | 06/11/23  | 85.00     |  |  |
|                              |          |      |                      | 85.00     | 63470586 544000      | PCD/COUNTRY CLUB OF SEATTLE SSDE            |      |           |           |  |  |
|                              |          |      |                      |           |                      | CUR-DEV-ZONING-ADV                          |      |           |           |  |  |
| Invoice: BIR976801           |          |      |                      | 263563    | BIR976801            | 05/19/2023                                  |      | 06/11/23  | 51.00     |  |  |
|                              |          |      |                      | 51.00     | 11011113 544000      | CC/LEGAL NOTICE ORDINANCE 2023-10           |      |           |           |  |  |
|                              |          |      |                      |           |                      | COUNCIL - LEGAL NOTICES                     |      |           |           |  |  |
| Invoice: BIR976803           |          |      |                      | 263564    | BIR976803            | 05/19/2023                                  |      | 06/11/23  | 51.00     |  |  |
|                              |          |      |                      | 51.00     | 11011113 544000      | CC/LEGAL NOTICE ORDINANCE 2023-11           |      |           |           |  |  |
|                              |          |      |                      |           |                      | COUNCIL - LEGAL NOTICES                     |      |           |           |  |  |
| Invoice: BIR976804           |          |      |                      | 263565    | BIR976804            | 05/19/2023                                  |      | 06/11/23  | 46.75     |  |  |
|                              |          |      |                      | 46.75     | 11011113 544000      | CC/LEGAL NOTICE ORDINANCE 2023-12           |      |           |           |  |  |
|                              |          |      |                      |           |                      | COUNCIL - LEGAL NOTICES                     |      |           |           |  |  |
|                              |          |      |                      |           |                      | CHECK                                       | 2295 | TOTAL:    | 565.67    |  |  |
| 2296 06/14/2023 EFT          |          | 7179 | BAINBRIDGE YOUTH SER | 263480    | Q1-2023              | 04/01/2023                                  |      | 06/11/23  | 13,250.00 |  |  |
| Invoice: Q1-2023             |          |      |                      | 13,250.00 | 31017526 54110000297 | EX/2023-24 HUMAN SERVICES CONTRAC           |      |           |           |  |  |
|                              |          |      |                      |           |                      | EX-BYS-YOUTH COUNS & JOB OPP                |      |           |           |  |  |
|                              |          |      |                      |           |                      | CHECK                                       | 2296 | TOTAL:    | 13,250.00 |  |  |
| 2297 06/14/2023 EFT          |          | 45   | BAINBRIDGE ISLAND CH | 263466    | 23 LTAC Q1           | 05/12/2023                                  |      | 06/11/23  | 11,851.13 |  |  |
| Invoice: 23 LTAC Q1          |          |      |                      | 11,851.13 | 91140573 541100      | 2023 LTAC CONTRACT (VISITOR IN              |      |           |           |  |  |
|                              |          |      |                      |           |                      | GG-TOUR-PROF SERVICES                       |      |           |           |  |  |
|                              |          |      |                      |           |                      | CHECK                                       | 2297 | TOTAL:    | 11,851.13 |  |  |
| 2298 06/14/2023 EFT          |          | 50   | BAINBRIDGE ISLAND EL | 263509    | PAYREQ7-00818,00821  | 05/23/2023                                  |      | 06/11/23  | 15,463.28 |  |  |
| Invoice: PAYREQ7-00818,00821 |          |      |                      | 13,045.84 | 72413434 66300000818 | ENG/SCADA UPGRADES - 00818 AND 008          |      |           |           |  |  |
|                              |          |      |                      | 2,417.44  | 72423434 66300000821 | SCADA UPGRADES WTR CONSTRUC                 |      |           |           |  |  |
|                              |          |      |                      |           |                      | SWR-SCADA UPGRADES-CONSTR                   |      |           |           |  |  |
| Invoice: 20230041            |          |      |                      | 263679    | 20230041             | 05/24/2023                                  |      | 06/11/23  | 1,531.53  |  |  |
|                              |          |      |                      | 1,531.53  | 73411345 548100      | PW/FLETCHER BAY BOOSTER PUMP                |      |           |           |  |  |
|                              |          |      |                      |           |                      | REPAIRS & MAINTENANCE                       |      |           |           |  |  |
|                              |          |      |                      |           |                      | CHECK                                       | 2298 | TOTAL:    | 16,994.81 |  |  |

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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                             |                                |           |     |
| 2299              | 06/14/2023               | EFT    | 567 BAINBRIDGE ISLAND     | DO 263467 | 2350                 | 03/31/2023                                   | 06/11/23                       | 20,730.28 |     |
|                   | Invoice: 2350            |        |                           | 20,730.28 | 91140573 541100      | 2023 LTAC CONTRACT (CONSOLIDAT               | GG-TOUR-PROF SERVICES          |           |     |
|                   |                          |        |                           |           |                      | CHECK                                        | 2299 TOTAL:                    | 20,730.28 |     |
| 2300              | 06/14/2023               | EFT    | 8595 BRUCE TITUS FORD, IN | 263655    | 67136135             | 05/25/2023                                   | 06/11/23                       | 89.24     |     |
|                   | Invoice: 67136135        |        |                           | 89.24     | 53011212 548100      | POL/2020 FORD INTERCEPTOR RECALL, OIL CHANGE | POLICE - C/E PATROL MAINTENANC |           |     |
|                   |                          |        |                           |           |                      | CHECK                                        | 2300 TOTAL:                    | 89.24     |     |
| 2301              | 06/14/2023               | EFT    | 360 BUILDERS FIRSTSOURCE  | 263630    | 87297576             | 05/18/2023                                   | 06/11/23                       | 85.30     |     |
|                   | Invoice: 87297576        |        |                           | 85.30     | 73011768 531100      | PW/KD TK WRC, 8X1" AXIS EXT STS WD ZN        | O&M-C/E-PARKS-SUPPLIES         |           |     |
|                   |                          |        |                           |           |                      | CHECK                                        | 2301 TOTAL:                    | 85.30     |     |
| 2302              | 06/14/2023               | EFT    | 104 CITY OF BREMERTON     | 263488    | BPD0002993           | 05/11/2023                                   | 06/11/23                       | 200.00    |     |
|                   | Invoice: BPD0002993      |        |                           | 200.00    | 53011212 545000      | POL/RANGE RENTAL                             | POLICE - C/E PATROL RENTS      |           |     |
|                   |                          |        |                           |           |                      | CHECK                                        | 2302 TOTAL:                    | 200.00    |     |
| 2303              | 06/14/2023               | EFT    | 9323 CONSOR NORTH AMERICA | 263531    | N223434WA.00-12      | 05/24/2023                                   | 06/11/23                       | 41,338.84 |     |
|                   | Invoice: N223434WA.00-12 |        |                           | 41,338.84 | 72413434 64110000988 | ENG/WINSLOW WATER TANK DESIGN SERV           | NEW WATER TANKS-PROF SVCS      |           |     |
|                   |                          |        |                           |           |                      | CHECK                                        | 2303 TOTAL:                    | 41,338.84 |     |
| 2304              | 06/14/2023               | EFT    | 142 COPIERS NORTHWEST IN  | 263513    | INV2651255           | 05/23/2023                                   | 06/11/23                       | 858.06    |     |
|                   | Invoice: INV2651255      |        |                           | 429.03    | 31011131 545000      | EX,FIN/COPIER LEASE                          | EX-GF-RENTS & LEASES           |           |     |
|                   |                          |        |                           | 429.03    | 41011141 545000      | FIN-GF-RENTS & LEASES                        |                                |           |     |
|                   |                          |        |                           |           |                      | CHECK                                        | 2304 TOTAL:                    | 858.06    |     |
| 2305              | 06/14/2023               | EFT    | 6101 E & S BRYAN INC      | 263647    | 3445                 | 05/31/2023                                   | 06/11/23                       | 247.50    |     |
|                   | Invoice: 3445            |        |                           | 247.50    | 41011141 541100      | FIN/UPDATE RECURRING JOURNAL ENTRY REPORT    | FIN-GF-PROF SVCS               |           |     |
|                   |                          |        |                           |           |                      | CHECK                                        | 2305 TOTAL:                    | 247.50    |     |

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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 |  |  |  |  |  |  |  |  |  |
| INVOICE DTL DESC  |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
| 2306              | 06/14/2023 | EFT    | 7144 DTMICRO, INC | 263533  | 6806     | 05/15/2023 |                                      | 06/11/23  |  |  |  |  |  |  |  |  |  |
| Invoice: 6806     |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   | 136.50  | 91011215 | 542100     | POLICE INTERNET CONNECTION TO COUNTY |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |
|                   |            |        |                   |         |          |            |                                      |           |  |  |  |  |  |  |  |  |  |

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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 |  |       |             |           |  |  |  |  |  |
| INVOICE DTL DESC  |            |                      |                            |           |             |                                            |                                |           |  |       |             |           |  |  |  |  |  |
|                   |            |                      |                            |           |             |                                            |                                |           |  | CHECK | 2312 TOTAL: | 951.14    |  |  |  |  |  |
| 2313              | 06/14/2023 | EFT                  | 8546 KITSAP 911 PUBLIC AU  | 263489    | BIPD2023-06 | 05/15/2023                                 |                                | 06/11/23  |  |       | 9,034.08    |           |  |  |  |  |  |
|                   |            | Invoice: BIPD2023-06 |                            |           |             | POL/CALL CENTER SERVICES                   |                                |           |  |       |             |           |  |  |  |  |  |
|                   |            |                      |                            | 6,323.86  | 53011286    | 551000                                     |                                |           |  |       |             |           |  |  |  |  |  |
|                   |            |                      |                            | 2,710.22  | 52011286    | 551000                                     | POLICE - C/E PATROL CENCOM     |           |  |       |             |           |  |  |  |  |  |
|                   |            |                      |                            |           |             | POLICE - C/E - INVEST CENCOM               |                                |           |  |       |             |           |  |  |  |  |  |
|                   |            |                      |                            |           |             |                                            |                                |           |  | CHECK | 2313 TOTAL: | 9,034.08  |  |  |  |  |  |
| 2314              | 06/14/2023 | EFT                  | 10029 BRAZEAU, MARK        | 263518    | 252         | 05/17/2023                                 |                                | 06/11/23  |  |       | 120.00      |           |  |  |  |  |  |
|                   |            | Invoice: 252         |                            |           |             | ENG/BACKFLOW ASSEMBLY INSPECTION & TESTING |                                |           |  |       |             |           |  |  |  |  |  |
|                   |            |                      |                            | 60.00     | 72011391    | 54810000710                                | ROCKAWAY-MIT/MONITORING-R&M    |           |  |       |             |           |  |  |  |  |  |
|                   |            |                      |                            | 60.00     | 72111421    | 54810001189                                | HALLS HILL SLOPE REVEG-R&M     |           |  |       |             |           |  |  |  |  |  |
|                   |            |                      |                            |           |             |                                            |                                |           |  | CHECK | 2314 TOTAL: | 120.00    |  |  |  |  |  |
| 2315              | 06/14/2023 | EFT                  | 1802 KITSAP CONSERVATION   | 263471    | 2023-1      | 04/12/2023                                 |                                | 06/11/23  |  |       | 9,056.03    |           |  |  |  |  |  |
|                   |            | Invoice: 2023-1      |                            |           |             | ENG/FARMLAND SSWM PLANNING                 |                                |           |  |       |             |           |  |  |  |  |  |
|                   |            |                      |                            | 4,528.01  | 72011593    | 55100000871                                | FARMLAND SSWM PLANNING-KCDONLY |           |  |       |             |           |  |  |  |  |  |
|                   |            |                      |                            | 4,528.02  | 72431835    | 55100000871                                | FARMLAND SSWM PLANNING-KCDONLY |           |  |       |             |           |  |  |  |  |  |
|                   |            |                      |                            |           |             |                                            |                                |           |  | CHECK | 2315 TOTAL: | 9,056.03  |  |  |  |  |  |
| 2316              | 06/14/2023 | EFT                  | 5607 LMN ARCHITECTS        | 263526    | 63428       | 04/25/2023                                 |                                | 06/11/23  |  |       | 22,710.63   |           |  |  |  |  |  |
|                   |            | Invoice: 63428       |                            |           |             | PCD/WINSLOW SUBAREA PLAN UPDATE            |                                |           |  |       |             |           |  |  |  |  |  |
|                   |            |                      |                            | 22,710.63 | 64011586    | 54110001242                                | WINSLOW SUBAREA PLAN-PROF SVCS |           |  |       |             |           |  |  |  |  |  |
|                   |            |                      |                            |           |             |                                            |                                |           |  | CHECK | 2316 TOTAL: | 22,710.63 |  |  |  |  |  |
| 2317              | 06/14/2023 | EFT                  | 10117 MCKEEMAN, MAUREEN    | 263474    | 05/18/2023  | 05/18/2023                                 |                                | 06/11/23  |  |       | 1,651.60    |           |  |  |  |  |  |
|                   |            | Invoice: 05/18/2023  |                            |           |             | CRT/JUDGE PRO TEMPORE MAY 2023             |                                |           |  |       |             |           |  |  |  |  |  |
|                   |            |                      |                            | 1,651.60  | 21011125    | 541210                                     | COURT-JUDGE PRO TEMPORE SVCS   |           |  |       |             |           |  |  |  |  |  |
|                   |            |                      |                            |           |             |                                            |                                |           |  | CHECK | 2317 TOTAL: | 1,651.60  |  |  |  |  |  |
| 2318              | 06/14/2023 | EFT                  | 10018 NORTHWEST MOBILE FLA | 263680    | 3471        | 05/18/2023                                 |                                | 06/11/23  |  |       | 1,149.00    |           |  |  |  |  |  |
|                   |            | Invoice: 3471        |                            |           |             | PW/FLAGGING CLASS, CERTIFICATION           |                                |           |  |       |             |           |  |  |  |  |  |
|                   |            |                      |                            | 1,149.00  | 73637891    | 443410                                     | O&M-ALLOC ADM-TRAINING EXP     |           |  |       |             |           |  |  |  |  |  |
|                   |            |                      |                            |           |             |                                            |                                |           |  | CHECK | 2318 TOTAL: | 1,149.00  |  |  |  |  |  |
| 2319              | 06/14/2023 | EFT                  | 2430 OGDEN MURPHY WALLACE  | 263523    | 875329      | 05/16/2023                                 |                                | 06/11/23  |  |       | 47,098.60   |           |  |  |  |  |  |
|                   |            | Invoice: 875329      |                            |           |             | LEGAL/PROFESSIONAL SERVICES APR 2023       |                                |           |  |       |             |           |  |  |  |  |  |
|                   |            |                      |                            | 5,130.00  | 32011152    | 54111101156                                | LIT-NEAL PRA SUIT              |           |  |       |             |           |  |  |  |  |  |
|                   |            |                      |                            | 262.50    | 32470152    | 54111101240                                | LIT-RICH (SUP. CT.)            |           |  |       |             |           |  |  |  |  |  |



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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  |                      |        |                           |           |             |             |                                       |             |     |           |  |  |
|                   |                      |        |                           | 300.00    | 32011152    | 54111101250 | LIT-WOOD VS COBI (PCHB)               |             |     |           |  |  |
|                   |                      |        |                           | 67.50     | 32011545    | 54111101265 | LIT-ARIEL SCHULTZ-PCHB APPEAL         |             |     |           |  |  |
|                   |                      |        |                           | 1,920.00  | 32011152    | 54111001131 | ETHICS BOARD LEGAL ADVISOR            |             |     |           |  |  |
|                   |                      |        |                           | 2,370.00  | 32011541    | 54111001270 | GEN'L PRR WORK-OUTSIDEATTORNEY        |             |     |           |  |  |
|                   |                      |        |                           | 27,748.60 | 32011541    | 54111001266 | INTERIM CITY ATTORNEY                 |             |     |           |  |  |
|                   |                      |        |                           | 9,300.00  | 32470152    | 54111100897 | PRES RESP SHORE(CT OF APPEALS)        |             |     |           |  |  |
|                   |                      |        |                           |           |             |             | CHECK                                 | 2319 TOTAL: |     | 47,098.60 |  |  |
| 2320              | 06/14/2023 EFT       |        | 4129 OWEN EQUIPMENT COMPA | 263639    | 00110655    | 05/12/2023  | 06/11/23                              |             |     | 2,552.06  |  |  |
|                   | Invoice: 00110655    |        |                           | 2,552.06  | 73637941    | 531100      | PW/DEBRIS HOSE, HOSE END WELD         |             |     |           |  |  |
|                   |                      |        |                           |           |             |             | VACTOR R&M-SUPPLIES                   |             |     |           |  |  |
|                   | Invoice: 00110724    |        |                           | 263640    | 00110724    | 05/17/2023  | 06/11/23                              |             |     | 492.84    |  |  |
|                   |                      |        |                           | 492.84    | 73637941    | 531100      | PW/AIR CYLINDER, CLEVIS - PISTON      |             |     |           |  |  |
|                   |                      |        |                           |           |             |             | VACTOR R&M-SUPPLIES                   |             |     |           |  |  |
|                   |                      |        |                           |           |             |             | CHECK                                 | 2320 TOTAL: |     | 3,044.90  |  |  |
| 2321              | 06/14/2023 EFT       |        | 458 PENINSULA FIRE INC    | 263642    | 05012023TM2 | 05/01/2023  | 06/11/23                              |             |     | 717.77    |  |  |
|                   | Invoice: 05012023TM2 |        |                           | 717.77    | 73011183    | 531100      | PW/EXIT COMBO LIGHTS, EMERGENCY LIGHT |             |     |           |  |  |
|                   |                      |        |                           |           |             |             | O&M-C/E-CH FAC-SUPPLIES               |             |     |           |  |  |
|                   |                      |        |                           |           |             |             | CHECK                                 | 2321 TOTAL: |     | 717.77    |  |  |
| 2322              | 06/14/2023 EFT       |        | 8655 PENINSULA TREE SERVI | 263659    | 2601        | 03/13/2023  | 06/11/23                              |             |     | 5,460.00  |  |  |
|                   | Invoice: 2601        |        |                           | 5,460.00  | 73111427    | 54810000354 | PW/TREE REMOVAL BEACH CREST           |             |     |           |  |  |
|                   |                      |        |                           |           |             |             | TREE PRES & REMOVAL-ROADS             |             |     |           |  |  |
|                   |                      |        |                           |           |             |             | CHECK                                 | 2322 TOTAL: |     | 5,460.00  |  |  |
| 2323              | 06/14/2023 EFT       |        | 617 S & B INC             | 263661    | 26486A      | 05/23/2023  | 06/11/23                              |             |     | 3,688.78  |  |  |
|                   | Invoice: 26486A      |        |                           | 3,688.78  | 73411345    | 531100      | PW/FLETCHER BAY WELL MOTOR STARTER    |             |     |           |  |  |
|                   |                      |        |                           |           |             |             | OFFICE SUPPLIES                       |             |     |           |  |  |
|                   | Invoice: 26503A      |        |                           | 263662    | 26503A      | 05/30/2023  | 06/11/23                              |             |     | 3,230.14  |  |  |
|                   |                      |        |                           | 3,230.14  | 73411345    | 548100      | PW/FLETCHER BAY WELL BOOSTER STATION  |             |     |           |  |  |
|                   |                      |        |                           |           |             |             | REPAIRS & MAINTENANCE                 |             |     |           |  |  |
|                   |                      |        |                           |           |             |             | CHECK                                 | 2323 TOTAL: |     | 6,918.92  |  |  |
| 2324              | 06/14/2023 EFT       |        | 8132 SPECTRA LABORATORIES | 263556    | 23-03291    | 05/15/2023  | 06/11/23                              |             |     | 46.00     |  |  |
|                   | Invoice: 23-03291    |        |                           | 46.00     | 73415345    | 54110000391 | PW/MANGANESE, IRON TESTING            |             |     |           |  |  |
|                   |                      |        |                           |           |             |             | LAB SVCS-WATER ROCKAWAY               |             |     |           |  |  |
|                   | Invoice: 23-03296    |        |                           | 263557    | 23-03296    | 05/15/2023  | 06/11/23                              |             |     | 52.00     |  |  |
|                   |                      |        |                           |           |             |             | PW/FLUORIDE TESTING                   |             |     |           |  |  |

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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    |          |      |                        |          |                      |                                       |    |             |  |          |  |
|                     |          |      |                        | 52.00    | 73411345 54110000391 | LAB SVCS-WATER                        |    |             |  |          |  |
| Invoice: 23-03297   |          |      |                        | 263558   | 23-03297             | 05/15/2023                            |    | 06/11/23    |  | 26.00    |  |
|                     |          |      |                        |          |                      | PW/FLUORIDE TESTING                   |    |             |  |          |  |
|                     |          |      |                        | 26.00    | 73415345 54110000391 | LAB SVCS-WATER ROCKAWAY               |    |             |  |          |  |
| Invoice: 23-03381   |          |      |                        | 263615   | 23-03381             | 05/15/2023                            |    | 06/11/23    |  | 26.00    |  |
|                     |          |      |                        |          |                      | PW/TOTAL COLIFORM, E COLI TESTING     |    |             |  |          |  |
|                     |          |      |                        | 26.00    | 73411345 54110000391 | LAB SVCS-WATER                        |    |             |  |          |  |
| Invoice: 23-03388   |          |      |                        | 263616   | 23-03388             | 05/15/2023                            |    | 06/11/23    |  | 78.00    |  |
|                     |          |      |                        |          |                      | PW/TOTAL COLIFORM, E COLI TESTING     |    |             |  |          |  |
|                     |          |      |                        | 78.00    | 73411345 54110000391 | LAB SVCS-WATER                        |    |             |  |          |  |
| Invoice: 23-03389   |          |      |                        | 263617   | 23-03389             | 05/15/2023                            |    | 06/11/23    |  | 26.00    |  |
|                     |          |      |                        |          |                      | PW/TOTAL COLIFORM, E COLI TESTING     |    |             |  |          |  |
|                     |          |      |                        | 26.00    | 73415345 54110000391 | LAB SVCS-WATER ROCKAWAY               |    |             |  |          |  |
| Invoice: 23-03618   |          |      |                        | 263618   | 23-03618             | 05/23/2023                            |    | 06/11/23    |  | 104.00   |  |
|                     |          |      |                        |          |                      | PW/TOTAL COLIFORM, E COLI TESTING     |    |             |  |          |  |
|                     |          |      |                        | 104.00   | 73411345 54110000391 | LAB SVCS-WATER                        |    |             |  |          |  |
| Invoice: 23-03692   |          |      |                        | 263619   | 23-03692             | 05/25/2023                            |    | 06/11/23    |  | 230.00   |  |
|                     |          |      |                        |          |                      | PW/AMMONIA, NITRATE, NITROGEN TESTING |    |             |  |          |  |
|                     |          |      |                        | 230.00   | 73425358 54110000391 | LAB & TESTING SVCS-WWTP               |    |             |  |          |  |
|                     |          |      |                        |          |                      | CHECK                                 |    | 2324 TOTAL: |  | 588.00   |  |
| 2325 06/14/2023 EFT |          |      | 5730 SUMMIT LAW GROUP  | 263620   | 145508               | 05/18/2023                            |    | 06/11/23    |  | 5,226.00 |  |
| Invoice: 145508     |          |      |                        |          |                      | LEGAL/PROFESSIONAL SERVICES APR 2023  |    |             |  |          |  |
|                     |          |      |                        | 5,226.00 | 32011152 54111000274 | LGL-LABOR NEGOTIATIONS                |    |             |  |          |  |
| Invoice: 145600     |          |      |                        | 263621   | 145600               | 05/18/2023                            |    | 06/11/23    |  | 4,127.50 |  |
|                     |          |      |                        |          |                      | HR/PROFESSIONAL SERVICES APR 2023     |    |             |  |          |  |
|                     |          |      |                        | 4,127.50 | 33011161 541100      | HR-C/E-PROF SVCS                      |    |             |  |          |  |
|                     |          |      |                        |          |                      | CHECK                                 |    | 2325 TOTAL: |  | 9,353.50 |  |
| 2326 06/14/2023 EFT |          |      | 562 T M G SERVICES INC | 263663   | 0049990-IN           | 05/12/2023                            |    | 06/11/23    |  | 1,794.48 |  |
| Invoice: 0049990-IN |          |      |                        |          |                      | PW/CARTRIDGE, ELECTROLYZER 5PPD       |    |             |  |          |  |
|                     |          |      |                        | 1,794.48 | 73411345 531100      | OFFICE SUPPLIES                       |    |             |  |          |  |
|                     |          |      |                        |          |                      | CHECK                                 |    | 2326 TOTAL: |  | 1,794.48 |  |
| 2327 06/14/2023 EFT |          |      | 4576 TETRA TECH INC    | 263649   | 52068481             | 05/16/2023                            |    | 06/11/23    |  | 3,682.50 |  |
| Invoice: 52068481   |          |      |                        |          |                      | PW/WINSLOW WWTP UPGRADE DESIGN        |    |             |  |          |  |
|                     |          |      |                        | 3,682.50 | 73425358 54110001187 | WWTP CAPACITY UPGR-PROF SVCS          |    |             |  |          |  |

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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                             |             |    |           |           |
|                   |                       |        |                           |           |                      | CHECK                                        | 2327 TOTAL: |    |           | 3,682.50  |
| 2328              | 06/14/2023            | EFT    | 10124 THUILLIER, JENNIFER | 263644    | 202326               | 05/01/2023                                   | 06/11/23    |    |           | 30.00     |
|                   | Invoice: 202326       |        |                           | 30.00     | 31011572 541100      | EX/WELLNESS POSTER UPDATE                    |             |    |           |           |
|                   |                       |        |                           |           |                      | EX-GF-OUTREACH-PROF SVCS                     |             |    |           |           |
|                   |                       |        |                           |           |                      | CHECK                                        | 2328 TOTAL: |    |           | 30.00     |
| 2329              | 06/14/2023            | EFT    | 1152 HD SUPPLY INC        | 263645    | INV00012842          | 05/16/2023                                   | 06/11/23    |    |           | 1,477.58  |
|                   | Invoice: INV00012842  |        |                           | 1,477.58  | 73425358 531100      | PW/PREMIUM SAFETY PIPET BULB, SULFURIC ACID  |             |    |           |           |
|                   |                       |        |                           |           |                      | O&M-WWTP-SUPPLIES                            |             |    |           |           |
|                   |                       |        |                           |           |                      | CHECK                                        | 2329 TOTAL: |    |           | 1,477.58  |
| 2330              | 06/14/2023            | EFT    | 167 WA ST DEPT OF ECOLOG  | 263652    | RS-000000683         | 05/30/2023                                   | 06/11/23    |    |           | 11,201.00 |
|                   | Invoice: RS-000000683 |        |                           | 11,201.00 | 72431831 54980000278 | ENG/2023 ANNUAL STORMWATER ACTION MONITORING |             |    |           |           |
|                   |                       |        |                           |           |                      | ENG-SSWM-NPDES PERMIT                        |             |    |           |           |
|                   |                       |        |                           |           |                      | CHECK                                        | 2330 TOTAL: |    |           | 11,201.00 |
| 2331              | 06/14/2023            | EFT    | 9128 THE WATERSHED COMPAN | 263483    | 2023-0805            | 05/18/2023                                   | 06/11/23    |    |           | 4,093.62  |
|                   | Invoice: 2023-0805    |        |                           | 4,093.62  | 61655860 58600001083 | ENVIRONMENTAL CONSULTING SERVICES WHITE RUE  |             |    |           |           |
|                   |                       |        |                           |           |                      | ENV 3RD PARTY REVIEWS                        |             |    |           |           |
|                   |                       |        |                           |           |                      | CHECK                                        | 2331 TOTAL: |    |           | 4,093.62  |
| 2332              | 06/14/2023            | EFT    | 499 WESTBAY AUTO PARTS I  | 263681    | 791849               | 05/15/2023                                   | 06/11/23    |    |           | 46.54     |
|                   | Invoice: 791849       |        |                           | 46.54     | 73637941 531100      | PW/ADAPTERS X2                               |             |    |           |           |
|                   |                       |        |                           |           |                      | VACTOR R&M-SUPPLIES                          |             |    |           |           |
|                   |                       |        |                           |           |                      |                                              |             |    |           |           |
|                   | Invoice: 792075       |        |                           | 263682    | 792075               | 05/16/2023                                   | 06/11/23    |    |           | 50.08     |
|                   |                       |        |                           | 50.08     | 73638935 531100      | PW/NAPAGOLD OIL FILTERS, SOLVENT             |             |    |           |           |
|                   |                       |        |                           |           |                      | O&M-STD ALLOCATION-SUPPLIES                  |             |    |           |           |
|                   |                       |        |                           |           |                      |                                              |             |    |           |           |
|                   | Invoice: 792314       |        |                           | 263683    | 792314               | 05/17/2023                                   | 06/11/23    |    |           | 145.08    |
|                   |                       |        |                           | 145.08    | 73638935 531100      | PW/SPARK PLUG, NAPA QUART 5W30               |             |    |           |           |
|                   |                       |        |                           |           |                      | O&M-STD ALLOCATION-SUPPLIES                  |             |    |           |           |
|                   |                       |        |                           |           |                      |                                              |             |    |           |           |
|                   | Invoice: 792316       |        |                           | 263684    | 792316               | 05/17/2023                                   | 06/11/23    |    |           | 19.40     |
|                   |                       |        |                           | 19.40     | 73638935 531100      | PW/MICRO V RIBBED BELT                       |             |    |           |           |
|                   |                       |        |                           |           |                      | O&M-STD ALLOCATION-SUPPLIES                  |             |    |           |           |
|                   |                       |        |                           |           |                      |                                              |             |    |           |           |
|                   | Invoice: 792332       |        |                           | 263685    | 792332               | 05/17/2023                                   | 06/11/23    |    |           | 103.15    |
|                   |                       |        |                           | 103.15    | 73638935 531100      | PW/SERPENTINE KIT 2017 FORD INTERCEPTOR      |             |    |           |           |
|                   |                       |        |                           |           |                      | O&M-STD ALLOCATION-SUPPLIES                  |             |    |           |           |
|                   |                       |        |                           |           |                      |                                              |             |    |           |           |
|                   |                       |        |                           | 263686    | 792380               | 05/17/2023                                   | 06/11/23    |    |           | 35.61     |

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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: 792380   |          |        |             | 35.61   | 73638935 531100 | PW/AIR FILTER, NAPAGOLD OIL FILTER<br>O&M-STD ALLOCATION-SUPPLIES              |    |             |  |  |  |        |
|                   |          |        |             | 263687  | 792659          | 05/18/2023                                                                     |    | 06/11/23    |  |  |  | 35.26  |
| Invoice: 792659   |          |        |             | 35.26   | 73638935 531100 | PW/TRAILER CONN PLUG, CONN SOCKET<br>O&M-STD ALLOCATION-SUPPLIES               |    |             |  |  |  |        |
|                   |          |        |             | 263688  | 792714          | 05/18/2023                                                                     |    | 06/11/23    |  |  |  | -10.38 |
| Invoice: 792714   |          |        |             | -10.38  | 73638935 531100 | PW/TRAILER CONN PLUG REFUND<br>O&M-STD ALLOCATION-SUPPLIES                     |    |             |  |  |  |        |
|                   |          |        |             | 263689  | 792810          | 05/19/2023                                                                     |    | 06/11/23    |  |  |  | 17.80  |
| Invoice: 792810   |          |        |             | 17.80   | 73638935 531100 | PW/NAPAGOLD OIL FILTER, AIR FILTER<br>O&M-STD ALLOCATION-SUPPLIES              |    |             |  |  |  |        |
|                   |          |        |             | 263690  | 793245          | 05/22/2023                                                                     |    | 06/11/23    |  |  |  | 60.61  |
| Invoice: 793245   |          |        |             | 60.61   | 73011151 531100 | PW/XENON CAPSULES<br>O&M-C/E-PD FLEET-SUPPLIES                                 |    |             |  |  |  |        |
|                   |          |        |             | 263691  | 793267          | 05/22/2023                                                                     |    | 06/11/23    |  |  |  | 52.03  |
| Invoice: 793267   |          |        |             | 52.03   | 73638935 531100 | PW/NAPAGOLD OIL, AIR FILTER<br>O&M-STD ALLOCATION-SUPPLIES                     |    |             |  |  |  |        |
|                   |          |        |             | 263692  | 793519          | 05/23/2023                                                                     |    | 06/11/23    |  |  |  | 82.70  |
| Invoice: 793519   |          |        |             | 82.70   | 73638935 531100 | PW/NITRILE DISPOSABLE GLOVES<br>O&M-STD ALLOCATION-SUPPLIES                    |    |             |  |  |  |        |
|                   |          |        |             | 263693  | 793536          | 05/23/2023                                                                     |    | 06/11/23    |  |  |  | 198.08 |
| Invoice: 793536   |          |        |             | 198.08  | 73638935 531100 | PW/OIL FILTER, AIR FILTER, FUEL FILTER, COOLANT<br>O&M-STD ALLOCATION-SUPPLIES |    |             |  |  |  |        |
|                   |          |        |             | 263694  | 794027          | 05/25/2023                                                                     |    | 06/11/23    |  |  |  | 62.04  |
| Invoice: 794027   |          |        |             | 62.04   | 73638935 531100 | PW/FILTER, FUEL FILTER, AIR FILTER<br>O&M-STD ALLOCATION-SUPPLIES              |    |             |  |  |  |        |
|                   |          |        |             | 263695  | 794193          | 05/25/2023                                                                     |    | 06/11/23    |  |  |  | 35.97  |
| Invoice: 794193   |          |        |             | 35.97   | 73638935 531100 | PW/OIL FILTER, AIR FILTER, FUEL FILTER<br>O&M-STD ALLOCATION-SUPPLIES          |    |             |  |  |  |        |
| CHECK             |          |        |             |         |                 |                                                                                |    | 2332 TOTAL: |  |  |  | 933.97 |

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CITY OF BAINBRIDGE ISLAND  
 A/P CASH DISBURSEMENTS JOURNAL

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NUMBER OF CHECKS      44                      \*\*\* CASH ACCOUNT TOTAL \*\*\*                      293,322.93

|             | <u>COUNT</u> | <u>AMOUNT</u> |
|-------------|--------------|---------------|
| TOTAL EFT'S | 44           | 293,322.93    |

\*\*\* GRAND TOTAL \*\*\*                      293,322.93

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CITY OF BAINBRIDGE ISLAND  
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CLERK: jkines

JOURNAL ENTRIES TO BE CREATED

| YEAR PER JNL<br>SRC ACCOUNT | EFF DATE   | JNL DESC | REF 1  | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC      | T OB | DEBIT      | CREDIT     |
|-----------------------------|------------|----------|--------|-------|-------|--------------------------------|------|------------|------------|
| 2023 6 53                   |            |          |        |       |       |                                |      |            |            |
| APP 403-213000              | 06/14/2023 | 06/11/23 | 060823 |       |       | ACCOUNTS PAYABLE               |      | 45,478.76  |            |
|                             |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 635-111100              | 06/14/2023 | 06/11/23 | 060823 |       |       | CASH                           |      |            | 293,322.93 |
|                             |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 001-213000              | 06/14/2023 | 06/11/23 | 060823 |       |       | GENERAL - ACCOUNTS PAYABLE     |      | 113,662.31 |            |
|                             |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 402-213000              | 06/14/2023 | 06/11/23 | 060823 |       |       | ACCOUNTS PAYABLE               |      | 9,745.44   |            |
|                             |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 401-213000              | 06/14/2023 | 06/11/23 | 060823 |       |       | ACCOUNTS PAYABLE               |      | 66,735.98  |            |
|                             |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 101-213000              | 06/14/2023 | 06/11/23 | 060823 |       |       | STREETS - ACCOUNTS PAYABLE     |      | 5,532.14   |            |
|                             |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 631-213000              | 06/14/2023 | 06/11/23 | 060823 |       |       | ACCOUNTS PAYABLE               |      | 5,232.35   |            |
|                             |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 650-213000              | 06/14/2023 | 06/11/23 | 060823 |       |       | ACCOUNTS PAYABLE               |      | 4,225.12   |            |
|                             |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 407-213000              | 06/14/2023 | 06/11/23 | 060823 |       |       | ACCOUNTS PAYABLE               |      | 9,979.42   |            |
|                             |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 104-213000              | 06/14/2023 | 06/11/23 | 060823 |       |       | CIVIC IMPR - ACCOUNTS PAYABLE  |      | 32,581.41  |            |
|                             |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 622-213000              | 06/14/2023 | 06/11/23 | 060823 |       |       | ACCOUNTS PAYABLE               |      | 150.00     |            |
|                             |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| GENERAL LEDGER TOTAL        |            |          |        |       |       |                                |      | 293,322.93 | 293,322.93 |
| APP 631-130000              | 06/14/2023 | 06/11/23 | 060823 |       |       | DUE TO/FROM CLEARING           |      | 288,090.58 |            |
| APP 403-130000              | 06/14/2023 | 06/11/23 | 060823 |       |       | DUE TO/FROM CLEARING           |      |            | 45,478.76  |
| APP 001-130000              | 06/14/2023 | 06/11/23 | 060823 |       |       | GENERAL - DUE TO/FROM CLEARING |      |            | 113,662.31 |
| APP 402-130000              | 06/14/2023 | 06/11/23 | 060823 |       |       | DUE TO/FROM CLEARING           |      |            | 9,745.44   |
| APP 401-130000              | 06/14/2023 | 06/11/23 | 060823 |       |       | DUE TO/FROM CLEARING           |      |            | 66,735.98  |
| APP 101-130000              | 06/14/2023 | 06/11/23 | 060823 |       |       | STREETS - DUE TO/FROM CLEARING |      |            | 5,532.14   |
| APP 650-130000              | 06/14/2023 | 06/11/23 | 060823 |       |       | DUE TO/FROM CLEARING           |      |            | 4,225.12   |
| APP 407-130000              | 06/14/2023 | 06/11/23 | 060823 |       |       | DUE TO/FROM CLEARING           |      |            | 9,979.42   |
| APP 104-130000              | 06/14/2023 | 06/11/23 | 060823 |       |       | CIVIC IMPR DUE TO/FROM CLEAR'G |      |            | 32,581.41  |
| APP 622-130000              | 06/14/2023 | 06/11/23 | 060823 |       |       | DUE TO/FROM CLEARING           |      |            | 150.00     |

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CITY OF BAINBRIDGE ISLAND  
 A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

| YEAR PER<br>SRC ACCOUNT | JNL<br>EFF DATE | JNL DESC | REF 1 | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC      | T OB | DEBIT      | CREDIT     |
|-------------------------|-----------------|----------|-------|-------|-------|--------------------------------|------|------------|------------|
|                         |                 |          |       |       |       | SYSTEM GENERATED ENTRIES TOTAL |      | 288,090.58 | 288,090.58 |
|                         |                 |          |       |       |       | JOURNAL 2023/06/53 TOTAL       |      | 581,413.51 | 581,413.51 |

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

| FUND<br>ACCOUNT                                             | YEAR PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION                                             | DEBIT      | CREDIT     |
|-------------------------------------------------------------|----------|-----|------------|-----------------------------------------------------------------|------------|------------|
| 001 GENERAL FUND<br>001-130000<br>001-213000                | 2023 6   | 53  | 06/14/2023 | GENERAL - DUE TO/FROM CLEARING<br>GENERAL - ACCOUNTS PAYABLE    | 113,662.31 | 113,662.31 |
|                                                             |          |     |            | FUND TOTAL                                                      | 113,662.31 | 113,662.31 |
| 101 STREET FUND<br>101-130000<br>101-213000                 | 2023 6   | 53  | 06/14/2023 | STREETS - DUE TO/FROM CLEARING<br>STREETS - ACCOUNTS PAYABLE    | 5,532.14   | 5,532.14   |
|                                                             |          |     |            | FUND TOTAL                                                      | 5,532.14   | 5,532.14   |
| 104 CIVIC IMPROVEMENT FUND<br>104-130000<br>104-213000      | 2023 6   | 53  | 06/14/2023 | CIVIC IMPR DUE TO/FROM CLEAR'G<br>CIVIC IMPR - ACCOUNTS PAYABLE | 32,581.41  | 32,581.41  |
|                                                             |          |     |            | FUND TOTAL                                                      | 32,581.41  | 32,581.41  |
| 401 WATER OPERATING FUND<br>401-130000<br>401-213000        | 2023 6   | 53  | 06/14/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                        | 66,735.98  | 66,735.98  |
|                                                             |          |     |            | FUND TOTAL                                                      | 66,735.98  | 66,735.98  |
| 402 SEWER OPERATING FUND<br>402-130000<br>402-213000        | 2023 6   | 53  | 06/14/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                        | 9,745.44   | 9,745.44   |
|                                                             |          |     |            | FUND TOTAL                                                      | 9,745.44   | 9,745.44   |
| 403 STORM & SURFACE WATER FUND<br>403-130000<br>403-213000  | 2023 6   | 53  | 06/14/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                        | 45,478.76  | 45,478.76  |
|                                                             |          |     |            | FUND TOTAL                                                      | 45,478.76  | 45,478.76  |
| 407 BUILDING & DEVELOPMENT FUND<br>407-130000<br>407-213000 | 2023 6   | 53  | 06/14/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                        | 9,979.42   | 9,979.42   |
|                                                             |          |     |            | FUND TOTAL                                                      | 9,979.42   | 9,979.42   |
| 622 EXPENDABLE TRUST FUND<br>622-130000<br>622-213000       | 2023 6   | 53  | 06/14/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                        | 150.00     | 150.00     |
|                                                             |          |     |            | FUND TOTAL                                                      | 150.00     | 150.00     |
| 631 CLEARING FUND                                           | 2023 6   | 53  | 06/14/2023 |                                                                 |            |            |



| FUND | ACCOUNT     | YEAR | PER | JNL | EFF        | DATE | ACCOUNT DESCRIPTION  | DEBIT      | CREDIT     |
|------|-------------|------|-----|-----|------------|------|----------------------|------------|------------|
|      | 631-130000  |      |     |     |            |      | DUE TO/FROM CLEARING | 288,090.58 |            |
|      | 631-213000  |      |     |     |            |      | ACCOUNTS PAYABLE     | 5,232.35   |            |
|      | 635-111100  |      |     |     |            |      | CASH                 |            | 293,322.93 |
|      |             |      |     |     |            |      | FUND TOTAL           | 293,322.93 | 293,322.93 |
| 650  | AGENCY FUND | 2023 | 6   | 53  | 06/14/2023 |      |                      |            |            |
|      | 650-130000  |      |     |     |            |      | DUE TO/FROM CLEARING |            | 4,225.12   |
|      | 650-213000  |      |     |     |            |      | ACCOUNTS PAYABLE     | 4,225.12   |            |
|      |             |      |     |     |            |      | FUND TOTAL           | 4,225.12   | 4,225.12   |

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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                |            | 113,662.31 |
| 101   | STREET FUND                 |            | 5,532.14   |
| 104   | CIVIC IMPROVEMENT FUND      |            | 32,581.41  |
| 401   | WATER OPERATING FUND        |            | 66,735.98  |
| 402   | SEWER OPERATING FUND        |            | 9,745.44   |
| 403   | STORM & SURFACE WATER FUND  |            | 45,478.76  |
| 407   | BUILDING & DEVELOPMENT FUND |            | 9,979.42   |
| 622   | EXPENDABLE TRUST FUND       |            | 150.00     |
| 631   | CLEARING FUND               | 288,090.58 |            |
| 650   | AGENCY FUND                 |            | 4,225.12   |
| TOTAL |                             | 288,090.58 | 288,090.58 |

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

(JK)

05/31/2023 09:11  
jkinesCITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

  
5/31/2023
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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                              |            |      |             |               |        |                 |                        |          |        |                     |        |
| 360057                                        | 04/07/2023 | VOID | 694         | KITSAP PUD #1 | 262374 | JAN23-MAR23     | 03/15/2023             |          |        |                     | -51.96 |
| Invoice: JAN23-MAR23                          |            |      |             |               | -51.96 | 91011768 547500 | WATER/LOT1 BELFAIR AVE |          |        |                     |        |
|                                               |            |      |             |               |        |                 | GG-C/E-PARKS-WTR/SWR   |          |        |                     |        |
|                                               |            |      |             |               |        |                 |                        |          |        | CHECK 360057 TOTAL: | -51.96 |
| NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** |            |      |             |               |        |                 |                        |          |        | -51.96              |        |
|                                               |            |      |             |               |        |                 |                        | COUNT    | AMOUNT |                     |        |
| TOTAL VOIDED CHECKS                           |            |      |             |               |        |                 |                        | 1        | 51.96  |                     |        |
|                                               |            |      |             |               |        |                 |                        |          |        | *** GRAND TOTAL *** | -51.96 |

Check was lost in the mail and never received by the vendor. A new check for the total amount due will be processed. Discussed this issue over the phone with the vendor.

05/31/2023 09:11  
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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<br>SRC ACCOUNT | JNL<br>EFF DATE | JNL DESC | REF 1 | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC      | T OB | DEBIT  | CREDIT |
|-------------------------|-----------------|----------|-------|-------|-------|--------------------------------|------|--------|--------|
| 2023 5 237              |                 |          |       |       |       |                                |      |        |        |
| APP 001-213000          | 05/31/2023      | 360057   | VOID  |       |       | GENERAL - ACCOUNTS PAYABLE     |      |        | 51.96  |
| APP 635-111100          | 05/31/2023      | 360057   | VOID  |       |       | AP CASH DISBURSEMENTS JOURNAL  |      | 51.96  |        |
|                         |                 |          |       |       |       | CASH                           |      |        |        |
|                         |                 |          |       |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |        |        |
|                         |                 |          |       |       |       | GENERAL LEDGER TOTAL           |      | 51.96  | 51.96  |
| APP 631-130000          | 05/31/2023      | M040723  | VOID  |       |       | DUE TO/FROM CLEARING           |      |        | 51.96  |
| APP 001-130000          | 05/31/2023      | M040723  | VOID  |       |       | GENERAL - DUE TO/FROM CLEARING |      | 51.96  |        |
|                         |                 |          |       |       |       | SYSTEM GENERATED ENTRIES TOTAL |      | 51.96  | 51.96  |
|                         |                 |          |       |       |       | JOURNAL 2023/05/237 TOTAL      |      | 103.92 | 103.92 |

| FUND | ACCOUNT       | YEAR | PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION            | DEBIT | CREDIT |
|------|---------------|------|-----|-----|------------|--------------------------------|-------|--------|
| 001  | GENERAL FUND  | 2023 | 5   | 237 | 05/31/2023 |                                |       |        |
|      | 001-130000    |      |     |     |            | GENERAL - DUE TO/FROM CLEARING | 51.96 |        |
|      | 001-213000    |      |     |     |            | GENERAL - ACCOUNTS PAYABLE     |       | 51.96  |
|      |               |      |     |     |            | FUND TOTAL                     | 51.96 | 51.96  |
| 631  | CLEARING FUND | 2023 | 5   | 237 | 05/31/2023 |                                |       |        |
|      | 631-130000    |      |     |     |            | DUE TO/FROM CLEARING           |       | 51.96  |
|      | 635-111100    |      |     |     |            | CASH                           | 51.96 |        |
|      |               |      |     |     |            | FUND TOTAL                     | 51.96 | 51.96  |

05/31/2023 09:11  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL  
JOURNAL ENTRIES TO BE CREATED

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| FUND  |               | DUE TO | DUE FROM |
|-------|---------------|--------|----------|
| 001   | GENERAL FUND  |        | 51.96    |
| 631   | CLEARING FUND | 51.96  |          |
| TOTAL |               | 51.96  | 51.96    |

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

## Accounts Payable Approval Stamp

Vendor Name: KITSAP PUD

Vendor Number: 694  
(If Available)

Amount approved for payment: \$109.12

Reviewed by (e-sign): \_\_\_\_\_

Initial if unable to  
e-sign:

JK

Approved by (e-sign): \_\_\_\_\_

Initial if uable to  
e-sign:

Date Approved (mm/dd/yyyy):

ORG: 91011768

OBJ: 547500

PRJ:

Contract #:

PO#:

Comments  
or  
Questions:

INV# MAR23-MAY23  
05/16/2023  
WATER/LOT1 BELFAIR AVE

Received by: \_\_\_\_\_

Rev. 04/01/20 CEM  
For Internal Use Only





**KPUD**  
CONNECTING KITSAP

1431 FINN HILL RD.  
PO Box 2910  
POULSBORO, WA 98370  
Phone 360-779-7656  
www.kpud.org  
1-800-739-6766

Office hours: Monday – Thursday 7:00 AM – 4:30 PM

#### USAGE HISTORY

To view your usage history, please log into your account at [www.kpud.org](http://www.kpud.org).

#### ACCOUNT INFORMATION

**ACCOUNT:** 034035-000  
**SERVICE ADDRESS:** LOT 1 BELFAIR AVE NE (RTS)  
**SERVICE PERIOD:** 03/16/23 to 05/15/23  
**DUE DATE:** 06/29/23

#### METER READING

Usage is measured and billed in 100 cubic foot increments.  
100 cubic feet equals 748 gallons.

#### CURRENT CHARGES

|                                  |       |
|----------------------------------|-------|
| 5/8 in MTR-(C) BC READY TO SERVE | 37.00 |
| STATE PUBLIC UTILITY TAX         | 1.86  |
| S BAINBRIDGE NONTAX CFC Exp 2030 | 13.10 |

#### SPECIAL MESSAGE

As a reminder, new Basic Service Charges took effect January 16th.

Annual Consumer Confidence Reports will be available online by July 1st.  
Please visit our website [www.kpud.org](http://www.kpud.org) and search for Consumer Confidence Reports to view.

#### TOTAL CURRENT CHARGES

51.96

#### BILL SUMMARY

\*\*\*YOUR ACCOUNT IS PAST DUE\*\*\*

|                   |       |
|-------------------|-------|
| PREVIOUS BALANCE  | 51.96 |
| PAYMENTS RECEIVED | 0.00  |
| ADJUSTMENTS       | 5.20  |
| CURRENT CHARGES   | 51.96 |

#### TOTAL AMOUNT DUE

109.12

\*\*\*PAST DUE\*\*\*

Balances not paid on or before the due date are subject to a 10% late charge and may result in disconnection if account remains delinquent.

DATABAR FORM# 7001 - (8/26/19)

PLEASE DETACH AND RETURN THIS STUB



**KPUD**  
CONNECTING KITSAP

1431 FINN HILL RD. PO Box 2910 POULSBORO, WA 98370

|                            |                 |                                     |
|----------------------------|-----------------|-------------------------------------|
| <b>SERVICE ADDRESS</b>     |                 |                                     |
| LOT 1 BELFAIR AVE NE (RTS) |                 |                                     |
| <b>BILLING DATE</b>        | <b>DUE DATE</b> | <b>AMOUNT DUE</b>                   |
| 05/16/23                   | 06/29/23        | 109.12                              |
| <b>ACCOUNT NUMBER</b>      |                 | <b>PLEASE ENTER AMOUNT ENCLOSED</b> |
| 034035-000                 |                 |                                     |
| <b>SERVICE PERIOD</b>      |                 | \$                                  |
| 03/16/23 To 05/15/23       |                 |                                     |

▼ Please Make Check Payable To Name Below:

#### ELECTRONIC SERVICE REQUESTED

3D00599 2 AV 0.398 AUTO SCH 5-DIGIT 98013



CITY OF BAINBRIDGE ISLAND  
280 MADISON AVE N  
BAINBRIDGE ISLAND WA 98110-1812

00645 Seq  
3 Stm 3 of 3  
3D 1.165  
1100

KITSAP PUD #1  
PO BOX 2910  
POULSBORO, WA 98370-2910





(JK)

Z. P. Shaw

06/02/2023 08:12  
jkinesCITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

6/2/2023

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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    |            |      |                       |         |                 |                                |    |               |         |  |                            |  |  |  |  |  |  |  |  |  |  |  |
|                     |            |      |                       |         |                 |                                |    |               |         |  |                            |  |  |  |  |  |  |  |  |  |  |  |
| 360076              | 04/26/2023 | VOID | 10241 COMPASS & CLOCK | 262651  | 04/10/2023      | 04/10/2023                     |    |               | -150.00 |  |                            |  |  |  |  |  |  |  |  |  |  |  |
| Invoice: 04/10/2023 |            |      |                       | -150.00 | 41625860 586000 | SENIOR CENTER DEPOSIT REFUND   |    |               |         |  |                            |  |  |  |  |  |  |  |  |  |  |  |
|                     |            |      |                       |         |                 | SC/COMMONS ROOM DEP-DISBURSEME |    |               |         |  |                            |  |  |  |  |  |  |  |  |  |  |  |
|                     |            |      |                       |         |                 | CHECK                          |    | 360076 TOTAL: |         |  |                            |  |  |  |  |  |  |  |  |  |  |  |
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|                     |            |      |                       |         |                 | NUMBER OF CHECKS               |    | 1             |         |  | *** CASH ACCOUNT TOTAL *** |  |  |  |  |  |  |  |  |  |  |  |
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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<br>LINE DESC                         | T 0B | DEBIT  | CREDIT |
|--------------------------------|----------------|---------------|-------------|-------|-------|-------|---------------------------------------------------|------|--------|--------|
| 2023 6 10                      | APP 622-213000 | 06/02/2023    | 360076 VOID |       |       |       | ACCOUNTS PAYABLE<br>AP CASH DISBURSEMENTS JOURNAL |      |        | 150.00 |
| APP 635-111100                 | 06/02/2023     | 360076 VOID   |             |       |       |       | CASH<br>AP CASH DISBURSEMENTS JOURNAL             |      | 150.00 |        |
| GENERAL LEDGER TOTAL           |                |               |             |       |       |       |                                                   |      | 150.00 | 150.00 |
| APP 631-130000                 | 06/02/2023     | 04/23/23 VOID |             |       |       |       | DUE TO/FROM CLEARING                              |      |        | 150.00 |
| APP 622-130000                 | 06/02/2023     | 04/23/23 VOID |             |       |       |       | DUE TO/FROM CLEARING                              |      | 150.00 |        |
| SYSTEM GENERATED ENTRIES TOTAL |                |               |             |       |       |       |                                                   |      | 150.00 | 150.00 |
| JOURNAL 2023/06/10 TOTAL       |                |               |             |       |       |       |                                                   |      | 300.00 | 300.00 |

| FUND | ACCOUNT                                           | YEAR | PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION                      | DEBIT  | CREDIT |
|------|---------------------------------------------------|------|-----|-----|------------|------------------------------------------|--------|--------|
| 622  | EXPENDABLE TRUST FUND<br>622-130000<br>622-213000 | 2023 | 6   | 10  | 06/02/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE | 150.00 | 150.00 |
|      |                                                   |      |     |     |            | FUND TOTAL                               | 150.00 | 150.00 |
| 631  | CLEARING FUND<br>631-130000<br>635-111100         | 2023 | 6   | 10  | 06/02/2023 | DUE TO/FROM CLEARING<br>CASH             | 150.00 | 150.00 |
|      |                                                   |      |     |     |            | FUND TOTAL                               | 150.00 | 150.00 |

06/02/2023 08:12  
 jkines

CITY OF BAINBRIDGE ISLAND  
 A/P CASH DISBURSEMENTS JOURNAL

P 4  
 apcshdsb

JOURNAL ENTRIES TO BE CREATED

| FUND  |                       | DUE TO | DUE FROM |
|-------|-----------------------|--------|----------|
| 622   | EXPENDABLE TRUST FUND |        | 150.00   |
| 631   | CLEARING FUND         | 150.00 |          |
| TOTAL |                       | 150.00 | 150.00   |

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

## Jacob Kines

---

**From:** Compass & Clock <compassandclockmc@gmail.com>  
**Sent:** Thursday, June 1, 2023 2:10 PM  
**To:** Accounts Payable  
**Subject:** Re: Fw: Compass & Clock Deposit Refund

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.

Hello Jacob,

I hope you are doing well.

I am emailing to let you know I never received the \$150 refund check for Compass & Clock.

Your records pulled up my old address on Diamond Place and that address was unfortunately used to send my refund check to, not what I requested on the paperwork with the BI Senior Center.

**You sent me an email 5/13 that said:**

Check #360076 was mailed to 5357 Diamond PL NE as that was the address we had on file for Compass & Clock. I will update the address to the Hildebrand address below. If the check comes back in the mail then I will forward it to that address. If you do not receive the check by May 26<sup>th</sup>, please let me know. We can only void and reissue a check after it has been 30 days since the print date.

So I am emailing you today to let you know I never got the check, and to please issue a new check for \$150 made payable to Compass & Clock LLC, and please mail it to:

HomeStreet Bank  
921 Hildebrand Lane NE, Suite 100  
Bainbridge Island, WA. 98110

Kindly email me back today to let me know you got this email and that you will take care of this.

I appreciate your help

Mary

206-627-0790

[www.compassandclock.com](http://www.compassandclock.com)

On Sat, May 13, 2023 at 5:41 AM Accounts Payable <[accountspayable@bainbridgewa.gov](mailto:accountspayable@bainbridgewa.gov)> wrote:

Mary,

When processing the refund the old address was selected in our system so that is where the check was printed and mailed to. If you are no longer at that address then we should hopefully get the check back in the mail soon and I can send it to the other address. If the check does not come back or is not forwarded to you then we will be able to void and reissue.

Thank you,

JACOB KINES

Senior Accounting Technician – Accounts Payable



[www.bainbridgewa.gov](http://www.bainbridgewa.gov)

[facebook.com/citybainbridgeisland/](https://facebook.com/citybainbridgeisland/)

206.780.8612 (office)

---

**From:** Compass & Clock <[compassandclockmc@gmail.com](mailto:compassandclockmc@gmail.com)>  
**Sent:** Friday, May 12, 2023 10:35 AM  
**To:** Accounts Payable <[accountspayable@bainbridgewa.gov](mailto:accountspayable@bainbridgewa.gov)>  
**Cc:** Mary Gibbs <[mary@biseniorcenter.org](mailto:mary@biseniorcenter.org)>  
**Subject:** Re: Fw: Compass & Clock Deposit Refund

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.

Hello Jacob

Thank you for your quick reply.

We moved out of 5357 Diamond Place NE, Bainbridge Island WA on Oct 22nd 2021.

So I doubt that check will ever reach me, as the Post Office only forwards mail for a year.

The paperwork I filled out asked who to make the refund check out to, and where it should be mailed and I filled in:

Make check payable to:  
Compass & Clock LLC

Mail check to:

HomeStreet Bank

921 Hildebrand Lane NE, Suite 100

Bainbridge Island, WA. 98110

So I am unclear as to why an old address for me would be used when that wasn't what was filled out on the paperwork.

I would greatly appreciate it if a new check is issued, and reading your email it sounds like that won't be until May 26th.

My bank is not a forwarding address so it will never make it to the bank. Kindly let me know if the check makes it back to you please.

Thanks and have a good weekend.

Thank you Mary for your help with this.

Mary

206-627-0790

On Sat, May 13, 2023 at 5:14 AM Accounts Payable <[accountspayable@bainbridgewa.gov](mailto:accountspayable@bainbridgewa.gov)> wrote:

Check #360076 was mailed to 5357 Diamond PL NE as that was the address we had on file for Compass & Clock. I will update the address to the Hildebrane address below. If the check comes back in the mail then I will forward it to that address. If you do not receive the check by May 26<sup>th</sup>, please let me know. We can only void and reissue a check after it has been 30 days since the print date.

Thank you,

JACOB KINES

Senior Accounting Technician – Accounts Payable



[www.bainbridgewa.gov](http://www.bainbridgewa.gov)

[facebook.com/citybainbridgeisland/](https://facebook.com/citybainbridgeisland/)

206.780.8612 (office)

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**From:** Mary Gibbs <[mary@biseniorcenter.org](mailto:mary@biseniorcenter.org)>  
**Sent:** Friday, May 12, 2023 8:38 AM  
**To:** Accounts Payable <[accountspayable@bainbridgewa.gov](mailto:accountspayable@bainbridgewa.gov)>  
**Cc:** Compass & Clock <[compassandclockmc@gmail.com](mailto:compassandclockmc@gmail.com)>  
**Subject:** Fw: Fw: Compass & Clock Deposit Refund

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.

Hi Jacob, can you help Mary at Compass and Clock track down her rental deposit refund? I have cc'd her on this email.

I sent the refund request April 10<sup>th</sup> and when I asked on the renter's behalf, you replied on 4/27 that  
*Check #360076 was placed in the mail yesterday so they should hopefully be getting it soon.*

Thank you.

Mary Gibbs

Manager of Operations

Bainbridge Island Senior Center

206.842.1616 (office); 206.660.4050 (cell)

*Nothing is meant to be, except for your freedom to choose and your power to create.*

---

**From:** Compass & Clock <[compassandclockmc@gmail.com](mailto:compassandclockmc@gmail.com)>  
**Sent:** Thursday, May 11, 2023 5:13 PM  
**To:** Mary Gibbs <[mary@biseniorcenter.org](mailto:mary@biseniorcenter.org)>  
**Subject:** Fwd: Fw: Compass & Clock Deposit Refund



Hello Mary,

I hope you are doing well.

I am circling back with you for some help.

I never got the \$150 refund check #360076 from COBI that was sent on 4/27.

Can you help me track this down please?

It should have been made payable to:

Compass & Clock LLC

It should have been mailed to:

HomeStreet Bank

921 Hildebrand Lane NE, Suite 100

Bainbridge Island, WA. 98110

If done correctly as above it would have been rec'd 2 weeks ago.

Thanks for your help

Mary

206-627-0790

On Fri, Apr 28, 2023 at 4:19 AM Mary Gibbs <[mary@biseniorcenter.org](mailto:mary@biseniorcenter.org)> wrote:

Here's the reply...

Mary Gibbs

Manager of Operations

Bainbridge Island Senior Center

*Nothing is meant to be, except for your freedom to choose and your power to create.*

---

**From:** Accounts Payable <[accountspayable@bainbridgewa.gov](mailto:accountspayable@bainbridgewa.gov)>  
**Sent:** Thursday, April 27, 2023 8:40 AM  
**To:** Mary Gibbs <[mary@biseniorcenter.org](mailto:mary@biseniorcenter.org)>  
**Subject:** RE: Compass & Clock Deposit Refund

Mary,

Check #360076 was placed in the mail yesterday so they should hopefully be getting it soon.

Thank you,

JACOB KINES

Senior Accounting Technician – Accounts Payable



[www.bainbridgewa.gov](http://www.bainbridgewa.gov)

[facebook.com/citybainbridgeisland/](https://facebook.com/citybainbridgeisland/)

206.780.8612 (office)

---

**From:** Mary Gibbs <[mary@biseniorcenter.org](mailto:mary@biseniorcenter.org)>  
**Sent:** Thursday, April 27, 2023 8:38 AM  
**To:** Accounts Payable <[accountspayable@bainbridgewa.gov](mailto:accountspayable@bainbridgewa.gov)>  
**Subject:** Re: Compass & Clock Deposit Refund

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.

The renter, Compass & Clock, wants to know if this has been processed yet and when she will get her deposit refund check?

Mary Gibbs

Manager of Operations

Bainbridge Island Senior Center

206.842.1616 (office); 206.660.4050 (cell)

*Nothing is meant to be, except for your freedom to choose and your power to create.*

---

**From:** Mary Gibbs  
**Sent:** Monday, April 10, 2023 9:39 AM  
**To:** COBI Rental Refunds <[accountspayable@bainbridgewa.gov](mailto:accountspayable@bainbridgewa.gov)>  
**Subject:** Compass & Clock Deposit Refund

Here si the completed close out form for Saturday's rental.

Mary Gibbs

Manager of Operations

Bainbridge Island Senior Center

206.842.1616 (office); 206.660.4050 (cell)

<https://donations.onecallforall.org/donate/211>



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Mary

206-321-8016

<https://www.compassandclock.com/>

Read the Bi-Annual Compass & Clock Publication here:

<https://www.compassandclock.com/compass-clock-ebook>

Click here to subscribe to our FREE monthly E-newsletter

<http://bit.ly/1Vjqrj5>

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Mary

206-321-8016

<https://www.compassandclock.com/>

Read the Bi-Annual Compass & Clock Publication here:

<https://www.compassandclock.com/compass-clock-ebook>

Click here to subscribe to our FREE monthly E-newsletter

<http://bit.ly/1Vjqrj5>

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Mary

206-627-0790

<https://www.compassandclock.com/>

Read the Bi-Annual Compass & Clock Publication here:

<https://www.compassandclock.com/compass-clock-ebook>

Click here to subscribe to our FREE monthly E-newsletter

<http://bit.ly/1Vjqrj5>



## Accounts Payable Approval Stamp

Vendor Name: COMPASS & CLOCK

Vendor Number: 10241  
(If Available)

Amount approved for payment: \$150.00

Reviewed by (e-sign): \_\_\_\_\_

Initial if unable to  
e-sign:

JK

Approved by (e-sign): \_\_\_\_\_

Initial if uable to  
e-sign:

Date Approved (mm/dd/yyyy): 04/11/2023

ORG: 41625860

OBJ: 586000

PRJ: \_\_\_\_\_

Contract #: \_\_\_\_\_

PO#: \_\_\_\_\_

Comments  
or  
Questions:

INV# 04/10/2023  
4/10/2023  
SENIOR CENTER DEPOSIT REFUND

Received by: \_\_\_\_\_

Rev. 04/01/20 CEM  
For Internal Use Only



## Rental Close-out Form

### **Waterfront Park Community Center**

Waterfront Park Community Center clean-up is complete when the following has been done:  
(Please check items as they apply to the space you are using.)

1. ☒ Remove garbage, recycling, and compost from the premises and place in containers located at the West rear corner of the building. Put clean liners in waste containers.
2. ☒ Remove all decorations including tape.
3. ☒ Leave bathrooms in same condition as found.
4. ☒ Leave floors in same condition as found. (Wetmop & dustmop are in kitchen hallway for Huney hall or in the Diningroom utility closet)
5. ☒ Leave kitchen in same condition as found. (Cleaning supplies are under the sink)
6. ☒ Remove all food from premises including refrigerator(s).
7. ☒ Clean off furniture used and return room to standard configuration. Return extra tables and chairs in appropriate storage closet.
8. ☒ Clean up yard and parking lot (if used). Pick up and removed all litter.
9. ☒ Lock all windows and doors. (Please test that they have locked).
10. ☒ Turn off all lights.

I confirm that all of the above items have been completed and understand that if these items were not completed, my \$150 damage/cleaning deposit will be forfeited.

Compass + Clock  
Organization Name

Mary Coupland  
Signature

4/8/23  
Date

Mary Coupland  
Print Name

**Thank you for taking responsibility for your use of this Community Center.**

\*\*\*\*\*

I have determined that the clean-up requirements have been met and the \$150 deposit should be refunded to the above named individual/company/organization.

Mary Fikbe  
Staff

4/10/23  
Date

**IF THERE IS A LIFE THREATENING EMERGENCY PLEASE CALL 911**

**For a serious facility problem please call 206-660-2106 (Reed) or 206-660-4050 (Mary)  
Please report any other concerns to 206-842-1616 or email [Info@biseniorcenter.org](mailto:Info@biseniorcenter.org)**



(JK)

05/18/2023 08:00  
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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     |            |      |                         |         |                      |            |                                                                |           |  |        |        |  |
| 360215               | 05/18/2023 | PRTD | 551 CENTURYLINK         | 263448  | 4953MAY23            | 05/07/2023 |                                                                | M051823   |  |        | 84.99  |  |
| Invoice: 4953MAY23   |            |      |                         | 84.99   | 91421891 542100      | 210        | MADISON AVE SLS TELEM<br>GG-SWR-FAC-PHONE                      |           |  |        |        |  |
| Invoice: 5127MAY23   |            |      |                         | 263449  | 5127MAY23            | 05/07/2023 |                                                                | M051823   |  |        | 210.17 |  |
|                      |            |      |                         | 210.17  | 71311942 64210000724 | 8804       | MADISON AVE<br>PD/COURT BLDG-PHONES/POSTAGE                    |           |  |        |        |  |
| Invoice: 5996MAY23   |            |      |                         | 263450  | 5996MAY23            | 05/07/2023 |                                                                | M051823   |  |        | 111.26 |  |
|                      |            |      |                         | 111.26  | 91011757 542100      |            | E-PHONE @ WFP DOCK<br>GG-GF-WFP DOCK-PHONE                     |           |  |        |        |  |
| Invoice: 8834MAY23   |            |      |                         | 263451  | 8834MAY23            | 05/04/2023 |                                                                | M051823   |  |        | 84.99  |  |
|                      |            |      |                         | 84.99   | 91411891 542100      | 259        | FERNCLIVV PRV TELEM<br>GG-WTR-FAC-PHONE                        |           |  |        |        |  |
| CHECK 360215 TOTAL:  |            |      |                         |         |                      |            |                                                                |           |  |        | 491.41 |  |
| 360216               | 05/18/2023 | PRTD | 10159 GRANT, MARY       | 263452  | 05/16/2023           | 05/16/2023 |                                                                | M051823   |  |        | 150.00 |  |
| Invoice: 05/16/2023  |            |      |                         | 150.00  | 41625860 586000      |            | SENIOR CENTER DEPOSIT REFUND<br>SC/COMMONS ROOM DEP-DISBURSEME |           |  |        |        |  |
| CHECK 360216 TOTAL:  |            |      |                         |         |                      |            |                                                                |           |  |        | 150.00 |  |
| 360217               | 05/18/2023 | PRTD | 1205 PUGET SOUND ENERGY | 263453  | 1716APR23            | 05/10/2023 |                                                                | M051823   |  |        | 17.83  |  |
| Invoice: 1716APR23   |            |      |                         | 17.83   | 91415345 547100      |            | ROCKAWAY INTERITE PRV<br>GG-ROCKAWAY BCH-UTILITIES             |           |  |        |        |  |
| Invoice: 8206APR23   |            |      |                         | 263454  | 8206APR23            | 05/09/2023 |                                                                | M051823   |  |        | 13.61  |  |
|                      |            |      |                         | 13.61   | 91411345 547100      | 515        | FERNCLIFF AVE PRV<br>GG-WTR-ELECTRIC                           |           |  |        |        |  |
| CHECK 360217 TOTAL:  |            |      |                         |         |                      |            |                                                                |           |  |        | 31.44  |  |
| NUMBER OF CHECKS     |            |      |                         |         |                      | 3          | *** CASH ACCOUNT TOTAL ***                                     |           |  | 672.85 |        |  |
|                      |            |      |                         |         |                      | COUNT      | AMOUNT                                                         |           |  |        |        |  |
| TOTAL PRINTED CHECKS |            |      |                         |         |                      | 3          | 672.85                                                         |           |  |        |        |  |
| *** GRAND TOTAL ***  |            |      |                         |         |                      |            |                                                                |           |  |        | 672.85 |  |

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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<br>SRC ACCOUNT    | EFF DATE   | JNL DESC | REF 1  | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC      | T OB | DEBIT    | CREDIT   |
|--------------------------------|------------|----------|--------|-------|-------|--------------------------------|------|----------|----------|
| 2023 5 161                     |            |          |        |       |       |                                |      |          |          |
| APP 402-213000                 | 05/18/2023 | M051823  | 051823 |       |       | ACCOUNTS PAYABLE               |      | 84.99    |          |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |          |          |
| APP 635-111100                 | 05/18/2023 | M051823  | 051823 |       |       | CASH                           |      |          | 672.85   |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |          |          |
| APP 301-213000                 | 05/18/2023 | M051823  | 051823 |       |       | ACCOUNTS PAYABLE               |      | 210.17   |          |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |          |          |
| APP 001-213000                 | 05/18/2023 | M051823  | 051823 |       |       | GENERAL - ACCOUNTS PAYABLE     |      | 111.26   |          |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |          |          |
| APP 401-213000                 | 05/18/2023 | M051823  | 051823 |       |       | ACCOUNTS PAYABLE               |      | 116.43   |          |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |          |          |
| APP 622-213000                 | 05/18/2023 | M051823  | 051823 |       |       | ACCOUNTS PAYABLE               |      | 150.00   |          |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |          |          |
| GENERAL LEDGER TOTAL           |            |          |        |       |       |                                |      | 672.85   | 672.85   |
| APP 631-130000                 | 05/18/2023 | M051823  | 051823 |       |       | DUE TO/FROM CLEARING           |      | 672.85   |          |
| APP 402-130000                 | 05/18/2023 | M051823  | 051823 |       |       | DUE TO/FROM CLEARING           |      |          | 84.99    |
| APP 301-130000                 | 05/18/2023 | M051823  | 051823 |       |       | DUE TO/FROM CLEARING           |      |          | 210.17   |
| APP 001-130000                 | 05/18/2023 | M051823  | 051823 |       |       | GENERAL - DUE TO/FROM CLEARING |      |          | 111.26   |
| APP 401-130000                 | 05/18/2023 | M051823  | 051823 |       |       | DUE TO/FROM CLEARING           |      |          | 116.43   |
| APP 622-130000                 | 05/18/2023 | M051823  | 051823 |       |       | DUE TO/FROM CLEARING           |      |          | 150.00   |
| SYSTEM GENERATED ENTRIES TOTAL |            |          |        |       |       |                                |      | 672.85   | 672.85   |
| JOURNAL 2023/05/161 TOTAL      |            |          |        |       |       |                                |      | 1,345.70 | 1,345.70 |

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

| FUND<br>ACCOUNT                                           | YEAR PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION                                          | DEBIT  | CREDIT |
|-----------------------------------------------------------|----------|-----|------------|--------------------------------------------------------------|--------|--------|
| 001 GENERAL FUND<br>001-130000<br>001-213000              | 2023 5   | 161 | 05/18/2023 | GENERAL - DUE TO/FROM CLEARING<br>GENERAL - ACCOUNTS PAYABLE | 111.26 | 111.26 |
|                                                           |          |     |            | FUND TOTAL                                                   | 111.26 | 111.26 |
| 301 CAPITAL CONSTRUCTION FUND<br>301-130000<br>301-213000 | 2023 5   | 161 | 05/18/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 210.17 | 210.17 |
|                                                           |          |     |            | FUND TOTAL                                                   | 210.17 | 210.17 |
| 401 WATER OPERATING FUND<br>401-130000<br>401-213000      | 2023 5   | 161 | 05/18/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 116.43 | 116.43 |
|                                                           |          |     |            | FUND TOTAL                                                   | 116.43 | 116.43 |
| 402 SEWER OPERATING FUND<br>402-130000<br>402-213000      | 2023 5   | 161 | 05/18/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 84.99  | 84.99  |
|                                                           |          |     |            | FUND TOTAL                                                   | 84.99  | 84.99  |
| 622 EXPENDABLE TRUST FUND<br>622-130000<br>622-213000     | 2023 5   | 161 | 05/18/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 150.00 | 150.00 |
|                                                           |          |     |            | FUND TOTAL                                                   | 150.00 | 150.00 |
| 631 CLEARING FUND<br>631-130000<br>635-111100             | 2023 5   | 161 | 05/18/2023 | DUE TO/FROM CLEARING<br>CASH                                 | 672.85 | 672.85 |
|                                                           |          |     |            | FUND TOTAL                                                   | 672.85 | 672.85 |

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JOURNAL ENTRIES TO BE CREATED

| FUND  |                           | DUE TO | DUE FROM |
|-------|---------------------------|--------|----------|
| 001   | GENERAL FUND              |        | 111.26   |
| 301   | CAPITAL CONSTRUCTION FUND |        | 210.17   |
| 401   | WATER OPERATING FUND      |        | 116.43   |
| 402   | SEWER OPERATING FUND      |        | 84.99    |
| 622   | EXPENDABLE TRUST FUND     |        | 150.00   |
| 631   | CLEARING FUND             |        |          |
|       |                           | 672.85 |          |
| TOTAL |                           | 672.85 | 672.85   |

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

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A/P CASH DISBURSEMENTS JOURNALP  
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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 |  |  |  |  |
| 360218                       | 05/25/2023 | PRTD | 6420 AT&T MOBILITY         |  | 263478    | 287287004732X051923  | 05/11/2023                                    |        | M052523   |  | 3,663.18  |                  |  |  |  |  |
| Invoice: 287287004732X051923 |            |      |                            |  |           |                      |                                               |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  | 3,014.51  | 91011215 542100      | POL, EOC/WIRELESS CHARGES                     |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  | 108.67    | 31011256 542100      | GG-C/E-PD-PHONE                               |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  | 540.00    | 91011215 548500      | EX-GF-EMERG PREP-PHONE                        |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  |           |                      | GG-C/E-PD-SOFTWARE MAINT                      |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  |           |                      | CHECK                                         | 360218 | TOTAL:    |  | 3,663.18  |                  |  |  |  |  |
| 360219                       | 05/25/2023 | PRTD | 5490 BAINBRIDGE ISLAND ME  |  | 263462    | 05/17/2023           | 05/17/2023                                    |        | M052523   |  | 20,300.00 |                  |  |  |  |  |
| Invoice: 05/17/2023          |            |      |                            |  |           |                      |                                               |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  | 20,300.00 | 72334561 64500001088 | ENG/TEMPORARY EASEMENT MADISON AVE            |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  |           |                      | MAD AVE NM-TEMP CONSTR EASEMEN                |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  |           |                      | CHECK                                         | 360219 | TOTAL:    |  | 20,300.00 |                  |  |  |  |  |
| 360220                       | 05/25/2023 | PRTD | 551 CENTURYLINK            |  | 263500    | 6124MAY23            | 05/16/2023                                    |        | M052523   |  | 58.43     |                  |  |  |  |  |
| Invoice: 6124MAY23           |            |      |                            |  |           |                      |                                               |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  | 58.43     | 91411891 542100      | WEAVER PRV WATER TELEM                        |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  |           |                      | GG-WTR-FAC-PHONE                              |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  |           |                      | CHECK                                         | 360220 | TOTAL:    |  | 58.43     |                  |  |  |  |  |
| 360221                       | 05/25/2023 | PRTD | 7367 PAUL CULLEN PLLC      |  | 263479    | 05/18/2023           | 05/18/2023                                    |        | M052523   |  | 5,124.00  |                  |  |  |  |  |
| Invoice: 05/18/2023          |            |      |                            |  |           |                      |                                               |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  | 5,124.00  | 21011125 54111001280 | CRT/BLAKE DECISION PROFESSIONAL SERVICES      |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  |           |                      | BLAKE DECISION-PROF LEGAL SVCS                |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  |           |                      | CHECK                                         | 360221 | TOTAL:    |  | 5,124.00  |                  |  |  |  |  |
| 360222                       | 05/25/2023 | PRTD | 10279 DECKER, JAMES & TARR |  | 263501    | 05/22/2023           | 05/22/2023                                    |        | M052523   |  | 425.00    |                  |  |  |  |  |
| Invoice: 05/22/2023          |            |      |                            |  |           |                      |                                               |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  | 425.00    | 72334561 64500001088 | ENG/MADISON AVE NM IMPROVEMENTS TEMP EASEMENT |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  |           |                      | MAD AVE NM-TEMP CONSTR EASEMEN                |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  |           |                      | CHECK                                         | 360222 | TOTAL:    |  | 425.00    |                  |  |  |  |  |
| 360223                       | 05/25/2023 | PRTD | 10280 GILMORE, JAMES & KAT |  | 263502    | 05/22/2023           | 05/22/2023                                    |        | M052523   |  | 425.00    |                  |  |  |  |  |
| Invoice: 05/22/2023          |            |      |                            |  |           |                      |                                               |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  | 425.00    | 72334561 64500001088 | ENG/MADISON AVE NM IMPROVEMENTS TEMP EASEMENT |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  |           |                      | MAD AVE NM-TEMP CONSTR EASEMEN                |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  |           |                      | CHECK                                         | 360223 | TOTAL:    |  | 425.00    |                  |  |  |  |  |
| 360224                       | 05/25/2023 | PRTD | 10281 HANSEN, MARGARET     |  | 263503    | 05/22/2023           | 05/22/2023                                    |        | M052523   |  | 425.00    |                  |  |  |  |  |
| Invoice: 05/22/2023          |            |      |                            |  |           |                      |                                               |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  | 425.00    | 72334561 64500001088 | ENG/MADISON AVE NM IMPROVEMENTS TEMP EASEMENT |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  |           |                      | MAD AVE NM-TEMP CONSTR EASEMEN                |        |           |  |           |                  |  |  |  |  |
|                              |            |      |                            |  |           |                      | CHECK                                         | 360224 | TOTAL:    |  | 425.00    |                  |  |  |  |  |

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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     |            |      |                            |                  |                      |                                               |           |                     |               |           |           |
| 360232               | 05/25/2023 | PRTD | 10278 WILTON, JOHN & MARCI | 263506           | 05/22/2023           | 05/22/2023                                    |           | M052523             |               | 425.00    |           |
| Invoice: 05/22/2023  |            |      |                            |                  |                      | ENG/MADISON AVE NM IMPROVEMENTS TEMP EASEMENT |           |                     |               |           |           |
|                      |            |      |                            | 425.00           | 72334561 64500001088 | MAD AVE NM-TEMP CONSTR EASEMEN                |           |                     |               |           |           |
|                      |            |      |                            |                  |                      |                                               |           | CHECK               | 360232 TOTAL: |           | 425.00    |
|                      |            |      |                            | NUMBER OF CHECKS | 15                   | *** CASH ACCOUNT TOTAL ***                    |           |                     |               |           | 37,923.25 |
|                      |            |      |                            |                  |                      | COUNT                                         | AMOUNT    |                     |               |           |           |
| TOTAL PRINTED CHECKS |            |      |                            |                  |                      | 15                                            | 37,923.25 |                     |               |           |           |
|                      |            |      |                            |                  |                      |                                               |           | *** GRAND TOTAL *** |               | 37,923.25 |           |

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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<br>SRC ACCOUNT    | EFF DATE   | JNL DESC | REF 1  | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC                                   | T OB | DEBIT     | CREDIT    |
|--------------------------------|------------|----------|--------|-------|-------|-------------------------------------------------------------|------|-----------|-----------|
| 2023 5 203<br>APP 001-213000   | 05/25/2023 | M052523  | 052523 |       |       | GENERAL - ACCOUNTS PAYABLE<br>AP CASH DISBURSEMENTS JOURNAL |      | 9,650.90  |           |
| APP 635-111100                 | 05/25/2023 | M052523  | 052523 |       |       | CASH<br>AP CASH DISBURSEMENTS JOURNAL                       |      |           | 37,923.25 |
| APP 301-213000                 | 05/25/2023 | M052523  | 052523 |       |       | ACCOUNTS PAYABLE<br>AP CASH DISBURSEMENTS JOURNAL           |      | 24,635.26 |           |
| APP 401-213000                 | 05/25/2023 | M052523  | 052523 |       |       | ACCOUNTS PAYABLE<br>AP CASH DISBURSEMENTS JOURNAL           |      | 58.43     |           |
| APP 101-213000                 | 05/25/2023 | M052523  | 052523 |       |       | STREETS - ACCOUNTS PAYABLE<br>AP CASH DISBURSEMENTS JOURNAL |      | 3,500.00  |           |
| APP 631-213000                 | 05/25/2023 | M052523  | 052523 |       |       | ACCOUNTS PAYABLE<br>AP CASH DISBURSEMENTS JOURNAL           |      | 78.66     |           |
| GENERAL LEDGER TOTAL           |            |          |        |       |       |                                                             |      | 37,923.25 | 37,923.25 |
| APP 631-130000                 | 05/25/2023 | M052523  | 052523 |       |       | DUE TO/FROM CLEARING                                        |      | 37,844.59 |           |
| APP 001-130000                 | 05/25/2023 | M052523  | 052523 |       |       | GENERAL - DUE TO/FROM CLEARING                              |      |           | 9,650.90  |
| APP 301-130000                 | 05/25/2023 | M052523  | 052523 |       |       | DUE TO/FROM CLEARING                                        |      |           | 24,635.26 |
| APP 401-130000                 | 05/25/2023 | M052523  | 052523 |       |       | DUE TO/FROM CLEARING                                        |      |           | 58.43     |
| APP 101-130000                 | 05/25/2023 | M052523  | 052523 |       |       | STREETS - DUE TO/FROM CLEARING                              |      |           | 3,500.00  |
| SYSTEM GENERATED ENTRIES TOTAL |            |          |        |       |       |                                                             |      | 37,844.59 | 37,844.59 |
| JOURNAL 2023/05/203 TOTAL      |            |          |        |       |       |                                                             |      | 75,767.84 | 75,767.84 |



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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

| FUND<br>ACCOUNT                                             | YEAR PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION                                          | DEBIT              | CREDIT    |
|-------------------------------------------------------------|----------|-----|------------|--------------------------------------------------------------|--------------------|-----------|
| 001 GENERAL FUND<br>001-130000<br>001-213000                | 2023 5   | 203 | 05/25/2023 | GENERAL - DUE TO/FROM CLEARING<br>GENERAL - ACCOUNTS PAYABLE | 9,650.90           | 9,650.90  |
|                                                             |          |     |            | FUND TOTAL                                                   | 9,650.90           | 9,650.90  |
| 101 STREET FUND<br>101-130000<br>101-213000                 | 2023 5   | 203 | 05/25/2023 | STREETS - DUE TO/FROM CLEARING<br>STREETS - ACCOUNTS PAYABLE | 3,500.00           | 3,500.00  |
|                                                             |          |     |            | FUND TOTAL                                                   | 3,500.00           | 3,500.00  |
| 301 CAPITAL CONSTRUCTION FUND<br>301-130000<br>301-213000   | 2023 5   | 203 | 05/25/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 24,635.26          | 24,635.26 |
|                                                             |          |     |            | FUND TOTAL                                                   | 24,635.26          | 24,635.26 |
| 401 WATER OPERATING FUND<br>401-130000<br>401-213000        | 2023 5   | 203 | 05/25/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 58.43              | 58.43     |
|                                                             |          |     |            | FUND TOTAL                                                   | 58.43              | 58.43     |
| 631 CLEARING FUND<br>631-130000<br>631-213000<br>635-111100 | 2023 5   | 203 | 05/25/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE<br>CASH             | 37,844.59<br>78.66 | 37,923.25 |
|                                                             |          |     |            | FUND TOTAL                                                   | 37,923.25          | 37,923.25 |

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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              |           | 9,650.90  |
| 101   | STREET FUND               |           | 3,500.00  |
| 301   | CAPITAL CONSTRUCTION FUND |           | 24,635.26 |
| 401   | WATER OPERATING FUND      |           | 58.43     |
| 631   | CLEARING FUND             |           |           |
|       |                           | 37,844.59 |           |
| TOTAL |                           | 37,844.59 | 37,844.59 |

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

**CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL**

**P 1**  
**apcshdsb**

CASH ACCOUNT: 635  
CHECK NO    CHK    DATE

111100  
TYPE VENDOR

**CASH**

# VOUCHER INVOICE

**INV DATE**

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## CHECK RUN

NET

| INVOICE | DTL | DESC |
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|                     |            |      |       |                      |        |                            |             |                           |          |
|---------------------|------------|------|-------|----------------------|--------|----------------------------|-------------|---------------------------|----------|
| 360233              | 05/30/2023 | PRTD | 10266 | BAINBRIDGE ISLAND MU | 263560 | 05/25/2023                 | 05/25/2023  | M053023                   | 1,837.50 |
| Invoice: 05/25/2023 |            |      |       |                      |        | CRT/BLAKE DECISION REFUNDS |             |                           |          |
| 1,837.50            |            |      |       |                      |        | 21011125                   | 54940001280 | BLAKE DECISION SETTLEMENT |          |

|       |        |        |          |
|-------|--------|--------|----------|
| CHECK | 360233 | TOTAL: | 1,837.50 |
|-------|--------|--------|----------|

|                     |            |      |       |                   |                                                            |            |            |         |        |
|---------------------|------------|------|-------|-------------------|------------------------------------------------------------|------------|------------|---------|--------|
| 360234              | 05/30/2023 | PRTD | 10287 | NAFICY, CHRISTINA | 263561                                                     | 05/16/2023 | 05/16/2023 | M053023 | 635.26 |
| Invoice: 05/16/2023 |            |      |       |                   | ENG/MADISON AVE SIDEWALK TEMPORARY EASEMENT                |            |            |         |        |
|                     |            |      |       |                   | 635.26 72334561 64500001088 MAD AVE NM-TEMP CONSTR EASEMEN |            |            |         |        |

|       |        |        |        |
|-------|--------|--------|--------|
| CHECK | 360234 | TOTAL: | 635.26 |
|-------|--------|--------|--------|

|                     |            |      |       |                  |                                             |            |             |                                |          |
|---------------------|------------|------|-------|------------------|---------------------------------------------|------------|-------------|--------------------------------|----------|
| 360235              | 05/30/2023 | PRTD | 10289 | NAFICY, HOMAYOUN | 263562                                      | 05/16/2023 | 05/16/2023  | M053023                        | 7,929.48 |
| Invoice: 05/16/2023 |            |      |       |                  | ENG/MADISON AVE SIDEWALK TEMPORARY EASEMENT |            |             |                                |          |
|                     |            |      |       |                  | 7,929.48                                    | 72334561   | 64500001088 | MAD AVE NM-TEMP CONSTR EASEMEN |          |

|       |        |        |          |
|-------|--------|--------|----------|
| CHECK | 360235 | TOTAL: | 7,929.48 |
|-------|--------|--------|----------|

|                  |   |                            |           |
|------------------|---|----------------------------|-----------|
| NUMBER OF CHECKS | 3 | *** CASH ACCOUNT TOTAL *** | 10,402.24 |
|------------------|---|----------------------------|-----------|

|                      | COUNT | AMOUNT    |
|----------------------|-------|-----------|
| TOTAL PRINTED CHECKS | 3     | 10,402.24 |

\*\*\* GRAND TOTAL \*\*\* 10,402.24

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CITY OF BAINBRIDGE ISLAND  
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JOURNAL ENTRIES TO BE CREATED

| YEAR PER<br>SRC ACCOUNT        | JNL<br>EFF DATE | JNL DESC | REF 1  | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC      | T OB | DEBIT     | CREDIT    |
|--------------------------------|-----------------|----------|--------|-------|-------|--------------------------------|------|-----------|-----------|
| 2023 5 228                     |                 |          |        |       |       |                                |      |           |           |
| APP 001-213000                 | 05/30/2023      | M053023  | 053023 |       |       | GENERAL - ACCOUNTS PAYABLE     |      | 1,837.50  |           |
|                                |                 |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| APP 635-111100                 | 05/30/2023      | M053023  | 053023 |       |       | CASH                           |      |           | 10,402.24 |
|                                |                 |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| APP 301-213000                 | 05/30/2023      | M053023  | 053023 |       |       | ACCOUNTS PAYABLE               |      | 8,564.74  |           |
|                                |                 |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| GENERAL LEDGER TOTAL           |                 |          |        |       |       |                                |      | 10,402.24 | 10,402.24 |
| APP 631-130000                 | 05/30/2023      | M053023  | 053023 |       |       | DUE TO/FROM CLEARING           |      | 10,402.24 |           |
| APP 001-130000                 | 05/30/2023      | M053023  | 053023 |       |       | GENERAL - DUE TO/FROM CLEARING |      |           | 1,837.50  |
| APP 301-130000                 | 05/30/2023      | M053023  | 053023 |       |       | DUE TO/FROM CLEARING           |      |           | 8,564.74  |
| SYSTEM GENERATED ENTRIES TOTAL |                 |          |        |       |       |                                |      | 10,402.24 | 10,402.24 |
| JOURNAL 2023/05/228 TOTAL      |                 |          |        |       |       |                                |      | 20,804.48 | 20,804.48 |

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JOURNAL ENTRIES TO BE CREATED

| FUND<br>ACCOUNT                                           | YEAR PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION                                          | DEBIT     | CREDIT    |
|-----------------------------------------------------------|----------|-----|------------|--------------------------------------------------------------|-----------|-----------|
| 001 GENERAL FUND<br>001-130000<br>001-213000              | 2023 5   | 228 | 05/30/2023 | GENERAL - DUE TO/FROM CLEARING<br>GENERAL - ACCOUNTS PAYABLE | 1,837.50  | 1,837.50  |
|                                                           |          |     |            | FUND TOTAL                                                   | 1,837.50  | 1,837.50  |
| 301 CAPITAL CONSTRUCTION FUND<br>301-130000<br>301-213000 | 2023 5   | 228 | 05/30/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 8,564.74  | 8,564.74  |
|                                                           |          |     |            | FUND TOTAL                                                   | 8,564.74  | 8,564.74  |
| 631 CLEARING FUND<br>631-130000<br>635-111100             | 2023 5   | 228 | 05/30/2023 | DUE TO/FROM CLEARING<br>CASH                                 | 10,402.24 | 10,402.24 |
|                                                           |          |     |            | FUND TOTAL                                                   | 10,402.24 | 10,402.24 |

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JOURNAL ENTRIES TO BE CREATED

| FUND  |                           | DUE TO    | DUE FROM  |
|-------|---------------------------|-----------|-----------|
| 001   | GENERAL FUND              |           | 1,837.50  |
| 301   | CAPITAL CONSTRUCTION FUND |           | 8,564.74  |
| 631   | CLEARING FUND             | 10,402.24 |           |
| TOTAL |                           | 10,402.24 | 10,402.24 |

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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          |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
| 360236                    | 06/01/2023 | PRTD | 694    | KITSAP PUD #1        | 263593  | MAR23-MAY23      | 05/16/2023                  |    | M060123   |        |                            |  |  | 109.12 |        |  |  |
| Invoice: MAR23-MAY23      |            |      |        |                      | 109.12  | 91011768 547500  | WATER/LOT1 BELFAIR AVE      |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  | GG-C/E-PARKS-WTR/SWR        |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    | CHECK     | 360236 | TOTAL:                     |  |  |        | 109.12 |  |  |
| 360237                    | 06/01/2023 | PRTD | 203    | WA ST EMPLOYMENT SEC | 263594  | 05/31/2023       | 05/31/2023                  |    | M060123   |        |                            |  |  | 25.00  |        |  |  |
| Invoice: 05/31/2023       |            |      |        |                      | 25.00   | 41011141 549900  | UI BENEFIT INTEREST 2023 Q1 |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  | FIN-GF-MISC EXP             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    | CHECK     | 360237 | TOTAL:                     |  |  |        | 25.00  |  |  |
| 360238                    | 06/01/2023 | PRTD | 5271   | WASHINGTON WATER SER | 263595  | 4815979187-MAY23 | 05/19/2023                  |    | M060123   |        |                            |  |  | 157.44 |        |  |  |
| Invoice: 4815979187-MAY23 |            |      |        |                      | 157.44  | 91435838 547500  | DECANT FACILITY WATER       |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  | GG-DECANT-WATER/SEWER       |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    | CHECK     | 360238 | TOTAL:                     |  |  |        | 157.44 |  |  |
| NUMBER OF CHECKS          |            |      |        |                      |         |                  |                             |    |           | 3      | *** CASH ACCOUNT TOTAL *** |  |  |        | 291.56 |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           | COUNT  | AMOUNT                     |  |  |        |        |  |  |
| TOTAL PRINTED CHECKS      |            |      |        |                      |         |                  |                             |    |           | 3      | 291.56                     |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |
|                           |            |      |        |                      |         |                  |                             |    |           |        |                            |  |  |        |        |  |  |

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JOURNAL ENTRIES TO BE CREATED

| YEAR PER<br>SRC ACCOUNT        | JNL<br>EFF DATE | JNL DESC | REF 1  | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC      | T OB | DEBIT  | CREDIT |
|--------------------------------|-----------------|----------|--------|-------|-------|--------------------------------|------|--------|--------|
| 2023 6 7                       |                 |          |        |       |       |                                |      |        |        |
| APP 001-213000                 | 06/01/2023      | M060123  | 060123 |       |       | GENERAL - ACCOUNTS PAYABLE     |      | 134.12 |        |
|                                |                 |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |        |        |
| APP 635-111100                 | 06/01/2023      | M060123  | 060123 |       |       | CASH                           |      |        | 291.56 |
|                                |                 |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |        |        |
| APP 403-213000                 | 06/01/2023      | M060123  | 060123 |       |       | ACCOUNTS PAYABLE               |      | 157.44 |        |
|                                |                 |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |        |        |
| GENERAL LEDGER TOTAL           |                 |          |        |       |       |                                |      | 291.56 | 291.56 |
| APP 631-130000                 | 06/01/2023      | M060123  | 060123 |       |       | DUE TO/FROM CLEARING           |      | 291.56 |        |
| APP 001-130000                 | 06/01/2023      | M060123  | 060123 |       |       | GENERAL - DUE TO/FROM CLEARING |      |        | 134.12 |
| APP 403-130000                 | 06/01/2023      | M060123  | 060123 |       |       | DUE TO/FROM CLEARING           |      |        | 157.44 |
| SYSTEM GENERATED ENTRIES TOTAL |                 |          |        |       |       |                                |      | 291.56 | 291.56 |
| JOURNAL 2023/06/7 TOTAL        |                 |          |        |       |       |                                |      | 583.12 | 583.12 |



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JOURNAL ENTRIES TO BE CREATED

| FUND | ACCOUNT                                                | YEAR | PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION                                          | DEBIT  | CREDIT |
|------|--------------------------------------------------------|------|-----|-----|------------|--------------------------------------------------------------|--------|--------|
| 001  | GENERAL FUND<br>001-130000<br>001-213000               | 2023 | 6   | 7   | 06/01/2023 | GENERAL - DUE TO/FROM CLEARING<br>GENERAL - ACCOUNTS PAYABLE | 134.12 | 134.12 |
|      |                                                        |      |     |     |            | FUND TOTAL                                                   | 134.12 | 134.12 |
| 403  | STORM & SURFACE WATER FUND<br>403-130000<br>403-213000 | 2023 | 6   | 7   | 06/01/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 157.44 | 157.44 |
|      |                                                        |      |     |     |            | FUND TOTAL                                                   | 157.44 | 157.44 |
| 631  | CLEARING FUND<br>631-130000<br>635-111100              | 2023 | 6   | 7   | 06/01/2023 | DUE TO/FROM CLEARING<br>CASH                                 | 291.56 | 291.56 |
|      |                                                        |      |     |     |            | FUND TOTAL                                                   | 291.56 | 291.56 |

| FUND  |                            | DUE TO | DUE FROM |
|-------|----------------------------|--------|----------|
| 001   | GENERAL FUND               |        | 134.12   |
| 403   | STORM & SURFACE WATER FUND |        | 157.44   |
| 631   | CLEARING FUND              | 291.56 |          |
| TOTAL |                            | 291.56 | 291.56   |

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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                                              |          |           |          |
| 360239            | 06/14/2023                   | PRTD | 7242 BELFAIR HOSE & HYDRA | 263629   | 51547                |             | 05/15/2023                                        |          | 06/11/23  | 40.45    |
|                   | Invoice: 51547               |      |                           |          |                      |             | PW/1" MJ X 1" 45 ADAPTER                          |          |           |          |
|                   |                              |      |                           | 40.45    | 73637941 531100      |             | VACTOR R&M-SUPPLIES                               |          |           |          |
|                   |                              |      |                           |          |                      |             | CHECK                                             | 360239   | TOTAL:    | 40.45    |
| 360240            | 06/14/2023                   | PRTD | 1052 CANON FINANCIAL SERV | 263532   | 30497172             |             | 05/13/2023                                        |          | 06/11/23  | 483.51   |
|                   | Invoice: 30497172            |      |                           |          |                      |             | PCD, ENG, IT/LEASE OCE PRINTER-PLOTTER-SCANNER    |          |           |          |
|                   |                              |      |                           | 161.17   | 61011581 545000      |             | PCD - C/E ADMIN RENTS & LEASES                    |          |           |          |
|                   |                              |      |                           | 161.17   | 72011321 545000      |             | ENG - C/E ADMIN RENTS & LEASES                    |          |           |          |
|                   |                              |      |                           | 161.17   | 81011881 545000      |             | IT - C/E RENTS & LEASES                           |          |           |          |
|                   |                              |      |                           |          |                      |             | CHECK                                             | 360240   | TOTAL:    | 483.51   |
| 360241            | 06/14/2023                   | PRTD | 8253 CHS POULSB0          | 263631   | 48679H               |             | 05/15/2023                                        |          | 06/11/23  | 457.38   |
|                   | Invoice: 48679H              |      |                           |          |                      |             | PW/SALT BAG EX COARSE 50# X49                     |          |           |          |
|                   |                              |      |                           | 457.38   | 73637892 531100      |             | O&M-ALLOC-WTR-CONSUMABLES                         |          |           |          |
|                   |                              |      |                           |          |                      |             | CHECK                                             | 360241   | TOTAL:    | 457.38   |
| 360242            | 06/14/2023                   | PRTD | 9908 CINTAS CORPORATION # | 263553   | 5158629159           |             | 05/15/2023                                        |          | 06/11/23  | 7.81     |
|                   | Invoice: 5158629159          |      |                           |          |                      |             | PW/FIRST AID RESTOCK                              |          |           |          |
|                   |                              |      |                           | 7.81     | 73425358 531100      |             | O&M-WWTP-SUPPLIES                                 |          |           |          |
|                   |                              |      |                           |          |                      |             |                                                   |          |           |          |
|                   | Invoice: 5158629198          |      |                           | 263554   | 5158629198           |             | 05/15/2023                                        |          | 06/11/23  | 7.81     |
|                   |                              |      |                           |          |                      |             | CRT/FIRST AID RESTOCK                             |          |           |          |
|                   |                              |      |                           | 7.81     | 21011125 531100      |             | COURT-SUPPLIES                                    |          |           |          |
|                   |                              |      |                           |          |                      |             | CHECK                                             | 360242   | TOTAL:    | 15.62    |
| 360243            | 06/14/2023                   | PRTD | 102 CITY OF BAINBRIDGE I  | 263510   | RETREQ7-00818,00821  |             | 05/23/2023                                        | 20210037 | 06/11/23  | 742.00   |
|                   | Invoice: RETREQ7-00818,00821 |      |                           |          |                      |             | ENG/BI ELECTRIC - RETAINAGE                       |          |           |          |
|                   |                              |      |                           | 626.00   | 72413434 66300000818 |             | SCADA UPGRADES WTR CONSTR                         |          |           |          |
|                   |                              |      |                           | 116.00   | 72423434 66300000821 |             | SWR-SCADA UPGRADES-CONSTR                         |          |           |          |
|                   |                              |      |                           |          |                      |             | CHECK                                             | 360243   | TOTAL:    | 742.00   |
| 360244            | 06/14/2023                   | PRTD | 10241 COMPASS & CLOCK     | 262651   | 04/10/2023           |             | 04/10/2023                                        |          | 06/11/23  | 150.00   |
|                   | Invoice: 04/10/2023          |      |                           |          |                      |             | SENIOR CENTER DEPOSIT REFUND                      |          |           |          |
|                   |                              |      |                           | 150.00   | 41625860 586000      |             | SC/COMMONS ROOM DEP-DISBURSEME                    |          |           |          |
|                   |                              |      |                           |          |                      |             | CHECK                                             | 360244   | TOTAL:    | 150.00   |
| 360245            | 06/14/2023                   | PRTD | 9157 CREATIVE COURSES, LL | 263468   | 786                  |             | 05/10/2023                                        |          | 06/11/23  | 2,500.00 |
|                   | Invoice: 786                 |      |                           |          |                      |             | ENG/CERTIFIED EROSION & SEDIMENT CONTROL TRAINING |          |           |          |
|                   |                              |      |                           | 2,500.00 | 72431832 44341000664 |             | ST DOE GRANT TRAINING                             |          |           |          |

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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       | 360245                                     | TOTAL:    | 2,500.00 |     |  |
| 360246              | 06/14/2023 | PRTD   | 6854 CUES, INC.            | 263657                       | 636439     | 05/25/2023  |                                            | 06/11/23  | 981.00   |     |  |
| Invoice: 636439     |            |        |                            | 490.50                       | 73431835   | 548500      | PW/CAMERA SOFTWARE SUPPORT                 |           |          |     |  |
|                     |            |        |                            | 490.50                       | 73421355   | 548500      | O&M-SSWM MAINT-PC MAINT/SUPPOR             |           |          |     |  |
|                     |            |        |                            | WIN COLL-PC MAINT            |            |             |                                            |           |          |     |  |
|                     |            |        |                            |                              |            | CHECK       | 360246                                     | TOTAL:    | 981.00   |     |  |
| 360247              | 06/14/2023 | PRTD   | 10285 H&E EQUIPMENT SERVIC | 263634                       | 97278884   | 05/04/2023  |                                            | 06/11/23  | 410.60   |     |  |
| Invoice: 97278884   |            |        |                            | 410.60                       | 73431835   | 531100      | PW/TAXES ON TRASH PUMP, DIAPHRAGM PUMP     |           |          |     |  |
|                     |            |        |                            | OFFICE SUPPLIES              |            |             |                                            |           |          |     |  |
|                     |            |        |                            |                              |            | CHECK       | 360247                                     | TOTAL:    | 410.60   |     |  |
| 360248              | 06/14/2023 | PRTD   | 4850 HOME DEPOT CREDIT SE  | 263636                       | 2741456    | 04/20/2023  |                                            | 06/11/23  | 217.31   |     |  |
| Invoice: 2741456    |            |        |                            | 217.31                       | 73411345   | 531100      | PW/M12 12-VOLT LITHIUM ION CORDLESS 9 G    |           |          |     |  |
|                     |            |        |                            | OFFICE SUPPLIES              |            |             |                                            |           |          |     |  |
| Invoice: 5623586    |            |        |                            | 263658                       | 5623586    |             | 04/27/2023 06/11/23                        |           |          |     |  |
|                     |            |        |                            | 368.32                       | 73011189   | 531100      | PW/ELECTRICAL TAPE, 50-PINT DEHUMIDIFIER   |           |          |     |  |
|                     |            |        |                            | O&M - C/E FACIL OFC SUPPLIES |            |             |                                            |           |          |     |  |
|                     |            |        |                            |                              |            | CHECK       | 360248                                     | TOTAL:    | 585.63   |     |  |
| 360249              | 06/14/2023 | PRTD   | 579 KITSAP SUN             | 263472                       | 0005548467 | 04/30/2023  |                                            | 06/11/23  | 460.00   |     |  |
| Invoice: 0005548467 |            |        |                            | 460.00                       | 33011161   | 544000      | HR/DIGITAL RECRUITMENT UTILITIES TECH I/II |           |          |     |  |
|                     |            |        |                            | HR-C/E-ADVERTISING           |            |             |                                            |           |          |     |  |
|                     |            |        |                            |                              |            | CHECK       | 360249                                     | TOTAL:    | 460.00   |     |  |
| 360250              | 06/14/2023 | PRTD   | 4224 L.E.I.R.A.            | 263490                       | 2918       | 05/11/2023  |                                            | 06/11/23  | 50.00    |     |  |
| Invoice: 2918       |            |        |                            | 50.00                        | 51011120   | 443410      | POL/TRAUMA IN LE/HETZLER                   |           |          |     |  |
|                     |            |        |                            | PD-CLERKS-TRAINING           |            |             |                                            |           |          |     |  |
| Invoice: 2950       |            |        |                            | 263491                       | 2950       |             | 05/16/2023 06/11/23                        |           |          |     |  |
|                     |            |        |                            | 50.00                        | 51011120   | 443410      | POL/TRAUMA IN LE/EISENHOO                  |           |          |     |  |
|                     |            |        |                            | PD-CLERKS-TRAINING           |            |             |                                            |           |          |     |  |
|                     |            |        |                            |                              |            | CHECK       | 360250                                     | TOTAL:    | 100.00   |     |  |
| 360251              | 06/14/2023 | PRTD   | 10274 MCCARTHY, JAMES & SA | 263473                       | BLD25824   | 05/03/2023  |                                            | 06/11/23  | 153.50   |     |  |
| Invoice: BLD25824   |            |        |                            | 153.50                       | 72655860   | 58600000370 | ENG/BLD25824 3RD PARTY REVIEW              |           |          |     |  |
|                     |            |        |                            | GEO TECCH-3RD PARTY REVIEWS  |            |             |                                            |           |          |     |  |

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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 | 360251   | TOTAL: |  |  |  |        | 153.50   |
| 360252              | 06/14/2023 | PRTD   | 493 MODERN COLLISION     | REB 263637 | 46132      | 05/16/2023 |        | 06/11/23                                 |            |       |          |        |  |  |  |        | 316.22   |
| Invoice: 46132      |            |        |                          |            | 316.22     | 51011211   | 548100 | POL/2011 FORD ESCAPE DIAGNOSE AC, LABOR  |            |       |          |        |  |  |  |        |          |
|                     |            |        |                          |            |            |            |        | PD-C/E-ADMIN REPAIRS                     |            |       |          |        |  |  |  |        |          |
|                     |            |        |                          |            |            |            |        |                                          |            | CHECK | 360252   | TOTAL: |  |  |  |        | 316.22   |
| 360253              | 06/14/2023 | PRTD   | 2574 NATIONAL BARRICADE  | C 263602   | 300394     | 05/13/2023 |        | 06/11/23                                 |            |       |          |        |  |  |  |        | 966.97   |
| Invoice: 300394     |            |        |                          |            | 966.97     | 73111264   | 531100 | PW/ALUMINUM ROAD SIGNS                   |            |       |          |        |  |  |  |        |          |
|                     |            |        |                          |            |            |            |        | O&M-STREET-TRAF CONTROL-SUPPLY           |            |       |          |        |  |  |  |        |          |
| Invoice: 300395     |            |        |                          |            | 263603     | 300395     |        |                                          | 05/13/2023 |       | 06/11/23 |        |  |  |  | 192.99 |          |
|                     |            |        |                          |            | 192.99     | 73111264   | 531100 | PW/ALUMINUM ROAD SIGNS, REBAR SPIKE      |            |       |          |        |  |  |  |        |          |
|                     |            |        |                          |            |            |            |        | O&M-STREET-TRAF CONTROL-SUPPLY           |            |       |          |        |  |  |  |        |          |
| Invoice: 300485     |            |        |                          |            | 263604     | 300485     |        |                                          | 05/22/2023 |       | 06/11/23 |        |  |  |  | 588.38 |          |
|                     |            |        |                          |            | 588.38     | 73111264   | 531100 | PW/POST 12GA GALV SQUARE PERF            |            |       |          |        |  |  |  |        |          |
|                     |            |        |                          |            |            |            |        | SPEED LIMIT REDUCTIONS-SUPPLY            |            |       |          |        |  |  |  |        |          |
| Invoice: 300582     |            |        |                          |            | 263605     | 300582     |        |                                          | 05/25/2023 |       | 06/11/23 |        |  |  |  | 882.88 |          |
|                     |            |        |                          |            | 377.01     | 73011897   | 531100 | PW/ALUMINUM ROAD SIGNS                   |            |       |          |        |  |  |  |        |          |
|                     |            |        |                          |            | 505.87     | 73111264   | 531100 | O&M-C/E-PWY FAC-SUPPLIES                 |            |       |          |        |  |  |  |        |          |
|                     |            |        |                          |            |            |            |        | SPEED LIMIT REDUCTIONS-SUPPLY            |            |       |          |        |  |  |  |        |          |
|                     |            |        |                          |            |            |            |        |                                          |            | CHECK | 360253   | TOTAL: |  |  |  |        | 2,631.22 |
| 360254              | 06/14/2023 | PRTD   | 2011 NEW PIG CORPORATION | 263638     | 4041801-01 | 05/08/2023 |        | 06/11/23                                 |            |       |          |        |  |  |  |        | 720.72   |
| Invoice: 4041801-01 |            |        |                          |            | 720.72     | 73431835   | 531100 | PW/PIG DRAINBLOCKER DRAIN COVER          |            |       |          |        |  |  |  |        |          |
|                     |            |        |                          |            |            |            |        | OFFICE SUPPLIES                          |            |       |          |        |  |  |  |        |          |
|                     |            |        |                          |            |            |            |        |                                          |            | CHECK | 360254   | TOTAL: |  |  |  |        | 720.72   |
| 360255              | 06/14/2023 | PRTD   | 10286 OCEAN AND COASTAL  | EN 263524  | 22306021   | 05/24/2023 |        | 06/11/23                                 |            |       |          |        |  |  |  |        | 869.60   |
| Invoice: 22306021   |            |        |                          |            | 869.60     | 31011256   | 531100 | EX/ZOLEO MESSENGER, CARABINER, USB CABLE |            |       |          |        |  |  |  |        |          |
|                     |            |        |                          |            |            |            |        | EX-GF-EMERG PREP-SUPPLIES                |            |       |          |        |  |  |  |        |          |
|                     |            |        |                          |            |            |            |        |                                          |            | CHECK | 360255   | TOTAL: |  |  |  |        | 869.60   |
| 360256              | 06/14/2023 | PRTD   | 8286 SUPERINTENDENT OF P | 263492     | 18000      | 04/26/2023 |        | 06/11/23                                 |            |       |          |        |  |  |  |        | 1,267.00 |
| Invoice: 18000      |            |        |                          |            | 1,267.00   | 41654861   | 586110 | POL/FINGERPRINTING                       |            |       |          |        |  |  |  |        |          |
|                     |            |        |                          |            |            |            |        | FINGERPRINT OUT-GOES TO SPI              |            |       |          |        |  |  |  |        |          |
| Invoice: 18038      |            |        |                          |            | 263493     | 18038      |        |                                          | 05/12/2023 |       | 06/11/23 |        |  |  |  | 769.25 |          |
|                     |            |        |                          |            | 769.25     | 41654861   | 586110 | POL/FINGERPRINTING                       |            |       |          |        |  |  |  |        |          |
|                     |            |        |                          |            |            |            |        | FINGERPRINT OUT-GOES TO SPI              |            |       |          |        |  |  |  |        |          |

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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: 18061      |            |      |                           | 263568   | 18061      |                  | POL/FINGERPRINTING           |        | 05/26/2023 |    | 06/11/23  | 497.75   |
|                     |            |      |                           | 497.75   | 41654861   | 586110           | FINGERPRINT OUT-GOES TO SPI  |        |            |    |           |          |
|                     |            |      |                           |          |            | CHECK            | 360256                       | TOTAL: |            |    | 2,534.00  |          |
| 360257              | 06/14/2023 | PRTD | 7153 PORT MADISON ENTERPR | 263606   | 25587      |                  | PW/1-1/2" CLEAN BASALT       |        | 05/10/2023 |    | 06/11/23  | 357.28   |
| Invoice: 25587      |            |      |                           | 357.28   | 73111423   | 531100           | OFFICE SUPPLIES              |        |            |    |           |          |
| Invoice: 25592      |            |      |                           | 263607   | 25592      |                  | PW/1-1/2" CLEAN BASALT       |        | 05/10/2023 |    | 06/11/23  | 363.37   |
|                     |            |      |                           | 363.37   | 73111423   | 531100           | OFFICE SUPPLIES              |        |            |    |           |          |
| Invoice: 25594      |            |      |                           | 263608   | 25594      |                  | PW/1-1/2" CLEAN BASALT       |        | 05/10/2023 |    | 06/11/23  | 355.25   |
|                     |            |      |                           | 355.25   | 73111423   | 531100           | OFFICE SUPPLIES              |        |            |    |           |          |
| Invoice: 25597      |            |      |                           | 263609   | 25597      |                  | PW/1-1/2" CLEAN BASALT       |        | 05/10/2023 |    | 06/11/23  | 361.92   |
|                     |            |      |                           | 361.92   | 73111423   | 531100           | OFFICE SUPPLIES              |        |            |    |           |          |
| Invoice: 25624      |            |      |                           | 263610   | 25624      |                  | PW/3/4" CLEAN BASALT         |        | 05/11/2023 |    | 06/11/23  | 403.20   |
|                     |            |      |                           | 403.20   | 73111423   | 531100           | OFFICE SUPPLIES              |        |            |    |           |          |
| Invoice: 25628      |            |      |                           | 263611   | 25628      |                  | PW/3/4" CLEAN BASALT         |        | 05/11/2023 |    | 06/11/23  | 406.72   |
|                     |            |      |                           | 406.72   | 73111423   | 531100           | OFFICE SUPPLIES              |        |            |    |           |          |
| Invoice: 25636      |            |      |                           | 263612   | 25636      |                  | PW/3/4" CLEAN BASALT         |        | 05/11/2023 |    | 06/11/23  | 404.16   |
|                     |            |      |                           | 404.16   | 73111423   | 531100           | OFFICE SUPPLIES              |        |            |    |           |          |
| Invoice: 25645      |            |      |                           | 263613   | 25645      |                  | PW/3/4" CLEAN BASALT         |        | 05/11/2023 |    | 06/11/23  | 401.92   |
|                     |            |      |                           | 401.92   | 73111423   | 531100           | OFFICE SUPPLIES              |        |            |    |           |          |
|                     |            |      |                           |          |            | CHECK            | 360257                       | TOTAL: |            |    | 3,053.82  |          |
| 360258              | 06/14/2023 | PRTD | 8400 THOMAS F OVENS       | 263494   | 05/14/2023 |                  | POL/UOF INSTRUCTOR X2        |        | 05/14/2023 |    | 06/11/23  | 2,500.00 |
| Invoice: 05/14/2023 |            |      |                           | 2,500.00 | 53011212   | 443410           | POLICE - C/E PATROL TRAINING |        |            |    |           |          |
|                     |            |      |                           |          |            | CHECK            | 360258                       | TOTAL: |            |    | 2,500.00  |          |
| 360259              | 06/14/2023 | PRTD | 9104 POSITIVE CONCEPTS, I | 263569   | 0243274-IN |                  | POL/SECTOR PAPER/1 CASE      |        | 05/19/2023 |    | 06/11/23  | 260.00   |
| Invoice: 0243274-IN |            |      |                           | 260.00   | 53011212   | 531100           | PD-C/E-PATROL SUPPLIES       |        |            |    |           |          |

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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 | 360259 TOTAL : | 260.00    |  |
| 360260              | 06/14/2023 | PRTD | 9644 PRI MANAGEMENT GROUP  | 263495    | 21630           | 05/19/2023                                                               |    | 06/11/23  |  |       | 259.00         |           |  |
| Invoice: 21630      |            |      |                            | 259.00    | 51011214 443410 | POL/RECORDS AS EVIDENCE/BB<br>PD-C/E-ADMIN-TRAINING                      |    |           |  |       |                |           |  |
| Invoice: 21636      |            |      |                            | 263496    | 21636           | 05/19/2023                                                               |    | 06/11/23  |  |       | 259.00         |           |  |
|                     |            |      |                            | 259.00    | 51011120 443410 | POL/RECORDS AS EVIDENCE/LH<br>PD-CLERKS-TRAINING                         |    |           |  |       |                |           |  |
| Invoice: 21637      |            |      |                            | 263497    | 21637           | 05/19/2023                                                               |    | 06/11/23  |  |       | 259.00         |           |  |
|                     |            |      |                            | 259.00    | 51011191 443410 | POL/RECORDS AS EVIDENCE/JC<br>PD-C/E-PROP RM-TRAINING                    |    |           |  |       |                |           |  |
| Invoice: 21653      |            |      |                            | 263570    | 21653           | 05/23/2023                                                               |    | 06/11/23  |  |       | 99.00          |           |  |
|                     |            |      |                            | 99.00     | 51011214 443410 | POL/RECORDS PERSONNEL/BB<br>PD-C/E-ADMIN-TRAINING                        |    |           |  |       |                |           |  |
|                     |            |      |                            |           |                 |                                                                          |    |           |  | CHECK | 360260 TOTAL : | 876.00    |  |
| 360261              | 06/14/2023 | PRTD | 9349 PROPANE NORTHWEST     | 263660    | 1510299846      | 05/26/2023                                                               |    | 06/11/23  |  |       | 790.29         |           |  |
| Invoice: 1510299846 |            |      |                            | 790.29    | 91011897 547200 | PROPANE 489.70 GALLONS<br>GG-C/E-O&M YARD FAC-PROPANE                    |    |           |  |       |                |           |  |
|                     |            |      |                            |           |                 |                                                                          |    |           |  | CHECK | 360261 TOTAL : | 790.29    |  |
| 360262              | 06/14/2023 | PRTD | 9440 QBSI-XEROX            | 263519    | IN3467350       | 05/22/2023                                                               |    | 06/11/23  |  |       | 74.21          |           |  |
| Invoice: IN3467350  |            |      |                            | 74.21     | 21011125 545000 | CRT/COPIER LEASE<br>COURT-RENTS & LEASES                                 |    |           |  |       |                |           |  |
|                     |            |      |                            |           |                 |                                                                          |    |           |  | CHECK | 360262 TOTAL : | 74.21     |  |
| 360263              | 06/14/2023 | PRTD | 10284 INTERNATIONAL RESCUE | 263520    | INV-002780      | 05/16/2023                                                               |    | 06/11/23  |  |       | 7,495.00       |           |  |
| Invoice: INV-002780 |            |      |                            | 7,495.00  | 31011256 541100 | EX/WFR-WEMT RECERTIFICATION 24 STUDENT MAX<br>EX-GF-EMERG PREP-PROF SVCS |    |           |  |       |                |           |  |
|                     |            |      |                            |           |                 |                                                                          |    |           |  | CHECK | 360263 TOTAL : | 7,495.00  |  |
| 360264              | 06/14/2023 | PRTD | 6010 SAFE BOATS INTERNATI  | 263571    | DI032809        | 05/25/2023                                                               |    | 06/11/23  |  |       | 13,811.69      |           |  |
| Invoice: DI032809   |            |      |                            | 13,811.69 | 54025212 548100 | POL/REPAIRS TO M8<br>MARINE - REPAIRS                                    |    |           |  |       |                |           |  |
|                     |            |      |                            |           |                 |                                                                          |    |           |  | CHECK | 360264 TOTAL : | 13,811.69 |  |

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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   |            |        |                            |           |                      |                                                  |    |           |        |        |  |           |  |
| 360265             | 06/14/2023 | PRTD   | 10243 SHI INTERNATIONAL CO | 263566    | B16891033            | 05/22/2023                                       |    | 06/11/23  |        |        |  | 48,860.45 |  |
| Invoice: B16891033 |            |        |                            |           |                      | ENG/NETWORK DEVICES LICENSING FOR POL/COURT BLDG |    |           |        |        |  |           |  |
|                    |            |        |                            | 38,564.45 | 72311942 63550000724 | PD/COURT BLDG-PC PARTS/EQ                        |    |           |        |        |  |           |  |
|                    |            |        |                            | 10,296.00 | 72311942 64850000724 | PD/COURT BLDG-S/W MAINT/SUBSCR                   |    |           |        |        |  |           |  |
| Invoice: B16903106 |            |        |                            | 263614    | B16903106            | 05/24/2023                                       |    | 06/11/23  |        |        |  | 448.81    |  |
|                    |            |        |                            | 448.81    | 72311942 63550000724 | ENG/PANDUIT FOR NETWORK AT POLICE-COURT          |    |           |        |        |  |           |  |
|                    |            |        |                            |           |                      | PD/COURT BLDG-PC PARTS/EQ                        |    |           |        |        |  |           |  |
|                    |            |        |                            |           |                      |                                                  |    | CHECK     | 360265 | TOTAL: |  | 49,309.26 |  |
| 360266             | 06/14/2023 | PRTD   | 601 SOUND REPROGRAPHICS    | 263475    | 97443                | 05/17/2023                                       |    | 06/11/23  |        |        |  | 57.95     |  |
| Invoice: 97443     |            |        |                            |           |                      | EX/EMERGENCY PHONE LIST WALLET CARDS             |    |           |        |        |  |           |  |
|                    |            |        |                            | 57.95     | 31011131 531100      | EX-GF-SUPPLIES                                   |    |           |        |        |  |           |  |
|                    |            |        |                            |           |                      |                                                  |    | CHECK     | 360266 | TOTAL: |  | 57.95     |  |
| 360267             | 06/14/2023 | PRTD   | 6059 SUSTAINABLE BAINBRID  | 263622    | 15                   | 01/15/2023                                       |    | 06/11/23  |        |        |  | 330.00    |  |
| Invoice: 15        |            |        |                            |           |                      | EX/2022-23 CULTURAL FUNDING CONTR                |    |           |        |        |  |           |  |
|                    |            |        |                            | 330.00    | 31011732 54110000297 | EX-GF-CULTURAL ARTS & SCIENCES                   |    |           |        |        |  |           |  |
| Invoice: 16        |            |        |                            | 263623    | 16                   | 01/15/2023                                       |    | 06/11/23  |        |        |  | 425.00    |  |
|                    |            |        |                            | 425.00    | 31011732 54110000297 | EX/2022-23 CULTURAL FUNDING CONTR                |    |           |        |        |  |           |  |
|                    |            |        |                            |           |                      | EX-GF-CULTURAL ARTS & SCIENCES                   |    |           |        |        |  |           |  |
| Invoice: 17        |            |        |                            | 263624    | 17                   | 05/21/2023                                       |    | 06/11/23  |        |        |  | 1,075.00  |  |
|                    |            |        |                            | 1,075.00  | 31011732 54110000297 | EX/2022-23 CULTURAL FUNDING CONTR                |    |           |        |        |  |           |  |
|                    |            |        |                            |           |                      | EX-GF-CULTURAL ARTS & SCIENCES                   |    |           |        |        |  |           |  |
|                    |            |        |                            |           |                      |                                                  |    | CHECK     | 360267 | TOTAL: |  | 1,830.00  |  |
| 360268             | 06/14/2023 | PRTD   | 8243 TILZ                  | 263559    | 102-01685            | 05/16/2023                                       |    | 06/11/23  |        |        |  | 60.00     |  |
| Invoice: 102-01685 |            |        |                            |           |                      | YARD WASTE                                       |    |           |        |        |  |           |  |
|                    |            |        |                            | 60.00     | 91011897 547900      | GG-C/E-O&M YARD FAC-GARBAGE                      |    |           |        |        |  |           |  |
|                    |            |        |                            |           |                      |                                                  |    | CHECK     | 360268 | TOTAL: |  | 60.00     |  |
| 360269             | 06/14/2023 | PRTD   | 4292 TMARK, INC            | 263498    | 118181               | 05/15/2023                                       |    | 06/11/23  |        |        |  | 127.11    |  |
| Invoice: 118181    |            |        |                            |           |                      | POL/REPAIR                                       |    |           |        |        |  |           |  |
|                    |            |        |                            | 127.11    | 51011217 548500      | PD-C/E-PARKING ENF-COMP SUPPOR                   |    |           |        |        |  |           |  |
|                    |            |        |                            |           |                      |                                                  |    | CHECK     | 360269 | TOTAL: |  | 127.11    |  |
| 360270             | 06/14/2023 | PRTD   | 6714 TOSHIBA FINANCIAL SE  | 263572    | 34115078             | 05/24/2023                                       |    | 06/11/23  |        |        |  | 234.85    |  |
| Invoice: 34115078  |            |        |                            |           |                      | POL/COPIER LEASE                                 |    |           |        |        |  |           |  |
|                    |            |        |                            | 234.85    | 51011211 545000      | PD-C/E-ADMIN RENTS/LEASE                         |    |           |        |        |  |           |  |



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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: 34115077  |            |      |                           | 263643                       | 34115077        | 05/24/2023                |                            | 06/11/23  |  | 224.64 |           |  |
|                    |            |      |                           | 224.64                       | 73637891 545000 | PW/COPIER LEASE           |                            |           |  |        |           |  |
|                    |            |      |                           | RENTS & LEASES - OPERATING   |                 |                           |                            |           |  |        |           |  |
|                    |            |      |                           |                              |                 | CHECK                     | 360270                     | TOTAL:    |  | 459.49 |           |  |
| 360271             | 06/14/2023 | PRTD | 952 WASHINGTON STATE PAT  | 263650                       | I23006692       | 06/01/2023                |                            | 06/11/23  |  | 39.75  |           |  |
| Invoice: I23006692 |            |      |                           | 39.75                        | 41654861 586100 | FIN/BACKGROUND CHECKS     |                            |           |  |        |           |  |
|                    |            |      |                           | CPL GUN PERMIT-FBI SHARE OUT |                 |                           |                            |           |  |        |           |  |
|                    |            |      |                           |                              |                 | CHECK                     | 360271                     | TOTAL:    |  | 39.75  |           |  |
| 360272             | 06/14/2023 | PRTD | 8390 WEST HILLS FORD MAZD | 263646                       | 75018242        | 05/17/2023                |                            | 06/11/23  |  | 118.09 |           |  |
| Invoice: 75018242  |            |      |                           | 118.09                       | 53011212 531100 | POL/BUCKLE ASY - SE SPORD |                            |           |  |        |           |  |
|                    |            |      |                           | PD-C/E-PATROL SUPPLIES       |                 |                           |                            |           |  |        |           |  |
|                    |            |      |                           |                              |                 | CHECK                     | 360272                     | TOTAL:    |  | 118.09 |           |  |
|                    |            |      |                           | NUMBER OF CHECKS             |                 | 34                        | *** CASH ACCOUNT TOTAL *** |           |  |        | 95,014.11 |  |
|                    |            |      |                           |                              |                 | COUNT                     | AMOUNT                     |           |  |        |           |  |
|                    |            |      |                           | TOTAL PRINTED CHECKS         |                 | 34                        | 95,014.11                  |           |  |        |           |  |
|                    |            |      |                           | *** GRAND TOTAL ***          |                 |                           |                            |           |  |        | 95,014.11 |  |

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CLERK: jkines

JOURNAL ENTRIES TO BE CREATED

| YEAR PER JNL<br>SRC ACCOUNT    | EFF DATE   | JNL DESC | REF 1  | REF 2 | REF 3 | ACCOUNT DESC<br>LINE DESC      | T OB | DEBIT      | CREDIT     |
|--------------------------------|------------|----------|--------|-------|-------|--------------------------------|------|------------|------------|
| 2023 6 52                      |            |          |        |       |       |                                |      |            |            |
| APP 631-213000                 | 06/14/2023 | 06/11/23 | 060823 |       |       | ACCOUNTS PAYABLE               |      | 722.47     |            |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 635-111100                 | 06/14/2023 | 06/11/23 | 060823 |       |       | CASH                           |      |            | 95,014.11  |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 001-213000                 | 06/14/2023 | 06/11/23 | 060823 |       |       | GENERAL - ACCOUNTS PAYABLE     |      | 31,217.66  |            |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 402-213000                 | 06/14/2023 | 06/11/23 | 060823 |       |       | ACCOUNTS PAYABLE               |      | 614.31     |            |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 401-213000                 | 06/14/2023 | 06/11/23 | 060823 |       |       | ACCOUNTS PAYABLE               |      | 843.31     |            |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 622-213000                 | 06/14/2023 | 06/11/23 | 060823 |       |       | ACCOUNTS PAYABLE               |      | 150.00     |            |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 403-213000                 | 06/14/2023 | 06/11/23 | 060823 |       |       | ACCOUNTS PAYABLE               |      | 4,121.82   |            |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 650-213000                 | 06/14/2023 | 06/11/23 | 060823 |       |       | ACCOUNTS PAYABLE               |      | 2,727.25   |            |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 101-213000                 | 06/14/2023 | 06/11/23 | 060823 |       |       | STREETS - ACCOUNTS PAYABLE     |      | 5,308.03   |            |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| APP 301-213000                 | 06/14/2023 | 06/11/23 | 060823 |       |       | ACCOUNTS PAYABLE               |      | 49,309.26  |            |
|                                |            |          |        |       |       | AP CASH DISBURSEMENTS JOURNAL  |      |            |            |
| GENERAL LEDGER TOTAL           |            |          |        |       |       |                                |      | 95,014.11  | 95,014.11  |
| APP 631-130000                 | 06/14/2023 | 06/11/23 | 060823 |       |       | DUE TO/FROM CLEARING           |      | 94,291.64  |            |
| APP 001-130000                 | 06/14/2023 | 06/11/23 | 060823 |       |       | GENERAL - DUE TO/FROM CLEARING |      |            | 31,217.66  |
| APP 402-130000                 | 06/14/2023 | 06/11/23 | 060823 |       |       | DUE TO/FROM CLEARING           |      |            | 614.31     |
| APP 401-130000                 | 06/14/2023 | 06/11/23 | 060823 |       |       | DUE TO/FROM CLEARING           |      |            | 843.31     |
| APP 622-130000                 | 06/14/2023 | 06/11/23 | 060823 |       |       | DUE TO/FROM CLEARING           |      |            | 150.00     |
| APP 403-130000                 | 06/14/2023 | 06/11/23 | 060823 |       |       | DUE TO/FROM CLEARING           |      |            | 4,121.82   |
| APP 650-130000                 | 06/14/2023 | 06/11/23 | 060823 |       |       | DUE TO/FROM CLEARING           |      |            | 2,727.25   |
| APP 101-130000                 | 06/14/2023 | 06/11/23 | 060823 |       |       | STREETS - DUE TO/FROM CLEARING |      |            | 5,308.03   |
| APP 301-130000                 | 06/14/2023 | 06/11/23 | 060823 |       |       | DUE TO/FROM CLEARING           |      |            | 49,309.26  |
| SYSTEM GENERATED ENTRIES TOTAL |            |          |        |       |       |                                |      | 94,291.64  | 94,291.64  |
| JOURNAL 2023/06/52 TOTAL       |            |          |        |       |       |                                |      | 189,305.75 | 189,305.75 |

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JOURNAL ENTRIES TO BE CREATED

| FUND<br>ACCOUNT                                             | YEAR PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION                                          | DEBIT               | CREDIT    |
|-------------------------------------------------------------|----------|-----|------------|--------------------------------------------------------------|---------------------|-----------|
| 001 GENERAL FUND<br>001-130000<br>001-213000                | 2023 6   | 52  | 06/14/2023 | GENERAL - DUE TO/FROM CLEARING<br>GENERAL - ACCOUNTS PAYABLE | 31,217.66           | 31,217.66 |
|                                                             |          |     |            | FUND TOTAL                                                   | 31,217.66           | 31,217.66 |
| 101 STREET FUND<br>101-130000<br>101-213000                 | 2023 6   | 52  | 06/14/2023 | STREETS - DUE TO/FROM CLEARING<br>STREETS - ACCOUNTS PAYABLE | 5,308.03            | 5,308.03  |
|                                                             |          |     |            | FUND TOTAL                                                   | 5,308.03            | 5,308.03  |
| 301 CAPITAL CONSTRUCTION FUND<br>301-130000<br>301-213000   | 2023 6   | 52  | 06/14/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 49,309.26           | 49,309.26 |
|                                                             |          |     |            | FUND TOTAL                                                   | 49,309.26           | 49,309.26 |
| 401 WATER OPERATING FUND<br>401-130000<br>401-213000        | 2023 6   | 52  | 06/14/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 843.31              | 843.31    |
|                                                             |          |     |            | FUND TOTAL                                                   | 843.31              | 843.31    |
| 402 SEWER OPERATING FUND<br>402-130000<br>402-213000        | 2023 6   | 52  | 06/14/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 614.31              | 614.31    |
|                                                             |          |     |            | FUND TOTAL                                                   | 614.31              | 614.31    |
| 403 STORM & SURFACE WATER FUND<br>403-130000<br>403-213000  | 2023 6   | 52  | 06/14/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 4,121.82            | 4,121.82  |
|                                                             |          |     |            | FUND TOTAL                                                   | 4,121.82            | 4,121.82  |
| 622 EXPENDABLE TRUST FUND<br>622-130000<br>622-213000       | 2023 6   | 52  | 06/14/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE                     | 150.00              | 150.00    |
|                                                             |          |     |            | FUND TOTAL                                                   | 150.00              | 150.00    |
| 631 CLEARING FUND<br>631-130000<br>631-213000<br>635-111100 | 2023 6   | 52  | 06/14/2023 | DUE TO/FROM CLEARING<br>ACCOUNTS PAYABLE<br>CASH             | 94,291.64<br>722.47 | 95,014.11 |
|                                                             |          |     |            | FUND TOTAL                                                   | 95,014.11           | 95,014.11 |

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JOURNAL ENTRIES TO BE CREATED

| FUND       | ACCOUNT     | YEAR | PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION  | DEBIT    | CREDIT   |
|------------|-------------|------|-----|-----|------------|----------------------|----------|----------|
| 650        | AGENCY FUND | 2023 | 6   | 52  | 06/14/2023 |                      |          |          |
|            | 650-130000  |      |     |     |            | DUE TO/FROM CLEARING |          |          |
|            | 650-213000  |      |     |     |            | ACCOUNTS PAYABLE     | 2,727.25 | 2,727.25 |
| FUND TOTAL |             |      |     |     |            |                      | 2,727.25 | 2,727.25 |

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JOURNAL ENTRIES TO BE CREATED

| FUND  |                            | DUE TO    | DUE FROM  |
|-------|----------------------------|-----------|-----------|
| 001   | GENERAL FUND               |           | 31,217.66 |
| 101   | STREET FUND                |           | 5,308.03  |
| 301   | CAPITAL CONSTRUCTION FUND  |           | 49,309.26 |
| 401   | WATER OPERATING FUND       |           | 843.31    |
| 402   | SEWER OPERATING FUND       |           | 614.31    |
| 403   | STORM & SURFACE WATER FUND |           | 4,121.82  |
| 622   | EXPENDABLE TRUST FUND      |           | 150.00    |
| 631   | CLEARING FUND              | 94,291.64 |           |
| 650   | AGENCY FUND                |           | 2,727.25  |
| TOTAL |                            | 94,291.64 | 94,291.64 |

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



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**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.

**COMMUNITY ENGAGEMENT AND OUTREACH:**

**FISCAL IMPACT:**

|                                    |  |
|------------------------------------|--|
| <b>Amount:</b>                     |  |
| <b>Ongoing Cost:</b>               |  |
| <b>One-Time Cost:</b>              |  |
| <b>Included in Current Budget?</b> |  |

**BACKGROUND:**

**ATTACHMENTS:**

[Special City Council Meeting - Executive Session Minutes, May 23, 2023.pdf](#)

[Regular City Council Business Meeting Minutes, May 23, 2023.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



**SPECIAL CITY COUNCIL MEETING – EXECUTIVE SESSION  
TUESDAY, MAY 23, 2023**

**Meeting Minutes**

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

Mayor Fantroy-Johnson called the meeting to order at 5:01 p.m. in Council Chambers and on the Zoom webinar.

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

**2) EXECUTIVE SESSION**

**2.A Pursuant to RCW 42.30.110(1)(b), to consider 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 and pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, 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**

Cover Page

Mayor Fantroy-Johnson adjourned the meeting to an executive session pursuant to RCW 42.56.110(1)(b) and RCW 42.30.110(1)(i).

**3) ADJOURNMENT**

Council returned from executive session at 6:00 p.m., and Mayor Fantroy-Johnson adjourned the meeting.

---

Brenda Fantroy-Johnson, Mayor

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Christine Brown, MMC, City Clerk



**REGULAR CITY COUNCIL BUSINESS MEETING  
TUESDAY, MAY 23, 2023**

**Meeting Minutes**

**1) CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE**

Mayor Fantroy-Johnson called the meeting to order at 6:04 p.m. in Council Chambers and on the Zoom webinar platform.

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

Mayor Fantroy-Johnson led the Pledge of Allegiance.

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

Councilmember Moriwaki moved and Councilmember Deets seconded to add a motion regarding a discussion in executive session as a new agenda item 8.I. The motion approving the amended agenda carried unanimously, 7-0.

There were no conflicts of interest disclosed.

**3) PRESENTATION(S)**

**3.A Approve Proclamation Declaring May 2023, as "Asian American, Native Hawaiian and Pacific Islander Heritage Month"**

[Cover Page](#)

[Asian American Native Hawaiian and Pacific Islander Heritage Month Proclamation 2023.docx](#)

Mayor Fantroy-Johnson read the proclamation.

**MOTION:** I move to approve the proclamation declaring May 2023, as "Asian American, Native Hawaiian and Pacific Islander Heritage Month" and to add this proclamation to the list of annual proclamations which may be signed by the Mayor without further Council action.

**Moriwaki/ Quitslund:** The motion carried unanimously, 7-0.

Councilmember Moriwaki accepted the proclamation.

**4) PUBLIC COMMENT**

**4.A Instructions for Providing Public Comment**

[Cover Page](#)



[Instructions for Providing Public Comment at Hybrid Meetings.docx](#)

Peter Harris spoke about the Eagle Harbor/Wyatt non-motorized options.

Tim Hachfield spoke about the Eagle Harbor/Wyatt non-motorized options.

Reed Price spoke in favor of Imagine Bainbridge.

Pete Brady spoke against the water increase.

Cindy Anderson spoke in favor of the body camera program.

Andy Maron spoke in favor of the Lost Valley trail.

Paula Holmes-Eber, President of Squeaky Wheels, spoke in favor of a bi-directional trail for the Eagle Harbor/Wyatt non-motorized project.

Alyse Nelson spoke in favor of the bi-directional bike facility for the Eagle Harbor/Wyatt non-motorized project.

Simone Spearman spoke about the naming of the Police and Court facility.

**5) CONSENT AGENDA**

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

Deputy Mayor Quitslund asked to remove agenda item 5.D and Councilmember Hytopoulos asked to remove agenda item 5.K from the Consent Agenda.

**MOTION:** I move to approve the Consent Agenda with items 5.D and 5.K removed.

**Moriwaki/Deets:** The motion carried unanimously, 7-0.

**5.B Approve Accounts Payable and Payroll**

[Cover Page](#)

[AP Report to Council of Cash Disbursements 05-24-23.pdf](#)

[Council Report PR 5-20-23.pdf](#)

**5.C Approve City Council Meeting Minutes**

[Cover Page](#)

[Special City Council Meeting Minutes - Executive Session, May 9, 2023.pdf](#)

[Regular City Council Business Meeting Minutes, May 9, 2023.pdf](#)

[City Council Study Session Minutes, May 16, 2023.pdf](#)

**5.E Authorize the City Manager to Execute an Agreement with Axon Enterprise, Inc. for the Provision of Body Worn Camera Services in the Amount of \$154,001.11 - Police**

[Cover Page](#)

[BBPD -WA BWC Re-write Updated.pdf](#)

**5.F Authorize the City Manager to Execute an Agreement with Axon Enterprise, Inc. for the Provision of In-Car Camera Services in the Amount of \$297,935.84 - Police**

[Cover Page](#)  
[BBPD F3 Advanced Updated.pdf](#)

**5.G Authorize the City Manager to Execute Amendment No. 1 to the Professional Services Agreement with Browne Wheeler Engineering for the Final Design of the Ferncliff Avenue Water Main Extension Project (\$15,500.00 - Water Fund)**

[Cover Page](#)  
[Amendment No 1 Ferncliff Water Main Ext Browne Wheeler.docx](#)  
[Ferncliff Water Extension Map.pdf](#)  
[CIP 01170.pdf](#)

**5.H Adopt Ordinance No. 2023-13 Amending BIMC 3.80.030, Private Sources of Public Artwork, in Tandem with an Update to the Donation Policy for the City of Bainbridge Island - Executive**

[Cover Page](#)  
[Ordinance 2023-13 Amending BIMC Section 3.80.030 Regarding Private Sources of Public Artwork.docx](#)

**5.I Adopt Resolution No. 2023-02 Updating the Donation Policy for the City of Bainbridge Island - Executive**

[Cover Page](#)  
[Res 2023 - 02 Updating the City Donation Policy.docx](#)

**5.J Authorize the City Manager to Execute a Professional Services Agreement with Demarche Consulting Group in the Amount of \$54,000 for a Facilitator for the Steering Committee Overseeing the Winslow Subarea Plan Update and the Comprehensive Plan Periodic Review; for a term June 2023 to September 2024 - Planning**

[Cover Page](#)  
[Demarche Consulting Services Professional Services Agreement for 05.23.2023LP](#)  
[Demarche - City of BainbridgeIsland.pdf](#)

**5.L Cancel the June 6, 2023 City Council Study Session**

[Cover Page](#)

**ITEMS REMOVED FROM THE CONSENT AGENDA**

**5.D Authorize the City Manager to Purchase a Lost Valley Trail Public Easement and Prepare a Related Budget Amendment in the Amount of \$10,000.00 (Tax Supported), and Accept a Donation Valued at \$125,000.00 from the Bainbridge Island Parks and Trails Foundation to Support a Lost Valley Woodchip Walking Trail - Public Works**

[Cover Page](#)  
[Lost Valley Trail Assignment Agreement.docx](#)  
[BIPF Lost Valley Proposal.pdf](#)  
[Lost Valley Trail Map.pdf](#)  
[BIMPRD-trail-standards.pdf](#)

Deputy Mayor Quitslund spoke about the project.

**MOTION:** I move to authorize the City Manager to purchase a Lost Valley Trail public easement in substantially the form included in the agenda packet and prepare a related budget amendment in the

amount of \$10,000.00 (Tax Supported), and accept a donation valued at \$125,000.00 from the Bainbridge Island Parks and Trails Foundation to support a Lost Valley woodchip walking trail.

**Quitslund/Deets:** The motion carried unanimously, 7-0.

**5.K Adopt Ordinance No. 2023-16 Relating to Water and Sewer Utility Rate Adjustments - Public Works**

Cover Page

Final Report - 2022 Utility Rate and SPF Update.pdf

Water\_Sewer Rate Study Recommendation Revisions Staff Memo.docx

Ordinance No. 2023-16 Amending Water and Sewer Utility Fees and Revising Section

13.16.040.A Relating to Sewer and Water Connection Fees.docx

Ordinance No. 2023-16 Exhibit A Water and Sewer Participation Fees.docx

Ordinance No. 2023-16 Exhibit B Water and Sewer Monthly Rates.docx

Upcoming Water Rate Changes.pdf

Councilmember Hytopoulos spoke about the rate adjustment.

**MOTION:** I move that the City Council adopt Ordinance No. 2023-16 Relating to Water and Sewer Utility Rate Adjustments.

**Hytopoulos/Schneider:** The motion carried unanimously, 7-0.

**6) COUNCIL ANNOUNCEMENTS**

Council provided an update on community events and regional meetings.

**7) CITY MANAGER'S REPORT**

**7.A Receive City Manager's Report**

Cover Page

BI Read Program - 05.23.23 City Manager's Report.pdf

Vote on Next BI Reads Program Book Press Release 5-18-23

City Manager King announced the next phase of the BI Reads program.

**8) REGULAR BUSINESS**

**8.A Determine Next Steps for the Design of the Eagle Harbor/Wyatt Non-Motorized Improvement Project - Public Works**

Cover Page

EH\_Wyatt 052323\_reduced.pdf

City Manager King introduced the agenda item. Public Works Director Wierzbicki provided a presentation with additional information, and Council discussed the topic.

Councilmember Deets moved to authorize the City Manager to proceed with additional data gathering/design development and public engagement for alternative E for the Eagle Harbor/Wyatt Non-Motorized Improvement project and present the findings for a final decision at the June 13, 2023 City Council Meeting. The motion failed for lack of a second.

Councilmember Schneider moved and Councilmember Deets seconded to authorize the City Manager to proceed with alternative E for the Eagle Harbor/Wyatt Non-Motorized Improvement project and add

\$200K from the Lynwood project funds and \$200K from the 2024 road repair to the project budget. Following discussion, Councilmember Schneider withdrew her motion.

**MOTION:** I move to authorize the City Manager to proceed with additional data gathering/design development and public engagement for alternatives D and E for the Eagle Harbor/Wyatt Non-Motorized Improvement project and present the findings for a final decision at the June 13, 2023 City Council Meeting.

**Deets/Schneider:** The motion carried unanimously, 7-0.

#### **8.B     Adopt a Name for the Police and Municipal Court Building - Executive Cover Page**

City Manager King introduced the agenda item, and Council discussed the topic.

**MOTION:** I move to name the facility the Ted Spearman Justice Center.

**Pollock/Moriwaki:** The motion carried unanimously, 7-0.

#### **8.C     Authorize the City Manager to Conduct a Public Engagement Process on the Winslow Water Tank Graphic Design – Public Works Cover Page Water Tank Graphics.pdf WWTank Location Map.pdf**

City Manager King introduced the agenda item. Public Works Director Wierzbicki provided additional information.

**MOTION:** I move to authorize the City Manager to conduct a public engagement process on the Winslow Water Tank graphic design using the concepts reviewed at the May 23, 2023 City Council meeting, and report the results to the City Council for a final decision.

**Deets/Quitslund:** The motion carried unanimously, 7-0.

#### **8.D     Introduce Ordinance 2023-18 Creating a Water Utility Rate Surcharge Area for the Ferncliff Water Main Extension Project - Public Works Cover Page Ordinance No. 2023-18 Water Surcharge Ordinance - Ferncliff.docx Exhibit A and B - Ferncliff Water Extension Surcharge Area Exhibits.pdf Ferncliff Water Main Extension Process\_Cost Summary Memo.pdf Ferncliff Main Extension Location Map.pdf**

Public Works Director Wierzbicki introduced the agenda item.

**MOTION:** I move to forward Ordinance No. 2023-18 creating a water utility rate surcharge area for the Ferncliff Water Main Extension Project to the June 13, 2023 City Council Regular Business Meeting for approval.

**Deets/Quitslund:** The motion carried unanimously, 7-0.

#### **8.E     Consider Creation of a Council Ad Hoc Committee on City Advisory Groups, Appoint Council Members to the Ad Hoc Committee, and Approve a Scope of Work - Executive Cover Page Ad Hoc Committee for City Advisory Groups Form and Scope of Work for CC 05232023**

Deputy City Manager Schroer introduced the agenda item.

**MOTION:** I move to create a Council ad hoc committee to review certain processes and procedures related to City advisory groups, to approve the attached scope of work, and to request that the ad hoc committee report back to the full Council in the third quarter of 2023.

**Quitslund/Moriwaki:** The motion carried unanimously, 7-0.

**MOTION:** I move to appoint Councilmember Hytopoulos, Councilmember Moriwaki, and Councilmember Quitslund to this ad hoc committee.

**Quitslund/Deets:** The motion carried unanimously, 7-0.

**8.F Consider City Manager Invitation to Appoint One Councilmember to Participate in the Interview for the Sustainable Transportation Coordinator - Executive Cover Page**

City Manager King introduced the agenda item.

**MOTION:** I move to designate Councilmember Leslie Schneider as the City Council representative to participate on the interview panel for the Sustainable Transportation Coordinator.

**Deets/Hytopoulos:** The motion carried unanimously, 7-0.

**8.G Authorize the City Manager to Execute a Collective Bargaining Agreement with the International Association of Machinists and Aerospace Workers Cover Page  
IAM CONTRACT 2023-2025.pdf**

City Manager King introduced the agenda item.

**MOTION:** I move to authorize the City Manager to execute the attached collective bargaining agreement with the International Association of Machinists and Aerospace Workers for the period covering January 1, 2023 through December 31, 2025.

**Moriwaki/Deets:** The motion carried unanimously, 7-0.

**8.H Discuss Imagine Bainbridge 2035 and Consider Appointment of a Council Liaison Cover Page**

Mayor Fantroy-Johnson introduced the agenda item, and Council discussed the topic.

**8.I Authorize the City Manager to Submit a Claim in the Endo Bankruptcy [Added]**

**MOTION:** I move to authorize the City Manager to submit a claim in the Endo bankruptcy as discussed in the executive session at tonight's meeting.

**Moriwaki/Deets:** The motion carried 6 – 0.

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

NOES: None

ABSENT: None

ABSTAIN: Michael Pollock

**9) ADJOURNMENT**

Mayor Fantroy-Johnson adjourned the meeting at 8:13 p.m.

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Brenda Fantroy-Johnson, Mayor

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Christine Brown, MMC, City Clerk



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:**

**AGENDA ITEM:** Authorize the City Manager to Execute Amendment No. 3 to the Professional Services Agreement with Skillings Inc. for the Sunday Cove Pump Station, Sunday Cove Gravity Sewer Main, Lower Lovell Pump Station, Wood Ave Pump Station and Wing Point Pump Station (SSLWW) Projects (\$461,939.00) - Public Works

**SUMMARY:** Staff is requesting that the City Council consider authorizing the City Manager to approve Amendment No. 3 to the Professional Services Agreement with Skillings Inc. (aka Skillings Connolly, Inc.) in the amount of \$461,939.00 for the Sunday Cove Pump Station, Sunday Cove Gravity Sewer Main, Lower Lovell Pump Station, Wood Ave Pump Station and Wing Point Pump Station ("SSLWW") projects.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Authorize the City Manager to execute Amendment No. 3 to the Professional Services Agreement with Skillings Inc. in the amount of \$461,939.00 in support of the Sunday Cove Pump Station, Sunday Cove Gravity Sewer Main, Lower Lovell Pump Station, Wood Ave Pump Station and Wing Point Pump Station projects.

**COMMUNITY ENGAGEMENT AND OUTREACH:** Staff have worked closely with the Wing Point community to determine a solution to the sewer issues in the neighborhood, and will continue to inform them as the project proceeds.

**FISCAL IMPACT:**

|                                    |              |
|------------------------------------|--------------|
| <b>Amount:</b>                     | \$461,939.00 |
| <b>Ongoing Cost:</b>               |              |
| <b>One-Time Cost:</b>              | \$461,939.00 |
| <b>Included in Current Budget?</b> | Yes          |

**BACKGROUND:** The City's sewer system that serves the lower Lovell Avenue pump station needs to be rerouted due to its deteriorated condition. The original scope of work includes design to abandon the sewer beach mains in West Eagle Harbor and re-route the sewer basin to the rehabilitated Sunday Cove and lower Lovell pump stations, and a new pump station on Wood Avenue. The project also includes new individual residential side sewers and grinder pumps.

Although it is located in a separate sewer shed, the Wing Point sewer pump station rehabilitation design is also included in this package of services. Since the original agreement commences in 2021, there have been two

King Tide events that have impacted the Wing Point Pump Station which indicate that the pump station needs to be moved farther upland than originally conceived in order to remain outside the flood zone. Staff have worked with the neighboring impacted property owners, as well as the Utility Advisory Committee, to develop a proposed new location and strategy for sewer collection and pumping in the Wing Point neighborhood, and are now proceeding with the final design.

The City Council approved a design contract for the SSLWW projects at their August 11, 2020, City Council meeting in the amount of \$872,293.00. Since that time, Amendment No 1 was executed on December 21, 2021, extending the contract date to December 31, 2023, and Amendment No 2 was executed on March 11, 2022, increasing the contract amount to \$1,028,509.00.

Amendment No. 3 is for alternative analysis related to the replacement of the Wing Point sewer pump station(s) in an upland location in the amount of \$461,939.00 bringing the revised contract amount to \$1,490,448.00. The new budget request is reflected in the revised 2023-28 Capital Improvement Plan Ordinance No. 2023-19 that is discussed as a separate agenda item included in this packet.

**ATTACHMENTS:**

[Amendment 3.pdf](#)

[Amendment 3 Exhibit A.pdf](#)

[CIP Summary.pdf](#)

[Wing Point Location Map.pdf](#)

**FISCAL DETAILS:** This increase is included in the proposed revised Capital Improvement Plan Ordinance No. 2023-19 as well as the first budget amendment No. 2023-15 that are included as separate agenda items included in this agenda packet.

**Fund Name(s):** Sewer Fund

**Coding:** 402



**AMENDMENT NO. 3 TO  
AGREEMENT FOR PROFESSIONAL SERVICES**

**THIS AMENDMENT NO. 3 TO THE AGREEMENT FOR PROFESSIONAL SERVICES**

(“Amendment”) amends the Agreement for Professional Services (“Agreement”) entered into on August 17, 2020, by the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Skillings, Inc., a Washington State corporation (“Consultant”).

**WHEREAS**, the City and the Consultant entered into the Agreement to provide professional services in connection with the design and preparation of contract documents for the decommissioning of the West Eagle Harbor sewer beach mains, design of an upland redirect of sewer flows to gravity and grinder pumps/force mains, including the rehabilitation of the Lovell Avenue and Sunday Cove pump stations, and the construction of a new pump station in Wood Avenue. Rehabilitation of the Wing Point sewer pump station is also included for the purpose of consolidation of services; and

**WHEREAS**, on December 21, 2021, the City extended the term of the Agreement to December 31, 2023; and

**WHEREAS**, on March 11, 2022, the City modified the scope of services; and

**WHEREAS**, the City and Consultant desire to modify the scope of services in the amended Agreement to include alternative analysis related to the replacement of the Wing Point sewer pump stations in an upland location; and

**WHEREAS**, the parties agree and understand that the terms contained in the tasks added through this Amendment No. 3 may conflict with the terms of the tasks contained in the original Scope of Work of the Agreement. Where there is a conflict between the terms contained in the tasks in the Amended Scope of Work, the parties agree and understand that the terms contained within the tasks added through this Amendment No. 3 shall control; and

**WHEREAS**, the City desires to increase extend the term of the Agreement, and to amend the maximum amount payable under the Agreement.

**NOW, THEREFORE**, the City and the Consultant agree to amend the Agreement as follows:

1. Section 2.A is hereby amended to read as follows:
  - A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until ~~December 31, 2023~~ December 31, 2024, unless sooner terminated by either party as provided below.
2. Section 3.A. is hereby amended to read as follows:
  - A. The City shall pay the Consultant hourly, plus actual expenses, in accordance with Attachment B, but not more than a total of ~~One Million Twenty Eight Thousand Five Hundred Nine Dollars (\$1,028,509.00)~~ One Million Four Hundred Ninety Thousand Four Hundred Forty-Eight Dollars (\$1,490,448.00);
3. Attachment B, Scope of Services, is hereby amended to include the tasks on Attached Exhibit A.
4. Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect.

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

SKILLINGS, INC.

CITY OF BAINBRIDGE ISLAND

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Name \_\_\_\_\_

Blair King, City Manager

Title \_\_\_\_\_

Tax I.D. # \_\_\_\_\_

City Bus. Lic. # \_\_\_\_\_

**EXHIBIT A  
SCOPE OF WORK**

Prepared for:

**CITY OF BAINBRIDGE ISLAND  
2020-21 SANITARY SEWER IMPROVEMENTS  
SUPPLEMENT No. 7  
2023 WING POINT LIFT STATION REPLACEMENT PROJECT  
LOVELL PUMP STATION RELOCATON**

April 24, 2023

The initial scope of work for the West Eagle Harbor Pump Station Improvement project, dated August 13, 2020, included the design of a new pump station (Wood Avenue Pump Station), and the rehabilitation of three existing pump stations, one of which is the existing Wing Point Pump Station. The original scope of work included task items that were specific to the Wing Point pump station: TASK 120, ENVIRONMENTAL PERMITTING – WING POINT PUMP STATION REHABILITATION PROJECT; TASK 500 WING POINT PUMP STATION REHABILITATION for the rehabilitation design for the existing pump station. In addition, the original Scope of work included an overarching scope item TASK 100 PROJECT MANAGEMENT that included the day-to-day coordination and management of the project, public involvement, and engineering estimates. A substantial amount of the anticipated time associated with this task was spent up front during the preliminary design phase.

Supplement 2 to the original scope of work added a task item to prepare an Alternative Analysis TASK 515 to investigate options to relocate the pump station above the predicted sea level rise elevation. The Alternative Analysis did not include any required additional Environmental documentation or pump station design work associated with recommendation. This Task was completed and ultimately the City selected a new location and sewer line alignment that met the property owner's expectations. The decision was made to demo the existing Wing Point Pump Station and design a new pump station upland, well above the predicted sea level rise elevation.

The original anticipated improvements included the rehabilitation of the existing pump station. This Scope of Work includes the design of a new pump station, new sewer gravity lines, new force mains, new property owner side sewer connections. The new work is much more robust than the original scope.

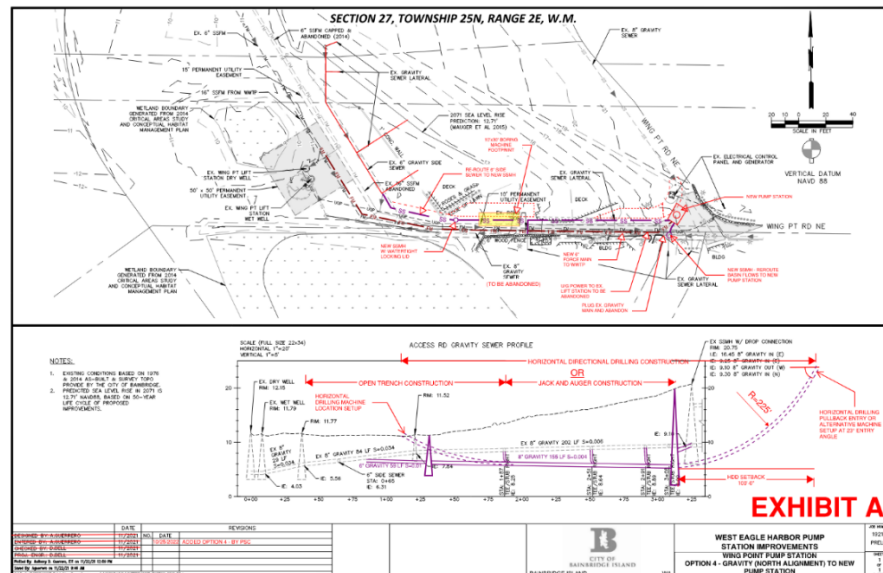
This Scope of Work includes the scope items to design and permit the new pump station. The hours to complete the tasks have been estimated based on the work effort required to design the new pump station, less the remaining budgeted hours included in the original fee proposal for the Wing Point Pump Station and the unused hours from the original PSA are supplemental to the work effort estimated herein.

## **INTRODUCTION**

According to the July 2015 City General Sewer Plan, the Wing Point Pump Station was constructed in 1979. It is a drywell/wet well configuration consisting of a 4-foot diameter wet well with a depth of 12.5 feet. There are two 5-hp, 200 gpm pumps. The station access hatch is under water during extreme high tides and needs to be raised. Because of their age, the pumps, motors, valves, controls, and telemetry were planned to be replaced. The station has exceeded the estimated useful life and requires rehabilitation. Because of the pump station's location, the work triggered environmental permitting. The fieldwork and documentation associated with this task was completed. The preliminary assessment of the existing pump station was completed.

To protect the existing pump station from sea level rise, the station had to be raised approximately 3-ft. To gain access for maintenance during extreme tidal events, the access road would have to be raised 3-feet as well. The City requested Skillings to evaluate different alternatives to relocate the pump station away from the beach. An alternative analysis was completed that concluded the most environmentally sound approach would be to relocate the pump station adjacent to the existing emergency generator away from the beach in Wing Point Rd NE.

This location also has alternatives related to getting wastewater to drain to the new structure: gravity, individual grinder pumps, or a combination of both. Exhibits were prepared and estimates provided to allow the City to meet with homeowners to seek input on a preferred alternative. The following Exhibit represents the preferred alternative selected by the homeowners and the City.



The following scope of work identifies the work effort for the design of the selected alternative. The selected alternative is to relocate the Wing Point Pump station to the location adjacent to the standby generator and re-route the sewer to the new pump station by gravity. The gravity pipe will be installed by trenchless methods in the area where right of way/easements are restricted and connected to the new wet well structure which will be installed by open-cut installation. (See Exhibit A). Side sewer laterals from adjacent properties will be reconnected or relocated to connect to the new gravity sewer.

### LOVELL PUMP STATION REVISIONS

After the design of the Lovell Pump station was completed, the City observed flood water in the vicinity of the Lovell Pump station caused by the Spring Tide (King Tide) experienced this past winter (2022). The tide was higher than anticipated or predicted because of sea level rise and a coincidental low barometric pressure. As a result, the City has requested the Lovell Pump station be redesigned to locate it approximately 2-ft higher in elevation. This Scope of Work includes scope tasks for the effort associated with the redesign.

The original contract was scheduled to be completed in 12 months. Time extensions due to difficulty in obtaining Rights of Entry, and ongoing difficulty in obtaining homeowner's approval of onsite grinder pump locations and pipe alignment, along with additional work for a Fat, Oil, and Grease (FOG) study at local waterfront restaurants, and an alternative analysis for the Wing Point have resulted in ongoing project management, meetings, and coordination.

## **TASK 100 PROJECT MANAGEMENT**

Project Management includes the day-to-day coordination and management of the project to assure adequate resources are made available and the schedule and budget are consistent with the contract documents. While Project Management was included in the original Scope of Work, due to additional work requests outlined in this scope of work, and the project is 2-years past the original contract date (December 2022), additional project management and project coordination effort with Client will be required.

### **Assumptions:**

- It is assumed the Wing Point design work will last twelve months from the notice to proceed.
- Bi-weekly meetings will last one hour and have up to 3 consultant staff members in attendance.
- Skillings will meet with the City on a Biweekly basis, anticipated not to extend beyond March 31, 2024.
- Owner Agent Agreements are the responsibility of the City. The City will coordinate Owner Agent Agreements with the property owners.

### **Tasks:**

1. Update the master list of deliverables.
2. Provide monthly invoicing, progress reports, and Earned Value Reports to Client
3. Update Project Schedule in Excel format to include the new Wing Point Lift Station and the relocated Lovell Lift Station relocation.
4. Skillings to schedule and coordinate bi-weekly meetings with City via Microsoft Teams.
5. Attend one project open house/ public outreach meeting. Prepare project posters and informational handouts for Wing Point Lift Station project.
6. Meet with City to review the project's scope and Engineer's Estimate of Probable Cost to Construct. The City will provide direction on packaging of the other pump stations (Lovell, Sunday Cove, Wood Avenue) as a single project, as a combination of the individual pump station projects, or as a large single construction project to include all four pump stations.
7. Update Engineer's Estimate of Probable Cost to Construct the four pump stations and onsite grinder pump stations to facilitate the decision-making process.
8. Draft Owner Agent Agreement letters for submission to the City for properties that require them as a component of the work outlined in this scope of work.

### **Deliverables:**

- Materials for the public outreach meeting; project poster boards and informational handouts for Wing Point Lift Station.
- Update the master list of deliverables.
- Update Project Schedule
- Updated Engineer's Estimate of Probable Cost to Construct for all four pump stations.
- Owner Agent Agreement Letters

## **Task 120 Update Environmental Permitting – Wing Point Pump Station Replacement**

### **Task 120.1 Estuarine Wetland Characterization Report**

Preliminary review of The National Wetlands Inventory Mapping System indicates the presence of Intertidal Estuarine Wetlands along the shores of West Eagle Harbor and Wing Point. This task is to identify and report on the extent of the wetlands and their associated buffers.

**Assumptions:**

- Site map prepared in conjunction with the supplement will be for illustrative purposes only and will not serve as an official survey document. The site map will support the narrative within the supplement.
- Mean Higher High Water (M.H.H.W.) has previously been identified and will be used as the shore/land boundary of the estuarine wetland.
- The U.S.A.C.E. Coast, Valleys, and Mountain's delineation manual will not be used, as the wetlands on site are classified as Deep-Water Habitat. Classification of Wetlands and Deepwater Habitats of The United States (Coward et al, 1979) will be used to define the boundaries of the estuarine wetland.
- Wetlands will be delineated per City of Bainbridge Island Critical Areas Ordinance section 16.20.140

The following items will be required to meet City of Bainbridge Island Critical Area Ordinance 16.20.140 for wetland delineations and ratings:

- Wetland Rating Summary forms.
- Preparation Site map with buffer.

**Task Description:**

1. Conduct site visit.
2. Prepare site map.
3. Prepare wetland rating.
4. Prepare Supplemental Technical Memorandum
5. QA/QC deliverables.

**Deliverables:**

- Supplemental Technical Memorandum.
- Wetland Determination Data Sheets.
- Site Map with buffers.

|                   |                                                            |
|-------------------|------------------------------------------------------------|
| <b>Task 120.2</b> | <b>State Environmental Protection Act (SEPA) Checklist</b> |
|-------------------|------------------------------------------------------------|

**Assumptions:**

- The City will be the lead agency for the SEPA review.
- The relocation of the proposed Wing Point Sanitary Sewer Lift Station will require the previously completed SEPA documents to be updated with the agreed-upon Wing Point alternative design.
- SEPA submittal requires a minimum of 30% site plan design to include in the permit applications showing proposed improvements. One SEPA Checklist will be submitted for the Wing Point pump station project.
- City will complete and submit the public notice of application required for the SEPA process.
- It is assumed that a Hydraulic Project Approval (HPA) will not be required.
- It is assumed that the SMP application was previously completed and will need to be revised. It is assumed that no Army Corp of Engineers Permit Application will be required.

**Tasks:**

1. Skillings will update the SEPA Checklist for the Wing Point pump station project based on the selected alternative for review by the City.
2. Provide QC review of deliverables.
3. Skillings will make changes per comments from City.

4. Skillings will submit completed SEPA Checklist with attachments to the City for submittal.

**Deliverables:**

1. Updated draft SEPA Checklist with supporting documentation (PDF File).
2. Completed SEPA Checklist package for submittal.

|                   |                                                                                              |
|-------------------|----------------------------------------------------------------------------------------------|
| <b>Task 120.3</b> | <b>Shoreline Management Plan (SMP) Shoreline Substantial Development Permit or Exemption</b> |
|-------------------|----------------------------------------------------------------------------------------------|

**Assumptions:**

- The SMP application requires updating to reflect the proposed Wing Point Lift Station location.
- Update JARPA.
- Update the Biological Evaluation.
- The Wing Point Lift station work will occur shoreward of the HAT (Highest Astronomical Tide) and thus will not require a Corp permit or HPA.

**Tasks:**

1. Conduct a site visit to evaluate the new proposed location.
2. Update the Shoreline Master Program Application Package for the Wing Point project.
3. Submit the revised Shoreline Master Program Application Package to the City for review and comments.
4. Update the JARPA for the Wing Point pump station project.
5. Update the Project Plan Exhibits.
6. Revise the previously completed Biological Evaluation (BE) to satisfy the Endangered Species Act (ESA) requirements.
7. Provide QA/QC review of deliverables.

**Deliverables:**

- Revised Draft Shoreline Master Program Application Package for the Wing Point project (PDF File).
- Updated JARPA package for review by City (PDF file)
- Updated Biological Evaluation (BE)
- Supplemental Technical Memorandum
- Wetland Determination Data Sheets
- Site Map with buffers

|                                                               |
|---------------------------------------------------------------|
| <b>TASK 330 LOVELL LIFT STATION DESIGN (90% DESIGN PLANS)</b> |
|---------------------------------------------------------------|

**Task Description:**

After a King Tide event, City staff observed sea level rise elevation near the proposed rim elevation of the Lovell lift station wet well. The City has requested that Skillings move the lift station design further upland to alleviate concerns with future sea level rise. Skillings will revise the existing 60% design, utilizing the current design, where feasible, to relocate the current designed pump station to an elevation at least two (2) feet above the existing vertical location. Reevaluate the pump system curves and update the design documentation files, where applicable.

This pump station has two (2) side sewer that connects directly to the pump station, which will it to be reconfigured. The City has had an onsite meeting with the property owner of 243 Lovell to review the

current proposed location of the onsite sewer. After the meeting, the owner requested the City have Skillings adjust the location of 243 Lovell onsite sewer to accommodate a location requested by the owner.

**Assumptions:**

- The Lovell Lift Station relocation will revise the existing design to 90% PS&E reflecting the revised higher elevation location.
- Relocate the lift station design above the 100-year sea level rise elevation, approximately 2-ft higher based on the City's field observations of recent abnormally high King Tide events.
- The current design for the pump station and electrical components will be relocated.
- The pump station plans will be updated to correspond to the new elevations. It is assumed the pump station piping details will not change.
- Changes in the location may impact the need for temporary construction easements or permanent easements.
- The revisions to the site plan will change quantities and the Engineer's Estimate of Probable Cost to Construct will be updated.
- Pump station head characteristics will be impacted, requiring the engineering calculations to be verified to assure the proposed pumps are adequate.

**Tasks:**

1. Revise the pump station location 2-feet higher, per City's direction. Submit preliminary plans to City for approval. Upon City approval, finalize the relocation design.
2. Review and update the system head, and pump requirements to confirm pump curves meet the new head requirements. Update the design documentation notebook.
3. Update Quantity Take-off Notebook.
4. Update the required telemetry.
5. Coordinate relocation design with the electrical Subconsultant and revise electrical plan layout.
6. Prepare 90% PS&E of relocated lift station.
7. Update and revise onsite sewer design for 243 Lovell.
8. Update 90% Plan and Profile for Force main and gravity line from the proposed wet well to the existing force main.
9. Update the 90% PS&E of the lift station.
10. Update the 90% plans for the demolition and abandonment of existing Lovell Lift Station, gravity lines, force mains and power lines.
11. Update the improvement plans for 426 and 427 Lovell to connect to the new pump station.
12. Update the surface restoration drawings on private property and street right of way.
13. Review specifications for consistency to the new configuration
14. Provide QA/QC of the updated 90% PS&E documents.

**Deliverables:**

- Updated 90% Lovell Lift station PS&E.
- Updated Plan and Profile for 243 Lovell onsite sewer.
- Updated 90% PS&E for the gravity sewer.
- Updated 90% PS&E for the force main
- Updated 90% PS&E for Sanitary sewer to serve 426 and 427 Lovell to the proposed sewer lift station.



|                 |                          |
|-----------------|--------------------------|
| <b>TASK 500</b> | <b>WING POINT SURVEY</b> |
|-----------------|--------------------------|

Survey requirements for this project include a topographic survey for the construction of 350 LF of proposed gravity sewer line shown on Figure 3. Easements for the existing parcels will be developed for the project. This project includes installation of two new grinder pumps on two private lots. The Skillings licensed Land Surveyor will prepare a temporary construction easement document for the privately owned lots requiring sewer improvements. Topographic survey which is necessary to prepare a detailed drawing to show the extent of improvements needed to disconnect and reroute the existing side sewer to the new 8-inch gravity sewer line will be obtained. The detailed drawing of each lot with a rerouted side sewer will be included in the South Sunday Cove Improvement plan set. Since the Beach main is to be abandoned, four side sewers will be rerouted to the proposed gravity line between existing manhole no. 5-46 and proposed manhole No. 1 as shown on Figure 3.

**Assumptions:**

- Title reports will be provided by the City for tax parcel No's. 421-000-008-0107, 4121-000-010-0004 and 4121-000-010-0301.
- No surveying will be required outside of tax parcel No's. 421-000-008-0107, 4121-000-010-0004 and 4121-000-010-0301.
- A Record of Survey Map will be not required.
- New temporary easement areas will not be staked in the field.
- City will obtain rights of entry to the site, as needed to complete the survey.
- The survey topographic limits are defined as shown on exhibit below.
- Permanent easements will be completed under a future construction management scope of work.
- Letters for Rights of Entry to be sent by City, on City letterhead.

**Task Description:**

1. Review title reports for a boundary determination.
2. Research existing survey control and record maps.
3. Perform a field survey to locate and establish survey control points. Topographic survey of the area shown on the Survey Limits Figure 2 below.
4. Prepare letter to obtain right of entry. Skillings to provide form to be signed by property owner.
5. Topographic Survey of the area depicted in red on the attached Figure 2 Survey Limits map.
6. Process field data and develop AutoCAD base map.
7. Coordinate with City staff and measure the size, depth, diameter, and elevation of pipe structures within the existing pump station.
8. Prepare temporary construction easement exhibit and legal description for construction of the gravity sewer line, and rerouted side sewers from sewer main to the grinder pump.
9. Prepare final easement exhibits and legal description for final sewer line locations.
10. Provide QA/QC for deliverables.

**Deliverables:**

- AutoCAD Topographic Survey base map.
- Temporary Construction Easement descriptions and exhibit maps.
- Right of entry documents
- Final easement exhibits and legal descriptions.

## Survey Limits Figure 2



### TASK 510 WING POINT PUMP STATION PRELIMINARY DESIGN (30% PLANS)

The original scope of work was written for the existing Wing Point pump station to be rehabilitated in place. After the City had Skillings create an alternatives analysis in conjunction with a recent extreme tidal event which overtopped the existing station the City decided to have the lift station moved upland into Wing Point Rd SE. The remaining hours associated with the previous scope of work are supplemental to the work herein. Wing Point pump station will be relocated, and a new collection system will be designed to connect to the existing side sewers. The hours estimated for original scope of work for the rehabilitation of the Wing Point Pump Station were used to provide the initial investigations and evaluations, environmental documentation, and coordination in developing the new direction to abandon the existing Pump Station and relocate a new Pump Station upland away from the potential of sea level rise.

#### Assumptions:

- The design of a new pump station, gravity sewer, force main, direction bore and new electrical requires more items and effort than the original rehabilitation project. Additional work effort will be required to Update the Design Documentation files; Prepare the final Engineering Report; Quantity takeoffs; Engineer's Estimate of Probable Cost to Construct; and Quality Control checks.
- It is anticipated that 3 properties will need their side sewer rerouted or reconnected to the proposed Wing Point lift station.
- An improvement plan will be required for each private residential lot requiring an adjusted gravity side sewer. The locations of the gravity side sewers and connections are assumed from provided as-builts.
- It is assumed that no unusual or detrimental conditions exist at the sites or in the vicinity requiring any analysis or design consideration by Skillings or Hultz BHU, such as electrical power quality issues, special permit process or reviews, etc.
- City-provided survey and topographic information will be verified and added to for the design base map.

- The replacement of the existing gravity main in Wing Point Road NE is not included in this project.
- The project design will be predicated on the existing Wing Point Lift Station remaining online and functional during the construction of the new Wing Point Lift Station. Once the new Wing Point lift station is online, decommissioning of the existing station will begin. Demolition plans will be required.
- Temporary bypass pumping plans and specifications will be required for the pump station design.
- Approximately 300 LF of 8" gravity sewer main from Wing Pt Road to the Wing Pt Lift Station is to be cut, capped, abandoned, and filled with control density fill (CDF).
- Sea level rise has been previously evaluated by Skillings. This evaluation will be referenced for Wing Point design, but with the location of the preferred alternative, sea level rise is not anticipated to be an issue.
- Horizontal directional drilling or other trenchless pipe installation technologies will be a feasible application for installation of a portion of the gravity sewer for the Wing Point project.
- Hultz/BHU will provide electrical engineering for the pump station, as required.
- PanGEO geotechnical engineering will provide a geotechnical investigation for the Wing Point Lift Station and gravity sewer.
- Cultural Resources Investigations for the Wing Point project area are not required and is not included within this project
- The new Wing Point pump station will be designed as a duplex submersible pump station.
- In accordance with WAC 173-240-030 and verification received from the State Dept of Ecology (Ecology), the PS&E for this project is not required to be submitted to Ecology for review and approval, based on the Orange Book criteria stating:

*"If the local government entity has received department approval of a general sewer plan and standard design criteria, engineering reports and plans and specifications for sewer line extensions, including pump stations, are not required to be submitted for approval. In this case the entity need only provide a description of the project and written assurance that the extension is in conformance with the general sewer plan. However, in the following situations specific department approval is necessary for sewer line extensions before construction:*

- (a) The proposed sewers, or pump stations involve installation of overflows or bypasses; or*
- (b) The proposed sewers, pump or lift stations discharge to an overloaded treatment, collection, or disposal facility."*
- Underground utility locates will be provided by a vendor.
- A new standby generator will be shown on the plans.
- Rights of Entry will be required from each of the property owners for design purposes.
- Property owners will return the Right of Entry forms and allow access to property.
- Side sewer connections will all be served by gravity. No grinder pumps are anticipated.
- Construction easements are anticipated. No additional permanent easements are anticipated.
- The new gravity sewer can connect to the existing 6-inch gravity sewer.

#### **Tasks:**

1. Utility Coordination: Coordinate with affected utility companies for as-built records.
2. Provide coordination with utility locate vendor. Vendor will provide the locates of the existing utilities. Skillings will have staff on site during the locates of the existing utilities.
3. Provide field survey of pot-holed utility information.
4. Create 3D map of existing underground utilities.

5. Skillings to provide coordination with Subconsultants/Vendors.
6. Review Draft and Final Geotechnical Report.
7. Update Wing Point Predesign Report.
8. Prepare Right of Entry (ROE) request forms and deliver to the City. Once the property owners have the ROEs in hand, coordinate a site visit with the property owners to discuss their needs and extent of ROE. Provide one follow-up meeting to obtain Rights of Entry from each of the property owners.
9. Review existing documents provided by others.
10. Conduct a plan-in-hand site review to inspect the proposed pump station location and update the pre-design report, documenting the existing conditions at the site and recommended specific improvements.
11. Prepare the 30% design plan and profile for approximately 150 LF of trenchless gravity sanitary sewer pipe verifying required pipe diameter in the engineering report. Research with utility contractors, potential ways, means and methods to install the gravity line with trenchless technology.
12. Prepare plan and profile sheets for new gravity line and new force main.
13. Prepare plan and section sheets for new pump station.
14. Include corrosion control in the design of the wet well. Evaluate the potential for hydrogen sulfide in the wet well.
15. Prepare site plan for proposed lift station to include access for maintenance vehicles, check turning radius and parking requirements. Provide low-maintenance landscaping. Provide appropriate security against vandalism and prevent access by the public.
16. Prepare plans to reroute each affected Sanitary Side Sewer on each lot to the proposed gravity sewer. Include the lot improvement plans in the Wing Point PS&E. Show work items to be constructed by the Contractor to reroute the side sewers.
17. Set up and maintain the Design Documentation Files (Internal deliverable, to be updated throughout the design process).
18. Prepare preliminary Predesign Report documenting sewer flows to the lift station, wet well design, pump sizing, valves, pump station site plan. Evaluate existing force main size and flow velocities. Utilize topographic survey provided by others to confirm the total dynamic head elevation. Review high alarm records of existing Wing Point lift station obtained from City.
19. Select pumps based on TDH requirements.
20. Prepare the 30% Pump Station Plans.
21. Site visit with Electrical Engineer to evaluate the existing electrical configuration for the new Wing Point Pump Station.
22. Meet with homeowners to determine location of existing side sewer connections and cleanouts, and routing of new side sewer connection to proposed gravity sewer.
23. The design of a new pump station, gravity sewer, force main, direction bore and new electrical requires more items and effort than the original rehabilitation project. Prepare Quantity Take-off Notebook.
24. The design of a new pump station, gravity sewer, force main, direction bore and new electrical requires more items and effort than the original rehabilitation project. Prepare 30% Engineer's Estimate of Probable Cost to Construct.
25. The design of a new pump station, gravity sewer, force main, direction bore and new electrical requires more items and effort than the original rehabilitation project. Prepare project Specifications run list.
26. Prepare 30% PS&E to abandon the existing gravity sewer main in place, and the removal of the existing Wing Point pump station force mains, abandoned gravity lines and power lines. This drawing will be used in the environmental permit applications.

27. Prepare TESC plans for the removal of existing pump station and the construction of the new Wing Point pump station.
28. Prepare preliminary demolition and restoration plans of the existing Wing Point Pump Station.
29. Meet with the City and first responders to evaluate access to properties that may be impacted by restricted access during the construction of the pump station. Prepare preliminary sketches of potential alternatives. Access during construction may require Temporary Construction Easements. (see Task 200 for Temporary Construction Easements)
30. Provide QA/QC of the 30% PS&E documents.

**Deliverables:**

1. Rights of Entry for each of the property owners.
2. Geotechnical Report.
3. Updated base map with buried utilities.
4. Preliminary plan and profile for the proposed gravity sewer line.
5. Preliminary Plan and profile for new force main.
6. Plan to abandon existing gravity sewer and abandoned existing Wing Point pump station.
7. Preliminary improvement plan and specification for the three shoreline lots requiring a rerouted side sewer.
8. Preliminary Wing Point Pump Station design.
9. Preliminary pump selection.
10. Preliminary Engineer's Estimate of Probable Cost to Construct.
11. Preliminary Specification Run list.
12. Draft predesign report for the proposed Wing Point sewer lift station.
13. 30% Plans, specification run list and preliminary Engineer's Estimate of Probable Cost to Construct the Wing Point Lift Station, Sewer Conveyance, and Force Main Discharge.
14. Preliminary TESC plans.
15. Preliminary Demolition and restoration plans of existing pump station.
16. Identified need for Temporary Access/Construction Easements

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|----------------------------------------------------------|
| <b>TASK 520 WING POINT PUMP STATION 60% DESIGN PLANS</b> |
|----------------------------------------------------------|

The design of a new pump station, gravity sewer, force main, direction bore and new electrical requires more items and effort than the original rehabilitation project for the 60% design. Additional work effort will be required to Update the Design Documentation files; Design and Drafting; Prepare the final Engineering Report; Quantity takeoffs; Engineer's Estimate of Probable Cost to Construct; and Quality Control checks.

**Assumptions:**

- The City has reviewed the 30% submittal and provided comments which will be incorporated into the 60% PS&E.
- The design of a new pump station, gravity sewer, force main, direction bore and new electrical requires more items and effort than the original rehabilitation project. Additional work effort will be required to Update the Design Documentation files; Prepare the final Engineering Report; Quantity takeoffs; Engineer's Estimate of Probable Cost to Construct; and Quality Control checks.
- The new sewer main to connect to existing 6" gravity sewer to the East of the existing lift station location.

**Tasks:**

1. Update the Design Documentation File.
2. Prepare final Engineering Design Report.

3. Prepare Pump Station Improvement Plans. Incorporate City's 30% review comments.
4. Prepare 60% Plan and Profile design for gravity and force main alignments.
5. Update Quantity Take-off Notebook.
6. Prepare 60% Engineer's Estimate of Probable Cost to Construct.
7. Prepare 60% Project Specifications.
8. Prepare 60% Design PS&E of the gravity sewer collection system.
9. Prepare 60% PS&E of force main from proposed wet well to existing force main near the existing Wing Point Lift Station.
10. Prepare surface restoration drawings on private property and street right of way.
11. Prepare 60% PS&E for each of the 3 lots to show the rerouting of the existing 6" side sewer.
12. Meet with property owners to review side sewer connections.
13. Provide coordination with electrical subconsultant.
14. Coordinate with Survey for easement requirements.
15. Prepare aesthetic screening design for generator and pump station elements with elevations.
16. Prepare 60% plans for TESC.
17. Provide QA/QC of the 60% PS&E documents.

**Deliverables:**

- 60% Plans for the 200 LF of 6" gravity sewer conveyance as well as the rerouted side sewer and connections.
- 60% Specification run lists.
- Preliminary Electrical Plans
- 60% TESC Plans
- 60% Demolition and Restoration Plans
- 60% Plans for the force main sewer.
- Updated Engineer's Estimate of Probable Cost to Construct
- Screening plan for generator

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|----------------------------------------------------------|
| <b>TASK 530 WING POINT PUMP STATION 90% DESIGN PLANS</b> |
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**Assumptions:**

- The design of a new pump station, gravity sewer, force main, direction bore and new electrical requires more items and effort than the original rehabilitation project required for the 60% design. Additional work effort will be required to Update the Design Documentation files; Prepare the final Engineering Report; Quantity takeoffs; Engineer's Estimate of Probable Cost to Construct; and Quality Control checks.
- The City has reviewed the 60% submittal and provided comments which will be incorporated into the 90% PS&E.
- Property owner signatures for the land use application will be obtained by City.

**Tasks:**

1. Prepare 90% Pump Station improvement plans. Incorporate City's 60% review comments.
2. Finalize required telemetry.
3. Coordinate final design with the electrical subconsultant.
4. Prepare 90% Engineer's Estimate of Probable Cost to Construct.
5. Prepare 90% Project Specifications (special provisions for non-standard construction items).
6. Prepare 90% PS&E of Force main from the proposed wet well to the existing to be abandoned Wing Point pump station.

7. Prepare 90% PS&E of the gravity sewer. Include specifications provided by Geotech Subconsultant.
8. Prepare 90% plans for the demolition and abandonment of existing Wing Point pump station, gravity lines, force mains and power lines. Surface restoration.
9. Prepare the improvement plans for 6 lots to connect to the new pump station.
10. Prepare surface restoration drawings on private property and street right of way.
11. Prepare access plans for residences around the new pump station (see Task 800)
12. Provide City with driveway access exhibits the City will use to present to residents for final design.
13. Provide QA/QC of deliverables.

**Deliverables:**

- 90% Wing Point pump station Plans
- 90% Plans and Profile for the gravity sewer.
- 90% Plan and Profile for the force main
- 90% Plans for Sanitary sewer to serve 6 lots to the proposed sewer lift station.
- 90% Electrical Plans
- 90% TESC Plans
- 90% demolition and restoration plans.
- 90% Specifications
- 90% Engineer's Estimate of Probable Cost to Construct
- Access exhibits

|                                                                          |
|--------------------------------------------------------------------------|
| <b>TASK 540 WING POINT PUMP STATION FINAL DESIGN (100% DESIGN PLANS)</b> |
|--------------------------------------------------------------------------|

**Assumptions:**

- The design of a new pump station, gravity sewer, force main, direction bore and new electrical requires more items and effort for final design than the original rehabilitation project. Additional work effort will be required to Update the Design Documentation files; Prepare the final Engineering Report; Quantity takeoffs; Engineer's Estimate of Probable Cost to Construct; and Quality Control checks.
- The City has reviewed and provided comments on the 90% submittal. Comments received from the City will be incorporated into the final submittal.
- The design of a new pump station, gravity sewer, force main, direction bore and new electrical requires more items and effort than the original rehabilitation project. Additional work effort will be required to Update the Design Documentation files; Prepare the final Engineering Report; Quantity takeoffs; Engineer's Estimate of Probable Cost to Construction; and Quality Control checks.

**Tasks:**

1. Advance design per 90% review comments. Prepare 100% Plans.
2. Prepare 100% Specifications.
3. Update the Quantity Takeoff Notebook
4. Prepare Final Engineer's Estimate of Probable Cost to Construct.
5. Update the Design Documentation File.
6. Submit to City for final approval.
7. Prepare Design Closeout Documentation and file maintenance.
8. Provide QA/QC of the final PS&E documents.

**Deliverables:**

- Final PS&E for the Wing Point Pump Station, Force main, gravity line and side sewers (one paper 11" x 17" copy, one PDF electronic copy)

#### **TASK 800 WING POINT PUMP STATION PUBLIC ACCESS**

Once the design of the Wing Point Pump Station has been completed, there will be a need to coordinate with the First Responders regarding public access through the work zone and prepare plans for ingress/egress through the construction site for homeowners and emergency access.

##### **Assumptions:**

- The City will meet with the property owners to discuss access and potential Temporary Construction Easements.
- Skillings will prepare Exhibits.
- There will be one Open House to present to the property owners.
- Redesign will not be required as a result of the Open House input.
- If Temporary Construction Easements are required, a supplement will be required, based on the number of easements and the information available for each parcel.

##### **Tasks:**

1. Meet with the City to discuss options. Coordinate meeting with First Responders
2. Prepare exhibits showing potential options for access.
3. Meet with impacted property owners for construction easement impacts.
4. Prepare for and attend an Open House.
5. Attend follow up meeting with City to determine direction.

##### **Deliverables:**

- Exhibits for Open House
- Meeting minutes.

#### **TASK 900 WING POINT PUBLIC COMMENT/DESIGN INVESTIGATIONS/REQUESTS FROM CITY**

##### **Description:**

Skillings based the onsite sewer designs from an initial meeting with the property owners to find a location suitable for minimal impact and to minimize aesthetic impacts. This task covers the potential requests of property owners that wish to have their onsite sewer improvements relocated after Skillings initial homeowner approval onsite.

##### **Assumptions:**

- Four (4) properties or less may request design investigations or revisions from the previously agreed upon Wing Point alternative with the City. Request beyond four properties will require a supplement to this scope of work.
- It is assumed that the City will present the 30% design to property owners for comment.
- Requests under this task will be evaluated at the 30% design. Requests beyond the 60% PS&E task requiring design changes will require a supplement to this scope of work.
- Skillings will prepare one schematic exhibit per request for City coordination and approval.
- Skillings will provide one on-site property owner coordination.



- Skillings will only incorporate changes once approved by the City.

**Tasks:** Prepare one exhibit per property that initiates a request.

1. Design coordination with the City
2. Update 30% plans with design changes.

**Deliverables:**

1. Property Exhibit(s) meeting minutes

#### **END SCOPE OF WORK**

Prepared by: John Hnatishin      April 24, 2023.

Reviewed by: Thomas E. Skillings, PE      April 24, 2023.

**EXHIBIT B-1**  
**CONSULTANT COST COMPUTATION – MAN-HOURS**

| 19217<br>CITY OF BAINBRIDGE ISLAND<br>2023 WING POINT LIFT STATION REPLACEMENT |                                                                                                                                                                                                                                               | PRINCIPAL-IN-CHARGE | PROJECT MANAGER | PROJECT ENGINEER | ENGINEER | PROJECT SCIENTIST | STAFF SCIENTIST | TECHNICIAN | SURVEY MANAGER | PROJECT SURVEYOR | 2 MAN SURVEY CREW | SURVEY DRAFTER | PROJECT ADMINISTRATOR |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------|------------------|----------|-------------------|-----------------|------------|----------------|------------------|-------------------|----------------|-----------------------|
| TASK #                                                                         | TASK DESCRIPTION                                                                                                                                                                                                                              |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 100                                                                            | PROJECT MANAGEMENT                                                                                                                                                                                                                            |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 1                                                                              | Update the master list of deliverables.                                                                                                                                                                                                       |                     |                 | 2                |          |                   |                 |            |                |                  |                   |                |                       |
| 2                                                                              | Provide monthly invoicing, progress reports, and earned value to Client                                                                                                                                                                       | 12                  |                 |                  |          |                   |                 |            |                |                  |                   |                | 36                    |
| 3                                                                              | Update Project Schedule in Excel format to include the new Wing Point Lift Station and the relocated Lovell Lift Station relocation.                                                                                                          | 9                   | 40              |                  | 40       |                   |                 |            |                |                  |                   |                |                       |
| 4                                                                              | Schedule, coordinate, and attend bi-weekly meetings with City via Microsoft Teams.                                                                                                                                                            |                     | 12              |                  | 12       |                   |                 |            |                |                  |                   |                |                       |
| 5                                                                              | Attend one project open house/public outreach meeting. Prepare project posts and informational handouts.                                                                                                                                      |                     | 9               | 9                |          |                   |                 | 18         |                |                  |                   |                |                       |
| 6                                                                              | Meet with City to review the project's scope and estimated cost to construct. The City will provide direction on packaging of the Wing Pt pump station as a single project, Lovell pump station project, will be submitted under Eagle Harbor | 2                   | 4               | 4                |          |                   |                 |            |                |                  |                   |                |                       |
| 7                                                                              | Update Engineer's Estimate of Probable Cost to Construct the four pump stations and onsite grinder pump stations to facilitate the design-making process.                                                                                     | 2                   | 4               | 12               |          |                   |                 |            |                |                  |                   |                |                       |
| 8                                                                              | Draft Owner Agent Agreement letters for submission to the City                                                                                                                                                                                |                     |                 | 8                |          |                   |                 |            |                |                  |                   |                |                       |

| 19217<br>CITY OF BAINBRIDGE ISLAND<br>2023 WING POINT LIFT STATION REPLACEMENT |                                                                                                                             | PRINCIPAL-IN-CHARGE | PROJECT MANAGER | PROJECT ENGINEER | ENGINEER | PROJECT SCIENTIST | STAFF SCIENTIST | TECHNICIAN | SURVEY MANAGER | PROJECT SURVEYOR | 2 MAN SURVEY CREW | SURVEY DRAFTER | PROJECT ADMINISTRATOR |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------|------------------|----------|-------------------|-----------------|------------|----------------|------------------|-------------------|----------------|-----------------------|
| TASK #                                                                         | TASK DESCRIPTION                                                                                                            |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 120                                                                            | UPDATE ENVIRONMENTAL PERMITTING - WING POINT PUMP REPLACEMENT PROJECT                                                       |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 120.1                                                                          | Estuarine Wetland Characterization Report                                                                                   |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 1                                                                              | Conduct site visit.                                                                                                         |                     |                 |                  |          | 6                 | 6               |            |                |                  |                   |                |                       |
| 2                                                                              | Prepare site map.                                                                                                           |                     |                 |                  |          |                   | 4               |            |                |                  |                   |                |                       |
| 3                                                                              | Prepare wetland rating.                                                                                                     |                     |                 |                  |          |                   | 4               |            |                |                  |                   |                |                       |
| 4                                                                              | Prepare supplemental technical memorandum.                                                                                  | 2                   | 2               |                  |          | 4                 | 5               |            |                |                  |                   |                | 2                     |
| 5                                                                              | QA/QC deliverables                                                                                                          | 2                   | 2               |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 120.2                                                                          | State Environmental Protection Act (SEPA) Checklist                                                                         |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 1                                                                              | Update the SEPA Checklist for the Wing Point pump station project based on the selected alternative for review by the City. |                     |                 |                  |          | 20                |                 |            |                |                  |                   |                |                       |
| 2                                                                              | Provide QA/QC for deliverables.                                                                                             | 2                   | 2               |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 3                                                                              | Make changes per comments from City.                                                                                        |                     |                 |                  |          | 6                 |                 |            |                |                  |                   |                |                       |
| 4                                                                              | Submitted completed SEPA Checklist with attachments to the City for submittal.                                              |                     |                 |                  |          | 2                 |                 |            |                |                  |                   |                |                       |
| 120.3                                                                          | Shoreline Management Plan (SMP) Shoreline Substantial Development Permit or Exemption                                       |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 1                                                                              | Conduct a site visit to evaluate the new proposed location.                                                                 |                     |                 |                  |          | 9                 |                 |            |                |                  |                   |                |                       |
| 2                                                                              | Update the Shoreline Master Program Application for the Wing Point project.                                                 |                     |                 |                  |          | 9                 |                 |            |                |                  |                   |                |                       |
| 3                                                                              | Submit the revised Shoreline Master Program Application Package to the city for review and comments.                        |                     |                 |                  |          | 5                 |                 |            |                |                  |                   |                |                       |

| 19217<br>CITY OF BAINBRIDGE ISLAND<br>2023 WING POINT LIFT STATION REPLACEMENT |                                                                                                                                                                         | PRINCIPAL-IN-CHARGE | PROJECT MANAGER | PROJECT ENGINEER | ENGINEER | PROJECT SCIENTIST | STAFF SCIENTIST | TECHNICIAN | SURVEY MANAGER | PROJECT SURVEYOR | 2 MAN SURVEY CREW | SURVEY DRAFTER | PROJECT ADMINISTRATOR |
|--------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------|------------------|----------|-------------------|-----------------|------------|----------------|------------------|-------------------|----------------|-----------------------|
| TASK #                                                                         | TASK DESCRIPTION                                                                                                                                                        |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 4                                                                              | Update the JARPA for the Wing Point pump station project.                                                                                                               |                     |                 |                  |          | 9                 |                 |            |                |                  |                   |                |                       |
| 5                                                                              | Update the Project Plan Exhibits.                                                                                                                                       |                     |                 |                  |          | 9                 |                 |            |                |                  |                   |                |                       |
| 6                                                                              | Revised the previously completed Biological Evaluation (BE) in order to satisfy the Endangered Species Act (ESA) requirements.                                          |                     |                 |                  |          | 9                 |                 |            |                |                  |                   |                | 2                     |
| 7                                                                              | Provide QA/QC review of deliverables                                                                                                                                    | 2                   | 2               |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 330                                                                            | LOVELL LIFT STATION DESIGN (90%) DESIGN PLANS                                                                                                                           |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 1                                                                              | Revise the pump station location 2-feet higher, per City's direction. Submit preliminary plans to City for approval. Upon City approval, finalize the relocation design |                     |                 | 4                | 8        |                   |                 | 16         |                |                  |                   |                |                       |
| 2                                                                              | Review and update system head and pump requirements; update design documentation notebook                                                                               | 2                   |                 | 8                | 4        |                   |                 |            |                |                  |                   |                |                       |
| 3                                                                              | Update Quantity Take-off Notebook                                                                                                                                       |                     |                 |                  | 4        |                   |                 |            |                |                  |                   |                |                       |
| 4                                                                              | Finalize the required telemetry.                                                                                                                                        |                     |                 | 2                | 4        |                   |                 |            |                |                  |                   |                |                       |
| 5                                                                              | Coordinate relocation design with the electrical Subconsultant.                                                                                                         |                     |                 | 2                | 4        |                   |                 |            |                |                  |                   |                |                       |
| 6                                                                              | Prepare 90% PS&E of relocated lift station.                                                                                                                             | 2                   |                 | 2                | 12       |                   |                 | 24         |                |                  |                   |                |                       |
| 7                                                                              | Update and revise onsite sewer design for 243 Lovell.                                                                                                                   |                     |                 |                  | 4        |                   |                 | 4          |                |                  |                   |                |                       |
| 8                                                                              | Update 90% Plan and Profile for Force main and gravity line from the proposed wet well to the existing force main.                                                      |                     |                 | 2                | 4        |                   |                 |            |                |                  |                   |                |                       |
| 9                                                                              | Update the 90% PS&E of the lift station.                                                                                                                                |                     |                 |                  | 8        |                   |                 | 12         |                |                  |                   |                |                       |

| 19217<br>CITY OF BAINBRIDGE ISLAND<br>2023 WING POINT LIFT STATION REPLACEMENT |                                                                                                                                                    | PRINCIPAL-IN-CHARGE | PROJECT MANAGER | PROJECT ENGINEER | ENGINEER | PROJECT SCIENTIST | STAFF SCIENTIST | TECHNICIAN | SURVEY MANAGER | PROJECT SURVEYOR | 2 MAN SURVEY CREW | SURVEY DRAFTER | PROJECT ADMINISTRATOR |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------|------------------|----------|-------------------|-----------------|------------|----------------|------------------|-------------------|----------------|-----------------------|
| TASK #                                                                         | TASK DESCRIPTION                                                                                                                                   |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 10                                                                             | Update the 90% plans for the demolition and abandonment of existing Lovell Lift Station, gravity lines, force mains and power lines                | 2                   |                 |                  | 4        |                   |                 | 8          |                |                  |                   |                |                       |
| 11                                                                             | Update the improvement plans for 426 and 427 Lovell to connect to the new pump station.                                                            | 1                   |                 | 1                | 4        |                   |                 | 8          |                |                  |                   |                |                       |
| 12                                                                             | Update surface restoration drawings on private property and street right of way.                                                                   |                     |                 |                  | 8        |                   |                 | 12         |                |                  |                   |                |                       |
| 13                                                                             | Review specifications for consistency to the new configuration.                                                                                    | 2                   |                 | 4                | 4        |                   |                 |            |                |                  |                   |                |                       |
| 14                                                                             | Provide QA/QC of the 90% PS&E documents.                                                                                                           | 6                   | 16              | 2                | 4        |                   |                 | 4          |                |                  |                   |                |                       |
| 500                                                                            | WING POINT SURVEY                                                                                                                                  |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 1                                                                              | Review title reports for a boundary determination.                                                                                                 |                     |                 |                  |          |                   |                 |            | 2              | 10               |                   |                |                       |
| 2                                                                              | Research existing survey control and record maps.                                                                                                  |                     |                 |                  |          |                   |                 |            | 1              | 5                |                   |                |                       |
| 3                                                                              | Perform a field survey to locate and establish survey control points. Topographic survey shown on Figure 2.                                        |                     |                 |                  |          |                   |                 |            |                |                  | 10                |                |                       |
| 4                                                                              | Prepare letter to obtain right of entry. Letters to be sent by City, on City letterhead. Skillings to provide form to be signed by property owner. |                     |                 |                  |          |                   |                 |            | 1              | 5                |                   |                |                       |
| 5                                                                              | Topographic Survey of the area depicted in red on the attached Figure 2, Survey Limits Map.                                                        |                     |                 |                  |          |                   |                 |            |                |                  | 60                |                |                       |
| 6                                                                              | Process field data and develop AutoCAD base map.                                                                                                   |                     |                 |                  |          |                   |                 |            |                | 20               |                   | 20             |                       |
| 7                                                                              | Coordinate with City staff and measure the size, depth, diameter, and elevation of pipe structures within the existing pump station.               |                     |                 |                  |          |                   |                 |            | 1              |                  | 15                |                |                       |

| 19217<br>CITY OF BAINBRIDGE ISLAND<br>2023 WING POINT LIFT STATION REPLACEMENT |                                                                                                                                                                                                                                                                                                          | PRINCIPAL-IN-CHARGE | PROJECT MANAGER | PROJECT ENGINEER | ENGINEER | PROJECT SCIENTIST | STAFF SCIENTIST | TECHNICIAN | SURVEY MANAGER | PROJECT SURVEYOR | 2 MAN SURVEY CREW | SURVEY DRAFTER | PROJECT ADMINISTRATOR |
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| TASK #                                                                         | TASK DESCRIPTION                                                                                                                                                                                                                                                                                         |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 8                                                                              | Prepare temporary construction easement exhibit and legal description for construction of the gravity sewer line, and rerouted side sewers from sewer main to the grinder pump.                                                                                                                          |                     |                 |                  |          |                   |                 |            | 3              | 24               |                   |                |                       |
| 9                                                                              | Prepare final easement exhibits and legal description for final sewer line locations.                                                                                                                                                                                                                    |                     |                 |                  |          |                   |                 |            | 3              | 20               |                   |                |                       |
| 10                                                                             | Provide QA/QC for deliverables.                                                                                                                                                                                                                                                                          |                     |                 |                  |          |                   |                 |            | 1              | 5                |                   |                |                       |
| 510                                                                            | <b>WING POINT PRELIMINARY DESIGN (30% PLANS)</b>                                                                                                                                                                                                                                                         |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 1                                                                              | Utility Coordination: Coordinate with affected utility companies. Locate existing utilities. Pothole of existing utilities.                                                                                                                                                                              | 3                   |                 |                  | 48       |                   |                 | 16         |                |                  | 10                |                |                       |
| 2                                                                              | Provide coordination with utility locate vendor . Vendor will provide the locates of the existing utilities. Skillings will have staff on site during the locates of the existing utilities.                                                                                                             | 3                   |                 |                  | 12       |                   |                 |            |                |                  |                   |                |                       |
| 3                                                                              | Provide field survey of pot-holed information.                                                                                                                                                                                                                                                           |                     |                 |                  |          |                   |                 |            |                |                  | 10                |                |                       |
| 4                                                                              | Create 3D map of existing underground utilities.                                                                                                                                                                                                                                                         |                     |                 |                  | 4        |                   |                 | 16         |                |                  |                   |                |                       |
| 5                                                                              | Provide Subconsultant/Vendor coordination.                                                                                                                                                                                                                                                               |                     |                 | 8                | 8        |                   |                 |            |                |                  |                   |                |                       |
| 6                                                                              | Review Draft and Final Geotechnical Report                                                                                                                                                                                                                                                               |                     |                 | 2                | 4        |                   |                 |            |                |                  |                   |                |                       |
| 7                                                                              | Update Wing Point Design Report                                                                                                                                                                                                                                                                          |                     |                 | 2                | 8        |                   |                 |            |                |                  |                   |                |                       |
| 8                                                                              | Prepare Right of Entry (ROE) request forms and deliver to the City. Once the property owners have the ROEs in hand, coordinate a site visit with the property owners to discuss their needs and extent of ROE. Provide one follow-up meeting to obtain Rights of Entry from each of the property owners. |                     |                 | 2                | 16       |                   |                 |            |                |                  |                   |                |                       |

| 19217<br>CITY OF BAINBRIDGE ISLAND<br>2023 WING POINT LIFT STATION REPLACEMENT |                                                                                                                                                                                                                                                                                        | PRINCIPAL-IN-CHARGE | PROJECT MANAGER | PROJECT ENGINEER | ENGINEER | PROJECT SCIENTIST | STAFF SCIENTIST | TECHNICIAN | SURVEY MANAGER | PROJECT SURVEYOR | 2 MAN SURVEY CREW | SURVEY DRAFTER | PROJECT ADMINISTRATOR |
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| TASK #                                                                         | TASK DESCRIPTION                                                                                                                                                                                                                                                                       |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 9                                                                              | Review existing documents provided by others.                                                                                                                                                                                                                                          |                     |                 | 2                | 4        |                   |                 |            |                |                  |                   |                |                       |
| 10                                                                             | Conduct a plan-in-hand site review to inspect the proposed pump station location and prepare a pre-design report which documents the existing condition and recommends specific improvements.                                                                                          | 6                   |                 | 10               | 10       |                   |                 |            |                |                  |                   |                |                       |
| 11                                                                             | Prepare the 30% design plans for approximately 150 LF of trenchless gravity sanitary sewer pipe. Verify required pipe diameter in the engineering report. Research with utility contractors, potential ways, means and methods to install the gravity line with trenchless technology. | 2                   |                 | 4                | 8        |                   |                 | 16         |                |                  |                   |                |                       |
| 12                                                                             | Prepare plan and profile sheets for new gravity line and new force main.                                                                                                                                                                                                               |                     |                 | 4                | 8        |                   |                 | 16         |                |                  |                   |                |                       |
| 13                                                                             | Prepare plan and section sheets for new pump station force main.                                                                                                                                                                                                                       |                     |                 |                  | 8        |                   |                 | 16         |                |                  |                   |                |                       |
| 14                                                                             | Include corrosion control in the design of the wet well. Evaluate the potential for hydrogen sulfide in the wet well.                                                                                                                                                                  |                     |                 | 2                | 4        |                   |                 |            |                |                  |                   |                |                       |
| 15                                                                             | Prepare site plan for proposed lift station to include access for maintenance vehicles, check turning radius, and parking requirements. Provide low maintenance landscaping. Provide appropriate security against vandalism and prevent access by public.                              |                     |                 | 4                | 4        |                   |                 | 16         |                |                  |                   |                |                       |

| 19217<br>CITY OF BAINBRIDGE ISLAND<br>2023 WING POINT LIFT STATION REPLACEMENT |                                                                                                                                                                                                                                                                                                                                                                                     | PRINCIPAL-IN-CHARGE | PROJECT MANAGER | PROJECT ENGINEER | ENGINEER | PROJECT SCIENTIST | STAFF SCIENTIST | TECHNICIAN | SURVEY MANAGER | PROJECT SURVEYOR | 2 MAN SURVEY CREW | SURVEY DRAFTER | PROJECT ADMINISTRATOR |
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| TASK #                                                                         | TASK DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                    |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 16                                                                             | Prepare plans to reroute each affected Sanitary Side Sewer on each lot to the proposed gravity sewer. Include the lot improvement plans in the Wing Point PS&E. Show work items to be constructed by the Contractor to reroute the side sewers.                                                                                                                                     |                     |                 | 8                | 8        |                   |                 | 16         |                |                  |                   |                |                       |
| 17                                                                             | Set up and maintain the Design Documentation Files (Internal deliverable, to be updated throughout the design process).                                                                                                                                                                                                                                                             |                     |                 | 2                | 4        |                   |                 | 8          |                |                  |                   |                |                       |
| 18                                                                             | Prepare preliminary Predesign Report documenting sewer flows to the lift station, wet well design, pump sizing, valves, pump station site plan. Evaluate existing force main size and flow velocities. Utilize topographic survey provided by others to confirm the total dynamic head elevation. Review high alarm records of existing Wing Point lift station obtained from City. | 2                   |                 | 4                | 12       |                   |                 |            |                |                  |                   |                |                       |
| 19                                                                             | Select pumps based on TDH requirements and configurations                                                                                                                                                                                                                                                                                                                           | 2                   |                 | 2                | 8        |                   |                 |            |                |                  |                   |                |                       |
| 20                                                                             | Prepare the 30% Pump Station Plans.                                                                                                                                                                                                                                                                                                                                                 | 2                   |                 | 4                | 8        |                   |                 | 40         |                |                  |                   |                |                       |
| 21                                                                             | Site visit with Electrical Engineer to evaluate the existing electrical configuration for the new Wing Point Pump Station.                                                                                                                                                                                                                                                          |                     |                 |                  | 8        |                   |                 |            |                |                  |                   |                |                       |
| 22                                                                             | Meet with homeowners to determine location of existing sewer connection and rerouting of new sewer connections.                                                                                                                                                                                                                                                                     |                     |                 |                  | 8        |                   |                 | 8          |                |                  |                   |                |                       |



| 19217<br>CITY OF BAINBRIDGE ISLAND<br>2023 WING POINT LIFT STATION REPLACEMENT |                                                                                                                                                                                                                                                         | PRINCIPAL-IN-CHARGE | PROJECT MANAGER | PROJECT ENGINEER | ENGINEER | PROJECT SCIENTIST | STAFF SCIENTIST | TECHNICIAN | SURVEY MANAGER | PROJECT SURVEYOR | 2 MAN SURVEY CREW | SURVEY DRAFTER | PROJECT ADMINISTRATOR |
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| TASK #                                                                         | TASK DESCRIPTION                                                                                                                                                                                                                                        |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 23                                                                             | The design of a new pump station, gravity sewer, force main, direction bore and new electrical requires more items and effort than the original rehabilitation project. Prepare Quantity Take-off Notebook.                                             |                     |                 | 2                | 4        |                   |                 |            |                |                  |                   |                |                       |
| 24                                                                             | The design of a new pump station, gravity sewer, force main, direction bore and new electrical requires more items and effort than the original rehabilitation project. Prepare 30% Engineer's Estimate of Probable Cost to Construct.                  |                     |                 | 2                | 8        |                   |                 |            |                |                  |                   |                |                       |
| 25                                                                             | The design of a new pump station, gravity sewer, force main, direction bore and new electrical requires more items and effort than the original rehabilitation project. Prepare project Specifications run list.                                        | 2                   |                 | 8                | 8        |                   |                 |            |                |                  |                   |                |                       |
| 26                                                                             | Prepare 30% PS&E to abandon the existing gravity sewer main in place, and the removal of the existing Wing Point pump station force mains, abandoned gravity lines and power lines. This drawing will be used in the environmental permit applications. |                     |                 |                  | 4        |                   |                 |            |                |                  |                   |                |                       |
| 27                                                                             | Prepare TESC plans for the removal of existing pump station and the construction of the new Wing Point pump station.                                                                                                                                    | 1                   |                 |                  | 4        |                   |                 | 8          |                |                  |                   |                |                       |
| 28                                                                             | Prepare preliminary restoration plans.                                                                                                                                                                                                                  |                     |                 |                  | 8        |                   |                 | 16         |                |                  |                   |                |                       |

| 19217<br>CITY OF BAINBRIDGE ISLAND<br>2023 WING POINT LIFT STATION REPLACEMENT |                                                                                                                                                                                                                                                                                                  | PRINCIPAL-IN-CHARGE | PROJECT MANAGER | PROJECT ENGINEER | ENGINEER | PROJECT SCIENTIST | STAFF SCIENTIST | TECHNICIAN | SURVEY MANAGER | PROJECT SURVEYOR | 2 MAN SURVEY CREW | SURVEY DRAFTER | PROJECT ADMINISTRATOR |
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| TASK #                                                                         | TASK DESCRIPTION                                                                                                                                                                                                                                                                                 |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 29                                                                             | Meet with the City and first responders to evaluate access to properties that may be impacted by restricted access during the construction of the pump station. Prepare preliminary sketches of potential alternatives. Access during construction may require Temporary Construction Easements. |                     |                 | 10               | 10       |                   |                 |            |                |                  |                   |                |                       |
| 30                                                                             | Provide QA/QC of the 30% PS&E documents.                                                                                                                                                                                                                                                         | 16                  |                 | 8                | 8        |                   |                 | 16         |                |                  |                   |                |                       |
| 520                                                                            | <b>WING POINT PUMP STATION (60% DESIGN PLANS)</b>                                                                                                                                                                                                                                                |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 1                                                                              | Update the Design Documentation File.                                                                                                                                                                                                                                                            |                     |                 | 2                | 2        |                   |                 |            |                |                  |                   |                |                       |
| 2                                                                              | Prepare final Engineer Design Report.                                                                                                                                                                                                                                                            |                     |                 | 4                | 8        |                   |                 |            |                |                  |                   |                |                       |
| 3                                                                              | Prepare Pump Station Improvement Plans. Incorporate City's 30% review comments.                                                                                                                                                                                                                  |                     |                 |                  |          |                   |                 | 16         |                |                  |                   |                |                       |
| 4                                                                              | Prepare 60% Plan and Profile design for gravity and force main alignments.                                                                                                                                                                                                                       | 2                   |                 |                  | 8        |                   |                 | 24         |                |                  |                   |                |                       |
| 5                                                                              | Update Quantity Take-off Notebook.                                                                                                                                                                                                                                                               |                     |                 |                  | 2        |                   |                 |            |                |                  |                   |                |                       |
| 6                                                                              | Prepare 60% Engineer's Estimate of Probable Cost to Construct.                                                                                                                                                                                                                                   |                     |                 | 2                | 12       |                   |                 |            |                |                  |                   |                |                       |
| 7                                                                              | Prepare 60% Project Specifications.                                                                                                                                                                                                                                                              | 2                   |                 | 16               |          |                   |                 |            |                |                  |                   |                |                       |
| 8                                                                              | Prepare 60% Design PS&E of the gravity sewer conveyance.                                                                                                                                                                                                                                         | 2                   |                 | 2                | 8        |                   |                 | 40         |                |                  |                   |                |                       |
| 9                                                                              | Prepare 60% PS&E of force main from proposed wet well to existing force main near the existing Wing Point Lift Station Dry Well.                                                                                                                                                                 | 2                   |                 | 2                | 8        |                   |                 | 40         |                |                  |                   |                |                       |
| 10                                                                             | Prepare surface restoration drawings on private property and street right of way.                                                                                                                                                                                                                |                     |                 |                  |          |                   |                 | 8          |                |                  |                   |                |                       |

| 19217<br>CITY OF BAINBRIDGE ISLAND<br>2023 WING POINT LIFT STATION REPLACEMENT |                                                                                                                                                      | PRINCIPAL-IN-CHARGE | PROJECT MANAGER | PROJECT ENGINEER | ENGINEER | PROJECT SCIENTIST | STAFF SCIENTIST | TECHNICIAN | SURVEY MANAGER | PROJECT SURVEYOR | 2 MAN SURVEY CREW | SURVEY DRAFTER | PROJECT ADMINISTRATOR |
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| TASK #                                                                         | TASK DESCRIPTION                                                                                                                                     |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 11                                                                             | Prepare 60% PS&E for each of the 3 lots to show the rerouting of the existing 6" side sewer.                                                         |                     |                 |                  | 3        |                   |                 | 8          |                |                  |                   |                |                       |
| 12                                                                             | Meet with property owners to review side sewer connections.                                                                                          |                     |                 | 12               | 12       |                   |                 |            |                |                  |                   |                |                       |
| 13                                                                             | Provide coordination with electrical subconsultant.                                                                                                  |                     |                 | 2                | 4        |                   |                 |            |                |                  |                   |                |                       |
| 14                                                                             | Provide coordination with Survey for easement requirements.                                                                                          |                     |                 | 2                | 2        |                   |                 |            |                |                  |                   |                |                       |
| 15                                                                             | Prepare aesthetic screening design for generator and pump station elements with elevations and 3-D sketch/rendering/simulation and 2-D poster board. |                     |                 |                  | 4        |                   |                 | 16         |                |                  |                   |                |                       |
| 16                                                                             | Prepare 60% plans for TESC.                                                                                                                          |                     |                 |                  | 8        |                   |                 | 16         |                |                  |                   |                |                       |
| 17                                                                             | Provide QA/QC of the 60% PS&E documents.                                                                                                             | 6                   | 16              | 4                | 12       |                   |                 | 12         |                |                  |                   |                |                       |
| 530                                                                            | <b>WING POINT (90% DESIGN PLANS)</b>                                                                                                                 |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 1                                                                              | Prepare 90% Pump Station improvement plans. Incorporate City's review comments.                                                                      |                     |                 |                  | 8        |                   |                 | 8          |                |                  |                   |                |                       |
| 2                                                                              | Finalize required telemetry.                                                                                                                         |                     |                 |                  | 4        |                   |                 | 4          |                |                  |                   |                |                       |
| 3                                                                              | Coordinate final design the electrical Subconsultant.                                                                                                |                     |                 | 2                | 2        |                   |                 |            |                |                  |                   |                |                       |
| 4                                                                              | Prepare 90% Engineer's Estimate of Probable Cost to Construct.                                                                                       |                     |                 |                  | 4        |                   |                 |            |                |                  |                   |                |                       |
| 5                                                                              | Prepare 90% Project Specifications (special provisions for non-standard construction items).                                                         | 2                   |                 |                  | 8        |                   |                 |            |                |                  |                   |                |                       |
| 6                                                                              | Prepare 90% PS&E of Force main from the proposed wet well to the existing to be abandoned Wing Point pump station.                                   | 2                   |                 |                  | 8        |                   |                 |            |                |                  |                   |                |                       |

| 19217<br>CITY OF BAINBRIDGE ISLAND<br>2023 WING POINT LIFT STATION REPLACEMENT |                                                                                                                                                             | PRINCIPAL-IN-CHARGE | PROJECT MANAGER | PROJECT ENGINEER | ENGINEER | PROJECT SCIENTIST | STAFF SCIENTIST | TECHNICIAN | SURVEY MANAGER | PROJECT SURVEYOR | 2 MAN SURVEY CREW | SURVEY DRAFTER | PROJECT ADMINISTRATOR |
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| TASK #                                                                         | TASK DESCRIPTION                                                                                                                                            |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 7                                                                              | Prepare 90% PS&E of the gravity sewer. Include specifications provided by Geotech Subconsultant.                                                            | 2                   |                 |                  | 4        |                   |                 | 16         |                |                  |                   |                |                       |
| 8                                                                              | Prepare 90% plans for the demolition and abandonment of existing Wing Point Pump Station, gravity lines, force mains, and power lines. Surface restoration. | 2                   |                 |                  | 4        |                   |                 | 16         |                |                  |                   |                |                       |
| 9                                                                              | Prepare the improvement and connection plans for 6 lots to connect to the new pump station.                                                                 |                     |                 |                  | 4        |                   |                 | 8          |                |                  |                   |                |                       |
| 10                                                                             | Prepare surface restoration drawings on private property and street right of way.                                                                           |                     |                 |                  | 4        |                   |                 | 8          |                |                  |                   |                |                       |
| 11                                                                             | Prepare access plans for residences around new PS                                                                                                           | 2                   |                 |                  | 8        |                   |                 | 16         |                |                  |                   |                |                       |
| 12                                                                             | Prepare access exhibits for City's use in presentations                                                                                                     |                     |                 |                  | 2        |                   |                 | 8          |                |                  |                   |                |                       |
| 13                                                                             | Provide QA/QC of deliverables.                                                                                                                              | 6                   | 24              | 2                | 4        |                   |                 | 4          |                |                  |                   |                |                       |
| 540                                                                            | <b>WING POINT PUMP STATION FINAL DESIGN (100% DESIGN PLANS)</b>                                                                                             |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 1                                                                              | Advance design per 90% review comments. Prepare 100% Plans.                                                                                                 |                     |                 | 2                | 8        |                   |                 | 40         |                |                  |                   |                |                       |
| 2                                                                              | Prepare 100% Specifications.                                                                                                                                |                     |                 |                  | 8        |                   |                 |            |                |                  |                   |                |                       |
| 3                                                                              | Update the Quantity Takeoff Notebook.                                                                                                                       |                     |                 |                  | 4        |                   |                 |            |                |                  |                   |                |                       |
| 4                                                                              | Prepare Final Engineer's Estimate of Probable Cost to Construct.                                                                                            |                     |                 |                  | 4        |                   |                 |            |                |                  |                   |                |                       |
| 5                                                                              | Update the Design Documentation file.                                                                                                                       |                     |                 |                  | 2        |                   |                 | 4          |                |                  |                   |                |                       |
| 6                                                                              | Submit to City for final approval.                                                                                                                          |                     |                 |                  | 2        |                   |                 | 2          |                |                  |                   |                |                       |
| 7                                                                              | Prepare Design Closeout Documentation and file maintenance.                                                                                                 |                     |                 |                  | 2        |                   |                 | 2          |                |                  |                   |                |                       |
| 8                                                                              | Provide QA/QC of deliverables.                                                                                                                              | 6                   |                 | 2                | 4        |                   |                 | 4          |                |                  |                   |                |                       |

| 19217<br>CITY OF BAINBRIDGE ISLAND<br>2023 WING POINT LIFT STATION REPLACEMENT |                                                                                                               | PRINCIPAL-IN-CHARGE | PROJECT MANAGER | PROJECT ENGINEER | ENGINEER | PROJECT SCIENTIST | STAFF SCIENTIST | TECHNICIAN | SURVEY MANAGER | PROJECT SURVEYOR | 2 MAN SURVEY CREW | SURVEY DRAFTER | PROJECT ADMINISTRATOR |
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| TASK #                                                                         | TASK DESCRIPTION                                                                                              |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 800                                                                            | WING POINT PUMP STATION PUBLIC ACCESS                                                                         |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 1                                                                              | Meet with the City to discuss options. Coordinate meeting with First Responders.                              | 2                   |                 | 2                | 2        |                   |                 |            |                |                  |                   |                |                       |
| 2                                                                              | Prepare exhibits showing potential options for access.                                                        |                     |                 |                  | 2        |                   |                 | 8          |                |                  |                   |                |                       |
| 3                                                                              | Meet with impacted property owners for construction easement impacts.                                         |                     |                 | 10               |          |                   |                 |            |                |                  |                   |                |                       |
| 4                                                                              | Prepare for and attend an Open House.                                                                         | 1                   |                 | 10               |          |                   |                 |            |                |                  |                   |                |                       |
| 5                                                                              | Attend follow-up meeting with City to determine direction.                                                    | 1                   |                 | 1                | 1        |                   |                 |            |                |                  |                   |                |                       |
| 900                                                                            | PUBLIC COMMENT REQUESTS FROM CITY                                                                             |                     |                 |                  |          |                   |                 |            |                |                  |                   |                |                       |
| 1                                                                              | Design alternatives requested by the City as a result of public Comment are to be addressed within this Task. | 2                   |                 | 8                | 16       | 4                 | 8               | 24         | 2              |                  |                   |                |                       |
| 2                                                                              | Update the 30% plans with required/requested changes                                                          | 1                   |                 | 4                | 8        |                   |                 | 12         |                |                  |                   |                |                       |
|                                                                                | HOURS PER DISCIPLINE                                                                                          | 130                 | 133             | 243              | 604      | 92                | 27              | 678        | 14             | 89               | 105               | 20             | 40                    |

**EXHIBIT B-2**  
**CONSULTANT COST COMPUTATION – SUMMARY**

| <b>NEGOTIATED HOURLY RATE (NHR):</b>                                                                                                                                                                       |                  |          |             |                      |                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|----------|-------------|----------------------|--------------------------------------------------|
| <u>Classification</u>                                                                                                                                                                                      | <u>Man Hours</u> | <u>X</u> | <u>Rate</u> | <u>=</u>             | <u>Cost</u>                                      |
| PRINCIPAL-IN-CHARGE                                                                                                                                                                                        | 130              | X        | \$275.00    | =                    | \$35,750.00                                      |
| PROJECT MANAGER                                                                                                                                                                                            | 133              | X        | \$254.00    | =                    | \$33,782.00                                      |
| PROJECT ENGINEER                                                                                                                                                                                           | 243              | X        | \$228.00    | =                    | \$55,404.00                                      |
| ENGINEER                                                                                                                                                                                                   | 604              | X        | \$164.00    | =                    | \$99,056.00                                      |
| PROJECT SCIENTIST                                                                                                                                                                                          | 92               | X        | \$103.00    | =                    | \$9,476.00                                       |
| STAFF SCIENTIST                                                                                                                                                                                            | 27               | X        | \$103.00    | =                    | \$2,781.00                                       |
| TECHNICIAN                                                                                                                                                                                                 | 678              | X        | \$145.00    | =                    | \$98,310.00                                      |
| SURVEY MANAGER                                                                                                                                                                                             | 14               | X        | \$202.00    | =                    | \$2,828.00                                       |
| PROJECT SURVEYOR                                                                                                                                                                                           | 89               | X        | \$137.00    | =                    | \$12,193.00                                      |
| 2 MAN SURVEY CREW                                                                                                                                                                                          | 105              | X        | \$164.00    | =                    | \$17,220.00                                      |
| SURVEY DRAFTER                                                                                                                                                                                             | 20               | X        | \$91.00     | =                    | \$1,820.00                                       |
| PROJECT ADMINISTRATOR                                                                                                                                                                                      | 40               | X        | \$155.00    | =                    | \$6,200.00                                       |
| <b>Total Hours =</b>                                                                                                                                                                                       | <b>2175</b>      |          |             |                      | <b>Total NHR =</b> <b>\$374,820.00</b>           |
| <b>REIMBURSABLES:</b>                                                                                                                                                                                      |                  |          |             |                      |                                                  |
| Mileage                                                                                                                                                                                                    | 2,000            | X        | \$0.655     | =                    | \$1,310.00                                       |
| Miscellaneous Expenses                                                                                                                                                                                     | \$2,415.00       | X        | 10%         | =                    | \$2,656.50                                       |
|                                                                                                                                                                                                            |                  |          |             |                      | <b>Total Expenses=</b> <b>\$3,966.50</b>         |
| <b>SUBCONSULTANT COST:</b>                                                                                                                                                                                 |                  |          |             |                      |                                                  |
| PanGeo (Geotechnical)                                                                                                                                                                                      | \$13,742.00      | X        | 15%         | =                    | \$15,803.30                                      |
| Hultz BHU (Electrical Engineering)                                                                                                                                                                         | \$14,000.00      | X        | 10%         | =                    | \$15,400.00                                      |
| APS (Potholing)                                                                                                                                                                                            | \$9,050.00       | X        | 10%         | =                    | \$9,955.00                                       |
|                                                                                                                                                                                                            |                  |          |             |                      | <b>Total Subconsultants =</b> <b>\$41,158.30</b> |
| <b>SUB-TOTAL (NHR + REIMBURSABLES + SUBCONSULTANTS):</b>                                                                                                                                                   |                  |          |             |                      |                                                  |
|                                                                                                                                                                                                            |                  |          |             |                      | <b>Sub Total =</b> <b>\$419,944.80</b>           |
| <b>MANAGEMENT RESERVE FUND:</b>                                                                                                                                                                            |                  |          |             |                      |                                                  |
| SUB TOTAL =                                                                                                                                                                                                | \$419,944.80     | X        | 10%         | =                    | <b>MRF =</b> <b>\$41,994.48</b>                  |
| <b>GRAND TOTAL</b>                                                                                                                                                                                         |                  |          |             |                      |                                                  |
|                                                                                                                                                                                                            |                  |          |             | <b>GRAND TOTAL =</b> | <b>\$461,939</b>                                 |
| <div> <div> <b>PREPARED BY:</b> John Hnatishin </div> <div> <b>DATE:</b> 4/24/2023 </div> </div> <div> <div> <b>REVIEWED BY:</b> Thomas E. Skillings, PE </div> <div> <b>DATE:</b> 4/24/2023 </div> </div> |                  |          |             |                      |                                                  |

**City of Bainbridge Island**  
**Sewer CIP (2023 - 2028)**  
**2023 - 2024 Adopted Budget**

| Project | Grant Eligible | Grant Awarded | Grant Funds | Tax Supported | Wtr Component | Swr Component | SSWM Comp | Prior Years | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029-2042 | Total |
|---------|----------------|---------------|-------------|---------------|---------------|---------------|-----------|-------------|------|------|------|------|------|------|-----------|-------|
|---------|----------------|---------------|-------------|---------------|---------------|---------------|-----------|-------------|------|------|------|------|------|------|-----------|-------|

| <b>SEWER PROJECTS - 6-YEAR CIP (1000s)</b>                                      |  |  |  |   |  |   |  |       |     |     |       |   |   |   |   |       |
|---------------------------------------------------------------------------------|--|--|--|---|--|---|--|-------|-----|-----|-------|---|---|---|---|-------|
| Rehabilitate Pumps<br>Sunday Cove                                               |  |  |  |   |  | Y |  | 935   | 92  | -   | -     | - | - | - | - | 1,027 |
| Pump Station & Force Main<br>Wood Ave                                           |  |  |  |   |  | Y |  | 791   | -   | -   | 3,184 | - | - | - | - | 3,975 |
| Rehabilitate Pump Station (Lower Lovell)<br>Lower Lovell                        |  |  |  |   |  | Y |  | 1,113 | -   | 550 | -     | - | - | - | - | 1,663 |
| Bundled Madison Avenue Nonmotorized & Sewer Improvements Project<br>Madison Ave |  |  |  | Y |  | Y |  | 792   | 15  | -   | -     | - | - | - | - | 807   |
| Hawley Irene Grinders<br>Hawley/Irene                                           |  |  |  |   |  | Y |  | 396   | -   | -   | -     | - | - | - | - | 396   |
| Wastewater Treatment Plant (WWTP) Upgrades<br>WWTP                              |  |  |  |   |  | Y |  | 170   | 820 | 610 | -     | - | - | - | - | 1,600 |

|                 |              |            |              |              |          |          |          |          |              |
|-----------------|--------------|------------|--------------|--------------|----------|----------|----------|----------|--------------|
| City Total      | 4,197        | 927        | 1,160        | 3,184        | -        | -        | -        | -        | 9,468        |
| Grant Total     | -            | -          | -            | -            | -        | -        | -        | -        | -            |
| <b>SUBTOTAL</b> | <b>4,197</b> | <b>927</b> | <b>1,160</b> | <b>3,184</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>9,468</b> |

| <b>UNFUNDED SEWER PROJECTS - (1000s)</b>                     |  |  |  |  |  |   |  |       |     |       |       |   |     |     |   |       |
|--------------------------------------------------------------|--|--|--|--|--|---|--|-------|-----|-------|-------|---|-----|-----|---|-------|
| Rehabilitate Pump Station (Wing Point)<br>Wing Point         |  |  |  |  |  | Y |  | 134   | -   | 1,318 | -     | - | -   | -   | - | 1,452 |
| Hawley Pump<br>Lower Hawley                                  |  |  |  |  |  | Y |  | 124   | -   | 640   | -     | - | -   | -   | - | 764   |
| North Town Woods Pump<br>NW Winslow                          |  |  |  |  |  | Y |  | 114   | 4   | 527   | -     | - | -   | -   | - | 645   |
| Woodward Pump<br>NW Winslow                                  |  |  |  |  |  | Y |  | 133   | -   | -     | 635   | - | -   | -   | - | 768   |
| Rehabilitate Pump Station (Island Terrace)<br>Island Terrace |  |  |  |  |  | Y |  | -     | 180 | -     | 545   | - | -   | -   | - | 725   |
| Install Gravity Sewers<br>Sunday Cove                        |  |  |  |  |  | Y |  | 1,010 | 4   | 11    | 600   | - | -   | -   | - | 1,625 |
| Extend WWTP Outfall<br>Wing Point                            |  |  |  |  |  | Y |  | -     | 385 | 15    | 1,800 | - | -   | -   | - | 2,200 |
| Ferncliff Ave Conveyance Upgrades<br>Ferncliff Ave           |  |  |  |  |  | Y |  | -     | -   | 250   | 1,000 | - | -   | -   | - | 1,250 |
| Ferry Terminal Pump Station Relocation<br>Winslow            |  |  |  |  |  | Y |  | -     | -   | -     | -     | - | 150 | 700 |   | 850   |

|                 |              |            |              |              |          |            |            |          |               |
|-----------------|--------------|------------|--------------|--------------|----------|------------|------------|----------|---------------|
| City Total      | 1,515        | 572        | 2,762        | 4,580        | -        | 150        | 700        | -        | 10,279        |
| Grant Total     | -            | -          | -            | -            | -        | -          | -          | -        | -             |
| <b>SUBTOTAL</b> | <b>1,515</b> | <b>572</b> | <b>2,762</b> | <b>4,580</b> | <b>-</b> | <b>150</b> | <b>700</b> | <b>-</b> | <b>10,279</b> |

| TOTAL ALL SEWER PROJECTS - (1000s) |       |       |       |       |   |     |     |   |        |
|------------------------------------|-------|-------|-------|-------|---|-----|-----|---|--------|
| City Total                         | 5,712 | 1,500 | 3,921 | 7,764 | - | 150 | 700 | - | 19,747 |
| Grant Total                        | -     | -     | -     | -     | - | -   | -   | - | -      |
| GRAND TOTAL                        | 5,712 | 1,500 | 3,921 | 7,764 | - | 150 | 700 | - | 19,747 |

**Project:** Rehabilitate Pumps

**Number:**

**00989**

**Location:** Sunday Cove

### Project Description



**Description:** Some components of the Sunday Cove pump station will reach the end of their useful life, which is assumed to be approximately 30 years, over the next few years. In addition to replacement of the pumps and motors, this project will include the replacement of the station's emergency generator.

**Benefit:** Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

**Schedule:** YR1: Design and construction.

### Capital Funding (1000's)

|                                 | Prior Yrs. | 2023      | 2024     | 2025     | 2026     | 2027     | 2028     | 2029-2042 | Total        |
|---------------------------------|------------|-----------|----------|----------|----------|----------|----------|-----------|--------------|
| <b>FUNDING SOURCES (1000's)</b> |            |           |          |          |          |          |          |           |              |
| General Fund                    | -          | -         | -        | -        | -        | -        | -        | -         | -            |
| Water Fund                      | -          | -         | -        | -        | -        | -        | -        | -         | -            |
| Sewer Fund                      | 585        | 57        | -        | -        | -        | -        | -        | -         | 642          |
| SSWM Fund                       | -          | -         | -        | -        | -        | -        | -        | -         | -            |
| PWTF Loan                       | 350        | 35        | -        | -        | -        | -        | -        | -         | 385          |
| State Grant                     | -          | -         | -        | -        | -        | -        | -        | -         | -            |
| <b>Sub-total</b>                | <b>935</b> | <b>92</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>  | <b>1,027</b> |

### FUNDING USES (1000's)

|                     |            |           |          |          |          |          |          |          |              |
|---------------------|------------|-----------|----------|----------|----------|----------|----------|----------|--------------|
| Project Management  | 62         | 12        | -        | -        | -        | -        | -        | -        | 74           |
| Design/construction | 873        | 80        | -        | -        | -        | -        | -        | -        | 953          |
| <b>Sub-total</b>    | <b>935</b> | <b>92</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>1,027</b> |

### Estimated Impact on Future Operating Budget (1000's)

|                  | Prior Yrs. | 2023     | 2024      | 2025      | 2026      | 2027      | 2028      | 2029-2042  | Total      |
|------------------|------------|----------|-----------|-----------|-----------|-----------|-----------|------------|------------|
| Operating        | -          | -        | -         | -         | -         | -         | -         | -          | -          |
| Debt Service     | -          | 0        | 22        | 22        | 22        | 22        | 22        | 291        | 402        |
| <b>Sub-total</b> | <b>-</b>   | <b>0</b> | <b>22</b> | <b>22</b> | <b>22</b> | <b>22</b> | <b>22</b> | <b>291</b> | <b>402</b> |



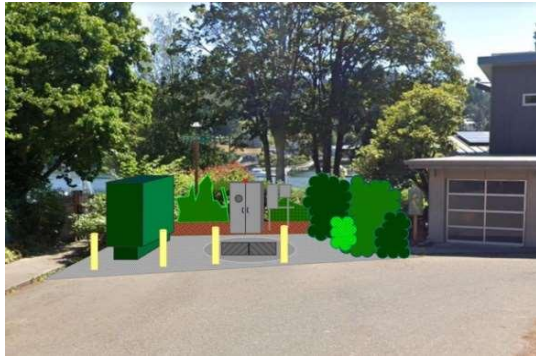
**Project:** Pump Station and Force Main

**Number:**

**00990**

**Location:** Wood Ave

**Project Description**



Description: This project is part of a suite of projects (Lovell Pump Station; Sunday Cove Pump Station; and Sunday Cove Gravity Sewers) that are planned to facilitate the abandonment of the north and south sewer beach main, which is an aging facility that has reached the end of its useful life. Abandonment of the beach mains was determined to be the best replacement approach due to environmental, maintenance and cost-benefit concerns.

Benefit: Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

Schedule: YR1: design/permitting, YR3: construction.

**Capital Funding (1000's)**

|                          | Prior Yrs. | 2023     | 2024     | 2025         | 2026     | 2027     | 2028     | 2029-2042 | Total        |
|--------------------------|------------|----------|----------|--------------|----------|----------|----------|-----------|--------------|
| FUNDING SOURCES (1000's) |            |          |          |              |          |          |          |           |              |
| General Fund             | -          | -        | -        | -            | -        | -        | -        | -         | -            |
| Water Fund               | -          | -        | -        | -            | -        | -        | -        | -         | -            |
| Sewer Fund               | 494        | -        | -        | 1,989        | -        | -        | -        | -         | 2,483        |
| SSWM Fund                | -          | -        | -        | -            | -        | -        | -        | -         | -            |
| PWTF Loan                | 297        | -        | -        | 1,195        | -        | -        | -        | -         | 1,492        |
| State Grant              | -          | -        | -        | -            | -        | -        | -        | -         | -            |
| <b>Sub-total</b>         | <b>791</b> | <b>-</b> | <b>-</b> | <b>3,184</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>  | <b>3,975</b> |

**FUNDING USES (1000's)**

|                     |            |          |          |              |          |          |          |          |              |
|---------------------|------------|----------|----------|--------------|----------|----------|----------|----------|--------------|
| Project Management  | 41         | -        | -        | 54           | -        | -        | -        | -        | 95           |
| Design/construction | 750        | -        | -        | 3,130        | -        | -        | -        | -        | 3,880        |
| <b>Sub-total</b>    | <b>791</b> | <b>-</b> | <b>-</b> | <b>3,184</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>3,975</b> |

**Estimated Impact on Future Operating Budget (1000's)**

|                  | Prior Yrs. | 2023     | 2024      | 2025      | 2026      | 2027      | 2028      | 2029-2042    | Total        |
|------------------|------------|----------|-----------|-----------|-----------|-----------|-----------|--------------|--------------|
| Operating        | -          | -        | -         | -         | -         | -         | -         | -            | -            |
| Debt Service     | -          | 0        | 89        | 89        | 89        | 89        | 89        | 1,162        | 1,610        |
| <b>Sub-total</b> | <b>-</b>   | <b>0</b> | <b>89</b> | <b>89</b> | <b>89</b> | <b>89</b> | <b>89</b> | <b>1,162</b> | <b>1,610</b> |

**Project:** Rehabilitate Pump Station and Re-connect Side Sewers

**Number:**

**01086**

**Location:** Lower Lovell

## Project Description



Description: The pump station is reaching the end of its useful life, and needs to be upgraded with replacement pumps. This project is part of a suite of projects (Lovell Pump Station; Sunday Cove Pump Station; and Sunday Cove Gravity Sewers) that are planned to facilitate the abandonment of the north and south sewer beach main, which is an aging facility that has reached the end of its useful life. Side sewers associated with several properties along Lovell Avenue will be reconnected to the upland sewer main as part of this project.

Benefit: Replacement of a deteriorated system with a reliable sewer collection system that can be maintained in the future.

Schedule: YR1: design. YR2: construction.

## Capital Funding (1000's)

|                                 | Prior Yrs.   | 2023     | 2024       | 2025     | 2026     | 2027     | 2028     | 2029-2042 | Total        |
|---------------------------------|--------------|----------|------------|----------|----------|----------|----------|-----------|--------------|
| <b>FUNDING SOURCES (1000's)</b> |              |          |            |          |          |          |          |           |              |
| General Fund                    | -            | -        | -          | -        | -        | -        | -        | -         | -            |
| Water Fund                      | -            | -        | -          | -        | -        | -        | -        | -         | -            |
| Sewer Fund                      | 695          | -        | 344        | -        | -        | -        | -        | -         | 1,039        |
| SSWM Fund                       | -            | -        | -          | -        | -        | -        | -        | -         | -            |
| PWTF Loan                       | 418          | -        | 206        | -        | -        | -        | -        | -         | 624          |
| State Grant                     | -            | -        | -          | -        | -        | -        | -        | -         | -            |
| <b>Sub-total</b>                | <b>1,113</b> | <b>-</b> | <b>550</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>  | <b>1,663</b> |
| <b>FUNDING USES (1000's)</b>    |              |          |            |          |          |          |          |           |              |
| Project Management              | 60           | -        | 20         | -        | -        | -        | -        | -         | 80           |
| Design/construction             | 1,053        | -        | 530        | -        | -        | -        | -        | -         | 1,583        |
| <b>Sub-total</b>                | <b>1,113</b> | <b>-</b> | <b>550</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>  | <b>1,663</b> |

## Estimated Impact on Future Operating Budget

|                  | Prior Yrs. | 2023     | 2024      | 2025      | 2026      | 2027      | 2028      | 2029-2042  | Total      |
|------------------|------------|----------|-----------|-----------|-----------|-----------|-----------|------------|------------|
| Operating        | -          | -        | -         | -         | -         | -         | -         | -          | -          |
| Debt Service     | -          | 0        | 37        | 37        | 37        | 37        | 37        | 484        | 671        |
| <b>Sub-total</b> | <b>-</b>   | <b>0</b> | <b>37</b> | <b>37</b> | <b>37</b> | <b>37</b> | <b>37</b> | <b>484</b> | <b>671</b> |

## Wing Point Pump Station Location Map





CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:**

**AGENDA ITEM:** Authorize the City Manager to enter into a Professional Services Agreement with EA Engineering, Science, and Technology, Inc., PBC for Completion of the Groundwater Management Plan (\$239,850.36) – Public Works

**SUMMARY:** Staff are requesting that the City Council consider authorizing the City Manager to enter into a Professional Services Agreement with EA Engineering, Science, and Technology, Inc., PBC for the completion of the Groundwater Management Plan; and to approve a related budget amendment of \$10,000.00, thereby increasing the spending authority for this program.

**AGENDA CATEGORY:** Contract

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Authorize the City Manager to enter into a Professional Services Agreement with EA Engineering, Science, and Technology, Inc., PBC in the amount of \$239,850.36 for the completion of the Groundwater Management Plan.

**COMMUNITY ENGAGEMENT AND OUTREACH:** The agreement includes two public engagement opportunities as part of the development of the Groundwater Management Plan.

**FISCAL IMPACT:**

|                                    |              |
|------------------------------------|--------------|
| <b>Amount:</b>                     | \$239,850.36 |
| <b>Ongoing Cost:</b>               | N/A          |
| <b>One-Time Cost:</b>              | \$239,850.36 |
| <b>Included in Current Budget?</b> | Yes          |

**BACKGROUND:** The City started developing a Groundwater Management Plan in the summer of 2021 with an on-staff hydrogeologist. The staff person leading the Plan left the organization in the fall of 2022, and the City is now seeking a consultant to complete the Plan.

The City solicited Request for Qualifications from consulting firms with experience developing a Groundwater Management Plan or similar synthesis report on groundwater conditions, including groundwater modeling, generally in accordance with the Washington State Administrative Code Section 173.100.

City staff, along with a member of the Groundwater Management Plan Sub-Committee (a city committee made up of members of the Utility Advisory Committee, the Environmental Technical Advisory Committee, and the

Climate Change Action Committee) interviewed two qualified firms, Dudek and EA Engineering, Science and Technology Inc., and selected EA as the most qualified firm due to their staff expertise and local experience with similar projects.

The staff solicited input on the attached scope of work from the Groundwater Management Plan Sub-Committee.

**ATTACHMENTS:**

[PSA Groundwater Management Plan EA.pdf](#)

[Attachment B - Budget.pdf](#)

[GWMP Schedule.pdf](#)

**FISCAL DETAILS:** There is adequate budget that will be repurposed from the 2023-24 hydrogeologist position to pay for the professional services associated with the Groundwater Management Plan.

**Fund Name(s):** General Fund

**Coding:** Munis Project #001198

## **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 EA Engineering, Science and Technology, Inc., PBC., a Maryland corporation) (“Consultant”).

**WHEREAS**, the City needs professional services in connection with the development of a Groundwater Management Plan; 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 December 31, 2024, 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 Two Hundred Thirty-Nine Thousand Eight Hundred Fifty and 36/100 dollars (\$239,850.36);

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.

## **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:            EA Engineering, Science, and Technology, Inc., PBC  
                                         2200 6<sup>th</sup> Ave, Suite 707  
                                         Seattle, WA 98121  
                                         Attention: Dave Nazy

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.

EA ENGINEERING, SCIENCE, AND  
TECHNOLOGY, INC., PBC

CITY OF BAINBRIDGE ISLAND

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Name \_\_\_\_\_

Blair King, City Manager

Title \_\_\_\_\_

Tax I.D. # \_\_\_\_\_

City Bus. Lic. # \_\_\_\_\_

## **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:

1. 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.
2. 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.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

### **D. Minimum Amounts of Insurance**

The Consultant shall maintain the following insurance limits:

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

3. 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**

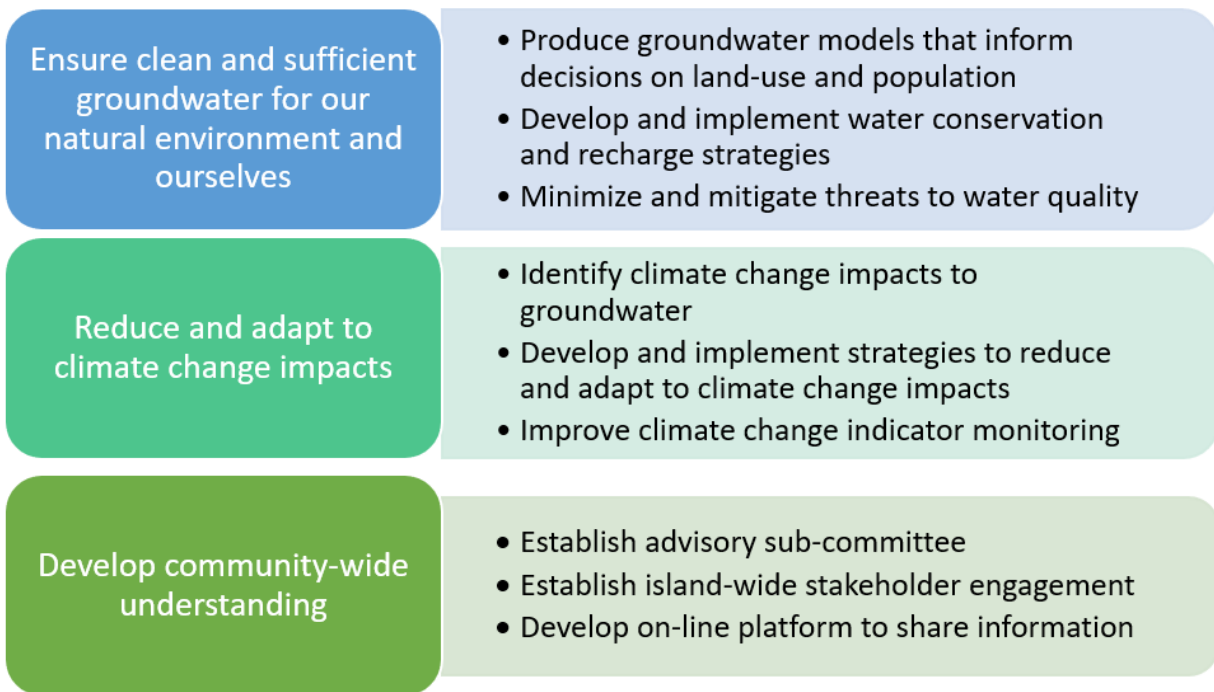
If the Consultant maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater 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

### Overview

The City of Bainbridge Island (City) residents, workers and visitors depend on groundwater for all water supply needs. Groundwater also plays a vital role in supporting healthy streams and wetlands across Bainbridge Island. Recognizing management of this precious resource requires a comprehensive, island-wide approach, the City's 2016 Comprehensive Plan directs that a Groundwater Management Plan (GWMP) be adopted. The GWMP will identify and recommend management actions that can be adapted as needs change.

The Bainbridge Island City Council has set the following goals and objectives for the GWMP:



Groundwater on Bainbridge Island has been designated as a sole source aquifer by the US Environment Protection Agency (USEPA). This designation recognizes that there is no other water supply source for the island.

There is a wealth of information and knowledge regarding the groundwater system underlying Bainbridge Island and the surrounding area. This includes hydrogeologic characterization investigations and construction of groundwater flow models completed by the US Geological Survey (USGS), groundwater monitoring data collected by the City and Kitsap Public Utility District (KPUD), Washington Department of Ecology (Ecology), Washington Department of Natural Resources (DNR), the US Environmental Protection Agency (EPA) and Aspect Consulting.

The City's 2016 Comprehensive Plan (City of Bainbridge Island, 2017) includes Water Resources Element 6 (WR-6). This element sets out a vision for Bainbridge Island's water resources that are *climate resilient and can support life on the Island*. The vision further provides for monitoring groundwater elevations and groundwater quality, regularly updating the Bainbridge Island groundwater model to support groundwater management decisions, water conservation education and use of low-impact development techniques.

The City has requested EA to prepare this scope of work to assist in the completion of the GWMP. The primary deliverables will be a Summary Document that describes the purpose, methods and major conclusions and recommendations, an Appendix containing all the technical documents related to the GWMP and references, and a High-Level Summary document that presents the GWMP with descriptions and graphics for public presentation. The High-Level document will be accompanied by a Story Map presenting the GWMP in graphical form that will be available on the City's web page.

This document closely follows the GWMP scope of work prepared by the City's Hydrogeologist in March 2022. The City has also prepared a significant portion of the GWMP and worked with Aspect Consulting to improve the groundwater model and evaluate the effects of increased groundwater withdrawals. This scope of work includes review of existing information including the completed portions of the GWMP. This work is intended to effectively continue and complete the GWMP, building on existing information. The focus of this project is to complete the remaining sections of the GWMP, obtain input from all interested stakeholders and produce quality products for use by the City and the public while satisfying the requirements of [Ch. 173-100 WAC](#).

EA understands that in addition to production of comprehensive, technically sound products, a critical component of this project is to engage and work with appropriate City staff, City and County government, State and Federal agencies, the Suquamish Tribe, water purveyors, and other interested stakeholders. This work will coordinate with and seek input from the City's Groundwater Management Sub-Committee, Groundwater Technical Advisory Committee and City Council. EA will also work with and seek input from interested stakeholders and the public.

### **Task 1 - Project Management**

**Task Description:** The objective of this task is to plan and manage project tasks, schedule, and budget, communicate effectively with the City and within the EA Team with the goal of delivering products on time and within budget. This effort includes budget, task, and schedule management, reporting to the City, and incorporating input from Ecology.

#### **1.1 EA Team Meetings**

**Subtask:** This purpose of this Subtask is to manage the EA Team to discuss project activities and progress, identify issues, obstacles, and solutions, maintain the project schedule and budget management. This task assumes up to 1 hour bi-weekly on-line team meetings over the life of

the project, currently scheduled to last 82 weeks. Meetings will only be held if deemed necessary and will include EA Project Team members, as necessary. EA's Project Manager will be responsible for organizing and documenting meetings. This task will also be used for less formal communications between Project Team members as necessary.

**Subtask deliverables** include scheduling, conducting and documenting meetings regarding attendance, topics, and action items.

## **1.2 EA - City of Bainbridge Island Meetings**

**Subtask:** This purpose of this Subtask is to maintain regular communications between the City and the EA Team to discuss project activities and progress, identify issues, obstacles, and solutions, and to provide updates regarding the project schedule and budget. This task assumes up to 1 hour bi-weekly on-line project meetings over the life of the project, currently scheduled to last 82 weeks. Meetings will only be held if deemed necessary by the City and the EA Project Manager and will only include EA Project Team members needed for the discussion. EA's Project Manager will be responsible for organizing and documenting meetings. This task will also be used for less formal communications between Project Team members with the City as necessary.

**Subtask deliverables** include scheduling, conducting and documenting meetings regarding attendance, topics, and action items.

## **1.3 Monthly Status Reporting**

**Subtask:** This purpose of this Subtask is to provide the City monthly status reports and invoices. EA will provide the monthly reports and invoices per the schedule, format and method requested by the City.

**Subtask deliverables** include monthly billing statements and progress reports to the City summarizing work completed, any problems or obstacles encountered and how they will be addressed, update on schedule and budget, and next steps.

## **1.4 Senior Technical Review**

**Subtask:** EA employs a Senior Technical Review (STR) Program as an integral component of EA's Quality Management Plan to prevent errors and omissions and to ensure EA's Quality Control standards are met. The program is predicated on an independent and comprehensive review of all project analyses and services by one or more qualified senior EA employees to ensure that appropriate standards have been addressed. The STR will be independent of those who perform the work.

**Subtask deliverables** include maintaining quality control on all deliverables prior to transmission to the City.



## **Task 2 - Public and Regulatory Engagement**

**Task Description:** The objective of this task is to work in coordination with the City's Groundwater Management Sub-Committee, Groundwater Technical Advisory Committee and City Council, as well as other stakeholders and the public while completing the GWMP. Stakeholders include City and County government, State and Federal agencies, the Suquamish Tribe, water purveyors, the public and several other organizations that may have interest in providing input to the GWMP. A preliminary list of potential stakeholders has been provided by the City and is included in the table below.

| Potential List of Interested Stakeholders     |                                        |
|-----------------------------------------------|----------------------------------------|
| Suquamish Tribe                               | Friends of the Farm                    |
| Kitsap Public Utility District                | Kitsap Realtors Association            |
| Kitsap Public Health District                 | Bainbridge Island Chamber of Commerce  |
| US Geological Survey                          | Bainbridge Island Wineries & Breweries |
| Washington Department of Ecology              | Industrial Water Users                 |
| Group A Water Systems                         | Bainbridge Island Schools              |
| Homeowner Water Associations                  | Bainbridge Island Parks                |
| Bainbridge Island Homeowner Well Associations | Bainbridge Island Watershed Council    |
| Bainbridge Island Land Trust                  | Sustainable Bainbridge                 |
| Wild Fish Organizations                       | Bainbridge Island Fire Department      |

EA will work with City staff to identify a list of stakeholders who should be contacted and informed of the GWMP with an invitation to be notified of project milestones and opportunities to provide input to the GWMP. Specific organizations, committees and sub-committees who are already involved in the GWMP or known to have interest have been identified by the City. These include:

**2.1 Groundwater Technical Advisory Committee**, composed of regional and agency partners.

**2.2 GWMP Advisory Sub-Committee**, A community-based City committee composed of two members from the City's Environmental Technical Advisory Committee, the Climate Change Advisory Committee, and the Utility Advisory Committee. These committees are composed of citizen volunteers with qualified experienced professionals.

**2.3 Bainbridge Island City Council.**

EA will work with City staff to develop a communications plan for each of the organizations listed above. The plan will include compiling a list of contacts, committee meeting dates, important milestones, and opportunities and options for these organizations to provide input to the GWMP.

It is anticipated that several sections of the GWMP will be made available to interested parties and that EA will be responsible for notification of the availability of documents for review,

distribution of materials (via email or City web page) for review and comment, recording and compilation of comments received, and preparation of responses to questions and comments regarding the GWMP. It is anticipated that all written communications and documents distributed to interested parties outside of City government will be approved by City staff prior to distribution. EA will conform with all relevant City standards and procedures when communicating with the public.

EA will also work with Ecology to ensure the GWMP meets all requirements of Chapter 173-100 WAC, and that Ecology can review and comment on the GWMP.

**Subtask deliverables** include those items noted above, as well as attendance at committee meetings, presentations regarding the GWMP, as necessary, answering questions and responding to requests for information. EA understands that some of the activities under these subtasks are not yet well defined, but EA will be flexible regarding what is needed to keep interested parties informed and will maintain close communications with the City regarding any activity under these subtasks before they are conducted.

## **2.4 Public Meeting(s)**

It is anticipated that a minimum of one public meeting will be scheduled to present and discuss the GWMP. For this task, EA anticipates preparing a PowerPoint presentation, attending the meeting in person, assisting, or leading the presentation at the meeting, and being available to answer questions and respond to information requests. It is assumed that the meeting will be held following completion of the draft GWMP, although meeting times and dates will be scheduled at the City's discretion.

**Subtask deliverables** include meetings with the City to discuss schedule, content, roles, and responsibilities. EA will work with the City to create a PowerPoint presentation that will be provided in draft form for review by the City prior to finalizing and presentation at the meeting. It is assumed that the meeting will be held in person and EA staff will be available to help present information, answer questions, and provide follow-up information. EA is available to assist the City on this subtask in any other way that would be helpful.

## **Task 3 - Draft GWMP**

**Task Description:** The objective of this task is to complete all relevant sections of the GWMP. This task will compile and generate the detailed information that will be contained in the Technical Appendices to the GWMP and will closely follow the outline of the GWMP created by the City's hydrogeologist and approved by the GWMP Sub-Committee. Information generated in this task will satisfy the requirements of Chapter 173-100 WAC and complete the GWMP. Information and analysis performed under this task will be used in the Story Map and High-Level Summary document. This task will also compile and organize all relevant information and will include a list of references with links to data, reports, and other relevant information.

The City has provided a copy of the City's Scope of Work and GWMP report that has been completed to date. EA will use that document as a guide and complete the sections of the document that have not yet been prepared. Because the scope of work included a detailed schedule, listing individual tasks, EA has followed this format and has broken out this Task into multiple Subtasks.

Because the City has already prepared the *Area Hydrogeologic Characterization* and the *Knowledge and Data Gaps* sections of the GWMP, EA's responsibility includes reviewing these sections and supporting documentation to get familiar with this information and will make recommendations to the City for finalizing these sections. EA will create and complete the other sections needed to complete the GWMP.

### **Task 3.1 Review Area Characterization Section**

This Subtask is intended to review the work the City has previously completed for this section of the GWMP and provide recommendations to the City regarding any suggested edits or revisions to the document. This section of the document summarizes information from many other technical reports and data sources. Thus, as part of the review of the Area Characterization section, EA will also perform a more cursory review of several of those sources of information to become more familiar with the hydrogeologic setting and conditions present on Bainbridge Island.

**Subtask deliverables** include reviewing the Area Characterization section of the GWMP and related background information and making note of any comments or recommended revisions.

### **3.2 Area Characterization Recommendations**

This Subtask includes documenting comments and recommended edits to the Area Characterization section of the GWMP previously prepared by the City and reviewed in the previous Subtask.

**Subtask deliverables** includes preparation of a memo to the City documenting EA's review, comments, and recommendations for completing this section of the GWMP. EA will then make any of the recommended changes that are agreed upon by the City to the Area Characterization section of the GWMP.

### **3.3 Review Knowledge and Data Gaps Section**

This Subtask is intended to review the work the City has previously completed for this section of the GWMP and provide recommendations to the City regarding any suggested edits or revisions to the document. This section of the document summarizes information from other technical reports and data sources. Thus, as part of the review of the Knowledge and Data Gaps section, EA will also perform a more cursory review of several of those sources of information to become more familiar with the sources of information and conditions present on Bainbridge Island.

**Subtask deliverables** include reviewing the Knowledge and Data Gaps section of the GWMP and related background information and making note of any comments or recommended revisions.

### **3.4 Knowledge and Data Gaps Recommendations**

This subtask includes documenting comments and recommended edits to the Knowledge and Data Gaps section of the GWMP previously prepared by the City and reviewed in the previous Subtask.

**Subtask deliverables** includes preparation of a memo to the City documenting EA's review, comments, and recommendations for completing this section of the GWMP. EA will then make any of the recommended changes that are agreed upon by the City to the Knowledge and Data Gaps section of the GWMP.

### **3.5 Water Quality and Quantity Issues - Problem Definition**

The objective of this Subtask is to complete section 6 of the GWMP. Per the outline provided by the City, this section will be organized as follows:

- Land use impacts to groundwater quality and quantity including:
  - Infrastructure / Assets (including landfills, hazardous and non-hazardous materials storage, use and disposal, water wells, water distribution, wastewater treatment and stormwater)
  - Commercial / Industrial (hazardous and non-hazardous materials storage, use, and disposal / mining activities)
  - Agricultural (hazardous and non-hazardous materials including storage, use and disposal of fuel, fertilizer, pesticide, herbicides)
  - Residential (water use, recharge, on-site septic systems)
  - Recreational / Parks (septic systems, fertilizer, hazardous and non-hazardous material use, storage, and disposal)
  - Open Space
  - Wetlands / streams (including buffers)
- Groundwater extraction and repercussions: water table declines and / or depletion of surface waters.
- Saltwater intrusion:
  - Aquifer over-utilization causing seawater intrusion.
  - Sea level rise and repercussions for saltwater intrusion
- Discussion of extent of the groundwater problems caused or potentially caused by each land use including effects which may extend across groundwater management area boundaries, supported by as much documentation as possible.
  - Analyze historical trends in water quality in terms of their likely causes.
  - Document declining water table levels and other water use conflicts,
  - Establish the relationship between water withdrawal distribution and rates and water level changes within each aquifer or zone,

- Predict the likelihood of future problems and conflicts if no action is taken.
- Identify land and water use management policies that affect groundwater quality and quantity in the area.
- Areas where insufficient data exists to define the nature and extent of existing or potential groundwater problems shall be documented.
- Recognize existing and future uses of the aquifer are in accordance with water quality standards of the department, the department of social and health services, and the federal environmental protection agency.

EA will perform the research and analysis necessary to complete this section of the GWMP, including incorporation of the groundwater modeling work performed by Aspect and yet to be performed by EA. As part of this process, EA may propose revisions to the organization of this section for the City and GWMP Sub-Committee's consideration.

**Subtask deliverables** include preparation of text and graphics to complete this section of the GWMP. This document will be provided to the City in Draft form for review.

### **3.7 Water Quality and Quantity Management Goals and Objectives**

Although this topic was listed on the City's project schedule as a specific task, goals and objectives are discussed in several other sections of the draft sections of the GWMP. This item should be discussed with the City to determine if it is specifically desired to be included in the GWMP. It may be helpful to develop quantifiable goals, such as maintaining a specific groundwater elevation in areas susceptible to seawater intrusion.

**Subtask deliverables** include preparation of text and graphics to complete this section of the GWMP. This document will be provided to the City in Draft form for review.

### **3.8 Land and Water Management Strategies Alternatives**

The objective of this Subtask is to complete section 7 of the GWMP. Per the outline provided by the City, this section will be organized as follows:

- Strategies for reaching the program's goals and objectives that address each of the groundwater problems discussed in the problem definition section.
- If necessary, alternative data collection and analysis programs shall be defined to enable better characterization of the groundwater and potential quality and quantity problems.
- Each of the alternative strategies shall be evaluated in terms of feasibility, effectiveness, cost, time, and difficulty to implement, and degree of consistency with local comprehensive plans and water management programs such as the coordinated water system plan, the water supply reservation program, and others.
- Alternative management strategies shall address water conservation and the effects of climate change on these practices, conflicts with existing water rights and minimum instream flow requirements, programs to resolve such conflicts, and long-term policies and construction practices necessary to protect existing water rights and subsequent

facilities installed in accordance with the groundwater management area program and/or other water right procedures.

**Subtask deliverables** include preparation of text and graphics to complete this section of the GWMP. This document will be provided to the City in Draft form for review.

### **3.9 Stakeholder Review/ Input**

The objective of this Subtask is to provide completed draft sections of the GWMP to interested stakeholders for review and comment. EA will facilitate distribution of the relevant sections to the stakeholders via email with general instructions for providing comments and a due date for comments to be returned to EA and the City.

**Subtask deliverables** include assembling a review package, preparation of general instructions and a schedule for returning comments and distributing the review package to interested stakeholders. EA will organize any comments received and provide them to the City. Responses to comments and any edits required will be performed as part of the Task to complete the Final GWMP.

### **3.10 Recommendations**

The objective of this Subtask is to complete section 8 of the GWMP. Per the outline provided by the City, this section will be organized as follows:

- Recommended management strategies chosen from the alternatives section.
- Recommendations may include periodically updating the groundwater model; expansion/refinement of the monitoring well network); and the initiation of a citizen volunteer groundwater monitoring program.
- Rationale for choosing these strategies as opposed to the other alternatives identified.
- Special Area Designations to Enhance Ground Water Protection
- Proposed Citizen Volunteer Groundwater Monitoring Program
- Groundwater Education Program

**Subtask deliverables** include preparation of text and graphics to complete this section of the GWMP. This document will be provided to the City in Draft form for review.

### **3.11 Implementation Plan**

The objective of this Subtask is to complete section 9 of the GWMP. Per WAC 173-100-100(6), this section will be organized as follows:

- A detailed work plan for implementing each aspect of the groundwater management strategies as presented in the recommendations section. For each recommended management action, the parties responsible for initiating the action and a schedule for

implementation shall be identified. Where possible, the implementation plan should include specifically worded statements such as model ordinances, recommended governmental policy statements, interagency agreements, proposed legislative changes, and proposed amendments to local comprehensive plans, coordinated water system plans, basin management programs, and others as appropriate.

- A monitoring system for evaluating the effectiveness of the program.
- A process for the periodic review and revision of the ground-water management program.

**Subtask deliverables** include preparation of text and graphics to complete this section of the GWMP. This document will be provided to the City in Draft form for review.

### **3.12 Executive Summary, Acknowledgements and References**

The objective of this Subtask is to complete sections (Executive Summary), 2 (Acknowledgements) and 11 (References) of the GWMP. Portions of these sections have been completed. EA will update and complete these sections and obtain copies or links to all references.

**Subtask deliverables** include preparation of text and graphics to complete these sections of the GWMP. This document will be provided to the City in Draft form for review.

### **3.13 Stakeholder Review/ Input**

The objective of this Subtask is to provide completed draft sections of the GWMP to interested stakeholders for review and comment. EA will facilitate distribution of the relevant sections to the stakeholders via email with general instructions for providing comments and a due date for comments to be returned to EA and the City.

**Subtask deliverables** include assembling a review package, preparation of general instructions and a schedule for returning comments and distributing the review package to interested stakeholders. EA will organize any comments received and provide them to the City. Responses to comments and any edits required will be performed as part of the Task to complete the Final GWMP.

### **3.14 City of Bainbridge Island GWMP Review**

The objective of this Subtask is to provide a complete draft including all sections of the GWMP to the City for review and comment. EA will prepare a review package including all text and graphics, as well as all comments received by stakeholders.

**Subtask deliverables** include assembling a review package for the City for the complete GWMP. EA will be available to meet with the City to discuss any aspect of the project and deliverables. Responses to comments and any edits required will be performed as part of the Task to complete the Final GWMP.

## **Task 4 - Groundwater Modeling**

**Task Description:** The objective of this task is to become familiar with the groundwater model provided by the City from Aspect Consulting. EA will review the model and identify potential modeling scenarios that could be performed to support management decisions and alternatives in the GWMP. EA will discuss potential modeling scenarios with the City and Interested Stakeholders and make recommendations regarding potential modeling scenarios.

It is assumed that at least one modeling scenario will be selected. Following approval by the City, EA will make any modifications necessary to use the model for the selected scenario. For example, model drain cells may need to be assigned new reach numbers to quantify changes in groundwater discharge to specific areas resulting from groundwater pumping. It is not anticipated that significant changes will be made to the model or that it will need to be re-calibrated. EA will then use the model to evaluate the selected scenario and prepare a technical memorandum describing the scenario, how the model was used, and a summary of the results.

The schedule for Task 5 is intended to have at least one modeling scenario complete around the time the Draft GWMP is complete. Results of the modeling effort will be incorporated into the Final GWMP.

### **4.1 Review Model Report and Files**

The objective of this Subtask is to become familiar with the groundwater model to understand its design, calibration, and potential uses. This review will include work performed by Aspect Consulting, including the model itself, as well as USGS modeling and hydrologic framework investigations for Kitsap County and Bainbridge Island.

**Subtask deliverables** becoming familiar with the model and hydrostratigraphy of Bainbridge Island for the purpose of using the groundwater model prepared by Aspect Consulting.

### **4.2 Modeling Scenario Alternatives and Recommendations**

After becoming familiar with the model, its limitations, and objectives of the GWMP, EA will identify four potential uses and modeling scenarios that would be beneficial in the development of the GWMP. Initially, it is assumed that the modeling scenarios will include 1) evaluating capture of streamflow by groundwater withdrawals, 2) an assessment of groundwater availability in the southern portion of Bainbridge Island, 3) an assessment of criteria that could be used to revise the Groundwater Management Early Warning Levels, and 4) evaluation of shallow aquifers that are used by permit-exempt wells in order to identify and prioritize areas that have higher risk of limited water availability. The modeling scenarios will be described after input and concurrence by the GWMP Subcommittee and City, including a discussion of limitations, complications of running the scenario, usefulness of the results, and a recommendation for



completing the modeling scenario. This information will be presented in a Draft technical memo and provided to the City for review and discussion before finalizing and running the scenarios.

**Subtask deliverables** include a technical memo describing up to four modeling scenarios that could be beneficial for the GWMP. The memo will also include a recommendation regarding the preferred modeling exercises. EA will also be available to discuss the results of their analysis with the City and interested stakeholders.

#### **4.3 Stakeholder Review/Input**

The objective of this Subtask is to provide modeling recommendations memo to interested stakeholders for review and comment. EA will facilitate distribution of the technical memo to the stakeholders via email with general instructions for providing comments and a due date for comments to be returned to EA and the City.

**Subtask deliverables** include assembling a review package, preparation of general instructions and a schedule for returning comments and distributing the review package to interested stakeholders. EA will organize any comments received and provide them to the City. Responses to comments and any edits required will be performed as part of the Task to complete the Final GWMP.

#### **4.4 Create Modeling Files and Run Scenario(s)**

The objective of this Subtask is to make the necessary revisions to the model files and run the modeling scenario(s) approved by the City. The modeling work will be performed in Groundwater Vistas version 8, which is the same software used by Aspect Consulting in their recent modeling work for the City.

**Subtask deliverables** include editing the modeling files as needed to run the selected scenario(s) and running the model. All edits and work on the model will be documented and presented in a technical memo to be prepared in the following Subtask. All new modeling files and outputs will be provided to the City.

#### **4.4 Modeling Results Technical Memorandum**

The objective of this Subtask is to document the modeling work performed in the previous Subtask.

**Subtask deliverables** include EA preparing a technical memo that describes the objectives, methods, and results of the modeling work. This will include text and graphics that will be incorporated into the GWMP. A Draft of the technical memo will be provided to the City for review and comment.

#### **4.5 City of Bainbridge Island Review**

The objective of this Subtask is to provide the groundwater modeling technical memo to the City for review and comment. EA will provide the memo prepared in the previous Subtask, including all text and graphics, to the City for review and comment.

**Subtask deliverables** providing the modeling memo to the City for review and comment. EA will be available to meet with the City to discuss any aspect of the modeling work and memo. Any suggested revisions and edits will be made before sharing the memo with interested stakeholders.

#### **4.6 Stakeholder Review/ Input**

The objective of this Subtask is to provide the modeling memo to interested stakeholders for review and comment. EA will facilitate distribution of the technical memo to the stakeholders via email with general instructions for providing comments and a due date for comments to be returned to EA and the City.

**Subtask deliverables** include assembling a review package, preparation of general instructions and a schedule for returning comments and distributing the memo to interested stakeholders. EA will organize any comments received and provide them to the City. Responses to comments and any edits required will be performed as part of the Task to complete the Final GWMP.

#### **Task 5 - Wastewater Beneficial Re-Use Coordination**

**Task Description:** This task includes communications/coordination with Anchor, HDR and City staff regarding the City's Wastewater Beneficial Re-Use project. This includes calls, meetings, and coordination. The purpose of this task is to ensure that groundwater data modeling scenarios use consistent assumptions and that deliverables supplement each other between the two projects. Specific activities under this task will be further defined as the project proceeds.

Subtasks include meetings, calls, data sharing and coordination with City staff.

#### **Task 6 - Final GWMP**

**Task Description:** The objective of this task is to produce a Final version of all sections of the GWMP. This task will incorporate the results of the groundwater modeling work and all comments provided by the City as well as written comments and responses from interested stakeholders. Although this section is broken into Subtasks that mirror the Subtasks in Task 3, the work under each Subtask is essentially the same.

Subtasks include the following:

##### **6.1 Introduction**

##### **6.2 Area Characterization**

**6.3 Knowledge and Data Gaps**  
**6.4 Water Quality and Quantity Issues - Problem Definition**  
**6.5 Water Quality and Quantity Management Goals and Objectives**  
**6.6 Land and Water Management Strategies Alternatives**  
**6.7 Recommendations**  
**6.8 Implementation Plan**  
**6.9 Executive Summary, Acknowledgements and References**  
**6.10 Stakeholder Review/ Input**  
**6.11 City of Bainbridge Island GWMP Review**  
**6.12 Final Edits and Revisions**

EA will make any necessary edits and revisions to all sections and appendices of the GWMP. Final graphics and figures will be produced to update the Story Map and High-End Summary document as necessary. Although it is not anticipated that significant revisions will be required, the schedule has been set up to allow for unanticipated delays or revisions.

Task deliverables include Final versions of the GWMP, the Story Map, the High-End Summary document, the groundwater modeling files, and any other documentation produced to support this project. All files will be delivered in electronic format, using a method acceptable to the City.

**6.13 On-line Story Map Build, Test, Implement**

The objective of this Subtask is to create a Story Map for the City's GWMP web page that describes the purpose, content, results, and recommendations of the GWMP. The story map will be composed primarily of maps, graphs, photos, and other graphics to present the GWMP to the public. It is anticipated that the Story Map will be visually pleasing, informative, and easy to understand. EA will work with City staff to outline the design, content, length, and format.

**Subtask deliverables** include meetings with the City to discuss content, draft Story Map(s) for the City's review, and final Story Map(s) in a format ready for publication on the City's web page.

**6.14 High-Level Public Information Document**

The objective of this Subtask is to produce a visually pleasing, easy to understand document presenting a high-level summary of the GWMP. This document could be made available in printed form and as an electronic document to be made available on the City's web page. It is anticipated that this document will summarize all sections of the GWMP and contain links to more detailed sources or information. EA will work closely with City staff to outline the design, content, length, and format and will ensure that all City standards and requirements are met.

**Subtask deliverables** include meetings with the City to discuss content, a draft document for the City's review, and a final document that incorporates all comments and edits requested by the City. The document can be provided in printed and electronic form ready for publication on the City's web page.

### **Schedule**

Please refer to the Draft schedule which will be finalized upon approval of the scope of work and budget. It is anticipated that the project will be completed between June 2023 and December 2024.

### **Budget**

Please refer to the attached Draft budget spreadsheet.

### **Non-Direct Expenses**

Although not currently shown in the budget worksheet, a travel budget is proposed to allow for up to 4 round trips (184 miles x 4 = 736 miles) between Olympia and Bainbridge Island and 2 round trips between Bandon, OR and Bainbridge Island (888 miles x 2 = 1776 miles + 2 nights lodging and 4 days per diem). The current mileage rate is 0.655/mile. Travel costs for these 6 round trips would total around \$2,101.36.

| ATTACHMENT B<br>BUDGET                                              |          |          |      |                              |                                                   |                                         |                                              |                                      |                                           |                                                 |                                            |                                       |            |           |
|---------------------------------------------------------------------|----------|----------|------|------------------------------|---------------------------------------------------|-----------------------------------------|----------------------------------------------|--------------------------------------|-------------------------------------------|-------------------------------------------------|--------------------------------------------|---------------------------------------|------------|-----------|
| Bainbridge Island Groundwater Management Plan (GWMP)                |          |          |      |                              |                                                   |                                         |                                              |                                      |                                           |                                                 |                                            |                                       |            |           |
| EA Engineering Hours by Task                                        |          |          |      |                              |                                                   |                                         |                                              |                                      |                                           |                                                 |                                            |                                       |            |           |
| TASK                                                                | Start    | End      | Days | Project Manager<br>Dave Nazy | Senior Technical<br>Review<br>Jen Martin Bouchard | Senior<br>Hydrogeologist<br>Brent Meyer | Project<br>Hydrogeologist<br>Maria Daugherty | Mid-Level<br>Engineer<br>Luke Flores | Communications<br>Director<br>Amy Lambert | Communications<br>Assistant<br>Alyssa Chiarelli | Mid-Level<br>Scientist<br>Various<br>Staff | Clerical - Editorial<br>Various Staff | TOTAL COST |           |
| Hourly Rate                                                         |          |          |      | \$ 182.00                    | \$ 220.00                                         | \$ 198.00                               | \$ 162.00                                    | \$ 140.00                            | \$ 200.00                                 | \$ 100.00                                       | \$ 130.00                                  | \$ 84.00                              |            |           |
| Task 1 - Project Management                                         |          |          |      |                              |                                                   |                                         |                                              |                                      |                                           |                                                 |                                            |                                       |            |           |
| Task 1.1 EA Team Meetings                                           | 6/1/23   | 12/31/24 | 579  | 40.00                        |                                                   | 15.00                                   | 30.00                                        | 20.00                                | 2.00                                      | 20.00                                           |                                            |                                       | \$         | 20,310.00 |
| Task 1.2 EA - City of Bainbridge Island Meetings                    | 6/1/23   | 12/31/24 | 579  | 24.00                        |                                                   | 4.00                                    | 15.00                                        | 10.00                                |                                           | 8.00                                            |                                            |                                       | \$         | 9,790.00  |
| Task 1.3 Monthly Status Reporting                                   | 7/1/23   | 12/31/24 | 549  | 20.00                        |                                                   |                                         |                                              |                                      |                                           |                                                 |                                            | 16.00                                 | \$         | 4,984.00  |
| Task 1.4 Senior Technical Review                                    | 5/15/23  | 12/31/24 | 596  |                              | 0.50                                              |                                         |                                              |                                      |                                           |                                                 |                                            |                                       | \$         | 110.00    |
| Task 1 Subtotal                                                     |          |          |      | 84.00                        | 0.50                                              | 19.00                                   | 45.00                                        | 30.00                                | 2.00                                      | 28.00                                           | 0.00                                       | 16.00                                 | \$         | 35,194.00 |
| Task 2 - Public and Regulatory Engagement                           |          |          |      |                              |                                                   |                                         |                                              |                                      |                                           |                                                 |                                            |                                       |            |           |
| Task 2.1 Groundwater Technical Advisory Committee                   | 7/2/23   | 12/31/24 | 548  | 20.00                        |                                                   | 4.00                                    | 16.00                                        | 6.00                                 |                                           | 4.00                                            | 4.00                                       |                                       | \$         | 8,784.00  |
| Task 2.2 GWMP Advisory Sub-Committee                                | 7/2/23   | 12/31/24 | 548  | 40.00                        |                                                   | 2.00                                    | 20.00                                        | 4.00                                 |                                           | 6.00                                            | 4.00                                       |                                       | \$         | 12,596.00 |
| Task 2.3 Bainbridge Island City Council                             | 7/2/23   | 12/31/24 | 548  | 5.00                         |                                                   |                                         |                                              |                                      |                                           |                                                 |                                            |                                       | \$         | 910.00    |
| Task 2.4 Public Meeting(s)                                          | 6/1/24   | 6/1/24   | 1    | 8.00                         |                                                   |                                         | 8.00                                         |                                      |                                           |                                                 |                                            |                                       | \$         | 2,752.00  |
| Task 2 Subtotal                                                     |          |          |      | 73.00                        | 0.00                                              | 6.00                                    | 44.00                                        | 10.00                                | 0.00                                      | 10.00                                           | 8.00                                       | 0.00                                  | \$         | 25,042.00 |
| Task 3 - Draft GWMP                                                 |          |          |      |                              |                                                   |                                         |                                              |                                      |                                           |                                                 |                                            |                                       |            |           |
| Task 3.1 Review Area Characterization Section                       | 6/1/23   | 7/14/23  | 43   | 24.00                        |                                                   |                                         | 16.00                                        |                                      |                                           |                                                 |                                            |                                       | \$         | 6,960.00  |
| Task 3.2 Area Characterization Recommendations                      | 7/17/23  | 7/28/23  | 11   | 8.00                         |                                                   |                                         | 8.00                                         |                                      |                                           |                                                 | 2.00                                       |                                       | \$         | 3,012.00  |
| Task 3.3 Review Knowledge and Data Gaps Section                     | 7/31/23  | 8/25/23  | 25   | 16.00                        |                                                   |                                         | 12.00                                        |                                      |                                           |                                                 |                                            |                                       | \$         | 4,856.00  |
| Task 3.4 Knowledge and Data Gaps Recommendations                    | 8/28/23  | 9/8/23   | 11   | 8.00                         |                                                   |                                         | 8.00                                         |                                      |                                           |                                                 | 4.00                                       |                                       | \$         | 3,272.00  |
| Task 3.5 Water Quality and Quantity Issues - Problem Definition     | 9/11/23  | 10/13/23 | 32   | 24.00                        | 1.00                                              |                                         | 6.00                                         |                                      |                                           |                                                 | 4.00                                       |                                       | \$         | 6,080.00  |
| Task 3.6 Stakeholder Review/ Input                                  | 10/16/23 | 11/3/23  | 18   |                              |                                                   |                                         | 0.50                                         |                                      |                                           |                                                 |                                            |                                       | \$         | 81.00     |
| Task 3.7 Water Quality and Quantity Management Goals and Objectives | 11/6/23  | 11/17/23 | 11   | 6.00                         | 0.50                                              |                                         | 2.00                                         |                                      |                                           |                                                 |                                            |                                       | \$         | 1,526.00  |
| Task 3.8 Land and Water Management Strategies Alternatives          | 11/20/23 | 12/22/23 | 32   | 20.00                        | 1.00                                              |                                         | 10.00                                        |                                      |                                           |                                                 | 4.00                                       |                                       | \$         | 6,000.00  |
| Task 3.9 Stakeholder Review/ Input                                  | 1/8/24   | 1/19/24  | 11   |                              |                                                   |                                         | 0.50                                         |                                      |                                           |                                                 |                                            |                                       | \$         | 81.00     |
| Task 3.10 Recommendations                                           | 1/22/24  | 2/23/24  | 32   | 16.00                        | 1.00                                              |                                         | 4.00                                         |                                      |                                           |                                                 |                                            |                                       | \$         | 3,780.00  |
| Task 3.11 Implementation Plan                                       | 2/26/24  | 3/29/24  | 32   | 16.00                        | 1.00                                              |                                         | 4.00                                         |                                      |                                           |                                                 | 4.00                                       |                                       | \$         | 4,300.00  |
| Task 3.12 Executive Summary, Acknowledgements and References        | 4/1/24   | 4/12/24  | 11   | 8.00                         | 0.5                                               |                                         | 2.00                                         |                                      |                                           |                                                 |                                            |                                       | \$         | 1,890.00  |
| Task 3.13 Stakeholder Review/ Input                                 | 4/15/24  | 5/3/24   | 18   | 0.50                         |                                                   |                                         |                                              |                                      |                                           |                                                 |                                            |                                       | \$         | 91.00     |
| Task 3.14 City of Bainbridge Island GWMP Review                     | 5/6/24   | 5/24/24  | 18   |                              |                                                   |                                         |                                              |                                      |                                           |                                                 |                                            |                                       | \$         | -         |
| Task 3 Subtotal                                                     |          |          |      | 146.50                       | 5.00                                              | 0.00                                    | 73.00                                        | 0.00                                 | 0.00                                      | 0.00                                            | 18.00                                      | 0.00                                  | \$         | 41,929.00 |
| Task 4 - Groundwater Modeling                                       |          |          |      |                              |                                                   |                                         |                                              |                                      |                                           |                                                 |                                            |                                       |            |           |
| Task 4.1 Review Model Report and Files                              | 6/5/23   | 7/14/23  | 39   | 2.00                         |                                                   | 16.00                                   |                                              | 20.00                                |                                           |                                                 |                                            |                                       | \$         | 6,332.00  |
| Task 4.2 Modeling Scenario Alternatives and Recommendations         | 7/17/23  | 9/30/23  | 75   | 6.00                         |                                                   | 12.00                                   |                                              | 16.00                                |                                           |                                                 |                                            |                                       | \$         | 5,708.00  |
| Task 4.3 Stakeholder Review/Input                                   | 8/7/23   | 9/15/23  | 39   | 0.50                         |                                                   |                                         |                                              |                                      |                                           |                                                 |                                            |                                       | \$         | 91.00     |
| Task 4.4 Create Modeling Files and Run Scenario(s)                  | 8/28/23  | 6/30/24  | 307  |                              |                                                   | 64.00                                   |                                              | 160.00                               |                                           |                                                 |                                            |                                       | \$         | 35,072.00 |
| Task 4.5 Modeling Results Technical Memorandum                      | 12/4/23  | 8/15/24  | 255  | 8.00                         | 4.00                                              | 64.00                                   |                                              | 128.00                               |                                           |                                                 | 16.00                                      |                                       | \$         | 35,008.00 |
| Task 4.6 City of Bainbridge Island Review                           | 4/15/24  | 9/30/24  | 168  |                              |                                                   |                                         |                                              |                                      |                                           |                                                 |                                            |                                       | \$         | -         |
| Task 4.7 Stakeholder Review/ Input                                  | 7/1/24   | 9/15/24  | 76   | 0.50                         |                                                   |                                         |                                              |                                      |                                           |                                                 |                                            |                                       | \$         | 91.00     |
| Task 4 Subtotal                                                     |          |          |      | 17.00                        | 4.00                                              | 156.00                                  | 0.00                                         | 324.00                               | 0.00                                      | 0.00                                            | 16.00                                      | 0.00                                  | \$         | 82,302.00 |
| Task 5 - Wastewater Beneficial Re-Use Coordination                  |          |          |      |                              |                                                   |                                         |                                              |                                      |                                           |                                                 |                                            |                                       |            |           |
| Task 5.1 Communications/coordination with Anchor and HDR            | 7/1/23   | 9/30/23  | 91   | 12.00                        |                                                   |                                         | 8.00                                         | 4.00                                 |                                           |                                                 |                                            |                                       | \$         | 4,040.00  |
| Task 5 Subtotal                                                     |          |          |      | 12.00                        | 0.00                                              | 0.00                                    | 8.00                                         | 4.00                                 | 0.00                                      | 0.00                                            | 0.00                                       | 0.00                                  | \$         | 4,040.00  |
| Task 6 - Final GWMP                                                 |          |          |      |                              |                                                   |                                         |                                              |                                      |                                           |                                                 |                                            |                                       |            |           |
| Task 6.1 Introduction                                               | 5/27/24  | 6/14/24  | 18   | 3.00                         | 0.20                                              |                                         | 8.00                                         |                                      |                                           |                                                 |                                            |                                       | \$         | 1,886.00  |
| Task 6.2 Area Characterization                                      | 6/17/24  | 6/28/24  | 11   | 4.00                         | 0.25                                              |                                         | 4.00                                         |                                      |                                           |                                                 |                                            |                                       | \$         | 1,431.00  |
| Task 6.3 Knowledge and Data Gaps                                    | 7/1/24   | 7/12/24  | 11   | 4.00                         | 0.25                                              |                                         | 8.00                                         |                                      |                                           |                                                 |                                            |                                       | \$         | 2,079.00  |
| Task 6.4 Water Quality and Quantity Issues - Problem Definition     | 7/15/24  | 7/26/24  | 11   | 4.00                         | 0.25                                              |                                         |                                              |                                      |                                           |                                                 |                                            |                                       | \$         | 783.00    |
| Task 6.5 Water Quality and Quantity Management Goals and Objectives | 7/29/24  | 8/9/24   | 11   | 4.00                         | 0.25                                              |                                         |                                              |                                      |                                           |                                                 |                                            |                                       | \$         | 783.00    |
| Task 6.6 Land and Water Management Strategies Alternatives          | 8/12/24  | 8/23/24  | 11   | 4.00                         | 0.50                                              |                                         |                                              |                                      |                                           |                                                 |                                            |                                       | \$         | 838.00    |
| Task 6.7 Recommendations                                            | 8/26/24  | 9/6/24   | 11   | 6.00                         | 0.50                                              |                                         | 2.00                                         |                                      |                                           |                                                 |                                            |                                       | \$         | 1,526.00  |
| Task 6.8 Implementation Plan                                        | 9/9/24   | 9/20/24  | 11   | 6.00                         | 0.50                                              |                                         | 2.00                                         |                                      |                                           |                                                 |                                            |                                       | \$         | 1,526.00  |

|                                                             |          |          |     |        |       |        |        |        |       |        |       |       |    |            |
|-------------------------------------------------------------|----------|----------|-----|--------|-------|--------|--------|--------|-------|--------|-------|-------|----|------------|
| Task 6.9 Executive Summary, Acknowledgements and References | 9/23/24  | 10/4/24  | 11  | 4.00   | 0.25  |        | 2.00   |        |       |        |       |       | \$ | 1,107.00   |
| Task 6.10 Stakeholder Review/ Input                         | 10/7/24  | 11/1/24  | 25  | 0.50   |       |        |        |        |       |        |       |       | \$ | 91.00      |
| Task 6.11 City of Bainbridge Island GWMP Review             | 11/4/24  | 11/22/24 | 18  |        |       |        |        |        |       |        |       |       | \$ | -          |
| Task 6.12 Final Edits and Revisions                         | 11/25/24 | 12/20/24 | 25  | 6.00   |       | 4.00   |        |        |       | 4.00   |       |       | \$ | 2,260.00   |
| Task 6.13 On-line Storymap Build, Test, Implement           | 7/2/23   | 12/31/24 | 548 | 26.00  | 2.00  | 60.00  |        |        | 4.00  | 30.00  | 16.00 |       | \$ | 20,772.00  |
| Task 6.14 High-Level Public Information Document            | 9/1/23   | 12/31/24 | 487 | 20.00  | 2.00  |        |        |        | 10.00 | 60.00  | 16.00 |       | \$ | 14,160.00  |
| Task 6 Subtotal                                             |          |          |     | 91.50  | 6.95  | 0.00   | 90.00  | 0.00   | 14.00 | 90.00  | 36.00 | 0.00  | \$ | 49,242.00  |
|                                                             |          |          |     |        |       |        |        |        |       |        |       |       |    |            |
| TOTAL HOURS                                                 |          |          |     | 424.00 | 16.45 | 181.00 | 260.00 | 368.00 | 16.00 | 128.00 | 78.00 | 16.00 | \$ | 237,749.00 |

Cost

\$77,168.00\$3,619.00\$35,838.00\$42,120.00\$51,520.00\$3,200.00\$12,800.00\$10,140.00\$1,344.00\$237,749.00

| Direct Costs                                         | Miles       | \$/Mile  | Subtotal    |
|------------------------------------------------------|-------------|----------|-------------|
| Round Trip Olympia, WA - Bainbridge Island (4 Trips) | 184         | \$ 0.655 | \$ 482.08   |
| Round Trip Bandon, OR - Bainbridge Island (2 Trips)  | 888         | \$ 0.655 | \$ 1,163.28 |
| Lodging (2 Nights @ \$110/night))                    |             |          | \$ 220.00   |
| Per diem (4 Days at \$59/Day)                        |             |          | \$ 236.00   |
| TOTAL DIRECT COSTS                                   | \$ 2,101.36 |          |             |

Notes: Assumes 4 day trips for Dave Nazy from Olympia (miles only), and 2 trips for Maria Daugherty from Bandon, OR (miles, lodging, per diem)

## Bainbridge Island Groundwater Management Plan

EA Engineering, Science and Technology, Inc., PBC  
Dave Nazy

Project Start: Fri, 6/2/2023

| Project Schedule                                                |          |          |          |      |
|-----------------------------------------------------------------|----------|----------|----------|------|
| TASK                                                            | PROGRESS | START    | END      | DAYS |
| <b>Task 1 - Project Management</b>                              |          |          |          |      |
| Task 1.1 EA Team Meetings                                       | 0%       | 6/1/23   | 12/31/24 | 579  |
| Task 1.2 EA - City of Bainbridge Island Meetings                | 0%       | 6/1/23   | 12/31/24 | 579  |
| Task 1.3 Monthly Status Reporting                               | 0%       | 7/1/23   | 12/31/24 | 549  |
| Task 1.4 Senior Technical Review                                | 0%       | 5/15/23  | 12/31/24 | 596  |
| <b>Task 2 - Public and Regulatory Engagement</b>                |          |          |          |      |
| Task 2.1 Groundwater Management Sub-Committee                   | 0%       | 7/2/23   | 12/31/24 | 548  |
| Task 2.2 Groundwater Technical Advisory Committee               | 0%       | 7/2/23   | 12/31/24 | 548  |
| Task 2.3 GWMP Stakeholder Advisory Group                        | 0%       | 7/2/23   | 12/31/24 | 548  |
| Task 2.4 Bainbridge Island City Council                         | 0%       | 6/1/24   | 6/1/24   | 0    |
| <b>Task 3 - Draft GWMP</b>                                      |          |          |          |      |
| Task 3.1 Review Area Characterization Section                   | 0%       | 6/1/23   | 7/14/23  | 43   |
| Task 3.2 Area Characterization Recommendations                  | 0%       | 7/17/23  | 7/28/23  | 11   |
| Task 3.3 Review Knowledge and Data Gaps Section                 | 0%       | 7/31/23  | 8/25/23  | 25   |
| Task 3.4 Knowledge and Data Gaps Recommendations                | 0%       | 8/28/23  | 9/8/23   | 11   |
| Task 3.5 Water Quality and Quantity Issues - Problem Definition | 0%       | 9/11/23  | 10/13/23 | 32   |
| Task 3.6 Stakeholder Review/ Input                              | 0%       | 10/16/23 | 11/3/23  | 18   |
| Task 3.7 Water Quality and Quantity Management Goals and Ob     | 0%       | 11/6/23  | 11/17/23 | 11   |
| Task 3.8 Land and Water Management Strategies Alternatives      | 0%       | 11/20/23 | 12/22/23 | 32   |
| Task 3.9 Stakeholder Review/ Input                              | 0%       | 1/8/24   | 1/19/24  | 11   |
| Task 3.10 Recommendations                                       | 0%       | 1/22/24  | 2/23/24  | 32   |
| Task 3.11 Implementation Plan                                   | 0%       | 2/26/24  | 3/29/24  | 32   |
| Task 3.12 Executive Summary, Acknowledgements and Referenc      | 0%       | 4/1/24   | 4/12/24  | 11   |
| Task 3.13 Stakeholder Review/ Input                             | 0%       | 4/15/24  | 5/3/24   | 18   |
| Task 3.14 City of Bainbridge Island GWMP Review                 | 0%       | 5/6/24   | 5/24/24  | 18   |
| <b>Task 4 - Groundwater Modeling</b>                            |          |          |          |      |
| Task 4.1 Review Model Report and Files                          | 0%       | 6/5/23   | 7/14/23  | 39   |
| Task 4.2 Modeling Scenario Alternatives and Recommendations     | 0%       | 7/17/23  | 9/30/23  | 75   |
| Task 4.3 Stakeholder Review/Input                               | 0%       | 8/7/23   | 9/15/23  | 39   |
| Task 4.4 Create Modeling Files and Run Scenario(s)              | 0%       | 8/28/23  | 6/30/24  | 307  |
| Task 4.4 Modeling Results Technical Memorandum                  | 0%       | 12/4/23  | 8/15/24  | 255  |
| Task 4.5 City of Bainbridge Island Review                       | 0%       | 4/15/24  | 9/30/24  | 168  |
| Task 4.6 Stakeholder Review/ Input                              | 0%       | 7/1/24   | 9/15/24  | 76   |
| <b>Task 5 - Wastewater Beneficial Re-Use Coordination</b>       |          |          |          |      |
| Task 5.1 Communications/coordination with Anchor and HDR        | 0%       | 7/1/23   | 9/30/23  | 91   |
| <b>Task 6 - Final GWMP</b>                                      |          |          |          |      |
| Task 5.1 Introduction                                           | 0%       | 5/27/24  | 6/14/24  | 18   |
| Task 5.2 Area Characterization                                  | 0%       | 6/17/24  | 6/28/24  | 11   |
| Task 5.3 Knowledge and Data Gaps                                | 0%       | 7/1/24   | 7/12/24  | 11   |
| Task 5.4 Water Quality and Quantity Issues - Problem Definition | 0%       | 7/15/24  | 7/26/24  | 11   |
| Task 5.5 Water Quality and Quantity Management Goals and Ob     | 0%       | 7/29/24  | 8/9/24   | 11   |
| Task 5.6 Land and Water Management Strategies Alternatives      | 0%       | 8/12/24  | 8/23/24  | 11   |
| Task 5.7 Recommendations                                        | 0%       | 8/26/24  | 9/6/24   | 11   |
| Task 5.8 Implementation Plan                                    | 0%       | 9/9/24   | 9/20/24  | 11   |
| Task 5.9 Executive Summary, Acknowledgements and Reference      | 0%       | 9/23/24  | 10/4/24  | 11   |
| Task 5.10 Stakeholder Review/ Input                             | 0%       | 10/7/24  | 11/1/24  | 25   |
| Task 5.11 City of Bainbridge Island GWMP Review                 | 0%       | 11/4/24  | 11/22/24 | 18   |
| Task 5.12 Final Edits and Revisions                             | 0%       | 11/25/24 | 12/20/24 | 25   |
| Task 5.10 Stakeholder Review/ Input                             | 0%       | 7/2/23   | 12/31/24 | 548  |
| Task 5.11 City of Bainbridge Island GWMP Review                 | 0%       | 9/1/23   | 12/31/24 | 487  |



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:**

**AGENDA ITEM:** Approve Interlocal Agreement between Kitsap County and the Cities of Bainbridge Island, Bremerton, Port Orchard, Poulsbo, and the Port Gamble S'Klallam Tribe Designating Kitsap County as the Lead Agency for the Revision of the Comprehensive Solid Waste Management Plan

**SUMMARY:** Pursuant to the Revised Code of Washington, RCW 70A.205.040 each county within the state, in cooperation with the various cities located within such county, must prepare a coordinated, Comprehensive Solid Waste Management Plan (SWMP). The statute encourages joint solid waste planning between and among adjoining cities and counties. It is proposed that work be undertaken to update the 2018 Kitsap County Solid and Hazardous Waste Management Plan to meet the 2024 due date for the update. The City of Bainbridge Island is included in Kitsap County's current plan, and it is recommended the city continue its participation.

The Revised Code of Washington (RCW 70A.205.010) assigns primary responsibility for solid waste planning to local government. The City of Bainbridge Island has participated in Kitsap County's solid waste management plan, a choice which is authorized by RCW 70A.205.040. Kitsap County most recently developed a solid waste management plan in 2018, which was approved by incorporated cities and tribes within the county and approved by the Washington State Department of Ecology.

The agreement under consideration with this agenda item provides for the participation of the city in the updating of the Kitsap County Comprehensive Solid Waste Management Plan.

**AGENDA CATEGORY:** Interlocal Agreement

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Approve Interlocal Agreement between Kitsap County and the City of Bainbridge Island designating Kitsap County as the lead agency for the revision of the Comprehensive Solid Waste Management Plan and authorize the City Manager to sign this agreement.

### COMMUNITY ENGAGEMENT AND OUTREACH:

### FISCAL IMPACT:

|                                    |                                                   |
|------------------------------------|---------------------------------------------------|
| <b>Amount:</b>                     | No monies will be exchanged under this agreement. |
| <b>Ongoing Cost:</b>               |                                                   |
| <b>One-Time Cost:</b>              |                                                   |
| <b>Included in Current Budget?</b> |                                                   |

**BACKGROUND:** Solid Waste Management Plans (SWMPs) - RCW 70A.205.040 requires each county within the state, in cooperation with the various cities located within such county, to prepare a coordinated,



comprehensive solid waste management plan (SWMP). The statute encourages joint solid waste planning between and among adjoining cities and counties.

The Kitsap County 2018 Solid Waste Management Plan must be updated by 2024. The proposed Interlocal Agreement provides for the preparation of the updated solid waste management plan via the Solid Waste Advisory Committee (SWAC). Diane Landry is currently the City of Bainbridge Island's representative to the SWAC. Her term continues until December 2023. However, it is within the authority of the City Council to make an appointment at any time.

**ATTACHMENTS:**

[KC-174-23 Cities of Kitsap Port Gamble S'Klallam Revisions to Solid and Hazardous Waste Management Plan](#)

[KC-174-23 Bainbridge Signature Page.docx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

## **INTERLOCAL AGREEMENT NO. KC-174-23**

### **BETWEEN KITSAP COUNTY AND CITIES OF BAINBRIDGE ISLAND, BREMERTON, PORT ORCHARD, POULSBO, AND THE PORT GAMBLE S'KLALLAM TRIBE DESIGNATING KITSAP COUNTY AS THE LEAD AGENCY FOR THE REVISION OF THE COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN**

#### **RECITALS**

**WHEREAS** Revised Code of Washington (RCW) 70A.205.010 assigns primary responsibility for solid waste planning to local government;

**WHEREAS** RCW 70A.300.007(3) assigns responsibility for moderate risk waste planning to local government;

**WHEREAS** RCW 70A.205.045 states that solutions to the state's solid waste management problems require regional solutions by local governments as well as intergovernmental cooperation;

**WHEREAS** RCW 70A.205.005 requires the comprehensive solid waste management plan to include the estimated long-range planning needs for solid waste handling facilities projected twenty years into the future;

**WHEREAS** RCW 70A.205.075 requires all solid waste management plans be maintained in a current condition to be reviewed and revised periodically;

**WHEREAS** RCW 70A.205.040 requires counties, in cooperation with the various cities located within such county, to prepare a coordinated, comprehensive solid waste management plan;

**WHEREAS** RCW 70A.205.040 also requires each city to (1) prepare and deliver to the county an independent solid waste management for integration into the county plan; (2) enter into an agreement with the county to participate in the preparation of a joint city-county plan for solid waste management; or (3) authorize the county to prepare a plan for the city's solid waste management for inclusion in the comprehensive county solid waste management plan;

**WHEREAS** RCW 70A.300.350 requires each local government to prepare a local hazardous waste management plan which may be amended as the needs arises;

**WHEREAS** local governments may choose to either include a moderate risk waste element of their solid waste plans, or develop moderate risk waste plans separately from their solid waste plans, recognizing that if the local government chooses not to combine the two plans, both plans should be coordinated;

**WHEREAS** Kitsap County has established a Solid Waste Advisory Committee (SWAC) in accordance with RCW 70A.205.110 to assist in the development and review of programs and policies concerning solid waste handling and disposal, consisting of representatives of each of the incorporated cities, Indian tribes, federal facilities, County Commissioner's districts, business, and the solid waste industry;

**WHEREAS** the 2018 Kitsap County Solid and Hazardous Waste Management Plan, as adopted by Kitsap County, the incorporated cities and Indian tribes within the county and approved by the Washington State Department of Ecology, incorporates both solid waste and moderate risk waste plans;

**WHEREAS** for solid waste and moderate risk waste planning purposes, Kitsap County attributes to a federally recognized Indian tribe the same status as a city, as referred to in Chapter 70A.205 RCW and Chapter 70A.300 RCW;

**WHEREAS** the United States Navy and the Suquamish Tribe are participating in this arrangement under separate agreements or memoranda; and

**WHEREAS** it is necessary for grant application purposes to designate the lead solid waste planning agency and for local governments participating in the solid waste management planning process to agree to the planning process.

**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained herein, it is hereby agreed:

## **AGREEMENT**

### **1. PURPOSE OF AGREEMENT**

It is the purpose of this Agreement to provide for the updating of the Kitsap County Comprehensive Solid Waste Management Plan as mandated in Chapters 70A.205 and 70A.300 RCW, for collection, recycling and disposal of solid and moderate risk waste produced or generated within the boundaries of Kitsap County, pursuant to the Department of Ecology Planning Guidelines.

### **2. AUTHORITY AND RESPONSIBILITIES**

- a. Kitsap County shall act as lead agency for review of the 2018 Kitsap County Solid and Hazardous Waste Management Plan and for preparation of the revised 2024 Solid and Hazardous Waste Management Plan (SHWMP), incorporating both solid waste and moderate risk waste elements.
- b. It is understood that the planning effort will be coordinated through the Solid Waste Advisory Committee (SWAC), and that the Department of Ecology will consider approval of the revised SHWMP only after all local jurisdictions participating in the planning process have adopted the revised SHWMP by resolution as set forth herein.
- c. The Kitsap County Solid and Hazardous Waste Management Plan and any subsequent plan updates or amendments shall be deemed to have been adopted when the plan(s) have been approved by governing bodies (county commission, city/town councils) representing 75% of the population (as set forth by the Washington State Office of Financial Management) of Kitsap County.
- d. Responsibilities for implementation of solid waste programs (including moderate risk waste) will be delineated in the adopted SHWMP.
- e. No separate entity is being created by this Agreement; Kitsap County shall administer this Agreement to ensure completion of the 2024 SHWMP and cooperation among the parties as provided herein.

### **3. FINANCING AND BUDGET**

No monies will be exchanged under this agreement. The County shall maintain a Solid Waste Management Fund as a special fund within the County budget, with funding provided from tip fees, grants, bonds, and other sources in the County's discretion. All revenues and expenses in

connection with the Solid Waste Management Program subject to this Agreement shall be budgeted and accounted for through this fund. Receipts deposited in the Solid Waste Management Fund shall be used only for solid waste management purposes unless otherwise required by law, grant, regulation, or separate contract. Funding for the SHWMP update process will be provided solely through the Kitsap County Solid Waste Management Fund. Funding for plan implementation will be as stated within the Plan.

#### 4. PROPERTY RIGHTS

Title to all property acquired with funds from the Solid Waste Management Fund shall vest in Kitsap County. In the event of sale of any surplus property, such funds shall be deposited in the Solid Waste Management Fund unless otherwise required by law, grant, regulation, or contract. However, if the Solid Waste Management Fund does not require the revenue generated by the sale of such property, it shall be disbursed to participating jurisdictions by an agreed upon formula to be worked out at time of sale.

#### 5. DISPUTE RESOLUTION

Any disputes arising under the terms of this Agreement shall be resolved through negotiation and consensus; provided that should negotiation and consensus fail to resolve the issue, it shall be submitted to a 3-member mediation panel for resolution, provided the panel consists of SWAC membership and is agreed to by all parties. Final authority to resolve disputes shall rest with the Board of County Commissioners subject to judicial review for arbitrary and capricious action.

#### 6. ADMISSION OF NEW PARTIES

Additional municipal entities may be added to this Agreement upon such terms and conditions as the participating governments and the new party agrees upon in writing.

#### 7. AMENDMENTS

The process for adopting an amendment to this Agreement shall be the same as that followed for its original adoption.

#### 8. TERM; TERMINATION

Commencing on the date this Agreement is last executed, it shall continue for a term of ten (10) years.

Any party hereto may withdraw and terminate its rights and obligations under this Agreement if it is their intention to establish their own Plan, satisfying all requirements to do so under the applicable laws of the State of Washington. In such cases, twelve (12) months' notice of intent to withdraw shall be given to all parties hereto.

#### 9. EFFECTIVE DATE

This Agreement shall be effective upon its execution by the Kitsap County Board of Commissioners after execution by all other participating governments.

#### 10. FILING

This Agreement shall be filed with the Kitsap County Auditor as required by RCW 39.34.040.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2023

**BOARD OF COUNTY COMMISSIONERS  
KITSAP COUNTY, WASHINGTON**

\_\_\_\_\_  
**CHARLOTTE GARRIDO**, Chair

ATTEST:

\_\_\_\_\_  
**ROBERT GELDER**, Commissioner

\_\_\_\_\_  
Dana Daniels, Clerk of the Board

\_\_\_\_\_  
**KATHERINE T. WALTERS**, Commissioner

**INTERLOCAL AGREEMENT NO. KC-174-23**

**BETWEEN KITSAP COUNTY AND CITIES OF BAINBRIDGE ISLAND, BREMERTON, PORT  
ORCHARD, POULSBO, AND THE PORT GAMBLE S'KLALLAM TRIBE  
DESIGNATING KITSAP COUNTY AS THE LEAD AGENCY FOR THE REVISION OF THE  
COMPREHENSIVE SOLID WASTE MANAGEMENT PLAN**

Dated this \_\_\_\_ day of \_\_\_\_\_, 2023

**CITY OF BAINBRIDGE ISLAND**

\_\_\_\_\_  
**BLAIR KING**  
CITY MANAGER

ATTEST:

\_\_\_\_\_  
CHRISTINE BROWN, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
JAMES HANEY, Interim City Attorney



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Adopt Ordinance No. 2023-18 Creating a Water Utility Rate Surcharge Area for the Ferncliff Water Main Extension Project - Public Works,

**SUMMARY:** City staff are requesting that the City Council consider adopting Ordinance No. 2023-18 creating a water utility rate surcharge area for the Ferncliff Water Main Extension Project.

**AGENDA CATEGORY:** Ordinance

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Adopt Ordinance No. 2023-18 creating a water utility rate surcharge area for the Ferncliff Water Main Extension Project.

**COMMUNITY ENGAGEMENT AND OUTREACH:** A community meeting with the Ferncliff Water Association was held in May 2023, and a larger community meeting is planned for June 15, 2023.

**FISCAL IMPACT:**

|                                    |     |
|------------------------------------|-----|
| <b>Amount:</b>                     | N/A |
| <b>Ongoing Cost:</b>               | N/A |
| <b>One-Time Cost:</b>              | N/A |
| <b>Included in Current Budget?</b> | Yes |

**BACKGROUND:** The Ferncliff Water Main will extend water service to two existing aging water systems: the Casey Water system and Ferncliff Water System that are inside of the City Water Service area. Service connections will also be made available to unserved properties adjacent to the main extension along Ferncliff Avenue.

City Council considered a funding strategy for the main extension as part of the Water and Sewer Utility Rate Study recommendations. City staff are requesting that the City Council consider enabling that strategy through the adoption of a rate surcharge ordinance. The surcharge will enable the City's water utility to recapture approximately 63% of the main extension cost from benefitting property owners.

The surcharge ordinance will create the boundary of the surcharge area, with the final amount of the surcharge to be determined by the City's Finance Department at the time of project completion. Overall, the area includes

76 properties that could connect to the main. Property owners seeking a connection will have several options for paying the surcharge, which are outlined in the attached cost summary memo.

There is one substantive change to the Ordinance since the City Council first reviewed on May 23, 2023. The water system participation fee for the Ferncliff Water Association customers that are connecting to the city's water system is now permitted to be paid for as a lump sum, or as part of the 15-year surcharge. This change was allowed in recognition that the low-interest state loan and loan forgiveness that was received for the project could not have been secured without the participation of the Association. No other future water system customers are eligible for this alternative method of payment for the water system participation fee.

Construction of the main extension is partially funded with a Washington State Department of Health drinking water loan, and is subject to a deadline of Fall 2023 for obligation of a construction contract. The project is currently on schedule for meeting this deadline.

**ATTACHMENTS:**

[Ordinance No 2023-18 Water Surcharge Ordinance - Ferncliff.docx](#)

[Exhibit A and B - Ferncliff Water Extension Surcharge Area Exhibits.pdf](#)

[Ferncliff Water Main Extension Process Cost Summary Memo.pdf](#)

[Ferncliff Main Extension Location Map.pdf](#)

**FISCAL DETAILS:** N/A

**Fund Name(s):** Water Fund

**Coding:** N/A



## **ORDINANCE NO. 2023 – 18**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, adding a new Section 13.16.045 to the Bainbridge Island Municipal Code establishing a water surcharge for properties in the Ferncliff area to pay for the Ferncliff Water Extension project.

**WHEREAS**, the City of Bainbridge Island currently provides water service to certain customers in the Ferncliff area of the City through local water systems that were formerly operated by private water associations; and

**WHEREAS**, the City's water capital plan includes the Ferncliff Water Extension project to provide water service to the Ferncliff area by extending water mains in Ferncliff Avenue NE, NE Casey Street, Grand Avenue NE, and NE Fenton Road; and

**WHEREAS**, the estimated cost of the Ferncliff Water Extension project is approximately \$1.5 million, \$800,000 of which will be financed through a Drinking Water State Revolving Fund loan that the City will be required to repay. Based on the water capital plan and the 2022 Utility Rate & System Participation Fee Update (Final Report April 2023), prepared for the City by FCS Group, City staff has recommended that approximately \$550,000 (37%) of the total project cost should be allocated to general system benefit for the water utility and the remaining approximately \$960,000 (63%) should be allocated to properties benefitted by and that can connect to the Ferncliff Water Extension; and

**WHEREAS**, City staff has also recommended, and the City Council has agreed, that properties that will receive service from the Ferncliff Water Extension should pay their fair share of the total cost of the project through a water surcharge.

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

**Section 1. Ferncliff Water Extension Surcharge.** A new Section 13.16.045 is hereby added to the Bainbridge Island Municipal Code to read as follows:

### **13.16.045 Ferncliff Water Extension.**

A. Owners of properties served by the Ferncliff Water Extension project identified in the city's water capital plan shall pay a water surcharge as provided in this section. The surcharge shall be in an amount established by council resolution based on sixty-three percent (63%) of the actual final cost of the Ferncliff Water Extension, including but not limited to, design, engineering, construction, and financing costs.

B. The boundaries of the geographic area to which this section applies are shown on the map attached to City of Bainbridge Island Ordinance No. 2023-

18, which is codified in this section. The map is adopted as part of this code section as if fully set forth herein.

C. Owners of properties formerly served by the Ferncliff Water Association, as shown on the map referred to in subsection B above, shall pay the following fees and charges:

1. A surcharge established by council resolution equal to the property's fair share of the actual final cost of the Ferncliff Water Extension Project. The property owner may elect to pay the surcharge in a lump sum upon completion of construction of the Ferncliff Water Extension Project or may elect to pay the surcharge over time through a 15-year water rate surcharge included on the property owner's bi-monthly water bill. If the property owner elects to pay the surcharge in a lump sum, the property owner must notify the city of their election and make payment in full within thirty days after the city notifies property owners of the final amount of the surcharge. Property owners who do not timely inform the City of their election to pay in a lump sum shall be deemed to have elected to pay the 15-year water rate surcharge; and

2. The system participation fee established by council resolution pursuant to BIMC 13.16.040. Notwithstanding any contrary provisions of BIMC 13.16.040, the property owner may elect to pay the system participation fee in a lump sum or the property owner may elect to pay the system participation fee over time through a 15-year water rate surcharge included on the property owner's bi-monthly water bill. The system participation fee surcharge shall be in addition to the surcharge established in subsection C.1 above. The system participation fee surcharge shall include all costs incurred by the city as the result of property owners electing to pay the fee as a 15-year surcharge rather than as a lump sum, including, but not limited to, any additional financing charges. If the property owner elects to pay the system participation fee in a lump sum, the property owner must notify the city of their election and make payment in full prior to the city issuing a notice to proceed for construction of the Ferncliff Water Extension Project. Property owners who do not timely inform the City of their election to pay in a lump sum shall be deemed to have elected to pay the system participation fee as a 15-year water rate surcharge.

3. A property owner who initially elects to pay the 15-year water rate surcharge may elect to pay the remaining surcharge amount at any time in a lump sum. Once a lump sum payment is made in full, the property will no longer be subject to the water rate surcharge.

D. Owners of properties served by the Casey Street Water System as shown on the map referred to in subsection B are current customers of the city water system and shall not be required to pay the system participation fee established by council resolution pursuant to BIMC 13.16.040. Owners of properties served by the Casey Street Water System shall be required to pay a

surcharge established by council resolution equal to the property's fair share of the actual final cost of the Ferncliff Water Extension Project. Owners of properties served by the Casey Street Water System shall pay the same surcharge and shall have the same lump sum payment and bi-monthly service charge options as those specified for properties served by the Ferncliff Water Association as provided in Subsection C above.

E. Owners of properties in the surcharge area shown on the map but which are outside of the Ferncliff Water Association and Casey Street Water System areas covered in Subsections C and D above, may connect to the Ferncliff Water Extension at any time during or after completion of construction. Such owners shall pay the following fees and charges:

1. The system participation fee established by council resolution pursuant to BIMC 13.16.040. The system participation fee shall be paid at the time of connection to the city water system through the installation of a water main tap, service line, and meter; and

2. A surcharge established by council resolution equal to the property's fair share of the actual costs of the Ferncliff Water Extension Project. Owners of properties that connect to the city water system during construction of the water main across the property frontage or immediately after completion of construction of the Ferncliff Water Main Extension Project shall pay the same surcharge and shall have the same lump sum payment and bi-monthly service charge options as those specified for properties served by the Ferncliff Water Association as provided in Subsection C above.

3. Owners of properties governed by this subsection E that do not connect during construction of the water main across the property frontage or immediately after completion of construction of the Ferncliff Water Main Extension Project, but that do so within three years of completion of construction, shall pay the same surcharge, and shall have the same lump sum payment and bi-monthly service charge options, as those specified for properties served by the Ferncliff Water Association as provided in Subsection C above. In addition to those charges, such owners shall pay all construction costs associated with a new service connection, including but not limited to, the cost of the water main tap, service line, and meter.

4. Owners of properties governed by this subsection E that choose to connect more than three years after completion of construction of the Ferncliff Water Main Extension Project shall pay the surcharge established by City Council resolution in a lump sum at the time of connection, together with all construction costs associated with a new service connection, including but not limited to, the cost of the water main tap, service line, and meter.

F. The water surcharge provided by this section shall be in addition to any water service charge or other fee or charge imposed by the City.

**Section 2. 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 3. Effective Date.** This ordinance shall take effect and be in full force five (5) days from its passage and publication as required by law.

PASSED BY THE CITY COUNCIL this \_\_\_\_ day of \_\_\_\_\_, 2023.

APPROVED BY THE MAYOR this \_\_\_\_ day of \_\_\_\_\_, 2023.

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Brenda Fantroy-Johnson, Mayor

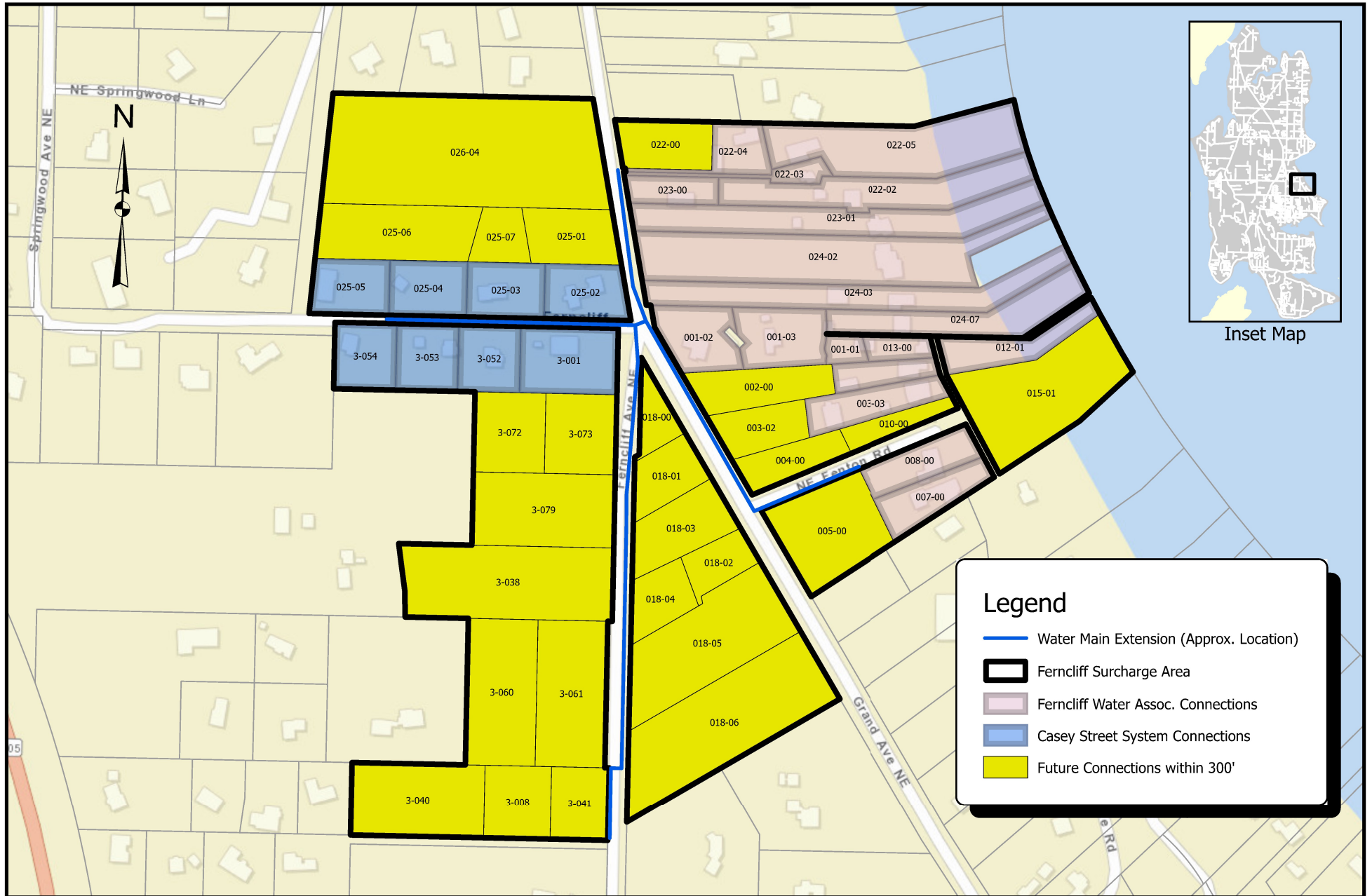
ATTEST/AUTHENTICATED:

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Christine Brown, MMC, City Clerk

|                             |                        |
|-----------------------------|------------------------|
| FILED WITH THE CITY CLERK:  | May 19, 2023           |
| PASSED BY THE CITY COUNCIL: |                        |
| PUBLISHED:                  |                        |
| EFFECTIVE DATE:             |                        |
| ORDINANCE NO.               | 2023-18                |
| ATTACHED:                   | Exhibit A<br>Exhibit B |

# EXHIBIT A FERNCLIFF WATER EXTENSION SURCHARGE AREA



## **Legend**

- Water Main Extension (Approx. Location)
- Ferncliff Surcharge Area
- Ferncliff Water Assoc. Connections
- Casey Street System Connections
- Future Connections within 300'

0 190 380 760 1,140 1,520 Feet

# EXHIBIT B

## FERNCLIFF WATER EXTENSION SURCHARGE AREA PROJECT

### FERNCLIFF WATER ASSOCIATION CONNECTIONS - 16 PARCELS

| <u>Tax Parcel</u> | <u>Owner</u>                       | <u>Loc</u> |
|-------------------|------------------------------------|------------|
| 4 1 -0 0-0 2-0 2  | ALLEN MAR                          | 0 2-0      |
| 4 1 -0 0-0 2-0 0  | LOVELL CYN                         | 0 2-0      |
| 4 1 -0 0-0 2-0 1  | DRURY ROBERT L & F                 | 0 2-0      |
| 4 1 -0 0-0 2-0 2  | DAY ROBE                           | 0 2-0      |
|                   | FREEMAN GLEASON ALISON J & FREEMAN |            |
| 4 1 -0 0-0 2-0 3  | GLEASON MAT                        | 0 2-0      |
|                   | LAUKAITIS STEVEN J & TONDER        |            |
| 4 1 -0 0-0 2-0 7  | LAUKAITIS M                        | 0 2-0      |
| 4 2 -0 0-0 0-0 2  | PROCTOR MAJ                        | 0 0-0      |
| 4 2 -0 0-0 0-0 3  | VOGEL ALAN J & TJ                  | 0 0-0      |
| 4 2 -0 0-0 0-0 0  | HANRAHAN JEROME                    | 0 0-0      |
| 4 2 -0 0-0 0-0 0  | BLISS GARRISON &                   | 0 0-0      |
| 4 2 -0 0-0 1-0 0  | FERNCLIFF BF                       | 0 1-0      |
| 4 2 -0 0-0 0-0 3  | BEACH KENNETH C & MUI              | 0 0-0      |
| 4 1 -0 0-0 2-0 4  | ZOCHER JOYCI                       | 0 2-0      |
| 4 1 -0 0-0 2-0 5  | WEEDING DAVID EUGENE               | 0 2-0      |
| 4 2 -0 0-0 1-0 1  | VALLARINO JUAN TRUSTI              | 0 1-0      |
| 4 1 -0 0-0 2-0 3  | GERBER KEVIN                       | 0 2-0      |

### CASEY STREET SYSTEM CONNECTIONS - 8 PARCELS (NO ADJACENT)

| <u>Tax Parcel</u> | <u>Owner</u>                     | <u>Loc</u> |
|-------------------|----------------------------------|------------|
| 2 3 2 -3-0 0-2 0  | BRUNTON J                        | 3-0 0      |
| 4 1 -0 0-0 2-0 2  | HUMPHREY MARIELA C &             | 0 2-0      |
| 4 1 -0 0-0 2-0 3  | SCHULZE MILES G                  | 0 2-0      |
|                   | BERGAU RYAN KAWIKA & LEE KATHRYN |            |
| 4 1 -0 0-0 2-0 4  | NICHOL                           | 0 2-0      |
| 4 1 -0 0-0 2-0 5  | HALLIGAN J                       | 0 2-0      |
| 2 3 2 -3-0 5-2 0  | GLAHN LEO M & SHERRY             | 3-0 5      |
| 2 3 2 -3-0 5-2 0  | ADAMANGELA                       | 3-0 5      |
| 2 3 2 -3-0 5-2 0  | MACKENZIE ROGER                  | 3-0 5      |

FUTURE CONNECTIONS - 30 EXISTING PARCELS ( 47 MAXI

| <u>T a x</u>     | <u>P a</u> | <u>O w n</u>                     | <u>L o</u> |
|------------------|------------|----------------------------------|------------|
| 4 1 -0 0-0 1-0 0 |            | ALLEN J                          | 0 1-0      |
| 4 1 -0 0-0 1-0 1 |            | AMIS DOR                         | 0 1-0      |
| 4 2 -0 0-0 0-0 0 |            | SINGLETON JEREI                  | 0 0-0      |
| 2 3 2 -3-0 0-2 0 |            | HEBNER KI                        | 3-0 0      |
| 2 3 2 -3-0 4-2 0 |            | BRODERSEN RICHAR                 | 3-0 4      |
| 4 1 -0 0-0 1-0 0 |            | ALLEN J                          | 0 1-0      |
|                  |            | GACIOCH STANLEY J & DOMINIQUE A  |            |
| 4 1 -0 0-0 1-0 1 |            | HOFFM                            | 0 1-0      |
| 4 1 -0 0-0 1-0 2 |            | GRAND CARO                       | 0 1-0      |
| 4 1 -0 0-0 1-0 3 |            | MOORE DAVID W &                  | 0 1-0      |
| 4 1 -0 0-0 1-0 4 |            | WHITSON RICHAR                   | 0 1-0      |
|                  |            | BURKE TAMAH & SAUSKOJUS RODERICK |            |
| 4 1 -0 0-0 1-0 5 |            | J TWR                            | 0 1-0      |
| 4 1 -0 0-0 1-0 6 |            | ALLOIN JAC                       | 0 1-0      |
| 2 3 2 -3-0 3-2 0 |            | RIVERA RC                        | 3-0 3      |
| 2 3 2 -3-0 4-2 0 |            | HEBNER KI                        | 3-0 4      |
| 4 1 -0 0-0 2-0 0 |            | BAUER G                          | 0 2-0      |
| 4 1 -0 0-0 2-0 1 |            | MCGEE SEA                        | 0 2-0      |
| 4 2 -0 0-0 0-0 0 |            | SINGLETON JEREI                  | 0 0-0      |
| 4 2 -0 0-0 0-0 0 |            | MARTENS JALOLG                   | 0 0-0      |
| 4 2 -0 0-0 0-0 0 |            | UPDEGROVE THERESA                | 0 0-0      |
| 4 2 -0 0-0 1-0 0 |            | HAMBY SHANE &                    | 0 1-0      |
| 4 2 -0 0-0 0-0 2 |            | SMITH TIMOTHY                    | 0 0-0      |
| 4 1 -0 0-0 2-0 6 |            | BUTLER BRA                       | 0 2-0      |
| 2 3 2 -3-0 6-2 0 |            | KILLIAN ROBERT                   | 3-0 6      |
| 2 3 2 -3-0 6-2 0 |            | TANAKA E                         | 3-0 6      |
| 4 1 -0 0-0 2-0 4 |            | MACKAY T JR & LEON               | 0 2-0      |
| 4 2 -0 0-0 1-0 1 |            | BENSON BERI                      | 0 1-0      |
| 4 1 -0 0-0 2-0 7 |            | SCHULZE MILES G                  | 0 2-0      |
| 2 3 2 -3-0 7-2 0 |            | SUTTON DWIGHT & ED               | 3-0 7      |
| 2 3 2 -3-0 7-2 0 |            | SUTTON DWIGHT & ED               | 3-0 7      |
| 2 3 2 -3-0 7-2 0 |            | SUTTON DWIGHT & ED               | 3-0 7      |



## DEPARTMENT OF PUBLIC WORKS MEMORANDUM

Date: April 26, 2023

To: Ferncliff Community; Project File

From: Christopher Wierzbicki, Public Works Director

**Subject: Ferncliff Water Main Extension Process and Cost Summary**

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### **Background/Purpose**

On April 4, 2023, the City Council provided informal direction to city staff regarding moving forward with the processing and funding the Ferncliff Water Main Extension project in accordance with the recommendations outlined in the 2023 Water and Sewer Rate Study Report.

The purpose of this memo is to summarize that recommendation and provide a summary of next steps for the properties benefitting from the water main extension.

### **Ferncliff Water Main Extension Process and Cost**

As identified in the Water and Sewer Rate Study Report, the water utility capital plan includes the Ferncliff water main extension at an estimated cost of about \$1.5 million, with about \$800,000 of that cost being funded by a Drinking Water State Revolving Fund (DWSRF) loan. City staff have allocated \$550,000 (37%) of this cost to overall system benefit (such as infrastructure redundancy), which will be recovered through system-wide rates and System Participation Fees over time. The remaining \$960,000 (63%) will be recovered from the benefitting properties that are able to physically connect to the main.

Given the assumed \$960K project cost recovery figure identified above, the costs associated with the different groups of benefitting properties (see attached Figure 1 for the Ferncliff Water Main Extension Benefitting Properties Area Map) are outlined in the section below. Note that the costs are based on a total project cost of \$1.5M, and a borrowing interest rate of 4.5%. The figures below may be raised or lowered depending on the final project costs. Both the cost and the interest rate are conservatively estimated.

Lastly, all new customers of the water utility will pay a monthly base rate and consumption charge for water use (statements are issued on a bi-monthly basis.) Under those rates, a typical single-family home using the average 700 cubic feet (7 ccf) per month would pay \$58.20 every two months. The actual bill, however, is dependent on total household consumption of water.



## **Ferncliff Water Association (FWA) Properties**

- *System participation fee*: \$7,125 for a 3/4" meter (paid in full prior to the city's issuance of a notice to proceed for the water main extension construction contract).
- *15-year bi-monthly water rate surcharge*: included on bi-monthly billing statements after physical connection to the main. Estimated at \$95.50 per month, or \$191.00 bi-monthly. In lieu of the surcharge, property owners can also pay one lump-sum payment estimated at \$12,300 at the time of physical connection to the main, or a lump-sum remaining payment at any point during the 15-year surcharge period.

## **Casey Street Properties**

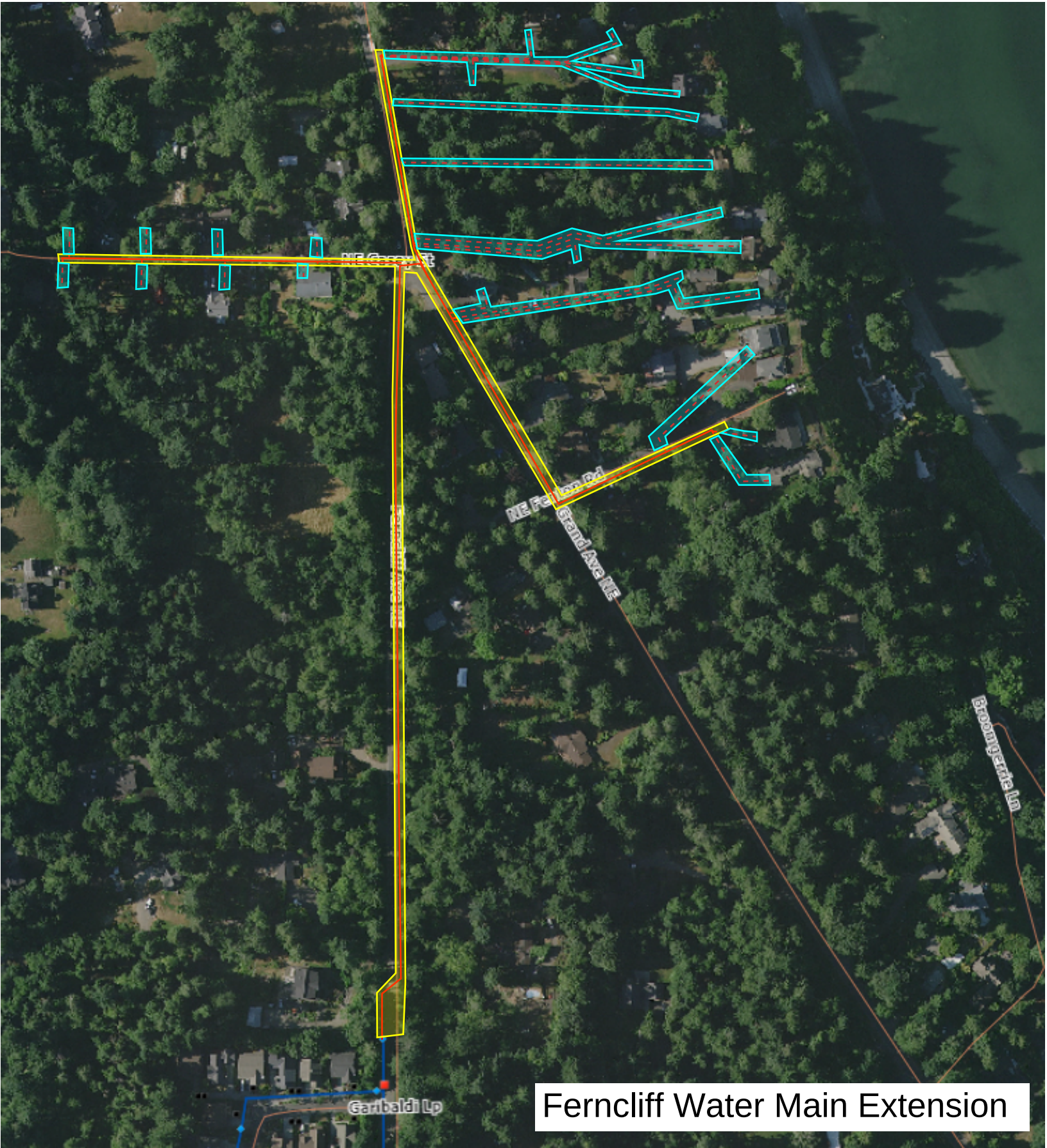
- Casey Street property owners are currently water system customers and therefore are not required to pay a system participation fee.
- *15-year bi-monthly water rate surcharge*: included on bi-monthly billing statements after physical connection to the main. Estimated at \$95.50 per month, or \$191.00 bi-monthly. In lieu of the surcharge, property owners can also pay one lump-sum payment estimated at \$12,300 at the time of physical connection to the main, or a lump-sum remaining payment at any point during the 15-year surcharge period.

## **Other Properties in the Surcharge Boundary Area**

- Other non-FWA/Casey property owners in the surcharge area will have the opportunity to connect to the main extension during or after construction. Property owners that choose to connect at the time of water main construction will pay the same fees, with the same options, as the FWA properties.
- Property owners that choose to connect *within* 3 years of the completion of construction will pay the same fees, with the same options as the FWA properties, but will also pay the construction costs associated with a new service connection (water main tap; service line, meter, etc.)
- Property owners that choose to connect *after* 3 years from the completion of construction will pay both the system participation fee, a *lump-sum* fee of \$12,300, and the cost of constructing a new service connection.

## **Next Steps**

- Mid to late May – City staff will host an information session with FWA and Casey Street property owners to answer questions and receive commitment letter from FWA;
- May 23 – The City Council will formally authorize the Ferncliff Main Extension process through adoption of the utility rate ordinance, surcharge area ordinance and professional services agreement for 100% design of the extension;
- June – City staff will engage other, non-FWA/Casey property owners regarding interest in connecting to the main at the time of construction.
- Late fall – Construction begins on the main extension.



## Ferncliff Water Main Extension

- NEW 8 INCH WATER MAIN
- EXISTING WATER MAIN
- WORK IN CITY RIGHT-OF-WAY
- WORK IN IMPROVED PRIVATE PROPERTY





CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Approve Interlocal Agreement between City of Bainbridge Island and Salish Behavioral Health with Regards to Opioid Settlement Funds - Executive,

**SUMMARY:** Staff reviewed two options to administer and utilize opioid settlement funding. The first option places full responsibility for administration on the City with a City administered program, with the development of its own Opioid Abatement Council, identification of preferred uses of funds, participation in request for proposals process, and performance monitoring and reporting. The second option is to execute an interlocal agreement with another local government organization to oversee program administration and implementation. The second option is recommended. Staff recommends the City Council direct the City Manager to execute an Interlocal Agreement (ILA) with Salish Behavioral Health Administrative Services Organization (SBH-ASO) where SBH-ASO will be responsible for:

- Overseeing distribution of Opioid Funds to programs and services within the City for Approved Purposes, as defined by the One Washington Memorandum.
- Preparing annual expenditure reports for compliance with Approved Purposes.
- Reporting and making publicly available all decisions on Opioid Fund allocation applications, distributions, and expenditures by SBH-ASO.
- Developing and maintaining a centralized public dashboard or other repository for the publication of expenditure data for expenditures of Opioid Funds by SBH-ASO, which it shall update at least annually.
- If necessary, require and collect additional outcome-related data to evaluate the use of Opioid Funds.
- Hearing complaints by the City regarding alleged failure to (1) use Opioid Funds for Approved Purposes or (2) comply with reporting requirements.

**AGENDA CATEGORY:** Interlocal Agreement

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Approve the Interlocal Agreement between City of Bainbridge Island and Salish Behavioral Health with regards to Opioid Settlement Funds and authorize the City Manager to sign it.

### COMMUNITY ENGAGEMENT AND OUTREACH:

### FISCAL IMPACT:

|                                    |                                                                                                                                                                                                                  |
|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Amount:</b>                     | Proposed Administrative cost to Salish Behavioral Health Administrative Services Organization is approximately \$3,250 per year, or 10% of the Opioid Funds received over the 17 years of the settlement period. |
| <b>Ongoing Cost:</b>               |                                                                                                                                                                                                                  |
| <b>One-Time Cost:</b>              |                                                                                                                                                                                                                  |
| <b>Included in Current Budget?</b> |                                                                                                                                                                                                                  |

**BACKGROUND:** In July 2019, the City Council authorized the City Manager to engage the law firm of Keller Rohrback LLC to represent the City as a plaintiff in litigation related to the opioid crisis. Cities, counties, and states across the country are engaged in litigation against prescription drug and related companies regarding impacts from the opioid epidemic that is occurring in communities nationwide.

In 2021, a national settlement was reached with the “Big 3” opioid distributors (McKesson, Cardinal Health, and AmerisourceBergen) and Johnson & Johnson to resolve claims by most states and litigating and non-litigating municipalities across the country.

In September 2022, the City Council authorized the City Manager to execute the participation form for the distributor Settlement, the One Washington Memorandum of Understanding, and the allocation agreement related to Settlement of opioid distributor litigation.

In April 2023, the City Council authorized the City Manager to execute a second participation form for a national settlement has been reached with Walgreens (retail pharmacy), CVS (retail pharmacy), Walmart (retail pharmacy), Teva Pharmaceuticals (opioid manufacturer), and Allergan (opioid manufacturer) to resolve claims by most states and litigating and non-litigating municipalities across the country.

Staff considered two options to administer and utilize opioid settlement funding per the One Washington Memorandum that was signed upon participating in the settlements. The first option would be City led, with the development of its own Opioid Abatement Council, identification of preferred uses of funds, participation in request for proposals process, and performance monitoring and reporting. The second option would be to execute and interlocal agreement with another local government organization and have them oversee the program implementation. Due to the significant staff requirement and another regional organization participating in this work, staff recommends the City Council direct the City Manager to execute an Interlocal Agreement (ILA) with Salish Behavioral Health Administrative Services Organization (SBH-ASO). SBH-ASO will be responsible for:

- Overseeing distribution of Opioid Funds to programs and services within the City for Approved Purposes, as defined by the One Washington Memorandum.
- Preparing annual expenditure reports for compliance with Approved Purposes.
- Reporting and making publicly available all decisions on Opioid Fund allocation applications, distributions, and expenditures by SBH-ASO.
- Developing and maintaining a centralized public dashboard or other repository for the publication of expenditure data for expenditures of Opioid Funds by SBH-ASO, which it shall update at least annually.
- If necessary, require and collect additional outcome-related data to evaluate the use of Opioid Funds.
- Hearing complaints by the City regarding alleged failure to (1) use Opioid Funds for Approved Purposes or (2) comply with reporting requirements.

The ILA will cover a period of 17 years, with an estimated administrative fee by SBH-ASO of \$3,250 per year, excluding any future settlements. This choice would hand over the funds and the opportunity for prioritizing the

funds but would ensure that they are spent on Bainbridge Island. The City of Bremerton has signed on to the exact same agreement. Other cities are also in discussion at this time in participating in the same agreement.

**ATTACHMENTS:**

[Interlocal Agreement with Salish Behavioral Health Administrative Services Organization for the Administration of Opioid Funds.docx](#)

[Interlocal Agreement Between Clallam County, Jefferson County, Kitsap County and Salish Behavioral Health Administrative Services Organization.pdf](#)

[Opioid Settlement and Allocation Agreement \(City of Bainbridge Executed\).pdf](#)

[Opioid Settlement Funds Memorandum.docx](#)

**FISCAL DETAILS:** The City is currently receiving approximately \$32,500 in settlement funds per year. Per this agreement, the City would hand over the funds to SBH-ASO. The ILA will cover a period of 17 years. Ten percent (10%) of Opioid Funds received by SBH-ASO will be reserved, on an annual basis, for administrative costs related to managing, distributing, and administering Opioid Funds consistent with Approved Purposes specified in the One Washington Memorandum. SBH-ASO will provide an annual accounting for actual costs and any reserved funds that exceed actual costs will be reallocated to Approved Purposes. SBH-ASO shall maintain Opioid Funds in a separate fund and Opioid Funds shall not be comingled with other funds received by SBH-ASO.

**Fund Name(s):**

**Coding:**

INTERLOCAL AGREEMENT BETWEEN  
CITY OF BAINBRIDGE ISLAND  
AND  
SALISH BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION

This Agreement is made between the City of Bainbridge Island (“City”), on the one hand, and Salish Behavioral Health Administrative Services Organization (“SBH-ASO”), through Kitsap County, its administrative entity, on the other, (collectively “Parties”) for the purpose of administering monetary amounts allocated to the City resulting from settlements with and/or litigation against opioid pharmaceutical supply chain participants. The Parties to this Agreement mutually agree to the terms contained herein.

RECITALS

A. The City is a Participating Local Government to the One Washington Memorandum of Understanding Between Washington Municipalities (One WA MOU), a copy of which is attached hereto as Attachment A and fully incorporated herein.

B. The City is also a Participant to the Allocation Agreement Covering the Allocation of Funds Paid by the Settling Opioid Distributors in Washington State, a copy of which is attached hereto as Attachment B and fully incorporated herein (Allocation Agreement).

C. The City anticipates receipt of other funds resulting from settlements with and/or litigation against opioid pharmaceutical supply chain participants.

D. Funds allocated to the City pursuant to the One WA MOU, the Allocation Agreement, and from other settlements with and/or litigation against opioid pharmaceutical supply chain participants shall be collectively referred to herein as “Opioid Funds.”

E. The SBH-ASO administers behavioral health services and programs pursuant to chapters 71.24 and 71.05 RCW within the Olympic Community of Health Region regional service area established under RCW 74.09.870.

F. The City seeks to designate SBH-ASO as the Opioid Abatement Council pursuant to Section C.4.h of the One WA MOU and pursuant to Section 15 of the Allocation Agreement for the purposes of receiving, managing, distributing, and administering Opioid Funds allocated to the City consistent with the Approved Purposes set forth in the One WA MOU and consistent with the purposes set forth in Section 8 of the Allocation Agreement.

G. This Agreement is made pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

H. This Agreement does not contemplate a joint budget.

I. This Agreement does not contemplate the joint acquisition of property by the

parties. At termination, each party will remain the sole owner of its own property.

## AGREEMENT

1. The foregoing Recitals A through I are true and correct and are incorporated herein by reference as if fully set forth herein.

2. The City hereby designates SBH-ASO as the Opioid Abatement Council pursuant to Section C.4.h of the One WA MOU and pursuant to Section 15 of the Allocation Agreement to oversee allocation, distribution, expenditures, and dispute resolution of Opioid Funds allocated to the City consistent with the Approved Purposes set forth in the One WA MOU and Allocation Agreement and consistent with the purposes set forth in Section 8 of the Allocation Agreement (collectively “Approved Purposes”).

3. The City shall pay over to SBH-ASO those Opioid Funds distributed to the City or authorize that Opioid Funds allocated to the City be paid over directly to SBH-ASO.

4. SBH-ASO shall maintain Opioid Funds in a separate fund and Opioid Funds shall not be comingled with other funds received by SBH-ASO from HCA or other sources.

5. Ten percent (10%) of Opioid Funds received by SBH-ASO will be reserved, on an annual basis, for administrative costs related to managing, distributing, and administering Opioid Funds consistent with Approved Purposes. SBH-ASO will provide an annual accounting for actual costs and any reserved funds that exceed actual costs will be reallocated to Approved Purposes.

6. Opioid Funds will be subject to mechanisms for auditing and reporting to provide public accountability and transparency. All records related to the receipt and expenditure of Opioid Funds shall be maintained for no less than five (5) years and such records shall be available for review by the Parties to this Agreement, government oversight authorities, and the public. Each party shall be responsible for its own compliance with the Washington Public Records Act, chapter 42.56 RCW (as may be amended). This Agreement, once executed, will be a “public record” subject to production to a third party if it is requested under the chapter 42.56 RCW.

7. SBH-ASO will be responsible for the following actions with respect to Opioid Funds:

- a. Overseeing distribution of Opioid Funds to programs and services within the City for Approved Purposes.
- b. Preparing annual expenditure reports for compliance with Approved Purposes.
- c. Reporting and making publicly available all decisions on Opioid Fund allocation applications, distributions, and expenditures by SBH-ASO.

d. Developing and maintaining a centralized public dashboard or other repository for the publication of expenditure data for expenditures of Opioid Funds by SBH-ASO, which it shall update at least annually.

e. If necessary, require and collect additional outcome-related data to evaluate the use of Opioid Funds.

f. Hearing complaints by the City regarding alleged failure to (1) use Opioid Funds for Approved Purposes or (2) comply with reporting requirements.

8. If any Party to this Agreement believes another Party violated the terms of this Agreement, the WA One MOU, and/or the Allocation Agreement, the aggrieved Party may seek judicial enforcement of the terms of this Agreement, the WA One MOU, and/or the Allocation Agreement. The Parties hereby stipulate that venue of any action shall be Thurston County Superior Court in accordance with RCW 4.12.080. Prior to filing any such action, the alleging Party shall first provide the alleged offending Party notice of the alleged violation(s) and a reasonable opportunity to cure the alleged violation(s). In such an enforcement action, any alleging Party or alleged offending Party may be represented by their respective public entity in accordance with Washington law.

9. Nothing in this MOU shall be interpreted to waive the right of any Party to seek judicial relief for conduct occurring outside the scope of this Agreement that violates any Washington law. In such an action, the alleged offending Party may be represented by their respective public entities in accordance with Washington law. In the event of a conflict, any Party may seek outside representation to defend itself against such an action.

10. This Agreement is subject to the terms and conditions of the interlocal agreement establishing the SBH-ASO (KC-279-19, as it may be amended or superseded from time to time), except that in the event of an inconsistency between this Agreement and the interlocal agreement establishing the SBH-ASO, unless otherwise provided, the inconsistency is resolved by giving precedence in the following order:

- a. Applicable Federal and Washington State Statutes and Regulations.
- b. All terms and conditions in this Agreement, including the One WA MOU and the Allocation Agreement.
- c. The interlocal agreement establishing the SBH-ASO (KC-279-19, as it may be amended or superseded from time to time).
- d. Any other material incorporated herein by written reference.

11. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. The Parties agree not to deny the legal effect or enforceability of this Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of this Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the grounds that it is an electronic record or electronic signature or that it is not in its original



form or is not an original.

12. This Agreement shall take effect on the date of its full execution and shall expire on the date that the Interlocal Agreement establishing the SBH-ASO expires (designated as Kitsap County contract number KC-279-19, as it may be amended or superseded from time to time).

13. Each Party represents that all procedures necessary to authorize such Party's execution of this Agreement have been performed and that the person signing for such Party has been authorized to execute this Agreement.

14. Once fully executed, this Agreement shall be filed by SBH-ASO, through Kitsap County, with the Kitsap County Auditor. The City shall list the Agreement on the City's website.

15. The parties shall keep and maintain all records required by law in connection with the performance of this Agreement.

16. The parties signed this Agreement in the State of Washington. The laws of the United States and the State of Washington govern this Agreement, as if applied to transactions agreed upon and to be performed wholly within the State of Washington. No Party shall argue or assert that any state law other than Washington law applies to the governance or construction of this Agreement.

17. This agreement may be amended to address distribution of additional funds received from settlements with and/or litigation against opioid pharmaceutical supply chain participants. Any amendment must be in writing and must be signed by each party.

18. The parties may withdraw from this Agreement and terminate participation under this Agreement at any time, subject to the survival of any duty, obligation, or liability it incurred prior to the effective date of termination and provided that (a) the terminating party provides written notification to the other party of the terminating party's intention to withdraw at least 60 days prior to the proposed effective date of such termination.

19. Any notices required to be given shall be in writing and delivered to the following parties at the following addresses:

Bainbridge Island City Clerk  
280 Madison Avenue North  
Bainbridge Island, WA 98110

SBH-ASO  
Director, Kitsap County Department of Human  
Services as Administrator of SBH-ASO  
614 Division Street, MS-23  
Port Orchard, WA 98366

20. The invalidity or unenforceability of any provision hereof shall in no way affect the validity or enforceability of any other provision. Failure to insist upon strict compliance with any terms, covenants, or conditions of this Agreement shall not be deemed a waiver of such, nor shall any waiver or relinquishment of such right or power at any time be taken to be a waiver of

any other breach.

Approved this \_\_\_\_ day of \_\_\_\_\_, 2023

**CITY OF BAINBRIDGE ISLAND**

---

Blair King, City Manager

Attest:

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Christine Brown, City Clerk

Approved this \_\_\_\_ day of \_\_\_\_\_, 2023

**SALISH BEHAVIORAL HEALTH  
ADMINISTRATIVE SERVICES ORGANIZATION**

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Mark Ozias, Chair

INTERLOCAL AGREEMENT BETWEEN  
CLALLAM COUNTY  
JEFFERSON COUNTY  
KITSAP COUNTY  
AND  
SALISH BEHAVIORAL HEALTH ADMINISTRATIVE SERVICES ORGANIZATION

This Agreement is made between Clallam County, Jefferson County, and Kitsap County, on the one hand, and Salish Behavioral Health Administrative Services Organization (SBH-ASO), through Kitsap County, its administrative entity, on the other, (collectively "Parties") for the purpose of administering monetary amounts allocated to the counties of Clallam, Jefferson, and Kitsap resulting from settlements with and/or litigation against opioid pharmaceutical supply chain participants. The Parties to this Agreement mutually agree to the terms contained herein.

RECITALS

A. Clallam, Jefferson, and Kitsap counties are Participating Counties in the National Prescription Opiate Litigation, United States District Court for the Northern District of Ohio, Case No. 1:17-md-02804-DAP.

B. Clallam, Jefferson, and Kitsap counties are also Participating Local Governments to the One Washington Memorandum of Understanding Between Washington Municipalities (One WA MOU), a copy of which is attached hereto as Attachment A and fully incorporated herein.

C. Clallam, Jefferson, and Kitsap counties are also Participants to the Allocation Agreement Covering the Allocation of Funds Paid by the Settling Opioid Distributors in Washington State, a copy of which is attached hereto as Attachment B and fully incorporated herein (Allocation Agreement).

D. Clallam, Jefferson, and Kitsap counties anticipate receipt of other funds resulting from settlements with and/or litigation against opioid pharmaceutical supply chain participants.

E. Funds allocated to Clallam, Jefferson, and Kitsap counties pursuant to the One WA MOU and the Allocation Agreement shall be collectively referred to herein as "Opioid Funds."

F. Clallam, Jefferson, and Kitsap counties and the Jamestown S'Klallam Tribe are parties to an interlocal agreement (KC-279-19, as it may be amended or superseded from time to time) establishing the SBH-ASO. The SBH-ASO administers behavioral health services and programs under chapters 71.24 and 71.05 RCW within the Olympic Community of Health Region regional service area established under RCW 74.09.870.

G. Clallam, Jefferson, and Kitsap counties seek to designate SBH-ASO as the Olympic Opioid Abatement Council pursuant to Section C.4.h of the One WA MOU and

pursuant to Section 15 of the Allocation Agreement for the purposes of receiving, managing, distributing, and administering Opioid Funds allocated to Clallam, Jefferson, and Kitsap counties consistent with the Approved Purposes set forth in the One WA MOU and consistent with the purposes set forth in Section 8 of the Allocation Agreement.

H. SBH-ASO's Tribal members are subject to separate agreements concerning Opioid Funds, are not subject to the One WA MOU or the Allocation Agreement described herein, and thus it is unnecessary to join SBH-ASO's Tribal members as parties to this Agreement.

I. This Agreement is made pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

J. This Agreement does not contemplate a joint budget.

K. This Agreement does not contemplate the joint acquisition of property by the parties. At termination, each party will remain the sole owner of its own property.

#### AGREEMENT

1. The foregoing Recitals A through H are true and correct and are incorporated herein by reference as if fully set forth herein.

2. Clallam, Jefferson, and Kitsap counties hereby designate SBH-ASO as the Olympic Opioid Abatement Council pursuant to Section C.4.h of the One WA MOU and pursuant to Section 15 of the Allocation Agreement to oversee allocation, distribution, expenditures, and dispute resolution of Opioid Funds allocated to Clallam, Jefferson, and Kitsap counties consistent with the Approved Purposes set forth in the One WA MOU and Allocation Agreement and consistent with the purposes set forth in Section 8 of the Allocation Agreement (collectively "Approved Purposes").

3. Clallam, Jefferson, and Kitsap counties shall pay over to SBH-ASO those Opioid Funds distributed to Clallam, Jefferson, and Kitsap counties or authorize that Opioid Funds allocated to Clallam, Jefferson, and Kitsap County be paid over directly to SBH-ASO.

4. SBH-ASO shall maintain Opioid Funds in a separate fund and Opioid Funds shall not be comingled with other funds received by SBH-ASO from HCA or other sources.

5. Ten percent (10%) of Opioid Funds received by SBH-ASO will be reserved, on an annual basis, for administrative costs related to managing, distributing, and administering Opioid Funds consistent with Approved Purposes. SBH-ASO will provide an annual accounting for actual costs and any reserved funds that exceed actual costs will be reallocated to Approved Purposes.

6. Opioid Funds will be subject to mechanisms for auditing and reporting to provide public accountability and transparency. All records related to the receipt and expenditure of

Opioid Funds shall be maintained for no less than five (5) years and such records shall be available for review by the Parties to this Agreement, government oversight authorities, and the public. Each party shall be responsible for its own compliance with the Washington Public Records Act, chapter 42.56 RCW (as may be amended). This Agreement, once executed, will be a "public record" subject to production to a third party if it is requested under the chapter 42.56 RCW.

7. SBH-ASO will be responsible for the following actions with respect to Opioid Funds:

- a. Overseeing distribution of Opioid Funds to programs and services within the Olympic Community of Health Region regional service area for Approved Purposes.
- b. Preparing annual expenditure reports for compliance with Approved Purposes.
- c. Reporting and making publicly available all decisions on Opioid Fund allocation applications, distributions, and expenditures by SBH-ASO.
- d. Developing and maintaining a centralized public dashboard or other repository for the publication of expenditure data for expenditures of Opioid Funds by SBH-ASO, which it shall update at least annually.
- e. If necessary, require and collect additional outcome-related data to evaluate the use of Opioid Funds.
- f. Hearing complaints by Clallam, Jefferson, and/or Kitsap Counties regarding alleged failure to (1) use Opioid Funds for Approved Purposes or (2) comply with reporting requirements.

8. If any Party to this Agreement believes another Party violated the terms of this Agreement, the WA One MOU, and/or the Allocation Agreement, the aggrieved Party may seek judicial enforcement of the terms of this Agreement, the WA One MOU, and/or the Allocation Agreement. The Parties hereby stipulate that venue of any action shall be Thurston County Superior Court in accordance with RCW 4.12.080. Prior to filing any such action, the alleging Party shall first provide the alleged offending Party notice of the alleged violation(s) and a reasonable opportunity to cure the alleged violation(s). In such an enforcement action, any alleging Party or alleged offending Party may be represented by their respective public entity in accordance with Washington law.

9. Nothing in this MOU shall be interpreted to waive the right of any Party to seek judicial relief for conduct occurring outside the scope of this Agreement that violates any Washington law. In such an action, the alleged offending Party may be represented by their respective public entities in accordance with Washington law. In the event of a conflict, any Party may seek outside representation to defend itself against such an action.

10. This Agreement is subject to the terms and conditions of the Parties' interlocal

agreement establishing the SBH-ASO (KC-279-19, as it may be amended or superseded from time to time), except that in the event of an inconsistency between this Agreement and the Parties' interlocal agreement establishing the SBH-ASO, unless otherwise provided, the inconsistency is resolved by giving precedence in the following order:

- a. Applicable Federal and Washington State Statutes and Regulations.
- b. All terms and conditions in this Agreement, including the One WA MOU and the Allocation Agreement.
- c. The Parties' interlocal agreement establishing the SBH-ASO (KC-279-19, as it may be amended or superseded from time to time).
- d. Any other material incorporated herein by written reference.

11. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. The Parties agree not to deny the legal effect or enforceability of this Agreement solely because it is in electronic form or because an electronic record was used in its formation. The Parties agree not to object to the admissibility of this Agreement in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the grounds that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

12. This Agreement shall take effect upon the date of its full execution and shall expire on the date that the Interlocal Agreement establishing the SBH-ASO expires (KC-279-19, as it may be amended or superseded from time to time).

13. Each Party represents that all procedures necessary to authorize such Party's execution of this Agreement have been performed and that the person signing for such Party has been authorized to execute this Agreement.

14. Once fully executed, this Agreement shall be filed by Kitsap County with the Kitsap County Auditor.

15. The parties shall keep and maintain all records required by law in connection with the performance of this Agreement.

16. The parties signed this Agreement in the State of Washington. The laws of the United States and the State of Washington govern this Agreement, as if applied to transactions agreed upon and to be performed wholly within the State of Washington. No Party shall argue or assert that any state law other than Washington law applies to the governance or construction of this Agreement.

17. This agreement may be amended to address distribution of additional funds received from settlements with and/or litigation against opioid pharmaceutical supply chain participants.

Approved this 25 day of October, 2022

**CLALLAM COUNTY BOARD OF  
COMMISSIONERS**

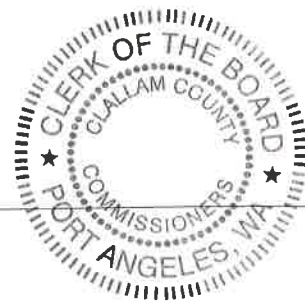
  
\_\_\_\_\_  
Mark Ozias, Chair

  
\_\_\_\_\_  
Randy Johnson, Commissioner

  
\_\_\_\_\_  
Bill Peach, Commissioner

Attest:

  
\_\_\_\_\_  
Loni Gores, Clerk of the Board



Approved as to form only:

  
\_\_\_\_\_  
Elizabeth Stanley,  
Chief Civil Deputy Prosecuting Attorney

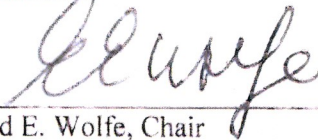
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Date



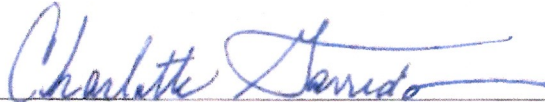


Approved this 5 day of October, 2022

KITSAP COUNTY BOARD OF COMMISSIONERS, in  
its capacities as the governing body of Kitsap County and  
as the administrative entity for the Salish Behavioral Health  
Organization



Edward E. Wolfe, Chair



Charlotte Garrido, Commissioner

NOT PRESENT

Rob Gelder, Commissioner

Attest:



Dana Daniels, Clerk of the Board



Approved this \_\_\_\_ day of \_\_\_\_\_, 2022

**SALISH BEHAVIORAL HEALTH  
ADMINISTRATIVE ORGANIZATION**

---

Greg Brotherton, Chair

**WASHINGTON STATE ALLOCATION AGREEMENT GOVERNING THE  
ALLOCATION OF FUNDS PAID BY CERTAIN SETTLING OPIOID  
MANUFACTURERS AND PHARMACIES**

**JANUARY 27, 2023**

This Washington State Allocation Agreement Governing the Allocation of Funds Paid by Certain Settling Opioid Manufacturers and Pharmacies (the “Allocation Agreement II”) governs the distribution of funds obtained from (1) Walmart, (2) Teva, (3) Allergan, (4) CVS, and (5) Walgreens (the “Settling Entities”) in connection with the resolution of any and all claims by the State of Washington and the counties, cities, and towns in Washington State (“Local Governments”) against the Settling Entities via the following settlements:

- Walmart Settlement Agreement dated November 12, 2022 and any subsequent amendments (“Walmart Settlement”).
- Teva Public Global Settlement Agreement dated November 22, 2022 and any subsequent amendments (“Teva Settlement”).
- Allergan Public Global Settlement Agreement dated November 22, 2022 and any subsequent amendments (“Allergan Settlement”).
- CVS Settlement Agreement dated December 9, 2022 and any subsequent amendments (“CVS Settlement”).
- Walgreens Settlement Agreement dated December 9, 2022 and any subsequent amendments (“Walgreens Settlement”).

Collectively, the Walmart Settlement, the Teva Settlement, the Allergan Settlement, the CVS Settlement, and the Walgreens Settlement shall be referred to as “the Settlements”. Each of the Settlements can be accessed at <https://nationalopioidsettlement.com/>. The terms and definitions of each of the respective Settlement are incorporated into this Allocation Agreement II, and any undefined terms in this Allocation Agreement II are as defined in the Settlements.

1. This Allocation Agreement II is intended to be a State-Subdivision Agreement as defined in the Settlements. This Allocation Agreement II shall be interpreted to be consistent with the requirements of a State-Subdivision Agreement in the Settlements.
2. This Allocation Agreement II shall become effective only if all of the following occur:
  - A. The State of Washington joins one of the Settlements and becomes a Settling State as provided for in the respective Settlement.
  - B. One of the Settlements becomes final and effective and a Consent Judgment is filed and approved as provided for in the respective Settlement.

- C. The number of Local Governments that execute and return this Allocation Agreement II satisfies the participation requirements for a State-Subdivision Agreement as specified in one of the Settlements, Washington is a Settling State for that Settlement, and a Consent Judgment has been filed and approved for that Settlement.
- 3. Requirements to become a Participating Local Government. To become a Participating Local Government that can participate in this Allocation Agreement II with respect to any one of the Settlements, a Local Government must do all of the following:
  - A. The Local Government must execute and return this Allocation Agreement II.
  - B. The Local Government must release its claims against the Settling Entities identified in the respective Settlement and agree to be bound by the terms of the Settlement by timely executing and returning the Participation Form for that Settlement. The forms are attached hereto as Exhibits 1-5.
  - C. Litigating Subdivisions, also referred to as Litigating Local Governments, must dismiss the Settling Entities identified in the respective Settlement with prejudice from their lawsuits.
  - D. Each of the Local Governments that is eligible to participate in this Allocation Agreement II has previously executed and signed the One Washington Memorandum of Understanding Between Washington Municipalities ("MOU") agreed to by the Participating Local Governments in Washington State, which is attached hereto as Exhibit 6. By executing this Allocation Agreement II, the local government agrees and affirms that the MOU applies to and shall govern the Local Government Share as modified by this Allocation Agreement II for each of the Settlements in which the Local Government participates.

A Local Government that meets all of the conditions in this paragraph for any of the Settlements shall be deemed a "Participating Local Government" for that Settlement. A Local Government can be a "Participating Local Government" for less than all of the Settlements. If a Local Government is a Participating Local Government for less than all of the Settlements, the Local Government can only receive a portion of the Washington Abatement Amount for the specific Settlement(s) for which it is a Participating Local Government.
- 4. This Allocation Agreement II applies to the following, all of which collectively shall be referred to as the "Washington Abatement Amount":
  - A. For the Walmart Settlement, the State of Washington's allocation of the (1) Global Settlement Remediation Amount and (2) Additional Remediation Amount.

- B. For the Teva Settlement, the State of Washington's allocation of the (1) Net Abatement Amount and (2) Additional Restitution Amount.
- C. For the Allergan Settlement, the State of Washington's allocation of the (1) Global Settlement Abatement Amount and (2) Additional Restitution Amount.
- D. For the CVS Settlement, the State of Washington's allocation of the (1) Maximum Remediation Payment and (2) Additional Remediation Amount.
- E. For the Walgreens Settlement, the State of Washington's allocation of the (1) Adjusted State Remediation Payment and (2) Additional Remediation Amount.

As specified in each of the Settlements, the Washington Abatement Amount will vary dependent on the percentage of Participating Local Governments and whether there are any Later Litigating Subdivisions.

- 5. The Teva Settlement provides the option for Settling States to obtain Settlement Product or the discretion to convert any portion of the Settlement Product allocated to the Settling State into a cash value equaling twenty percent (20%) of the WAC value of the Settling State's allocated Settlement Product in specified years. It shall be solely the decision of the State regarding whether to convert any portion of the Settlement Product allocated to Washington into a cash value or to obtain the Settlement Product. If the State elects to obtain Settlement Product, the State in its sole discretion shall make all decisions related to the Settlement Product, including but not limited to where, how, and to whom it shall be distributed. For purposes of calculating the division of the Washington Abatement Amount in Paragraph 10 of this Allocation Agreement II, the Settlement Product allocated to Washington shall be considered "State Share" and shall have the cash value assigned to it in the Teva Public Global Settlement Agreement dated November 22, 2022.
- 6. This Allocation Agreement II does not apply to the State Cost Fund, State AG Fees and Costs, or any attorneys' fees, fees, costs, or expenses referred to in the Settlement or that are paid directly or indirectly via the Settlements to the State of Washington ("State's Fees and Costs").
- 7. This Allocation Agreement II and the MOU are a State Back-Stop Agreement. The Settling Entities are paying a portion of the Local Governments' attorneys' fees and costs as provided for in the Settlements. The total contingent fees an attorney receives from the Contingency Fee Fund in the Settlements, the MOU, and this Allocation Agreement II combined cannot exceed 15% of the portion of the LG Share paid to the Litigating Local Government that retained that firm to litigate against the Settling Entities (i.e., if City X filed suit with outside counsel on a contingency fee contract and City X receives \$1,000,000 from the Walmart

Settlement, then the maximum that the firm can receive is \$150,000 for fees as to the Walmart Settlement; if City X did not retain the same firm for potential litigation against CVS and City X receives \$1,000,000 from the CVS Settlement, then the firm receives no fees from the CVS Settlement.)

8. No portion of the State's Fees and Costs and/or the State Share as defined in Paragraphs 6 and 10 of this Allocation Agreement II shall be used to fund the Government Fee Fund ("GFF") referred to in Paragraph 12 of this Allocation Agreement II and Section D of the MOU, or in any other way to fund any Participating Local Government's attorneys' fees, costs, or common benefit tax.
9. The Washington Abatement Amount shall and must be used by the State and Participating Local Governments for future Opioid Remediation as defined in the Settlements, except as allowed by the Settlements.
10. The State and the Participating Local Governments agree to divide the Washington Abatement Amount as follows:
  - A. Fifty percent (50%) to the State of Washington ("State Share").
  - B. Fifty percent (50%) to the Participating Local Governments ("LG Share").
11. The LG Share shall be distributed to Participating Local Governments pursuant to the MOU attached hereto as Exhibit 6 as amended and modified in this Allocation Agreement II.
12. For purposes of this Allocation Agreement II only, the MOU is modified as follows and any contrary provisions in the MOU are struck:
  - A. Exhibit A of the MOU is replaced by Exhibit E of each of the respective Settlements.
  - B. The definition of "Litigating Local Governments" in Section A.4 of the MOU shall mean Litigating Subdivisions as defined in each the respective Settlements.
  - C. The definition of "National Settlement Agreement" in Section A.6 of the MOU shall mean the Settlements.
  - D. The definition of "Settlement" in Section A.14 of the MOU shall mean the Settlements.
  - E. The MOU is amended to add new Section C.4.g.vii, which provides as follows:

"If a Participating Local Government receiving a direct payment  
(a) uses Opioid Funds other than as provided for in the respective  
Settlements, (b) does not comply with conditions for receiving

direct payments under the MOU, or (c) does not promptly submit necessary reporting and compliance information to its Regional Opioid Abatement Counsel (“Regional OAC”) as defined at Section C.4.h of the MOU, then the Regional OAC may suspend direct payments to the Participating Local Government after notice, an opportunity to cure, and sufficient due process. If direct payments to Participating Local Government are suspended, the payments shall be treated as if the Participating Local Government is foregoing their allocation of Opioid Funds pursuant to Section C.4.d and C.4.j.iii of the MOU. In the event of a suspension, the Regional OAC shall give prompt notice to the suspended Participating Local Government and the Settlement Fund Administrator specifying the reasons for the suspension, the process for reinstatement, the factors that will be considered for reinstatement, and the due process that will be provided. A suspended Participating Local Government may apply to the Regional OAC to be reinstated for direct payments no earlier than five years after the date of suspension.”

- F. The amounts payable to each law firm representing a Litigating Local Government from the GFF shall be consistent with the process set forth in the *Order Appointing the Fee Panel to Allocate and Disburse Attorney’s Fees Provided for in State Back-Stop Agreements*, Case No. 1:17-md-02804-DAP Doc #: 4543 (June 17, 2022). JoJo Tann (the “GFF Administrator”), who is authorized by the MDL Fee Panel (David R. Cohen, Randi S. Ellis and Hon. David R. Herndon (ret.)) to calculate the amounts due to eligible counsel from each State Back-Stop fund (i.e., the GFF) (*see id.* at p. 4), will oversee and confirm the amounts payable to each law firm representing a Litigating Local Government from the GFF. Upon written agreement between the law firms representing the Litigating Local Governments on the one hand and the Washington Attorney General’s Office on the other, in consultation with the Washington State Association of Counties and the Association of Washington Cities, the GFF Administrator may be replaced by another person, firm, or entity.
- G. The GFF set forth in the MOU shall be funded by the LG Share of the Washington Abatement Amount only. To the extent the common benefit tax is not already payable by the Settling Entities as contemplated by Section D.8 of the MOU, the GFF shall be used to pay Litigating Local Government contingency fee agreements and any common benefit tax referred to in Section D of the MOU, which shall be paid on a pro rata basis to eligible law firms as determined by the GFF Administrator.
- H. To fund the GFF, fifteen percent (15%) of the LG Share shall be deposited in the GFF from each LG Share settlement payment until the Litigating Subdivisions’ contingency fee agreements and common benefit tax (if any) referred to in Section D of the MOU are satisfied. Under no

circumstances will any Primary Subdivision or Litigating Local Government be required to contribute to the GFF more than 15% of the portion of the LG Share allocated to such Primary Subdivision or Litigating Local Government. In addition, under no circumstances will any portion of the LG Share allocated to a Litigating Local Government be used to pay the contingency fees or litigation expenses of counsel for some other Litigating Local Government.

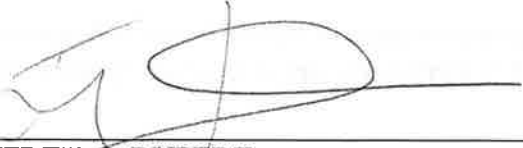
- I. The maximum amount of any Litigating Local Government contingency fee agreement (from the Contingency Fee Fund of the respective Settlements) payable to a law firm permitted for compensation shall be fifteen percent (15%) of the portion of the LG Share paid to the Litigating Local Government that retained that firm (i.e., if City X filed suit with outside counsel on a contingency fee contract and City X receives \$1,000,000 from the Walmart Settlement, then the maximum that the firm can receive is \$150,000 for fees.) The firms also shall be paid documented expenses due under their contingency fee agreements that have been paid by the law firm attributable to that Litigating Local Government. Consistent with Agreement on Attorneys' Fees, Costs, and Expenses, which is Exhibit R of the Settlements, amounts due to Participating Litigating Subdivisions' attorneys under this Allocation Agreement II shall not impact (i) costs paid by the subdivisions to their attorneys pursuant to a State Back-Stop agreement, (ii) fees paid to subdivision attorneys from the Common Benefit Fund for common benefit work performed by the attorneys pursuant to Exhibit R of the Settlements, or (iii) costs paid to subdivision attorneys from the MDL Expense Fund for expenses incurred by the attorneys pursuant to the Settlements.
- J. Under no circumstances may counsel receive more for its work on behalf of a Litigating Local Government than it would under its contingency agreement with that Litigating Local Government. To the extent a law firm was retained by a Litigating Local Government on a contingency fee agreement that provides for compensation at a rate that is less than fifteen percent (15%) of that Litigating Local Government's recovery, the maximum amount payable to that law firm referred to in Section D.3 of the MOU shall be the percentage set forth in that contingency fee agreement.
- K. For the avoidance of doubt, both payments from the GFF and the payment to the Participating Litigating Local Governments' attorneys from the Contingency Fee Fund in the respective Settlements shall be included when calculating whether the aforementioned fifteen percent (15%) maximum percentage (or less if the provisions of Paragraph 10.J of this Allocation Agreement II apply) of any Litigating Local Government contingency fee agreement referred to above has been met.



- L. To the extent there are any excess funds in the GFF, the GFF Administrator and the Settlement Administrator shall facilitate the return of those funds to the Participating Local Governments as provided for in Section D.6 of the MOU.
13. In connection with the execution and administration of this Allocation Agreement II, the State and the Participating Local Governments agree to abide by the Public Records Act, RCW 42.56 *et seq.*
  14. All Participating Local Governments, Regional OACs, and the State shall maintain all non-transitory records related to this Allocation Agreement II as well as the receipt and expenditure of the funds from the Settlements for no less than five (5) years.
  15. If any party to this Allocation Agreement II believes that a Participating Local Government, Regional OAC, the State, an entity, or individual involved in the receipt, distribution, or administration of the funds from the Settlements has violated any applicable ethics codes or rules, a complaint shall be lodged with the appropriate forum for handling such matters, with a copy of the complaint promptly sent to the Washington Attorney General, Complex Litigation Division, Division Chief, 800 Fifth Avenue, Suite 2000, Seattle, Washington 98104.
  16. To the extent (i) a region utilizes a pre-existing regional body to establish its Opioid Abatement Council pursuant to the Section 4.h of the MOU, and (ii) that pre-existing regional body is subject to the requirements of the Community Behavioral Health Services Act, RCW 71.24 *et seq.*, the State and the Participating Local Governments agree that the Opioid Funds paid by the Settling Entities are subject to the requirements of the MOU and this Allocation Agreement II.
  17. Upon request by any of the Settling Entities, the Participating Local Governments must comply with the Tax Cooperation and Reporting provisions of the respective Settlement.
  18. Venue for any legal action related to this Allocation Agreement II (separate and apart from the MOU or the Settlements) shall be in King County, Washington.
  19. Each party represents that all procedures necessary to authorize such party's execution of this Allocation Agreement II have been performed and that such person signing for such party has been authorized to execute this Allocation Agreement II.

**FOR THE STATE OF WASHINGTON:**

**ROBERT W. FERGUSON**  
**Attorney General**

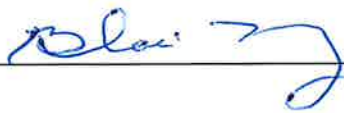
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**JEFFREY G. RUPERT**  
**Division Chief**

**Date:** 1-27-23

**FOR THE PARTICIPATING LOCAL GOVERNMENT:**

Name of Participating Local Government: City of Bainbridge Island

Authorized signature: 

Name: Blair King

Title: City Manager

Date: April 12, 2023

**EXHIBIT 1**  
**Subdivision Settlement Participation Form**  
**(Exhibit K of the Walmart Settlement)**

## **EXHIBIT K**

### **Subdivision Participation Form**

|                                                        |           |
|--------------------------------------------------------|-----------|
| Governmental Entity: City of Bainbridge Island         | State: WA |
| Authorized Official: Blair King, City Manager          |           |
| Address 1: 280 Madison Ave N                           |           |
| Address 2:                                             |           |
| City, State, Zip: Bainbridge Island, Washington, 98110 |           |
| Phone: (206) 842-2545                                  |           |
| Email: bking@bainbridgewa.gov                          |           |

The governmental entity identified above ("Governmental Entity"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated November 14, 2022 ("Walmart Settlement"), and acting through the undersigned authorized official, hereby elects to participate in the Walmart Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Walmart Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Walmart Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall promptly, and in any event within 14 days of the Effective Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in In re National Prescription Opiate Litigation, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal With Prejudice substantially in the form found at <https://nationalopioidsettlement.com/>.
3. The Governmental Entity agrees to the terms of the Walmart Settlement pertaining to Subdivisions as defined therein.
4. By agreeing to the terms of the Walmart Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Walmart Settlement solely for the purposes provided therein.



6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Walmart Settlement.
7. The Governmental Entity has the right to enforce the Walmart Settlement as provided therein.
8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Walmart Settlement, including but not limited to all provisions of Section X (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Walmart Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Walmart Settlement shall be a complete bar to any Released Claim.
9. In connection with the releases provided for in the Walmart Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

**General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Walmart Settlement.

10. Nothing herein is intended to modify in any way the terms of the Walmart Settlement, to which Governmental Entity hereby agrees. To the extent this Election and Release is interpreted differently from the Walmart Settlement in any respect, the Walmart Settlement controls.



I have all necessary power and authorization to execute this Election and Release on behalf of the Governmental Entity.

Signature:

Blair King

Name:

Blair King

Title:

City Manager

Date:

April 12, 2023



**EXHIBIT 2**  
**Subdivision Settlement Participation Form**  
**(Exhibit K of the Teva Settlement)**



**Exhibit K**  
**Subdivision and Special District Settlement Participation Form**

|                                                        |           |
|--------------------------------------------------------|-----------|
| Governmental Entity: City of Bainbridge Island         | State: WA |
| Authorized Signatory: Blair King, City Manager         |           |
| Address 1: 280 Madison Ave N                           |           |
| Address 2:                                             |           |
| City, State, Zip: Bainbridge Island, Washington, 98110 |           |
| Phone: (206) 842-2545                                  |           |
| Email: bking@bainbridgewa.gov                          |           |

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Agreement dated November 22, 2022 ("*Teva Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Teva Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Teva Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Teva Settlement as provided therein.
2. Following the execution of this Settlement Participation Form, the Governmental Entity shall comply with Section III.B of the Teva Settlement regarding Cessation of Litigation Activities.
3. The Governmental Entity shall, within 14 days of the Reference Date and prior to the filing of the Consent Judgment, file a request to dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in In re National Prescription Opiate Litigation, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal With Prejudice substantially in the form found at <https://nationalopioidsettlement.com>.
4. The Governmental Entity agrees to the terms of the Teva Settlement pertaining to Subdivisions as defined therein.
5. By agreeing to the terms of the Teva Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
6. The Governmental Entity agrees to use any monies it receives through the Teva Settlement solely for the purposes provided therein.
7. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Teva Settlement.



8. The Governmental Entity has the right to enforce the Teva Settlement as provided therein.
9. The Governmental Entity, as a Participating Subdivision or Participating Special District, hereby becomes a Releasor for all purposes in the Teva Settlement, including but not limited to all provisions of Section V (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Teva Settlement are intended by Released Entities and the Governmental Entity to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Teva Settlement shall be a complete bar to any Released Claim.
10. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision or Participating Special District as set forth in the Teva Settlement.
11. In connection with the releases provided for in the Teva Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

**General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

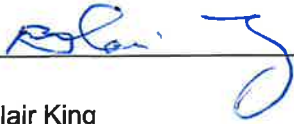
A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Teva Settlement.

12. Nothing herein is intended to modify in any way the terms of the Teva Settlement, to which Governmental Entity hereby agrees. To the extent this Election and Release is interpreted differently from the Teva Settlement in any respect, the Teva Settlement controls.



I have all necessary power and authorization to execute this Election and Release on behalf of the Governmental Entity.

Signature:

\_\_\_\_\_

Name:

Blair King

Title:

City Manager

Date:

April 12, 2023



**EXHIBIT 3**  
**Subdivision Settlement Participation Form**  
**(Exhibit K of the Allergan Settlement)**

**EXHIBIT K**  
**Subdivision and Special District Settlement Participation Form**

|                                                        |           |
|--------------------------------------------------------|-----------|
| Governmental Entity: City of Bainbridge Island         | State: WA |
| Authorized Signatory: Blair King, City Manager         |           |
| Address 1: 280 Madison Ave N                           |           |
| Address 2:                                             |           |
| City, State, Zip: Bainbridge Island, Washington, 98110 |           |
| Phone: (206) 842-2545                                  |           |
| Email: bking@bainbridgewa.gov                          |           |

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Agreement dated November 22, 2022 ("*Allergan Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Allergan Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Allergan Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Allergan Settlement as provided therein.
2. Following the execution of this Settlement Participation Form, the Governmental Entity shall comply with Section III.B of the Allergan Settlement regarding Cessation of Litigation Activities.
3. The Governmental Entity shall, within fourteen (14) days of the Reference Date and prior to the filing of the Consent Judgment, file a request to dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the MDL Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal With Prejudice substantially in the form found at <https://nationalopioidsettlement.com>.
4. The Governmental Entity agrees to the terms of the Allergan Settlement pertaining to Subdivisions and Special Districts as defined therein.
5. By agreeing to the terms of the Allergan Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
6. The Governmental Entity agrees to use any monies it receives through the Allergan Settlement solely for the purposes provided therein.



7. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Allergan Settlement.
8. The Governmental Entity has the right to enforce the Allergan Settlement as provided therein.
9. The Governmental Entity, as a Participating Subdivision or Participating Special District, hereby becomes a Releasor for all purposes in the Allergan Settlement, including, but not limited to, all provisions of **Section V (Release)**, and along with all departments, agencies, divisions, boards, commissions, Subdivisions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity whether elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist in bringing, or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Allergan Settlement are intended to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Allergan Settlement shall be a complete bar to any Released Claim.
10. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision or Participating Special District as set forth in the Allergan Settlement.
11. In connection with the releases provided for in the Allergan Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

**General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Allergan Settlement.

12. Nothing herein is intended to modify in any way the terms of the Allergan Settlement, to which the Governmental Entity hereby agrees. To the extent this Settlement Participation Form is interpreted differently from the Allergan Settlement in any respect, the Allergan Settlement controls.



I have all necessary power and authorization to execute this Settlement Participation Form on behalf of the Governmental Entity.

Signature: Blair King

Name: Blair King

Title: City Manager

Date: April 12, 2023



**EXHIBIT 4**  
**Subdivision Settlement Participation Form**  
**(Exhibit K of the CVS Settlement)**



## **EXHIBIT K**

### **Subdivision Participation and Release Form**

|                                                        |           |
|--------------------------------------------------------|-----------|
| Governmental Entity: City of Bainbridge Island         | State: WA |
| Authorized Signatory: Blair King, City Manager         |           |
| Address 1: 280 Madison Ave N                           |           |
| Address 2:                                             |           |
| City, State, Zip: Bainbridge Island, Washington, 98110 |           |
| Phone: (206) 842-2545                                  |           |
| Email: bking@bainbridgewa.gov                          |           |

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated December 9, 2022 ("*CVS Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the CVS Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the CVS Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the CVS Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at <https://nationalopioidsettlement.com>.
3. The Governmental Entity agrees to the terms of the CVS Settlement pertaining to Participating Subdivisions as defined therein.
4. By agreeing to the terms of the CVS Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the CVS Settlement solely for the purposes provided therein.



6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the CVS Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the CVS Settlement.
7. The Governmental Entity has the right to enforce the CVS Settlement as provided therein.
8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the CVS Settlement, including without limitation all provisions of Section XI (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the CVS Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The CVS Settlement shall be a complete bar to any Released Claim.
9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the CVS Settlement.
10. In connection with the releases provided for in the CVS Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

**General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the CVS Settlement.



11. Nothing herein is intended to modify in any way the terms of the CVS Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the CVS Settlement in any respect, the CVS Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature:



Name:

Blair King

Title:

City Manager

Date:

April 12, 2023



**EXHIBIT 5**  
**Subdivision Settlement Participation Form**  
**(Exhibit K of the Walgreens Settlement)**

## **EXHIBIT K**

### **Subdivision Participation and Release Form**

|                                                        |           |
|--------------------------------------------------------|-----------|
| Governmental Entity: City of Bainbridge Island         | State: WA |
| Authorized Signatory: Blair King, City Manager         |           |
| Address 1: 280 Madison Ave N                           |           |
| Address 2:                                             |           |
| City, State, Zip: Bainbridge Island, Washington, 98110 |           |
| Phone: (206) 842-2545                                  |           |
| Email: bking@bainbridgewa.gov                          |           |

The governmental entity identified above ("*Governmental Entity*"), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated December 9, 2022 ("*Walgreens Settlement*"), and acting through the undersigned authorized official, hereby elects to participate in the Walgreens Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Walgreens Settlement, understands that all terms in this Participation and Release Form have the meanings defined therein, and agrees that by executing this Participation and Release Form, the Governmental Entity elects to participate in the Walgreens Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall promptly, and in any event no later than 14 days after the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed. With respect to any Released Claims pending in *In re National Prescription Opiate Litigation*, MDL No. 2804, the Governmental Entity authorizes the Plaintiffs' Executive Committee to execute and file on behalf of the Governmental Entity a Stipulation of Dismissal with Prejudice substantially in the form found at <https://nationalopioidsettlement.com>.
3. The Governmental Entity agrees to the terms of the Walgreens Settlement pertaining to Participating Subdivisions as defined therein.
4. By agreeing to the terms of the Walgreens Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Walgreens Settlement solely for the purposes provided therein.



6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity's state where the Consent Judgment is filed for purposes limited to that court's role as provided in, and for resolving disputes to the extent provided in, the Walgreens Settlement. The Governmental Entity likewise agrees to arbitrate before the National Arbitration Panel as provided in, and for resolving disputes to the extent otherwise provided in, the Walgreens Settlement.
7. The Governmental Entity has the right to enforce the Walgreens Settlement as provided therein.
8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Walgreens Settlement, including without limitation all provisions of Section XI (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Walgreens Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Walgreens Settlement shall be a complete bar to any Released Claim.
9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Walgreens Settlement.
10. In connection with the releases provided for in the Walgreens Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

**General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Walgreens Settlement.



11. Nothing herein is intended to modify in any way the terms of the Walgreens Settlement, to which Governmental Entity hereby agrees. To the extent this Participation and Release Form is interpreted differently from the Walgreens Settlement in any respect, the Walgreens Settlement controls.

I have all necessary power and authorization to execute this Participation and Release Form on behalf of the Governmental Entity.

Signature:   
Name: Blair King  
Title: City Manager  
Date: April 12, 2023



**EXHIBIT 6**

**One Washington Memorandum of Understanding Between Washington Municipalities**



## **ONE WASHINGTON MEMORANDUM OF UNDERSTANDING BETWEEN WASHINGTON MUNICIPALITIES**

Whereas, the people of the State of Washington and its communities have been harmed by entities within the Pharmaceutical Supply Chain who manufacture, distribute, and dispense prescription opioids;

Whereas, certain Local Governments, through their elected representatives and counsel, are engaged in litigation seeking to hold these entities within the Pharmaceutical Supply Chain of prescription opioids accountable for the damage they have caused to the Local Governments;

Whereas, Local Governments and elected officials share a common desire to abate and alleviate the impacts of harms caused by these entities within the Pharmaceutical Supply Chain throughout the State of Washington, and strive to ensure that principals of equity and equitable service delivery are factors considered in the allocation and use of Opioid Funds; and

Whereas, certain Local Governments engaged in litigation and the other cities and counties in Washington desire to agree on a form of allocation for Opioid Funds they receive from entities within the Pharmaceutical Supply Chain.

Now therefore, the Local Governments enter into this Memorandum of Understanding (“MOU”) relating to the allocation and use of the proceeds of Settlements described.

### **A. Definitions**

As used in this MOU:

1. “Allocation Regions” are the same geographic areas as the existing nine (9) Washington State Accountable Community of Health (ACH) Regions and have the purpose described in Section C below.
2. “Approved Purpose(s)” shall mean the strategies specified and set forth in the Opioid Abatement Strategies attached as Exhibit A.
3. “Effective Date” shall mean the date on which a court of competent jurisdiction enters the first Settlement by order or consent decree. The Parties anticipate that more than one Settlement will be administered according to the terms of this MOU, but that the first entered Settlement will trigger allocation of Opioid Funds in accordance with Section B herein, and the formation of the Opioid Abatement Councils in Section C.
4. “Litigating Local Government(s)” shall mean Local Governments that filed suit against any Pharmaceutical Supply Chain Participant pertaining to the Opioid epidemic prior to September 1, 2020.

5. “Local Government(s)” shall mean all counties, cities, and towns within the geographic boundaries of the State of Washington.

6. “National Settlement Agreements” means the national opioid settlement agreements dated July 21, 2021 involving Johnson & Johnson, and distributors AmerisourceBergen, Cardinal Health and McKesson as well as their subsidiaries, affiliates, officers, and directors named in the National Settlement Agreements, including all amendments thereto.

7. “Opioid Funds” shall mean monetary amounts obtained through a Settlement as defined in this MOU.

8. “Opioid Abatement Council” shall have the meaning described in Section C below.

9. “Participating Local Government(s)” shall mean all counties, cities, and towns within the geographic boundaries of the State that have chosen to sign on to this MOU. The Participating Local Governments may be referred to separately in this MOU as “Participating Counties” and “Participating Cities and Towns” (or “Participating Cities or Towns,” as appropriate) or “Parties.”

10. “Pharmaceutical Supply Chain” shall mean the process and channels through which controlled substances are manufactured, marketed, promoted, distributed, and/or dispensed, including prescription opioids.

11. “Pharmaceutical Supply Chain Participant” shall mean any entity that engages in or has engaged in the manufacture, marketing, promotion, distribution, and/or dispensing of a prescription opioid, including any entity that has assisted in any of the above.

12. “Qualified Settlement Fund Account,” or “QSF Account,” shall mean an account set up as a qualified settlement fund, 468b fund, as authorized by Treasury Regulations 1.468B-1(c) (26 CFR §1.468B-1).

13. “Regional Agreements” shall mean the understanding reached by the Participating Local Counties and Cities within an Allocation Region governing the allocation, management, distribution of Opioid Funds within that Allocation Region.

14. “Settlement” shall mean the future negotiated resolution of legal or equitable claims against a Pharmaceutical Supply Chain Participant when that resolution has been jointly entered into by the Participating Local Governments. “Settlement” expressly does not include a plan of reorganization confirmed under Title 11 of the United States Code, irrespective of the extent to which Participating Local Governments vote in favor of or otherwise support such plan of reorganization.

15. “Trustee” shall mean an independent trustee who shall be responsible for the ministerial task of releasing Opioid Funds from a QSF account to Participating Local Governments as authorized herein and accounting for all payments into or out of the trust.

16. The “Washington State Accountable Communities of Health” or “ACH” shall mean the nine (9) regions described in Section C below.

## **B. Allocation of Settlement Proceeds for Approved Purposes**

1. All Opioid Funds shall be held in a QSF and distributed by the Trustee, for the benefit of the Participating Local Governments, only in a manner consistent with this MOU. Distribution of Opioid Funds will be subject to the mechanisms for auditing and reporting set forth below to provide public accountability and transparency.

2. All Opioid Funds, regardless of allocation, shall be utilized pursuant to Approved Purposes as defined herein and set forth in Exhibit A. Compliance with this requirement shall be verified through reporting, as set out in this MOU.

3. The division of Opioid Funds shall first be allocated to Participating Counties based on the methodology utilized for the Negotiation Class in *In Re: National Prescription Opiate Litigation*, United States District Court for the Northern District of Ohio, Case No. 1:17-md-02804-DAP. The allocation model uses three equally weighted factors: (1) the amount of opioids shipped to the county; (2) the number of opioid deaths that occurred in that county; and (3) the number of people who suffer opioid use disorder in that county. The allocation percentages that result from application of this methodology are set forth in the “County Total” line item in Exhibit B. In the event any county does not participate in this MOU, that county’s percentage share shall be reallocated proportionally amongst the Participating Counties by applying this same methodology to only the Participating Counties.

4. Allocation and distribution of Opioid Funds within each Participating County will be based on regional agreements as described in Section C.

## **C. Regional Agreements**

1. For the purpose of this MOU, the regional structure for decision-making related to opioid fund allocation will be based upon the nine (9) pre-defined Washington State Accountable Community of Health Regions (Allocation Regions). Reference to these pre-defined regions is solely for the purpose of

drawing geographic boundaries to facilitate regional agreements for use of Opioid Funds. The Allocation Regions are as follows:

- King County (Single County Region)
- Pierce County (Single County Region)
- Olympic Community of Health Region (Clallam, Jefferson, and Kitsap Counties)
- Cascade Pacific Action Alliance Region (Cowlitz, Grays Harbor, Lewis, Mason, Pacific, Thurston, and Wahkiakum Counties)
- North Sound Region (Island, San Juan, Skagit, Snohomish, and Whatcom Counties)
- SouthWest Region (Clark, Klickitat, and Skamania Counties)
- Greater Columbia Region (Asotin, Benton, Columbia, Franklin, Garfield, Kittitas, Walla Walla, Whitman, and Yakima Counties)
- Spokane Region (Adams, Ferry, Lincoln, Pend Oreille, Spokane, and Stevens Counties)
- North Central Region (Chelan, Douglas, Grant, and Okanogan Counties)

2. Opioid Funds will be allocated, distributed and managed within each Allocation Region, as determined by its Regional Agreement as set forth below. If an Allocation Region does not have a Regional Agreement enumerated in this MOU, and does not subsequently adopt a Regional Agreement per Section C.5, the default mechanism for allocation, distribution and management of Opioid Funds described in Section C.4.a will apply. Each Allocation Region must have an OAC whose composition and responsibilities shall be defined by Regional Agreement or as set forth in Section C.4.

3. King County's Regional Agreement is reflected in Exhibit C to this MOU.

4. All other Allocation Regions that have not specified a Regional Agreement for allocating, distributing and managing Opioid Funds, will apply the following default methodology:

- a. Opioid Funds shall be allocated within each Allocation Region by taking the allocation for a Participating County from Exhibit B and apportioning those funds between that Participating County and its Participating Cities and Towns. Exhibit B also sets forth the allocation to the Participating Counties and the Participating Cities or Towns within the Counties based on a default allocation formula. As set forth above in Section B.3, to determine the allocation to a county, this formula utilizes: (1) the amount of opioids shipped to the county; (2) the number of opioid deaths that occurred in that county; and (3) the number of people who suffer opioid use disorder in that county. To determine the allocation within a county, the formula utilizes historical federal data showing how the specific Counties and the Cities and Towns within the Counties have

made opioids epidemic-related expenditures in the past. This is the same methodology used in the National Settlement Agreements for county and intra-county allocations. A Participating County, and the Cities and Towns within it may enter into a separate intra-county allocation agreement to modify how the Opioid Funds are allocated amongst themselves, provided the modification is in writing and agreed to by all Participating Local Governments in the County. Such an agreement shall not modify any of the other terms or requirements of this MOU.

b. 10% of the Opioid Funds received by the Region will be reserved, on an annual basis, for administrative costs related to the OAC. The OAC will provide an annual accounting for actual costs and any reserved funds that exceed actual costs will be reallocated to Participating Local Governments within the Region.

c. Cities and towns with a population of less than 10,000 shall be excluded from the allocation, with the exception of cities and towns that are Litigating Participating Local Governments. The portion of the Opioid Funds that would have been allocated to a city or town with a population of less than 10,000 that is not a Litigating Participating Local Government shall be redistributed to Participating Counties in the manner directed in C.4.a above.

d. Each Participating County, City, or Town may elect to have its share re-allocated to the OAC in which it is located. The OAC will then utilize this share for the benefit of Participating Local Governments within that Allocation Region, consistent with the Approved Purposes set forth in Exhibit A. A Participating Local Government's election to forego its allocation of Opioid Funds shall apply to all future allocations unless the Participating Local Government notifies its respective OAC otherwise. If a Participating Local Government elects to forego its allocation of the Opioid Funds, the Participating Local Government shall be excused from the reporting requirements set forth in this Agreement.

e. Participating Local Governments that receive a direct payment maintain full discretion over the use and distribution of their allocation of Opioid Funds, provided the Opioid Funds are used solely for Approved Purposes. Reasonable administrative costs for a Participating Local Government to administer its allocation of Opioid Funds shall not exceed actual costs or 10% of the Participating Local Government's allocation of Opioid Funds, whichever is less.

f. A Local Government that chooses not to become a Participating Local Government will not receive a direct allocation of Opioid Funds. The portion of the Opioid Funds that would have been allocated to a Local Government that is not a Participating Local Government shall be

redistributed to Participating Counties in the manner directed in C.4.a above.

g. As a condition of receiving a direct payment, each Participating Local Government that receives a direct payment agrees to undertake the following actions:

- i. Developing a methodology for obtaining proposals for use of Opioid Funds.
- ii. Ensuring there is opportunity for community-based input on priorities for Opioid Fund programs and services.
- iii. Receiving and reviewing proposals for use of Opioid Funds for Approved Purposes.
- iv. Approving or denying proposals for use of Opioid Funds for Approved Purposes.
- v. Receiving funds from the Trustee for approved proposals and distributing the Opioid Funds to the recipient.
- vi. Reporting to the OAC and making publicly available all decisions on Opioid Fund allocation applications, distributions and expenditures.

h. Prior to any distribution of Opioid Funds within the Allocation Region, The Participating Local Governments must establish an Opioid Abatement Council (OAC) to oversee Opioid Fund allocation, distribution, expenditures and dispute resolution. The OAC may be a preexisting regional body or may be a new body created for purposes of executing the obligations of this MOU.

i. The OAC for each Allocation Region shall be composed of representation from both Participating Counties and Participating Towns or Cities within the Region. The method of selecting members, and the terms for which they will serve will be determined by the Allocation Region's Participating Local Governments. All persons who serve on the OAC must have work or educational experience pertaining to one or more Approved Uses.

j. The Regional OAC will be responsible for the following actions:

- i. Overseeing distribution of Opioid Funds from Participating Local Governments to programs and services within the Allocation Region for Approved Purposes.

- ii. Annual review of expenditure reports from Participating Local Jurisdictions within the Allocation Region for compliance with Approved Purposes and the terms of this MOU and any Settlement.
- iii. In the case where Participating Local Governments chose to forego their allocation of Opioid Funds:
  - (i) Approving or denying proposals by Participating Local Governments or community groups to the OAC for use of Opioid Funds within the Allocation Region.
  - (ii) Directing the Trustee to distribute Opioid Funds for use by Participating Local Governments or community groups whose proposals are approved by the OAC.
  - (iii) Administrating and maintaining records of all OAC decisions and distributions of Opioid Funds.
- iv. Reporting and making publicly available all decisions on Opioid Fund allocation applications, distributions and expenditures by the OAC or directly by Participating Local Governments.
- v. Developing and maintaining a centralized public dashboard or other repository for the publication of expenditure data from any Participating Local Government that receives Opioid Funds, and for expenditures by the OAC in that Allocation Region, which it shall update at least annually.
- vi. If necessary, requiring and collecting additional outcome-related data from Participating Local Governments to evaluate the use of Opioid Funds, and all Participating Local Governments shall comply with such requirements.
- vii. Hearing complaints by Participating Local Governments within the Allocation Region regarding alleged failure to (1) use Opioid Funds for Approved Purposes or (2) comply with reporting requirements.

5. Participating Local Governments may agree and elect to share, pool, or collaborate with their respective allocation of Opioid Funds in any manner they choose by adopting a Regional Agreement, so long as such sharing, pooling, or collaboration is used for Approved Purposes and complies with the terms of this MOU and any Settlement.

6. Nothing in this MOU should alter or change any Participating Local Government's rights to pursue its own claim. Rather, the intent of this MOU is to join all parties who wish to be Participating Local Governments to agree upon an allocation formula for any Opioid Funds from any future binding Settlement with one or more Pharmaceutical Supply Chain Participants for all Local Governments in the State of Washington.

7. If any Participating Local Government disputes the amount it receives from its allocation of Opioid Funds, the Participating Local Government shall alert its respective OAC within sixty (60) days of discovering the information underlying the dispute. Failure to alert its OAC within this time frame shall not constitute a waiver of the Participating Local Government's right to seek recoupment of any deficiency in its allocation of Opioid Funds.

8. If any OAC concludes that a Participating Local Government's expenditure of its allocation of Opioid Funds did not comply with the Approved Purposes listed in Exhibit A, or the terms of this MOU, or that the Participating Local Government otherwise misused its allocation of Opioid Funds, the OAC may take remedial action against the alleged offending Participating Local Government. Such remedial action is left to the discretion of the OAC and may include withholding future Opioid Funds owed to the offending Participating Local Government or requiring the offending Participating Local Government to reimburse improperly expended Opioid Funds back to the OAC to be re-allocated to the remaining Participating Local Governments within that Region.

9. All Participating Local Governments and OAC shall maintain all records related to the receipt and expenditure of Opioid Funds for no less than five (5) years and shall make such records available for review by any other Participating Local Government or OAC, or the public. Records requested by the public shall be produced in accordance with Washington's Public Records Act RCW 42.56.001 *et seq.* Records requested by another Participating Local Government or an OAC shall be produced within twenty-one (21) days of the date the record request was received. This requirement does not supplant any Participating Local Government or OAC's obligations under Washington's Public Records Act RCW 42.56.001 *et seq.*

#### **D. Payment of Counsel and Litigation Expenses**

1. The Litigating Local Governments have incurred attorneys' fees and litigation expenses relating to their prosecution of claims against the Pharmaceutical Supply Chain Participants, and this prosecution has inured to the benefit of all Participating Local Governments. Accordingly, a Washington



Government Fee Fund (“GFF”) shall be established that ensures that all Parties that receive Opioid Funds contribute to the payment of fees and expenses incurred to prosecute the claims against the Pharmaceutical Supply Chain Participants, regardless of whether they are litigating or non-litigating entities.

2. The amount of the GFF shall be based as follows: the funds to be deposited in the GFF shall be equal to 15% of the total cash value of the Opioid Funds.

3. The maximum percentage of any contingency fee agreement permitted for compensation shall be 15% of the portion of the Opioid Funds allocated to the Litigating Local Government that is a party to the contingency fee agreement, plus expenses attributable to that Litigating Local Government. Under no circumstances may counsel collect more for its work on behalf of a Litigating Local Government than it would under its contingency agreement with that Litigating Local Government.

4. Payments from the GFF shall be overseen by a committee (the “Opioid Fee and Expense Committee”) consisting of one representative of the following law firms: (a) Keller Rohrbach L.L.P.; (b) Hagens Berman Sobol Shapiro LLP; (c) Goldfarb & Huck Roth Riojas, PLLC; and (d) Napoli Shkolnik PLLC. The role of the Opioid Fee and Expense Committee shall be limited to ensuring that the GFF is administered in accordance with this Section.

5. In the event that settling Pharmaceutical Supply Chain Participants do not pay the fees and expenses of the Participating Local Governments directly at the time settlement is achieved, payments to counsel for Participating Local Governments shall be made from the GFF over not more than three years, with 50% paid within 12 months of the date of Settlement and 25% paid in each subsequent year, or at the time the total Settlement amount is paid to the Trustee by the Defendants, whichever is sooner.

6. Any funds remaining in the GFF in excess of: (i) the amounts needed to cover Litigating Local Governments’ private counsel’s representation agreements, and (ii) the amounts needed to cover the common benefit tax discussed in Section C.8 below (if not paid directly by the Defendants in connection with future settlement(s), shall revert to the Participating Local Governments *pro rata* according to the percentages set forth in Exhibits B, to be used for Approved Purposes as set forth herein and in Exhibit A.

7. In the event that funds in the GFF are not sufficient to pay all fees and expenses owed under this Section, payments to counsel for all Litigating Local Governments shall be reduced on a *pro rata* basis. The Litigating Local Governments will not be responsible for any of these reduced amounts.

8. The Parties anticipate that any Opioid Funds they receive will be subject to a common benefit “tax” imposed by the court in *In Re: National Prescription Opiate Litigation*, United States District Court for the Northern District of Ohio, Case No. 1:17-md-02804-DAP (“Common Benefit Tax”). If this occurs, the Participating Local Governments shall first seek to have the settling defendants pay the Common Benefit Tax. If the settling defendants do not agree to pay the Common Benefit Tax, then the Common Benefit Tax shall be paid from the Opioid Funds and by both litigating and non-litigating Local Governments. This payment shall occur prior to allocation and distribution of funds to the Participating Local Governments. In the event that GFF is not fully exhausted to pay the Litigating Local Governments’ private counsel’s representation agreements, excess funds in the GFF shall be applied to pay the Common Benefit Tax (if any).

#### **E. General Terms**

1. If any Participating Local Government believes another Participating Local Government, not including the Regional Abatement Advisory Councils, violated the terms of this MOU, the alleging Participating Local Government may seek to enforce the terms of this MOU in the court in which any applicable Settlement(s) was entered, provided the alleging Participating Local Government first provides the alleged offending Participating Local Government notice of the alleged violation(s) and a reasonable opportunity to cure the alleged violation(s). In such an enforcement action, any alleging Participating Local Government or alleged offending Participating Local Government may be represented by their respective public entity in accordance with Washington law.

2. Nothing in this MOU shall be interpreted to waive the right of any Participating Local Government to seek judicial relief for conduct occurring outside the scope of this MOU that violates any Washington law. In such an action, the alleged offending Participating Local Government, including the Regional Abatement Advisory Councils, may be represented by their respective public entities in accordance with Washington law. In the event of a conflict, any Participating Local Government, including the Regional Abatement Advisory Councils and its Members, may seek outside representation to defend itself against such an action.

3. Venue for any legal action related to this MOU shall be in the court in which the Participating Local Government is located or in accordance with the court rules on venue in that jurisdiction. This provision is not intended to expand the court rules on venue.

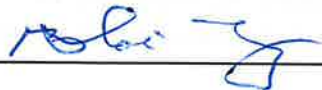
4. This MOU may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. The Participating Local Governments approve the use of electronic signatures for execution of this MOU. All use of electronic signatures

shall be governed by the Uniform Electronic Transactions Act. The Parties agree not to deny the legal effect or enforceability of the MOU solely because it is in electronic form or because an electronic record was used in its formation. The Participating Local Government agree not to object to the admissibility of the MOU in the form of an electronic record, or a paper copy of an electronic document, or a paper copy of a document bearing an electronic signature, on the grounds that it is an electronic record or electronic signature or that it is not in its original form or is not an original.

5. Each Participating Local Government represents that all procedures necessary to authorize such Participating Local Government's execution of this MOU have been performed and that the person signing for such Party has been authorized to execute the MOU.

**[Remainder of Page Intentionally Left Blank – Signature Pages Follow]**

**This One Washington Memorandum of Understanding Between Washington Municipalities is signed this 12<sup>th</sup> day of April, 2023 by:**

  
\_\_\_\_\_  
**Name & Title** Blair King, City Manager  
**On behalf of** City of Bainbridge Island

4894-0031-1574, v. 2

## **EXHIBIT A**

# OPIOID ABATEMENT STRATEGIES

## PART ONE: TREATMENT

### A. TREAT OPIOID USE DISORDER (OUD)

Support treatment of Opioid Use Disorder (OUD) and any co-occurring Substance Use Disorder or Mental Health (SUD/MH) conditions, co-usage, and/or co-addiction through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Expand availability of treatment for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including all forms of Medication-Assisted Treatment (MAT) approved by the U.S. Food and Drug Administration.
2. Support and reimburse services that include the full American Society of Addiction Medicine (ASAM) continuum of care for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including but not limited to:
  - a. Medication-Assisted Treatment (MAT);
  - b. Abstinence-based treatment;
  - c. Treatment, recovery, or other services provided by states, subdivisions, community health centers; non-for-profit providers; or for-profit providers;
  - d. Treatment by providers that focus on OUD treatment as well as treatment by providers that offer OUD treatment along with treatment for other SUD/MH conditions, co-usage, and/or co-addiction; or
  - e. Evidence-informed residential services programs, as noted below.
3. Expand telehealth to increase access to treatment for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including MAT, as well as counseling, psychiatric support, and other treatment and recovery support services.
4. Improve oversight of Opioid Treatment Programs (OTPs) to assure evidence-based, evidence-informed, or promising practices such as adequate methadone dosing.
5. Support mobile intervention, treatment, and recovery services, offered by qualified professionals and service providers, such as peer recovery coaches, for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction and for persons who have experienced an opioid overdose.
6. Support treatment of mental health trauma resulting from the traumatic experiences of the opioid user (e.g., violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (e.g., surviving family members after an overdose

or overdose fatality), and training of health care personnel to identify and address such trauma.

7. Support detoxification (detox) and withdrawal management services for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including medical detox, referral to treatment, or connections to other services or supports.
8. Support training on MAT for health care providers, students, or other supporting professionals, such as peer recovery coaches or recovery outreach specialists, including telementoring to assist community-based providers in rural or underserved areas.
9. Support workforce development for addiction professionals who work with persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.
10. Provide fellowships for addiction medicine specialists for direct patient care, instructors, and clinical research for treatments.
11. Provide funding and training for clinicians to obtain a waiver under the federal Drug Addiction Treatment Act of 2000 (DATA 2000) to prescribe MAT for OUD, and provide technical assistance and professional support to clinicians who have obtained a DATA 2000 waiver.
12. Support the dissemination of web-based training curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service-Opioids web-based training curriculum and motivational interviewing.
13. Support the development and dissemination of new curricula, such as the American Academy of Addiction Psychiatry's Provider Clinical Support Service for Medication-Assisted Treatment.

## **B. SUPPORT PEOPLE IN TREATMENT AND RECOVERY**

Support people in treatment for and recovery from OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Provide the full continuum of care of recovery services for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including supportive housing, residential treatment, medical detox services, peer support services and counseling, community navigators, case management, and connections to community-based services.
2. Provide counseling, peer-support, recovery case management and residential treatment with access to medications for those who need it to persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

3. Provide access to housing for people with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including supportive housing, recovery housing, housing assistance programs, or training for housing providers.
4. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.
5. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.
6. Provide employment training or educational services for persons in treatment for or recovery from OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.
7. Identify successful recovery programs such as physician, pilot, and college recovery programs, and provide support and technical assistance to increase the number and capacity of high-quality programs to help those in recovery.
8. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to manage the opioid user in the family.
9. Provide training and development of procedures for government staff to appropriately interact and provide social and other services to current and recovering opioid users, including reducing stigma.
10. Support stigma reduction efforts regarding treatment and support for persons with OUD, including reducing the stigma on effective treatment.

**C. CONNECT PEOPLE WHO NEED HELP TO THE HELP THEY NEED  
(CONNECTIONS TO CARE)**

Provide connections to care for people who have – or are at risk of developing – OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Ensure that health care providers are screening for OUD and other risk factors and know how to appropriately counsel and treat (or refer if necessary) a patient for OUD treatment.
2. Support Screening, Brief Intervention and Referral to Treatment (SBIRT) programs to reduce the transition from use to disorders.
3. Provide training and long-term implementation of SBIRT in key systems (health, schools, colleges, criminal justice, and probation), with a focus on youth and young adults when transition from misuse to opioid disorder is common.



4. Purchase automated versions of SBIRT and support ongoing costs of the technology.
5. Support training for emergency room personnel treating opioid overdose patients on post-discharge planning, including community referrals for MAT, recovery case management or support services.
6. Support hospital programs that transition persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, or persons who have experienced an opioid overdose, into community treatment or recovery services through a bridge clinic or similar approach.
7. Support crisis stabilization centers that serve as an alternative to hospital emergency departments for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction or persons that have experienced an opioid overdose.
8. Support the work of Emergency Medical Systems, including peer support specialists, to connect individuals to treatment or other appropriate services following an opioid overdose or other opioid-related adverse event.
9. Provide funding for peer support specialists or recovery coaches in emergency departments, detox facilities, recovery centers, recovery housing, or similar settings; offer services, supports, or connections to care to persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction or to persons who have experienced an opioid overdose.
10. Provide funding for peer navigators, recovery coaches, care coordinators, or care managers that offer assistance to persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction or to persons who have experienced on opioid overdose.
11. Create or support school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people.
12. Develop and support best practices on addressing OUD in the workplace.
13. Support assistance programs for health care providers with OUD.
14. Engage non-profits and the faith community as a system to support outreach for treatment.
15. Support centralized call centers that provide information and connections to appropriate services and supports for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.
16. Create or support intake and call centers to facilitate education and access to treatment, prevention, and recovery services for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.

17. Develop or support a National Treatment Availability Clearinghouse – a multistate/nationally accessible database whereby health care providers can list locations for currently available in-patient and out-patient OUD treatment services that are accessible on a real-time basis by persons who seek treatment.

**D. ADDRESS THE NEEDS OF CRIMINAL-JUSTICE-INVOLVED PERSONS**

Address the needs of persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction who are involved – or are at risk of becoming involved – in the criminal justice system through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Support pre-arrest or post-arrest diversion and deflection strategies for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including established strategies such as:
  - a. Self-referral strategies such as the Angel Programs or the Police Assisted Addiction Recovery Initiative (PAARI);
  - b. Active outreach strategies such as the Drug Abuse Response Team (DART) model;
  - c. “Naloxone Plus” strategies, which work to ensure that individuals who have received naloxone to reverse the effects of an overdose are then linked to treatment programs or other appropriate services;
  - d. Officer prevention strategies, such as the Law Enforcement Assisted Diversion (LEAD) model;
  - e. Officer intervention strategies such as the Leon County, Florida Adult Civil Citation Network or the Chicago Westside Narcotics Diversion to Treatment Initiative;
  - f. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater SUD expertise and to reduce perceived barriers associated with law enforcement 911 responses; or
  - g. County prosecution diversion programs, including diversion officer salary, only for counties with a population of 50,000 or less. Any diversion services in matters involving opioids must include drug testing, monitoring, or treatment.
2. Support pre-trial services that connect individuals with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction to evidence-informed treatment, including MAT, and related services.
3. Support treatment and recovery courts for persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, but only if these courts provide referrals to evidence-informed treatment, including MAT.

4. Provide evidence-informed treatment, including MAT, recovery support, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction who are incarcerated in jail or prison.
5. Provide evidence-informed treatment, including MAT, recovery support, or other appropriate services to individuals with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction who are leaving jail or prison have recently left jail or prison, are on probation or parole, are under community corrections supervision, or are in re-entry programs or facilities.
6. Support critical time interventions (CTI), particularly for individuals living with dual-diagnosis OUD/serious mental illness, and services for individuals who face immediate risks and service needs and risks upon release from correctional settings.
7. Provide training on best practices for addressing the needs of criminal-justice-involved persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction to law enforcement, correctional, or judicial personnel or to providers of treatment, recovery, case management, or other services offered in connection with any of the strategies described in this section.

**E. ADDRESS THE NEEDS OF PREGNANT OR PARENTING WOMEN AND THEIR FAMILIES, INCLUDING BABIES WITH NEONATAL ABSTINENCE SYNDROME**

Address the needs of pregnant or parenting women with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, and the needs of their families, including babies with neonatal abstinence syndrome, through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Support evidence-based, evidence-informed, or promising treatment, including MAT, recovery services and supports, and prevention services for pregnant women – or women who could become pregnant – who have OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, and other measures to educate and provide support to families affected by Neonatal Abstinence Syndrome.
2. Provide training for obstetricians or other healthcare personnel that work with pregnant women and their families regarding treatment of OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.
3. Provide training to health care providers who work with pregnant or parenting women on best practices for compliance with federal requirements that children born with Neonatal Abstinence Syndrome get referred to appropriate services and receive a plan of safe care.
4. Provide enhanced support for children and family members suffering trauma as a result of addiction in the family; and offer trauma-informed behavioral health treatment for adverse childhood events.

5. Offer enhanced family supports and home-based wrap-around services to persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, including but not limited to parent skills training.
6. Support for Children's Services – Fund additional positions and services, including supportive housing and other residential services, relating to children being removed from the home and/or placed in foster care due to custodial opioid use.

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| <b>PART TWO: PREVENTION</b> |
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**F. PREVENT OVER-PRESCRIBING AND ENSURE APPROPRIATE PRESCRIBING AND DISPENSING OF OPIOIDS**

Support efforts to prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Training for health care providers regarding safe and responsible opioid prescribing, dosing, and tapering patients off opioids.
2. Academic counter-detailing to educate prescribers on appropriate opioid prescribing.
3. Continuing Medical Education (CME) on appropriate prescribing of opioids.
4. Support for non-opioid pain treatment alternatives, including training providers to offer or refer to multi-modal, evidence-informed treatment of pain.
5. Support enhancements or improvements to Prescription Drug Monitoring Programs (PDMPs), including but not limited to improvements that:
  - a. Increase the number of prescribers using PDMPs;
  - b. Improve point-of-care decision-making by increasing the quantity, quality, or format of data available to prescribers using PDMPs or by improving the interface that prescribers use to access PDMP data, or both; or
  - c. Enable states to use PDMP data in support of surveillance or intervention strategies, including MAT referrals and follow-up for individuals identified within PDMP data as likely to experience OUD.
6. Development and implementation of a national PDMP – Fund development of a multistate/national PDMP that permits information sharing while providing appropriate safeguards on sharing of private health information, including but not limited to:
  - a. Integration of PDMP data with electronic health records, overdose episodes, and decision support tools for health care providers relating to OUD.

- b. Ensuring PDMPs incorporate available overdose/naloxone deployment data, including the United States Department of Transportation's Emergency Medical Technician overdose database.
7. Increase electronic prescribing to prevent diversion or forgery.
8. Educate Dispensers on appropriate opioid dispensing.

**G. PREVENT MISUSE OF OPIOIDS**

Support efforts to discourage or prevent misuse of opioids through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Corrective advertising or affirmative public education campaigns based on evidence.
2. Public education relating to drug disposal.
3. Drug take-back disposal or destruction programs.
4. Fund community anti-drug coalitions that engage in drug prevention efforts.
5. Support community coalitions in implementing evidence-informed prevention, such as reduced social access and physical access, stigma reduction – including staffing, educational campaigns, support for people in treatment or recovery, or training of coalitions in evidence-informed implementation, including the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (SAMHSA).
6. Engage non-profits and faith-based communities as systems to support prevention.
7. Support evidence-informed school and community education programs and campaigns for students, families, school employees, school athletic programs, parent-teacher and student associations, and others.
8. School-based or youth-focused programs or strategies that have demonstrated effectiveness in preventing drug misuse and seem likely to be effective in preventing the uptake and use of opioids.
9. Support community-based education or intervention services for families, youth, and adolescents at risk for OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.
10. Support evidence-informed programs or curricula to address mental health needs of young people who may be at risk of misusing opioids or other drugs, including emotional modulation and resilience skills.
11. Support greater access to mental health services and supports for young people, including services and supports provided by school nurses or other school staff, to

address mental health needs in young people that (when not properly addressed) increase the risk of opioid or other drug misuse.

**H. PREVENT OVERDOSE DEATHS AND OTHER HARMS**

Support efforts to prevent or reduce overdose deaths or other opioid-related harms through evidence-based, evidence-informed, or promising programs or strategies that may include, but are not limited to, the following:

1. Increase availability and distribution of naloxone and other drugs that treat overdoses for first responders, overdose patients, opioid users, families and friends of opioid users, schools, community navigators and outreach workers, drug offenders upon release from jail/prison, or other members of the general public.
2. Provision by public health entities of free naloxone to anyone in the community, including but not limited to provision of intra-nasal naloxone in settings where other options are not available or allowed.
3. Training and education regarding naloxone and other drugs that treat overdoses for first responders, overdose patients, patients taking opioids, families, schools, and other members of the general public.
4. Enable school nurses and other school staff to respond to opioid overdoses, and provide them with naloxone, training, and support.
5. Expand, improve, or develop data tracking software and applications for overdoses/naloxone revivals.
6. Public education relating to emergency responses to overdoses.
7. Public education relating to immunity and Good Samaritan laws.
8. Educate first responders regarding the existence and operation of immunity and Good Samaritan laws.
9. Expand access to testing and treatment for infectious diseases such as HIV and Hepatitis C resulting from intravenous opioid use.
10. Support mobile units that offer or provide referrals to treatment, recovery supports, health care, or other appropriate services to persons that use opioids or persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.
11. Provide training in treatment and recovery strategies to health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction.
12. Support screening for fentanyl in routine clinical toxicology testing.

## PART THREE: OTHER STRATEGIES

### **I. FIRST RESPONDERS**

In addition to items C8, D1 through D7, H1, H3, and H8, support the following:

1. Current and future law enforcement expenditures relating to the opioid epidemic.
2. Educate law enforcement or other first responders regarding appropriate practices and precautions when dealing with fentanyl or other drugs.

### **J. LEADERSHIP, PLANNING AND COORDINATION**

Support efforts to provide leadership, planning, and coordination to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Community regional planning to identify goals for reducing harms related to the opioid epidemic, to identify areas and populations with the greatest needs for treatment intervention services, or to support other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
2. A government dashboard to track key opioid-related indicators and supports as identified through collaborative community processes.
3. Invest in infrastructure or staffing at government or not-for-profit agencies to support collaborative, cross-system coordination with the purpose of preventing overprescribing, opioid misuse, or opioid overdoses, treating those with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, supporting them in treatment or recovery, connecting them to care, or implementing other strategies to abate the opioid epidemic described in this opioid abatement strategy list.
4. Provide resources to staff government oversight and management of opioid abatement programs.

### **K. TRAINING**

In addition to the training referred to in various items above, support training to abate the opioid epidemic through activities, programs, or strategies that may include, but are not limited to, the following:

1. Provide funding for staff training or networking programs and services to improve the capability of government, community, and not-for-profit entities to abate the opioid crisis.
2. Invest in infrastructure and staffing for collaborative cross-system coordination to prevent opioid misuse, prevent overdoses, and treat those with OUD and any co-occurring SUD/MH conditions, co-usage, and/or co-addiction, or implement other

strategies to abate the opioid epidemic described in this opioid abatement strategy list (e.g., health care, primary care, pharmacies, PDMPs, etc.).

**L. RESEARCH**

Support opioid abatement research that may include, but is not limited to, the following:

1. Monitoring, surveillance, and evaluation of programs and strategies described in this opioid abatement strategy list.
2. Research non-opioid treatment of chronic pain.
3. Research on improved service delivery for modalities such as SBIRT that demonstrate promising but mixed results in populations vulnerable to opioid use disorders.
4. Research on innovative supply-side enforcement efforts such as improved detection of mail-based delivery of synthetic opioids.
5. Expanded research on swift/certain/fair models to reduce and deter opioid misuse within criminal justice populations that build upon promising approaches used to address other substances (e.g. Hawaii HOPE and Dakota 24/7).
6. Research on expanded modalities such as prescription methadone that can expand access to MAT.



## EXHIBIT B

| County                       | Local Government     | % Allocation         |
|------------------------------|----------------------|----------------------|
| <b><u>Adams County</u></b>   |                      |                      |
|                              | Adams County         | 0.1638732475%        |
|                              | Hatton               |                      |
|                              | Lind                 |                      |
|                              | Othello              |                      |
|                              | Ritzville            |                      |
|                              | Washtucna            |                      |
|                              | <b>County Total:</b> | <b>0.1638732475%</b> |
| <b><u>Asotin County</u></b>  |                      |                      |
|                              | Asotin County        | 0.4694498386%        |
|                              | Asotin               |                      |
|                              | Clarkston            |                      |
|                              | <b>County Total:</b> | <b>0.4694498386%</b> |
| <b><u>Benton County</u></b>  |                      |                      |
|                              | Benton County        | 1.4848831892%        |
|                              | Benton City          |                      |
|                              | Kennewick            | 0.5415650564%        |
|                              | Prosser              |                      |
|                              | Richland             | 0.4756779517%        |
|                              | West Richland        | 0.0459360490%        |
|                              | <b>County Total:</b> | <b>2.5480622463%</b> |
| <b><u>Chelan County</u></b>  |                      |                      |
|                              | Chelan County        | 0.7434914485%        |
|                              | Cashmere             |                      |
|                              | Chelan               |                      |
|                              | Entiat               |                      |
|                              | Leavenworth          |                      |
|                              | Wenatchee            | 0.2968333494%        |
|                              | <b>County Total:</b> | <b>1.0403247979%</b> |
| <b><u>Clallam County</u></b> |                      |                      |
|                              | Clallam County       | 1.3076983401%        |
|                              | Forks                |                      |
|                              | Port Angeles         | 0.4598370527%        |
|                              | Sequim               |                      |
|                              | <b>County Total:</b> | <b>1.7675353928%</b> |

## EXHIBIT B

| County                        | Local Government     | % Allocation         |
|-------------------------------|----------------------|----------------------|
| <b><u>Clark County</u></b>    |                      |                      |
|                               | Clark County         | 4.5149775326%        |
|                               | Battle Ground        | 0.1384729857%        |
|                               | Camas                | 0.2691592724%        |
|                               | La Center            |                      |
|                               | Ridgefield           |                      |
|                               | Vancouver            | 1.7306605325%        |
|                               | Washougal            | 0.1279328220%        |
|                               | Woodland***          |                      |
|                               | Yacolt               |                      |
|                               | <b>County Total:</b> | <b>6.7812031452%</b> |
| <b><u>Columbia County</u></b> |                      |                      |
|                               | Columbia County      | 0.0561699537%        |
|                               | Dayton               |                      |
|                               | Starbuck             |                      |
|                               | <b>County Total:</b> | <b>0.0561699537%</b> |
| <b><u>Cowlitz County</u></b>  |                      |                      |
|                               | Cowlitz County       | 1.7226945990%        |
|                               | Castle Rock          |                      |
|                               | Kalama               |                      |
|                               | Kelso                | 0.1331145270%        |
|                               | Longview             | 0.6162736905%        |
|                               | Woodland***          |                      |
|                               | <b>County Total:</b> | <b>2.4720828165%</b> |
| <b><u>Douglas County</u></b>  |                      |                      |
|                               | Douglas County       | 0.3932175175%        |
|                               | Bridgeport           |                      |
|                               | Coulee Dam***        |                      |
|                               | East Wenatchee       | 0.0799810865%        |
|                               | Mansfield            |                      |
|                               | Rock Island          |                      |
|                               | Waterville           |                      |
|                               | <b>County Total:</b> | <b>0.4731986040%</b> |
| <b><u>Ferry County</u></b>    |                      |                      |
|                               | Ferry County         | 0.1153487994%        |
|                               | Republic             |                      |
|                               | <b>County Total:</b> | <b>0.1153487994%</b> |

## EXHIBIT B

| County                        | Local Government     | % Allocation         |
|-------------------------------|----------------------|----------------------|
| <b><u>Franklin County</u></b> |                      |                      |
|                               | Franklin County      | 0.3361237144%        |
|                               | Connell              |                      |
|                               | Kahlotus             |                      |
|                               | Mesa                 |                      |
|                               | Pasco                | 0.4278056066%        |
|                               | <b>County Total:</b> | <b>0.7639293210%</b> |
| <b><u>Garfield County</u></b> |                      |                      |
|                               | Garfield County      | 0.0321982209%        |
|                               | Pomeroy              |                      |
|                               | <b>County Total:</b> | <b>0.0321982209%</b> |
| <b><u>Grant County</u></b>    |                      |                      |
|                               | Grant County         | 0.9932572167%        |
|                               | Coulee City          |                      |
|                               | Coulee Dam***        |                      |
|                               | Electric City        |                      |
|                               | Ephrata              |                      |
|                               | George               |                      |
|                               | Grand Coulee         |                      |
|                               | Hartline             |                      |
|                               | Krupp                |                      |
|                               | Mattawa              |                      |
|                               | Moses Lake           | 0.2078293909%        |
|                               | Quincy               |                      |
|                               | Royal City           |                      |
|                               | Soap Lake            |                      |
|                               | Warden               |                      |
|                               | Wilson Creek         |                      |
|                               | <b>County Total:</b> | <b>1.2010866076%</b> |

## EXHIBIT B

| County                            | Local Government     | % Allocation         |
|-----------------------------------|----------------------|----------------------|
| <b><u>Grays Harbor County</u></b> |                      |                      |
|                                   | Grays Harbor County  | 0.9992429138%        |
|                                   | Aberdeen             | 0.2491525333%        |
|                                   | Cosmopolis           |                      |
|                                   | Elma                 |                      |
|                                   | Hoquiam              |                      |
|                                   | McCleary             |                      |
|                                   | Montesano            |                      |
|                                   | Oakville             |                      |
|                                   | Ocean Shores         |                      |
|                                   | Westport             |                      |
|                                   | <b>County Total:</b> | <b>1.2483954471%</b> |
| <b><u>Island County</u></b>       |                      |                      |
|                                   | Island County        | 0.6820422610%        |
|                                   | Coupeville           |                      |
|                                   | Langley              |                      |
|                                   | Oak Harbor           | 0.2511550431%        |
|                                   | <b>County Total:</b> | <b>0.9331973041%</b> |
| <b><u>Jefferson County</u></b>    |                      |                      |
|                                   | Jefferson County     | 0.4417137380%        |
|                                   | Port Townsend        |                      |
|                                   | <b>County Total:</b> | <b>0.4417137380%</b> |

## EXHIBIT B

| County             | Local Government     | % Allocation          |
|--------------------|----------------------|-----------------------|
| <b>King County</b> |                      |                       |
|                    | King County          | 13.9743722662%        |
|                    | Algona               |                       |
|                    | Auburn***            | 0.2622774917%         |
|                    | Beaux Arts Village   |                       |
|                    | Bellevue             | 1.1300592573%         |
|                    | Black Diamond        |                       |
|                    | Bothell***           | 0.1821602716%         |
|                    | Burien               | 0.0270962921%         |
|                    | Carnation            |                       |
|                    | Clyde Hill           |                       |
|                    | Covington            | 0.0118134406%         |
|                    | Des Moines           | 0.1179764526%         |
|                    | Duvall               |                       |
|                    | Enumclaw***          | 0.0537768326%         |
|                    | Federal Way          | 0.3061452240%         |
|                    | Hunts Point          |                       |
|                    | Issaquah             | 0.1876240107%         |
|                    | Kenmore              | 0.0204441024%         |
|                    | Kent                 | 0.5377397676%         |
|                    | Kirkland             | 0.5453525246%         |
|                    | Lake Forest Park     | 0.0525439124%         |
|                    | Maple Valley         | 0.0093761587%         |
|                    | Medina               |                       |
|                    | Mercer Island        | 0.1751797481%         |
|                    | Milton***            |                       |
|                    | Newcastle            | 0.0033117880%         |
|                    | Normandy Park        |                       |
|                    | North Bend           |                       |
|                    | Pacific***           |                       |
|                    | Redmond              | 0.4839486007%         |
|                    | Renton               | 0.7652626920%         |
|                    | Sammamish            | 0.0224369090%         |
|                    | SeaTac               | 0.1481551278%         |
|                    | Seattle              | 6.6032403816%         |
|                    | Shoreline            | 0.0435834501%         |
|                    | Skykomish            |                       |
|                    | Snoqualmie           | 0.0649164481%         |
|                    | Tukwila              | 0.3032205739%         |
|                    | Woodinville          | 0.0185516364%         |
|                    | Yarrow Point         |                       |
|                    | <b>County Total:</b> | <b>26.0505653608%</b> |

## EXHIBIT B

| County | Local Government | % Allocation |
|--------|------------------|--------------|
|--------|------------------|--------------|

### Kitsap County

|                      |                      |
|----------------------|----------------------|
| Kitsap County        | 2.6294133668%        |
| Bainbridge Island    | 0.1364686014%        |
| Bremerton            | 0.6193374389%        |
| Port Orchard         | 0.1009497162%        |
| Poulsbo              | 0.0773748246%        |
| <b>County Total:</b> | <b>3.5635439479%</b> |

### Kittitas County

|                      |                      |
|----------------------|----------------------|
| Kittitas County      | 0.3855704683%        |
| Cle Elum             |                      |
| Ellensburg           | 0.0955824915%        |
| Kittitas             |                      |
| Roslyn               |                      |
| South Cle Elum       |                      |
| <b>County Total:</b> | <b>0.4811529598%</b> |

### Klickitat County

|                      |                      |
|----------------------|----------------------|
| Klickitat County     | 0.2211673457%        |
| Bingen               |                      |
| Goldendale           |                      |
| White Salmon         |                      |
| <b>County Total:</b> | <b>0.2211673457%</b> |

### Lewis County

|                      |                      |
|----------------------|----------------------|
| Lewis County         | 1.0777377479%        |
| Centralia            | 0.1909990353%        |
| Chehalis             |                      |
| Morton               |                      |
| Mossyrock            |                      |
| Napavine             |                      |
| Pe Ell               |                      |
| Toledo               |                      |
| Vader                |                      |
| Winlock              |                      |
| <b>County Total:</b> | <b>1.2687367832%</b> |

## EXHIBIT B

| County | Local Government | % Allocation |
|--------|------------------|--------------|
|--------|------------------|--------------|

### Lincoln County

|                      |                      |
|----------------------|----------------------|
| Lincoln County       | 0.1712669645%        |
| Almira               |                      |
| Creston              |                      |
| Davenport            |                      |
| Harrington           |                      |
| Odessa               |                      |
| Reardan              |                      |
| Sprague              |                      |
| Wilbur               |                      |
| <b>County Total:</b> | <b>0.1712669645%</b> |

### Mason County

|                      |                      |
|----------------------|----------------------|
| Mason County         | 0.8089918012%        |
| Shelton              | 0.1239179888%        |
| <b>County Total:</b> | <b>0.9329097900%</b> |

### Okanogan County

|                      |                      |
|----------------------|----------------------|
| Okanogan County      | 0.6145043345%        |
| Brewster             |                      |
| Conconully           |                      |
| Coulee Dam***        |                      |
| Elmer City           |                      |
| Nespelem             |                      |
| Okanogan             |                      |
| Omak                 |                      |
| Oroville             |                      |
| Pateros              |                      |
| Riverside            |                      |
| Tonasket             |                      |
| Twisp                |                      |
| Winthrop             |                      |
| <b>County Total:</b> | <b>0.6145043345%</b> |

### Pacific County

|                      |                      |
|----------------------|----------------------|
| Pacific County       | 0.4895416466%        |
| Ilwaco               |                      |
| Long Beach           |                      |
| Raymond              |                      |
| South Bend           |                      |
| <b>County Total:</b> | <b>0.4895416466%</b> |

## EXHIBIT B

| County | Local Government | % Allocation |
|--------|------------------|--------------|
|--------|------------------|--------------|

### Pend Oreille County

|                      |                      |
|----------------------|----------------------|
| Pend Oreille County  | 0.2566374940%        |
| Cusick               |                      |
| Ione                 |                      |
| Metline              |                      |
| Metline Falls        |                      |
| Newport              |                      |
| <b>County Total:</b> | <b>0.2566374940%</b> |

### Pierce County

|                      |                       |
|----------------------|-----------------------|
| Pierce County        | 7.2310164020%         |
| Auburn***            | 0.0628522112%         |
| Bonney Lake          | 0.1190773864%         |
| Buckley              |                       |
| Carbonado            |                       |
| DuPont               |                       |
| Eatonville           |                       |
| Edgewood             | 0.0048016791%         |
| Enumclaw***          | 0.0000000000%         |
| Fife                 | 0.1955185481%         |
| Fircrest             |                       |
| Gig Harbor           | 0.0859963345%         |
| Lakewood             | 0.5253640894%         |
| Milton***            |                       |
| Orting               |                       |
| Pacific***           |                       |
| Puyallup             | 0.3845704814%         |
| Roy                  |                       |
| Ruston               |                       |
| South Prairie        |                       |
| Steilacoom           |                       |
| Sumner               | 0.1083157569%         |
| Tacoma               | 3.2816374617%         |
| University Place     | 0.0353733363%         |
| Wilkeson             |                       |
| <b>County Total:</b> | <b>12.0345236870%</b> |

### San Juan County

|                      |                      |
|----------------------|----------------------|
| San Juan County      | 0.2101495171%        |
| Friday Harbor        |                      |
| <b>County Total:</b> | <b>0.2101495171%</b> |



## EXHIBIT B

| County | Local Government | % Allocation |
|--------|------------------|--------------|
|--------|------------------|--------------|

### Skagit County

|                      |                      |
|----------------------|----------------------|
| Skagit County        | 1.0526023961%        |
| Anacortes            | 0.1774962906%        |
| Burlington           | 0.1146861661%        |
| Concrete             |                      |
| Hamilton             |                      |
| La Conner            |                      |
| Lyman                |                      |
| Mount Vernon         | 0.2801063665%        |
| Sedro-Woolley        | 0.0661146351%        |
| <b>County Total:</b> | <b>1.6910058544%</b> |

### Skamania County

|                      |                      |
|----------------------|----------------------|
| Skamania County      | 0.1631931925%        |
| North Bonneville     |                      |
| Stevenson            |                      |
| <b>County Total:</b> | <b>0.1631931925%</b> |

### Snohomish County

|                      |                       |
|----------------------|-----------------------|
| Snohomish County     | 6.9054415622%         |
| Arlington            | 0.2620524080%         |
| Bothell***           | 0.2654558588%         |
| Brier                |                       |
| Darrington           |                       |
| Edmonds              | 0.3058936009%         |
| Everett              | 1.9258363241%         |
| Gold Bar             |                       |
| Granite Falls        |                       |
| Index                |                       |
| Lake Stevens         | 0.1385202891%         |
| Lynnwood             | 0.7704629214%         |
| Marysville           | 0.3945067827%         |
| Mill Creek           | 0.1227939546%         |
| Monroe               | 0.1771621898%         |
| Mountlake Terrace    | 0.2108935805%         |
| Mukilteo             | 0.2561790702%         |
| Snohomish            | 0.0861097964%         |
| Stanwood             |                       |
| Sultan               |                       |
| Woodway              |                       |
| <b>County Total:</b> | <b>11.8213083387%</b> |

## EXHIBIT B

| County | Local Government | % Allocation |
|--------|------------------|--------------|
|--------|------------------|--------------|

### Spokane County

|                      |                      |
|----------------------|----------------------|
| Spokane County       | 5.5623859292%        |
| Airway Heights       |                      |
| Cheney               | 0.1238454349%        |
| Deer Park            |                      |
| Fairfield            |                      |
| Latah                |                      |
| Liberty Lake         | 0.0389636519%        |
| Medical Lake         |                      |
| Millwood             |                      |
| Rockford             |                      |
| Spangle              |                      |
| Spokane              | 3.0872078287%        |
| Spokane Valley       | 0.0684217500%        |
| Waverly              |                      |
| <b>County Total:</b> | <b>8.8808245947%</b> |

### Stevens County

|                      |                      |
|----------------------|----------------------|
| Stevens County       | 0.7479240179%        |
| Chewelah             |                      |
| Colville             |                      |
| Kettle Falls         |                      |
| Marcus               |                      |
| Northport            |                      |
| Springdale           |                      |
| <b>County Total:</b> | <b>0.7479240179%</b> |

### Thurston County

|                      |                      |
|----------------------|----------------------|
| Thurston County      | 2.3258492094%        |
| Bucoda               |                      |
| Lacey                | 0.2348627221%        |
| Olympia              | 0.6039423385%        |
| Rainier              |                      |
| Tenino               |                      |
| Tumwater             | 0.2065982350%        |
| Yelm                 |                      |
| <b>County Total:</b> | <b>3.3712525050%</b> |

### Wahkiakum County

|                      |                      |
|----------------------|----------------------|
| Wahkiakum County     | 0.0596582197%        |
| Cathlamet            |                      |
| <b>County Total:</b> | <b>0.0596582197%</b> |

## EXHIBIT B

| County | Local Government | % Allocation |
|--------|------------------|--------------|
|--------|------------------|--------------|

### Walla Walla County

|                      |                      |
|----------------------|----------------------|
| Walla Walla County   | 0.5543870294%        |
| College Place        |                      |
| Prescott             |                      |
| Waitsburg            |                      |
| Walla Walla          | 0.3140768654%        |
| <b>County Total:</b> | <b>0.8684638948%</b> |

### Whatcom County

|                      |                      |
|----------------------|----------------------|
| Whatcom County       | 1.3452637306%        |
| Bellingham           | 0.8978614577%        |
| Blaine               |                      |
| Everson              |                      |
| Ferndale             | 0.0646101891%        |
| Lynden               | 0.0827115612%        |
| Nooksack             |                      |
| Sumas                |                      |
| <b>County Total:</b> | <b>2.3904469386%</b> |

### Whitman County

|                      |                      |
|----------------------|----------------------|
| Whitman County       | 0.2626805837%        |
| Albion               |                      |
| Colfax               |                      |
| Colton               |                      |
| Endicott             |                      |
| Farmington           |                      |
| Garfield             |                      |
| LaCrosse             |                      |
| Lamont               |                      |
| Malden               |                      |
| Oakesdale            |                      |
| Palouse              |                      |
| Pullman              | 0.2214837491%        |
| Rosalia              |                      |
| St. John             |                      |
| Tekoa                |                      |
| Uniontown            |                      |
| <b>County Total:</b> | <b>0.4841643328%</b> |

## EXHIBIT B

| County                      | Local Government     | % Allocation         |
|-----------------------------|----------------------|----------------------|
| <b><u>Yakima County</u></b> |                      |                      |
|                             | Yakima County        | 1.9388392959%        |
|                             | Grandview            | 0.0530606109%        |
|                             | Granger              |                      |
|                             | Harrah               |                      |
|                             | Mabton               |                      |
|                             | Moxee                |                      |
|                             | Naches               |                      |
|                             | Selah                |                      |
|                             | Sunnyside            | 0.1213478384%        |
|                             | Tieton               |                      |
|                             | Toppenish            |                      |
|                             | Union Gap            |                      |
|                             | Wapato               |                      |
|                             | Yakima               | 0.6060410539%        |
|                             | Zillah               |                      |
|                             | <b>County Total:</b> | <b>2.7192887991%</b> |

# Exhibit C

### **KING COUNTY REGIONAL AGREEMENT**

King County intends to explore coordination with its cities and towns to facilitate a Regional Agreement for Opioid Fund allocation. Should some cities and towns choose not to participate in a Regional Agreement, this shall not preclude coordinated allocation for programs and services between the County and those cities and towns who elect to pursue a Regional Agreement. As contemplated in C.5 of the MOU, any Regional Agreement shall comply with the terms of the MOU and any Settlement. If no Regional Agreement is achieved, the default methodology for allocation in C.4 of the MOU shall apply.



## Executive Department Memorandum

Date: May 23, 2023

To: Blair King, City Manager

From: Adam Nebenzahl, Management Analyst

Subject: Opioid Settlement Fund Allocation

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### Executive Summary

The City currently receives approximately \$32,500 per year from two opioid litigation settlements. Staff developed two options to utilize opioid settlement funding. The first option would be City led, with the development of its own Opioid Abatement Council, identification of preferred uses of funds, participation in request for proposals process, and performance monitoring and reporting. The second option would be to execute an interlocal agreement with another local government organization and have them oversee the program implementation. Staff recommends the City Council direct the City Manager to execute an Interlocal Agreement (ILA) with Salish Behavioral Health Administrative Services Organization (SBH-ASO) where SBH-ASO will be responsible for:

- Overseeing distribution of Opioid Funds to programs and services within the City for Approved Purposes, as defined by the One Washington Memorandum.
- Preparing annual expenditure reports for compliance with Approved Purposes.
- Reporting and making publicly available all decisions on Opioid Fund allocation applications, distributions, and expenditures by SBH-ASO.
- Developing and maintaining a centralized public dashboard or other repository for the publication of expenditure data for expenditures of Opioid Funds by SBH-ASO, which it shall update at least annually.
- If necessary, require and collect additional outcome-related data to evaluate the use of Opioid Funds.
- Hearing complaints by the City regarding alleged failure to (1) use Opioid Funds for Approved Purposes or (2) comply with reporting requirements.

The ILA will cover a period of 17 years, with an estimated administrative fee by SBH-ASO of \$3,250 per year (10% of funds received), excluding any future settlements. This choice would hand over the funds and the opportunity for prioritizing the funds but would ensure that they are spent on Bainbridge Island. The City of Bremerton has signed on to the exact same agreement. Other cities are also in discussion at this time in participating in the same agreement.

## Background

### Settlements

In July 2019, the City Council authorized the City Manager to engage the law firm of Keller Rohrback LLC to represent the City as a plaintiff in litigation related to the opioid crisis. Cities, counties, and states across the country are engaged in litigation against prescription drug and related companies regarding impacts from the opioid epidemic that is occurring in communities nationwide.

In 2021, a national settlement was reached with the “Big 3” opioid distributors (McKesson, Cardinal Health, and AmerisourceBergen) and Johnson & Johnson to resolve claims by most states and litigating and non-litigating municipalities across the country.

In September 2022, the City Council authorized the City Manager to execute the participation form for the distributor Settlement, the One Washington Memorandum of Understanding, and the allocation agreement related to Settlement of opioid distributor litigation.

In April 2023, the City Council authorized the City Manager to execute a second participation form for a national settlement has been reached with Walgreens (retail pharmacy), CVS (retail pharmacy), Walmart (retail pharmacy), Teva Pharmaceuticals (opioid manufacturer), and Allergan (opioid manufacturer) to resolve claims by most states and litigating and non-litigating municipalities across the country.

### One Washington Memorandum

The One Washington Memorandum is an agreement of all local governments that signed on as plaintiffs in these litigations where allocation of settlement proceeds would be used for approved purposes specified in the Exhibit A of the Memorandum. When the City signed on to the allocation agreements and the Memorandum, they chose to receive the funds in the form of direct payment. As a condition for receiving direct payment of funds, each participating local government that receives a direct payment must undertake the following actions:

- Developing a methodology for obtaining proposals for use of Opioid Funds.
- Ensuring there is opportunity for community-based input on priorities for Opioid Fund programs and services.
- Receiving and reviewing proposals for use of Opioid Funds for Approved Purposes.
- Approving or denying proposals for use of Opioid Funds for Approved Purposes.
- Receiving funds from the Trustee for approved proposals and distributing the Opioid Funds to the recipient.
- Reporting to the Opioid Abatement Council (OAC) and making publicly available all decisions on Opioid Fund allocation applications, distributions, and expenditures.



Each local government must establish an Opioid Abatement Council (OAC) to oversee Opioid Fund allocation, distribution, expenditures, and dispute resolution. The OAC may be a preexisting regional body or may be a new body created for purposes of executing the obligations of this MOU. The OAC for each Allocation Region must be composed of representation from both Participating Counties and Participating Towns or Cities within the Region. The method of selecting members, and the terms for which they will serve will be determined by the Allocation Region's Participating Local Governments. All persons who serve on the OAC must have work or educational experience pertaining to one or more Approved Uses. The OAC is responsible for:

- Overseeing distribution of Opioid Funds from Participating Local Governments to programs and services within the Allocation Region for Approved Purposes.
- Annual review of expenditure reports from Participating Local Jurisdictions within the Allocation Region for compliance with Approved Purposes and the terms of this MOU and any Settlement.
- Reporting and making publicly available all decisions on Opioid Fund allocation applications, distributions, and expenditures by the OAC or directly by Participating Local Governments.
- Developing and maintaining a centralized public dashboard or other repository for the publication of expenditure data from any Participating Local Government that receives Opioid Funds, and for expenditures by the OAC in that Allocation Region, which it shall update at least annually.
- If necessary, requiring and collecting additional outcome related data from Participating Local Governments to evaluate the use of Opioid Funds, and all Participating Local Governments shall comply with such requirements.
- Hearing complaints by Participating Local Governments within the Allocation Region regarding alleged failure to (1) use Opioid Funds for Approved Purposes or (2) comply with reporting requirements.

The approved uses for the opioid settlement funds are specified in the One Washington Memorandum. To summarize, they are broken down into 12 general strategies:

1. Treat opioid use disorder (OUD)
2. Support people in treatment and recovery
3. Connect people who need help to the help they need (connections to care)
4. Address the needs of criminal-justice-involved persons.
5. Address the needs of pregnant or parenting women and their families, including babies with neonatal abstinence syndrome.
6. Prevent over-prescribing and ensure appropriate prescribing and dispensing of opioids.
7. Prevent misuse of opioids
8. Prevent overdose deaths and other harms.
9. First responders
10. Leadership, planning and coordination.
11. Training
12. Research

### Implementation

To utilize the funds received from the settlements, staff would need to dedicate a significant amount of time to the creation of the OAC, identification of preferred uses of funds, participation in request for proposals process, and performance monitoring and reporting. Due to the long payout period (17 years) and limited staff availability, staff looked to other organizations that would be able to implement these funds.

Salish Behavioral Health Administrative Services Organization (SBH-ASO) is an organization that was created in 2015 through an interlocal agreement (ILA) between Kitsap, Jefferson, and Clallam counties to managed care service programs on the Peninsula relating to behavior health and health crises. The ILA designates Kitsap County as the administrative entity for SBH-ASO and is managed by Kitsap County's Human Services Department.

The State of Washington contracts with the SBH-ASO to provide Behavioral Health Crisis Services and other state-funded non-Medicaid behavioral health services in the Salish region which includes Clallam, Jefferson, and Kitsap counties.

In 2022, the ILA between the three counties added the responsibility of administering monetary amounts allocated to the counties of Clallam, Jefferson, and Kitsap resulting from settlements against opioid pharmaceutical supply chain participants. In the ILA, the counties designate the SBH-ASO as the Olympic Opioid Abatement Council pursuant to sections of the One Washington Memorandum of Understanding Between Washington Municipalities. Ten percent of Opioid Funds received by SBH-ASO are reserved, on an annual basis, for administrative costs related to managing, distributing, and administering Opioid Funds consistent with Approved Purposes.

SBH-ASO comprises itself of an Executive Board and an Advisory Board. The Executive Board works with the larger SBH-ASO Advisory Board to provide policy guidance and oversight of local behavioral health programs. The Kitsap County Department of Human Services has been designated as the administrative entity for the region and provides staff support to the Executive Board. The Executive Board is composed of nine county commissioners, three from each county, one tribal representative, one non-voting representative from the Olympic Community of Health, and one non-voting representative from the Salish Behavioral Health Administrative Services Organization's Advisory Board.

The SBH-ASO Advisory Board works with the SBH-ASO Executive Board on policy guidance and program oversight of behavioral health programs within Clallam, Jefferson, and Kitsap Counties. The Advisory Board helps determine procedures for the delivery of mental health and substance use disorder services in all three counties and develops a service plan. The SBH-ASO Advisory Board is composed of 11 members, three members from each county and two tribal representatives who are appointed by the SBH-ASO Executive Board. At least 51 percent of its members must be consumers and/or family members of individuals with lived experience with a behavioral health disorder.

Staff and SBH-ASO have been in discussion and have agreed upon an ILA that would have SBH-ASO responsible for:

- Overseeing distribution of Opioid Funds to programs and services within the City for Approved Purposes.
- Preparing annual expenditure reports for compliance with Approved Purposes.
- Reporting and making publicly available all decisions on Opioid Fund allocation applications, distributions, and expenditures by SBH-ASO.
- Developing and maintaining a centralized public dashboard or other repository for the publication of expenditure data for expenditures of Opioid Funds by SBH-ASO, which it shall update at least annually.
- If necessary, require and collect additional outcome-related data to evaluate the use of Opioid Funds.
- Hearing complaints by the City regarding alleged failure to (1) use Opioid Funds for Approved Purposes or (2) comply with reporting requirements.

#### Recommended Next Steps

Due to the significant staff requirement and another regional organization participating in this work, staff recommends entering into an interlocal agreement with Salish Behavioral Health Administrative Services Organization (SBH-ASO). This will ensure the City follows all requirements of the direct payments and allows for regional experts to implement the funds in a way that will be effective.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Receive City Manager's Report,

**SUMMARY:** City Manager King will provide information regarding the transition to zero emission hand tools.

**AGENDA CATEGORY:** Report

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Information only.

**COMMUNITY ENGAGEMENT AND OUTREACH:**

**FISCAL IMPACT:**

|                                    |  |
|------------------------------------|--|
| <b>Amount:</b>                     |  |
| <b>Ongoing Cost:</b>               |  |
| <b>One-Time Cost:</b>              |  |
| <b>Included in Current Budget?</b> |  |

**BACKGROUND:**

**ATTACHMENTS:**

[City Manager's Report - June 13, 2023](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



## MEMORANDUM

TO: Honorable Mayor and Council

FROM: Blair King, City Manager

SUBJECT: City Manager's Report

DATE: June 13, 2023

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The transition to zero emission hand tools is substantially complete. The City has dramatically cut its inventory of gas powered hand tools.

As part of the 2018 greenhouse gas emissions inventory, the City recorded close to 6,500 gallons of fuel consumption per year for the use of gas-powered equipment for vegetation management, accounting for about 3% of the emissions from City government operations. In January 2022, the City ordered two zero emission, electric leaf blowers, which finally arrived in early 2023 for a pilot test in City operations.

A full transition to electric leaf blowers, string trimmers, hedge clippers, pole saws, and lawn edgers was completed by the City in May 2023, with electric chainsaws currently on backorder.

Electric small tools delivered in May:

- leaf blowers (5),
- string trimmers (6),
- Kombi units (3), with edger (1), pole saw (3), hedge clipper (1), string trimmer (2) and
- battery-backpacks (4), batteries (12), and chargers (6).
- chainsaws are on order, and we will implement them when they arrive.

The majority of the tools purchased are manufactured by Stihl.

The City will continue to collect data on usage and hopes to provide information on our transition to the community at a future date. A subgroup of the Climate Change Advisory Committee is currently working on an outline for potential elements of an ordinance requiring a transition to zero emission electric landscaping tools in the broader community.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:** 20 Minutes

**AGENDA ITEM:** (7:05 PM) Receive Presentation from Washington State Ferries on September Vehicle and Bike Drive-On Closure,

**SUMMARY:** John Vezina, Washington State Ferries (WSF) Director of Planning, Customer and Government Relations, presents on the WSF closure to vehicle and bike drive-on traffic on the Seattle/Bainbridge route from September 7-13, 2023. The closure is due to work on the overhead passenger walkway project on Bainbridge Island replacing the 50-year old wooden walkway.

**AGENDA CATEGORY:** Presentation

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Presentation

**COMMUNITY ENGAGEMENT AND OUTREACH:**

**FISCAL IMPACT:**

|                                    |  |
|------------------------------------|--|
| <b>Amount:</b>                     |  |
| <b>Ongoing Cost:</b>               |  |
| <b>One-Time Cost:</b>              |  |
| <b>Included in Current Budget?</b> |  |

**BACKGROUND:** The Seattle/Bainbridge ferry route will be shut down to vehicles, motorcycles, bicycles and electric scooters from 1 a.m. Thursday, Sept. 7, to 3 a.m. Wednesday, Sept. 13. Service between Seattle and Bainbridge Island will remain open to walk-on and ADA passengers within specified times each day during peak travel times and large regional events. WSF will accommodate emergency medical vehicles, in coordination with local emergency services, during those hours.

The closure is occurring to allow crews to stage cranes and equipment to lift and lower the walkway spans onto concrete and steel pilings in the water. WSF is exploring additional service options on other routes during the closure.

**ATTACHMENTS:**

[WSF for Bainbridge City Council 06 13 2023 SUBMITTED.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



Washington State Ferries



# **Bainbridge Ferry Terminal Pedestrian Walkway Project and Construction Closure Planning**

**Briefing for City Council, City of Bainbridge Island**

**June 13, 2023, 7 p.m.**

**John Vezina, WSF Director of Planning, Customer,  
and Government Relations**

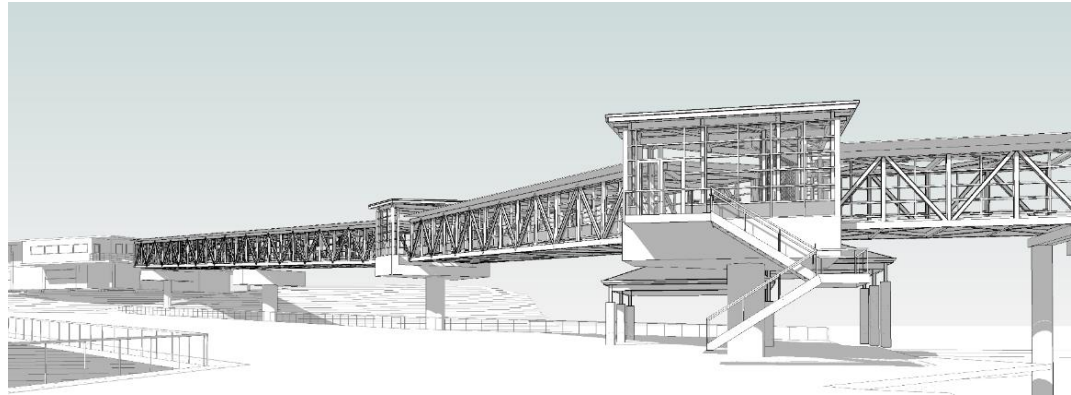


# Briefing and discussion topics

- Project overview
- Construction activities and staging
- Terminal access
- Bike coordination and parking
- Communications
- Signage, traffic control, and WSF staffing
- Emergency access
- Special event coordination
- Additional notes and questions

# Bainbridge Island pedestrian walkway replacement project

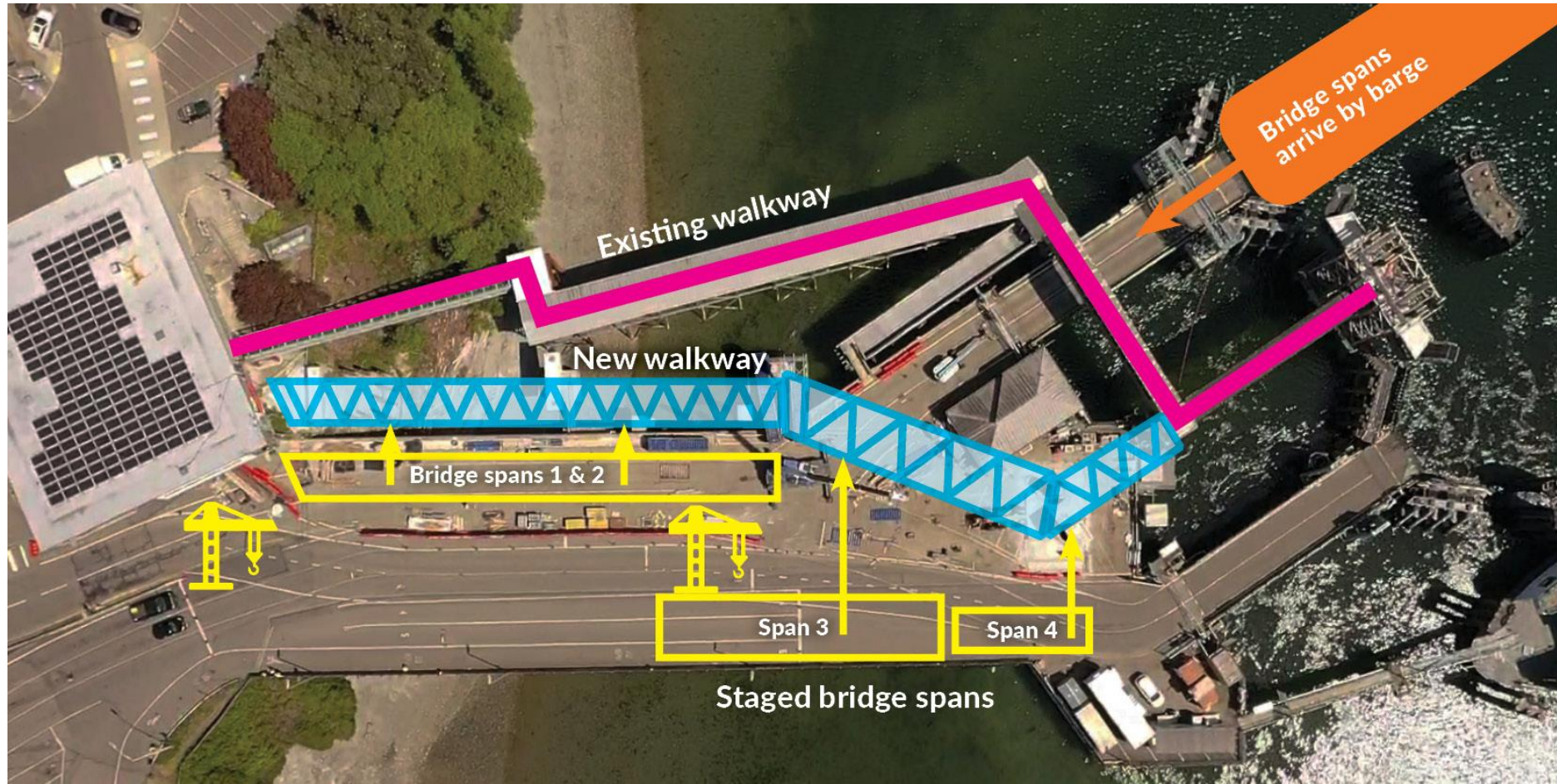
- \$33 million project with FHWA and state funds.
- Construction from summer 2022 into early 2024.
- Replaces wooden structure with concrete and steel to meet current seismic standards.
- Wider, safer and enclosed walkway with ventilation, nonslip flooring.
- ADA Improvements: straightens, shortens, and widens the walkway.
- Heated passenger waiting area with benches.



# **Bainbridge Island trestle closure: Sept. 7 to the early morning of Sept. 13**

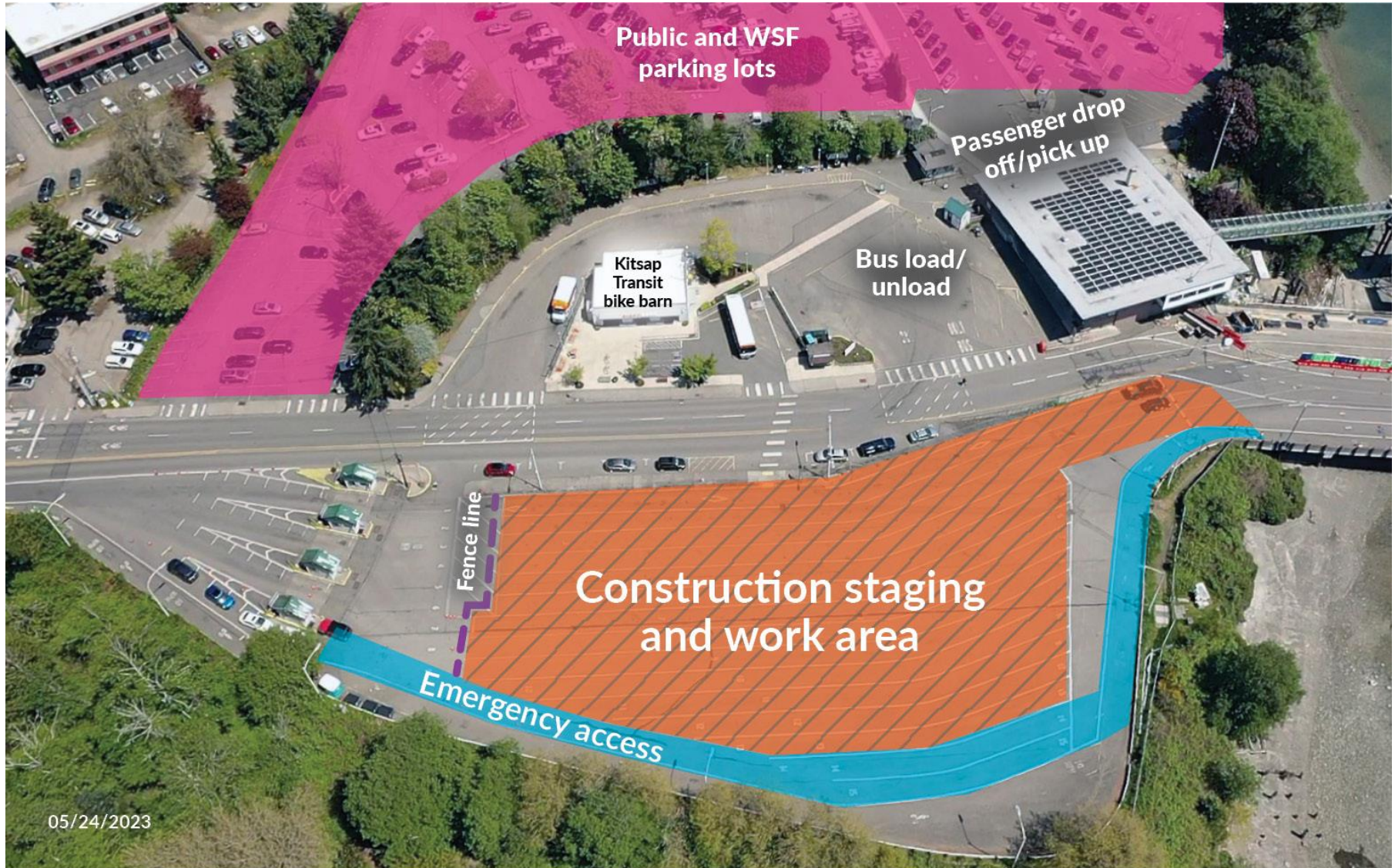
- Closure of the vehicle holding area and loading for six days
- No vehicles, motorcycles, bicycles or scooters
- Passenger only service provided on the one-boat alternate service schedule via the overhead walkway
- Working around key events and emergency services as much as possible
- Extensive community and stakeholder outreach underway

# Construction activities and staging





# Construction activities and staging





# Terminal access: parking lots



- WSF lot has 86 public parking spaces, including 10 ADA stalls
- Information about [parking lots](#) adjacent to and including WSF lot
- WSF messages will discourage parking in downtown Winslow

# Terminal access: passenger drop-off and pick-up at WSF



- Enter parking lot via Winslow Way East
- Pick-up and drop-off area signed along entrance
- Drop-off at terminal building also allowed

# Terminal access: Kitsap Transit

**Best option: bus to ferry terminal – numerous routes available**

[North Kitsap route information](#)

**Limited park and ride spaces as follows:**

**1) American Legion Post**

Serves routes 97 98

7880 NE Bucklin Hill Rd., Bainbridge Island

10 paved parking spaces with lighting

**2) Bethany Lutheran Church**

Serves route 95

7968 Finch Rd. NE., Bainbridge Island

80 paved parking spaces with lighting and bike racks

**3) Island Church**

Serves route 93

9624 Sportsman Club Rd. NE, Bainbridge Island

37 paved parking spaces with lighting



# Transit options in Seattle

## Buses, Trains, and Bike/Scooter Sharing

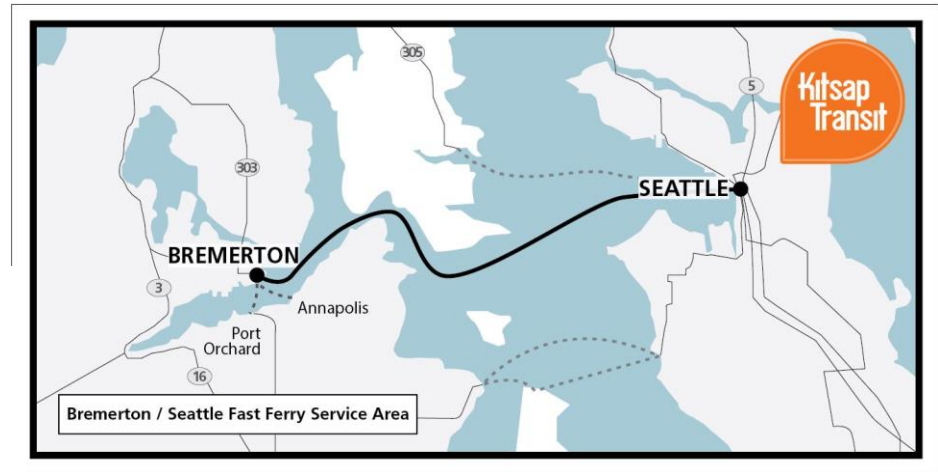
- [King County Metro](#)
- [Sound Transit](#)
- [Seattle Electric Scooter and Bike Share](#)



## Other ferry systems

[King County Water Taxi](#)

[Kitsap Ferries](#)



# Why we can't accommodate bikes during closure

- Bicycles and motorized scooters normally load with vehicles on the car deck to separate them from pedestrians and ADA passengers for safety.
- The entire holding area at Bainbridge will be a construction zone with no way for the public to access the car deck.
- We prohibit bikes and scooters in the passenger-only areas on the vessels and in terminal buildings.
- We expect increased walk-on passenger volumes during the closure and there's not enough space in the overhead walkway to safely stage bikes with walk-on passengers.
- Commute options: Bike parking on both sides of the route or walk-on and use bike share or transit in Seattle.

# Bicycle coordination underway

## Outreach and bike parking

- Met with Squeaky Wheels and other bicycle organizations; will offer additional briefing.
- Ongoing monthly email updates to bicycle and pedestrian organizations.
- Providing information about the [Kitsap Transit Bike Barn](#).
- Adding temporary bike parking at Colman Dock.
- Coordination with [bike/scooter sharing companies](#) to increase availability at Colman Dock.
- Sharing bike resources such as [BikeIndex.Org](#) and [Project 529](#) and [King County Metro Bike Parking Locations](#).

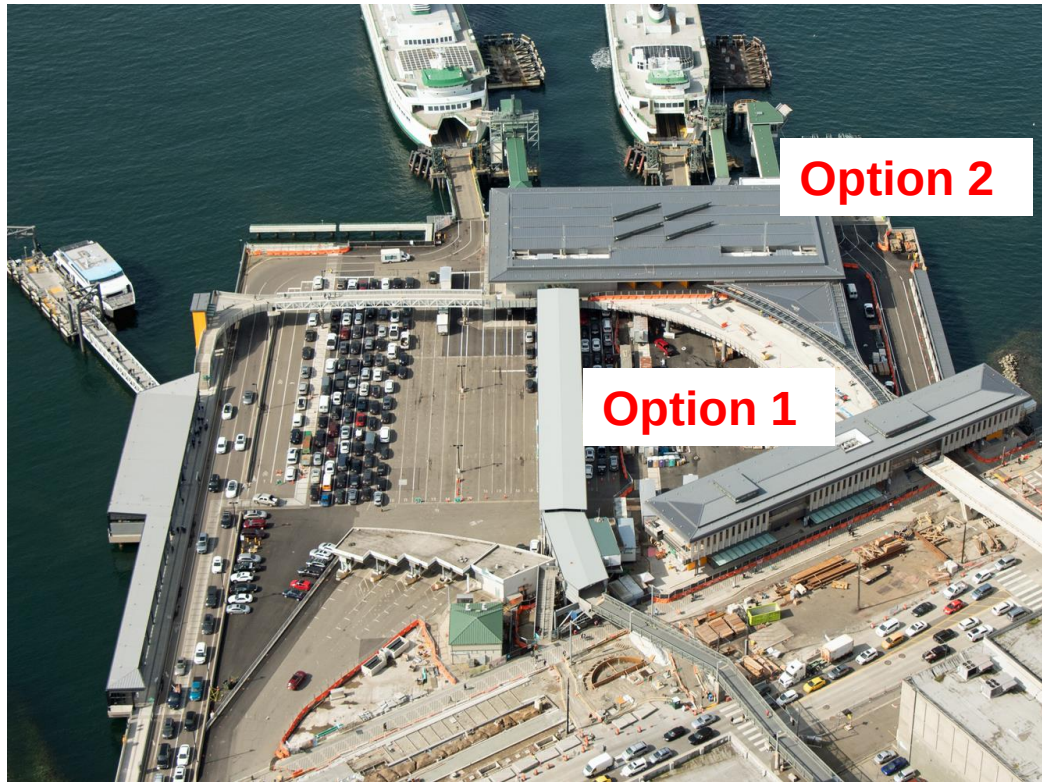
# Bike parking at Bainbridge Terminal



- [Kitsap Transit Bike Barn](#) offers 79 indoor and 33 outdoor storage hooks, and 48 accessory lockers.
- All bicycle storage is available on a first-come, first-served bases and you must apply to use an accessory locker.
- During the summer months, there is an on-site service vendor who can provide minor bike repairs, rentals and cycling accessories for sale.

# Bike parking at Colman Dock

**Goal:** approximately 50 bike parking spaces at Colman Dock during the Bainbridge terminal closure. All bikes need to be removed by 10 AM on Thursday, Sept. 13.



- **Option 1:** develop a locked bike corral in the Bainbridge holding lanes for use between 4:45 AM to 10 PM
- **Option 2:** use the covered bike lane for slip 3; add cable to lock to; open 4:45 AM to 10 PM
  - Access through bike entrance gate near Marion Street, which will be locked at night



# Bike parking at Colman Dock



Close-up view of Option 2:  
covered bike area for slip 3

# Communications

## WSF communications plan includes

- [Project webpage](#), WSDOT webpages, social media, rider alerts: [subscriber link](#)
- Media outreach: news releases and briefings
- Stakeholder group emails and virtual meetings
- Print materials with QR code
- Digital signage: highways, terminals, vessels

## Outreach in conjunction with City of Bainbridge Island

- Link to project page on City of BI website
- WSF article/graphic in quarterly newsletter mailed to 12,000 households in July
- WSF info in weekly email and text alerts
- Nextdoor posts
- Senior centers

# Special event coordination

- [Wooden Boat Festival](#) Sept. 8 – 10, Friday – Sunday
- [Bike MS](#) Sept. 9-10, with ferry riders Friday – Sunday; event starts in Mount Vernon; apparently lots of BI / Kitsap participants
- [UW Husky Football](#) vs. Tulsa game on Sat. Sept. 9; Time TBD
- [Seattle Seahawks](#) vs. LA Rams; Sun. Sept. 10 at 1:25 PM
- [Seattle Storm](#) vs. LA Sparks; Sun. Sept. 10 @ Noon
- [Seattle Mariners](#) vs LA Angels; Mon. and Tues. Sept. 11 & 12 @ 6:40 PM; Wed. Sept. 13 @ 1:10 PM
- Lionel Richie + Earth Wind Fire, Mon. Sept. 11, @ 7:30 PM at Climate Pledge Arena

Additional outreach audiences:

- Freight haulers (via WSDOT freight alerts)
- Cruise ship outreach (with Visit Bainbridge)
- Public/private school outreach (Seattle and BI)



# Emergency service coordination

- Emergency access route at Bainbridge terminal will be maintained
- Emergency vehicles will be able to travel to Seattle on all the one-boat service trips – based on established EMS procedures
- WSF working with City of Bainbridge Island to host a meeting in August with emergency service providers

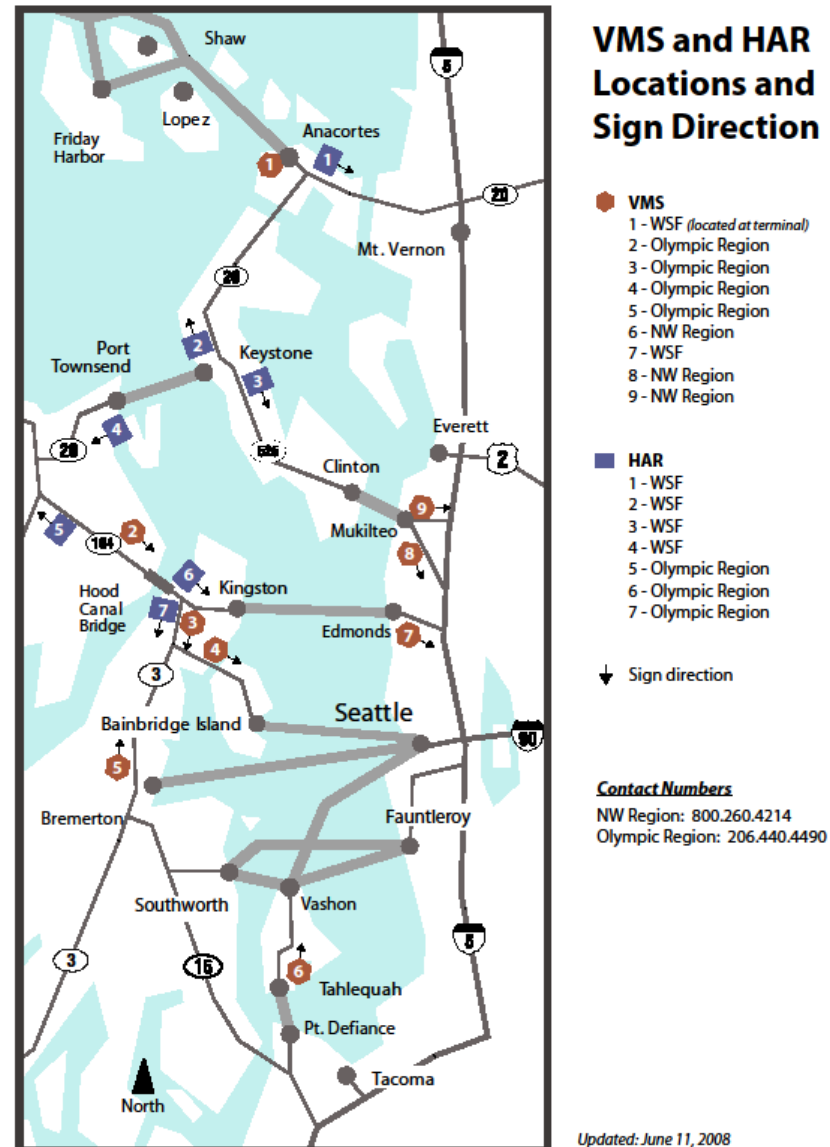
# Signage, traffic control / staffing

## Signage

- Variable message signs (VMS) on highways
- Portable VMS at key locations
- Digital signs in vessels and terminals

## Traffic control and staffing

- 1-2 ticket booths will be staffed to turn vehicles around
- Traffic control staff will be there to manage walk-on and ADA passengers



# Additional notes and questions

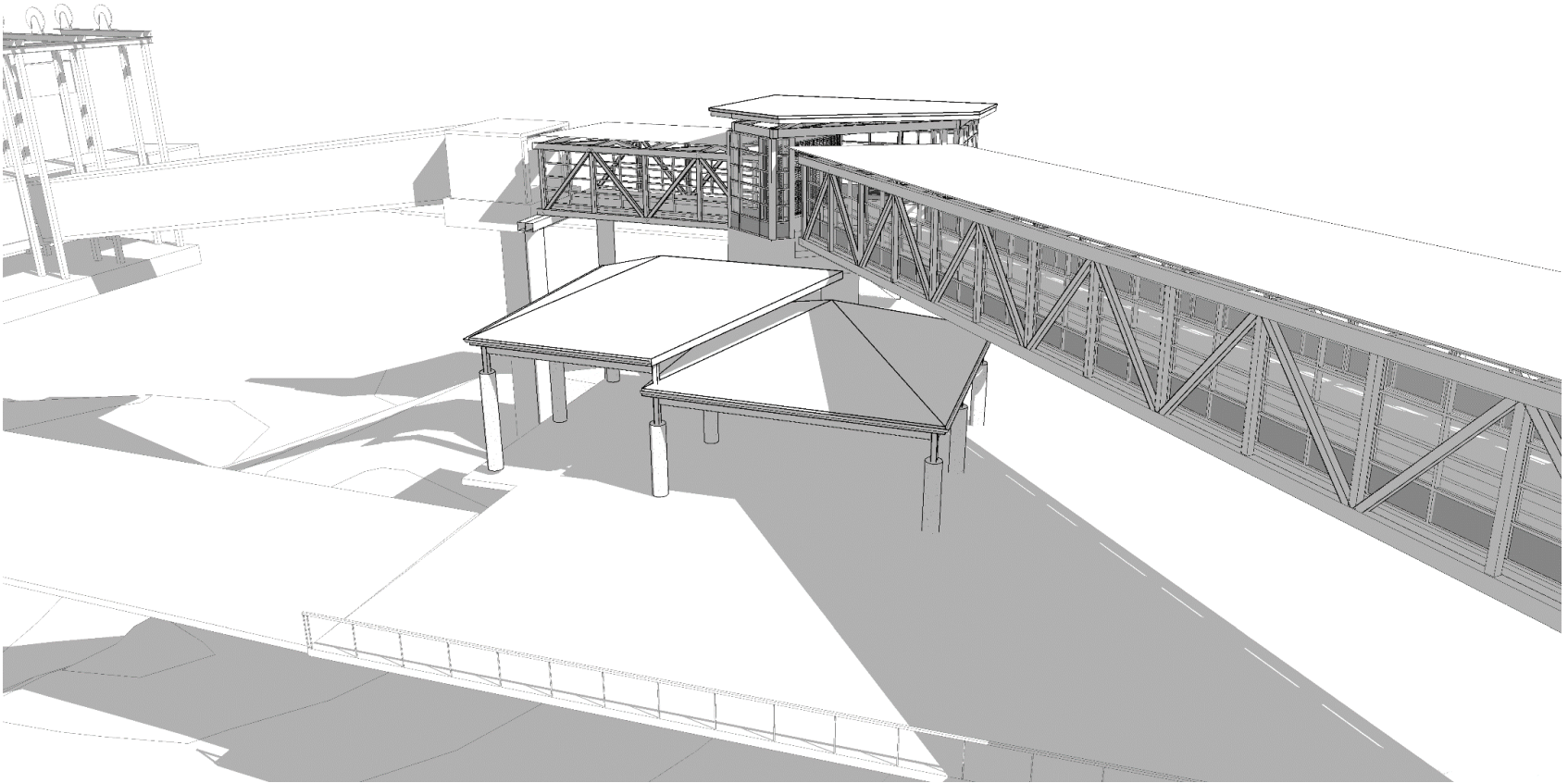
1. The WSF virtual community meeting for the Bainbridge/Seattle route was held on Thursday 5/25. You can [view the recording here](#).
2. WSF is [hosting a survey](#) to find out how ferry users plan to travel during the 6-day closure. The survey **closes on Friday, June 16 at 5 p.m.** Please share your plans with us!
3. **Aug. 14 – 17** we will be loading the vessels by the vehicle deck only while we work on the passenger overhead loading structure. Notifications will begin in July.
4. Questions?

# Thank you for your time!

## Contact

John Vezina

[Vezinaj@wsdot.wa.gov](mailto:Vezinaj@wsdot.wa.gov)





CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (7:25 PM) Provide Appropriation of \$600,000 and Authorize the City Manager to Commence Clearing the Affordable Housing Site at 625 Winslow Way,

**SUMMARY:** This action provides an appropriation of \$600,000 and authorizes the City Manager to solicit professional services to make ready a future affordable housing site via clearing the former Police Station building and providing temporary landscaping.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to direct the City Manager to commence the necessary steps to clear the Affordable Housing Site at 625 Winslow Way and provide an appropriation of \$600,000 from previously designated American Rescue Plan Act (ARPA) funds.

### COMMUNITY ENGAGEMENT AND OUTREACH:

### FISCAL IMPACT:

|                                    |  |
|------------------------------------|--|
| <b>Amount:</b>                     |  |
| <b>Ongoing Cost:</b>               |  |
| <b>One-Time Cost:</b>              |  |
| <b>Included in Current Budget?</b> |  |

**BACKGROUND:** On November 8, 2022, City Council approved the redevelopment of City property at 625 Winslow Way (the current Police Department Site) as an affordable housing project.

The 625 Winslow Way site is an irregular shaped 0.89-acre property. It is improved with a parking lot and an approximately 7,500 square feet unreinforced masonry building originally constructed in 1945. The Police Department will vacate the space in late third and early fourth quarter of 2023. Vacant buildings are a blighting influence as a result of rodents, graffiti, and poor building maintenance. In addition, the City will incur costs to maintain the structure which is currently documented to be in poor condition. It is constructed of unreinforced masonry which presents an earthquake hazard. If the City does not properly maintain the site, such violation that can be fined as much as \$500/per day pursuant to BIMC 8.16.200.

In order to avoid blight and prepare the site for the eventual development as an affordable housing site, it is recommended that the City Manager be directed to take the necessary steps to clear the site. In addition, it is

proposed that temporary landscaping be installed to beautify the area during the interim period before the development of the site for affordable housing.

The structure exceeds 50 years and as described in COBI Municipal Code 18.24.040, is eligible for designation in a local register of historic places. The budget accounts for an Architectural Historian to follow the steps described in COBI Municipal Code 18.24.070 (h) to document the structure in photographs, drawings, and text.

**ATTACHMENTS:**

**FISCAL DETAILS:** The City received \$7.06M in ARPA funds, \$1.75M of which was set aside for Affordable Housing. The \$600,000 Budget Amendment associated with this Agenda Bill will use the \$1.75M in Affordable Housing Set Aside, of which \$0 has been spent to date.

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (7:40 PM) Consider Endorsement of Race Equity Advisory Committee Participation in a Bainbridge Island Community Celebration of Juneteenth and Approve Expenditure of up to \$300 - Executive,

**SUMMARY:** The Race Equity Advisory Committee is participating in the planning of a community celebration of Juneteenth. The celebration will be held from 2 - 4 p.m. on Sunday, June 18, 2023 at the Bainbridge Island Senior Community Center (Senior Center) and at Waterfront Park. The celebration is a joint effort of the Race Equity Advisory Committee and other community organizations and retailers. All are welcome to attend.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to endorse the participation of the Race Equity Advisory Committee in the planning and presentation of a Bainbridge Island community celebration of Juneteenth and approve up to \$300 in expenditures from the REAC budget for this event.

**COMMUNITY ENGAGEMENT AND OUTREACH:** Planned by community organizations. Discussed at June 1 REAC meeting.

**FISCAL IMPACT:**

|                                    |       |
|------------------------------------|-------|
| <b>Amount:</b>                     | \$300 |
| <b>Ongoing Cost:</b>               |       |
| <b>One-Time Cost:</b>              | \$300 |
| <b>Included in Current Budget?</b> | Yes   |

**BACKGROUND:** The Race Equity Advisory Committee is participating in the planning of a community celebration of Juneteenth. The celebration will be held from 2 - 4 p.m. on Sunday, June 18, 2023 at the Bainbridge Island Senior Community Center (Senior Center) and at Waterfront Park. The celebration is a joint effort of the Race Equity Advisory Committee and other community organizations and retailers.

The planned event will be the second year of a community celebration of Juneteenth on Bainbridge Island. The event will feature speakers, an art display, and the opportunity to picnic or purchase food from a food truck.

**ATTACHMENTS:**

[Juneteenth Flyer 2023](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



# BAINBRIDGE JUNETEENTH COMMUNITY CELEBRATION

SUNDAY, JUNE 18  
2:00 PM – 4:00 PM

Bainbridge Island Senior Community Center  
at  
Waterfront Park

Join our Bainbridge community celebration to honor Juneteenth. Bring Dad and the whole family down to the Bainbridge Senior Community Center and Waterfront Park to celebrate this important event. Enjoy local youth speakers, music, poetry, performance and art honoring Black History. Order West African food from Auntie Dolly's or bring your own picnic. Cold treats will be provided.

Everyone is welcome!

Sponsored by these community partners:





CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (7:45 PM) Provide Council Direction Related to Historic Preservation Commission Request to Organize with Staff Support a Celebration of Akio Suyematsu Day in August 2023 and Provide a Budget of Up to \$2,000 - Executive,

**SUMMARY:** The Historic Preservation Commission (HPC) proposes to organize a community celebration of Akio Suyematsu, a long-time island farmer and member of the Japanese-American community on Bainbridge Island. The celebration is proposed to be held on Sunday, August 20.

HPC requests Council support to plan this proposed event, as well as funding and staff time to support the logistics of planning and putting on an event. The rough event budget is up to \$2,000.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Staff requests direction from the City Council as to whether the Council supports the Historic Preservation Commission's plan to organize a celebration of Akio Suyematsu Day in August 2023. It is expected that the event could cost up to \$2,000.

**COMMUNITY ENGAGEMENT AND OUTREACH:** Discussed at June 1 Historic Preservation Commission meeting.

**FISCAL IMPACT:**

|                                    |                                                        |
|------------------------------------|--------------------------------------------------------|
| <b>Amount:</b>                     | \$2,000 - potentially from Council contingency funding |
| <b>Ongoing Cost:</b>               |                                                        |
| <b>One-Time Cost:</b>              | \$2,000                                                |
| <b>Included in Current Budget?</b> | No                                                     |

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:50 PM) Consider Ordinance No. 2023-15 Relating to 2023 1st Budget Amendment and Updated Capital Improvement Plan Amendments - Finance,

**SUMMARY:** State law requires that any changes to the current 2023-2024 Biennial budget appropriation levels be brought to Council for consideration and adoption via a budget amendment ordinance. The Finance Department brings budget adjustments to the Council for consideration on a routine basis but no less than twice per year. Ordinance No. 2023-15 for Council consideration would amend the 2023 budget by a total of \$6,424,789, which includes \$3,088,293 (48% of the total) previously approved by Council during various business meetings earlier this year or later in 2022. Of the remaining \$3,336,496 amount, \$2,232,406 are expenditure increases related to the water and sewer study and corresponding rate increases adopted on May 23, 2023, via Ordinance No. 2023-16.

**AGENDA CATEGORY:** Ordinance

**PROPOSED BY:** Finance & Administrative Services

**RECOMMENDED MOTION:** I move to forward Ordinance No. 2023-15 relating to the City's 2023 modified budget and the 2023 update to the 2021-2026 Capital Improvement Plan for approval at the June 27, 2023, City Council Regular Business Meeting.

### COMMUNITY ENGAGEMENT AND OUTREACH:

### FISCAL IMPACT:

|                                    |             |
|------------------------------------|-------------|
| <b>Amount:</b>                     | \$6,424,789 |
| <b>Ongoing Cost:</b>               | \$229,573   |
| <b>One-Time Cost:</b>              | \$6,195,216 |
| <b>Included in Current Budget?</b> | No          |

**BACKGROUND:** Please see the attached transmittal memo for a detailed overview of all requested items. Please see Exhibit A, attached and incorporated into this ordinance by reference, for the revised 2023 budget summary by fund. Please see attached Exhibit B for more details explaining the charges incorporated in Exhibit A. Please see Exhibit C for capital project pages updated to include the increases to capital projects included in the budget amendment.

The usual and customary mid-term comprehensive review of the budget will occur later in the Fiscal Year.

**ATTACHMENTS:**

[Staff Memorandum Ordinance No. 2023-15 Budget Amendment 06092023.docx](#)

[Ordinance No. 2023-15 2023 1st Budget Amendment.docx](#)

[Ordinance No. 2023-15 Exhibit A.pdf](#)

[Ordinance No. 2023-15 Exhibit B.pdf](#)

[Ordinance No. 2023-15 Exhibit C.pdf](#)

**FISCAL DETAILS:** The following fund appropriation changes included in Ordinance No. 2023-15:

General Fund - \$1,678,142 increase

Street Fund - \$131,621 increase

Affordable Housing Fund - \$183,233 decrease

Capital Construction Fund - \$2,181,353 increase

Water Fund - \$828,645 increase

Sewer Fund - \$1,627,842 increase

Storm and Surface Water Fund - \$116,207 increase

Building and Development Fund- \$194,212 increase

Equipment and Rental Replacement - \$150,000 decrease

**Fund Name(s):**

**Coding:**



Finance and Administrative Services Department  
Memorandum

Date: June 9, 2023  
To: City Council  
Blair King, City Manager  
From: DeWayne Pitts, Finance Director  
Subject: Ordinance No. 2023-15 – First 2023 Budget Amendment

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State law requires that any changes to the current 2023-2024 Biennial budget appropriation levels be brought to Council for consideration and adoption via a budget amendment ordinance. The Finance Department brings budget adjustments to the Council for consideration on a routine basis but no less than twice per year. Ordinance No. 2023-15 for Council consideration would amend the 2023 budget by a total of \$6,424,789, which includes \$3,088,293 (48% of the total) previously approved by Council during various business meetings earlier this year or later in 2022 of the previous year. Of the remaining \$3,336,496 amount, \$2,232,406 are expenditure increases related to the water and sewer rate increases adopted on May 23, 2023, via Ordinance No. 2023-16. These projects were identified in the previously adopted version of the Capital Improvement Plan as “below-the-line” items pending approval of the recommendations included in the water and sewer study that was discussed with Council April 4, 2023, and May 9, 2023.

The following requests fall into three separate categories: 1) Operating Requests are requests for additional operating spending authority; 2) Capital Requests seek additional capital spending authority and will be reflected in the updated Capital Improvement Plan; and 3) Technical and Administrative adjustments, which seek to correct minor errors in the base budget, make administrative changes to overhead allocations, or transfer budget between projects/funds.

The following 48 budget amendments are proposed:

Operating Requests – 24 items, Total of \$1,912,150

1. Shade Covenant Compliance Contract - \$350,000 One-Time Increase – General Fund: Council approval date: April 25, 2023. The City of Bainbridge Island owns three parcels to which a shade covenant applies. As part of a land purchase agreement in 2004, the City and the sellers, the Bentryns, executed a Shade Covenant, which requires that any tree located within 100 feet of the northern boundary line of the City-owned Crawford Property, the M&E Property, and the property owned by the Bentryns (“Buffer Area”) be prevented from growing taller than 30

feet. This item approves budget to authorize a bid for a contractor to perform work to bring City into compliance with 2004 shade covenants for the Crawford and M&E properties.

2. Race Equity Advisory Committee (REAC) Events & Training - \$19,650 One-Time Increase – General Fund: Council approval date: March 14, 2023. This item increases financial support for community events and committee member training.
3. “Something New” Public Art Program - \$26,700 Ongoing Increase – Public Art Subfund/General Fund: Council approval date: March 28, 2023. This item continues the “Something New” Public Art program for an additional five years and increase Arts & Humanities Bainbridge administrative fee.
4. EOC/Hub Solar & Battery Project - \$104,000 One-Time Increase – General Fund: Council approval date: October 25, 2022. This item moves \$104,000 of spending authority from the Wastewater Beneficial Reuse project to the EOC/Hub Solar panel & backup battery project.
5. Comprehensive and Winslow Subarea Plans - \$65,000 One-Time Increase – General Fund: Council approval date: May 9, 2023. This budget request increases professional services to facilitate the steering committee overseeing the Comprehensive and Winslow Subarea Plans established by Resolution 2023-03.
6. Coastal Zone Management Grant - \$100,000 One-Time Increase – General Fund: Council approval date: February 14, 2023. This item increases appropriation for Sea Level Rise Flooding Vulnerability and Risk Assessment Department of Ecology grant eligible costs. This appropriation increase is 100% supported by the grant.
7. Sound To Olympic Trail Welcoming Pole - \$20,000 One-Time Increase – Public Art Subfund/General Fund: Council approval date: February 28, 2023. This item supports the City cost to erect a donated Suquamish Carved Art Pole at the Sound to Olympic trailhead. The Carving will be commissioned by Bainbridge Island Parks and Trails Foundation, and subsequently donated to the City.
8. WA State Dept of Ecology Wastewater Treatment Plan Nutrient Permit Support Grant - \$115,943 One-Time Increase – Sewer Fund: Council approval date: October 25, 2022. The City has been offered this grant to support planning, implementation, and management of nutrient discharge reduction as identified by the Puget Sound Nutrient General Permit.
9. Wastewater Treatment Plant (WWTP) Replacement Parts - \$30,000 One-Time Increase – Sewer Fund: Council approval date: February 14, 2023. Increase budget to execute purchase agreement for fine screen replacement parts for the WWTP.
10. Manzanita Watershed project - \$45,000 One-Time Increase – Stormwater Fund: Council approval date: May 9, 2023. Budget amendment to support the professional services agreement with Herrera Environmental Consultants.
11. Blake Decision Settlements: Legal Financial Obligations and Extraordinary Expenses- \$82,000 One-Time Increase – General Fund: In 2021 the State v. Blake Washington Supreme Court decision deemed the state’s drug possession laws unconstitutional. Persons convicted of drug possession on or before February 25, 2021, can get those convictions cleared from their records and request a reimbursement for legal financial obligations in relation to those convictions. The total amount of potential reimbursements for the City is \$38,000, which will be moved to a fiduciary fund to cover potential future settlements. Payments issued prior to June 2023 will be 100% reimbursed to the City by the Administrative Office of the Courts (AOC). The AOC will also reimburse up to \$44,000 in expenses related to locating and contacting settlement recipients.
12. 625 Winslow Building Demolition - \$610,000 One-Time Increase – General Fund: This item increases professional services appropriation for architectural historian services, demolition, and temporary restoration of the 625 Winslow site. This project would be funded with the \$1.75 million in ARPA funds set aside for Affordable Housing.

13. City Thread Grant for Sustainable Transportation - \$15,000 One-Time Increase – General Fund: This increase in appropriation is supported by a fully grant backed match for the City Thread Accelerated Mobility Project.
14. Bainbridge Island Landfill Monitoring - \$70,000 One-Time Increase – General Fund: The City is obligated by regulatory requirement to continue monitoring the former Vincent Road Landfill until the year 2031. This increase supports the need in 2023 for additional periodic monitoring services that were missed but should have been included in the 2023-2024 budget cycle.
15. Sandbag Replacement - \$10,000 One-Time Increase – General Fund: This item will purchase replacements for the 1500 sandbags that were provided to homeowners to prevent flooding during the January 2023 king tide event.
16. Camino Tech Software Maintenance - \$10,000 Ongoing Increase – General Fund: This software was added by the Planning department in 2021 but not incorporated into the 2023-2024 budget. This software integrates with GIS and the City permit system (Smartgov) to inform permit applicants about constraints, zoning information, permit type and what submittal requirements are needed. It also provides instructions on fees and on how to apply for the permit.
17. Munis Training for Finance and other users - \$6,000 One-Time Increase – General Fund: This item increases costs for staff training not captured in the original cost estimates for the Munis financial management software upgrade.
18. Tyler SQL Server Report Services (SSRS) Software - \$14,983 One-Time Increase – General Fund: An add-on for the Munis software that will allow Munis to interface with other software systems.
19. Tyler Software Maintenance - \$5,000 Ongoing Increase – General Fund: Annual maintenance portion of costs for the Structured Query Language (SQL) software that will allow the City to use various scripts in place to access and retrieve data from our upgraded MUNIS financial software.
20. ADA Installations - \$50,000 One-Time Increase – Street Fund: ADA ramp installation for City Hall public Electric Vehicle (EV) chargers and Winslow Way protective bollards.
21. Speed Limit Signs - \$20,000 One-Time Increase – Street Fund: Replacement speed limit signs that were a result of the recent lowering of speed limits on the island in certain locations related to Ordinance 2023-03.
22. Department of Ecology Capacity Grant - \$25,000 One-Time Increase – Stormwater Fund: Acceptance of the National Pollution Discharge Elimination System (NPDES) Capacity Grant.
23. FTE Add: 1 GIS Specialist - \$46,039 Ongoing Increase – Various Funds: This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 1 GIS Specialist whose labor will be allocated 20% each to General, Street, Water, Sewer, and SSWM. The 2023 budget add includes salary costs for September-December 2023, plus one-time employee onboarding costs. Annual ongoing labor costs will be \$125,000 not including cost of living or step increases.
24. FTE Add: 2 Utility Technicians - \$71,835 Ongoing Increase – Various Funds: This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 2 Utility Technicians whose labor will be allocated 40% each to Water & Sewer Funds, and 20% to the Stormwater Fund. The 2023 budget add includes salary costs for September-December 2023 plus one-time employee onboarding costs. Annual ongoing labor costs will be \$205,000, not including cost of living or step increases.



Capital Requests – 14 items, Total of \$4,555,000

1. Police and Court Building - \$1,100,000 One-Time Increase – Capital Construction Fund: Council approval date March 14, 2023. \$950,000 of this increase was approved by Council on March 14, 2023, as part of the 2022 year-end General Fund Balance review and will increase project for scope modification, inflation, and unforeseen circumstances during the remodel of the building. An additional \$150,000 is being added for the addition of public art installations/fixtures.
  - a. Funding Source – General Fund: \$950,000; Public Art Sub Fund: \$150,000
  - b. New project budget: \$21,420,000
2. Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements Grant - \$777,000 One-Time Increase – Capital Construction Fund: Council approval date January 10, 2023. Increase project scope due to acceptance of Federal Transportation grant funds awarded through Puget Sound Regional Council.
  - a. Funding Source – Grant: \$777,000
  - b. New project budget: \$4,517,000
3. NEW: Valley Road Non-Motorized Improvements - \$150,000 One-Time Increase – Capital Construction Fund: Council approval date April 11, 2023. Amend Budget and CIP to include council added project Connecting Centers: Valley Road.
  - a. Funding Source – General Fund: \$150,000
4. NEW: Lynwood Center Non-Motorized Improvements - \$200,000 One-Time Increase – Capital Construction Fund: Council approval date April 11, 2023. Amend Budget and CIP to include council added project Connecting Centers: Lynwood Center.
  - a. Funding Source – General Fund: \$200,000
5. NEW: Lost Valley Trail - \$135,000 One-Time Increase – Capital Construction Fund: Council approval date: May 23, 2023. On May 23, 2023, Council authorized the City Manager to purchase the Lost Valley Trail easement and accept a donation valued at \$125,000 from the Bainbridge Island Parks and Trails Foundation to support a Lost Valley woodchip walking trail. An additional \$5,000 will be moved from the General Fund as a technical adjustment to support project management for this project.
  - a. Funding Source – General Fund & Donation
  - b. New project budget: \$140,000
6. SCADA - \$7,000 One-Time Increase – Water Fund: Additional funds are needed for project management labor costs as this project, from the 2021-2026 CIP, nears completion.
  - a. Funding Source – Water Fund
  - b. New project budget: \$297,000
7. Ferncliff Main Extension - \$675,000 One-Time Increase – Water Fund: This item was presented to Council on April 4, 2023, and was included as part of the recommendations outlined in the 2023 Water and Sewer Rate Study Report. This item increases project costs related to the Ferncliff Water Main extension with about \$800,000 funded by a Drinking Water State Revolving Fund loan. This cost increase is being requested in conjunction with Ordinance No. 2023-18 (consent agenda June 13) which will create a water utility rate surcharge area to help fund this project.
  - a. Funding Source – Water Fund & loan proceeds
  - b. New project budget: \$1,510,000
8. Sands Ave Well Rehabilitation - \$50,000 One-Time Increase – Water Fund: Project will require additional funding to complete. The new project budget total includes funding to be moved from operating as a technical budget adjustment.
  - a. Funding Source – Water Fund

- b. New project budget: \$481,000
- 9. Fletcher Bay Well Rehabilitation - \$38,000 One-Time Increase – Water Fund: Project will require additional funding to complete.
  - a. Funding Source – Water Fund
  - b. New project budget: \$250,000
- 10. SCADA - \$5,000 One-Time Increase – Sewer Fund: additional funds are needed for project management labor costs as this project, from the 2021-2026 CIP, nears completion.
  - a. Funding Source – Sewer Fund
  - b. New project budget: \$403,000
- 11. Wing Point Pump Station - \$1,068,000 One-Time Increase – Sewer Fund: Adding previously unfunded project to the Capital Improvement Plan after approval of the water/sewer rate increases and increasing project scope to from “rehabilitation” to “relocation & rebuild” due to king tide conditions.
  - a. Funding Source – Sewer Fund
  - b. New project budget: \$1,850,000
- 12. Wastewater Treatment Plant (WWTP) Outfall Extension - \$350,000 One-Time Increase – Sewer Fund: Adding previously unfunded project to the Capital Improvement Plan after approval of the water/sewer rate increases.
  - a. Funding Source – Sewer Fund
  - b. New project budget: \$6,350,000
- 13. Eagle Harbor Drive @ McDonald Creek Culvert - \$100,000 One-Time Increase – Stormwater Fund Works: Move \$100,000 to McDonald Creek Culvert project from Yeomalt Area Drainage project.
  - a. Funding Source – SSWM Fund
  - b. New project total: \$376,000
- 14. Yeomalt Area Drainage Improvements – (\$100,000) One-Time Decrease – Stormwater Fund: Move \$100,000 to Yeomalt Drainage project from McDonald Creek Culvert project.
  - a. Funding Source – SSWM Fund
  - b. New project total: \$784,000

Technical & Administrative Adjustments – 11 items, Total of (\$42,360)

- 1. Bainbridge Island Senior Center Renovation - (\$9,000): Council approval date: March 28, 2023. This former capital project was downgraded to a repair and maintenance project. A portion of the capital budget, including budgeted capital labor, will be moved to the General Fund to cover the cost of the repairs.
  - a. -\$149,647 – Capital Construction
  - b. +\$140,647 – General Fund
- 2. Lost Valley Trail Project Management Labor - \$0: This new capital project will require project management labor costs to support the oversight of the trail project. This item adjusts labor budget out of the General Fund and into the Capital Fund.
  - a. -\$5,000 – General Fund
  - b. +\$5,000 – Capital Construction
- 3. Management Analyst Labor & Services - \$0: This adjustment moves the budget for the new position of Management Analyst (when serving as a Housing Specialist) into the General Fund and out of the Affordable Housing Fund. A desk audit at the end of the year will determine the division of expenses between the General Fund and the Affordable Housing Fund, after which

time costs will be supported by the appropriate fund. It is expected that roughly 60% of the costs will come from the Affordable Housing Fund.

- a. -\$183,233 – Affordable Housing Fund
  - b. +\$183,233 – General Fund
4. Salary Allocation Correction – \$0: Review of the salary allocations for four Planning department staff members indicated a need for an adjustment to the budgeted allocation for three Permit Specialists and one Planner.
    - a. -\$82,715 – General Fund
    - b. +\$ 6,513 – Water Fund
    - c. +\$ 6,513 – Sewer Fund
    - d. +\$ 6,513 – Stormwater Fund
    - e. +\$63,176 – Building & Development Fund
  5. Salary Allocation Correction – \$0: Review of the salary allocations for one Engineering department staff member indicated a need for an adjustment to the budgeted allocation for one Project Manager.
    - a. -\$107,813 – General Fund
    - b. -\$ 16,587 – Street Fund
    - c. -\$ 11,611 – Water Fund
    - d. -\$ 11,611 – Sewer Fund
    - e. -\$ 16,587 – Stormwater Fund
    - f. +\$131,034 – Building & Development Fund
  6. City Hall Vehicle Charging Station Infrastructure - \$0: There are two projects relating to the installation of electric vehicle charging stations on City property, one operating and one capital. This moves \$36,000 out of the capital project and into the operating project to support the installation of infrastructure to support the charging station in the City Hall guest parking lot.
    - a. +\$36,000 – General Fund
    - b. -\$36,000 – Capital Construction
  7. Water Quality & Flow Monitoring (WQFM) Allocation Corrections - \$0: This item is generally budgeted in General, Water, and Sewer Funds. In 2023 this item was budgeted entirely in the General Fund in error. This moves 50% of the WQFM budget out of the General Fund and into the other two funds.
    - a. -\$7,750 – General Fund
    - b. +\$1,550 – Water Fund
    - c. +\$6,200 – Sewer Fund
  8. Water & Sewer Loan Principal Payments - \$46,640: These items include loan principal payment that were not included in the 2023-2024 biennial budget.
    - a. +\$25,518 – Water Fund
    - b. +\$21,122 – Sewer Fund
  9. Electric Sidewalk Sweeper & Plow – (\$80,000): Originally budgeted in the Equipment Rental & Replacement (ER&R) Fund, it was later determined that this should have been budgeted out of the Street Fund, as it is a new piece of equipment for the City, and not a replacement. Original cost estimates of \$150,000 were determined to be more than double the actual cost of the new equipment. This item moves \$70,000 of spending authority out of ER&R and into the Street Fund and reduces overall budget by \$80,000.
    - a. +\$ 70,000 – Street Fund
    - b. -\$150,000 – ER&R Fund

10. Sands Ave Well Rehab - \$0: Originally budgeted as an operating project, this project was re-classified as a capital. This adjustment moves \$56,211 in 2022 encumbered Water Fund budget out of operating and into capital.
  - a. -\$56,211 – Water Fund (operating)
  - b. +\$56,211 – Water Fund (capital)
11. Winslow Water Tank & Fire flow/Pipeline Improvement project consolidation - \$0: This moves \$168,998 in Fire Flow/Pipeline Improvement project budget over to the Water Tank Replacement project as part of the consolidation of the two capital projects.
  - a. -\$168,998 – Water Fund (project 01095)
  - b. +\$168,998 – Water Fund (project 00988)

Thank you for your consideration of these requests.

## **ORDINANCE NO. 2023-15**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, amending the 2023-2024 biennial budget and associated provisions of the 2023-2028 Capital Improvement Plan and providing for uses not foreseen at the time the budget was adopted.

**WHEREAS**, on November 8, 2022, the City Council adopted the 2023-2024 biennial budget via Ordinance No. 2022-19; and

**WHEREAS**, on March 14, 2023, the City Council adopted funding for carryover items for work funded in 2022 but to be performed in 2023 via Ordinance No. 2023-07; and

**WHEREAS**, a number of situations have occurred during 2023 which require the City to expend money on items, projects, and categories not included in the 2023 budget and to adjust the 2023-2028 Capital Improvement Plan accordingly.

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

**Section 1.** Ordinance No. 2023-07 and the 2023 budget are each amended as shown in the attached Exhibit A.

**Section 2.** Attached hereto as Exhibit B 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.** In that some of the budget expenditures that are the subject of this ordinance directly relate to the City's 2023-2028 Capital Improvement Plan, the project pages in the 2023-2028 Capital Improvement Plan for the specific projects that are the subject of this ordinance are amended to read as shown in the attached Exhibit C.

**Section 4.** The City's Finance Director is authorized and directed by this ordinance to make the necessary changes to the 2023-2024 biennial budget and the 2023-2028 Capital Improvement Plan. 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 5. 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 6.** 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 \_\_\_\_\_ 2023.

APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_  
Brenda Fantroy-Johnson, Mayor

ATTEST / AUTHENTICATE:

\_\_\_\_\_  
Christine Brown, MMC, City Clerk

|                             |               |
|-----------------------------|---------------|
| FILED WITH THE CITY CLERK:  | June 9, 2023  |
| PASSED BY THE CITY COUNCIL: | ____ __, 2023 |
| PUBLISHED:                  | ____ __, 2023 |
| EFFECTIVE DATE:             | ____ __, 2023 |
| ORDINANCE NO:               | 2023-15       |

Attached:  
Exhibit A – Crosswalk Summary by Fund  
Exhibit B – Table 1 - Summary by Fund and Department  
Exhibit B – Table 2 – Summary of Technical/Administrative Adjustments  
Exhibit C – Updated Capital Improvement Plan Project Pages

**CITY OF BAINBRIDGE ISLAND - 2023 REVISED BUDGET  
SUMMARY BY FUND**

Exhibit A - Crosswalk by Fund  
ORDINANCE NO. 2023-15

| CITY FUNDS |                                   | 2023 EXPENDITURES      |                                                |                                                 |                                                                |                                     |
|------------|-----------------------------------|------------------------|------------------------------------------------|-------------------------------------------------|----------------------------------------------------------------|-------------------------------------|
|            |                                   | 2023 REVISED<br>BUDGET | Supporting<br>Transfers (See<br>Ord Section 4) | Ord. No. 2023-<br>15<br>Technical<br>Amendments | Ord. No. 2023-<br>15<br>Operating and<br>Capital<br>Amendments | 2023 REVISED Budget<br>(As Amended) |
| 001        | GENERAL FUND                      | \$ 24,737,017          | \$ 1,424,000                                   | \$ 156,601                                      | \$ 1,521,541                                                   | \$ 27,839,159                       |
| 101        | STREET FUND                       | \$ 3,291,090           | \$ -                                           | \$ 53,413                                       | \$ 78,208                                                      | \$ 3,422,711                        |
| 103        | REAL ESTATE EXCISE TAX FUND       | \$ 2,448,840           | \$ (99,647)                                    | \$ -                                            | \$ -                                                           | \$ 2,349,193                        |
| 104        | CIVIC IMPROVEMENT FUND            | \$ 379,085             | \$ -                                           | \$ -                                            | \$ -                                                           | \$ 379,085                          |
| 108        | AFFORDABLE HOUSING FUND           | \$ 295,133             | \$ -                                           | \$ (183,233)                                    | \$ -                                                           | \$ 111,900                          |
| 171        | TRANSPORTATION BENEFIT FUND       | \$ 1,477,258           | \$ -                                           |                                                 | \$ -                                                           | \$ 1,477,258                        |
| 199        | ARPA FUND                         | \$ 2,064,000           | \$ (2,000,000)                                 |                                                 | \$ -                                                           | \$ 64,000                           |
| 201        | GO BOND FUND                      | \$ 1,590,415           | \$ -                                           |                                                 | \$ -                                                           | \$ 1,590,415                        |
| 203        | LID BOND FUND                     | \$ 39,075              | \$ -                                           |                                                 | \$ -                                                           | \$ 39,075                           |
| 301        | CAPITAL CONSTRUCTION FUND         | \$ 15,357,967          | \$ 36,000                                      | \$ (180,647)                                    | \$ 2,362,000                                                   | \$ 17,575,320                       |
| 401        | WATER FUND                        | \$ 16,052,084          | \$ -                                           | \$ 21,970                                       | \$ 806,675                                                     | \$ 16,880,729                       |
| 402        | SEWER FUND                        | \$ 9,115,846           | \$ -                                           | \$ 22,224                                       | \$ 1,605,618                                                   | \$ 10,743,688                       |
| 403        | STORM & SURFACE WATER FUND        | \$ 5,186,191           | \$ -                                           | \$ 23,099                                       | \$ 93,108                                                      | \$ 5,302,398                        |
| 407        | BUILDING & DEVELOPMENT FUND       | \$ 3,292,829           | \$ -                                           | \$ 194,212                                      | \$ -                                                           | \$ 3,487,041                        |
| 501        | EQUIPMENT RENTAL & REVOLVING FUND | \$ 1,637,695           | \$ -                                           | \$ (150,000)                                    | \$ -                                                           | \$ 1,487,695                        |
|            | <b>TOTAL EXPENDITURES</b>         | <b>\$ 86,964,525</b>   | <b>\$ (639,647)</b>                            | <b>\$ (42,361)</b>                              | <b>\$ 6,467,150</b>                                            | <b>\$ 92,749,667</b>                |

## Exhibit B to Ordinance No. 2023-15

### 2023 BUDGET AMENDMENTS

Presented to City Council

Approved on MMM \_\_\_\_, 2023

**Exhibit B Table 1 - Summary by Fund/Department/Description**

| SUBJECT                                                                                        | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                   | FUND / Department                         | Change amount requested | Change to Appropriation | One-Time or On-going? |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------|-------------------------|-----------------------|
| Shade Covenant Compliance Contract                                                             | Authorize bid for contractor to perform work to bring City into compliance with a 2004 shade covenant for the Crawford and M&E properties.<br><i>Council approved April 25, 2023</i>                                                                                                                                                                                          | General/Executive                         | \$ 350,000              | Increase                | One-Time              |
| REAC committee                                                                                 | Financial support for community events and for members to attend training.<br><i>Council approved March 14, 2023</i>                                                                                                                                                                                                                                                          | General/Executive                         | \$ 19,650               | Increase                | One-Time              |
| "Something New" Public Art program                                                             | Continue "Something New" Public Art program for five additional years and increase the admin fee paid to Arts and Humanities Bainbridge.<br><i>Council approved March 28, 2023</i>                                                                                                                                                                                            | General/Executive                         | \$ 26,700               | Increase                | Ongoing               |
| Appropriate approved move of ARPA funding from WW Beneficial Reuse to Hub Solar Panel project. | Add appropriation authority for the \$104,000 approved by council to be moved from PRJ 01192 to PRJ 01215.<br><i>Council approved October 25, 2022</i>                                                                                                                                                                                                                        | General/Executive                         | \$ 104,000              | Increase                | One-Time              |
| Comp plan and Winslow subarea plan facilitation services                                       | Authorize to solicit for professional facilitation services for the Steering Committee overseeing the Winslow Subarea Plan update and Comprehensive Plan periodic review, established by Resolution 2023-03.<br><i>Council Approved May 9, 2023</i>                                                                                                                           | General/Planning                          | \$ 65,000               | Increase                | One-Time              |
| Department of Ecology Shorelands coastal zone management agreement grant                       | The WA Department of Ecology has awarded the City a \$100,000 grant for Sea Level Rise Flooding Vulnerability and Risk Assessment project.<br><i>Council approved February 14, 2023</i>                                                                                                                                                                                       | General/Planning                          | \$ 100,000              | Increase                | One-Time              |
| Partnership w/ BI Parks and Trails Foundation                                                  | Planning and installation of Sound to Olympics trail welcoming pole.<br><i>Council approved February 28, 2023</i>                                                                                                                                                                                                                                                             | General (Public Art Subfund)/Public Works | \$ 20,000               | Increase                | One-Time              |
| Legal Financial Obligations (LFO) & Related Expenditures                                       | 2021 Washington State Supreme Court decision deemed state's drug possession laws are unconstitutional. Blake settlements pertaining to certain conviction types now reimburseable upon request from defendants. Settlements paid prior to June 2023 will be reimbursed to the City by the State, as well as extraordinary expenditures related to the location of defendants. | General/Court                             | \$ 82,000               | Increase                | One-Time              |
| 625 Winslow Building Demolition                                                                | Costs for architectural historian services, demolition, and temporary restoration of the 625 site.                                                                                                                                                                                                                                                                            | General/Executive                         | \$ 610,000              | Increase                | One-Time              |
| City Thread Grant for sustainable transportation grant                                         | To support grant match for the City Thread grant.                                                                                                                                                                                                                                                                                                                             | General/Public Works                      | \$ 15,000               | Increase                | One-Time              |
| BI Landfill Monitoring                                                                         | Landfill Monitoring at Vincent Road property - regulatory requirement.                                                                                                                                                                                                                                                                                                        | General/Public Works                      | \$ 70,000               | Increase                | Ongoing               |
| Sandbags                                                                                       | Purchase of additional sand bags to replace the 1500 that were supplied to homeowners in January 2023 due to king tides.                                                                                                                                                                                                                                                      | General/Public Works                      | \$ 10,000               | Increase                | One-Time              |
| GIS Specialist                                                                                 | +1 FTE for GIS Specialist<br>This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 1 GIS Specialist, allocated 20% each in General/Street/Water/Sewer/SSWM; Range 15, Step 5                                                                                                                       | General/Public Works                      | \$ 13,208               | Increase                | Ongoing               |



| SUBJECT                                                                                                                  | DESCRIPTION                                                                                                                                                                                                                                             | FUND / Department    | Change amount requested | Change to Appropriation | One-Time or On-going? |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------------------|-------------------------|-----------------------|
| Camino Tech Software Maint                                                                                               | Software agreement with Camino Technologies. This annual cost was initiated by PCD in 2021 but has not previously been captured in the budget. Established SW costs are to be covered by IT after initial purchase.                                     | General/IT           | \$ 10,000               | Increase                | Ongoing               |
| Munis Saas Training for Finance and other users                                                                          | Staff training was not captured in the original cost estimate.                                                                                                                                                                                          | General/IT           | \$ 6,000                | Increase                | One-time              |
| Tyler SQL Server Reporting Services (SSRS) Software                                                                      | This add-on allows Munis to interface with other software systems, such as Invoice Cloud.                                                                                                                                                               | General/IT           | \$ 14,983               | Increase                | One-time              |
| Tyler SSRS Software Maintenance                                                                                          | Annual maintenance costs for Munis add-on.                                                                                                                                                                                                              | General/IT           | \$ 5,000                | Increase                | Ongoing               |
| Technical Adjustments                                                                                                    | Technical Budget Adjustments (See Table 2)                                                                                                                                                                                                              |                      | \$ 156,601              | Increase                | One-Time              |
|                                                                                                                          | <b>TOTAL GENERAL FUND EXPENDITURE INCREASE</b>                                                                                                                                                                                                          |                      | <b>\$ 1,678,142</b>     |                         |                       |
| ADA Installations                                                                                                        | ADA ramp installation for City Hall public EV charges and Winslow Way protective bollards.                                                                                                                                                              | Street/Public Works  | \$ 50,000               | Increase                | One-time              |
| Speed Limit Signs                                                                                                        | Speed Limit sign replacements.                                                                                                                                                                                                                          | Street/Public Works  | \$ 20,000               | Increase                | One-time              |
| GIS Specialist                                                                                                           | +1 FTE for GIS Specialist<br>This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 1 GIS Specialist, allocated 20% each in General/Street/Water/Sewer/SSWM; Range 15. Step 5 | Street/Public Works  | \$ 8,208                | Increase                | Ongoing               |
| Technical Adjustments                                                                                                    | Technical Budget Adjustments (See Table 2)                                                                                                                                                                                                              |                      | \$ 53,413               | Increase                | One-Time              |
|                                                                                                                          | <b>TOTAL STREET FUND EXPENDITURE INCREASE</b>                                                                                                                                                                                                           |                      | <b>\$ 131,621</b>       |                         |                       |
| Technical Adjustments                                                                                                    | Technical Budget Adjustments (See Table 2)                                                                                                                                                                                                              |                      | \$ (183,233)            | Decrease                | One-Time              |
|                                                                                                                          | <b>TOTAL AFFORDABLE HOUSING FUND</b>                                                                                                                                                                                                                    |                      | <b>\$ (183,233)</b>     |                         |                       |
| Police and Court amendments                                                                                              | Amendment for the Police and Court Facility cost increases;<br><b>Funding Source: General Fund</b><br><i>Council approved March 14, 2023</i>                                                                                                            | Capital/Executive    | \$ 950,000              | Increase                | One-Time              |
|                                                                                                                          | Use public art funds for artwork and fixtures in new POL/CRT building;<br><b>Funding Source: Public Art subfund (General Fund)</b>                                                                                                                      | Capital/Executive    | \$ 150,000              | Increase                | One-Time              |
| Increase scope for Eagle Harbor Drive/Wyatt Way Non-Motorized Improvements Project with new Federal Transportation Grant | Federal Transportation grant acceptance and scope increase for Eagle Harbor/Wyatt Way Non-Motorized Improvements;<br><b>Funding Source: Grant</b><br><i>Council approved January 10, 2023</i>                                                           | Capital/Public Works | \$ 777,000              | Increase                | One-Time              |
| Valley Road Non-Motorized                                                                                                | Amend budget and Capital Improvement Plan to add Connecting Centers: Valley Road;<br><b>Funding Source: General Fund</b><br><i>Council approved April 11, 2023</i>                                                                                      | Capital/Public Works | \$ 150,000              | Increase                | One-Time              |
| Lynwood Center Non-Motorized                                                                                             | Amend budget and Capital Improvement Plan to add Connecting Centers: Lynwood Center.<br><b>Funding Source: General Fund</b><br><i>Council approved April 11, 2023</i>                                                                                   | Capital/Public Works | \$ 200,000              | Increase                | One-Time              |
| Lost Valley Trail                                                                                                        | \$10k for purchase of public easement and \$125k in donated funds from Bainbridge Island Parks & Trails Foundation for the improvement of the Trail.<br><i>Council approved May 23, 2023</i>                                                            | Capital/Public Works | \$ 135,000              | Increase                | One-Time              |
| Technical Adjustments                                                                                                    | Technical Budget Adjustments (See Table 2)                                                                                                                                                                                                              |                      | \$ (180,647)            | Decrease                | One-Time              |
|                                                                                                                          | <b>TOTAL CAPITAL CONSTRUCTION FUND EXPENDITURE INCREASE</b>                                                                                                                                                                                             |                      | <b>\$ 2,181,353</b>     |                         |                       |
| GIS Specialist                                                                                                           | +1 FTE for GIS Specialist<br>This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 1 GIS Specialist, allocated 20% each in General/Street/Water/Sewer/SSWM Range 15. Step 5  | Water/Public Works   | \$ 8,208                | Increase                | Ongoing               |

| SUBJECT                                                                                                       | DESCRIPTION                                                                                                                                                                                                                                                                                                                                             | FUND / Department  | Change amount requested | Change to Appropriation | One-Time or On-going? |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------|-------------------------|-----------------------|
| Utility Maintenance Technicians                                                                               | +2 FTE for Utility Maintenance Technicians<br>This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 2 Utility Technicians, allocated 40% each in Water/Sewer and 20% SSWM;<br>Range 13, Step 5                                                                               | Water/Public Works | \$ 28,467               | Increase                | Ongoing               |
| SCADA                                                                                                         | <b>Capital</b> -Increase for project management labor needed to complete project from 2021-2026 CIP.<br><b>Funding Source: Water Fund</b>                                                                                                                                                                                                               | Water/Public Works | \$ 7,000                | Increase                | One-Time              |
| Ferncliff Main Extension                                                                                      | <b>Capital</b> -Updated CIP, project costs are higher than anticipated, and require additional funding.<br><b>Funding Source: Water Fund &amp; loan proceeds</b>                                                                                                                                                                                        | Water/Public Works | \$ 675,000              | Increase                | One-Time              |
| Sands Ave Well Rehab                                                                                          | <b>Capital</b> -Increase project budget by \$50,000.<br><b>Funding Source: Water Fund</b>                                                                                                                                                                                                                                                               | Water/Public Works | \$ 50,000               | Increase                | One-Time              |
| Fletcher Bay Well Rehab                                                                                       | <b>Capital</b> -Updated CIP, project requires additional funding.<br><b>Funding Source: Water Fund</b>                                                                                                                                                                                                                                                  | Water/Public Works | \$ 38,000               | Increase                | One-Time              |
| Technical Adjustments                                                                                         | Technical Budget Adjustments (See Table 2)                                                                                                                                                                                                                                                                                                              |                    | \$ 21,970               | Increase                | One-Time              |
| <b>TOTAL WATER FUND EXPENDITURE INCREASE</b>                                                                  |                                                                                                                                                                                                                                                                                                                                                         |                    | <b>\$ 828,645</b>       |                         |                       |
| Washington State Department of Ecology Wastewater Treatment Plant Nutrient General Permit Support Grant award | The Washington State Department of Ecology is offering the City a Wastewater Treatment Plant Nutrient General Permit Support Grant in the amount of \$115,943 to support planning, implementation, or management of nutrient discharge reduction identified in the Puget Sound Nutrient General Permit.<br><br><i>Council approved October 25, 2022</i> | Sewer/Public Works | \$ 115,943              | Increase                | One-Time              |
| Fine screen replacement parts for use at the Wastewater Treatment Plant                                       | Wastewater Treatment Plant fine screen replacement parts.<br><br><i>Council approved February 14, 2023</i>                                                                                                                                                                                                                                              | Sewer/Public Works | \$ 30,000               | Increase                | One-Time              |
| GIS Specialist                                                                                                | +1 FTE for GIS Specialist<br>This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 1 GIS Specialist, allocated 20% each in General/Street/Water/Sewer/SSWM<br>Range 15, Step 5                                                                                               | Sewer/Public Works | \$ 8,208                | Increase                | Ongoing               |
| Utility Maintenance Technicians                                                                               | +2 FTE for Utility Maintenance Technicians<br>This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 2 Utility Technicians, allocated 40% each in Water/Sewer and 20% SSWM<br>Range 13, Step 5                                                                                | Sewer/Public Works | \$ 28,467               | Increase                | Ongoing               |
| SCADA                                                                                                         | <b>Capital</b> -Increase for project management labor needed to complete project from 2021-2026 CIP.<br><b>Funding Source: Sewer Fund</b>                                                                                                                                                                                                               | Sewer/Public Works | \$ 5,000                | Increase                | One-Time              |
| Wing Point Pump Station                                                                                       | <b>Capital</b> -Adding project to the 2023-2028 CIP after approval of rate increases and increasing project scope to relocation and rebuild of pump station due to king tide conditions.<br><b>Funding Source: Sewer Fund</b>                                                                                                                           | Sewer/Public Works | \$ 1,068,000            | Increase                | One-Time              |
| WWTP Outfall Extension                                                                                        | <b>Capital</b> -Adding project to the 2023-2028 CIP after approval of rate increases.<br><b>Funding Source: Sewer Fund</b>                                                                                                                                                                                                                              | Sewer/Public Works | \$ 350,000              | Increase                | One-Time              |
| Technical Adjustments                                                                                         | Technical Budget Adjustments (See Table 2)                                                                                                                                                                                                                                                                                                              |                    | \$ 22,224               | Increase                | One-Time              |
| <b>TOTAL SEWER FUND</b>                                                                                       |                                                                                                                                                                                                                                                                                                                                                         |                    | <b>\$ 1,627,842</b>     |                         |                       |
| Manzanita Watershed project                                                                                   | Budget amendment for amendment to the Professional Services Agreement with Herrera Environmental Consultants Inc.<br><br><i>Council approved May 9, 2023</i>                                                                                                                                                                                            | SSWM/Public Works  | \$ 45,000               | Increase                | One-Time              |

| SUBJECT                                  | DESCRIPTION                                                                                                                                                                                                                                                               | FUND / Department | Change amount requested | Change to Appropriation | One-Time or On-going? |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------|-------------------------|-----------------------|
| NPDES Capacity Grant                     | Department of Ecology National Pollution Discharge Elimination System (NPDES) Capacity Grant                                                                                                                                                                              | SSWM/Public Works | \$ 25,000               | Increase                | One-Time              |
| GIS Specialist                           | +1 FTE for GIS Specialist<br>This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 1 GIS Specialist, allocated 20% each in General/Street/Water/Sewer/SSWM;<br>Range 15, Step 5                | SSWM/Public Works | \$ 8,208                | Increase                | Ongoing               |
| Utility Maintenance Technicians          | +2 FTE for Utility Maintenance Technicians<br>This item was discussed by council as part of the Water/Sewer rate increase Ordinance 2023-16, which recommended the addition of 2 Utility Technicians, allocated 40% each in Water/Sewer and 20% SSWM;<br>Range 13, Step 5 | SSWM/Public Works | \$ 14,900               | Increase                | Ongoing               |
| Eagle Harbor Dr @ McDonald Creek Culvert | <b>Capital</b> -Move \$100,000 from Yeomalt Drainage to McDonald Creek Culvert project;<br>New project total: \$376,000<br><b>Funding Source: SSWM Fund</b>                                                                                                               | SSWM/Public Works | \$ 100,000              | Increase                | One-Time              |
| Yeomalt Area Drainage Improvements       | <b>Capital</b> -Move \$100,000 from Yeomalt Drainage to McDonald Creek Culvert project;<br>New project total: \$784,000<br><b>Funding Source: SSWM Fund</b>                                                                                                               | SSWM/Public Works | \$ (100,000)            | Decrease                | One-Time              |
| Technical Adjustments                    | Technical Budget Adjustments (See Table 2)                                                                                                                                                                                                                                |                   | \$ 23,099               | Increase                | One-Time              |
|                                          | <b>TOTAL STORMWATER FUND EXPENDITURE INCREASE</b>                                                                                                                                                                                                                         |                   | <b>\$ 116,207</b>       |                         |                       |
| Technical Adjustments                    | Technical Budget Adjustments (See Table 2)                                                                                                                                                                                                                                |                   | \$ 194,212              | Increase                | One-Time              |
|                                          | <b>TOTAL BUILDING AND DEVELOPMENT FUND EXP INCREASE</b>                                                                                                                                                                                                                   |                   | <b>\$ 194,212</b>       |                         |                       |
| Technical Adjustments                    | Technical Budget Adjustments (See Table 2)                                                                                                                                                                                                                                |                   | \$ (150,000)            | Decrease                | One-Time              |
|                                          | <b>TOTAL EQUIPMENT RENTAL &amp; REPLACEMENT EXP INCREASE</b>                                                                                                                                                                                                              |                   | <b>\$ (150,000)</b>     |                         |                       |
|                                          | TOTAL BUDGET INCREASES                                                                                                                                                                                                                                                    |                   | \$ 6,467,149            |                         |                       |
|                                          | TOTAL TECHNICAL ADJUSTMENTS                                                                                                                                                                                                                                               |                   | \$ (42,360)             |                         |                       |
|                                          | <b>TOTAL BUDGET AMENDMENTS</b>                                                                                                                                                                                                                                            |                   | <b>\$ 6,424,789</b>     |                         |                       |

Exhibit B Table 2 - Summary of Technical and Administrative Adjustments

| SUBJECT                                                                                                                  | DESCRIPTION                                                                                                                                                                                                                                                                                                 | FUND / Department            | Change amount requested | Change to Appropriation | One-Time or On-going? |
|--------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------|-------------------------|-----------------------|
| Former Housing Specialist budget move to General Fund for Management Analyst.                                            | Move Budgeted expenditures for Management Analyst (formerly Housing Specialist) work to General Fund.                                                                                                                                                                                                       | General/Executive            | \$ 183,233              | Increase                | One-Time              |
| Correct budget for PCD employee allocation error.                                                                        | Move to budget to reflect corrections to allocations for 4 Planning Department staff members: 3 permit specialists & 1 planner.                                                                                                                                                                             | General/Planning             | (82,715)                | Decrease                | One-Time              |
| City Hall Electric Vehicle Charger infrastructure                                                                        | City Hall Public electric vehicle charger infrastructure - move from operating to capital.                                                                                                                                                                                                                  | General/Public Works         | \$ 36,000               | Increase                | One-Time              |
| BISCC Renovation Rescope                                                                                                 | Re-scoped Senior Center Renovations Project from a capital project to an operating project, focusing on facility maintenance and repairs.<br><i>Council approved March 28, 2023</i>                                                                                                                         | General/Public Works         | \$ 125,000              | Increase                | One-Time              |
| BISCC Capital labor costs                                                                                                | Bainbridge Island Senior Center Renovations Project was rescoped from a capital project to an operating project, focusing on facility maintenance and repairs. This item moves the budgeted labor costs out of Capital and back to General Fund.                                                            | General/Public Works         | \$ 15,647               | Increase                | One-Time              |
| Correct budget for ENG employee allocation error.                                                                        | Development engineer was budgeted as a capital engineer in error.                                                                                                                                                                                                                                           | General/Public Works         | \$ (107,813)            | Decrease                | One-Time              |
| Water Quality & Flow Monitoring                                                                                          | Entirety of 2023 budget was set up in the General Fund in error. Moving 50% of overall budget from General Fund to Water (10%) and Sewer(40%) Funds.                                                                                                                                                        | General/Public Works         | \$ (7,750)              | Decrease                | One-Time              |
| Lost Valley Trail project management labor costs.                                                                        | Move \$5,000 out of General Fund and into Capital to cover the project management labor costs of the Lost Valley Trail improvement project.                                                                                                                                                                 | General/Public Works         | \$ (5,000)              | Decrease                | One-Time              |
|                                                                                                                          | <b>TOTAL GENERAL FUND IMPACT</b>                                                                                                                                                                                                                                                                            |                              | <b>\$ 156,601</b>       |                         |                       |
| Electric Sidewalk Sweeper & Plow                                                                                         | Purchase of Electric Sidewalk Sweeper and Plow - budgeted in the ER&R fund in error.                                                                                                                                                                                                                        | Street/Public Works          | \$ 70,000               | Increase                | One-Time              |
| Correct budget for ENG employee allocation error.                                                                        | Development engineer was budgeted as a capital engineer in error.                                                                                                                                                                                                                                           | Street/Public Works          | \$ (16,587)             | Decrease                | One-Time              |
|                                                                                                                          | <b>TOTAL STREET FUND IMPACT</b>                                                                                                                                                                                                                                                                             |                              | <b>\$ 53,413</b>        |                         |                       |
| Former Housing Specialist budget move to General Fund for Management Analyst.                                            | Move Budgeted expenditures for Management Analyst (formerly Housing Specialist) work to General Fund.                                                                                                                                                                                                       | Affordable Housing/Executive | \$ (183,233)            | Decrease                | One-Time              |
|                                                                                                                          | <b>TOTAL AFFORDABLE HOUSING FUND IMPACT</b>                                                                                                                                                                                                                                                                 |                              | <b>\$ (183,233)</b>     |                         |                       |
| Lost Valley Trail project management labor costs.                                                                        | Move \$5,000 out of General Fund and into Capital to cover the project management labor costs of the Lost Valley Trail improvement project.                                                                                                                                                                 | Capital/Public Works         | \$ 5,000                | Increase                | One-Time              |
| City Hall Electric Vehicle Charger infrastructure                                                                        | City Hall Public electric vehicle charger infrastructure - move from operating to capital.                                                                                                                                                                                                                  | Capital/Public Works         | \$ (36,000)             | Decrease                | One-Time              |
| Move Bainbridge Island Senior Center Renovations from the Capital improvement Plan and Re-purpose for operating project. | Re-scoped Senior Center Renovations Project from a capital project to an operating project, focusing on facility maintenance and repairs. \$125,000 is being moved to General Fund for project expenses, \$9,000 is being removed from budgeted capital spending.<br><i>Council approved March 28, 2023</i> | Capital/Public Works         | \$ (134,000)            | Decrease                | One-Time              |
| Move BISC labor costs to General Fund                                                                                    | Move associated labor costs for the Bainbridge Island Senior Center Renovation from Capital to General Fund.                                                                                                                                                                                                | Capital/Public Works         | \$ (15,647)             | Decrease                | One-Time              |
|                                                                                                                          | <b>TOTAL CAPITAL CONSTRUCTION FUND IMPACT</b>                                                                                                                                                                                                                                                               |                              | <b>\$ (180,647)</b>     |                         |                       |

| SUBJECT                                           | DESCRIPTION                                                                                                                                                                                                                                                                                               | FUND / Department   | Change amount requested | Change to Appropriation | One-Time or On-going? |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------|-------------------------|-----------------------|
| Correct budget for PCD employee allocation error. | Move to budget to reflect corrections to allocations for 4 Planning Department staff members: 3 permit specialists & 1 planner.                                                                                                                                                                           | Water/Planning      | 6,513                   | Increase                | One-Time              |
| Correct budget for ENG employee allocation error. | Development engineer was budgeted as a capital engineer in error.                                                                                                                                                                                                                                         | Water/Public Works  | \$ (11,611)             | Decrease                | One-Time              |
| Water Quality & Flow Monitoring                   | Entirety of 2023 budget was set up in the General Fund in error. Moving 50% of overall budget from General Fund to Water (10%) and Sewer(40%) Funds.                                                                                                                                                      | Water/Public Works  | \$ 1,550                | Increase                | One-Time              |
| Water Tank Loan Principal Payment                 | The first payment on this loan was anticipated to be interest only on the amount borrowed to date. Since the loan agreement was executed in 2021, but the first payments were not drawn down until late 2022 we missed the interest only window, and the first payment is principal <i>plus</i> interest. | Water/General Gov   | \$ 25,518               | Increase                | One-Time              |
| Sands Ave Well Rehab                              | Move encumbered operating budget to capital project.                                                                                                                                                                                                                                                      | Water/Public Works  | \$ (56,211)             | Decrease                | One-Time              |
| Sands Ave Well Rehab                              | <b>Capital</b> -Move encumbered operating budget to capital project, plus additional \$50,000 to overall project.<br><b>Funding Source: Water Fund</b>                                                                                                                                                    | Water/Public Works  | \$ 56,211               | Increase                | One-Time              |
| Winslow Water Tank Replacement                    | <b>Capital</b> -Updated CIP to combine Fireflow & Pipeline Improvements with Water Tank Replacement project.<br><b>Funding Source: Water Fund &amp; loan proceeds</b>                                                                                                                                     | Water/Public Works  | \$ 168,998              | Increase                | One-Time              |
| Fireflow & Pipeline Improvements                  | <b>Capital</b> -Updated CIP to combine Fireflow & Pipeline Improvements with Water Tank Replacement project.                                                                                                                                                                                              | Water/Public Works  | \$ (168,998)            | Decrease                | One-Time              |
|                                                   | <b>TOTAL WATER FUND IMPACT</b>                                                                                                                                                                                                                                                                            |                     | <b>\$ 21,970</b>        |                         |                       |
| Correct budget for PCD employee allocation error. | Move to budget to reflect corrections to allocations for 4 Planning Department staff members: 3 permit specialists & 1 planner.                                                                                                                                                                           | Sewer/Planning      | 6,513                   | Increase                | One-Time              |
| Correct budget for ENG employee allocation error. | Development engineer was budgeted as a capital engineer in error.                                                                                                                                                                                                                                         | Sewer/Public Works  | \$ (11,611)             | Decrease                | One-Time              |
| West Eagle Harbor Complex Loan Principal Payment  | The first payment on this loan was anticipated to be interest only on the amount borrowed to date. Since the loan agreement was executed in 2021, but the first payments were not drawn down until late 2022 we missed the interest only window, and the first payment is principal <i>plus</i> interest. | Sewer / General Gov | \$ 21,122               | Increase                | One-Time              |
| Water Quality & Flow Monitoring                   | Entirety of 2023 budget was set up in the General Fund in error. Moving 50% of overall budget from General Fund to Water (10%) and Sewer(40%) Funds.                                                                                                                                                      | Sewer/Public Works  | \$ 6,200                | Increase                | One-Time              |
|                                                   | <b>TOTAL SEWER FUND IMPACT</b>                                                                                                                                                                                                                                                                            |                     | <b>\$ 22,224</b>        |                         |                       |
| Correct budget for PCD employee allocation error. | Move to budget to reflect corrections to allocations for 4 Planning Department staff members: 3 permit specialists & 1 planner.                                                                                                                                                                           | SSWM/Planning       | 6,513                   | Increase                | One-Time              |
| Correct budget for ENG employee allocation error. | Development engineer was budgeted as a capital engineer in error.                                                                                                                                                                                                                                         | SSWM/Public Works   | \$ 16,587               | Increase                | One-Time              |

| SUBJECT                                                 | DESCRIPTION                                                                                                                                              | FUND / Department | Change amount requested | Change to Appropriation | One-Time or On-going? |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------------------|-------------------------|-----------------------|
|                                                         | <b>TOTAL SSWM FUND IMPACT</b>                                                                                                                            |                   | <b>\$ 23,099</b>        |                         |                       |
| Correct budget for PCD employee allocation error.       | Move to budget to reflect corrections to allocations for 4 Planning Department staff members: 3 permit specialists & 1 planner.                          | BDS/Planning      | 63,177                  | Increase                | One-Time              |
| Correct budget for ENG employee allocation error.       | Development engineer was budgeted as a capital engineer in error.                                                                                        | BDS/Public Works  | \$ 131,034              | Increase                | One-Time              |
|                                                         | <b>TOTAL SSWM FUND IMPACT</b>                                                                                                                            |                   | <b>\$ 194,212</b>       |                         |                       |
| Electric Sidewalk Sweeper & Plow                        | Purchase of Electric Sidewalk Sweeper and Plow - budgeted in the ER&R fund in error. Move \$70,000 to Street Fund and reduce overall budget by \$80,000. | ER&R/Public Works | \$ (150,000)            | Decrease                | One-Time              |
|                                                         | <b>TOTAL SSWM FUND IMPACT</b>                                                                                                                            |                   | <b>\$ (150,000)</b>     |                         |                       |
| <b>TOTAL TECHNICAL &amp; ADMINISTRATIVE ADJUSTMENTS</b> |                                                                                                                                                          |                   | <b>\$ (42,360)</b>      |                         |                       |

CITY OF BAINBRIDGE ISLAND  
UPDATED CAPITAL IMPROVEMENT PLAN  
PROJECT PAGES\* FOR THE 2023 REVISED BUDGET

\*This document provides updated project pages for Capital Projects in the 2023-2028 Capital Improvement Plan for changes included in the first 2023 Budget Amendment. This is not the entire Capital Improvement Plan document.

**Project:** Police and Municipal Court Facility  
**Location:** 8804 Madison

**Number:** 00724

### Project Description



**Description:** This project provides for the replacement of the Police Station and relocation of the Municipal Court.

**Benefit:** Replacement Police facility will provide adequate space for current and future departmental needs, while correcting numerous space, structural, and security deficiencies in the current facility. New Court facility will replace existing leased space, which marginally meets current requirements and will create operational efficiencies by being co-located with the Police Station.

**Schedule:** Construction in 2023.

### Capital Funding (1000's)

|                                 | Prior Yrs.    | 2023         | 2024     | 2025     | 2026     | 2027     | 2028     | 2029-2042 | Total         |
|---------------------------------|---------------|--------------|----------|----------|----------|----------|----------|-----------|---------------|
| <b>FUNDING SOURCES (1000's)</b> |               |              |          |          |          |          |          |           |               |
| General Fund                    | 10,601        | 1,100        | -        | -        | -        | -        | -        | -         | 11,701        |
| Water Fund                      | -             | -            | -        | -        | -        | -        | -        | -         | -             |
| Sewer Fund                      | -             | -            | -        | -        | -        | -        | -        | -         | -             |
| SSWM Fund                       | -             | -            | -        | -        | -        | -        | -        | -         | -             |
| REET                            | 1,719         | -            | -        | -        | -        | -        | -        | -         | 1,719         |
| Long-Term Debt                  | 8,000         | -            | -        | -        | -        | -        | -        | -         | 8,000         |
| <b>Sub-total</b>                | <b>20,320</b> | <b>1,100</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>  | <b>21,420</b> |

### FUNDING USES (1000's)

|                    |               |              |          |          |          |          |          |          |               |
|--------------------|---------------|--------------|----------|----------|----------|----------|----------|----------|---------------|
| Project Management | 200           | -            | -        | -        | -        | -        | -        | -        | 200           |
| Predesign          | 450           | -            | -        | -        | -        | -        | -        | -        | 450           |
| Acquisition        | 8,975         | -            | -        | -        | -        | -        | -        | -        | 8,975         |
| Design             | 672           | -            | -        | -        | -        | -        | -        | -        | 672           |
| Construction       | 10,023        | 1,100        | -        | -        | -        | -        | -        | -        | 11,123        |
| <b>Sub-total</b>   | <b>20,320</b> | <b>1,100</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>21,420</b> |

### Estimated Impact on Future Operating Budget (1000's)

|                  | Prior Yrs. | 2023       | 2024       | 2025       | 2026       | 2027       | 2028       | 2029-2042    | Total         |
|------------------|------------|------------|------------|------------|------------|------------|------------|--------------|---------------|
| Operating        |            | 100        | 100        | 100        | 100        | 100        | 100        | 1,400        | 2,000         |
| Debt Service     | 482        | 510        | 508        | 510        | 511        | 507        | 507        | 6,620        | 10,155        |
| <b>Sub-total</b> | <b>482</b> | <b>610</b> | <b>608</b> | <b>610</b> | <b>611</b> | <b>607</b> | <b>607</b> | <b>8,020</b> | <b>12,155</b> |

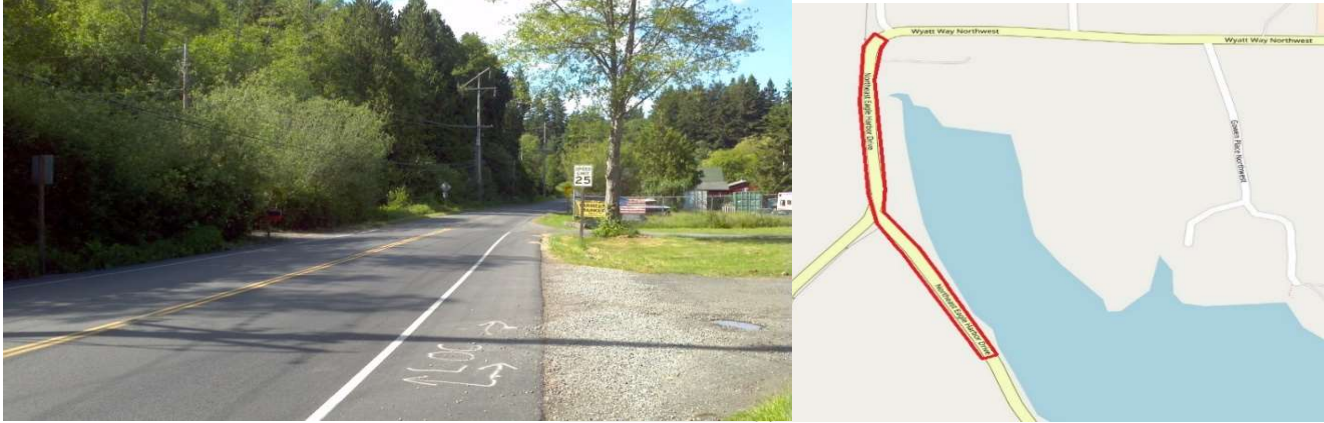


**Project:** Connecting Centers: Eagle Harbor/Wyatt Non-Motorized Improvements

**Number:** 00968

**Location:** Wyatt to past Bucklin Hill

**Project Description**



Description: Provide non-motorized improvements along Eagle Harbor Drive from the shoreline to Head of the Bay, and along Wyatt from the Head of the Bay to Nicholson Place. Improvements will include a mix of shoulders, vertically and physically separated paths, and safety improvements at the Finch/Wyatt intersection.

Benefit: Safety and Non Motorized Transportation Connectivity.

Schedule: 2023: Design; 2024: Construction

**Capital Funding (1000's)**

|                                 | Prior Yrs. | 2023         | 2024         | 2025     | 2026     | 2027     | 2028     | 2029-2042 | Total        |
|---------------------------------|------------|--------------|--------------|----------|----------|----------|----------|-----------|--------------|
| <b>FUNDING SOURCES (1000's)</b> |            |              |              |          |          |          |          |           |              |
| General Fund                    | 4          | -            | -            | -        | -        | -        | -        | -         | 4            |
| REET                            | 370        | 531          | 2,098        | -        | -        | -        | -        | -         | 3,000        |
| Water Fund                      | -          | -            | -            | -        | -        | -        | -        | -         | -            |
| Sewer Fund                      | -          | -            | -            | -        | -        | -        | -        | -         | -            |
| SSWM Fund                       | -          | -            | -            | -        | -        | -        | -        | -         | -            |
| Federal Grant                   | -          | 777          | 735          | -        | -        | -        | -        | -         | 1,512        |
| State Grant                     | -          | -            | -            | -        | -        | -        | -        | -         | -            |
| <b>Sub-total</b>                | <b>375</b> | <b>1,308</b> | <b>2,833</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>  | <b>4,517</b> |
| <b>FUNDING USES (1000's)</b>    |            |              |              |          |          |          |          |           |              |
| Project Management              | 30         | 31           | 33           | -        | -        | -        | -        | -         | 95           |
| Design/construction             | 345        | 1,277        | 2,800        | -        | -        | -        | -        | -         | 4,422        |
| <b>Sub-total</b>                | <b>375</b> | <b>1,308</b> | <b>2,833</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>  | <b>4,517</b> |

**Estimated Impact on Future Operating Budget (1000's)**

|                  | Prior Yrs. | 2023     | 2024     | 2025     | 2026     | 2027     | 2028     | 2029-2042 | Total    |
|------------------|------------|----------|----------|----------|----------|----------|----------|-----------|----------|
| Operating        | -          | -        | -        | -        | -        | -        | -        | -         | -        |
| Debt Service     | -          | -        | -        | -        | -        | -        | -        | -         | -        |
| <b>Sub-total</b> | <b>-</b>   | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>  | <b>-</b> |

**Project:** Connecting Centers - Valley Road Non-Motorized Improvements

**Number:**

**TBD**

**Location:** NE Valley Road between Madison Ave & Sunrise Dr

### Project Description

Description: The corridor is the northernmost segment of the “Connecting Centers” scenario, which envisions connecting all of the city’s centers (Lynwood, Island Center, Winslow and Rolling Bay) with safe facilities for non-motorized travel.

Benefit: Safety and non-motorized transportation connectivity.

Schedule: YRI: Design

### Capital Funding (1000's)

|                          | Prior Yrs. | 2023       | 2024     | 2025     | 2026     | 2027     | 2028     | 2029-<br>2042 | Total      |
|--------------------------|------------|------------|----------|----------|----------|----------|----------|---------------|------------|
| FUNDING SOURCES (1000's) |            |            |          |          |          |          |          |               |            |
| General Fund             | -          | 150        | -        | -        | -        | -        | -        | -             | 150        |
| Water Fund               | -          | -          | -        | -        | -        | -        | -        | -             | -          |
| Sewer Fund               | -          | -          | -        | -        | -        | -        | -        | -             | -          |
| SSWM Fund                | -          | -          | -        | -        | -        | -        | -        | -             | -          |
| Donation                 | -          | -          | -        | -        | -        | -        | -        | -             | -          |
| State Grant              | -          | -          | -        | -        | -        | -        | -        | -             | -          |
| <b>Sub-total</b>         | <b>-</b>   | <b>150</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>      | <b>150</b> |
| FUNDING USES (1000's)    |            |            |          |          |          |          |          |               |            |
| Project Management       | -          | -          | -        | -        | -        | -        | -        | -             | -          |
| Design/construction      | -          | 150        | -        | -        | -        | -        | -        | -             | 150        |
| <b>Sub-total</b>         | <b>-</b>   | <b>150</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>      | <b>150</b> |

### Estimated Impact on Future Operating Budget

|                  | Prior Yrs. | 2023     | 2024     | 2025     | 2026     | 2027     | 2028     | 2029-<br>2042 | Total    |
|------------------|------------|----------|----------|----------|----------|----------|----------|---------------|----------|
| Operating        | -          | -        | -        | -        | -        | -        | -        | -             | -        |
| Debt Service     | -          | -        | -        | -        | -        | -        | -        | -             | -        |
| <b>Sub-total</b> | <b>-</b>   | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>      | <b>-</b> |

**Project:** Connecting Centers - Lynwood Center Non-Motorized Improvements

**Number:**

**TBD**

**Location:** Eagle Harbor to Lynwood Center

**Project Description**

Description: Non-motorized improvements between Eagle Harbor Drive and Lynwood Center.

Benefit: Safety and Non Motorized Transportation Connectivity.

Schedule: YRI: Design

**Capital Funding (1000's)**

|                          | Prior Yrs. | 2023       | 2024     | 2025     | 2026     | 2027     | 2028     | 2029-<br>2042 | Total      |
|--------------------------|------------|------------|----------|----------|----------|----------|----------|---------------|------------|
| FUNDING SOURCES (1000's) |            |            |          |          |          |          |          |               |            |
| General Fund             | -          | 200        | -        | -        | -        | -        | -        | -             | 200        |
| Water Fund               | -          | -          | -        | -        | -        | -        | -        | -             | -          |
| Sewer Fund               | -          | -          | -        | -        | -        | -        | -        | -             | -          |
| SSWM Fund                | -          | -          | -        | -        | -        | -        | -        | -             | -          |
| Donation                 | -          | -          | -        | -        | -        | -        | -        | -             | -          |
| State Grant              | -          | -          | -        | -        | -        | -        | -        | -             | -          |
| <b>Sub-total</b>         | <b>-</b>   | <b>200</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>      | <b>200</b> |
| FUNDING USES (1000's)    |            |            |          |          |          |          |          |               |            |
| Project Management       | -          | -          | -        | -        | -        | -        | -        | -             | -          |
| Design/construction      | -          | 200        | -        | -        | -        | -        | -        | -             | 200        |
| <b>Sub-total</b>         | <b>-</b>   | <b>200</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>      | <b>200</b> |

**Estimated Impact on Future Operating Budget**

|                  | Prior Yrs. | 2023     | 2024     | 2025     | 2026     | 2027     | 2028     | 2029-<br>2042 | Total    |
|------------------|------------|----------|----------|----------|----------|----------|----------|---------------|----------|
| Operating        | -          | -        | -        | -        | -        | -        | -        | -             | -        |
| Debt Service     | -          | -        | -        | -        | -        | -        | -        | -             | -        |
| <b>Sub-total</b> | <b>-</b>   | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>      | <b>-</b> |

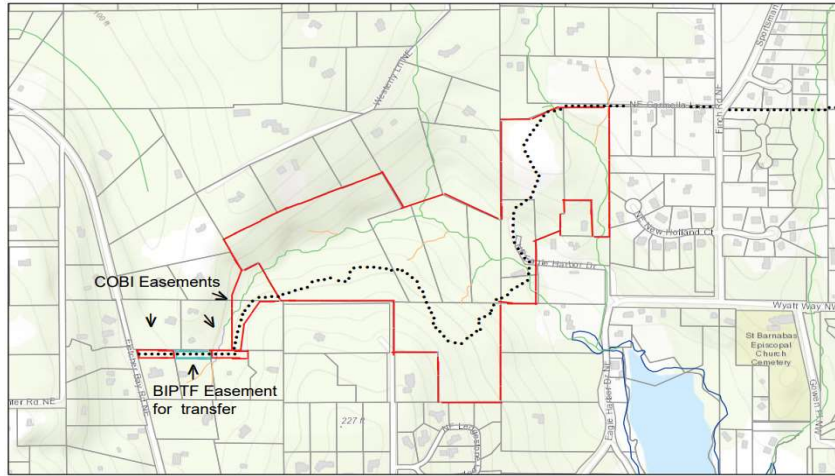
**Project:** Lost Valley Trail

**Number:**

**01281**

**Location:** Head of Bay to Fletcher Bay Road

**Project Description**



Description: This project is a pedestrian trail with required critical area mitigation. The project funding was donated to the City by the Bainbridge Island Parks and Trails Foundation. The City is providing \$15k for securing a trail easement and providing project management.

Benefit: The pedestrian trail will provide a connection between existing trails in the vicinity, and will protect the environment by focusing use in the prescribed areas.

Schedule: YR1: Design; YR2: Construction

**Capital Funding (1000's)**

|                          | Prior Yrs. | 2023       | 2024 | 2025 | 2026 | 2027 | 2028 | 2029-2042 | Total      |
|--------------------------|------------|------------|------|------|------|------|------|-----------|------------|
| FUNDING SOURCES (1000's) |            |            |      |      |      |      |      |           |            |
| General Fund             | -          | 15         | -    | -    | -    | -    | -    | -         | 15         |
| Water Fund               | -          | -          | -    | -    | -    | -    | -    | -         | -          |
| Sewer Fund               | -          | -          | -    | -    | -    | -    | -    | -         | -          |
| SSWM Fund                | -          | -          | -    | -    | -    | -    | -    | -         | -          |
| Donation                 | -          | 125        | -    | -    | -    | -    | -    | -         | 125        |
| State Grant              | -          | -          | -    | -    | -    | -    | -    | -         | -          |
| <b>Sub-total</b>         | -          | <b>140</b> | -    | -    | -    | -    | -    | -         | <b>140</b> |

**FUNDING USES (1000's)**

|                     |   |            |   |   |   |   |   |   |            |
|---------------------|---|------------|---|---|---|---|---|---|------------|
| Project Management  | - | 5          | - | - | - | - | - | - | 5          |
| Design/construction | - | 135        | - | - | - | - | - | - | 135        |
| <b>Sub-total</b>    | - | <b>140</b> | - | - | - | - | - | - | <b>140</b> |

**Estimated Impact on Future Operating Budget**

|                  | Prior Yrs. | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029-2042 | Total |
|------------------|------------|------|------|------|------|------|------|-----------|-------|
| Operating        | -          | -    | -    | -    | -    | -    | -    | -         | -     |
| Debt Service     | -          | -    | -    | -    | -    | -    | -    | -         | -     |
| <b>Sub-total</b> | -          | -    | -    | -    | -    | -    | -    | -         | -     |

**Project:** Ferncliff Main Extension

**Number:**

**01170**

**Location:** Ferncliff Ave

**Project Description**



Description: This project will extend the existing water main in Ferncliff Avenue to serve the Ferncliff Water Association properties (18), and the City's isolated Casey Street water system properties (9). The project is subject to a low-interest loan from the State of Washington which includes 50% loan forgiveness upon completion of the project.

Benefit: The extension will extend water availability to new customers in the service area, and reduce long-term maintenance costs associated with the Casey Street water system.

Schedule: YR1: Design; YR2: Construction

**Capital Funding (1000's)**

|                          | Prior     |              |          |          |          |          |          | 2029-    |              |
|--------------------------|-----------|--------------|----------|----------|----------|----------|----------|----------|--------------|
|                          | Yrs.      | 2023         | 2024     | 2025     | 2026     | 2027     | 2028     | 2042     | Total        |
| FUNDING SOURCES (1000's) |           |              |          |          |          |          |          |          |              |
| General Fund             | -         | -            | -        | -        | -        | -        | -        | -        | -            |
| Water Fund               | 12        | 1,098        | -        | -        | -        | -        | -        | -        | 1,110        |
| Sewer Fund               | -         | -            | -        | -        | -        | -        | -        | -        | -            |
| SSWM Fund                | -         | -            | -        | -        | -        | -        | -        | -        | -            |
| Federal Grant            | -         | -            | -        | -        | -        | -        | -        | -        | -            |
| State Loan               | -         | 400          | -        | -        | -        | -        | -        | -        | 400          |
| <b>Sub-total</b>         | <b>12</b> | <b>1,498</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>1,510</b> |
| FUNDING USES (1000's)    |           |              |          |          |          |          |          |          |              |
| Proj. Management         | -         | 26           | -        | -        | -        | -        | -        | -        | 26           |
| Design/construction      | 12        | 1,472        | -        | -        | -        | -        | -        | -        | 1,484        |
| <b>Sub-total</b>         | <b>12</b> | <b>1,498</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>1,510</b> |

**Estimated Impact on Future Operating Budget**

|                  | Prior    |          |           |           |           |           |           | 2029-      |            |
|------------------|----------|----------|-----------|-----------|-----------|-----------|-----------|------------|------------|
|                  | Yrs.     | 2023     | 2024      | 2025      | 2026      | 2027      | 2028      | 2042       | Total      |
| Operating        | -        | -        | -         | -         | -         | -         | -         | -          | -          |
| Debt Service     | -        | 5        | 26        | 26        | 26        | 26        | 26        | 260        | 395        |
| <b>Sub-total</b> | <b>-</b> | <b>5</b> | <b>26</b> | <b>26</b> | <b>26</b> | <b>26</b> | <b>26</b> | <b>260</b> | <b>395</b> |

**Project:** Sands Ave Rehabilitation

**Number:**

**01183**

**Location:** Sands Ave

**Project Description**



Description: This project will rehabilitate one of the primary water source wells for the Winslow Water System at the Sands Avenue well site. The project includes replacement of the well pumps, which are over 30 years old, and past their design life.

Benefit: Improve water system reliability and redundancy.

Schedule: YRI: Design/Construction

**Capital Funding (1000's)**

|                          | <b>Prior</b> |             |             |             |             |             |             | <b>2029-</b> |              |
|--------------------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|
|                          | <b>Yrs.</b>  | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>2042</b>  | <b>Total</b> |
| FUNDING SOURCES (1000's) |              |             |             |             |             |             |             |              |              |
| General Fund             | -            | -           | -           | -           | -           | -           | -           | -            | -            |
| Water Fund               | -            | 481         | -           | -           | -           | -           | -           | -            | 481          |
| Sewer Fund               | -            | -           | -           | -           | -           | -           | -           | -            | -            |
| SSWM Fund                | -            | -           | -           | -           | -           | -           | -           | -            | -            |
| Federal Grant            | -            | -           | -           | -           | -           | -           | -           | -            | -            |
| State Grant              | -            | -           | -           | -           | -           | -           | -           | -            | -            |
| <b>Sub-total</b>         | <b>-</b>     | <b>481</b>  | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>     | <b>481</b>   |
| FUNDING USES (1000's)    |              |             |             |             |             |             |             |              |              |
| Proj. Management         | -            | -           | -           | -           | -           | -           | -           | -            | -            |
| Design/construction      | -            | 481         | -           | -           | -           | -           | -           | -            | 481          |
| <b>Sub-total</b>         | <b>-</b>     | <b>481</b>  | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>     | <b>481</b>   |

**Estimated Impact on Future Operating Budget**

|                  | <b>Prior</b> |             |             |             |             |             |             | <b>2029-</b> |              |
|------------------|--------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|--------------|
|                  | <b>Yrs.</b>  | <b>2023</b> | <b>2024</b> | <b>2025</b> | <b>2026</b> | <b>2027</b> | <b>2028</b> | <b>2042</b>  | <b>Total</b> |
| Operating        | -            | -           | -           | -           | -           | -           | -           | -            | -            |
| Debt Service     | -            | -           | -           | -           | -           | -           | -           | -            | -            |
| <b>Sub-total</b> | <b>-</b>     | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>    | <b>-</b>     | <b>-</b>     |

**Project:** Fletcher Bay well rehabilitation and pump replacement

**Number:**

**01244**

**Location:** Fletcher Bay

**Project Description**



Description: This project will rehabilitate one of the primary water source wells for the Winslow Water System at the Fletcher Bay well site. The project includes replacement of the well pumps, which are over 30 years old, and past their design life.

Benefit: Improve water system reliability and redundancy.

Schedule: YRI: Design/Construction

**Capital Funding (1000's)**

|                          | Prior<br>Yrs. | 2023       | 2024     | 2025     | 2026     | 2027     | 2028     | 2029-<br>2042 | Total      |
|--------------------------|---------------|------------|----------|----------|----------|----------|----------|---------------|------------|
| FUNDING SOURCES (1000's) |               |            |          |          |          |          |          |               |            |
| General Fund             | -             | -          | -        | -        | -        | -        | -        | -             | -          |
| Water Fund               | -             | 250        | -        | -        | -        | -        | -        | -             | 250        |
| Sewer Fund               | -             | -          | -        | -        | -        | -        | -        | -             | -          |
| SSWM Fund                | -             | -          | -        | -        | -        | -        | -        | -             | -          |
| Federal Grant            | -             | -          | -        | -        | -        | -        | -        | -             | -          |
| State Grant              | -             | -          | -        | -        | -        | -        | -        | -             | -          |
| <b>Sub-total</b>         | <b>-</b>      | <b>250</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>      | <b>250</b> |
| FUNDING USES (1000's)    |               |            |          |          |          |          |          |               |            |
| Proj. Management         | -             | 12         | -        | -        | -        | -        | -        | -             | 12         |
| Design/construction      | -             | 238        | -        | -        | -        | -        | -        | -             | 238        |
| <b>Sub-total</b>         | <b>-</b>      | <b>250</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>      | <b>250</b> |

**Estimated Impact on Future Operating Budget**

|                  | Prior<br>Yrs. | 2023     | 2024     | 2025     | 2026     | 2027     | 2028     | 2029-<br>2042 | Total    |
|------------------|---------------|----------|----------|----------|----------|----------|----------|---------------|----------|
| Operating        | -             | -        | -        | -        | -        | -        | -        | -             | -        |
| Debt Service     | -             | -        | -        | -        | -        | -        | -        | -             | -        |
| <b>Sub-total</b> | <b>-</b>      | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>      | <b>-</b> |

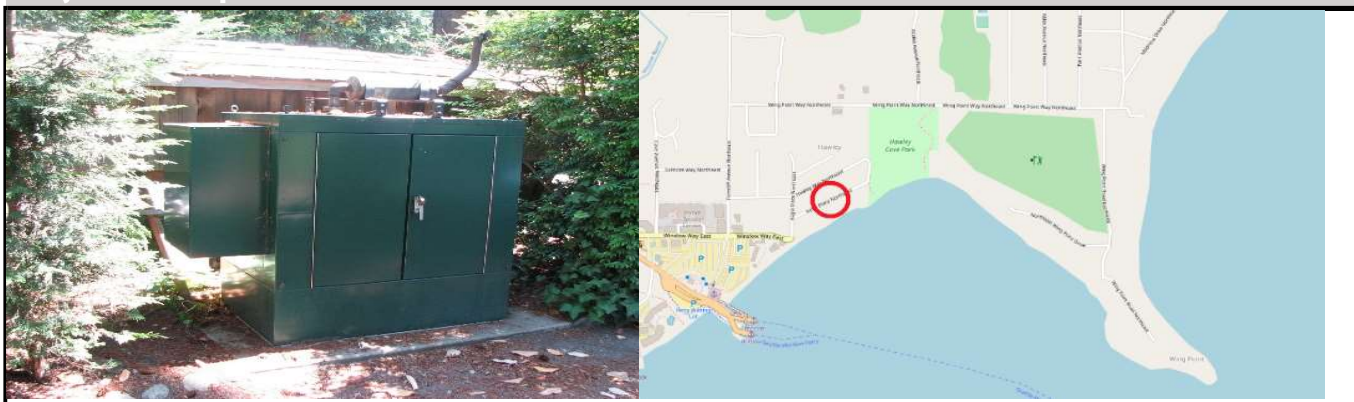


**Project:** Wing Point Pump Relocation

**Number:** 00820

**Location:** Wing Point

**Project Description**



Description: The Wing Point Pump Station has not been upgraded since its construction in 1979, and has reached the end of its useful life. In addition to required upgrades, the pump station will need to be relocated and rebuilt to accommodate impacts from sea-level rise.

Benefit: Improves reliability of current sewer collection system.

Schedule: 2020: Design; 2024: Construction

**Capital Funding (1000's)**

|                          | Prior Yrs. | 2023         | 2024       | 2025     | 2026     | 2027     | 2028     | 2029-2042 | Total        |
|--------------------------|------------|--------------|------------|----------|----------|----------|----------|-----------|--------------|
| FUNDING SOURCES (1000's) |            |              |            |          |          |          |          |           |              |
| General Fund             | -          | -            | -          | -        | -        | -        | -        | -         | -            |
| Water Fund               | -          | -            | -          | -        | -        | -        | -        | -         | -            |
| Sewer Fund               | 100        | 1,100        | 650        | -        | -        | -        | -        | -         | 1,850        |
| SSWM Fund                | -          | -            | -          | -        | -        | -        | -        | -         | -            |
| Federal Grant            | -          | -            | -          | -        | -        | -        | -        | -         | -            |
| State Grant              | -          | -            | -          | -        | -        | -        | -        | -         | -            |
| <b>Sub-total</b>         | <b>100</b> | <b>1,100</b> | <b>650</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>  | <b>1,850</b> |
| FUNDING USES (1000's)    |            |              |            |          |          |          |          |           |              |
| Project Management       | 4          | 9            | 9          | -        | -        | -        | -        | -         | 22           |
| Design/construction      | 96         | 1,091        | 641        | -        | -        | -        | -        | -         | 1,828        |
| <b>Sub-total</b>         | <b>100</b> | <b>1,100</b> | <b>650</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>  | <b>1,850</b> |

**Estimated Impact on Future Operating Budget (1000's)**

|                  | Prior Yrs. | 2023     | 2024     | 2025     | 2026     | 2027     | 2028     | 2029-2042 | Total    |
|------------------|------------|----------|----------|----------|----------|----------|----------|-----------|----------|
| Operating        | -          | -        | -        | -        | -        | -        | -        | -         | -        |
| Debt Service     | -          | -        | -        | -        | -        | -        | -        | -         | -        |
| <b>Sub-total</b> | <b>-</b>   | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>  | <b>-</b> |



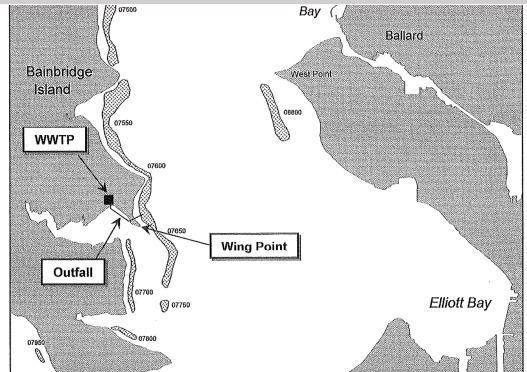
**Project:** Extend WWTP Outfall

**Number:**

01106

**Location:** Wing Point

## Project Description



Description: The outfall from the City WWTP operates under an aquatic lease with WDFW. The outfall terminates in a geoduck bed, which is closed for harvesting due to this outfall. Recent shellfish surveys have documented the loss of potential harvest, and WDFW has notified the City that natural resource fines will likely be implemented in the near future. This project will extend the outfall as described in the Cosmopolitan Engineering report of 2008.

Benefit: Protect natural resources and ensure the future operation of the WWTP.

Schedule: YR1: design, YR2: construction

## Capital Funding (1000's)

|                          | Prior<br>Yrs. | 2023       | 2024       | 2025 | 2026 | 2027         | 2028 | 2029-<br>2042 | Total        |
|--------------------------|---------------|------------|------------|------|------|--------------|------|---------------|--------------|
| FUNDING SOURCES (1000's) |               |            |            |      |      |              |      |               |              |
| General Fund             | -             | -          | -          | -    | -    | -            | -    | -             | -            |
| Water Fund               | -             | -          | -          | -    | -    | -            | -    | -             | -            |
| Sewer Fund               | -             | 350        | 700        | -    | -    | 5,300        | -    | -             | 6,350        |
| SSWM Fund                | -             | -          | -          | -    | -    | -            | -    | -             | -            |
| Federal Grant            | -             | -          | -          | -    | -    | -            | -    | -             | -            |
| State Grant              | -             | -          | -          | -    | -    | -            | -    | -             | -            |
| <b>Sub-total</b>         | -             | <b>350</b> | <b>700</b> | -    | -    | <b>5,300</b> | -    | -             | <b>6,350</b> |
| FUNDING USES (1000's)    |               |            |            |      |      |              |      |               |              |
| Project Management       | -             | -          | -          | -    | -    | -            | -    | -             | -            |
| Design/construction      | -             | 350        | 700        | -    | -    | 5,300        | -    | -             | 6,350        |
| <b>Sub-total</b>         | -             | <b>350</b> | <b>700</b> | -    | -    | <b>5,300</b> | -    | -             | <b>6,350</b> |

## Estimated Impact on Future Operating Budget

|                  | Prior<br>Yrs. | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029-<br>2042 | Total |
|------------------|---------------|------|------|------|------|------|------|---------------|-------|
| Operating        | -             | -    | -    | -    | -    | -    | -    | -             | -     |
| Debt Service     | -             | -    | -    | -    | -    | -    | -    | -             | -     |
| <b>Sub-total</b> | -             | -    | -    | -    | -    | -    | -    | -             | -     |

**Project:** Eagle Harbor Drive at McDonald Creek

**Number:**

**00823**

**Location:** 5530 Eagle Harbor Drive

**Project Description**



Description: Replacement of an existing deep concrete culvert that shows signs of failure.

Benefit: Preservation of roadway and drainage system.

Schedule: 2020: Design and permitting; Construction deferred until permits are in place.

**Capital Funding (1000's)**

|                                 | Prior Yrs. | 2023       | 2024     | 2025     | 2026     | 2027     | 2028     | 2029-<br>2042 | Total      |
|---------------------------------|------------|------------|----------|----------|----------|----------|----------|---------------|------------|
| <b>FUNDING SOURCES (1000's)</b> |            |            |          |          |          |          |          |               |            |
| General Fund                    | -          | -          | -        | -        | -        | -        | -        | -             | -          |
| Water Fund                      | -          | -          | -        | -        | -        | -        | -        | -             | -          |
| Sewer Fund                      | -          | -          | -        | -        | -        | -        | -        | -             | -          |
| SSWM Fund                       | 276        | 100        | -        | -        | -        | -        | -        | -             | 376        |
| Federal Grant                   | -          | -          | -        | -        | -        | -        | -        | -             | -          |
| State Grant                     | -          | -          | -        | -        | -        | -        | -        | -             | -          |
| <b>Sub-total</b>                | <b>276</b> | <b>100</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>      | <b>376</b> |
| <b>FUNDING USES (1000's)</b>    |            |            |          |          |          |          |          |               |            |
| Project Management              | 20         | -          | -        | -        | -        | -        | -        | -             | 20         |
| Design/construction             | 256        | 100        | -        | -        | -        | -        | -        | -             | 356        |
| <b>Sub-total</b>                | <b>276</b> | <b>100</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>      | <b>376</b> |

**Estimated Impact on Future Operating Budget (1000's)**

|                  | Prior Yrs. | 2023     | 2024     | 2025     | 2026     | 2027     | 2028     | 2029-<br>2042 | Total    |
|------------------|------------|----------|----------|----------|----------|----------|----------|---------------|----------|
| Operating        | -          | -        | -        | -        | -        | -        | -        | -             | -        |
| Debt Service     | -          | -        | -        | -        | -        | -        | -        | -             | -        |
| <b>Sub-total</b> | <b>-</b>   | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>      | <b>-</b> |

**Project:** Yeomalt Area Drainage Improvements

**Number:**

**00663**

**Location:** Area bordered by Cherry, Yeomalt, Madrona and Wing Point Way

### Project Description



Description: Provides for storm drainage improvements in the Yeomalt area. The City completed design in 2014 with funds received from a DOE grant for water quality.

Benefit: Much of the Wing Point area above Yeomalt Point was developed before regulations required conveyance systems. Currently there are drainage problems in many areas and/or existing conveyances are lacking or inadequate.

Schedule: 2021: Design; 2023: Construction

### Capital Funding (1000's)

|                          | Prior Yrs. | 2023       | 2024     | 2025     | 2026     | 2027     | 2028     | 2029-2042 | Total      |
|--------------------------|------------|------------|----------|----------|----------|----------|----------|-----------|------------|
| FUNDING SOURCES (1000's) |            |            |          |          |          |          |          |           |            |
| General Fund             | -          | -          | -        | -        | -        | -        | -        | -         | -          |
| Water Fund               | -          | -          | -        | -        | -        | -        | -        | -         | -          |
| Sewer Fund               | -          | -          | -        | -        | -        | -        | -        | -         | -          |
| SSWM Fund                | 61         | 723        | -        | -        | -        | -        | -        | -         | 784        |
| Federal Grant            | -          | -          | -        | -        | -        | -        | -        | -         | -          |
| State Grant              | -          | -          | -        | -        | -        | -        | -        | -         | -          |
| <b>Sub-total</b>         | <b>61</b>  | <b>723</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>  | <b>784</b> |
| FUNDING USES (1000's)    |            |            |          |          |          |          |          |           |            |
| Project Management       | 15         | 21         | -        | -        | -        | -        | -        | -         | 36         |
| Design/construction      | 46         | 702        | -        | -        | -        | -        | -        | -         | 748        |
| <b>Sub-total</b>         | <b>61</b>  | <b>723</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>  | <b>784</b> |

### Estimated Impact on Future Operating Budget (1000's)

|                  | Prior Yrs. | 2023     | 2024     | 2025     | 2026     | 2027     | 2028     | 2029-2042 | Total    |
|------------------|------------|----------|----------|----------|----------|----------|----------|-----------|----------|
| Operating        | -          | -        | -        | -        | -        | -        | -        | -         | -        |
| Debt Service     | -          | -        | -        | -        | -        | -        | -        | -         | -        |
| <b>Sub-total</b> | <b>-</b>   | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b>  | <b>-</b> |



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (8:00 PM) Consider Ordinance No. 2023-06 Adopting a Composting Procurement, Reporting, and Usage Requirement and Amending Title 16 of the Bainbridge Island Municipal Code to add Section 16.33.010 regarding Compost Usage, Procurement, and Reporting - Executive,

**SUMMARY:** On June 9, 2022, the Governor signed House Bill (HB) 1799 into law which amended the Revised Code of Washington (RCW) to require cities and counties to implement a composting ordinance. The City has drafted the required ordinance and now requests the City Council to adopt the ordinance as to comply with Washington State law.

**AGENDA CATEGORY:** Ordinance

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to forward Ordinance No. 2023-06 amending Title 16 of the Bainbridge Island Municipal Code to add Section 16.33.010 regarding Compost Procurement, Reporting, and Usage to the June 27, 2023 Regular City Council meeting for approval.

**COMMUNITY ENGAGEMENT AND OUTREACH:**

**FISCAL IMPACT:**

|                                    |  |
|------------------------------------|--|
| <b>Amount:</b>                     |  |
| <b>Ongoing Cost:</b>               |  |
| <b>One-Time Cost:</b>              |  |
| <b>Included in Current Budget?</b> |  |

**BACKGROUND:** Since 2020, state agencies and local governments have been required to consider whether compost products can be used when planning or soliciting and reviewing bids for government-funded projects. The intent of the state is to support the diversion of organic materials from landfills through a variety of interventions to support productive uses of organic material wastes, including through the procurement, usage and reporting of compost.

On June 9, 2022, the Governor signed House Bill (HB) 1799 into law which amended the Revised Code of Washington (RCW) to require cities and counties to implement a composting ordinance by January 1, 2023. The City has drafted the required ordinance and now requests the City Council to adopt the ordinance to comply with Washington State law.

The ordinance requires the City to procure, use, provide education about, and report compost use under specific circumstances. When planning City-funded projects or soliciting and reviewing bids for such projects, City departments shall identify whether compost can be utilized in a City project. Applicable projects include landscaping, construction and post-construction, erosion prevention, stormwater runoff, and filter pollutants, among others.

City departments are not required to use compost products if they are not available within a reasonable time or distance from the project; the compost products available do not comply with City purchasing standards; compost products available do not comply with federal, state, or local health, quality and safety standards; or compost prices are not reasonable or competitive. When procuring compost, the City is required to prioritize local products, certified by nationally recognized organizations or derived from municipal solid waste programs.

Finally, the City is required to provide technical assistance and education regarding the use of food and yard waste compost to City staff as well as residents and businesses. The City is also required to measure and report the total tons of organic material diverted throughout the year as well as the volume, cost, and source of the compost to the Washington State Department of Ecology at the end of 2024 and each even-numbered year thereafter.

**ATTACHMENTS:**

[Ordinance No. 2023-06 Adopting Composting Procurement Reporting and Usage Requirements.docx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

## **ORDINANCE NO. 2023-06**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, adopting a Composting Procurement, Reporting, and Usage Requirement and amending Title 16 of the Bainbridge Island Municipal Code to add Section 16.33.010 regarding Compost Usage, Procurement, and Reporting.

**WHEREAS**, the Washington State Legislature recently enacted House Bill 1799, which requires that cities and counties with populations greater than 25,000 shall adopt a compost procurement ordinance to implement RCW 43.19A.120; and

**WHEREAS**, the purpose of the compost procurement provisions in the new organics management law is to develop and strengthen markets for compost; and

**WHEREAS**, the population of Bainbridge Island in 2022 was estimated by the Office of Financial Management to be 25,060; and

**WHEREAS**, local compost manufacturing can play an important role in Bainbridge Island's approach to solid waste management; and

**WHEREAS**, composting can benefit Bainbridge Island businesses and residents by diverting organic waste from landfills, reducing solid waste costs, and lowering carbon emissions; and

**WHEREAS**, the City of Bainbridge Island wants to perform sustainable practices by purchasing and using local compost that meets state standards and by encouraging others to do so as well.

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

**Section 1.** Title 16 of the Bainbridge Island Municipal Code is hereby amended to add a new Section 16.33.010 to read as follows:

### **16.33.010 Compost Usage, Procurement, and Reporting**

- A. Definitions. For the purposes of this section, the definitions set forth in RCW 43.19A.010 shall apply.
- B. City departments shall plan for the use of compost in all of the following categories that are applicable to their operations and project types:
  - 1. Landscaping projects;
  - 2. Construction and postconstruction soil amendments;

3. Applications to prevent erosion, filter stormwater runoff, promote vegetative growth, or improve the stability and longevity of roadways; and
  4. Low-impact development and green infrastructure to filter pollutants or to keep water onsite or both.
- C. Exemptions. City departments are not required to use compost products if:
1. Compost products are not available within a reasonable time or distance from the project;
  2. Compost products that are available do not comply with existing purchasing standards;
  3. Compost products that are available do not comply with federal, state or local health, quality and safety standards; or
  4. Compost purchase prices are not reasonable or competitive.
- D. City departments shall give priority to purchasing compost products from companies that:
1. Produce compost products locally;
  2. Are certified by nationally recognized organization like the US Composting Council; and
  3. Produce compost products that are derived from municipal solid waste compost programs and meet quality standards comparable to standards adopted by the Washington State Department of Transportation or adopted by rule by the Washington State Department of Ecology.
- E. City departments that use compost shall report the following information to the Public Works department by December 15 each year:
1. The volume and cost of compost purchased by the city department in that year; and
  2. The source or sources of the compost purchased by the city department in that year.
- F. The Public Works department is responsible for:
1. Providing technical assistance and education regarding the use of food and yard waste compost to city departments and staff;
  2. Conducting educational outreach to inform residents and businesses about the value of food and yard waste compost and how the city uses compost in its operations each year; and
  3. Reporting the total estimated tons of organic material diverted from the city's waste stream because of compost use under this section to the City Manager or Designee who will submit to the Washington State Department of Ecology.
- G. By December 31, 2024, and each December 31st of even-numbered years thereafter, the city shall submit a report covering the previous year's compost procurement activities to the Department of Ecology that contains the following information:
1. The total tons of organic material diverted throughout the year;
  2. The volume and cost of compost purchased throughout the year; and
  3. The source or sources of the compost.

**Section 2. 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 3.** 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 \_\_\_\_\_, 2023.

APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATE:

\_\_\_\_\_  
Christine Brown, MMC, City Clerk

|                             |              |
|-----------------------------|--------------|
| FILED WITH THE CITY CLERK:  | June 9, 2023 |
| PASSED BY THE CITY COUNCIL: | _____, 2023  |
| PUBLISHED:                  | _____, 2023  |
| EFFECTIVE DATE:             | _____, 2023  |
| ORDINANCE NUMBER:           | 2023-06      |





CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (8:10 PM) Adopt Ordinance No. 2023-20 Updating Local Illegal Drug and Paraphernalia Laws,

**SUMMARY:** Ordinance No. 2023-20 updates BIMC 9.07.010 and 9.07.020 to be consistent with changes to state statutes relating to drug possession and use adopted in 2023 by the state legislature. The ordinance also updates the statutes adopted in BIMC 9.07.030 to include state penalty provisions.

**AGENDA CATEGORY:** Ordinance

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to adopt Ordinance No. 2023-20 updating local illegal drug and paraphernalia laws.

**COMMUNITY ENGAGEMENT AND OUTREACH:**

**FISCAL IMPACT:**

|                                    |  |
|------------------------------------|--|
| <b>Amount:</b>                     |  |
| <b>Ongoing Cost:</b>               |  |
| <b>One-Time Cost:</b>              |  |
| <b>Included in Current Budget?</b> |  |

**BACKGROUND:** In 2021, the Washington State Supreme Court decided *State v. Blake*, invalidating state drug possession and use statutes because those statutes criminalized unintentional, unknowing possession in violation of state and federal due process rights. The 2021 legislature enacted a temporary "fix" to address the Blake decision, but that legislation was scheduled to expire on July 1, 2023. On May 16, 2023, the legislature enacted Chapter 1, Laws of 2023, 1st Special Session, which made permanent changes to the drug possession and use laws, requiring that knowledge be proven as an element of the crimes, changing the penalties for several offenses from felonies to misdemeanors, and providing requirements for treatment referrals, pretrial diversions, and sentences.

Adopting Ordinance No. 2023-20 will update BIMC 9.07 to be consistent with state drug possession and use laws. Adopting the updated statutes in BIMC 9.07.010 will allow crimes relating to drug possession and use to be charged in the City's Municipal Court rather than in Kitsap County District Court, the same as these crimes were charged prior to the Blake decision. Using the City's Municipal Court will provide the City with more tools to address drug-related offenses.

**ATTACHMENTS:**

[Ordinance No. 2023-20 Adopting Drug Possession Laws as Amended by 2023 legislature.docx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

## **ORDINANCE NO. 2023-20**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, amending Sections 9.07.010 and 9.07.030 of the Bainbridge Island Municipal Code (BIMC) to adopt additional state statutes by reference and repealing BIMC 9.07.020 in favor of the state statute on drug paraphernalia, in order to make the City's code relating to drug possession and use consistent with Chapter 1, Laws of 2023, 1st Special Session.

**WHEREAS**, Article XI Section 11 of the Washington State Constitution authorizes cities to establish such crimes as necessary to protect the public safety, health, and welfare, so long as said crimes do not conflict with state law; and

**WHEREAS**, the Washington state legislature has authorized code cities such as Bainbridge Island to adopt and enforce misdemeanors and gross misdemeanors as appropriate to good government of the City through RCW 35A.11.020; and

**WHEREAS**, in response to the Washington Supreme Court's decision in *State v. Blake*, 197 Wn.2d. 170, 481 P.3d 521 (2021), the legislature adopted Chapter 311, Laws of 2021, which provided a temporary correction to state laws relating to the knowing possession of a controlled substance; and

**WHEREAS**, the temporary correction provided by Chapter 311, Laws of 2021 is scheduled to expire July 1, 2023; and

**WHEREAS**, in response to the pending expiration, the legislature adopted Chapter 1, Laws of 2023, 1<sup>st</sup> Special Session, making permanent changes in the state laws relating to the possession and use of controlled substances, which the City has adopted in BIMC 9.07.010; and

**WHEREAS**, Chapter 1, Laws of 2023, 1<sup>st</sup> Special Session, also preempts the authority of cities to adopt local regulations regarding certain drug paraphernalia, rendering BIMC 9.07.020 obsolete; and

**WHEREAS**, the Police Chief, the City Manager, and the Kitsap County Prosecuting Attorney's Office, acting by contract as the Bainbridge Island prosecutor, have recommended that the City amend its current codes to adopt the changes made by the state legislature and to allow the enforcement of those laws through the City's municipal court, and

**WHEREAS**, the Police Chief, the City Manager, and the Prosecuting Attorney have also recommended that the City amend BIMC 9.07.030 to adopt the state penalties for inhaling toxic fumes, and

**WHEREAS**, the City Council concurs with the recommendations provided.

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

**Section 1. Possession and Use of Controlled Substances.** BIMC 9.07.010 is hereby amended to read as follows:

**9.07.010      Controlled Substance – State statutes adopted by reference.**

The following statutes of the state of Washington, as the same exist or shall hereafter be amended, are adopted by reference as if set forth in full herein:

RCW

- 69.41.010      Definitions.
- 69.41.020      Prohibited acts – Information not privileged communication.
- 69.41.030      Sale, delivery, or possession of legend drug without prescription or order prohibited—Exceptions—Penalty.
- 69.41.040      Prescription requirements – Penalty.
- 69.41.042      Record requirements.
- 69.41.050      Labeling requirements – Penalty.
- 69.41.060      Search and seizure.
- 69.41.072      Violations of chapter 69.50 RCW not to be charged under chapter 69.41 RCW – Exception.
- 69.41.170      Coercion of pharmacist prohibited – Penalty.
- 69.41.300      Definitions.
- 69.41.320      Practitioners – Restricted use – Medical records.
- 69.41.350      Penalties.
- 69.43.020      Receipt of substance from source outside state – Report – Penalty.
- 69.43.030      Exemptions.
- 69.43.035      Suspicious transactions – Report – Penalty.
- 69.43.043      Recordkeeping requirements – Penalty.

- 69.43.090 Permit to sell, transfer, furnish or receive substance – Exemptions  
– Application for permit – Fee – Renewal – Penalty.
- 69.50.101 Definitions.
- 69.50.102 Drug paraphernalia – Definitions.
- 69.50.204 Schedule I. [~~Marijuana, (c)(22)~~]
- 69.50.206 Schedule II.
- 69.50.208 Schedule III.
- 69.50.210 Schedule IV.
- 69.50.212 Schedule V.
- 69.50.309 Containers.
- 69.50.315 Medical assistance – Drug-related overdose – Prosecution for  
possession.
- 69.50.401 Prohibited Acts: A – Penalties.
- 69.50.4011 Counterfeit substances – Penalties.
- 69.50.4013 Possession of controlled substance—Penalty—Possession of  
useable cannabis, cannabis concentrates, or cannabis-infused  
products—Delivery.
- 69.50.4014 Possession of forty grams or less of ~~marijuana~~ cannabis – Penalty.
- 69.50.4016 Provisions not applicable to offenses under RCW 69.50.410.
- 69.50.404 Penalties under other laws.
- 69.50.405 Bar to prosecution.
- 69.50.408 Second or subsequent offenses.
- 69.50.412 Prohibited Acts: E – Penalties.

69.50.4121 Drug paraphernalia – Selling ~~or giving~~ – Penalty.

Section 9, Chapter 1, Laws of 2023, 1<sup>st</sup> Special Session, relating to pretrial diversion.

Section 10, Chapter 1, Laws of 2023, 1<sup>st</sup> Special Session, relating to sentencing of individuals violating RCW 69.50.4011(1)(b) or (c), 69.50.4013, 69.50.4014, or 69.41.030(2).

69.50.435 Violations committed in or on certain public places or facilities – Additional penalty – Defenses – Construction – Definitions.

69.50.445 Opening package of or consuming ~~marijuana~~ cannabis, useable ~~marijuana~~ cannabis, ~~marijuana~~ cannabis-infused products, or ~~marijuana~~ cannabis concentrates in view of general public or public place – Penalty.

69.50.450 Butane or other explosive gases.

69.50.505 Seizure and forfeiture.

69.50.506 Burden of proof; liabilities.

69.50.509 Search and seizure of controlled substances.

69.50.515 Pharmacies – ~~Marijuana~~ Cannabis – Notification and disposal.

69.50.560 Controlled purchase programs – Persons under age twenty-one – Violation – Criminal penalty – Exceptions.

69.50.575 Cannabis health and beauty aids.

**Section 2. Repeal of Local Drug Paraphernalia Prohibition in Favor of State Statute.** BIMC 9.07.020 is hereby repealed. RCW 69.50.102 and 69.50.4121, as adopted in BIMC 9.07.010, shall be controlling as to drug paraphernalia in the City of Bainbridge Island.

**Section 3. Inhaling Toxic Fumes.** BIMC 9.07.030 is amended to read as follows:

**9.07.030 Inhaling toxic fumes.** The following statutes of the state of Washington, as the same exist or shall hereafter be amended, are adopted by reference:

RCW

9.47A.010 Definition.

9.47A.020 Unlawful inhalation – Exception.

9.47A.030 Possession of certain substances prohibited, when.

9.47A.040 Sale of certain substances prohibited, when.

9.47A.050 Penalty.

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

PASSED BY THE CITY COUNCIL this \_\_\_\_ day of June, 2023.

APPROVED BY THE MAYOR this \_\_\_\_ day of June, 2023.

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Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATED:

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Christine Brown, MMC, City Clerk

|                             |                 |
|-----------------------------|-----------------|
| FILED WITH THE CITY CLERK:  | June 9, 2023    |
| PASSED BY THE CITY COUNCIL: | June ____, 2023 |
| PUBLISHED:                  |                 |
| EFFECTIVE DATE:             |                 |
| ORDINANCE NO.               | 2023-20         |



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (8:25 PM) Confirm Appointments to the Planning Commission,

**SUMMARY:** A call for participation was issued for volunteers to serve on the Planning Commission. The member selection panel consisted of Mayor Fantroy-Johnson, Deputy Mayor/Planning Commission Council Liaison Quitslund, Planning Commission Chair Mathews, and Race Equity Advisory Committee Co-Chair Bispham. The member selection panel 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). The applications for all of the applicants who submitted a timely application for the positions under consideration are included with this agenda item.

**AGENDA CATEGORY:** Appointment

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to confirm the recommended reappointment of Ariel Birtley to the Planning Commission, Position 1, to a three-year term ending in June, 2026.

I move to confirm the recommended reappointment of Sarah Blossom to the Planning Commission, Position 2, to a three-year term ending in June, 2026.

**COMMUNITY ENGAGEMENT AND OUTREACH:**

**FISCAL IMPACT:**

|                                    |  |
|------------------------------------|--|
| <b>Amount:</b>                     |  |
| <b>Ongoing Cost:</b>               |  |
| <b>One-Time Cost:</b>              |  |
| <b>Included in Current Budget?</b> |  |

**BACKGROUND:**

**ATTACHMENTS:**

[Birtley \(Planning Commission\) - Redacted](#)

[Blossom \(Planning Commission\) - Redacted](#)

[Case \(Planning Commission\) - Redacted](#)



[Eide \(Planning Commission\) - Redacted](#)

[Eisenberg \(Planning Commission\) - Redacted](#)

[Garcia \(Planning Commission\) - Redacted](#)

[Landowski \(Planning Commission\) - Redacted](#)

[Larnach \(Planning Commission\) - Redacted](#)

[Neal \(Planning Commission\) - Redacted](#)

[Scott \(Planning Commission\) - Redacted](#)

[Sexton \(Planning Commission\) - Redacted](#)

[Slonaker \(Planning Commission\) - Redacted](#)

[Tawresey \(Planning Commission\) - Redacted](#)

[Weise \(Planning Commission\) - Redacted](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

**Roz Lassoff**

**From:** noreply@civicplus.com  
**Sent:** Wednesday, May 17, 2023 11:25 AM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

**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.**

## Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

### 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.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoﬀ at 780-8624 (desk) or by email at [cityadmin@bainbridgewa.gov](mailto: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.

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### **Applicant Information**

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|      |                 |
|------|-----------------|
| Name | Ariel D Birtley |
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| Email                                                                                                   | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Daytime Phone                                                                                           | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| City                                                                                                    | Bainbridge Island                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| State                                                                                                   | WA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Zip                                                                                                     | 98110                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Current Employer                                                                                        | Washington State Department of Enterprise Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Current Position                                                                                        | Legislative Campus Modernization Project Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Experience &amp; Qualifications</b>                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Have you served on any city committees, commissions, boards or task forces in the past?                 | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| If yes, please indicate which group(s).                                                                 | Planning Commission                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Please share your qualifications for this appointment (skills, activities, training, education) if any: | <p>Summary of Qualifications:</p> <ul style="list-style-type: none"> <li>* Bainbridge Island Planning Commission: Skills learned - Collaboration and exercising active listening to develop policy that represents the goals of our community and its citizens.</li> <li>* Bainbridge Island's codes and plans – Knowledge of Bainbridge island's municipal code, comprehensive plan, shoreline plan, critical habitat areas and various sub area plans through understanding of applying these policies to newly proposed development.</li> <li>*Adept at utilizing these codes to steward projects and implement policy that intersects environmental conservation of critical habitats while balancing the need for race equity, youth services and affordable housing in our community.</li> <li>* Housing Action Plan: Through planning commission actively participating in creation of housing plan for Bainbridge Island. Previous Experience reviewing and advising on affordable housing policy through work at Marin County, college work and through careful research of other jurisdictions plans and understanding key principles such as offering opportunities for middle housing/variety of housing types, providing in lieu development opportunities, focus on density in designated locations.</li> <li>*Second Masters at UW in Infrastructure Management (in progress) : Focus on infrastructure design as it relates to</li> </ul> |

utilities, transportation and food production as these related to the design of dense urban core areas designed to maintain designated environmental corridors.

\*Knowledge and training in green and sustainable building and community design, familiar with LEED, Well Building and the International Living Futures Institute.

\*Understanding of policy as it relates to defining and maintaining critical habitat areas and protection of these designated areas.

\* Architecture Degree and 20 years' experience in construction management. Relates to understanding of building design and building codes.

\* Mother of five children ages 17-5, all of whom attend schools on the island. Actively involved in youth activities on the island.

\*LCM Project Manager- Part of three person team overseeing largest rehabilitation and new building projects on our state capitol campus. Total project cost = \$250 Million. Skills for this position include careful collaboration and planning of budgets, and design of campus buildings and landscape with our state senators and representatives. Skills include leading presentations with stakeholders, constant collaboration, ability to be flexible, generous and exercise sound judgement and lead with grace and integrity.

\*Computer Skills: GIS, ACAD, REVU/Bluebeam, Excel, MS Project, Procore.

Narrative:

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 master's 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 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 goal is to become a thought leader on the design of urban environments that support citizens and planetary needs through thoughtful design that coexists with existing ecosystems, recognizes the importance of creating equitable and inclusive "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:

Memberships:  
AIA - Associate Member of American Institute of Architects.  
APA - Member of American Planning Association  
Planning Commission- Current volunteer on Bainbridge Island Planning Commission  
APA Legislative Group - Past Member, session 2022.  
UW - Current masters student in Infrastructure Management program.  
Middle School and High School Sports - Attend and volunteer on occasion at middle school and high school basketball, football (cheer) and soccer games.

Do you have potential conflicts of interest? If so, please explain:

None

Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.

Type the Year

2023

May 15, 2023

**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 and opportunity through the design of equitable and thoughtful built environments. I hold a Bachelors in Architecture 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 and affordable housing. I am currently pursuing a second Masters in Infrastructure Management from the University of Washington under the College of Built Environment. 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 I serve as part of a three person team overseeing the largest capital upgrade project to date on our state's historic Olympic capitol campus. The total value of the project is \$250 million, and the work affects three buildings and upgrades to the campus master plan.

As a current planning commissioner my goal is to provide design and policy solutions for the City of Bainbridge that carefully consider the intersection of our urban areas with our critical environmental habitats. I believe as Heather Mcghee states in her book, "The Sum of Us", that by working together everyone can prosper; this includes providing equitable and affordable housing options, civic facilities, infrastructure while preserving our critical environmental areas. As a current commissioner I understand the deep work that City of Bainbridge is about to undertake with the upcoming, Housing Action Plan, Winslow Sub Area Plan and Citywide Comprehensive plan. I am extremely excited about this work, and truly look forward to future collaborating and thought with my current fellow commissioners and the amazing City of Bainbridge planning department staff.

➤ **Key Skills:**

- In-depth knowledge of Planning and Land Use. Policy research and analysis. Including smart growth, Transit Oriented Design, Middle Housing and Form Based Code Design.
- Twenty Years experience Architectural building design and Construction Management
- Public Works and Capital projects and public engagement up to \$250M.
- Oversight of operations for large institutions up to 1000 employees and Capital and Operating Budgets up to \$50M.
- Operational experience includes oversight of Purchasing, Contracts, 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.
- Experienced leading public meetings and stakeholders through design and development of built environments.

Over the last five years I have held key leadership positions at educational and government institutions where I oversaw operations, planning and design, community partnerships, philanthropy and leading stakeholders and the public towards a common vision. My work experience includes overseeing large construction projects up to \$250M; 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 while working on several plan updates. Including the Countywide plan, the housing element and development of a housing trust fund as well as expanding the affordable housing department. The Countywide plan was innovative for its focus on social equity and environmental sustainability and won national awards. While at Marin, 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.

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.

Though review of my application, I hope you will see that I am deeply committed to the future of planning and our built environment with the goal to create environmentally sustainable and socially equitable communities. The opportunity to have served and hopefully serve again on the Planning Commission allows me to fulfill these professional and personal goals. If selected, I would continue to be a great listener of citizens, collaborating with them and encouraging equitable and inclusive planning. I would continue 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. 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 a large, stylized initial 'A'.

Ariel Birtley



# A R I E L B I R T L E Y



## PROFESSIONAL PROFILE

For two decades, Ariel has acted as a visionary, leading projects in architectural design, construction management, infrastructure planning, comprehensive planning, master planning, and oversight of campus operations. As a driven and conscientious leader she strategically identifies and utilizes resources to achieve goals and provide solutions. Leading with her core values of authenticity, integrity, and compassion; she is skilled at collaborating, bringing stakeholders together to create exemplary built environments. Ariel holds a Master's in Business Administration and Engineering from Oregon State University, a bachelor's degree in Architecture from the University of Oregon with a concentration in urban design and historic preservation. As a leader, Ariel envisions the big picture, is innovative in her thought process, and possesses the strategic and analytical tools to achieve goals, provide solutions, minimize risks and lead change.

- Organization-wide strategic and long-range planning, policy, and procedure development.
- Operational and budgetary oversight of 5 departments, 12 direct reports; 80 individuals and annual operating budget of \$15 Million.
- Capital Projects Management over \$250 million in total project allocations.
- Community planning and campus master planning and design.
- Capital Planning: Audit, analyze and plan for maintenance to utility and infrastructure systems, grounds, and buildings.

## EXPERIENCE

### *DES Legislative Campus Modernization Project Manager*

*DEPARTMENT OF ENTERPRISE SERVICES/OLYMPIA, WA/JUNE 2021 – Present*

Working within the LCM Program, I am part of a four-person team overseeing the design and construction of building, landscape and infrastructure upgrades to the historic Washington State Capitol Campus with a total project budget of over \$250MM. Specific Duties are outlined below:

- Project Management – Oversee design and construction of the replacement Newhouse Building to meet the scope, schedule, and budget of the project. Assure the project meets legislative Proviso requirements and is designed to meet the aesthetic requirements necessary for a building on the Capitol campus. Enthusiastically lead the project through design phases, working with multiple stakeholder groups on capitol campus, including senate staff and senators to assure the building is meeting client needs. Prepare multiple presentations, organize and lead meetings across the state capitol campus to encourage collaboration, inclusivity and overall success of the Newhouse project. Oversaw fast tracking the project schedule while simultaneously value engineering and identifying solutions to maintain scope while addressing a \$20 million budget shortfall. Consistently provide leadership to ensure stakeholders are provided up to date and transparent information to maintain relationships and encourage team collaboration.
- Master Planning and Landscape – Align the project with the Capitol Campus Master Plan documents. Including the 2006 campus master plan, collaborating with Architects, the 2009 Historic Landscape Preservation Master Plan, parking studies, utility surveys, and studies.
- Project Requirements – Plan and prepare documents to meet SEPA requirements, work on an MOU with DAHP for the demolition of three historic structures, and work with the City of Olympia to permit the building. I also oversee the ARTSWA process, including planning meetings, interviewing, and selecting the artist for the Newhouse project.
- Stakeholders – Meet regularly with senate and house representatives, state, community and neighborhood stakeholders. Prepare and present complex information about project design, schedule and budget in a cohesive, clear, and concise manner. Collaborate with stakeholders to ensure the project meets client needs and responds to community stakeholders. Prepare presentations and present when requested for the following meetings: PMT, PET, SCC CCDAC, and additional meetings as requested.
- Consultants - Oversight and management of multiple consultants to ensure they provide appropriate deliverables on time and within budget. (Architecture, Engineering (MEP and Civil), Landscape, Architectural Historian and Contractor)
- Internal Collaboration – Collaborate with campus partners, including Senate and Legislative staff, DES Building and grounds, Property Management, and Finance to ensure the project aligns with their processes and requirements.
- E&AS Project Manager - Working with Engineering and Architectural services, I oversaw all capital projects for two colleges with a combined aggregate of 15,000 students and 1.5 million square feet. Projects range between \$25k - \$60 Million.
- Project Design oversight and planning & Campus Master Planning– Plan for projects to go out for public bid advertisement, oversee bid and selection process. Develop budget and Schedule. Oversee projects from pre-design through construction documentation. Includes collaborating with Architects and Engineers and additional consultants as needed. Permit process review and oversight. Align and prepare campus master plans.
- Project Management – Oversee project construction to ensure budget and schedule are maintained. Oversight of public works contracts, bidding, and invoicing. Review and process RFI's, Field Authorizations, and Change Orders. Review Schedule of Values. Assure the contractor is meeting public works requirements. Oversee commissioning & project closeout. Assure budget and schedule are on track for projects. As requested, present to the Board of Trustees for college and other client-related groups. Assure the project meets LEED principles, state regulations, and Life Cycle

## EDUCATION

### MBE

**Masters of Business  
Administration & Engineering  
(Construction Management)**  
Oregon State University 2012

### BARCH

**Bachelors of Architecture**  
University of Oregon 2001

### University WA MIPM

Pursuing Masters Infrastructure  
Management

### CEFP

Certified Educational Facilities  
Professional

## Awards

### Volunteer/Membership

Bainbridge Island Planning  
commission

Member American Planning  
Association

Associate Member AIA

2005 1st Place Associated  
Schools of Construction  
National Award

2004 – California  
Redevelopment  
Association William A.  
Carlson Fellowship

**E&AS Project Manager Continued...**

- Infrastructure Management – Oversee planning, repairs, and design for college-wide infrastructure management
- Facilities Condition Long Range Planning - Work with clients to review and develop biennial funding for future facility maintenance projects, including developing long-range capital planning documents to address needed repairs and budgets.
- Dorms and Food Services: Work with clients to plan funding and design for future dorms and food services.

**INTERIM VICE PRESIDENT ADMINISTRATION /CFO****OLYMPIC COLLEGE / Bremerton, WA / January 2019-June 2021**

Oversaw budget and operations for Purchasing, Campus Security, EHS, Facilities and Capital Projects.

- Executive team member: Collaborated and planned for college-wide strategic planning, college wide operational planning, campus wide long term and operational financial planning (annual budget \$70M).
- Total Operational budget oversight - \$15M, Major Capital Projects Budget – \$50M
- Led operations including 5 departments consisting of 80 individuals, 12 direct reports.
- Research and implementation of campus-wide policies, and program recommendations related to operations, equity, housing, food, childcare, and access to education for students.
- Chair Space Committee, Safety Committee, and Sustainability Committee.
- Review and negotiation of campus-wide Contracts, IAA's and MOUs.
- Oversight of campus-wide COVID-related and emergency operations.
- Collaborated regularly with State Board, Unions, L and I, Finance, Instruction, IT, HR, SGOC, Athletics, partner institutions, and Attorney General.
- Presenting and attending all Board of Trustee Meetings, presenting, and collaborating with local agencies.

**OLYMPIC COLLEGE FACILITIES:**

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)

**SKILLS****>>PROFESSIONAL**

Contract Negotiation

Budgeting, Planning &amp; Forecasting

Project Scheduling

Cross-Functional Collaboration

Relationship &amp; Results Based Approach

Written &amp; Verbal Communication Skills

Team Building &amp; Collaboration Risk Management

Resource Allocation  
Client & Public Meetings**>>TECHNICAL**

Mac &amp; PC

Microsoft

Microsoft Project

Excel

ACAD

GIS

Blue Beam

Power Point

**OLYMPIC COLLEGE CAPITAL PROJECTS:**

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 Walkthroughs, safety plans, and hazardous materials management. Oversee change orders, addendums, RFI's, schedule of values, punch list, 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 walkthroughs.
- **Requirements** – Knowledge of State of Washington procurement rules and regulatory statutes, knowledge of relevant RCW laws, WAC rules, and prevailing wage requirements.

**OLYMPIC COLLEGE ENVIRONMENTAL HEALTH AND SAFETY:**

Knowledge of State of Washington procurement rules and regulatory statutes, knowledge of relevant RCW laws, WAC rules, and prevailing wage requirements. Oversight and implemented EHS policies, plans, and protocols campus-wide. Trained entire campus on relevant safety plans, developed JHA's, Air Sampling, respirator fit testing, MSDS, and hazardous waste.

- **Campus Wide Safety Plan Development** – Accident Prevention Plan, Bloodborne Pathogens, Respirator Work Protection, Chemical Hygiene, Hazardous Waste Management, Hazard Communication, Lockout 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 database. Implemented campus-wide testing program and training for employees that may work with asbestos

**OLYMPIC COLLEGE SECURITY DEPARTMENT:**

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, and inclement weather, oversight and implemented all COVID operations
- **System Operations** – Collaborate on installation of new and upgraded cameras, exterior lighting, big voice, new card key system (Genentech), exterior lighting and radios, egress and emergency areas
- **Campus Wide Safety Plan Development** – Accident Prevention Plan, Bloodborne Pathogens, Respirator Work Protection, Chemical Hygiene, Hazardous Waste Management, Hazard Communication, Lockout Tag Out, Asbestos and Lead operations.

**Capital Projects Manager**

*Grace College / Warsaw, IN / 2016 – 2019*

Oversaw all construction on campus and assisted CFO with campus operations; oversight of 700,000 Square Feet of buildings, 13 dorms, 180 acres, including athletic fields.

- Part of team overseeing campus operations, capital planning, space planning and tenant improvements.
- Lead for major campus master planning effort including planning for new buildings, renovations, parking, landscaping and athletic fields.
- Evaluated campus dining and housing needs for future and identified locations and design for future projects.
- Improved operations related to campus 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 energy audits.
- **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), and Library Renovation (30,000 SF).
- **Campus Maintenance and Operations** – Developed 10 year capital planning for campus maintenance and repairs. 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 stakeholders, developed RFPs, oversight bid process. Evaluated and negotiated contracts. Managed budgets and schedules. Reviewed schedule of values for payment. Oversight weekly construction meetings, review RFI's, change orders, submittals, and shop drawings. Oversight building commissioning and one-year warranty walkthrough. Coordinated site visits with regulating officials for permits and occupancy.

**Private Designer***San Francisco, CA / 2008-2015*

Worked on various research and private design and private construction projects.

**Project Engineer***Kitchell / San Mateo, CA / 2005 – 2007*

Owners' representative for a \$234 million school district modernization project for San Mateo County. Work included construction, renovation, and upgrades to all major systems, including MEP, IT infrastructure, building envelopes, seismic structural, and asbestos removal. Upgrades to landscaping and athletic fields.

- Coordinated design and construction with school district staff, architects, engineers, and contractors. Working with the school district's facilities team identified critical maintenance and repairs. Organized and prepared bid solicitation oversaw bid proposals and selected winning bids. 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, and 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, warranties, O & M Manuals, and staff training. 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 and 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 / Fall 2004-2005*

Worked with Tracy Arras to develop research and programs focused 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 county-wide Plan, the Local Coastal Plan, several community plans and environmental plans. Our goal was to create the greenest county-wide plan to date. We researched cutting edge sustainability and green building policies and procedures for implementation in the county-wide 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 County-wide 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 – Reviewed inventory and aligned this with occupant need. Developed operational policies and tools to navigate funding for affordable housing. Identified affordable housing sites and design for housing. Applied for various grants to develop new housing. Developed 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.

***Assistant Planner Continued...***

- **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** – Reviewed inventory and aligned this with occupant need. Developed operational policies and tools to navigate funding for affordable housing. Identified affordable housing sites and design for housing. Applied for various grants to develop new housing. Developed a housing trust fund working with various county agencies and a community development block grant.
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May 16, 2023

Dear Committee,

Please consider the following references enclosed:

1. Ron Rochon, Managing Partner Miller Hull Partnership. (206) 682-6837
2. Ann Larson, Assistant Director, Policy & Government Relations DES. (360) 485-7145
3. Michael Tagles, Associate Principal Hultz Bhu Engineers. (253) 227-8659
4. Mary Jo Luxx, Principal Schreiber Starling whitehead Architects. (206) 285 4252
5. Paul Blair, CFO Grace College. Direct Supervisor, Reference Attached. (574) 265-9533
6. Tom Sens, Client Lead BHDP. Reference Attached. (513) 503-1986
7. Nathan Bosch, Director Lilly Center for Lakes and Streams. Reference Attached. (574) 372-5100 x6447.
8. Kristin Drumm, Senior Planer Marin County. Direct Supervisor, Reference Attached. (415) 473-6290

Please let me know if you have further questions. I may be reached at [REDACTED]

Sincerely,

Ariel Birtley

29 December 2022

To Whom It May Concern,

It is with great enthusiasm that I write this letter of recommendation for Ariel Birtley. As the Partner in Charge of design services at Miller Hull, I have had the good fortune to work directly with Ariel in her position as Capital Project Manager for the Washington State Department of Enterprise Services on the design of the Newhouse Senate Office Building Replacement on the Washington State Capitol Campus in Olympia, Washington.

Under Ariel's guidance, the Newhouse Replacement Project has been able to navigate successfully through various challenges, including a diverse user group consisting of elected State officials and their career staff, design within a National Historic District, a highly engaged community of citizen stakeholders, and record inflation.

Ariel leads with welcome grace and good humor, and is steadfastly focused on ensuring that all voices are heard in the quest to find creative and collaborative solutions to project challenges that will have lasting benefit for our user groups. The Newhouse Replacement will also have enduring value as an asset for the State of Washington, due to her attention to conceptual design, technical design, sustainability and building performance, and long-term maintainability of the facility.

Ariel is a team player, and would be a welcome and valuable addition to any organization. I wholeheartedly recommend Ariel Birtley.

Sincerely,



Ron Rochon, FAIA  
Managing Partner, The Miller Hull Partnership, LLP

Ariel Birtley Ross Reference  
Capital Projects Manager  
Olympic College

I am pleased to provide a recommendation for Ariel Birtley for the position of Capital Projects Manager.

Ariel worked at the Marin County Community Development Agency as a contract planner under my supervision to assist the County with the update of the Marin County Local Coastal Plan. Specifically, she was responsible for evaluating policy in the Plan for consistency of the California Coastal Act and determining policy status.

With regards to character, Ariel has a strong work ethic and displays honesty and integrity. She was able to manage and finish assignments with only minor direction and always completed deliverables on schedule, within budget, and with high quality. No matter the quantity of work I assigned her, she always approached her tasks with enthusiasm and initiative, and communicated extremely well within our internal team and to external stakeholders.

Policy language is often nuanced and subject to interpretation. Ariel displayed strong judgement in using her knowledge and skillset in urban planning to evaluate language and provide me with sound alternatives and recommendations. Her work remains part of the project record and is still referenced to this day. I am confident Ariel will be a beneficial addition to your organization.

Please feel free to contact me with questions regarding my recommendation for Ariel.

Regards,

Kristin Drumm, AICP  
Senior Planner  
(415) 473-6290



20 August 2020

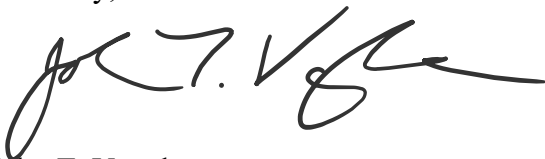
To Whom It May Concern,

It is my great pleasure to write this letter of recommendation for **Ms. Ariel Birtley**. I have known Ariel since she began working at OC in January of 2019 as our Capital Projects Director. With the departure of our former VPAS, Ariel became Acting Vice President of Administrative Services during a particularly challenging time for the college, not least of which has been the oversight of our COVID-19 response. I have had the opportunity to work with Ariel on a number of projects relating to capital projects, lab renovations, safety, and other operational issues at OCB, OCP, and OCS.

Ariel has been particularly effective at incorporating collaboration into the projects she has managed. She has clearly demonstrated innovative thought, attention to critical details, and collaboratively supervised projects in a congenial, positive manner. She is analytical and seeks solutions by using data-driven decisions. On a personal note, I greatly appreciate her desire to legitimately incorporate green technologies and make our campuses sustainable. In discussions about the new Innovation building, she is very open to thinking outside the box to incorporate effective active-learning classrooms that will both support and increase student success.

I believe that Ariel's multifaceted experiences with capital projects here and at Grace College, as a project manager on Bainbridge Island, and serving as a construction project engineer for a school district modernization project in California will serve her well, I highly recommend **Ms. Ariel Birtley**. Please contact me with any questions at 360-475-7701.

Sincerely,



John T. Vaughan  
Dean of Math, Engineering, Sciences, and Health  
[jvaughan@olympic.edu](mailto:jvaughan@olympic.edu)

# BHDP

October 29, 2018

To whom it may concern:

I write to share the extremely positive experience I had while working with Grace College on the design and construction of the recently completed Dr. Dane A. Miller Science facility. The project involved a 13,000 square foot addition and complete renovation of the original 20,000sf existing 1979 science building. The result was an amazingly transformed facility that houses state of the art science programs including the Lily Center for Lakes and Streams program. The project was challenging because of the varied needs and wants of the groups of students and faculty, the aggressive timeline and tight budget appropriated for the project. The building site occupies a very prominent location adjacent to a major campus green space and near newly constructed residence facilities, therefore it not only had to be highly functional, but also needed to fit within the campus context and create a contemporary environment for learning and research to flourish. From my perspective, and everyone I have spoken with, the project has been extremely well received.

Our primary point of contact from Grace College was Ms. Ariel Ross. Ariel took a leadership role at facilitating discussions with Grace faculty, administration, students and members of Weigand Construction during the process of developing a shared vision for the project's program and design concept. Ariel's passionate commitment to delivering an exceptional project was evident through her ensuring that the appropriate voices were acknowledged during early design phases and that the many difficult decisions made as our team aligned project scope and budget were thoroughly vetted with Grace College Administration and the Construction Management team.

In summary, the experience I had working with Ms. Ross was a very positive one. Ariel was actively engaged and accessible during and after business hours, and she demonstrated a deep commitment to delivering a project that will serve Grace College as an exceptional educational facility to attract and retain top students and faculty for years to come. I would highly recommend Ariel to an institution looking for someone to serve in a similar capacity.

Sincerely,



Tom Sens, AIA, LEED AP  
BHDP Higher Education Client Leader



July 9, 2020

To Whom It May Concern:

I came to know Ariel (Birtley) Ross when she moved to the Warsaw, IN area in 2016. One of my responsibilities at Grace is capital projects and Ariel served as Grace's Capital Projects Manager, leading the planning and implementation of all of our large capital projects.

During her tenure at Grace, Ariel was instrumental in the successful completion of a number of large capital projects, including an \$8 million renovation and expansion of our science center. Ariel uses her talent in architecture and construction management to manage projects exceptionally well but also adds creative and artistic "personality" to a project.

Ariel also worked diligently to keep projects on track from a financial perspective. Grace works under very stringent capital budgets and Ariel was instrumental to keep projects on or under budget. She also helped with a multi-faceted study of the financial implications of our campus master plan. This included budgets and forecasts as well as resource allocation and enrollment trends.

In addition, I have found Ariel to have a combination of complete competency in working for multiple constituents while tempering these demands with a demeanor that is warm and caring. Ariel can juggle many tasks and is excellent at managing through high-pressure situations. She can be tough but diplomatic when a situation demands it but can also turn around and show care and compassion.

Finally, I am honored to know Ariel as a friend. She is well grounded with her family and faith which, in turn, strengthens her character. This holds true in her career and personal life.

Without hesitation, I would recommend Ariel for any position in which she is qualified. Please do not hesitate to contact me either by phone or email should you want to learn more or further discuss my recommendation.

Yours faithfully,

A handwritten signature in blue ink, appearing to read "P. G. Blair".

Paul G. Blair  
Chief Operating Officer - Grace College & Seminary  
200 Seminary Drive  
Winona Lake, IN 46590  
Office: (574) 372-5100 ext.6079 - Cell: (574) 265-9533  
[blairp@grace.edu](mailto:blairp@grace.edu)



*"To Know Christ and to Make Him Known"*



August 31, 2020

To whom it may concern,

This is a letter recommending that Ariel Ross be hired in your open administrative position at your higher education institution. I am confident that your campus would benefit greatly from Ariel's involvement due to her personality, skills, and experience.

I have known Ariel since 2016 when she was working as the Capitol Projects Manager here at Grace College. Since then, we have worked on several campus projects together, including greenspace initiatives, campus master planning, and design and construction of our new science complex. She has impressed me as a thoughtful professional, considering concepts from several angles and perspectives to be able to apply her knowledge and ensure the most usable solutions. She was hard-working in all of the campus projects I observed her involved in. She was a motivated and determined professional, eager to learn new things as she worked toward campus sustainability environmentally and economically.

She was patient and effective as a team member, working mostly with senior administration, off-campus vendors and contractors, and on-campus faculty and staff. She kept a positive attitude in challenging circumstances with changing projects and difficult situations. Her teamwork and leadership skills quickly became apparent such that she was given more responsibility over time. Ariel was an effective communicator with a variety of stakeholders in the projects with which she worked.

Ariel has left the Grace College campus more efficient, beautiful, sustainable, and useful as a result of her great work here!

In summary, I think Ariel Ross would do well in your open position and will continue to grow there as a successful team member.

Sincerely,

A handwritten signature in purple ink that reads "Nathan Bosch".

Nathan Bosch, PhD  
Professor, Grace College



**From:** noreply@civicplus.com  
**Sent:** Wednesday, May 17, 2023 1:03 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

**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.**

## Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

### 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.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoff at 780-8624 (desk) or by email at [cityadmin@bainbridgewa.gov](mailto: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.

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### **Applicant Information**

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|      |               |
|------|---------------|
| Name | Sarah Blossom |
|------|---------------|

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|----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Email                                                                                                                                              | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Daytime Phone                                                                                                                                      | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Address                                                                                                                                            | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| City                                                                                                                                               | Bainbridge Island                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| State                                                                                                                                              | WA                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Zip                                                                                                                                                | 98110                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Current Employer                                                                                                                                   | self                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Current Position                                                                                                                                   | attorney                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Experience &amp; Qualifications</b>                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Have you served on any city committees, commissions, boards or task forces in the past?                                                            | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| If yes, please indicate which group(s).                                                                                                            | Bainbridge Island City Council 2012-2019<br>Bainbridge Island Planning Commission 2020-present                                                                                                                                                                                                                                                                                                                                                                           |
| Please share your qualifications for this appointment (skills, activities, training, education) if any:                                            | During my two terms on City Council I was involved in the last Comprehensive Plan update, Shoreline Management Plan update and Critical Areas Ordinance. I was a member of most, if not all, subcommittees and ad hoc committees related to land use and planning, including the Comprehensive Plan Update Steering Committee. I also served as the liaison to the Planning Commission, Affordable Housing Task Force and Island Center Subarea Plan Steering Committee. |
| Please share your community interests (groups, committees, organizations) if any:                                                                  | I don't belong to any other groups, committees or organizations                                                                                                                                                                                                                                                                                                                                                                                                          |
| Do you have potential conflicts of interest? If so, please explain:                                                                                | I am a property owner, and some in the community consider that to be a conflict.                                                                                                                                                                                                                                                                                                                                                                                         |
| Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish. | <i>Field not completed.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Type the Year                                                                                                                                      | 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

**Roz Lassoﬀ**

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**From:** noreply@civicplus.com  
**Sent:** Monday, May 8, 2023 4:31 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

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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;

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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:

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If you are interested in applying to be a member of this commission, please complete the form below.

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### **Applicant Information**

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|      |                |
|------|----------------|
| Name | A. Stuart Case |
|------|----------------|

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|                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Email                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                  |
| Daytime Phone                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                  |
| Address                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                  |
| City                                                                                                                                               | Bainbridge Island                                                                                                                                                                                                                                                                                                                                                                |
| State                                                                                                                                              | WA                                                                                                                                                                                                                                                                                                                                                                               |
| Zip                                                                                                                                                | 98110                                                                                                                                                                                                                                                                                                                                                                            |
| Current Employer                                                                                                                                   | Retired                                                                                                                                                                                                                                                                                                                                                                          |
| Current Position                                                                                                                                   | Retired                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Experience &amp; Qualifications</b>                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                  |
| 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:                                            | In the late 1990's, I served as an elected City Councilor for the City of Clyde Hill, WA. In the last 1970's, I served as Secretary for the Ravenna Bryant Community Association, among my major accomplishments was to initiate several conversations that led to the construction of the Eckstein Field House Community Center and Senior Residence as approved by the voters. |
| Please share your community interests (groups, committees, organizations) if any:                                                                  | I served on the Vestry(Board of Governors) of St. Barnabas Parish which led to my serving as the head of the parish with the honor as Sr. Warden to hire our current rector. I have served on several nonprofit boards dealing with juvenile residential care, youth symphony orchestras, Jaycees.                                                                               |
| Do you have potential conflicts of interest? If so, please explain:                                                                                | No.                                                                                                                                                                                                                                                                                                                                                                              |
| Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish. | <i>Field not completed.</i>                                                                                                                                                                                                                                                                                                                                                      |
| Type the Year                                                                                                                                      | 2023                                                                                                                                                                                                                                                                                                                                                                             |

**From:** noreply@civicplus.com  
**Sent:** Tuesday, May 16, 2023 2:08 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

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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;

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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.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoﬀ at 780-8624 (desk) or by email at [cityadmin@bainbridgewa.gov](mailto: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.

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### **Applicant Information**

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Name

Ross Eide

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|                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Email                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Daytime Phone                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Address                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| City                                                                                                                                               | Bainbridge Island                                                                                                                                                                                                                                                                                                                                                                                                         |
| State                                                                                                                                              | WA                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Zip                                                                                                                                                | 98110                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Current Employer                                                                                                                                   | Stay-at-home Parent                                                                                                                                                                                                                                                                                                                                                                                                       |
| Current Position                                                                                                                                   | Stay-at-home Parent                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Experience &amp; Qualifications</b>                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Have you served on any city committees, commissions, boards or task forces in the past?                                                            | Yes                                                                                                                                                                                                                                                                                                                                                                                                                       |
| If yes, please indicate which group(s).                                                                                                            | Electric Utility Municipalization Task Force                                                                                                                                                                                                                                                                                                                                                                              |
| Please share your qualifications for this appointment (skills, activities, training, education) if any:                                            | Former Attorney working for a firm that represented numerous towns and cities in the state of Arizona. In addition, I have always had deep interest in municipal government as my father was a City Manager for several communities throughout the country. Growing up with this has given me a deep knowledge and unique insight in to the running and day-to-day operations of cities. You could say it is in my Blood. |
| Please share your community interests (groups, committees, organizations) if any:                                                                  | I volunteer with a theater arts non-profit group here on the Island, serving on its board and as President at one point. I am also the primary care provider for my two sons. In this aid and volunteering in their schools and with their after school-activities.                                                                                                                                                       |
| Do you have potential conflicts of interest? If so, please explain:                                                                                | No conflicts of interest that I am aware of.                                                                                                                                                                                                                                                                                                                                                                              |
| Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish. |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Type the Year                                                                                                                                      | 2023                                                                                                                                                                                                                                                                                                                                                                                                                      |

**Ross N. Eide**  
Bainbridge Island, WA

**Stay-at-home Dad**

July 2011 – Present

*Primary Childcare Provider*

Developed advanced conflict resolution skills, specifically with individuals with extreme temperament swings and without a fully developed communication skill set.

Advanced multitasking skills, requiring out-of-the box thinking.

**Ovation! Performing Arts Northwest**

Nov. 2017 - Present

*Board President* – overseeing the running of a teaching theater arts nonprofit which provides acting classes, choirs, and performs two musicals a year.

*Producer*, Bye Bye Birdie -

*Associate Producer*, Masquerade: The Music of Andrew Lloyd Webber – Help Coordinate the production and creative teams.

*Co-host Ovation! Gala Auction* – Hosted and helped raise over \$29,000 and sang in public.

**Mandatorybuy.com, Founder/Operator**

Nov. 2016 – Dec.

2017

Experimented with a General Product Retail Website

Developed Site Content with an emphasis on ‘Listical’ articles

Coordinated and Managed website and the numerous Social Media Accounts.

**City of Bainbridge Island**

Jan. 2016 – Feb. 2017

*Electric Utility Municipalization Task Force* – Member of Task Force created to study the creation of a Municipally Owned and Managed Power Company.

**Law Office of Ross Eide, Seattle, WA**

June 2010 – Feb 2011

Solo Practitioner handling Family Law, Criminal Law, International Law and General Litigation.

**City of Lake Forest Park, WA,**

Community Service Commission, Committee Member

March 2009 - Dec

2009

Mentor, Lake Forest Park Youth Council

March 2009 – Oct.

2012

**Perkins Coie, Seattle, WA**

June 2008 – April

2009

*Litigation Support Contract Attorney*

Assisting in the litigation discovery process by reviewing documents for production.

**Cooper & Rueter, L.L.P., Casa Grande, AZ**

Jan. 2006 – Dec. 2007

*Associate Attorney*

General Attorney practicing in multiple areas including; Corporate Law, Transactions, Municipal Law, Real Estate, Estate Planning, Criminal Defense, Family Law and Indian Law. Obtain extensive Courtroom and

Litigation experience.

**Merchant and Gould**, Minneapolis, MN

Aug. - Sept. 2005

*Case Management*

Reviewed documents, labeling and organizing them for the purpose of making witness kits for litigation depositions. Organized and filed documents for current and closed cases.

**Spokane County Prosecutor's Office**

May 2003 - Aug.

2003

*Law Clerk*

Conducted Felony and Misdemeanors Initial Appearances and DUI's in Spokane County.

**International Criminal Justice Law Clinic, Gonzaga Law School**

Aug. - Dec. 2002

*Intern*

Researched and wrote on the application of Vienna Convention on Consular Relations Article 36 to the arrests of foreign nationals in the United States.

## **EDUCATION**

**University of Miami**, Miami, FL

Candidate for LL.M., International Law, August 2004 – May 2005 (working on thesis)

Class Rank: 3.81 G.P.A. (Ranked Number 1 in the class)

Honors: CALI Award for Excellence in Islamic Law.

Activities: LL.M. Representative for the International Student Society.

**Gonzaga University School of Law**

Juris Doctor, *cum laude*, May 2004

Class Rank: Top 12%

Law Review: Gonzaga Law Review, Associate Editor

Honors: CALI Award for Excellence in Criminal Law, International Business Transactions and Legal Research and Writing IV; Admiralty Moot Court Competition Member, 2004; Gonzaga Moot Court Council,

**University of Lund**, Lund, Sweden

Suffolk School of Law Summer Abroad Program, Summer 2002

Program in International Human Rights Law and Comparative Legal Cultures

**Arizona State University**,

B.S., Marketing, May 1998

Certificates of Studies: International Business, and Scandinavian Studies, May 1999

**From:** noreply@civicplus.com  
**Sent:** Thursday, May 11, 2023 10:05 AM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

**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.**

## Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

### 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;

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Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoﬀ at 780-8624 (desk) or by email at [cityadmin@bainbridgewa.gov](mailto: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.

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### **Applicant Information**

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|      |                 |
|------|-----------------|
| Name | Steve Eisenberg |
|------|-----------------|

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|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Email                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Daytime Phone                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Address                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| City                                                                                                    | Bainbridge Island                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| State                                                                                                   | WA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Zip                                                                                                     | 98110                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Current Employer                                                                                        | retired                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Current Position                                                                                        | none                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Experience &amp; Qualifications</b>                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Have you served on any city committees, commissions, boards or task forces in the past?                 | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| If yes, please indicate which group(s).                                                                 | Rahway Valley Sewerage Commission<br>Union County, NJ                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Please share your qualifications for this appointment (skills, activities, training, education) if any: | Served as a Commissioner representing my community in the regional utility authority consisting of 11 towns, 250k people and a \$200 mil facility and infrastructure                                                                                                                                                                                                                                                                                                                                                                     |
| Please share your community interests (groups, committees, organizations) if any:                       | Living in a community, (where I lived for 35 years, bringing up kids, starting my own small manufacturing and contracting business, and being a politically incorrect centrist by their standards), you don't readily get accepted in tight-knit social circles or get invited into their organizations. If you are lucky, which I was, you get people you don't know walking up to you saying they liked a thought-provoking comment that appeared in the local and regional newspaper or you said at a BofE or Town Committee meeting. |
| Do you have potential conflicts of interest? If so, please explain:                                     | It seems to me, thinking inside a conventional box, being wedded to some nostalgic personal view of community, can be a conflict with progress. As a new transplant to Bainbridge Island six months into the pandemic, during BLM and an historic election, first as a renter and ultimately buying a condominium, you are an anonymous outsider who gets to observe a world akin to a "newborn" trying to make sense of what makes things tick as it slowly returns to a new normal.                                                    |

Being a retired but intellectually engaged newby on BI can be a blessing and a curse. Mostly a blessing!

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|                                                                                                                                                    |                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish. | <i>Field not completed.</i> |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|

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|               |      |
|---------------|------|
| Type the Year | 2023 |
|---------------|------|

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**From:** noreply@civicplus.com  
**Sent:** Tuesday, April 25, 2023 5:48 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

**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.**

## Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

### Step 1

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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;

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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.

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### **Applicant Information**

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|      |              |
|------|--------------|
| Name | Criss Garcia |
|------|--------------|

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|                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Email                                                                                                   | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Daytime Phone                                                                                           | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Address                                                                                                 | [REDACTED]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| City                                                                                                    | Bainbridge Island                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| State                                                                                                   | WA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Zip                                                                                                     | 98110                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Current Employer                                                                                        | MultiCare Health System                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Current Position                                                                                        | Manager, Project Principal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Experience &amp; Qualifications</b>                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Have you served on any city committees, commissions, boards or task forces in the past?                 | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| If yes, please indicate which group(s).                                                                 | Planning Commission & City Council for City of Jacksonville, Oregon.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Please share your qualifications for this appointment (skills, activities, training, education) if any: | <p>Southern Oregon Regional Solutions Advisory Committee 2018-2020<br/>Executive Appointment by Oregon Governor Kate Brown<br/>The Regional Solutions Program is attached to the Governor's Office. The Regional Solutions program works with state agencies, local governments, public and private sectors, and philanthropic organizations as appropriate to identify regional priorities for community and economic development, develop and coordinate regional projects, address issues and seize opportunities.</p> <p>Rogue Valley Area Commission on Transportation 2018-2020<br/>The Oregon Transportation Commission (OTC) establishes state transportation policy. The commission also guides the planning, development and management of a statewide integrated transportation network that provides efficient access, is safe, and enhances Oregon's economy and livability. The commission meets monthly to oversee Department of Transportation activities relating to highways, public transportation, rail, transportation safety, motor carrier transportation, and drivers and motor vehicles.</p> <p>City of Jacksonville, OR 97530<br/>Jacksonville, Oregon is a municipality in southern Oregon with</p> |

a population of 2,860. The city provides independent police, fire and water services with an annual budget of approximately \$10M.

City Councilor, Budget Committee person, Planning Commissioner 2011 to 2020

City councilors act as members of the budget committee, advisors to the mayor and advocates of the citizens. I acted as liaison to the parks committee and as an advising manager for Jacksonville's municipal government.

Responsibilities include:

Preparing and approving an annual \$10 M municipal budget;  
Representing and advocating for the citizens of Jacksonville in the municipal process;  
Conducting and participating in public meetings;  
Making quasi-judicial decisions in cases of appeal;  
Granting exceptions and/or specifying permit conditions for approval;  
Representing Jacksonville in regional forums;

Project & Program Management-11+ years of confidently managing highly visible, cross functional & complex multiyear strategic projects, programs and business portfolios.  
Team Leadership - Experienced coach and mentor with direct report managerial experience.  
Presentation and Public Speaking - A concise speaker who gets to the heart of complex topics.  
Strategic Analysis - Understands how to identify, quantify and approach new opportunities.

Master of Business Administration, Graduation Year (2018),  
University of Oregon, Eugene, OR  
Bachelor of Arts, Biology, Honors, Graduation Year (1995),  
University of Montana, Missoula, MT

Project Management Professional (PMP) - Issued April 2015,  
Credential ID 1801977  
Agile Certified Practitioner (PMI-ACP) - Issued October 2020,  
Credential ID 2817499

---

Please share your community interests (groups, committees, organizations) if any:

Past Exalted Ruler and Trustee, Benevolent & Protective Order of Elks, Ashland Oregon.  
As an organization the Elks has tremendous resources dedicated to scholarships, veterans and helping everyone in our society reach their full potential.

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Do you have potential conflicts of interest? If so, please explain:

Not that I'm aware of.

---

Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.

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Type the Year

2023

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## CAREER SUMMARY

A strategic thinker with strong leadership experience in healthcare, technology and business.

Passionate about building the teams, systems and capabilities needed to transform organizations. Comfortable taking on complex problems, managing change and building relationships at all levels of an organization.

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## SKILLS AND STRENGTHS

- **Project & Program Management**-11+ years of confidently managing highly visible, cross functional & complex multiyear strategic projects, programs and business portfolios.
  - **Team Leadership** - Experienced coach and mentor with direct report managerial experience.
  - **Presentation and Public Speaking** -A concise speaker who gets to the heart of complex topics.
  - **Strategic Analysis** - Understands how to identify, quantify and approach new opportunities.
  - **Project Management Professional (PMP)** - Issued April 2015, Credential ID 1801977
  - **Agile Certified Practitioner (PMI-ACP)** - Issued October 2020, Credential ID 2817499
- 

## PROFESSIONAL ACCOMPLISHMENTS

- Led operational, clinical and technical transitions for a 107 bed regional medical center with a Level IV trauma facility into the MultiCare system.
- Delivered \$3.2M annual revenue by leading acquisition and integration of pediatric therapy center in 12 weeks, delivered under budget.
- Organized and led MultiCare's program initiatives delivering reliable processes to accrue beneficial financial and clinical outcomes defined under the Quadruple Aim.
- Designed and led Asante's strategic population health program focused on innovating the patient care delivery model for primary care and improving better patient access and provider productivity.
- Organized, negotiated and implemented value based payer contracts creating over \$17M net new revenue.
- Developed and delivered thirty physician led value initiatives improving operational efficiencies and clinical outcomes over a two-year period with over \$10M in real savings
- Led \$1.2M project to implement "Positive ID" bedside collection and medication scanning in Epic Beaker, on time and under budget.
- Led migration/conversion effort for 158 lab and transcription interfaces to Epic Beaker over an 18 month period, on time and under budget.

- Designed and developed an online customer billing portal with yearly revenues processing in excess of \$1.37 M.
  - Developed and deployed Utility Billing System for the utilities department using C#/MSSQL with more than \$25M in annual revenue.
- 

## WORK HISTORY

**MultiCare Health System**, Tacoma, WA, Manager-Project Principal, (08/2021)-Present

**MultiCare Health System**, Tacoma, WA, Senior Project Manager, (04/2021)-(08/2021)

**Asante Health System**, Medford, OR, Population Health Program Manager, (10/2017)-(04/2021)

**Asante Health System**, Medford, OR, Project Manager, (10/2015)-(10/2017)

**Asante Health System**, Medford, OR, Senior Application Analyst, (02/2012)-(10/2015)

**City of Ashland**, Ashland, OR, Senior Information System Analyst, (11/2004)-(02/2012)

**Vortex**, Ashland, OR, CEO-Principal, (06/2000)-(10/2004)

**Harry and David**, Medford, OR, Web Applications Developer, (02/2002)-(03/2002)

**Project A**, Ashland, OR, SQL Specialist, (10/2000)-(02/2002)

**Harry and David**, Medford, OR, Senior Programmer Analyst, (01/2000)-(05/2000)

**Plexis Healthcare Systems**, Ashland, OR, Electronic Data Interchange Team Lead, (11/1997)-(01/2000)

## EDUCATION

**Master of Business Administration**, Graduation Year (2018), University of Oregon, Eugene, Oregon

**Bachelor of Arts**, Biology, Honors, Graduation Year (1995), University of Montana, Missoula, Montana

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**From:** Dirk Roundy  
**Sent:** Thursday, May 18, 2023 8:51 AM  
**To:** Roz Lassoﬀ  
**Subject:** FW: Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

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**From:** noreply@civicplus.com <noreply@civicplus.com>  
**Sent:** Sunday, May 7, 2023 4:32 PM  
**To:** cityadmin@bainbridgewa.gov  
**Subject:** Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

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### Step 1

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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:

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Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoﬀ at 780-8624 (desk) or by email at [cityadmin@bainbridgewa.gov](mailto: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.

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### **Applicant Information**

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|      |                   |
|------|-------------------|
| Name | Michael Landowski |
|------|-------------------|

|       |            |
|-------|------------|
| Email | [REDACTED] |
|-------|------------|

|               |            |
|---------------|------------|
| Daytime Phone | [REDACTED] |
|---------------|------------|

|         |            |
|---------|------------|
| Address | [REDACTED] |
|---------|------------|

|      |                   |
|------|-------------------|
| City | Bainbridge Island |
|------|-------------------|

|       |    |
|-------|----|
| State | WA |
|-------|----|

|     |       |
|-----|-------|
| Zip | 98110 |
|-----|-------|

|                  |               |
|------------------|---------------|
| Current Employer | Sound Transit |
|------------------|---------------|

|                  |                  |
|------------------|------------------|
| Current Position | Systems Engineer |
|------------------|------------------|

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### **Experience & Qualifications**

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|                                                                                         |    |
|-----------------------------------------------------------------------------------------|----|
| 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 would bring with me to the role an engineering degree from the University of Wisconsin, experience in preparing reports for recommendation to the Sound Transit Board of Directors, a background in reviewing, negotiating, and enforcing contracts, hand-on skills in housing renovations, and a passion and understanding of the importance of zoning and ordinances. |
|---------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                   |                                                                    |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------|
| Please share your community interests (groups, committees, organizations) if any: | Bainbridge BARN, Friends of the Farm, Bainbridge Island Land Trust |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------|

|                                                                     |                           |
|---------------------------------------------------------------------|---------------------------|
| Do you have potential conflicts of interest? If so, please explain: | No conflicts of interest. |
|---------------------------------------------------------------------|---------------------------|

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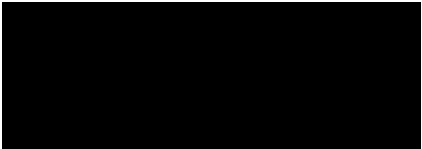
Please attach a cover letter  
and resume' to describe  
your background and  
interest in this role. Feel  
free to provide other  
materials, if you wish.

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|               |      |
|---------------|------|
| Type the Year | 2023 |
|---------------|------|

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# MICHAEL LANDOWSKI



Bainbridge Island, WA 98110

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May 7<sup>th</sup>, 2023

Dear Bainbridge Island Planning Commission,

I moved to Bainbridge Island just over a year ago from Milwaukee, Wisconsin, where I was living as a first-time homeowner in a duplex near a manufacturing plant which produced large metal forgings. When I purchased the home, I knew that it would require long days and nights working to improve it from its previously neglected state – but this is all that I could afford, and I was excited for the challenge.

What I did not realize was the impact that the local zoning ordinances would have on my health and happiness while living at the home. The neighboring forge, which produced loud banging sounds and vibrations at all hours of the day, was 'grandfathered in' to the local ordinances, and after numerous conversations with my local representatives, I felt helpless to change that. Ultimately this led to the decision to sell the home and move to Bainbridge Island, a place which we had grown to love during our travels. This experience has helped me gain an appreciation for the responsibility that the Planning Commission has to ensure what is best for the city and its' residents and is a large reason as to why I am applying to become a volunteer with the Planning Commission.

I feel that I would be a great addition to the Planning Commission, as I not only feel passionately about the importance of reviewing and preparing an effective Comprehensive Plan for the city, but I bring with me the following unique characteristics and skillsets to role:

- A technical aptitude through my engineering degree from the University of Wisconsin
- Experience in developing reports for recommendation to the Sound Transit Board of Directors
- A youthful perspective in an area with an aging population
- Skills in reviewing, negotiating, and enforcing contract and terms and conditions
- A passion for improving mobility and transit
- Hands-on knowledge of the local ecosystem through gardening at Johnson Farm and volunteering with the Bainbridge Island Land Trust
- A renter who understands the importance of housing affordability on Bainbridge Island

I appreciate the opportunity to assist the Bainbridge Island Planning Commission in its important role in upholding, reviewing, and preparing the Comprehensive Plan, and look forward to talking with you further about my experiences and my desire to help.

Thank you,

Michael Landowski

# MICHAEL LANDOWSKI

## Bainbridge Island Planning Commission - Volunteer



📍 Bainbridge Island, WA



A trusted engineer with a passion for transit, zoning, and housing, who is looking to bring their diverse perspective to the Bainbridge Island Planning Commission in their role in upholding the Comprehensive Plan and ensuring a promising future for the city.

### EDUCATION

**B.S. Mechanical Engineering,  
University of Wisconsin**

2012 – 2017, 3.5 GPA

- Certificate in Entrepreneurship
- Czech Republic Exchange
- Engineer in Training (EIT)

### SKILLS & SOFTWARE

Cost estimating, contract enforcement, project management, systems engineering, reporting, commissioning, automation

Excel, Power BI, Solidworks, AutoCAD, Power Automate, DAX, Machine Vision

### INVOLVEMENT

Friends of the Farm

Bainbridge Island Land Trust

Bainbridge BARN

### EMPLOYMENT HISTORY

**Associate Engineer – Systems, Sound Transit** Seattle, WA  
Mar 2022 – Present

- Acts as the subject matter expert on multiple light rail vehicle systems including brakes, propulsion, and HVAC
- Develops reports for recommendation to the leadership team
- Oversees commissioning activities for the Siemens fleet
- Witnesses vehicle level tests and systems integration tests
- Builds and manages PowerBI reports to help operations better manage fault and diagnostics data in Seattle and Tacoma

**Sales Engineer, Konecranes** Milwaukee, WI  
Jun 2019 – Dec 2021

- Sold engineered-to-order and automated overhead cranes to various industrial sectors throughout 28 states
- Awarded for sales excellence in 2020 with over \$9M in sales
- Consulted with customers, presented new technologies, reviewed specifications, and negotiated terms and conditions
- Estimated costs with engineering team and wrote proposals

**Technical Leadership Development Program, Konecranes** Global (various)  
Jun 2017 – Jun 2019

- Acted as service technician and structural inspector for 9 mo
- Developed and presented engineering reports for customers
- Designed parts and weldments for retrofits, and worked with product managers to create material product launches
- Created an application which contributed to \$1.5M+ in sales

**Engineering Intern, Sustainable Engineering Group** Madison, WI  
Jun 2016 – Aug 2016

**Product Development Co-op, Greenheck Fan** Wausau, WI  
Jun 2015 – Dec 2015



**From:** noreply@civicplus.com  
**Sent:** Saturday, May 6, 2023 7:33 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

**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.**

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BIMC 2.14.020.B Planning commission.

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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;

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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;

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If you are interested in applying to be a member of this commission, please complete the form below.

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### **Applicant Information**

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|      |               |
|------|---------------|
| Name | Kevin Larnach |
|------|---------------|

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|                                                                                                         |                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Email                                                                                                   | [REDACTED]                                                                                                                                                                                                                                                                                                               |
| Daytime Phone                                                                                           | [REDACTED]                                                                                                                                                                                                                                                                                                               |
| Address                                                                                                 | [REDACTED]                                                                                                                                                                                                                                                                                                               |
| City                                                                                                    | Bainbridge Island                                                                                                                                                                                                                                                                                                        |
| State                                                                                                   | WA                                                                                                                                                                                                                                                                                                                       |
| Zip                                                                                                     | 98110-1478                                                                                                                                                                                                                                                                                                               |
| Current Employer                                                                                        | Self Employed                                                                                                                                                                                                                                                                                                            |
| Current Position                                                                                        | Consultant / Advisor                                                                                                                                                                                                                                                                                                     |
| <b>Experience &amp; Qualifications</b>                                                                  |                                                                                                                                                                                                                                                                                                                          |
| 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: | Financial skills (CPA)<br>Technology knowledge and skills (Master of Technology Management)<br>Certified project manager<br>Consulting and strategy experience<br>Collaboration within and across local and geographically dispersed teams<br>Ability to analyze and understand issues and reach solutions               |
| Please share your community interests (groups, committees, organizations) if any:                       | Residential and commercial rejuvenation and development<br>Social and emotional learning for children K-6<br>Sporting clubs - sailing, golf and racquet sports<br>An overall interest in helping Bainbridge Island thrive in an ever changing environment whilst still being mindful of its current splendor and history |
| Do you have potential conflicts of interest? If so, please explain:                                     | No conflicts                                                                                                                                                                                                                                                                                                             |
| Please attach a cover letter and resume' to describe your background and interest in this role. Feel    |                                                                                                                                                                                                                                                                                                                          |

free to provide other  
materials, if you wish.

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Type the Year

2023

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May 6, 2023

**Re: Planning Commission Volunteer Application**

To City of Bainbridge Island,

I apply for this role with an interest and desire to contribute to the future of Bainbridge Island in a significant manner. I have been a resident of the city for the past 2 years, and will bring a range of relevant skills and capabilities to this role, including:

- Experience and ability to serve in an advisory capacity developed through my professional consulting career and board / committee memberships for several non-profit organizations - business councils, homeowner associations and sporting clubs
- Ability to address complex topics and reach conclusions
- Strong oral and written presentation capabilities
- Ability to achieve consensus across different stakeholders and objectives
- Strong understanding and interest in technology, demographics, economic trends, and current issues that impact the City of Bainbridge

I am known amongst my colleagues for hard work, business acumen and collaborative ability across diverse backgrounds and levels within organizations.

My education and professional work experience (Resume) is outlined at <https://www.linkedin.com/in/kevinlarnach>. I was born in Australia, and am now a permanent resident of the USA having been here for the past 13 years.

Thank you for considering this application.

Kind Regards,

Kevin Larnach

[REDACTED]

Bainbridge Island WA 98110

[REDACTED]

**From:** noreply@civicplus.com  
**Sent:** Wednesday, May 17, 2023 11:02 AM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

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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.

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### **Applicant Information**

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Name

Lisa Neal

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|                                                                                                                                                    |                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Email                                                                                                                                              | [REDACTED]                                                  |
| Daytime Phone                                                                                                                                      | [REDACTED]                                                  |
| Address                                                                                                                                            | [REDACTED]                                                  |
| City                                                                                                                                               | Bainbridge Island                                           |
| State                                                                                                                                              | WA                                                          |
| Zip                                                                                                                                                | 98110                                                       |
| Current Employer                                                                                                                                   | Self                                                        |
| Current Position                                                                                                                                   | Attorney                                                    |
| <b>Experience &amp; Qualifications</b>                                                                                                             |                                                             |
| Have you served on any city committees, commissions, boards or task forces in the past?                                                            | Yes                                                         |
| If yes, please indicate which group(s).                                                                                                            | Island Center Subarea Planning Process<br>Salary Commission |
| Please share your qualifications for this appointment (skills, activities, training, education) if any:                                            | Please see attached.                                        |
| Please share your community interests (groups, committees, organizations) if any:                                                                  | Please see attached.                                        |
| Do you have potential conflicts of interest? If so, please explain:                                                                                | No.                                                         |
| Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish. |                                                             |
| Type the Year                                                                                                                                      | 2023                                                        |



## PLANNING COMMISSION APPLICATION

LISA NEAL

May 17, 2023

Greetings:

The Planning Commission is to be comprised of members who reflect the community. BIMC 2.14.020.C.1. The Planning Commission not only reviews applications for land uses, but does the first work on new ordinances, as well as the revisions to the Comprehensive Plan. To do this work, a Commissioner must have a knowledge of the Island and community, and ideally should be someone who has lived here for longer than one or two years. Also, the Commission should not be weighted toward development and realty interests. The current Commission members are heavily weighted toward landowners, realtors, and persons involved with the building/sales and planning industry. Respectfully, the Commission openings should be filled by persons who have a more diverse perspective, and who have previously shown an interest in and knowledge of the policy issues that come before the Planning Commission. The Commission openings should be filled by persons who will not be in a position to gain monetarily from their decisions made while in voluntary government service.

I have lived here since January of 1996, and have been involved in public discussion of land use issues since my arrival. My husband and I researched the Comprehensive Plan before moving here, even purchasing our own copy when we were considering the Island for our home. We made our decision to move to the Island rather than another Northwest community based on that research. We also deeply researched areas of the Island before choosing the Fletcher Bay area to buy a home. As a lawyer whose work routinely involves statute construction, and as a longtime resident who regularly makes informed comments to the Commission and the Council on complex land use issues, and as one who is not also involved in development, who does not own large blocks of property, and who does not make a living by selling real estate, I am uniquely qualified to fill a position. I have attached a number of memos I have prepared over the recent

years that illustrate my analysis and involvement. In short, mine is a voice that speaks for typical Island resident, and is one that should be heard on the Commission.

Recently, I weighed in to request that the Winslow Subarea Planning Process not exclude community members from the governing committee, pointing out that the current Code requires a committee (which had not yet been put in place – for a year). I have commented several times on the Housing Action Plan, pointing out it was created by consultants, Staff members, and developers, and was heavily weighted toward more density without requiring affordability. During the Island Center Subarea Planning Process, I informed the Committee that the law allows (and the Comprehensive Plan and GMA supports) mandating affordability for all new density, and that Committee listened and implemented that requirement. This input was opposed by Staff and one of the consultants, Charlie Wenzlau (who was involved in the HAP). Not only were their positions violative of the Comprehensive Plan which allows increased density in Neighborhood Centers like Island Center *only* for affordable housing or through transfer of rights from other areas (LU 5.2), and not only was offering their own opinions on policy outside the proper scope of their role in the process, but the then-recent Wintergreen project shows they were wrong (as the project owner is making money on the affordable units, and has been incentivized by the bonus density and extra profit to build the affordable units). We need persons on the Planning Commission who are knowledgeable and who will stand up for the Comprehensive Plan and our community.

The Commission will be working on possible revisions to our Comprehensive Plan soon. I was closely involved in the last Comprehensive Plan revisions, working with, among others, Charles Schmid and Olaf Ribeiro in reviewing drafts and providing comments to the Planning Commission and to Council. I alerted Councilmembers to certain elements in the draft Plan that they had also seen and flagged as inaccurate representations of the Island's desires, and these were removed by the Council.

I have also been involved in Code revisions in the past two years. I have consistently advocated for revision to BIMC 18.12.030(D) to remove bonus density for any housing. I worked

with the "Fairy Dell" group to analyze the building permits for that project with regard to the current Code, spoke with planners and Councilmembers, investigated the work on the lots, reviewed the permit applications, and spoke with the City Arborist and the assigned Planner regarding the Plans. My work revealed that the Plans reflected retention of trees and buffers that was not actually required to happen due to lot size. I have advocated for changes to the current Code to close these loopholes and to require accurate representations of canopy retention on Plans. Council has placed revision to regulations for such permits on its workplan.

I also have a deep understanding of the Growth Management Act's requirements, not only regarding Comprehensive Plans, but also regarding the allocation of anticipated population growth. Over the years, I have often corrected statements that the Growth Management Act "requires growth" to instruct that the Act requires management, not promotion, of growth. I have repeatedly researched "the numbers," including actual current population and future assumptions and allocations and buildable lands, and have corrected Planning Department representations that we will have to increase density on the Island to meet future population allocations. I have confirmed multiple times, through review of the Buildable Lands Report, the Census, and through speaking with the Councilmembers involved in population allocation negotiations, that we have much more than enough density for all allocations through the year 2050. I also know that the Growth Management Act does not require a community to outgrow its natural and infrastructure resources. It is important that someone who understands the law is on the Commission when it reviews our Comprehensive Plan. From the multiple Commission meetings I've viewed/attended, it is unclear to me whether any of the current, or departed, Commissioners possessed such understanding.

I have also done extensive research regarding the affordable housing issue. In addition to my close review of the Affordable Housing Task Force's report and the 2019 consultant report (ECONorthwest), I have researched affordable housing measures state- and nationwide over the past several years. In that research, I found that a current Washington state law that would allow us to mandate affordable housing for any upzone in density has never been used on the Island,

including in Winslow, or in the last Lynwood Center Subarea Plan. I have interviewed several past Councilmembers and learned they were not aware of the law. I have advocated that we should not fail to use this law in the future, most recently in response to the City Council Affordable Housing Ad Hoc Committee's recommendation. Through my research, I have also learned a great deal regarding the failures nationwide of various strategies, and learned of strategies used elsewhere that may not be used here due to Constitutional prohibitions. I have researched the history of our current and prior strategies and ordinances and learned why they failed. I have commented to Council regarding the scope of work for the HAP, noting that the scope of work appears to omit the absence of analysis regarding the need for workforce housing on the Island. I have also advocated for implementation of an ordinance that would prioritize Islanders, either residents or current workers, for grants of affordable housing units. All of this knowledge will inform work on future affordable housing ordinances, if I am appointed.

Finally, I have worked on several Council campaigns over the past seven years, and through that community engagement met with many Island residents and heard their concerns. That engagement continued while I served on the Island Center committee. I also usually attend any Ward meetings, both for the South Ward where I live, and other Wards, and hear the many issues discussed by Islanders. I, therefore, have a broad understanding of Islanders' concerns with regard to land use that will be of great assistance on the Commission, if I am appointed.

In short, I am interested in the work, I have a deep knowledge base developed over years of paying attention, and I have the necessary skill set to work through what are frequently complex legal and factual issues. Attached are a few memos I have submitted over the years. I look forward to having the opportunity to help my community navigate these issues as a Planning Commissioner. Thank you.

# Policy Brief on Population Targets & Affordable Housing

## Existing Conditions

### Growth Restrictions and Requirements

#### The Growth Management Act

The GMA requires planning for growth to protect the environment; nothing in the GMA requires growth.

#### Comprehensive Plan

Relevant to this discussion, our Comprehensive Plan (“Comp Plan”) provides:

##### **Policy EN 1.1**

A primary goal of the *Comprehensive Plan* is protecting the Island's natural environment; land use decisions implement this *goal*.

The Housing Element recognizes that the Growth Management Act provides that we “encourage the availability of *affordable housing* to all economic segments . . . “ RCW 36.70A.020(4).

We are, therefore, required to **encourage** “affordable housing,” but we **must** support the goal of protecting the Island's natural resources; we may not fail to protect while encouraging. In other words, protecting the environment is the priority, under the GMA, not the encouragement of AH, which is a secondary consideration. Too much growth lately has been allowed at the expense of the environment.

Vision 2050 recognizes that the GMA mandates identification and protection of locally important open space. RCW 36.70A.170.

Increases in density in Neighborhood Centers are allowed only through TDRs and affordable housing. Comprehensive Plan LU 5.2.

#### Growth Allocation Through 2044 and Capacity

The City has agreed to and must plan for an increase of 4,524 persons through 2044. (City Council Agenda Bill passed March 1, 2022). According to the 2021 Buildable Land Report, the Island can accommodate 5,301 persons with current zoning. (2021 Buildable Lands Report Ex. 41, p. 58). In other words, **no new density is required** to accommodate this population allocation.

<https://www.kitsapgov.com/dcd/PEP%20Documents/DRAFT%20Buildable%20Lands%20Report%20-%20August%202021.pdf>

Contrary to statements that Bainbridge has grown too slowly/less quickly than other Kitsap

communities, Bainbridge has hit 96% of the anticipated growth, one of the highest percentages in Kitsap County. 2021 BLR p. 21. Bainbridge hit 232% of its employment growth target. Bainbridge achieved density in excess of the maximum allowed density in several zoning areas, including the Ferry Terminal Overlay Zone.

The Winslow Master Plan UW study reports that Winslow has a capacity (vacant lands) of 3,989, plus (redeveloped) 696, for a total of 4,685. WMP Study p. 31. In other words, we have close to the capacity needed for the agreed-to future growth allocation **just in Winslow**.

#### Affordability Mandates Authorized

RCW 36.70A.540 allows Bainbridge Island to mandate affordability for all increases in density, height and bulk bonuses, fee waivers or exemptions, parking reductions, expedited permitting, or any other incentive. Recent development on Bainbridge Island (the Wintergreen project) illustrates that "even" affordable housing can be profitable for the developer, disproving the mantra that such projects "won't pencil out" without significant market rate bonus density.

Statutory support, therefore, exists for mandating that any new density be affordable; Bainbridge Island could even require affordable units without providing bonus density, as the statute allows for many other benefits in exchange.

#### BIMC Code

- a. BIMC 18.12.030(D) - applicable in NC Districts; and (E) - applicable in Winslow Mixed Use and High School Road Districts;
- b. HDDP - BIMC 2.16.020.S, applicable in the Winslow Sanitary Sewer System Area; and
- c. BIMC 18.21 - applicable in all areas, save lots that can only accommodate one dwelling unit.

In the works is another ordinance for religious organizations. I have argued for sunseting of the HDDP, and against a standalone religious organization code section, as a. and c. could be amended to accommodate the goals of those ordinances.

BIMC 18.12.030(D) should be amended to remove bonus density for anything other than affordable housing to make that section consistent with (E) and with the Comprehensive Plan's LU 5.2:

#### Policy LU 5.2

Increased density over and above the existing zoning in the Neighborhood Centers *should* only occur through a shift in *density* from areas identified in the Island-wide Conservation Strategy through *PDRs*, *TDRs* or other mechanisms and through the use of *density bonuses* for *affordable housing*.

(2017 Comprehensive Plan, italics in the original)

See also *Policy Brief on Changes Needed to BIMC 18.12.030(D)*.

### Concurrency Required

Planning for growth must include analysis of whether infrastructure exists to support that growth:

<https://app.leg.wa.gov/wac/default.aspx?cite=365-196-840>

This concept is called "concurrency":

<https://mrsc.org/Home/Explore-Topics/Planning/General-Planning-and-Growth-Management/Concurrency.aspx>

Regulation WAC 365-196-840 requires that “public facilities and services necessary to support development” are available. Public facilities include transportation, water, sewer, and parks. WAC 365-196-415(2)(a)(ii). The GMA *requires* determining concurrency of transportation facilities at the time of reviewing a permit application. The law further, however, allows jurisdictions to “adopt a concurrency mechanism for other facilities that are deemed necessary for development.” WAC 365-196-840(2). WAC 365-196-415 provides the Comprehensive Plan planning required, which includes projecting use based on the Comp Plan draft’s land use element. No such analysis, for any capital and public facilities, has been done regarding the now-agreed-to 4,500.

On Bainbridge Island, from 2010 - 2020, we only added 1,800 people, and what we know today is that our sewage treatment facility is at 99% capacity (and as an aside, the City continues to issue building permits!). Roundabouts on 305 are being warranted by traffic congestion. Our agreement to take on 2.5 times MORE people over next 24 years was made without an analysis of whether current infrastructure can support that growth, or the feasibility of adding that infrastructure. Similarly, our groundwater management plan is not complete, but could likely fail to result in any analysis of the sustainability of current use.

Bainbridge Island's failure to adopt such mechanisms is a factor in its failure to slow and target growth to where it can be accommodated.

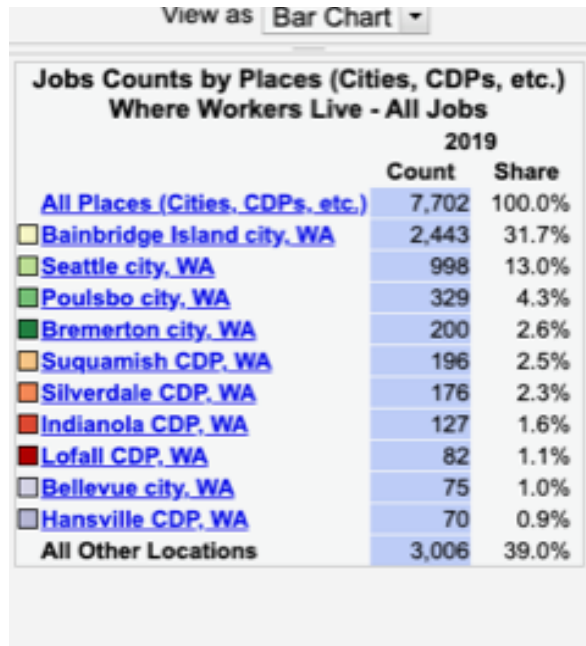
### Groundwater Management Plan

Part of concurrency is whether water is available. City Council approved hiring a hydrologist to develop a sustainable Groundwater Management Plan in 2018, but we do not presently have a full report on the Island’s supply of groundwater, including for the 50% of the Island on private wells, or a plan to maintain sustainability, including an analysis of the carrying capacity. Again, this comes back to preservation of the environment. Any talk of increasing density before we know whether we are already drawing down the aquifers is premature.

## Island Workers and Current Housing

### "Workforce Housing"

An emphasis on the need for "workforce housing" often underlies calls for more density. The City Council has funded a Housing Action Plan ("HAP") (funded at the 8-17-21 CC Meeting). The Housing Needs Assessment ("HNA") that will underpin the HAP was presented to Council on October 18, 2022. Much or all of the information regarding Island workers who commute onto the Island came from the Census. <https://onthemap.ces.census.gov/>



Regarding workers on BI, [onthemap.ces.census.gov](https://onthemap.ces.census.gov). (Go to the link, search for Bainbridge Island, select it, click on "perform analysis on selection area", choose "all jobs", and go). Choosing Home Destination Analysis provides the snapshot above. Checking Inflow/Outflow provides an analysis of where workers live. Employed on BI but living outside BI are 5,259. Living on BI but working in Seattle are 6,470.



An interesting note is that Poulsbo workers live outside Poulsbo at a higher percentage than Bainbridge workers:

| Jobs Counts by Places (Cities, CDPs, etc.)<br>Where Workers Live - All Jobs<br>2019                                          |              |              |
|------------------------------------------------------------------------------------------------------------------------------|--------------|--------------|
|                                                                                                                              | Count        | Share        |
| <a href="#">All Places (Cities, CDPs, etc.)</a>                                                                              | 6,959        | 100.0%       |
|  <a href="#">Poulsbo city, WA</a>           | 733          | 10.5%        |
|  <a href="#">Silverdale CDP, WA</a>         | 481          | 6.9%         |
|  <a href="#">Bremerton city, WA</a>         | 383          | 5.5%         |
|  <a href="#">Bainbridge Island city, WA</a> | 227          | 3.3%         |
|  <a href="#">Suquamish CDP, WA</a>          | 180          | 2.6%         |
|  <a href="#">Lofall CDP, WA</a>             | 174          | 2.5%         |
|  <a href="#">Seattle city, WA</a>           | 152          | 2.2%         |
|  <a href="#">Indianola CDP, WA</a>          | 148          | 2.1%         |
|  <a href="#">Hansville CDP, WA</a>          | 141          | 2.0%         |
|  <a href="#">Kingston CDP, WA</a>           | 111          | 1.6%         |
| <b>All Other Locations</b>                                                                                                   | <b>4,229</b> | <b>60.8%</b> |

This fact is despite the massive development in Poulsbo over the past few years.

Statistics provided by HRB reveals that of the 59 current (adult) residents (rental and 6 resales), about 60% are retired or disabled, and about 37% work on Bainbridge Island. Statistics regarding the Ferncliff development (land donated, all affordable units) indicates that about 50% of the purchasers of Ferncliff Phase I worked in Seattle. Of the 16 homes sold for Phase II, 6 households had an Island worker, 6 households were retired, and 4 households worked off Island.

The March 2022 HRB waitlist for ownership was comprised of about 50% of persons live on BI now or work on Bainbridge (17 out of 35). The March 2022 HRB waitlist for rentals was 92 households, with 28 having at least one person who works on the Island, 30 with at least one retired person, and 27 with at least one member on disability. So the rental waitlist is comprised of about 30% Island worker households.

COBI provided the HNA drafters with stats regarding its workers on page 57 of the draft HNA. Overall, 37 percent of the employees (management, non-management and police) live on Bainbridge Island. The HNA did not provide stats regarding BISD or BIFD.

More comments about the HNA:

- The HNA presentation asked: "How Much of this commuting is due to the lack of suitable affordable housing or housing meeting needs?" Indeed. That was one of the main issues that this report was to answer. Will this answer be forthcoming?
- Note that the number of Islanders who commute off Island for work is more than those who commute onto the Island. The core political question is why should those workers

subsidize other workers' commutes as is implied by this Report? Not surprisingly, the wealthy here have attracted more services such as restaurants and spas, and this sector has grown (as it has nationwide). Health care is included in this sector analysis, but we note that we lost the Harrison facility, and anecdotally doctors have left the Island from ongoing concerns such as the merged Virginia Mason-Harrison facility. More nurses living on the Island will not increase the number of doctors and the lack of doctors, not nurses, is impacting the availability of medical care on the Island. The report fails to provide any data on who among these on-Island workers do not already live here.

- The draft Report provides at p. 49 a breakdown of on-Island jobs. The Report fails to provide income levels, but one could assume that the Services and Retail Trade jobs are mostly lower income. The total number for those two categories is 4,245. The Report fails to provide data on how many of these workers commute onto the Island. The report fails to provide this data found on [Onthemap.ces.census.gov](https://onthemap.ces.census.gov) reveals that the jobs (all jobs) on Bainbridge provide the following levels of income:

|                        |       |
|------------------------|-------|
| \$1250/month or less   | 1,641 |
| \$1251 - \$3333/month. | 2,090 |
| More than \$3333/month | 3,971 |

- Unfortunately, the Census data does not provide a breakdown above \$3,333 per month. However, the number of jobs below \$3,333 per month is close to the number of Service and Retail Trade jobs in the HNA.

### Housing Costs and Values

- The Census provided that the median value of owner-occupied units was \$783,600 for 2020, while the Report states the median sales price in November of 2020 was \$1.2M. These are sales prices, not values. The data is shown on Exhibit 33, p. 43.
- Spot checks of recent, large, developments in Kitsap County reveals prices north of \$700,000. The Kitsap County developments have been large (thousands of units). This price point illustrates the fallacy of "build more" as a solution.

I was unable to find any discussion of the value of current housing stock on Bainbridge Island in the draft HNA. Table 31 of the 2015 Housing Needs Assessment provides that over 82% of the existing (2013 assessed value) housing stock was valued at under \$500,000. The data set included condominiums and mobile homes.

Based on informal review (my own) of assessed value data pulled from Kitsap County, we have 10,960 housing units, and in 2019, 2,637 are valued at \$500,000 or less, and 4,034 were valued at \$600,000 or under.

### Affordable Housing Developments

The City recently committed \$2M in ARPA funds toward the \$4M purchase 13 units that were previously affordable, had been sold by owner Housing Kitsap, and are now part of a mostly

market rate development at Wyatt & Madison.

<https://www.housingresourcesbi.org/2m-from-arpa-enables-purchase-of-13-units-at-wyatt-madison/>

Wintergreen is anticipated to include about 24 affordable units, using BIMC 18.12.030(E). These were all bonus units under the Code section. The developer acknowledged it will make a profit even on the bonus affordable units.

Ferncliff Village is discussed above. The upshot is that about 50% of the purchasers of Ferncliff Phase I worked in Seattle, and 25% of Phase II purchasers worked off Island (37% worked on Bainbridge, with the remainder being retired).

The draft HNA provides a chart of subsidized rental units, Exhibit 55, p. 62.

**Conclusion** The desire to subsidize housing for some Island Workers here is not only politically problematic, but the result of affordable housing is sometimes, if not often, that most of the residents work off Island.

### **What is “Affordable” and Who Will Be Subsidized?**

#### **The HNA Analysis**

The draft HNA includes an Housing Affordability chart includes mostly professional workers, and illustrates that two-income households including teachers and construction managers can afford a house costing about \$700,000 - 800,000. Other professions can afford more. Unless the suggestion is that those of us making less should subsidize those making more, the lack of data at the lower range of incomes makes it impossible to assess what housing is needed (assuming we decide to subsidize housing). (HNA P. 64).

#### **Median Income**

The 2020 median household income for Bainbridge Island (est.) was \$125,861. The 2020 median household income for Kitsap County was \$78,969. HNA p. 19. Eighty percent of BI's median income is \$100,688.

#### **Affording a Housing Unit**

The draft HNA at p. 64 provides Exhibit 52 "Housing affordability by income compared to monthly housing costs, 2022." The median family income levels and incomes shown are for Bremerton-Silverdale, not Bainbridge Island. The draft HNA explains that our Code requires using the Bremerton-Silverdale median income levels. The lowest income shown is for Postal Service Clerk, and the remainder are professional positions. While the chart illustrates that those earning the incomes shown cannot afford most houses on Bainbridge Island, the chart does not provide any information regarding households earning under 80% of the applicable MFI.

## **Gaining More Affordable Housing**

### COBI May Mandate AH When Upzoning

RCW 36.70A.540(3)(d) provides:

3. Affordable housing incentive programs enacted or expanded under this section may be applied within the jurisdiction to address the need for increased residential development, consistent with local growth management and housing policies, as follows:

\* \* \*

(d) The jurisdiction may establish a minimum amount of affordable housing that must be provided by all residential developments being built under the revised regulations, consistent with the requirements of this section.

The full Code section is found here:

<https://apps.leg.wa.gov/Rcw/default.aspx?cite=36.70A.540#:~:text=The%20legislature%20encourages%20cities%2C%20towns,rate%20housing%20developments%20throughout%20the>

Under this Code section, whenever COBI upzones an area (such as with the Winslow Master Plan and the Lynwood Center Subarea Plan amendments) it may require that all of the upzoned density is affordable. We missed opportunities on the two upzones mentioned.

Additional guidance is found at WAC 365-196-870(2)(b)(i)-(iii). “WACs” are regulations enacted by agencies to provide implementation guidance. The full WAC may be found here:

<https://apps.leg.wa.gov/wac/default.aspx?cite=365-196-870>

The regulation states in part:

\* \* \*

(2) Counties and cities may establish an incentive program that is either required or optional.

\* \* \*

(b) Counties and cities may establish an incentive program that requires a minimum amount of affordable housing that must be provided by all residential developments built under the revised regulations. The minimum amount of affordable housing may be a percentage of the units or floor area in an development or of the development capacity of the site under the revised regulations. These programs may be established as follows:

\* \* \*

(ii) The city or county adopts revised regulations to increase development capacity through zoning changes, bonus densities, height and bulk increases, parking reductions, or other regulatory changes or other incentives.

\* \* \*

(c) Counties and cities may choose to offer incentives through development regulations, or through conditions on rezones or permit decisions.

Any upzoning on Bainbridge should mandate that all upzoned units are affordable. We failed to do this when we upzoned Winslow, and when we upzoned Lynwood Center. We surplused the affordable units on Government Way.

#### “Affordable” is Defined

The WAC makes clear that the income levels must be consistent with RCW 36.70A.540(2)(b). WAC Section (4) states “[t]he housing must be affordable to and occupied by low-income households. (a) Low-income renter households are defined as households with incomes of fifty percent or less of the county median family income, adjusted for family size.” For buyers, the prices must be affordable to “low-income first-time homebuyers” under FHA rules. WAC 365-196-870(5)(b). “Affordable” rent means 30% of income is spent on housing. WAC 365-196-870(5)(a). The WAC (section 4(c)) does provide that after hearings, cities and counties may adjust the income levels, but the upper limit is 80% of median income.

RCW 43.185A.1010 further provides that any housing unit that costs 30% of the household's income is “affordable housing.” That does not mean, however, that incentive programs or mandates may be created that require housing over the limits in RCW 36.70A.540.

In other words, there does not appear to be any support in state law for mandating or incentivizing (“encouraging”) housing for those households earning more than 80% of the median income. Restricting housing size, or encouraging ADUs, has been discussed as promoting housing for those earning in this range, but recent ADUs in the Roost sold for over \$500,000, indicating this may not be a viable strategy.

#### More than Bonus Density May Provide Incentives

Both the Code section and the WAC provide a list of items that can be used as incentives, if a community elects to not require affordable housing. Payment in lieu (WAC 365-196-870(8)); density bonuses, height and bulk bonuses, fee waivers or exemptions, parking reductions, and expedited permitting may be used either solely or in combination combined to create incentive programs. RCW 36.70A.540(1)(a).

For existing zoning that is not being changed, these provisions provide something in addition to density bonuses.

## What We Can't Do

1. We cannot tax and put the money into an affordable housing fund, because that was tried before. Prior to 2007, the City assessed extra permitting fees to fund an AH trust. The Court of Appeals found the City must justify the fee under the applicable statute for permit costs that allows such fees only to defray actual expenses (RCW 82.02.020). *Home Builders v. City of Bainbridge Island*, 137 Wn. App. 338 (2007).
2. We cannot tax land transfers as happens in some states, because our Constitution prohibits such specific taxes.
3. We cannot give away Suzuki and underwrite infrastructure for Suzuki if the project is not 100% affordable.

**Changes Needed to BIMC 18.12.030(D)**

BIMC 18.12.030(D) is the bonus density code for Neighborhood Centers. The code section allows bonus density for things other than affordable housing (code is set out below). This allowance conflicts with the Comprehensive Plan at LU 5.2, which allows increases in Neighborhood Center density only through affordable housing and transfer of development rights. BIMC 18.12.030(D) should be amended to conform to the Comprehensive Plan.

**Discussion**

BIMC 18.12 provides Dimensional Provisions for developments. BIMC 18.12..030 (D) provides "Bonus Density in NC [Neighborhood Centers] District:

D. Bonus Density in NC District. Bonus density shall be available in the NC district as follows:

1. Three units per acre with the provision of transfer of development rights (TDRs), in accordance with Chapter [18.27](#) BIMC; or
2. Three units per acre with the provision of affordable housing, in accordance with the provisions of Chapter [18.21](#) BIMC; or
3. Three units per acre if the development is commercial/residential mixed use and public sewer and public water are not provided, or five units per acre if the mixed use development is on public water and sewer. The residential units must be located above the ground floor if the building is located on a collector or secondary arterial or higher road classification; however, for mixed use projects, if the building fronts on a local or private street, residential units can be located on the ground floor.
  - a. In instances where a project contains both mixed use and residential-only buildings, the bonus density shall only be calculated based on the mixed use buildings. The residential-only buildings shall not be used to calculate the bonus density; or
4. Five units per acre with the provisions of TDRs and public sewer and water; or
5. Five units per acre with public water and sewer and the provision of affordable housing in accordance with Chapter [18.21](#) BIMC; or
6. Up to 12 units per acre for those specific parcels located in Lynwood Center and so designated on the land use map as NC/R-12 for the Lynwood Center special planning area; provided, that all requirements

of this title applicable to the NC are met, and that:

- a. The development is commercial/residential mixed use with the residential units located above the ground floor if the building is located on a collector or secondary arterial or higher road classification; however, for mixed use projects, if the building fronts on a local or private street, residential units can be located on the ground floor; and
- b. Public sewer and water are provided; and
- c. The requirements of Chapters [18.18](#) and [18.21](#) BMC are met; and
  - d. A community center is constructed that is of similar style and quality to the entire development, is no less than 2,000 square feet, provides kitchen facilities, public rest rooms and outside access. The community center is to be used primarily for community functions.

BMC 18.12.030(D) is inconsistent with the Comprehensive Plan. Policy LU- 5.2 sets out the requirements for increasing density in Neighborhood Centers:

#### Policy LU 5.2

Increased density over and above the existing zoning in the Neighborhood Centers *should* only occur through a shift in *density* from areas identified in the Island-wide Conservation Strategy through *PDRs*, *TDRs* or other mechanisms and through the use of *density bonuses* for *affordable housing*.

(2017 Comprehensive Plan, italics in the original)

Conclusion: BMC 18.12.303(D) is inconsistent with the Comprehensive Plan, because it allows bonus density that is not transferred in and affordable.



March 1, 2022 Email to City Council

Re: Population allocation

Council –

It appears that Council will address the Island's future growth number (or at least what number we will agree to) tonight, without benefit of public comment. We object to the lack of transparency and the prevention of full public input after an appropriate notice period.

The statistics provided to Council appear faulty. The Staff Memo dated February 25, 2022, and provided in tonight's Agenda packet, shows a historic annual growth rate of 1.007% between 2013 and 2020. It is not clear what numbers were used to create the annual growth rate. Lisa wrote to the City Manager requesting clarification regarding the origin of the conclusion provided, but has not received a response.

Using census numbers, we have added 1,800 people from 2010 (23,025) through 2020 (24,825), totaling a 7.25% increase, or an annualized increase of about .70% per year, not 1.07%.

<https://www.census.gov/quickfacts/bainbridgeislandcitywashington>

As an aside, we don't know about you, but that increased population of 1,800 has not been pleasant. Already our downtown is inaccessible to residents due to tourism and highly dense development, residents often cannot park, downtown, or at the Parks, and the Winslow sewer plant cannot keep up "when it rains a lot." The prospect of adding 4,500 more people over the next 24 years is not a pleasant one to contemplate. BISD already overshot needed capacity with its 80M levy for school buildings. If you agree to too much new population, however, you will again burden your current residents with the cost of new schools.

That said, the Council should not use an estimated population starting point from some date other than 2010, the last census. Against the Staff Memo 1.07%, we note that the latest Buildable Lands Report shows a percentage change between 2013 and 2019 (six years, and pre-Covid) of 5.7%, less than 1%. As shown, using the actual population numbers indicates a much lower growth number, about .70% per year. Projecting .70% over 24 years results in the final

number suggested by Staff, a growth of 4,524 through the year 2044. We currently have 5,301 in zoned population capacity, or 117% of the amount needed through 2044. We do not, in other words, need to “do anything” to accommodate the suggested 4,524.

The 4,500 number may be too high, however. While Bainbridge Island and the other Kitsap HCT communities agreed on an increase of 4,500 back in October of 2019, that agreement was in front of the census, before it was known where we were on the population scale. That number would have been reduced by the 2019-2020 population increase, because communities get “credit” for where they actually are when the clock starts on adding population toward a future goal. (For example, Kitsap as a whole will receive “credit” toward the PSRC projection for the massive developments in Poulsbo, Port Orchard and Bremerton, when Comprehensive Plan compliance is analyzed. Google the news articles, we are talking almost 10,000 units.) According to the 2021 Buildable Lands Report at p. 30, the 2019 estimated population was 24,520, so that difference of 305 must be taken off the 4,500. That results in the number 4,200.

The agreement to plan for 4,500 in new population was also made before we had received the UW Winslow “Master” Plan [hereafter Subarea Plan] study (Study). The Study at p. 31 indicates that Winslow, the only area of the Island served by substantial sewer service, has a population capacity of 3,989 (in vacant properties). Additional capacity would require redevelopment of other properties. This number supports agreeing to yet a lower number, under 4,000.

Further, however, since the agreement, we’ve had two major spills from the Winslow sewer plant. Given the failures of our current sewer plant, and the unfairness of demanding that people who are not “on” the sewer plant to pay to upgrade the plant to accommodate new growth, however, it would appear Winslow cannot accommodate any more population. It may be necessary to “downzone” Winslow to avoid polluting the Sound.

Obviously, there is capacity outside Winslow for “organic” growth (meaning the right of property owners to develop their own property under current zoning). This number is not

readily apparent from the 2021 BLR. Page 217 (only the August draft is available online) of the 2021 BLR pdf provides a chart for Bainbridge Island segregated by Zone, not areas of the Island. (The BLR assumes household size of 2.5.) Zones R- .4 through R-2 have available units totaling 1,663. The Vision 2050 Housing Background Paper states that the region's household size is forecasted to decrease to 2.36 people by the year 2050. (This is lower than the 2.45 used in the Subarea Plan Study and lower than the 2.5 assumed in the BLR.) Therefore, what we assume is 1,663 housing units outside Winslow can accommodate 3,924 people. Such growth, would, however, be in the absence of a reasonable transit system on the Island, and would adversely affect our "carbon footprint," as well as adversely impact aquifer recharge areas.

This brings us to our final point. These projections and agreements are being made in the absence of a Groundwater Management Plan. We may already be acting in an unsustainable manner, drawing down our aquifers with our current population. Until we know the status of our aquifers, we cannot agree to *any* population increase, and should be putting the brakes on bonus density ordinances and large scale housing developments. If we are sustainable now, we need to project out through 24 years of global warming to determine how many additional straws can be put into our aquifers before our wells go dry. (Fifty-percent of the Island is on a private well.) Until we know that, it is simply irresponsible to grow the Island's population.

Please send a low number to the KRCC subcommittee, and instruct our hydrologist to come to a conclusion soon.

Thank you –

Lisa and Chris Neal

**From:** noreply@civicplus.com  
**Sent:** Monday, May 15, 2023 3:09 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

**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.**

## Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

### 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.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoﬀ at 780-8624 (desk) or by email at [cityadmin@bainbridgewa.gov](mailto: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.

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### **Applicant Information**

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|      |            |
|------|------------|
| Name | kent scott |
|------|------------|

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|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Email                                                                                                                                              |                                                                                                                                                                                                                                                                                                                  |
| Daytime Phone                                                                                                                                      |                                                                                                                                                                                                                                                                                                                  |
| Address                                                                                                                                            |                                                                                                                                                                                                                                                                                                                  |
| City                                                                                                                                               | bainbridge island                                                                                                                                                                                                                                                                                                |
| State                                                                                                                                              | wa                                                                                                                                                                                                                                                                                                               |
| Zip                                                                                                                                                | 98110                                                                                                                                                                                                                                                                                                            |
| Current Employer                                                                                                                                   | retired                                                                                                                                                                                                                                                                                                          |
| Current Position                                                                                                                                   | retired                                                                                                                                                                                                                                                                                                          |
| <b>Experience &amp; Qualifications</b>                                                                                                             |                                                                                                                                                                                                                                                                                                                  |
| Have you served on any city committees, commissions, boards or task forces in the past?                                                            | Yes                                                                                                                                                                                                                                                                                                              |
| If yes, please indicate which group(s).                                                                                                            | Public Art Committee, Design Review Board, Open Space Commission,                                                                                                                                                                                                                                                |
| Please share your qualifications for this appointment (skills, activities, training, education) if any:                                            | My work experience involves 40 years of planning, design, and construction for projects ranging from institutional, government, and private parties and included affordable housing, urban design, mixed use infill, public parks, and large public destinations - parks, interpretive and education facilities. |
| Please share your community interests (groups, committees, organizations) if any:                                                                  | As a 35 year resident I have been involved with public policy discussions - housing, non-motorized transportation and land use. I have also been a consultant to and steward for the Bainbridge Land Trust. I believe the Comp Plan, the Climate Action Plan should provide guidance for Island policies.        |
| Do you have potential conflicts of interest? If so, please explain:                                                                                | None.                                                                                                                                                                                                                                                                                                            |
| Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish. |                                                                                                                                                                                                                                                                                                                  |
| Type the Year                                                                                                                                      | 2023                                                                                                                                                                                                                                                                                                             |

Resume for **Kent Scott**

For **Bainbridge Island Planning Commission**

15 May 2023

***Experienced planner / designer / with over 40 years of varied public and private work and extensive community involvement***

### **Professional Summary**

- *Experienced with public process / collaborative teams / stakeholder outreach*
- *Motivated to build upon institutional precedent / goals / long term vision / social justice and equity*
- *Experienced with diverse planning, design, and construction management - scheduling, financials, contracts, and document management*
- *Broad project experience including accessibility compliance, parks, utility upgrades, affordable and senior housing, zoos/interpretive centers, and open space for institutional, private, government, non-profit, and community groups*
- *Thoughtful and direct collaborator with leadership, staff, consultants, vendors and end users*
- *Committed action oriented hands-on team member who values camaraderie and team success*

### **Professional Experience**

**City of Seattle, Seattle Parks and Recreation, Seattle WA 2016 to 2021** Senior Capital Projects Coordinator

- *Manager of diverse projects - building remodels and public facilities from planning to completion*
- *Fluent with processes and requirements - planning, management process, coordination with facilities, permitting and codes*
- *Broad experience with aligned City of Seattle departments including Seattle City Light, Seattle Public Utilities and Seattle Department of Transportation as well as other jurisdictions*
- *Managed project from feasibility through completion including presentations, quality control, and value engineering*
- *Coordinated art and interpretive elements*

**King County Housing Authority, Seattle WA 2010 to 2012** Public Space Manager for Greenbridge and Seola Crossing

- *Facilities included 140 acres, 300 homers, trails, parks, public housing and recreation facilities*
- *Assessment through construction of public space improvements*

**Bainbridge Island Metro Parks & Recreation District, Bainbridge Island WA 2008 to 2010** Special Projects / Community Outreach

- *Provided construction management for \$5M turf field project - documents, contracts, consultants, bidding, construction documents, and communications*
- *Supported conservation, education, and improvement of natural systems of District's 1600 acres through outreach to aligned organizations - schools, businesses, non-profits, government*
- *Developed and managed volunteer programs with service organizations, schools, citizens*
- *Managed the public process for various master plans and design initiatives*

**GGLO, Seattle WA 2003 to 2008 Principal**

- *Director of landscape architecture and planning group*
- *Project manager of multi-disciplinary planning and design projects with oversight of staff, consultants, communications, graphics, and products*
- *Provided oversight and managed various design and construction projects from \$200K to \$2M*
- *Developed strategic planning and office initiatives and managed planning, design, research, and feasibility projects*
- *Collaborations with 4Culture, King County Housing Authority, Seattle Housing Authority, various neighborhood organizations and groups including Downtown, Fremont, Whittier Heights, West Seattle, White Center, Ballard, and Delridge*

**The Portico Group, Seattle, WA 1999 to 2003 Associate Principal**

- *Principal in Charge of cultural and natural system based projects throughout the U.S.*
- *Successful management of the office's largest planning project and marketing for the largest design project - \$5M fees / \$400M construction*
- *Management of complex consultant teams – natural system assessment, visitor services, interpretive design, marketing and financial analysis, public relations, engineering, pricing*

**Jones & Jones, Seattle, WA 1984 to 1999 Senior Associate**

- *Project manager for cultural and natural system based projects throughout the U.S. with work in Mexico, Japan, and Korea*
- *Extensive construction experience throughout the US on destination facilities - zoos / interpretive centers / nature reserves*
- *Coordinated complex consulting teams including First Nation groups, National Park Service, state/county/local agencies, business groups, private landowners, and professional consultants*

**Other Experience****Squeaky Wheels Bicycle Advocacy, Bainbridge Island WA 2015 to 2018 Board**

*Member (volunteer position)*

- *Managed development of strategic plan, vision, goals, and action items for organization*
- *Expanded outreach, improved coordination with aligned organizations, initiated volunteer programs working with Cascade Bicycle Club, Puget Sound Regional Council, Bainbridge City Council, City of Bainbridge Island*

**Bainbridge Island Land Trust, Bainbridge Island WA 2009 to present Project Manager**  
(volunteer position)

- *Developed baseline/environmental document including consultant coordination and stewardship/management plan for significant natural area linking existing Island open spaces*
- *Stewardship manager for conservation properties - owner coordination, annual assessment and report*

**Additional Information**

- *City of Bainbridge Island Design Review Committee - previous member*
- *City of Bainbridge Island Public Art Committee - previous member*
- *City of Bainbridge Island Open Space Committee - previous member*
- *Avid cyclist and walker; passionate gardener; shepherd of ducks, geese, bees, and, sheep; 4th generation Cascadian*
- *Lived and traveled in Japan, Korea, Jordan, Europe, and much of the US*

**Kent Scott**





**From:** noreply@civicplus.com  
**Sent:** Wednesday, May 17, 2023 2:53 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

**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.**

## Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

### 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.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoff at 780-8624 (desk) or by email at [cityadmin@bainbridgewa.gov](mailto: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.

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### **Applicant Information**

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|      |              |
|------|--------------|
| Name | Emily Sexton |
|------|--------------|

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|                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|                                                                                       | Bainbridge Island                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|                                                                                       | WA                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                                                       | 98110                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                       | Sexton Studio - Self employed                                                                                                                                                                                                                                                                                                                                                                                                                        |
|                                                                                       | Owner of architecture, planning, and landscape company                                                                                                                                                                                                                                                                                                                                                                                               |
| committees, commissions, boards or task forces in the past?                           | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| group(s).                                                                             | City of Arvada, Colorado                                                                                                                                                                                                                                                                                                                                                                                                                             |
| qualifications for this appointment (skills, activities, training, education) if any: | land use projects at the private and public level. I also worked as a Parks and Urban Design Manager for the City of Arvada, masterplan served as an important document for my work.                                                                                                                                                                                                                                                                 |
| community interests (groups, committees, organizations) if any:                       | I recently moved to Bainbridge Island, so I hope joining the commission will help me become better acquainted with the community and issues facing Bainbridge Island. I have been actively involved in planning and development-related organizations in the past such as Urban Land Institute, American Planning Association, and Habitat for Humanity. I also have a strong connection to the Boys and Girls Club organization, but have not club. |
| conflicts of interest? If so, please explain:                                         | <i>Field not completed.</i>                                                                                                                                                                                                                                                                                                                                                                                                                          |
| and resume' to describe your background and interest in this role. Feel               |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

free to provide other  
materials, if you wish.

---

Type the Year

2023

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**Emily Sexton**

Bainbridge Island, WA 98110

05.17.2023

To Whom It May Concern,

I am writing to express my strong interest in the Bainbridge Island Planning Commission volunteer position. As a dedicated and experienced individual with a passion for urban planning and community development, I believe my skills and qualifications align well with the responsibilities and objectives of a Planning Commission Member.

With a background in landscape architecture, I have acquired comprehensive knowledge of urban planning principles, zoning regulations, and land use policies. My previous experience in commercial developments and single family communities has provided me with a deep understanding of the challenges and opportunities involved in creating healthy and vibrant communities. Having also had experience working in the public sector, I am confident in my ability to review and assess legislative matters, ensuring that all decisions are made with careful consideration of their impact on the community's future and adherence to relevant regulations.

I am keenly aware of the significance of the Comprehensive Plan and its continuous update and review process. Throughout my career, I have actively participated in similar initiatives, collaborating with diverse stakeholders to develop and implement strategies that reflect the shared vision of the community. I am adept at conducting research, analyzing data, and preparing comprehensive reports, which would be valuable assets in effectively fulfilling the responsibilities of the Planning Commission.

I would love the opportunity to build strong relationships with community members, stakeholders, and fellow colleagues, fostering a collaborative and inclusive planning process. I am eager to contribute my expertise and work alongside the committed individuals at Bainbridge Island to shape the future of our city and ensure feasible growth and development.

Thank you for considering my application. I have attached my resume for your review, which provides further details about my qualifications. I would welcome the opportunity to discuss my candidacy in more detail or answer any questions you may have.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Emily Sexton', with a stylized, flowing script.

# Emily Sexton PLA

[REDACTED], Bainbridge Island, WA 98110

## EDUCATION

### Bachelor of Science, Landscape Architecture

Spring 2014

- Colorado State University; Fort Collins, CO
- Summa Cum Laude, 3.92 GPA

## EXPERIENCE

### Co-Owner & Landscape Architect, Sexton Studio, Denver, CO & Seattle, WA

2/21 – Present

- Managed project budgets, timeline, and reoccurring meetings to ensure on-time completion within budget.
- Created visioning packages, masterplans, and construction documentation for high-end residential, community planning, and aviation projects. Handled project RFIs, RFPs, negotiation, cost estimating, and quantity take-offs.
- Personalized an accounting system for processing payments, expenses, billing, and mileage. Managed various company needs including web design, branding, marketing, contract/proposal writing, and business strategy.

### Project Manager & Landscape Architect, James Hyatt Studio, Evergreen, CO

2/21 – 6/22

- Managed and designed international residential, and estate projects for high end clientele.
- Worked closely with clients and construction managers in project estimation, coordination, and material/plant selection.
- Produced design packages and presentations; schematic design through construction documentation.

### Parks and Urban Design Manager for City of Arvada, CO

4/20 – 1/21

- Managed the acquisition, design, and construction of parks and open spaces while managing a team of designers.
- Developed a design budget, analyzed financial expenditure, and prepared/negotiated bids and RFPs with contractors.
- Grew partnerships and public engagement with volunteers, board members, City Council, and local city news outlets.
- Wrote, submitted and presented a winning grant proposal for a \$400k library trailhead.
- Presented park designs and benefits to local urban renewal authority members in order to secure \$2.3 million in funding.

### Project Manager & Landscape Architect, DTJ Design, Boulder, CO

9/18 – 3/20

- Managed and led design teams for project types including master planned communities, high-end residential, community clubhouse and mixed-use developments.
- Coordinated with construction managers and estimators on quantity take-offs and project feasibility.
- Managed project budgets, schedules, and client relations. Hired, trained, mentored, and scheduled entry-level designers.
- Presented design concepts to clients, stakeholders, and lead design review process for local governments/public.

### Project Manager and Designer, LandDesign Inc., Boulder, CO & Dallas, TX

8/14 – 9/18

- Experience with design and construction in a variety of markets including large mixed-use developments, multifamily, single family, master planning, transit-oriented development and urban plaza projects.
- Involved with business development and business growth strategies in the Colorado and Texas real estate industry.
- Tracked and managed project fees, budgets, maintenance costs, value engineering, project RFIs and punch lists

### Assistant to CEO during Holidays, Hammonds Candy Factory, Denver, CO

5/10 - 8/12

- Assisted in maintenance and irrigation duties - Landscaped 36 acres of garden and event space.
- Coordinated and directed crews for plant installation, irrigation trenching, and installation.

## TECHNICAL SKILLS

**Project Management:** Bluebeam, Airtable

**Adobe CS6/CC:** Photoshop, InDesign, Illustrator

**Autodesk:** AutoCAD 2018, AutoCAD Civil 3D, Land F/X

**3-Dimensional Tools:** Google SketchUp, Lumion, Rhinoceros, TwinMotion

**Microsoft Office:** Word, Excel, Power Point, Access, Outlook

## CERTIFICATIONS AND ACKNOWLEDGEMENTS

2019 Licensed Professional Landscape Architect in the State of Colorado

2019 GIPC Urban Design Award for Deep Ellum Plaza (Project Manager and Lead Designer)

2017 Girl Scouts Cookie Box Creations Mentor Award/Volunteer

2014 National ASLA Award Recipient

## AFFILIATIONS AND INTERESTS

### Urban Land Institute

- Development 360 and Partnership Forum Participant
- Young Leaders Group Executive Committee Membership Chair
- Building Industry Leaders Program Speaker and Mentor – Boys and Girls Club

### Habitat for Humanity Core Volunteer

Beekeeping, Yoga, Basketball, Backpacking, Golf, and Fishing

**Roz Lassoﬀ**

**From:** noreply@civicplus.com  
**Sent:** Wednesday, May 17, 2023 2:45 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

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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.

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Questions? Please contact Executive Assistant Roz Lassoﬀ at 780-8624 (desk) or by email at [cityadmin@bainbridgewa.gov](mailto: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 | William (Bill) Slonaker |
|------|-------------------------|

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|                                                                                                                                                    |                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Email                                                                                                                                              |                                                                                                                                                                                                            |
| Daytime Phone                                                                                                                                      |                                                                                                                                                                                                            |
| Address                                                                                                                                            |                                                                                                                                                                                                            |
| City                                                                                                                                               | Bainbridge Island                                                                                                                                                                                          |
| State                                                                                                                                              | Washington                                                                                                                                                                                                 |
| Zip                                                                                                                                                | 98110                                                                                                                                                                                                      |
| Current Employer                                                                                                                                   | Retired                                                                                                                                                                                                    |
| Current Position                                                                                                                                   | Retired                                                                                                                                                                                                    |
| <b>Experience &amp; Qualifications</b>                                                                                                             |                                                                                                                                                                                                            |
| 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:                                            | University of Michigan, College of Engineering, BS Oceanography 1972<br>DLI Engineering, Bainbridge Island, VP Sales & Marketing 1992-1997<br>Windermere Real Estate, Bainbridge Island, Realtor 2003-2010 |
| Please share your community interests (groups, committees, organizations) if any:                                                                  | Volunteer with Bainbridge Community Foundation                                                                                                                                                             |
| Do you have potential conflicts of interest? If so, please explain:                                                                                | None                                                                                                                                                                                                       |
| Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish. |                                                                                                                                                                                                            |
| Type the Year                                                                                                                                      | 2023                                                                                                                                                                                                       |

May 17, 2023

Attn: Roz Lasso  
City of Bainbridge Island  
280 Madison Ave NE  
Bainbridge Island, WA 98110

Re: Volunteer Opportunity: Planning Commission

Hello Roz,

I am uploading this application letter and CV to be considered for a volunteer position on the Planning Commission. If I have neglected to include anything that you need, please let me know.

Beth, my wife, and I have lived on Bainbridge Island since 1992, having moved here to work with DLI Engineering on Winslow Way. We have lived, worked and raised our family on the island. Both of our children attended school here and graduated from BHS. Along the way, we have seen the island almost double in population, two new schools built and many other changes.

Due to my work, we have previously lived in several communities, but once we were established here I was no longer interested in any position that would require relocation. Bainbridge Island is special, in many ways. I feel deeply about preserving the special character of the island. I retired in 2018 and we intend to spend our retirement years here.

When we moved to the island in 1992, the city had recently been created and was evolving from the City of Winslow to becoming the City of Bainbridge Island. We experienced firsthand the excitement and the long process of becoming an island-wide city and meeting the needs of the state's Growth Management Act.

During part of this time I was affiliated with Windermere as a licensed real estate agent and developed some understanding of how the Planning Department and the Planning Commission work. Mostly, I was a consumer of their services, getting information for my clients on what was possible in terms of developing land or lots, or in remodeling a home. Having a technical degree and work experience, and as an agent it was my role to help clients understand building codes, island zoning, waterfront issues and guiding them to the best solution given their particular situation.

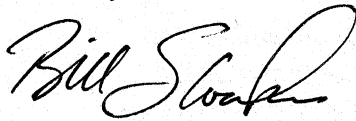
Regarding the Planning Commission's duties and responsibilities, I have an understanding of the island's community and demographics, its ebb and flow of people through the day, weeks and seasons, where people shop, and what is attractive to residents vs what is attractive to visitors. I also know what it is like to work fulltime on the island, and to commute to Seattle. I understand how the zoning works for the island and why the original zoning was created,

concentrating mandated growth in the Winslow, Rolling Bay and Lynnwood neighborhood centers. My real estate experience could be helpful regarding new developments, land subdivision and amendments to the comprehensive plan and zoning.

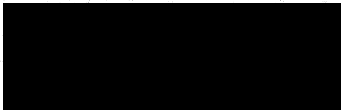
There has been a common thread throughout my career. My technical clients were Fortune 100 companies and I was successful in understanding complicated issues that impacted stakeholder groups in different ways and helped find solutions to difficult problems. I believe I have developed a sense of listening and working within a zone of compromise for everyone. I think this, and my age and experience, could be valuable as part of the planning commission's charter.

I hope that I can help current and future residents of Bainbridge Island while retaining the unique character of the island as it grows in the future. I'm looking forward to hearing from you.

Sincerely,



Bill Slonaker

  
Bainbridge Island, WA 98110

**William (Bill) Slonaker**

Bainbridge Island, Washington 98110

**Summary - Education**

Throughout most of my career, I have worked in high tech companies, large and small, in management, marketing or sales. My education at the University of Michigan College of Engineering (BS Oceanography, 1972) provided me with an excellent foundation for this work. I retired in 2018.

**Professional Work Experience**

10/2009 - 01/2018

**Mobius Institute**

Bainbridge Island, WA

[mobiusinstitute.com](http://mobiusinstitute.com)

**NA Business Manager**

Mobius Institute is a training company and accredited ISO certification body in vibration analysis and reliability, started by a colleague from DLI Engineering. I joined the company to reorganize the online marketing and web sales for Mobius globally, then managed the North America training business.

09/2002 - 12/2009

**Windermere Real Estate**

Bainbridge Island, WA

[windermerebainbridge.com](http://windermerebainbridge.com)

**Realtor**

After a career of business related traveling, I joined Windermere in Poulsbo, then Bainbridge Island, and built a solid business through referrals from friends and acquaintances developed over 30 years on the island.

01/1997 - 01/2002

**Rockwell Automation**

Milwaukee, WI

[rockwellautomation.com/en-us/products/hardware/allen-bradley/condition-monitoring](http://rockwellautomation.com/en-us/products/hardware/allen-bradley/condition-monitoring)

**Western Region Sales Manager**

Built up and managed sales and service for condition monitoring instrumentation and software used by regional power companies, food producers and major equipment manufacturers to monitor critical large manufacturing machinery and processes in a 22 state region.

01/1996 - 01/1997

**Maximo Software (PSDI)**

Cambridge, MA

[ibm.com/products/maximo/asset-management](http://ibm.com/products/maximo/asset-management)

**Regional Sales Manager**

Managed team sales of PSDI Maximo software for asset management in the PNW manufacturing vertical market, primarily to Boeing and related aerospace companies. Won the global competition for a 6,000 user system license for Maximo throughout Boeing's Facility Asset Management Organization.

09/1992 - 12/1996

**DLI Engineering (AZIMA)**

Bainbridge Island, WA

[symphonyindustrial.ai](http://symphonyindustrial.ai)

**VP Sales And Marketing**

Managed sales and marketing for condition monitoring services and sales to regional power companies, US Navy, global energy companies, NASA and high tech manufacturing. Managed a global network of direct sales personnel, distributors, and independent representative companies. DOD contractor to the US Navy for all nuclear aircraft carriers and Military Sealift Command.

06/1989 - 09/1992

**SKF Condition Monitoring**

San Diego, CA

[skf.com/us/products/condition-monitoring-systems](http://skf.com/us/products/condition-monitoring-systems)

**Director of Marketing - CM San Diego**

Managed marketing communications for condition monitoring products developed and sold by ABB SKF (Sweden). Integrated the San Diego (Palomar) unit into the global marketing of SKF, published new marketing materials in seven languages, developed a multi-course training system for SKF's worldwide sales organization stressing reliability improvement to increase productivity in manufacturing processes.

01/1987 - 05/1989

**Cincinnati Sub-Zero**

Cincinnati, OH

[cszindustrial.com](http://cszindustrial.com)

**Western Sales Manager**

Sales and application engineering for custom designed environmental test systems used to physically stress electronic and/or mechanical systems while simultaneously testing functionality to improve reliability. Typical applications included aerospace electronics packages, satellites, computers, aircraft and defense industry products.

01/1982 - 12/1987

**Teradyne, Inc. (Telcom Div.)**

Boston, MA

[teradyne.com](http://teradyne.com)

**PNW Area Manager**

Direct sales of 4TEL distributed functional test systems for telecommunications companies in the Pacific Northwest and Western Canada. Finalized the system sale to British Columbia Telephone to test all phone lines for the province of British Columbia.

**Product Marketing Manager**

Marketing management and sales of Aerotronic combined stress and test systems to electronic manufacturers to improve product reliability. Developed and implemented product and sales training for Teradyne sales engineers.

08/1975 - 01/1982

**Thermotron Industries**

Holland, MI

[thermotron.com](http://thermotron.com)

**Regional Sales Manager/Product Manager/Application Engineer**

Developed combined environmental stress screening and functional test systems for use by electronics manufacturers to find early failure mechanisms in design and manufacturing. These systems were used initially by the defense industry for weapons development, and were later adopted by the general manufacturing industry for reliability improvement.

**From:** noreply@civicplus.com  
**Sent:** Friday, April 28, 2023 1:40 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

**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.**

## Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

### 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.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoﬀ at 780-8624 (desk) or by email at [cityadmin@bainbridgewa.gov](mailto: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.

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### **Applicant Information**

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|      |               |
|------|---------------|
| Name | John Tawresey |
|------|---------------|

---

|                  |                           |
|------------------|---------------------------|
| Email            | [REDACTED]                |
| Daytime Phone    | [REDACTED]                |
| Address          | [REDACTED]                |
| City             | Bainbridge Island         |
| State            | Washington                |
| Zip              | 98110                     |
| Current Employer | Self Employed             |
| Current Position | Civil/Structural Engineer |

### Experience & Qualifications

Have you served on any city committees, commissions, boards or task forces in the past?

Yes

If yes, please indicate which group(s).

2004 Affordable Housing Task Force

Please share your qualifications for this appointment (skills, activities, training, education) if any:

I have extensive experience with the BIMC and its evolution from 1978 to the present through the development of Bainbridge Landing (Cave Ave. 1978), Winslow Landing (Ferncliff Ave. 1998), Weaver Landing (Weaver Ave. 1998) and Cave Landing (Cave Ave. 2016). These developments are consistent with the community's vision of land use and Bainbridge Island's Comprehensive Plan. However, at my age, I do not plan any more developments.

My first-hand knowledge of the BIMC history and knowledge of provisions (those that have worked and those that haven't) will be helpful information for the Planning Commission.

I am a civil engineer specializing in structural engineering and have designed water and sewer system. I am knowledgeable about stormwater and critical area issues, and someone needs to check the numbers on utility issues for the Planning Commission.

I have an MBA and was CFO of KPFF Consulting Engineers for 40 years, growing the company from 40 employees to 1,100 employees with revenue of \$110,000,000. Financial considerations are a necessary constraint on land use regulations, and someone needs to run the numbers for the



Planning Commission. Affordable housing is the most pressing issue.

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Please share your community interests (groups, committees, organizations) if any:

Lifeguard, Bainbridge Island Aquatic Center  
Bainbridge Island School Board, 2007-2012  
2004 Affordable Housing Task Force  
Seattle Ferry Commuter for 40 years  
Husband of Winslow Mayor Alice Tawresey 1978 – 1990  
Little League and Babe Ruth Baseball coach  
Three children attended Bainbridge Schools last on graduated in 2002, and all have health insurance.

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Do you have potential conflicts of interest? If so, please explain:

My wife and I own property on Cave Ave. With our years of experience, we both understand the concepts of conflict of interest and Washington State's appearance of fairness regulations. The motivation for volunteering for the Planning Commission is to help the City make better land use decisions to meet the intent of the Comprehensive Plan and State GMA.

---

Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.

---

Type the Year

2023

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**From:** noreply@civicplus.com  
**Sent:** Sunday, April 16, 2023 9:20 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

**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.**

## Planning Commission Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

### 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:

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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:

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Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Questions? Please contact Executive Assistant Roz Lassoff at 780-8624 (desk) or by email at [cityadmin@bainbridgewa.gov](mailto: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.

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### **Applicant Information**

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|      |               |
|------|---------------|
| Name | Lori S. Weise |
|------|---------------|

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|                                                                                                         |                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Email                                                                                                   |                                                                                                                                                                                                                                        |
| Daytime Phone                                                                                           |                                                                                                                                                                                                                                        |
| Address                                                                                                 |                                                                                                                                                                                                                                        |
| City                                                                                                    | Bainbridge Island                                                                                                                                                                                                                      |
| State                                                                                                   | WA                                                                                                                                                                                                                                     |
| Zip                                                                                                     | 98110                                                                                                                                                                                                                                  |
| Current Employer                                                                                        | Retired                                                                                                                                                                                                                                |
| Current Position                                                                                        | Retired and part time health care planning consultant                                                                                                                                                                                  |
| <b>Experience &amp; Qualifications</b>                                                                  |                                                                                                                                                                                                                                        |
| Have you served on any city committees, commissions, boards or task forces in the past?                 | Yes                                                                                                                                                                                                                                    |
| If yes, please indicate which group(s).                                                                 | Historical Preservation Committee                                                                                                                                                                                                      |
| Please share your qualifications for this appointment (skills, activities, training, education) if any: | 38 year career as health care urban planner, the last 20 years of my career served as Vice President, Strategic Planning and Business Development, Cedars Sinai Health System, Los Angeles. Masters of Urban Planning degree from UCLA |
| Please share your community interests (groups, committees, organizations) if any:                       | Currently President of the Board Congregation Kol Shalom, will become immediate past president and continue on the Board July 1, 2023. Current board member Bainbridge Island Land Trust and chair of its Finance Committee            |
| 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                                                                                           | 2023                                                                                                                                                                                                                                   |



## ***Lori Weise***

Lori consults on strategic and business planning projects for healthcare and other non-profit organizations. Prior to moving to Bainbridge Island in 2019, Lori was Vice President, Strategic Planning and Business Development for Cedars-Sinai Health System, one of the largest nonprofit academic medical centers in the US. In her 20-year career at Cedars-Sinai, Lori was responsible for strategic and business plans that provided direction to senior management and the board of directors for the Medical Center, physician practices, research institutes and other Cedars-Sinai related entities. Prior to working at Cedar-Sinai, Lori served as Director of Planning at several non-profit community hospitals and management consulting organizations.

Lori continues to offer services on a pro bono basis to **501 Commons**, (the Greater Seattle affiliate of Executive Service Corp) to providing her expertise from her 40-year career to the non-profit sector combining her skills in strategic planning, business planning, market demand and financial forecasting, and facility planning. She has extensive implementation experience in negotiation of business terms, joint ventures, due diligence and real estate/capital planning. She is particularly suited to working with non-profits looking to draft a strategic plan or prepare business plans in support of program or site expansion.

Lori has a BA in Political Science and an MA in Urban and Health Planning from UCLA. She is a board member at **the Bainbridge Island Land Trust** where she currently serves as Chair of the Finance Committee and on the Board of Directors of **Congregation Kol Shalom** currently serving as President. Lori and her husband Steve enjoy hiking and running in the Pacific Northwest, travel and cooking, and especially appreciate being located nearer to their children and grandchildren.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (8:30 PM) Confirm Appointments to the Utility Advisory Committee,

**SUMMARY:** A call for participation was issued for volunteers to serve on the Utility Advisory Committee. The member selection panel consisted of Deputy Mayor/Utility Advisory Committee Council Liaison Quitslund, and Utility Advisory Committee Co-Chair Jones. The member selection panel recommends the appointment 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). The applications for all of the applicants who submitted a timely application for the positions under consideration are included with this agenda item.

**AGENDA CATEGORY:** Appointment

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to confirm the recommended reappointment of Andy Maron to the Utility Advisory Committee, Position 1, to a three-year term ending in June, 2026.

I move to confirm the recommended appointment of Wanda Schulze to the Utility Advisory Committee, Position 2, to a three-year term ending in June, 2026.

### COMMUNITY ENGAGEMENT AND OUTREACH:

### FISCAL IMPACT:

|                                    |  |
|------------------------------------|--|
| <b>Amount:</b>                     |  |
| <b>Ongoing Cost:</b>               |  |
| <b>One-Time Cost:</b>              |  |
| <b>Included in Current Budget?</b> |  |

### BACKGROUND:

### ATTACHMENTS:

[Eide \(Utility Advisory Committee\) - Redacted.pdf](#)

[Frey \(Utility Advisory Committee\) - Redacted.pdf](#)

[Maron \(Utility Advisory Committee\) - Redacted.pdf](#)

[Schulze \(Utility Advisory Committee\) - Redacted.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

**From:** noreply@civicplus.com  
**Sent:** Tuesday, May 16, 2023 2:17 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Utility Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

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.

Utility Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

Step 1

Utility Advisory Committee Volunteer Application

Members should have knowledge or expertise in utility planning, construction, rate structures or related focus areas. The committee provides recommendations to the Council related to the City’s water, sanitary sewer and stormwater utility policies and utility rates, rate structures and other changes made to water, sanitary sewer and stormwater utility customers.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Applicant Information

|               |            |
|---------------|------------|
| Name          | Ross Eide  |
| Email         | [REDACTED] |
| Daytime Phone | [REDACTED] |
| Address       | [REDACTED] |



|                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| City                                                                                                                                               | Bainbridge Island                                                                                                                                                                                                                                                                                                                                                                                                         |
| State                                                                                                                                              | WA                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Zip                                                                                                                                                | 98110                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Current Employer                                                                                                                                   | Stay-at-home Parent                                                                                                                                                                                                                                                                                                                                                                                                       |
| Current Position                                                                                                                                   | Stay-at-home Parent                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Experience &amp; Qualifications</b>                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Have you served on any city committees, commissions, boards or task forces in the past?                                                            | Yes                                                                                                                                                                                                                                                                                                                                                                                                                       |
| If yes, please indicate which group(s).                                                                                                            | Electric Utility Municipalization Task Force                                                                                                                                                                                                                                                                                                                                                                              |
| Please share your qualifications for this appointment (skills, activities, training, education) if any?                                            | Former Attorney working for a firm that represented numerous towns and cities in the state of Arizona. In addition, I have always had deep interest in municipal government as my father was a City Manager for several communities throughout the country. Growing up with this has given me a deep knowledge and unique insight in to the running and day-to-day operations of cities. You could say it is in my Blood. |
| Please share your community interests (groups, committees, organizations) if any:                                                                  | I volunteer with a theater arts non-profit group here on the Island, serving on its board and as President at one point. I am also the primary care provider for my two sons. In this aid and volunteering in their schools and with their after-school activities.                                                                                                                                                       |
| Do you have potential conflicts of interest? If so, please explain:                                                                                | I am a customer of Puget Sound Energy and Kitsap Public Utility District, but I do not believe this is a conflict of interest                                                                                                                                                                                                                                                                                             |
| Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish. |                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Type the Year                                                                                                                                      | 2023                                                                                                                                                                                                                                                                                                                                                                                                                      |
| How did you hear about the volunteer opportunity?                                                                                                  | City website                                                                                                                                                                                                                                                                                                                                                                                                              |
| Other                                                                                                                                              | <i>Field not completed.</i>                                                                                                                                                                                                                                                                                                                                                                                               |

**Ross N. Eide**  
Bainbridge Island, WA

**Stay-at-home Dad**

July 2011 – Present

*Primary Childcare Provider*

Developed advanced conflict resolution skills, specifically with individuals with extreme temperament swings and without a fully developed communication skill set.

Advanced multitasking skills, requiring out-of-the box thinking.

**Ovation! Performing Arts Northwest**

Nov. 2017 - Present

*Board President* – overseeing the running of a teaching theater arts nonprofit which provides acting classes, choirs, and performs two musicals a year.

*Producer*, Bye Bye Birdie -

*Associate Producer*, Masquerade: The Music of Andrew Lloyd Webber – Help Coordinate the production and creative teams.

*Co-host Ovation! Gala Auction* – Hosted and helped raise over \$29,000 and sang in public.

**Mandatorybuy.com, Founder/Operator**

Nov. 2016 – Dec.

2017

Experimented with a General Product Retail Website

Developed Site Content with an emphasis on ‘Listical’ articles

Coordinated and Managed website and the numerous Social Media Accounts.

**City of Bainbridge Island**

Jan. 2016 – Feb. 2017

*Electric Utility Municipalization Task Force* – Member of Task Force created to study the creation of a Municipally Owned and Managed Power Company.

**Law Office of Ross Eide, Seattle, WA**

June 2010 – Feb 2011

Solo Practitioner handling Family Law, Criminal Law, International Law and General Litigation.

**City of Lake Forest Park, WA,**

Community Service Commission, Committee Member

March 2009 - Dec

2009

Mentor, Lake Forest Park Youth Council

March 2009 – Oct.

2012

**Perkins Coie, Seattle, WA**

June 2008 – April

2009

*Litigation Support Contract Attorney*

Assisting in the litigation discovery process by reviewing documents for production.

**Cooper & Rueter, L.L.P., Casa Grande, AZ**

Jan. 2006 – Dec. 2007

*Associate Attorney*

General Attorney practicing in multiple areas including; Corporate Law, Transactions, Municipal Law, Real Estate, Estate Planning, Criminal Defense, Family Law and Indian Law. Obtain extensive Courtroom and

Litigation experience.

**Merchant and Gould**, Minneapolis, MN

Aug. - Sept. 2005

*Case Management*

Reviewed documents, labeling and organizing them for the purpose of making witness kits for litigation depositions. Organized and filed documents for current and closed cases.

**Spokane County Prosecutor's Office**

May 2003 - Aug.

2003

*Law Clerk*

Conducted Felony and Misdemeanors Initial Appearances and DUI's in Spokane County.

**International Criminal Justice Law Clinic, Gonzaga Law School**

Aug. - Dec. 2002

*Intern*

Researched and wrote on the application of Vienna Convention on Consular Relations Article 36 to the arrests of foreign nationals in the United States.

## **EDUCATION**

**University of Miami**, Miami, FL

Candidate for LL.M., International Law, August 2004 – May 2005 (working on thesis)

Class Rank: 3.81 G.P.A. (Ranked Number 1 in the class)

Honors: CALI Award for Excellence in Islamic Law.

Activities: LL.M. Representative for the International Student Society.

**Gonzaga University School of Law**

Juris Doctor, *cum laude*, May 2004

Class Rank: Top 12%

Law Review: Gonzaga Law Review, Associate Editor

Honors: CALI Award for Excellence in Criminal Law, International Business Transactions and Legal Research and Writing IV; Admiralty Moot Court Competition Member, 2004; Gonzaga Moot Court Council,

**University of Lund**, Lund, Sweden

Suffolk School of Law Summer Abroad Program, Summer 2002

Program in International Human Rights Law and Comparative Legal Cultures

**Arizona State University**,

B.S., Marketing, May 1998

Certificates of Studies: International Business, and Scandinavian Studies, May 1999

**From:** noreply@civicplus.com  
**Sent:** Friday, May 12, 2023 12:23 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Utility Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

**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.**

## Utility Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

### Step 1

#### Utility Advisory Committee Volunteer Application

Members should have knowledge or expertise in utility planning, construction, rate structures or related focus areas. The committee provides recommendations to the Council related to the City's water, sanitary sewer and stormwater utility policies and utility rates, rate structures and other changes made to water, sanitary sewer and stormwater utility customers.

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Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

#### Applicant Information

Name Chris Frey

Email

Daytime Phone

Address

|                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| City                                                                                                    | Bainbridge Is                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| State                                                                                                   | Washington                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Zip                                                                                                     | 98110                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Current Employer                                                                                        | Retired                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Current Position                                                                                        | Retired                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Experience &amp; Qualifications</b>                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 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? | <p>My wife and I moved to Bainbridge Island from Michigan a little over a year ago to be closer to family in the area.</p> <p>During my "first" retirement in the small village of Empire, Michigan, I served on their Village Council out of desire to be involved with public service after a long business career. As a council member I came to recognize the important role that local government plays in our community, often unseen and unrecognized. I was appointed to and served as the Water Commissioner, a liaison to our small public works department and its small (400 connections) municipal water system. Empire is a small village with a DPW department of only two employees. Over four years I took great interest in learning how small scale water systems worked and used my business experience in any way I could with the department - rate analysis, new DEQ testing requirements, capital project work and development of the Village's first long term water system capital improvement plan.</p> <p>The village conducted a wastewater system study during this time as well to replace the aging Village septic systems of individual homes. I served as the lead council member on the study committee and I co-authored the final report with an outside consulting engineering firm. In that work I studied small scale wastewater systems, went to seminars on wastewater environmental impacts (Empire is a coastal community), and spoke to several governmental funding resources and rate structuring consultants.</p> <p>Water (waste and potable) infrastructure is a vital public good</p> |

but rarely draws attention until "something goes wrong". Nevertheless, it is so important for the health and well being of any community, especially in light of climate change, ever greater needs for resiliency and the escalating costs of new/improved infrastructure.

Bainbridge is wise in having the UAC and is blessed with its sophisticated public works team that is thorough and well run. As a new resident, I recognize the learning curve on understanding the context of public utilities in the city and its neighborhoods while at the same time perhaps offer different perspectives. I would be honored to serve on the UAC as a resident who cares about water and utility infrastructure; and have a chance to put my earlier retirement experience on the subject to continued use.

My Linkedin profile is attached. Please consider this writing as my "cover letter" accompanying the Linkedin profile.

Sincerely,  
Chris Frey

Please share your community interests (groups, committees, organizations) if any:

I have joined the Bethany Lutheran Church affordable housing team as a "volunteer consultant" During my time in Empire, MI, I was on the board of a local affordable housing non-profit and volunteered as the project manager on building a small affordable "workforce" housing development. I'm enjoying sharing my insights with Bethany and their project on the island.

Do you have potential conflicts of interest? If so, please explain:

None

Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.

Type the Year

2023

How did you hear about the volunteer opportunity?

Other (specify below)

Other

Reading about the Island water systems and introducing myself to a few UAC members.

## Contact

## Top Skills

Marketing

Project Planning

Finance/Budgeting/Cost Reporting

# Chris Frey

Retired - Bainbridge Island, WA  
United States

## Experience

Self

Retired

2022 - 2023 (1 year)

Bainbridge Island, WA

Leelanau REACH

Board Member and Project Development Coordinator

2015 - 2021 (6 years)

Leelanau County, MI

Village of Empire Michigan

Village Council Member

December 2014 - December 2018 (4 years 1 month)

Empire, Michigan, United States

Village Council Member and Water Commissioner

Self

Retired

2012 - 2014 (2 years)

Empire, Michigan

Hearst

VP National Sales

February 2006 - May 2012 (6 years 4 months)

The Houston Chronicle

VP National Sales

2006 - 2012 (6 years)

Gannett Newspapers

9 years

VP National Sales and Database Marketing

2001 - 2006 (5 years)

McLean VA

Director of Advertising  
1997 - 2001 (4 years)  
McLean VA

Sales Director  
Gannett Newspapers  
1993 - 1997 (4 years)  
Detroit MI

Ross Roy Advertising  
VP, Media Director  
1991 - 1993 (2 years)  
Bloomfield Hills MI

Kmart Corporation  
3 years  
Director of Media  
1990 - 1991 (1 year)  
Troy MI

Advertising System Manager  
1988 - 1990 (2 years)  
Troy MI

Builders Square  
Store Director  
1985 - 1988 (3 years)  
Flint MI

---

## Education

University of Chicago Graduate School of Business  
Master of Business Administration (MBA) · (1977 - 1980)

MIT  
Bachelor of Science (BS), Management Science · (1975 - 1977)



**From:** noreply@civicplus.com  
**Sent:** Friday, May 5, 2023 11:09 AM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Utility Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

**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.**

## Utility Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

### Step 1

#### Utility Advisory Committee Volunteer Application

Members should have knowledge or expertise in utility planning, construction, rate structures or related focus areas. The committee provides recommendations to the Council related to the City's water, sanitary sewer and stormwater utility policies and utility rates, rate structures and other changes made to water, sanitary sewer and stormwater utility customers.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

#### Applicant Information

Name Andrew Maron

Email

Daytime Phone

Address

|                                                                                                                                                    |                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| City                                                                                                                                               | Bainbridge Island                                                                                                                                                                                                                                                                     |
| State                                                                                                                                              | Washington                                                                                                                                                                                                                                                                            |
| Zip                                                                                                                                                | 98110                                                                                                                                                                                                                                                                                 |
| Current Employer                                                                                                                                   | Ogden Murphy Wallace PLLC                                                                                                                                                                                                                                                             |
| Current Position                                                                                                                                   | Lawyer                                                                                                                                                                                                                                                                                |
| <b>Experience &amp; Qualifications</b>                                                                                                             |                                                                                                                                                                                                                                                                                       |
| Have you served on any city committees, commissions, boards or task forces in the past?                                                            | Yes                                                                                                                                                                                                                                                                                   |
| If yes, please indicate which group(s).                                                                                                            | UAC, Open Space Commission, City Council                                                                                                                                                                                                                                              |
| Please share your qualifications for this appointment (skills, activities, training, education) if any?                                            | City Council member 1991-1999, UAC member 2010-present (except committee inactive for about 2 years in mid-2010's). Served on Bainbridge Island Water Coordinating Committee during 1980's. Worked as a lawyer for over 40 years, and represented water utilities for about 30 years. |
| Please share your community interests (groups, committees, organizations) if any:                                                                  | In addition to the above, I serve on the Board of Directors of Bloedel Reserve and BI Parks & Trails Foundation.                                                                                                                                                                      |
| Do you have potential conflicts of interest? If so, please explain:                                                                                | For the past 5 years, I have been an Of Counsel attorney with Ogden Murphy Wallace, PLLC. The firm occasionally does legal work for COBI. I have not been involved with any of that work, nor will I.                                                                                 |
| Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish. |                                                                                                                                                                                                                                                                                       |
| Type the Year                                                                                                                                      | 2023                                                                                                                                                                                                                                                                                  |
| How did you hear about the volunteer opportunity?                                                                                                  | Other (specify below)                                                                                                                                                                                                                                                                 |
| Other                                                                                                                                              | UAC committee                                                                                                                                                                                                                                                                         |

Supplement to Application for UAC  
May 5, 2023

I have been involved with community issues on Bainbridge Island since moving here in 1978. Early on, our south-end water system ran out of water, and I began to focus on the water resource on the Island. That lead me to becoming a member of (and eventually Chair of) Kitsap County's BI Water Coordinating Committee.

After all-island annexation, I served on the City of Bainbridge Island City Council from 1991-1999. During those years, I served as Chair of the council's Public Works and Finance Committees, and was thus involved with oversight of the city's utilities. The Public Works Committee prepared and the Council adopted the new City's first-ever policy regarding water management on the Island (Resolution 93-3).

I was appointed as a volunteer member of the City's Utility Advisory Committee in about 2010, and have served ever since. The committee was inactive for about two years in the mid-2010's. I have served as Chair or Vice-Chair at various times over the years.

In 2016-17, the UAC drafted a wholly-new Utilities Element of the Comprehensive Plan. As Chair at the time, I lead that effort.

The City is now beginning an update to the Comprehensive Plan. I would appreciate participating in that process – it will give us an opportunity to review what was written 7 years ago, and see what adjustments and revisions seem appropriate now. I believe I can bring perspective and value to that process.

**From:** noreply@civicplus.com  
**Sent:** Thursday, May 4, 2023 6:42 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Utility Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

**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.**

## Utility Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

### Step 1

#### Utility Advisory Committee Volunteer Application

Members should have knowledge or expertise in utility planning, construction, rate structures or related focus areas. The committee provides recommendations to the Council related to the City's water, sanitary sewer and stormwater utility policies and utility rates, rate structures and other changes made to water, sanitary sewer and stormwater utility customers.

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Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

#### Applicant Information

Name Wanda B Schulze

Email

Daytime Phone

Address

|                  |                   |
|------------------|-------------------|
| City             | Bainbridge Island |
| State            | WA                |
| Zip              | 98110             |
| Current Employer | retired           |
| Current Position | retired           |

### 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 am a retired Capital Projects Manager with more than 15 years delivering utility projects for Seattle City Light. Along with its dams, powerhouses and switchyards, City Light owns two town sites - Newhalem and Diablo in Whatcom County. As a result, we managed many projects involving civil infrastructure - drinking water, storm water, sewers, bridges, roads, etc. I believe that strong project management practices help ensure that public works projects are delivered on time and within budget. I can bring this expertise to the Utility Advisory Committee. Please see my cover letter and resume for more information on my experience. I know that the City has several large infrastructure projects coming up amid some potential rate changes. I would enjoy being part of the process to complete these projects in a way that satisfies the public, the rate payers and City leadership. |
| Please share your community interests (groups, committees, organizations) if any:                       | I have not been involved in any volunteer activities in the past due to working full time and commuting. But now that I am retired, I am looking for ways to connect to this community and that is part of what motivated me to apply for this opportunity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Do you have potential conflicts of interest? If so, please explain:                                     | None that I am aware of. I do not own any interest in any business on Bainbridge                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Please attach a cover letter and resume' to describe your background and interest in this role. Feel    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

free to provide other materials, if you wish.

|                                                   |                             |
|---------------------------------------------------|-----------------------------|
| Type the Year                                     | 2023                        |
| How did you hear about the volunteer opportunity? | Bainbridge Review newspaper |
| Other                                             | <i>Field not completed.</i> |

Wanda Schulze

Bainbridge Island WA 98110

May 4, 2023

I am pleased to submit my application for the Utility Advisory Committee. I am a retired Capital Projects Manager and believe that I have some expertise that would be of value to the Committee. I spent most of my career managing projects in the public arena for Seattle City Light. Over my career, I rose from Project Manager to Project Management Supervisor and then to Manager of the capital projects team for City Light's hydroelectric sites. We had an annual budget ranging from \$40 - \$60 Million per year for a team of 8 - 10 project managers. You might think our projects were all electrical in nature, but our portfolio was actually very diverse. In addition to our dams, powerhouses and switchyards, City Light owned two townsites - Newhalem and Diablo. So we had many projects related to drinking water, stormwater, sewage, bridges, roads etc. We even remodeled houses, dorms and cookhouses.

Whether public employee or rate payer, we all want to see our public works projects completed on time and within budget. My experience at City Light taught me that strong project management practices can go a long way to doing that. Tools like charters, project plans, schedules, risk registers, status reports, and lessons learned reports can reduce scope creep, help eliminate surprises, and increase transparency to decision-makers. I would bring that expertise to the Committee. I also have a strong background in navigating public works contracting processes from compiling bid documents, to evaluating construction change orders and disputes.

I have lived on Bainbridge for about 20 years. Most of that time I spent commuting to Seattle. Now that I am retired and on the Island full time, I am looking to build connections to this community. I believe that serving on the Utility Advisory Committee would allow me to accomplish that while putting some of my expertise to use. I know that the City has some large projects coming up and public scrutiny of large capital projects has never been greater. I would enjoy being part of the Committee's important work.

Sincerely,

Wanda Schulze

## Wanda B. Schulze

---

Bainbridge Island, Wa 98110

**Current Employment Status:** Retired

### **2011 – 2019 Supervisor/Manager Power Generation Capital Program Management Unit - Seattle City Light**

- Managed a team of 8 project managers implementing capital projects at Seattle City Light Hydroelectric Sites. Project portfolio of \$40M - \$60M per year was extremely diverse and included:
  - High and low voltage electrical projects at powerhouses and switchyards
  - Drinking water, storm water, sewer, bridge and roadway projects at two company-owned townsites of Newhalem and Diablo.
  - Environmentally sensitive projects such as boat docks, hazardous materials abatement, and remediation of historical contamination.
- Worked to maximize project success through strong project management practices including charters, project plans, risk registers, contingency budgets, regular status reports, and project closeout/lessons learned.
- All projects were completed using Public Works bidding processes - either Design/Build or Design/Bid/Build.
- Prepared rolling six-year capital plan for incorporation into overall Seattle City Light budget
- Prepared capital project updates for Mayor's Office and City Council.

### **2003 – 2011 Senior Capital Projects Coordinator - Seattle City Light**

- Managed capital projects at City Light's hydroelectric projects and town sites in King, Whatcom and Pend Oreille counties.
- Managed multi-disciplinary project teams including engineers, architects, environmental scientists, safety staff, and construction managers.
- Used a variety of tools to manage scope, schedule and budget including project charters, risks registers and Microsoft Project.
- Managed public works bidding process from compilation of bid documents to bid evaluation and contract award.
- Worked with construction managers to ensure compliance with project plans and specifications. Evaluated change orders and participated in dispute resolution processes.

### **1990 - 2003 Seattle City Light, Senior Environmental Analyst**

Managed a variety of environmental programs and projects. I was the SCL technical lead on two superfund sites – the Strandley/Manning Site and the Georgetown Steam Plant Flume site. I was responsible for managing three Public Works Projects ranging in cost from \$500,000 to \$4 million.

### **Prior to 1990**

Other previous employment includes 2 years of environmental consulting at Dames & Moore, 2 years of environmental work for the Department of Energy at the Hanford Site, and 4 years as a Petroleum Engineer for Getty Oil Company.

**Education** - BS Chemical Engineering, Washington State University





CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 13, 2023

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (8:35 PM) Confirm Appointments to the Race Equity Advisory Committee,

**SUMMARY:** A call for participation was issued for volunteers to serve on the Race Equity Advisory Committee. The member selection panel consisted of Mayor Fantroy-Johnson, Race Equity Advisory Committee Council Liaison Moriwaki, and Race Equity Advisory Committee Co-Chair Bispham. The member selection panel 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). The applications for all of the applicants who submitted a timely application for the positions under consideration are included with this agenda item.

**AGENDA CATEGORY:** Appointment

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** I move to confirm the recommended reappointment of Lynn Beck to the Race Equity Advisory Committee, Position 1, to a three-year term ending in June, 2026.

I move to confirm the recommended reappointment of Eric Stahl to the Race Equity Advisory Committee, Position 2, to a three-year term ending in June, 2026.

I move to confirm the recommended appointment of Caitlin Lombardi to the Race Equity Advisory Committee, Position 3, to a three-year term ending in June, 2026.

I move to confirm the recommended appointment of Raul Camacho to the Race Equity Advisory Committee, Position 5, to complete a term ending in June, 2025.

### COMMUNITY ENGAGEMENT AND OUTREACH:

### FISCAL IMPACT:

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

### BACKGROUND:

### ATTACHMENTS:

[Anderson \(Race Equity Advisory Committee\) - Redacted](#)

[Beck \(Race Equity Advisory Committee\) - Redacted](#)

[Camacho \(Race Equity Advisory Committee\) - Redacted](#)

[Lombardi \(Race Equity Advisory Committee\) - Redacted](#)

[Stahl \(Race Equity Advisory Committee\) - Redacted](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

**From:** noreply@civicplus.com  
**Sent:** Tuesday, May 9, 2023 3:24 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Race Equity Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

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.

Race Equity Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

Step 1

Race Equity Advisory Committee Volunteer Application

If you are passionate about ensuring equitable opportunities and outcomes for historically marginalized groups, the City of Bainbridge Island (COBI) has an opportunity for you to serve as a volunteer. Assist with the dismantling of systemic and structural racism within our government and local community. This position also provides an opportunity to work with COBI leadership and the City’s Race and Equity Inclusion Manager on a variety of topics. The successful applicant will have excellent communications skills, a demonstrated commitment to diversity, equity and inclusion, excellent problem-solving skills, as well as an understanding of intersectionality and privilege.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. Applications will be considered active for one year.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Applicant Information

|               |                |
|---------------|----------------|
| Name          | Cindy Anderson |
| Email         | [REDACTED]     |
| Daytime Phone | [REDACTED]     |

|                  |                                                                                                      |
|------------------|------------------------------------------------------------------------------------------------------|
| Address          |                                                                                                      |
| City             | Bainbridge Island                                                                                    |
| State            | Washington                                                                                           |
| Zip              | 98112                                                                                                |
| Current Employer | Self-employed managing and developing rental property and part time at Heart, women's clothing store |
| Current Position | owner of real estate business and employed in sales at Heart.                                        |

### 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| What experience and/or training have you had in the area of race equity (skills, activities, training, education)? | <p>I have been a member of the Kitsap Equity, Race and Community Engagement Coalition, known for short as Kitsap ERACE, since 2020. This group is part of a local legacy of people powered change, of years of Black, Indigenous, People of Color and allies engaging neighbors in the "hard" work, the "heart" work, the collective work of building beloved community. Kitsap ERACE Coalition is a coming together of groups and individuals boosting interconnected race equity work. Rooted in relationships, collaboration and commitment to racial justice, Kitsap ERACE Coalition tenaciously organizes for thriving community and for profound, accountable and &amp;liberatory institutional change.</p> <p>We have four major sub-groups that focus on 1) Criminal Justice Institutions, 2) Governmental Institutions, 3) Health Institutions and 4) Faith Based Organizations. At the present time, I'm a team lead for the group focused on Criminal Justice Institutions and an active member of the Governmental Institutions group. Through Kitsap ERACE I've had the opportunity to attend equity trainings and volunteered for many community activities throughout the county involving race equity.</p> <p>I've also attended almost all (if not all) of the meetings of the pre-cursor to this group, the Race Equity Task Force, and was tireless in promoting the group in any way that I could to transform it into the standing committee that it is today. I've also attended or watched all of the subsequent meeting of this</p> |

committee, the Race Equity Advisory Committee. That fact, in conjunction with having regularly watched Council Business Meetings and Study Sessions since 2016, has given me a background that has allowed me to provide the members of this group with the historical context regarding issues that have surfaced.

I'm also a member of the NAACP, the ACLU, Kitsap SURGE, and Bainbridge Island ERACE Coalition.

Please share your community interests (groups, committees, organizations) if any:

My community interests have mainly centered around land use issues, equity issues and police oversight and reform, including, most importantly, successfully advocating for the robust mandatory body camera program used by the police department today.

Today I'm enrolled in and attending the 8-week Bainbridge Island Police Citizens Academy because I wanted to understand how the Bainbridge Island Police Department is operating today. The current chief, who began his tenure in 2020, has changed the department in many ways. One of the most impressive things I learned in one of the classes is that when officers are field trained, the training checklist includes things that directly impact equity.

Do you have potential conflicts of interest? If so, please explain:

There is nothing that I see as a conflict with my serving on this committee.

Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.

How did you hear about the volunteer opportunity?

Other (specify below)

Other

The openings have been promoted during Race Equity Advisory Committees

Type the Year

2023

Cindy Anderson



Bainbridge Island, Washington 98110

May 9, 2023

Dear Race Equity Advisory Committee:

I am pleased to apply for a position on this committee. I hope you will find my qualifications and background suitable for the position.

I graduated from the University of San Diego in 1981 with a major in Business Administration and a minor in Computer Science. I started working for a small micro-computer company called KAYPRO, eventually moving on to IBM where I was working when I moved to Bainbridge Island in 1989.

After commuting to Seattle for a few years, I decided to become a stay-at-home mom. I worked on our real estate investment company at home and was able to combine that with a busy volunteer schedule. I was the Parent Teacher Organization (PTO) President at Ordway Elementary and took the same position at Sakai Middle School as my sons moved on to that school. I was a member of the Rotary Club, a board member of the Pee Wee Football organization and a board member of the Bainbridge Island Lacrosse organization.

After my sons graduated from high school, I got involved with a world-wide peace organization, serving as a board member for the Nipponzan Myoji DoJo on Bainbridge Island. I spent time going on peace marches and advocating for, among other things, the abolition of nuclear weapons, racial equality, and the de-militarization of police. I attended Peace ceremonies at Peace Pagodas located in Japan, England and Austria while becoming involved in trying to establish one on Bainbridge Island. Let me tell you---after a few years of trying---it became obvious that we'd never get that one through the building department and I gave up.

That experience helped to get me interested in City business. As I said in my application, I've watched all---or at least most---of our council meetings since 2016 (and before). While I was most interested in land use changes and police reform, I could not help but to watch with amazement the bizarre behavior of a very dysfunctional city council. When Rasham Nassar joined the Council in 2018 things became even worse. Rasham was of Palestinian decent. It slowly became clear to me that there was an ugly racist undertone on the City Council as colleagues cut her off, interrupted her and belittled her on a regular basis.

Thus, when a group of people spoke at a council meeting about the mistreatment of people of color on this island and the council created the Race Equity Task Force, I was thrilled. As many

of you know, I have been a strong supporter of this committee from the beginning and would like to add my support in a more formal manner as a member of this committee.

Thank you for your consideration of me for this position.

Sincerely,

Cindy Anderson

A solid black rectangular box used to redact the signature of Cindy Anderson.

**From:** noreply@civicplus.com  
**Sent:** Wednesday, April 26, 2023 3:38 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Race Equity Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

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.

Race Equity Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

Step 1

Race Equity Advisory Committee Volunteer Application

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Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Applicant Information

|               |           |
|---------------|-----------|
| Name          | Lynn Beck |
| Email         |           |
| Daytime Phone |           |



|                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Address                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| City                                                                                                               | Bainbridge Island                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| State                                                                                                              | WA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Zip                                                                                                                | 98110                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Current Employer                                                                                                   | Retired                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Current Position                                                                                                   | n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Experience &amp; Qualifications</b>                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Have you served on any city committees, commissions, boards or task forces in the past?                            | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| If yes, please indicate which group(s).                                                                            | Race Equity Advisory Committee - 2023<br>Human Services Advisory Task Force - 2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| What experience and/or training have you had in the area of race equity (skills, activities, training, education)? | Because of my volunteer and staff involvement with Plymouth Housing, a nonprofit in Seattle that provides permanent supportive housing to the formerly homeless, I have participated in many cultural competency and DEI workshops. I've had the privilege of attending workshops and trainings offered by Dr. Caprice Hollins, Co-founder of Cultures Connecting. I recently served on the CEO search committee for Plymouth Housing. The committee received coaching from Dr. Hollins on mitigating implicit bias in the interview process. The training was invaluable. For the first time since Plymouth was founded 42 years ago, a person of color was hired as the new CEO. It was an honor to be a part of this hiring process. I've been humbled by my DEI work, and I understand that it is a lifelong commitment. I will never be an expert, but I will show up and do my best to initiate change by listening first and having conversations that build trust and empathy. |
| Please share your community interests (groups, committees, organizations) if any:                                  | I currently serve on the Race Equity Advisory Committee. I filled a short-term position vacancy starting in January 2023, and I'd like to continue my volunteer work. I've also served on the Human Services Advisory Board Task Force in 2022. It was a rewarding experience and inspired me to do more volunteer efforts on Bainbridge Island. My commitment to DEI work and making a difference in my community led me to apply for this volunteer opportunity. Prior to moving permanently to Bainbridge Island in 2020, I was active in Seattle 4 Rotary and served as a board member for Visit Seattle. I continue to stay                                                                                                                                                                                                                                                                                                                                                       |

engaged with my Seattle community but would like to deepen my volunteer involvement on Bainbridge.

Do you have potential conflicts of interest? If so, please explain:

I do not have any potential conflicts of interest.

Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish.

*Field not completed.*

How did you hear about the volunteer opportunity?

Other (specify below)

Other

I currently serve on the Race Equity Advisory Committee

Type the Year

2023

**From:** noreply@civicplus.com  
**Sent:** Monday, April 24, 2023 9:57 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Race Equity Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

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.

## Race Equity Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

### Step 1

#### Race Equity Advisory Committee Volunteer Application

If you are passionate about ensuring equitable opportunities and outcomes for historically marginalized groups, the City of Bainbridge Island (COBI) has an opportunity for you to serve as a volunteer. Assist with the dismantling of systemic and structural racism within our government and local community. This position also provides an opportunity to work with COBI leadership and the City's Race and Equity Inclusion Manager on a variety of topics. The successful applicant will have excellent communications skills, a demonstrated commitment to diversity, equity and inclusion, excellent problem-solving skills, as well as an understanding of intersectionality and privilege.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. Applications will be considered active for one year.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

#### Applicant Information

Name Raul Camacho

Email

Daytime Phone

|                                                                                                                                                    |                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Address                                                                                                                                            |                                                                                                                                                                                                                                                                                              |
| City                                                                                                                                               | Bainbridge Island                                                                                                                                                                                                                                                                            |
| State                                                                                                                                              | WA                                                                                                                                                                                                                                                                                           |
| Zip                                                                                                                                                | 98110-4514                                                                                                                                                                                                                                                                                   |
| Current Employer                                                                                                                                   | Starbucks                                                                                                                                                                                                                                                                                    |
| Current Position                                                                                                                                   | Director Retail Infrastructure Engineering                                                                                                                                                                                                                                                   |
| <b>Experience &amp; Qualifications</b>                                                                                                             |                                                                                                                                                                                                                                                                                              |
| 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>                                                                                                                                                                                                                                                                  |
| What experience and/or training have you had in the area of race equity (skills, activities, training, education)?                                 | I've completed 6 months of diversity & inclusion leadership training program at Starbucks partnering with an executive vice president and 5 other peers. Focus was on formal education, common language and shared experiences.<br>Recent reading includes How to be an Anti-Racist by Ibram |
| Please share your community interests (groups, committees, organizations) if any:                                                                  | BARC - Ham Radio operators club. Currently licensed.<br>Avid auto repair & modification hobbyist.<br>Continual learner, recently completed Amazon AWS certification<br>BARN - Recently attended machining and welding courses                                                                |
| Do you have potential conflicts of interest? If so, please explain:                                                                                | Continued employment at Starbucks.                                                                                                                                                                                                                                                           |
| Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish. |                                                                                                                                                                                                                                                                                              |
| How did you hear about the volunteer opportunity?                                                                                                  | Other (specify below)                                                                                                                                                                                                                                                                        |
| Other                                                                                                                                              | Conversation with Renni                                                                                                                                                                                                                                                                      |
| Type the Year                                                                                                                                      | 2023                                                                                                                                                                                                                                                                                         |

## *Raul Gabriel Camacho*

[REDACTED]  
**Bainbridge Island, WA 98110**  
[REDACTED]  
[REDACTED]

### **IT Infrastructure Leader**

Seasoned IT Infrastructure leader with a proven track record driving innovation and productivity goals aligned to business objectives. Expertise in directing voice, data and server infrastructure strategies. Broad industry and technical expertise across enterprise, service provider and manufacturing segments.

OpX, VOIP, Contact Center, CDN, Load Balancing, Proxy, Efficiency, Contract Negotiation, Engineering, Solution Design and Integration, Enterprise Architecture, Convergence, Collaboration, Wireless, ITIL, Lean,

### **Professional Experience:**

#### **Director Retail Infrastructure Engineering– Starbucks Coffee Company**

March 2020 to present

- Drove engineering for North American Retail Network refresh project encompassing upgrades across 11,000 stores and saving the company ~\$20M annually year over year.
- Driving engineering of in store edge compute hosting strategy servicing virtualized and container-based line of business applications. Savings ~\$16.5 M per hosted application.

#### **Manager Retail Network Engineering and Operations– Starbucks Coffee Company**

April 2016 to March 2020

- Responsible for retail network engineering and operations worldwide.
- Manage a team of network engineers responsible for design, implementation and 3<sup>rd</sup> tier operations across all markets (North America, EMEA, APAC)
- Manage a team of network operations analysts responsible for network support in North America.
- Manage operations of all outsourced service providers for data network and voice services.
- Completed retail network refresh in EMEA market leveraging Meraki cloud-controlled infrastructure. ~1500 Stores.
- Completed retail network refresh in China market leveraging Meraki cloud-controlled infrastructure. ~3000 Stores.
- Completed retail network refresh in Japan market leveraging Meraki cloud-controlled infrastructure. ~1500 Stores.
- Completed guest WiFi content filtering solution across North American market to protect brand reputation and improve partner safety.
- Deploying retail network refresh in North American market leveraging Meraki cloud-controlled infrastructure. ~10,000 Stores.
- Replaced retail network bastion zones in North America to improve reliability and capacity. Modernized infrastructure leveraging Spine-Leaf clos network and next generation firewalls.
- Fully instrumented North American retail network with to provide near real time metrics and telemetry.

#### **Director, Global IT Infrastructure Architecture– Holland America Line Inc (Carnival Cruise Corporation)**

November 2014 to April 2016

- Responsible for global IT Infrastructure strategy, design, governance and lifecycle management.
- Manage a team of Infrastructure/Enterprise Architects
- Work closely with business customers to align requirements to IT solutions leveraging IT portfolio and net new technology as warranted.
- Established Infrastructure Architecture Review Board process for vetting requirements to solution design, Worked with Engineering and Operations to define and manage handoff processes for solutions through Design, Implementation and Operations lifecycle.
- Member of leadership team effecting transition from brand centric IT organization to a global IT organization servicing all brands under the Carnival Corporation umbrella of companies.

#### **Manager, Networking, Telecommunications, DevOps and Storage– Holland America Line Inc**

July 2013 to November 2014

- Responsible for managing five highly effective teams encompassing network, telecommunications, storage and development operations supporting a \$16B multinational enterprise.
- Seamlessly transitioned responsibility from predecessor who was promoted internally
- Filled (5) open headcount within 5 weeks to meet business demand and grow the organization in line with the strategic plan
- Executed multiple engineering and operational improvement activities that were previously unsuccessful with flawless execution and no unplanned downtime
- Execute migration of datacenter assets to new facilities consolidating footprint and reducing operational expense.
- Executed forklift upgrade of all ship side network infrastructure for the Holland and Seabourn fleet of 22 ships in 6 months while launching new onboard products such as iCafe guest internet access and bow to stern wireless LAN.
- Mentor and grow two down level managers and a team of 15 engineers
- Built a development operations (DevOps) team from the ground up to provide focused engineering/operations support for the Holland America Line development team.

**Director, Corporate IT**– Avalara Bainbridge Island, Washington

August 2012 to July 2013

- Responsible for all Corporate IT infrastructure and internal customer support including networking, unified communications, database and applications
- Manage a global team of 9 engineers
- Reduced ticket backlog by 50%
- Implemented ITIL based Service Desk suite
- Stabilized and redesigned network leveraging MPLS transport, dynamic routing and quality of service
- Stabilized core datacenter network
- Stabilized enterprise phone system
- Initiated and lead RFP effort for phone system replacement
- Initiated and completed conversion to Office365 for Exchange, Sharepoint and Lync workloads
- Initiated audit of Microsoft license consumption resulting in Enterprise Agreement true up for compliance and negotiation of additional Enterprise Agreements to cover additional product usage. Negotiated commercial discounts beyond par for level.
- Managing a new datacenter build for corporate infrastructure in the Seattle Metro area

**Sr. Product Manager**– ExtraHop Networks Seattle, Washington

January 2012 to August 2012

- Inbound product management aligning market demand and strategy to product development lifecycle.
- Inbound OEM supplier management of Dell, Chelsio, Cavium, Intel and others.
- Initiated and drove product development of Extrahop for AWS, ExtraHop EH6000, EH8000 platforms.
- Managed and developed partnerships with Cisco Systems, Amazon and others.

**Manager Global Telecommunications**– Amazon.com Seattle, Washington

July 2010 to November 2011

- Manager of global telecommunications systems including VoIP, video conferencing and related infrastructure.
  - Lead a team of systems & network engineers.
  - Develop and execute against team roadmaps, goals and strategies.
  - Champion and orchestrate cross-departmental projects and initiatives.
  - Create individual employee development plans; cultivate career growth of team members.
  - Meet business objectives in a metrics-driven environment.
  - Define and measure the success of deliverables.
  - Manage the lifecycle of telecommunications equipment.
  - Manage domestic and international vendor relationships.
  - Deliver reliable voice services to worldwide corporate offices, call centers, fulfillment centers and other branch offices.
  - Coordinate ongoing operational support of Amazon's voice networks by overseeing on-call rotations, trouble resolution and maintenance of existing global VoIP infrastructure.
  - Act as an escalation point for operational issues.

**Senior Product Manager**– Open Text, Inc. Bellevue, Washington

March 2008 to July 2010

- Product management with specific focus on alignment of Unified Communications market space opportunities into core Fax product set within the Fax and Document Delivery business unit.
  - Responsible for inbound OEM telecommunication centric relationships

- Reduced inbound OEM expense through contract renegotiation and sourcing new competitive products
- Responsible for interoperability testing program and formal alliances with Unified Communications vendors such as Cisco, AVST, Avaya, Nortel, 3COM, Mitel and others
- Manage OEM relationship with Cisco Systems for Cisco Fax Server achieving organizational alignment and year over year royalty growth
- Responsible for product integration with Exchange 2010 Unified Messaging integration and associated go to market launch activities.
- Responsible for Open Text Fax Gateway product launch and ongoing product management
- Versed in product management lifecycles, agile and iterative development methodologies

**Vice President Voice Network Engineering**– Washington Mutual, Inc. Seattle, Washington

March 2005 to March 2008

- Manage highly effective team of engineers responsible for design and implementation and operational support of voice, VOIP and contact center infrastructure for the enterprise. Enterprise voice network consisted of ~70,000 voice ports leveraging Cisco, Avaya and Nortel technologies. Multiple contact centers globally integrated through ICM managed TFN network. >4,000 call center agents.
  - Negotiated telecommunications contract saving the company \$30M years 1-2 and 5% annual reductions years 3-5
  - Sponsored reverse auction and telecommunications expense management integration of cellular services saving \$500K/year
  - Negotiated Avaya support contract saving the company \$350K/year and securing structured discounts on products
  - Negotiated conferencing/collaboration contract saving \$15M/5years
  - Voting member of the WAMU Infrastructure Technology Governance Council
  - Member of the enterprise WAMU Enterprise Architecture Steering Committee
  - Leveraged Operational Excellence quick value processes to gather business requirements and design solutions to meet them
  - Led team through the design and implementation of a large scale Cisco VOIP infrastructure servicing ~7000 personnel
  - Led team through enterprise conversion of LEC and Toll Free services resulting in significant efficiencies
  - Led team through design and implementation of consolidated VOIP enabled Avaya contact center infrastructure servicing ~5000 personnel/3000 agents.
  - Led team through design and implementation of enterprise centralized Avaya predictive dialer system

**Assistant Vice President External Network Engineering**– Washington Mutual, Inc. Seattle, Washington

March 2002 to March 2005

- Manage highly effective team of engineers responsible for design and implementation and operational support of Internet and Business Partner data network, server load balancing, proxy caching and DNS/DHCP infrastructure
  - Responsible for overall design and implementation of Internet connected infrastructure including IP transit links, BGP configuration and Domain Name Services.
  - Sponsored project to replace Lucent QIP DNS/DHCP system with Cisco CNR. This project saved the company approximately \$1.5M capital expense in software licensing.
  - Sponsored project to expand Internet transit systems in (3) data centers to OC3 capacity in support of online banking initiative.
  - Managed team to stabilize and expand Internet proxy infrastructure including anti-virus and content filtering capabilities.
  - Authored enterprise standard on HTTP content caching best practices.
  - Managed team to stabilize and upgrade remote access virtual private networking (VPN) infrastructure.
  - Established engagement and workflow processes for business partner network engineering in conjunction with service delivery team.

**Director of Engineering** – Global Crossing, Inc. San Jose, California

June 2001 to March 2002

- Led engineering effort supporting entire division in the evaluation, design and service launch phases
- Participated in structured RFP response coordination
- Evaluate business and market opportunities towards development of partnering strategies
- Corporate technical representative in The Liberty Project Alliance (<http://www.projectliberty.org/>)

**Systems Engineer** – Cisco Systems, Inc. San Jose, California

November 2000 to June 2001

- Pre-sales technical engineering support for Excite@Home account on behalf of Cisco Systems
- Subject matter expertise in MPLS, BGP, 802.11B, content delivery networks (CDN)

**Program Manager** – Cisco Systems, Inc. San Jose, California

Professional Services

November 1999 to November 2000

- Project management and facilitation for the complete network implementation of Netstream, a start-up CLEC providing DSL, Voice, TDM and IP transit services. \$80M overall capital budget
- Project management and facilitation for a large scale expansion of wholesale dial services for Electric Lightwave, Inc

**Consultant** - Microsoft Corporation, Foster City, California

Microsoft Consulting Services

April 1999 to November 1999

- Project management and facilitation for a large scale infrastructure deployment at the California State Employment Development Department (EDD)
- Scalability and performance testing for Kaiser Corporation of Oracle, SQL Server, FPNW, NT SAM on Microsoft Cluster Server 1.0

**Southwest Regional IT Operations Manager** - Fremont Compensation, Glendale, California

Information Technology, Infrastructure

November 1996 to April 1999

- Regional I.T. operations manager. (10) Direct reports, (16) total in reporting structure. Management duties encompass operational responsibility for desktop support, systems administration and network administration
- Project director for the rollout of NT servers and workstations in 42 field offices from 1/99 – 8/99
- Project manager for the implementation of IGMP multicast support on all local area networks
- Project team member for the re-design of the corporate wide-area network to support changing application requirements
- Project director for the integration of an offices and infrastructure standardization of acquired company with offices in Costa Mesa and Newbury Park, CA
- Project manager for the implementation of Cisco PIX 520 firewall
- Function as technical / group lead for rapid deployment team. (3) Direct technical reports. Team charter was the deployment of standardized NT / LAN /WAN infrastructure. Additional responsibilities included project management and technical implementation of satellite office moves and consolidations.
- Project manager for the consolidation of corporate satellite offices in San Francisco, Fresno and Orange, CA. 220 personnel moved. Router reconfiguration to support Internet connectivity. Deployment of Cisco 5500 and 2800 Ethernet switches.
- Project manager for the implementation of a Windows NT based DNS server for the internal fremontcomp.com domain.
- Project manager for the expansion of the Cabletron MMAC switch and VLAN infrastructure at Glendale, CA.

**Senior Systems Analyst** - Oracle Corporation, Redwood Shores, California

Oracle Education, Finance and Operations

December 1994 to November 1996



### **Education:**

**MBA, University of Phoenix** 9/2004, 3.85 GPA.

**B.S. Electrical Engineering (Computers), University of Southern California** 1994

### **Technical Skills and Certifications:**

**CCNP, CCDP, CCNA CCDA, MCSE, Oracle Master, VOIP, Database design, Fixed Mobile Convergence, Cisco data networking, MPLS, Frame-Relay, Optical, Content Delivery Networking (CDN), Web Proxy, Video over IP, BGP, 802.11**

**From:** noreply@civicplus.com  
**Sent:** Monday, May 15, 2023 1:03 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Race Equity Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

**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.**

## Race Equity Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

### Step 1

#### Race Equity Advisory Committee Volunteer Application

If you are passionate about ensuring equitable opportunities and outcomes for historically marginalized groups, the City of Bainbridge Island (COBI) has an opportunity for you to serve as a volunteer. Assist with the dismantling of systemic and structural racism within our government and local community. This position also provides an opportunity to work with COBI leadership and the City's Race and Equity Inclusion Manager on a variety of topics. The successful applicant will have excellent communications skills, a demonstrated commitment to diversity, equity and inclusion, excellent problem-solving skills, as well as an understanding of intersectionality and privilege.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. Applications will be considered active for one year.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

#### Applicant Information

Name Caitlin Lombardi

Email

Daytime Phone

|                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Address                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| City                                                                                                                                               | Bainbridge Island                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| State                                                                                                                                              | WA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Zip                                                                                                                                                | 98110                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Current Employer                                                                                                                                   | Columbia Legal Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Current Position                                                                                                                                   | Director of Development & Communications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Experience &amp; Qualifications</b>                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| What experience and/or training have you had in the area of race equity (skills, activities, training, education)?                                 | My career has been with organizations dedicated to racial, social, and economic equity, such as the ACLU, The Riveter, Post-Prison Education Program, and Columbia Legal Services. I have a BA in International/Intercultural Studies and Political Studies from Pitzer College and have been fortunate to participate in trainings over the years with Cultures Connecting, Robin D'Angelo, the Racial Equity Institute, The Management Center, The Truth-Telling Project ("Building a Culture of Reparations"), and The People's Institute Northwest, including with Dr. Edwin Nichols. I also receive ongoing equity-centered management training at my current job with Columbia Legal Services. |
| Please share your community interests (groups, committees, organizations) if any:                                                                  | My personal/volunteer pursuits are also for racial justice and in support of organizations such as Africatown Community Land Trust, King County Equity Now, Duwamish Tribal Services, and my own initiative called the Civil Reparations Project.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Do you have potential conflicts of interest? If so, please explain:                                                                                | None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

How did you hear about the  
volunteer opportunity?

Other (specify below)

Other

Current member of REAC

Type the Year

2023

May 15, 2023

Dear Race Equity Advisory Committee;

It is with great respect, dedication, and humility that I submit my interest in serving on the Race Equity Advisory Committee. Since moving back to Bainbridge three years ago, I have been very grateful for, and impressed with, REAC's efforts and impact on the island where I grew up. There is much work to be done, and I would be honored to assist in moving it forward if I am the right fit for the committee at this time.

I was incredibly fortunate to grow up in a multi-racial family that talked openly about race and provided me with a consciousness about my own whiteness from early on. I believe this set the foundation for my commitment to equity that has guided my career and personal pursuits. Professionally, I have fifteen years of experience working in community engagement, DEI, development, and communications for social justice organizations with an increasing focus on race equity, and I will share a few highlights.

I worked for eleven years at the ACLU of Washington in a series of development and community engagement roles. In my development work, I was heavily influenced by Vu Le of [Nonprofit AF](#) and many of my peers of color to look critically at our fundraising models and push for better alignment with our pursuit of equity and justice. As Community Relations Director, I led a collaborative, organization-wide process to create an events/public appearances tool with a built-in race equity lens and transparency tools. I worked with internal and external stakeholders to redo the ACLU's "Know Your Rights With Police" guide to better address the reality that in practice we do not all have the same rights with police, and that BIPOC and people with disabilities are at greatly increased risk in these encounters. I pushed to end our annual fundraising event and reallocate those funds to community gatherings and resources. And I designed an event series called "Flights & Rights" to highlight community partners such as [Mothers For Police Accountability](#), [Gender Justice League](#) and the [Washington Immigrant Solidarity Network](#).

I then went on to serve as Director of Social Impact for a mission-based start-up called The Riveter, reporting to the Director of Diversity, Equity, and Inclusion. There, I helped design and execute our internal DEI initiatives, and created a social impact program across eight cities that was grounded in racial and gender equity. Currently, I am Director of Development & Communications for Columbia Legal Services, a legal aid non-profit working to dismantle two systems rooted in racism: our immigration and mass incarceration systems. We bring legal and legislative strategies in support of community-led movements for justice across Washington. Our Development and Communications team constantly assesses how our programs align and serve our greater mission and strive to always center the communities most impacted by incarceration and immigration.

Over the past 15 years, I've been fortunate to participate in trainings and workshops with groups such as Cultures Connecting, Robin D'Angelo, the Racial Equity Institute, The Management Center, The Truth-Telling Project ("Building a Culture of Reparations"), and The People's Institute Northwest, including with Dr. Edwin Nichols.

Outside of work, I am a mother of three young daughters and feel particularly called to move other white people to action for racial justice. To this end, I write when I believe I can stoke reflection and change in my [movements](#) or my [community](#). And I run the Civil Reparations Project, a series of [virtual discussions](#) that challenge white people to become reparationists, and to pledge a percentage of their income to Black-led, wealth-building organizations in their communities. We have been invited to speak to groups from the City of Seattle, Leadership Tomorrow, Vashon Surge, The Unitarian Church and more. I am grateful we have raised close to \$100,000 for [Africatown Community Land Trust](#) from these conversations and I am committed to doing more.

A constant in my career and volunteering has been working with small teams and limited resources, toward large missions that must continually balance urgency with equity, and push for what's possible. If you feel this experience, identity, and skill set would serve REAC well at this time, I would be very happy to discuss more with you.

Sincerely,  
Caitlin Lombardi

# Caitlin Lombardi

[linkedin.com/in/caitlin-lombardi-8580](https://www.linkedin.com/in/caitlin-lombardi-8580)

## **Professional Summary**

Senior development, communications and social impact professional with fifteen years of experience forming partnerships that advance equity and justice. Audience-centered content creator and strong leader of cross-functional initiatives. Deep commitment to race equity and its operationalization across nonprofit communications, marketing and fundraising programs.

## **Professional Experience**

**FREELANCE** July 2020 - present

- **Civil Reparations Project** *June 2021 - present*  
**Creator**, volunteer
- **Program for Early Parent Support (PEPS)** *Jan 2021 - March 2021*  
**Communications Specialist**, contract
- **Post-Prison Education Program** *July 2020 - November 2020*  
**Director of Development & Policy**, full-time interim  
Build a comprehensive development program focused on foundation, individual and government funding. Make recommendations for board development, fundraising roadmap, communications and policy advocacy.

**COLUMBIA LEGAL SERVICES** March 2022 - present

### **Director of Development & Communications**

Lead the team responsible for all fundraising and external communications with a community-centric approach. Grow individual fundraising from \$200,000 annually to \$1 million annually in 3-5 years. Ensure all communications speak to our core values of racial and economic justice and our commitment to being community-led.

**THE RIVETER** January 2019 - July 2020

### **Senior Director of Strategy & Impact** *December 2019 - July 2020*

Designed and directed all advocacy and impact programs and partnerships around a mission of equity of opportunity for all working women. Worked cross-functionally to lead company-wide initiatives. Built and activated an audience of “change seekers” at The Riveter through advocacy-oriented marketing, content, community engagement, events and calls to action.

### **Director of Advocacy & Civic Engagement** *January 2019 - December 2019*

Created opportunities for company leadership, staff and rapidly growing membership to engage in the mission of equity of opportunity for all women. Worked with marketing and product teams to attract new members through issue and advocacy content, campaigns, events and activations. Created a Community Benefits Program to make positive impact in The Riveter’s seven markets through grants, partnerships and programs.

**Riveter Career Highlights:**

- Recruited and grew social sector partnerships with groups like [Dress For Success](#), [ReflectUS](#), the [ACLU](#) and [IGNITE](#).
- Curated and hosted weekly digital events with leaders in advocacy and activism, such as [Shannon Watts of Moms Demand Action](#), supermodel [Imaan Hammam](#), and Stacey Abram's [Fair Fight](#).
- Designed a national survey with YouGov and produced an eight-city listening tour capturing 100 women's stories on film and audio. Authored the resulting white paper unveiled with a short film at The Riveter Summit to an audience of 500 and covered by [Quartz](#) reaching more than 16 million.
- Designed and directed [The Riveter 2020: We Decide](#) campaign to connect women with their political power, including through events with presidential candidates such as Kamala Harris, Cory Booker, Amy Klobuchar, Pete Buttigieg and Joe Biden.
- Authored [This is a Mirror Moment for White Feminism](#) article, published June 2020.
- Advised CEO on key issue advocacy, such as op-eds on [pay equity](#) and [reproductive rights](#), to establish The Riveter as a thought leader on policies impacting women at work.

**AMERICAN CIVIL LIBERTIES UNION (ACLU) of WASHINGTON****Community Relations Director 2017-2019**

Led team of four responsible for ACLU's community relations in Washington. Created vision, goals, and strategic plan for community engagement, including promotion to prospective supporters, member communications, events, volunteer and activism opportunities, public education and support for impacted communities.

- Directed ACLU-WA's public appearances, public education and distribution of materials such as Know Your Rights guides and key issue information
- Served as organization messaging lead on revolving set of issue areas
- Secured and grew partnerships with aligned businesses, organizations, and events, including in 2017 when funding increased by 400%.
- Designed opportunities for target audiences to connect with the ACLU, community partners and each other, both in person and digitally, including the monthly Flights & Rights event series that drew 2,600 attendees in 2018.
- Directed the creation of ACLU promotional materials and annual reports.
- Acted as public spokesperson and empowered others to represent the ACLU, including training and speech writing for ACLU leadership, board and volunteers.

**Associate Director of Development 2014-2017**

Responsible for statewide fundraising operations and communications, donor portfolios, and launch of \$50 million capital campaign.

**Donor Relations & Major Gifts Manager 2011-2014**

Managed ACLU-WA's donor relations and Major Gifts program (individuals giving \$10,000 to \$1,000,000+ annually). Ensured strategic, donor-centric engagement for supporters at all levels.

**Leading Freedom Forward Campaign Manager 2008-2011**

Managed multi-year, statewide capital campaign to raise \$10 million in outright gifts and \$20 million in planned gifts, within a nationwide campaign to raise \$335 million in combined gifts.



**Education**

Pitzer College, Claremont, CA  
BA Political Studies, 2004  
BA International/Intercultural Studies, 2004

University of Washington, Seattle, WA  
Storytelling and Content Strategy Certificate - May 2018

**References****Merf Ehman**

Executive Director, Columbia Legal Services (direct supervisor)  
Phone: 206.287.9651  
Email: [merf.ehman@columbialegal.org](mailto:merf.ehman@columbialegal.org)

**Senator Mona Das**

Former 47th Legislative District, Majority Caucus Vice Chair, WA State Senate (community partner)  
Phone: 503.419.8010  
Email: [monadas9@gmail.com](mailto:monadas9@gmail.com)

**Johane Alexis-Phanor**

Founder, Beyond Wordz (community partner)  
Email: [johane.alexis@gmail.com](mailto:johane.alexis@gmail.com)

**Jodi-Ann Burey**

Senior Director of Diversity, Equity & Inclusion, The Riveter (direct supervisor)  
Phone: 917.374.7425  
Email: [jaburey@gmail.com](mailto:jaburey@gmail.com)

**Michele Storms**

Executive Director, ACLU of Washington  
Phone: 206.624.2184  
Email: [mstorms@aclu-wa.org](mailto:mstorms@aclu-wa.org)

**Mary Gagliardi**

Development Director, ACLU of Washington (direct supervisor)  
Phone: 425.922.5876  
Email: [mgagliardi@aclu-wa.org](mailto:mgagliardi@aclu-wa.org)

**Paula Luangrath-Brown**

Community Relations Manager, ACLU of Washington (direct report)  
Phone: 425.923.3784  
Email: [pluangrath@aclu-wa.org](mailto:pluangrath@aclu-wa.org)

**From:** noreply@civicplus.com  
**Sent:** Saturday, May 13, 2023 2:06 PM  
**To:** CityAdmin  
**Subject:** Online Form Submittal: Race Equity Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

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.

Race Equity Advisory Committee Volunteer Application (Due: Wednesday, May 17, 2023 at 4 pm)

Step 1

Race Equity Advisory Committee Volunteer Application

If you are passionate about ensuring equitable opportunities and outcomes for historically marginalized groups, the City of Bainbridge Island (COBI) has an opportunity for you to serve as a volunteer. Assist with the dismantling of systemic and structural racism within our government and local community. This position also provides an opportunity to work with COBI leadership and the City’s Race and Equity Inclusion Manager on a variety of topics. The successful applicant will have excellent communications skills, a demonstrated commitment to diversity, equity and inclusion, excellent problem-solving skills, as well as an understanding of intersectionality and privilege.

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted. Applications will be considered active for one year.

Application Deadline – Wednesday, May 17, 2023, at 4 pm. Applicants must be available in late May - early June for interviews.

Applicant Information

|               |               |
|---------------|---------------|
| Name          | Eric M. Stahl |
| Email         | [REDACTED]    |
| Daytime Phone | [REDACTED]    |

|                  |                           |
|------------------|---------------------------|
| Address          |                           |
| City             | Bainbridge Island         |
| State            | WA                        |
| Zip              | 98110                     |
| Current Employer | Davis Wright Tremaine LLP |
| Current Position | Partner/attorney          |

### Experience & Qualifications

|                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Have you served on any city committees, commissions, boards or task forces in the past?                            | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| If yes, please indicate which group(s).                                                                            | Race Equity Task Force<br>Race Equity Advisory Committee (current member)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| What experience and/or training have you had in the area of race equity (skills, activities, training, education)? | <p>I joined the Race Equity Task Force in 2020, was on the board when it transitioned to REAC in 2021, and have served continuously since then.</p> <p>I have attended multiple GARE training sessions as a REAC member. Professionally, I participate regularly in firm and bar association DEI presentations. Personally, I read a good deal of anti-racist literature and history.</p> <p>I have worked as an attorney for 25 years, focusing on First Amendment and media/content issues. Before that, I was a local news reporter for six years, with extensive experience covering city governments. As I said when I interviewed for RETF in 2020, what I hoped to bring to the table was an understanding of how government processes work, which I thought would be (and I think has proven to be) helpful in institutionalizing within COBI the change RETF/REAC hoped to bring, and in assuring the city has processes in effect to make consideration of race equity impacts as much a government function as consideration of fiscal impacts.</p> <p>My most relevant experience and education has been my 3 years on REAC itself. I've tried to focus on work that fits my background, i.e. the goal of incorporating race equity considerations into existing government structures – things like drafting the original ordinance creating REAC, assuring REAC is monitoring the City Council and other city activities, and making sure our programs are funded and that we're operating in a way that complies with city requirements. I'm also proud of the occasions where we've had to call out structural racism and racist responses in various city matters.</p> |

|                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Please share your community interests (groups, committees, organizations) if any:                                                                  | —Member of COBI REAC (and for a short time before that, the Race Equity Task Force)<br>— Washington Coalition for Open Government (board member for 11 years; current acting chair of its Legal Committee)<br>—Member of state legislative task force regarding use of police body cameras (chaired by Rep. Drew Hansen)<br>—Numerous ABA and bar groups, including various committee leadership positions--see uploaded resume<br>—Past involvement with Bainbridge Island Little League and other youth sports |
| Do you have potential conflicts of interest? If so, please explain:                                                                                | Nothing has come up in my 3+ years on RETF/REAC                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Please attach a cover letter and resume' to describe your background and interest in this role. Feel free to provide other materials, if you wish. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| How did you hear about the volunteer opportunity?                                                                                                  | Other (specify below)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Other                                                                                                                                              | I'm a current REAC member                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Type the Year                                                                                                                                      | 2023                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |



## Eric M. Stahl

PARTNER

### Education

J.D., University of Washington  
School of Law, 1997, with high  
honors

Order of the Coif

Order of the Barristers

Executive Articles Editor,  
Washington Law Review

B.A., International Relations, Minor  
in Economics, University of  
Pennsylvania, 1988, magna cum  
laude  
Phi Beta Kappa

Eric Stahl helps media and entertainment companies, advertisers, and other content providers and communications companies in intellectual property, First Amendment and commercial matters. A former journalist, he has over 25 years' experience providing timely and practical advice to newsrooms and media outlets nationwide on pre-publication and pre-broadcast review, reporter's privilege, access to government records and proceedings, digital content issues, and defense of defamation claims.

The author of a book on copyright remedies, Eric regularly litigates copyright, trade secret and other intellectual property cases. His copyright clients include studios and production companies, publishers, ad agencies and gaming companies. He also represents clients in public records, commercial speech, privacy and online liability cases.

### Admitted to Practice

California, 2013

Washington, 1997

U.S. Court of Appeals 9th Circuit

U.S. Court of Appeals 2nd Circuit

U.S. District Court Western District  
of Washington

U.S. District Court Eastern District  
of Washington

U.S. District Court Central District  
of California

U.S. District Court Northern District  
of California

U.S. District Court Eastern District  
of California

U.S. District Court Southern  
District of California

### Practice Highlights

#### Copyright & IP litigation

Represented studio plaintiff at trial in a case resulting in the largest reported award of copyright statutory damages. Secured early dismissal, based on lack of substantial similarity, in infringement claim against studio and filmmakers. Regularly litigates IP and contractual ownership claims involving motion pictures, photographs and digital and print publications.

#### Public records

Won state supreme court public record case establishing right of access to police records during pendency of criminal trial. Represented news and other clients in dozens of state and federal public records disputes. Co-Editor-in-Chief, Public Record Act Deskbook (WSBA).

## News media defense

Practical, knowledgeable pre-publication and pre-broadcast review that regularly enables news clients to reduce legal risks in reporting high-profile, high-impact investigative news stories. Successful defense of numerous defamation, invasion of privacy and other news tort claims.

## Experience

### State v. Troyer

Obtained an order quashing a subpoena from a criminal defendant, an elected county sheriff, seeking production of a local news station's journalistic materials, which included notes, communications, and raw video footage from an interview with the alleged victim, based on Washington's reporter shield law. (Pierce Cnty. (Wash.) Super Ct. 2023)

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### In re Matter of subpoena Duces Tecum to KING5

Successfully defeated a county prosecutor's motion to compel the production of a local news station's raw footage captured by a news helicopter, which showed a fatal police standoff along I-5 in southern Washington, based on the First Amendment and Washington's reporter shield law. (Lewis Cnty. (Wash.) Super Ct. 2023)

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### Bertuccelli et al. v. Universal City Studios LLC, et al.

Represented Universal, Blumhouse Productions, and other defendants in a copyright case alleging a baby mask work by the killer in the films "Happy Death Day" and "Happy Death Day 2U" infringed a Mardi Gras "walking head" sculpture called "King Cake Baby". (E.D. La. 2021)

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### Seattle Police Department Subpoenas

Represented Seattle's five largest news outlets in seeking to quash, on state Shield Law grounds, Seattle Police Department's attempt to compel disclosure of unpublished footage and photographs of civil unrest following police brutality protests in downtown Seattle. (Washington Supreme Court and King Cnty. (Wash.) Super. Ct. 2020)

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### Douglas Jordan-Benel v. Universal City Studios Inc. et al.

Represented Blumhouse Productions, Universal City Studios, and other defendants in a lawsuit alleging claims for copyright infringement and breach of implied contract arising from the hit film "The Purge." The plaintiff agreed to dismiss his lawsuit and publicly acknowledge that discovery showed that defendant James DeMonaco independently created his screenplay, in exchange for defendants' waiver of fees and costs. (C.D. Cal. 2019)

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### Fillmore v. Blumhouse

Represented Blumhouse Productions, Lionsgate, and other defendants in a lawsuit alleging that the film "The Lazarus Effect" violated the plaintiff's copyrighted work. The 9th Circuit affirmed the order dismissing the case. (C.D. Cal. 2019)

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### Griffin v. Blumhouse Productions

Represented Jordan Peele, Blumhouse Productions, and others in a lawsuit alleging that the film "Get Out" violated the plaintiff's copyrighted work. Plaintiff's initial lawsuit, filed in state court, was dismissed on jurisdictional grounds in 2017; plaintiff then filed suit in federal court, and defendants' motion to dismiss the lawsuit with prejudice was granted in January 2018. No appeal was filed. In March 2018, Peele won the Oscar for Best Original Screenplay for "Get Out." (C.D. Cal. 2018)

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### Maloney v. T3Media, Inc.

Represented T3Media, a provider of digital hosting and licensing services, in a right-of-publicity lawsuit brought by two former college athletes on behalf of a putative class based on the display and licensing of NCAA photographs on a website owned by T3Media. District court granted T3Media's SLAPP motion and subsequent fee motion. Plaintiffs appealed, and

the 9th Circuit Court of Appeals unanimously affirmed the lower court's ruling. Plaintiffs subsequently agreed to pay an additional fee award. (C.D. Cal., 9th Cir. 2017)

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#### **Trade secret defense for corporate officer**

Defended former COO in lawsuit brought by company alleging trade secret violations and tortious interference. Successfully settled after cross-motions for summary judgment. (Wash. 2016)

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#### **Fisher Broadcasting-Seattle TV LLC v. City of Seattle**

On behalf of major news organizations and open government advocates, filed state Supreme Court amicus brief arguing for public disclosure of police dash cam videos. Court adopted statutory construction advocated by amici. 326 P.3d 688 (Wash., 2014)

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#### **Henne v. City of Yakima**

On behalf of major news organizations, filed amicus brief in first case construing Washington's anti-SLAPP statute to reach the Washington State Supreme Court, urging the Court to construe the statute in favor of protecting defendants' speech and petition rights. Court ruled that as recipient of communications, municipality was not engaged to protected activity. (Wash., 2015)

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#### **Linda Cawley v. Vancouver Columbian**

Defended newspaper in defamation action brought by teacher, based on published articles about investigation into alleged classroom assault, with trial court granting summary judgment. (Clark Cnty. (Wash.) Super. Ct. 2013)

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#### **Seattle Times Co. v. Serko**

Represented newspaper before Washington Supreme Court and trial court in public records litigation over police investigative files stemming from the 2009 shooting of four police officers. Obtained a unanimous decision that police records cannot be categorically withheld from public access, even in the face of a claim that disclosure threatens the suspect's fair trial rights. 170 Wash.2d 581, 243 P.3d 919 (Wash. App. 2010)

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#### **Doe v. Reed**

Submitted amicus brief on behalf of national and Washington state media in support of constitutionality of the Washington Public Records Act, which required public disclosure of names of referendum sponsors and signatures. 130 S.Ct. 2811 (U.S. 2010)

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#### **Vargas v. Pfizer**

Successful defense of a soundware company against copyright infringement claim based on drum loop used in advertisement. Case raised issues of originality, independent creation and substantial similarity. Defendants prevailed on summary judgment. 418 F. Supp. 2d 639 (S.D.N.Y. 2005, 2d Cir. 2008)

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#### **Jimenez v. City of Chicago**

Successfully quashed subpoena, on First Amendment grounds, directed to former student journalist for newsgathering material. 733 F. Supp. 2d 1268 (W.D. Wash. 2010)

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### **Cawley-Herrmann v. Meredith Corporation**

Successfully represented Meredith Corp., owner of KPTV in Portland, Ore., in motion to dismiss and subsequent motion for reconsideration in a lawsuit brought by plaintiff alleging a new theory of invasion of privacy through the publicity of her identity as the subject of allegedly false and unsubstantiated allegations. 654 F.Supp.2d 1264 (W.D. Wash. 2009)

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### **Illinois Tool Works, Inc. et al. v. Seattle Safety, LLC**

Represented crash sled patent holder in a patent infringement, breach of contract, and unfair competition litigation against former contractor. Won partial summary judgment of infringement; case settled four days before trial. (W.D. Wash. 2011)

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### **Breach of contract dispute for book author**

In arbitration, successfully obtained dismissal of breach of contract claim arising from statement made in the defendant's book. Arbitrator found that anti-SLAPP statute applied and dismissed the complaint because it failed to state a claim upon which relief could be granted. (2011)

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### **Salehoo Group Ltd. v. ABC Co.**

Successfully moved to quash subpoena directed at anonymous owner and operator of website critical of plaintiff. The court found the plaintiff had not overcome the defendant's First Amendment right to speak anonymously because it had not stated a prima facie claim for defamation or Lanham Act violations. 722 F. Supp. 2d 1210 (W.D. Wash. 2010)

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### **Long v. Internal Revenue Service**

Successfully moved to require the IRS to continue producing records under the Freedom of Information Act and recovered award of attorneys' fees on two occasions. 2008 WL 4083172 (W.D. Wash. 2008)

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### **Parmelee v. O'Neel**

Represented ACLU as amicus curiae in successful argument that state criminal libel statute is unconstitutional. 186 P.3d 1094, 145 Wash. App. 223 (2008)

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### **Hearst Communications v. The Seattle Times Company**

Defended The Seattle Times Company in litigation filed by the Hearst Corporation regarding the Joint Operating Agreement under which the Seattle Times Company published both The Seattle Times and The Seattle Post-Intelligencer. The case resulted in a unanimous Washington Supreme Court decision on the threshold issue of contract interpretation. (Wash. 2005-2007)

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### **King County (Wash.) Superior Court sealed files for The Seattle Times Company**

Successfully moved to open dozens of sealed court files on behalf of The Seattle Times in connection with its Pulitzer Prize-finalist investigative series, "Your Courts, Their Secrets." (King Cnty. (Wash.) Super. Ct. 2007)

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### **Feltner v. Columbia Pictures Television, Inc.**

Obtained for Columbia Pictures Television a \$31.6 million jury verdict in copyright statutory damages for willful vicarious and contributory copyright infringement by the sole shareholder of three television stations which continued to broadcast Columbia's programs after Columbia terminated the program licenses for nonpayment. Representation included two trials, three appeals to the 9th Circuit Court of Appeals and appearing before the U.S. Supreme Court (arguing against now Chief Justice John G. Roberts, Jr.). *Feltner v. Columbia Pictures Television, Inc.*, 523 U.S. 340 (1998); *Columbia Pictures Television v. Krypton Broadcasting of Birmingham, Inc.*, 106 F.3d 284 (9th Cir. 1997); 152 F.3d 1171 (9th Cir. 1998); 259 F.3d 1186 (9th Cir. 2001), cert. denied 534 U.S. 1127 (U.S. 2002)

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## **Memberships & Affiliations**



- Chair, Copyright Litigation Committee, IP Law Section, American Bar Association, 2013-2015
- Board of Directors, Washington Coalition for Open Government
- Co-editor-in-chief, Washington State Bar Association Public Records Act Deskbook — 2013, 2020
- Member, Los Angeles Copyright Society
- Past National Trustee; Founding Member and Past Chair – Northwest Chapter, Copyright Society of the USA
- Member, City of Bainbridge Island Race Equity Advisory Committee
- Past Trustee, Greater Northwest Chapter, National Multiple Sclerosis Society
- Intellectual Property and Litigation Sections, Forum on Communications, American Bar Association

## Professional Recognition

- Selected as Seattle's "Lawyer of The Year" by Best Lawyers in First Amendment Law (2016) and Communications Law (2021, 2023)
- Named as one of the "Best Lawyers in America" in Communications Law by Best Lawyers, 2009-present
- Selected to "Washington Rising Stars," Thomson Reuters, 2005-2006
- Fellow, American Bar Foundation

## Background

- Law Clerk, Attorney General of Washington, Consumer Protection Division, 1995-1996
- Newspaper Reporter, 1989-1994

## Insights

More Than 160 Davis Wright Tremaine Attorneys Recognized in the 2023 Edition of Best Lawyers, 08.18.22

Co-author, "What is a Copyright, 4th Edition," Intellectual Property Section , American Bar Association, 07.13.22

Washington State Passes New Anti-SLAPP Statute, 10.26.21

Washington State Passes New Anti-SLAPP Statute, 07.28.21

Twelve From Davis Wright Tremaine Named 2021 "Lawyers of the Year" by Best Lawyers, 08.20.20

Co-author, "Seattle Media Challenges Blanket Police Department Subpoenas for Unpublished News Footage," MLRC MediaLawLetter, August 2020

Quoted in "Seattle Times, Other Media Fight Seattle Police Department Subpoena for Raw Footage, Photos of Protest," Seattle Times, 07.03.20

Washington Enacts Emergency Limitations on Public Meetings, Public Records, 03.25.20

Washington Enacts Emergency Limitations on Public Meetings, Public Records, 03.25.20

Editor-in-Chief, "2020 Supplement to Public Records Act Deskbook: Washington's Public Disclosure and Open Public Meetings Laws," Washington State Bar Association, 2020

ACLU SoCal Honors DWT With Freedom of Information Act Award, 2019

Supreme Court Expands Application of Exemption for Business Data Under Freedom of Information Act, 09.27.19