



CITY COUNCIL SPECIAL MEETING

Tuesday, June 26, 2018

**City Hall, 280 Madison Avenue North,
Bainbridge Island, Washington**

AGENDA

- 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - 6:00 PM**
- 2. AGENDA APPROVAL OR MODIFICATION/CONFLICT OF INTEREST DISCLOSURE**
- 3. PUBLIC COMMENT**
- 4. MAYOR'S REPORT**
- 5. CITY MANAGER'S REPORT**
- 6. PUBLIC HEARING(S)**
 - A.** 6:05 PM Ordinance No. 2018-23 Relating to Extension of Moratorium for Certain Developments, AB 18-021 - Planning (Pg. 4)
- 7. UNFINISHED BUSINESS**
 - A.** 7:05 PM Ordinance No. 2018-24, Amending Title 2 of the Bainbridge Island Municipal Code to Add Consultations and Zoning Verifications, AB 18-110 - Planning (Pg. 16)
 - B.** 7:15 PM Resolution No. 2018-20, Amending the Fee Schedule for Preapplication Meetings, and Adding Fees for Consultation and Zoning Verifications, AB 18-115 - Planning (Pg. 21)
 - C.** 7:20 PM Ordinance No. 2018-25 Relating to Landmark Tree Preservation, AB 18-116 - Executive (Pg. 27)
- 8. NEW BUSINESS**
 - A.** 7:50 PM Neighborhood Matching Grant Application for Greening the Sound to Olympics Trail Byway, Phase Two, AB 18-103 - Executive (Pg. 36)
 - B.** 8:00 PM Amendment No. 1 to the Professional Services Agreement with the Latimore Company, LLC, for Development Review Process Improvements, AB 18-113 - Planning (Pg. 47)
 - C.** 8:10 PM 2018 Road Striping Project Contract Award, AB 18-109 – Public Works (Pg. 69)
 - D.** 8:20 PM Core 40 - Miller and Fletcher Bay Road Shoulder Improvements Contract Award, AB 16-145 – Public Works (Pg. 77)

- E.** 8:30 PM Old Treatment Plant Pump Station Replacement Project Contract Award, AB 18-111 – Public Works (Pg. 83)
- F.** 8:40 PM Interlocal Agreement with Kitsap Public Utility District (KPUD) Relating to Paving of Beachcrest Drive, AB 18-112 – Public Works (Pg. 88)
- G.** 8:50 PM Appointment of Deputy Mayor, AB 18-114 - Mayor Medina (Pg. 94)
- H.** 9:00 PM Ordinance No. 2018-26, Amending Bainbridge Island Municipal Code Chapter 2.36, Increasing Size of Environmental Technical Advisory Committee, AB 18-117 - Executive (Pg. 95)
- I.** 9:10 PM Consider Removal of Member from Citizen Advisory Committee, AB 18-118 - Mayor Medina (Pg. 99)

9. CONSENT AGENDA - 9:25 PM

- A.** Agenda Bill for Consent Agenda, AB 18-108 (Pg. 100)
- B.** Accounts Payable and Payroll (Pg. 101)
- C.** Special City Council Meeting Minutes, June 5, 2018 (Pg. 203)
- D.** Regular City Council Study Session Meeting Minutes, June 5, 2018 (Pg. 205)
- E.** Special City Council Meeting Minutes, June 12, 2018 (Pg. 210)
- F.** Regular City Council Business Meeting Minutes, June 12, 2018 (Pg. 214)
- G.** Citizen Advisory Committee Appointments, AB 18-105 - Mayor Medina (Pg. 221)
- H.** Ordinance No. 2018-21 Amending Chapter 5 of the Bainbridge Island Municipal Code Related to Business Licenses, AB 18-102 - Finance (Pg. 392)
- I.** Professional Services Agreement for City Hall HVAC System Software Upgrade, AB 18-104 – Public Works (Pg. 408)
- J.** Request for Proposals for 2019 Lodging Tax Awards, AB 18-100 - Executive (Pg. 518)

10. COMMITTEE REPORTS - 9:30 PM

- A.** Marine Access Committee Regular Meeting Minutes, May 14, 2018 - Councilmember Peltier (Pg. 531)

11. FOR THE GOOD OF THE ORDER - 9:35 PM

12. ADJOURNMENT - 9:40 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 of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 6:05 PM Ordinance No. 2018-23 Relating to Extension of Moratorium for Certain Developments, AB 18-021 - Planning (Pg. 4)	Date: 6/26/2018
Agenda Item: PUBLIC HEARING(S)	Bill No.: 18-021
Proposed By: Planning and Community Development	Referrals(s):

BUDGET INFORMATION

Department: Planning	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

As last discussed at the City Council's June 19, 2018, meeting, the moratorium on the acceptance and processing of certain development applications (with exceptions) is set to expire on July 9, 2018. City staff anticipate an additional 90 days will be needed to complete work identified in the original moratorium work plan. The City Council is asked to determine if the moratorium should be extended while that work is being completed.

A moratorium work program and status report is attached (June 19, 2018).

The public hearing draft ordinance (Ordinance No. 2018-23) is attached.

Also attached is a summary of actions taken at the Planning Commission's June 21, 2018, meeting related to the moratorium work plan.

RECOMMENDED ACTION/MOTION

I move to approve Ordinance No. 2018-23, amending Ordinance No. 2018-14, leaving the effective date of the moratorium unchanged, and extending the moratorium for an additional 90 days.

ATTACHMENTS:

Description	Type
▣ Ordinance No. 2018-23	Backup Material
▣ Develoment Moratorium Summary	Backup Material
▣ Moratorium work program and status report 6.19.18	Backup Material
▣ June 21 Planning Commission Action Re: Moratorium Work Plan	Backup Material

ORDINANCE NO. 2018-23

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; amending Ordinance No. 2018-14, leaving the effective date of the moratorium unchanged; and extending the moratorium for an additional 90 days.

WHEREAS, on January 9, 2018, the City Council enacted Ordinance No. 2018-02 and thereby established a temporary emergency moratorium on the acceptance and processing of certain Permit Applications, as defined in Section 2 of Ordinance No. 2018-02; and

WHEREAS, the City Council and City staff received feedback and comment from individuals related to the moratorium and, based partly on that feedback and comment, the Council determined that certain exclusions to the moratorium needed to be amended to clarify the Council's intent regarding such exclusions; and

WHEREAS, on January 16, 2018, the Council enacted Ordinance No. 2018-03, which amended Ordinance No. 2018-02 to clarify some of the exclusions; and

WHEREAS, the Council and City staff received additional feedback and comment from individuals related to the moratorium and, based partly on that feedback, the Council determined that further amendment was necessary to clarify which types of activities are subject to the moratorium, and which activities are excluded from the moratorium; and

WHEREAS, on February 15, 2018, the Council enacted Ordinance No. 2018-05, which amended and restated Ordinance No. 2018-02 and Ordinance No. 2018-03; and

WHEREAS, based on additional information and consideration related to educational facilities and preschools, as well as related to the applicability of the moratorium in the Mixed Use Town Center/Central Core Overlay District, on March 13, 2018, the Council approved Ordinance No. 2018-09 to further clarify which types of activities are subject to the moratorium, and which activities are excluded from the moratorium; and

WHEREAS, this moratorium was imposed, in part, to allow the Council and City staff adequate time to complete the Critical Areas Ordinance Update process, and to address the Council's concerns about the City's development review process, standards, and guidelines, as well as regarding affordable housing related issues; and

WHEREAS, the Council adopted the Critical Areas Ordinance Update (Ordinance No. 2018-01) on February 27, 2018, and the updated Critical Areas Ordinance took effect on April 23, 2018; and

WHEREAS, critical areas within the City's shoreline jurisdiction are regulated by the City's shoreline master program (see, e.g., Chapter 16.12 BIMC, RCW 36.70A.480(3)(b)); and

WHEREAS, integration of applicable critical areas regulations into the shoreline master program is essential to ensuring adequate protection of critical areas within the shoreline jurisdiction and no net loss of shoreline ecological functions; and

WHEREAS, regulations for critical areas within the City's shoreline jurisdiction are in the process of being updated through an amendment of the City's shoreline master program consistent with the Shoreline Management Act and, at this time, that amendment process is not expected to be complete before July 9, 2018, which is the date that the moratorium is currently set to expire; and

WHEREAS, the City Council approved Ordinance 2014-14 on April 24, 2018, amending the development moratorium in order to have the provisions of Section 3.B. only apply within the City's shoreline jurisdiction areas (Chapter 16.12 BIMC); and

WHEREAS, a number of moratorium priorities were identified at a joint meeting of the City's Design Review Board and Planning Commission on February 22, 2018, including the following:

- (1) Revise review procedures for preliminary subdivisions to include the Design Review Board and Planning Commission in process; and
- (2) Analyze alternatives to decision-making authority for the Design Review Board, Planning Commission, and Hearing Examiner for subdivisions, conditional use permits, and site plan and design review; and
- (3) Identify specific development standards to review/revise in Chapters 18.12 and 18.15 of the Bainbridge Island Municipal Code; and
- (4) Initiate rewrite of subdivision design standards in Chapter 17.12 of the Bainbridge Island Municipal Code; and

WHEREAS, at the April 3, 2018, City Council study session, the City's Department of Planning and Community Development provided a briefing on the Design Review Board and Planning Commission joint meeting wherein the City Council authorized staff to proceed with a work plan addressing the priorities identified at the joint meeting; and

WHEREAS, on May 7 and 21 and on June 4, 2018, the City's Design Review Board discussed alternatives for revisions to the City's subdivision standards, dimensional standards, and land use review procedures; and

WHEREAS, on May 10 and 24, June 7, and June 14, 2018, the City's Planning Commission discussed alternatives for revisions to the City's subdivision standards, dimensional standards, and land use review procedures; and

WHEREAS, on June 21, 2018, the City's Planning Commission expects to complete its review of revisions to the City's subdivision standards, dimensional standards, and land use review procedures and forward recommendations on these issues to the City Council; and

WHEREAS, City staff is working with the Design Review Board on a scope of services to solicit professional services to update the City's Design Guidelines (BIMC 18.18.030), which is work that is not expected to be completed until the end of 2018, and;

WHEREAS, each of the multiple Design Review Board and Planning Commission meetings as described above included an opportunity for public comment on the alternatives for revisions to the City's subdivision standards, dimensional standards, and land use review procedures; and

WHEREAS, the City provided legal background on the roles of land use bodies, presented in a memorandum from attorney James E. Haney (outside legal counsel for the City) entitled, "*Roles of City Council, Planning Commission, Design Review Board, and Hearing Examiner in Land Use Permits*," dated June 1, 2018; and

WHEREAS, the Affordable Housing Task Force has been meeting monthly and recently met to review its draft final report for the City Council and expects to have a final report issued in mid-July, 2018; and

WHEREAS, on June 12, 2018, the City Council authorized the execution of a professional services agreement to conduct an economic market analysis and feasibility study regarding a new inclusionary zoning program and updates to the City's Transfer of Development Rights program, both of which address affordable housing related issues; and

WHEREAS, on February 27, 2018, the City Council was provided with a moratorium work program; and

WHEREAS, on April 10, May 22, June 5, and June 19, 2018, the City Council was provided moratorium work program status report updates; and

WHEREAS, the City Council held a public hearing on June 26, 2018, related to extending the development moratorium; and

WHEREAS, the City possesses land use jurisdiction and regulatory authority over the City's incorporated lands; and

WHEREAS, the moratorium promotes the public good and is necessary for the protection of public health, property, safety, and welfare, and the public emergency on which this moratorium was imposed continues to exist and this ordinance does not change the basis for that declaration of emergency, except as described above, nor the effective date of the moratorium, which is January 9, 2018.

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council's initial findings of fact in support of the moratorium, as established by Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09 and 2018-14.

Section 2. Moratorium Amended. The moratorium is hereby amended, as also stated in Section 5 below, to extend the moratorium for ninety (90) days beyond the current six month duration of the moratorium, which, without this amendment, would expire on July 9, 2018.

Section 3. Moratorium Work Plan. As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew a moratorium for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made, and the City is hereby extending the moratorium as described herein based on the work plan that has been developed and the findings of fact that have been made in this ordinance and the previous ordinances related to this moratorium.

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. No Change to Basis for Declaration of Emergency and Effective Date; Extension to Duration. This ordinance shall take effect and be in force five (5) days from and after its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the emergency declarations stated in the five moratorium ordinances which preceded this ordinance, Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09, and 2018-14, except as described in the "Whereas" clauses of this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support the emergency declarations adopted as part of the enactment of this moratorium were included in the "Whereas" clauses of Ordinance No. 2018-02 and Ordinance No. 2018-03, and were restated and supplemented in Ordinance No. 2018-05, Ordinance No. 2018-09, and Ordinance No. 2018-14, as well as in this ordinance, and those "Whereas" clauses are adopted as findings of fact. This ordinance amending the moratorium shall extend the current six month moratorium for an additional ninety (90) days, which moratorium has an effective date of January 9, 2018, unless terminated earlier by the City Council. The Council may, at its sole discretion, renew the moratorium for one or more six (6) month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED by the City Council this ____ day of June, 2018.

APPROVED by the Mayor this ____ day of June, 2018.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK	June 15, 2018
PASSED BY THE CITY COUNCIL	_____, 2018
PUBLISHED:	_____, 2018
EFFECTIVE DATE:	_____, 2018
ORDINANCE NO:	2018-23

May 2, 2018

DEVELOPMENT MORATORIUM SUMMARY: Effective for six months beginning January 9, 2018 (Ordinance No. 2018-02, amended by Ordinance Nos. 2018-03, 2018-05, 2018-09 & 2014-14)

Development Activity PROHIBITED During the Moratorium:

- A. All applications for new short subdivisions (BIMC 2.16.070), new preliminary long subdivisions (BIMC 2.16.125), and new large lot subdivisions (BIMC 2.16.080).
- B. Structures, buildings, and land use permits and approvals in the R-1, R-2, and R-0.4 zones within the City's shoreline jurisdiction areas (see Chapter 16.12 BIMC):
 - (i) That will result in less than 65% of the subject property being retained as native vegetation; or
 - (ii) That will result in reducing the native vegetation on the subject property by any amount if that property had native vegetation existing on less than 65% of the property as of the effective date of the moratorium.
 - (iii) Provided, that this Section B does not apply to complete land use applications (see BIMC Table 2.16.010-1) that were submitted prior to the effective date of the moratorium, and to the resultant site work and associated approvals related to such complete land use applications.
- C. Major Site Plan and Design Review and Major Conditional Use Permit proposals that are not otherwise subject to this moratorium and that did not, before the effective date of the moratorium, have a pre-application conference on the Planning Department's calendar. Provided, that the moratorium does not apply to Major Site Plan and Design Review and Major Conditional Use Permit proposals for properties located in the Mixed Use Town Center/Central Core Overlay District.

EXCEPTIONS to the Above Development Activities Prohibited During the Moratorium:

- A. Permits and approvals for affordable housing projects that qualify as Housing Design Demonstration Project (HDDP) Tier 3 projects pursuant to BIMC 2.16.020.Q. and Table 2.16.020.Q-1, and
- B. Permits and approvals for government facilities and structures; educational facilities and preschools; wireless communication facilities; and emergency medical and disaster relief facilities.

Moratorium Topic	Status	Timeline
Critical Areas Ordinance (CAO)	The City Council passed Ordinance 2018-01 adopting the Critical Areas Ordinance update on February 27, 2018. The update took effect on April 23, 2018, except within the City's shoreline jurisdiction areas (BIMC Chapter 16.12). The development moratorium was amended by the City Council on April 24, 2018 to continue to apply within the City's shoreline jurisdiction areas (Ordinance 2018-14). The City has a Shoreline Master Program (SMP) Amendment in process to integrate the new CAO into the SMP. The Planning Commission held a public hearing on the SMP amendment on May 24, 2018. The hearing was continued, and then closed during the June 7, 2018 Planning Commission meeting.	If the CAO/SMP integration amendment is transmitted to the Department of Ecology (DOE) in the near future, then it is expected to be approved by DOE in August or early September 2018. If the CAO/SMP integration is combined into a new SMP Amendment to address nonconforming regulations, it is expected that such a new amendment would not be completed, including with DOE review and approval, until Spring/Summer of 2019 or later.
Revisions to Subdivision Design Standards	The City has hired architects Charlie Wenzlau and Jonathan Davis to assist the City in updating the subdivision design standards to reflect the context-sensitive design guidance of the City's Comprehensive Plan. A small working group of the Design Review Board, Planning Commission and selected stakeholders from the development community met twice in May, 2018 to discuss how to revise subdivision design standards. The Planning Commission has reviewed the approach and revised subdivision standards (Ordinance 2018-20) at 4 meetings (May 10 and 24; June 7, and 14 [public hearing], 2018. The Planning Commission has not completed their review. Their recommendations to the City Council are forthcoming.	The Planning Commission will hold a special meeting to discuss the subdivision design standards (and review procedures for subdivisions, Site Plan and Design Review, and Conditional Use Permits) on June 21, 2018. At their meeting on June 14, 2018 the Commission indicated that they will strive to complete their review at this special meeting.

Moratorium Topic	Status	Timeline
Design Guidelines (related to Site Plan and Design Review and Conditional Use Permits).	This relates to existing design guidelines that apply to all types of development, except single-family homes (See BIMC Chapter 18.18). City staff have been discussing permit review procedures and design guidelines with the Design Review Board throughout May and June, 2018. City staff are working with the DRB to draft a professional services scope of work to update the City's Design Guidelines.	The update to the City's Design Guidelines is expected to be completed by the end of 2018. A detailed scope of work, timeline and professional services budget is being developed.
Affordable Housing	The Affordable Housing Task Force is reviewing their draft final report to the City Council. On June 12, 2018, the City Council approved a contract with ECONorthwest to conduct an economic market analysis and feasibility study regarding a new inclusionary zoning program and updates to the City's Transfer of Development Rights program.	The Affordable Housing Task Force Report with recommendations to the City Council is expected to be completed by mid-July, 2018. The economic market analysis and program feasibility study is expected to be completed in November, 2018.
Review Process for Land Use Permits	The City Council, Design Review Board, and Planning Commission have received a memo from Attorney Jim Haney on the subject "Roles of City Council, Planning Commission, Design Review Board, and Hearing Examiner in Land Use Permits." The Planning Commission and Design Review Board have been discussing this topic at their meetings in May and June, 2018.	The City Council, Design Review Board and Planning Commission will get a legal briefing on land use review procedures in July, 2018. The Planning Commission is expected to wrap up their recommendation on any changes to permit review procedures at their special meeting on June 21, 2018.

Department of Planning and Community Development**Memorandum**

Date: June 22, 2018
To: City Council
From: Christy Carr, AICP
Senior Planner
Subject: **June 21, 2018 Planning Commission Action Related to Moratorium Work Plan**

At the June 21, 2018 Planning Commission meeting, four motions were approved containing recommendations to City Council. A summary of the recommendations is provided below:

1. **Revisions to BIMC 2.14.020: Land Use Approval Bodies, Planning Commission.** The Planning Commission recommended changes to this section, including: a) adding the additional land use review duties outlined in (2), below; b) adding review of public projects consistent with Chapter 35A.63.080 RCW; c) adding language that their review shall be in accordance with the Design Review Board's recommendation; d) clarifying how their agenda is prepared; and e) deleting their annual report to City Council.
2. **Revisions to BIMC 2.16.010. Land use procedures summary table and related changes throughout BIMC 2.16:** The Planning Commission made a recommendation to revise Table 2.16.010-1 for the following types of land use review. Related changes needed to throughout BIMC 2.16 will be made to reflect/support the changes to the table.
 - Large lot subdivisions – Add Planning Commission review and recommendation on preliminary and final. Planning Commission currently has no role.
 - Short subdivisions – Add Planning Commission review and recommendation on preliminary and final. Planning Commission currently has no role.
 - Conditional use permits – Change Planning Commission review and recommendation to required. Planning Commission role currently optional, as determined by the Director.
 - Shoreline conditional use permits -- Add Planning Commission review and recommendation as optional, as determined by the Director. Intent is to have Planning Commission review appropriateness of use within the shoreline.
 - Long subdivisions -- Add Planning Commission review and recommendation on preliminary and final. Planning Commission currently has no role.
3. **Revisions to BIMC 2.16.180.D: Land Use Review Procedures, Legislative review of regulations and area-wide rezones, Planning Commission review and recommendation.** This section provides that Planning Commission review and recommendation is required only for amendments to the BIMC related to Title 18, Zoning. The Planning Commission recommended that the language be revised to reflect the full breadth of development regulations the Planning

Commission generally reviews; including Chapters 2.14 and 2.16 of Title 2 and Title 16 (Environment), and Title 17 (Subdivisions and Boundary Line Adjustments).

4. **Suspension of BIMC 2.16.020.Q: Housing Design and Demonstration Projects (HDDP).**

Recommended the HDDP program be suspended until the Planning Commission's review of revised subdivision standards is completed. Once their work is complete, it is anticipated the Planning Commission will make a recommendation to City Council related to the future of the HDDP program. Note: The current HDDP program is set to expire on December 31, 2019 per Ordinance 2016-27.

The Planning Commission also continued discussion on "Review Procedures for Preliminary Long Subdivisions, Site Plan and Design Reviews, and Major Conditional Use Permits" – A proposed review procedure for these three types of land use applications (included in background materials). There was discussion only, and no decision or recommendation was made. The Planning Commission did discuss that short subdivisions should also follow this proposed review. The Planning Commission did not make any recommendations for changes to the current decision-making authority for these types of permits; however, they did discuss the merits and challenges of alternatives.

It is anticipated the Planning Commission will continue its review of land use review procedures and subdivisions design guidelines and development standards at their July 12, 2018 regular meeting.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:05 PM Ordinance No. 2018-24, Amending Title 2 of the Bainbridge Island Municipal Code to Add Consultations and Zoning Verifications, AB 18-110 - Planning (Pg. 16)	Date: 6/26/2018
Agenda Item: UNFINISHED BUSINESS	Bill No.: 18-110
Proposed By: Planning and Community Development	Referrals(s):

BUDGET INFORMATION

Department: Planning	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

The Department of Planning and Community Development provides an open counter five days a week, with limited hours, to answer questions from the general public about land use and building permit processes. Often, questions arise that require more time and research than can be provided from the front counter staff. Currently, the Department offers preapplication meetings where an applicant can receive an hour of time with staff and written correspondence that summarizes the meeting and provides guidance on the next steps.

The Department is proposing to add another option for the public that is more formal than a meeting at the front counter and less formal than a preapplication meeting; a consultation. Consultations will require little information from the applicant and no preparation time for staff. A consultation can be provided by any staff member, but will primarily be attended by a planner and a development engineer. Staff will spend a half hour with the applicant and answer their questions in order to help guide their project early in the process and provide direction based on the current codes and regulations. It is anticipated that the City will offer these meetings at a mutually convenient time for staff and interested parties for a fee that is included in Resolution No. 2018-20, which is associated with this ordinance. Conceptual meetings are intended to provide timely, efficient, and quality development review, which is an identified implementing goal of the Latimore Development Review Assessment report (June 2017).

In addition to requests for meetings, often planning staff receive requests for written information concerning the zoning, allowed uses, development standards, and regulations applicable to a specific site. This type of inquiry is commonly referred to as a zoning verification letter and they are often requested by financial institutions during their due diligence inquiries. Currently, the City does not offer such a service and the Department is proposing to add this as an option for a nominal fee, which is included in Resolution No.

2018-20.

RECOMMENDED ACTION/MOTION

I move to set the public hearing for Ordinance No. 2018-24 for July 10, 2018, related to the addition of processes for a consultation meeting and zoning confirmation letter.

ATTACHMENTS:

Description	Type
▣ Ordinance No. 2018-24	Backup Material

ORDINANCE NO. 2018-24

AN ORDINANCE of the City of Bainbridge Island, Washington, amending Title 2 of the Bainbridge Island Municipal Code to provide a consultation option and zoning verification option for the public.

WHEREAS, the Department of Planning and Community Development (“PCD”) seeks to provide an opportunity for the public to receive timely information about projects in their early stages; and

WHEREAS, PCD currently provides an open counter and a preapplication process for early project review; and

WHEREAS, PCD seeks to provide two additional options for the public to receive timely information – a consultation meeting and a zoning verification letter; and

WHEREAS, on June 26, 2018, the City Council considered this ordinance amending Title 2 of the Bainbridge Island Municipal Code to provide for additional options in the city’s land use process, and the Council conducted a public hearing on the ordinance on July 10, 2018; and

WHEREAS on June 26, 2018, the Council also considered a related resolution (Resolution No. 2018-20) to amend the city’s fee schedule to add the fees associated with the activities provided for in this ordinance as well as to amend the PCD administrative manual related to such activities, and the Council further considered that resolution at its July 10, 2018, meeting.

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

Section 1. Section 2.16.020, *General Provisions*, of the Bainbridge Island Municipal Code is amended to read as follows:

G. Zoning Verification Letter. Applicants may request a Zoning Verification Letter. A Zoning Verification Letter is intended to provide to an applicant information related to the subject property, including related to legal land uses, zoning, zoning district standards, development history, and compliance.

H. Consultation. Applicants may request and participate in an informal thirty-minute meeting prior to a formal preapplication meeting or application submittal. The purpose of the consultation is to discuss in general terms project permit application questions. Staff will not prepare for the consultation, nor will they produce any written or electronic documentation of the discussions. It is the applicant’s responsibility to take notes. As no project permit application will have been submitted at the time of such a meeting, the city will not make any binding commitments.

GI. Preapplication Procedure.

4. Except in the case of (a) preliminary short subdivisions and long subdivisions, or (b) shoreline substantial development exemptions or permits for new shoreline armoring (including bulkheads, revetments, and soft shore designs), or (c) where the HDDP process is being used, ~~and~~ or (d) where DRB review is required, a preapplication conference may be waived in writing by the director if the director determines the following:

- a. The application is consistent with applicable codes and ordinances;
- b. The proposed use is clearly listed as a permitted use or a conditional use in the zoning district in which it is located; and
- c. The applicant demonstrates knowledge and understanding of the city's permit processing procedures.

As an additional basis for such a waiver, a preapplication conference may be waived in writing by the director if the director determines that the applicant has attended a consultation meeting within one year of their preapplication meeting, and the director determines that the applicant is in compliance with 4.a. through 4.c. directly above.

JH. Application.

KI. Fees.

LJ. Application Time Frames.

MK. Notice Requirements.

NL. Land Dedication.

OM. Time Limits and Extensions.

PN. Required Notices on Title.

QQ. Approval Binding.

RP. Appeals.

SQ. Housing Design Demonstration Projects.

Section 2. This ordinance shall take effect and be in force five days from and after its passage and publication as required by law.

Section 3. 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.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2018.

APPROVED BY THE MAYOR this _____ day of _____, 2018.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	June 26, 2018
PUBLIC HEARING CONDUCTED:	July 10, 2018
PASSED BY THE CITY COUNCIL:	_____, 2018
PUBLISHED:	_____, 2018
EFFECTIVE DATE:	_____, 2018
ORDINANCE NUMBER:	2018-24

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:15 PM Resolution No. 2018-20, Amending the Fee Schedule for Preapplication Meetings, and Adding Fees for Consultation and Zoning Verifications, AB 18-115 - Planning (Pg. 21)	Date: 6/26/2018
Agenda Item: UNFINISHED BUSINESS	Bill No.: 18-115
Proposed By: Planning and Community Development	Referrals(s):

BUDGET INFORMATION

Department: Planning	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

This item relates to Ordinance No. 2018-24, which is also on the agenda for this meeting.

The Department of Planning and Community Development ("Department") provides an open counter five days a week, with limited hours, to answer questions from the general public about land use and building permit processes. Often, questions arise that require more time and research than can be provided from the front counter staff. Currently, the Department offers preapplication meetings where an applicant can receive an hour of time with staff and written correspondence that summarizes the meeting and provides guidance on the next steps.

The Department is proposing to add another option for the public that is more formal than a meeting at the front counter and less formal than a preapplication meeting; a consultation. Consultations will require little information from the applicant and no preparation time for staff. A consultation can be provided by any staff member, but will primarily be attended by a planner and a development engineer. Staff will spend a half hour with the applicant and answer their questions in order to help guide their project early in the process and provide direction based on the current codes and regulations. It is anticipated that the City will offer these meetings at a mutually convenient time for staff and interested parties with a fee of \$180.00. Conceptual meetings are intended to provide timely, efficient, and quality development review, which is an identified implementing goal of the Latimore Development Review Assessment report (June 2017).

In addition to requests for a meeting, often planning staff receive requests for written information concerning the zoning, allowed uses, development standards, and regulations applicable to a specific site. This type of inquiry is commonly referred to as a zoning verification letter and they are often requested by financial

institutions during their due diligence inquiries. Currently, we do not offer such a service and are proposing to add this as an option for a nominal fee (\$100.00).

In conjunction with the addition of the consultation service and zoning verification letter and associated fees, the fee for a preapplication meeting (currently \$265.00) is proposed to increase to reflect the tiers of preapplication meetings and the actual amount of time spent. Currently, the time spent on a preapplication meeting ranges from 8 to 10 hours of staff time preparing for, attending, and writing a follow-up letter. Some of these meetings also involve a review by the Design Review Board (DRB) and a public participation meeting (PPM).

To capture the varying meeting types and time spent, a fee amendment is proposed for the three preapplication meetings; pre-meeting (\$1,000); pre-meeting with the DRB (\$1,250), and pre-meeting with DRB and a PPM (\$1,500.00). Furthermore, if a conceptual meeting is requested by an applicant and a development project is submitted that reflects the proposal at the meeting, then the fee for the conceptual meeting is proposed to be deducted from the land use permit. Lastly, it will be up to the Director to determine if the conceptual meeting can replace a preapplication meeting, which is an often-required step prior to submitting a land use permit.

RECOMMENDED ACTION/MOTION

I move to forward for approval to the July 10, 2018, Council meeting Resolution No. 2018-20, which will adopt and amend the fees for consultations, zoning verifications, and preapplications.

ATTACHMENTS:

Description	Type
▣ Resolution No. 2018-20	Backup Material
▣ Exhibit A to Resolution No. 2018-20	Backup Material

RESOLUTION NO. 2018-20

A RESOLUTION of the City of Bainbridge Island, Washington, amending the Administrative Manual of the Department of Planning and Community Development and Section 9 of the City's fee schedule related to 1) adding new fees to the fee schedule in connection with the addition of a zoning verification letter process and a consultation process enacted through Ordinance No. 2018-24; 2) authorizing the Director to deduct the consultation fee from a subsequent land use permit or preapplication conference request; and 3) reflecting varying fees depending on the type of preapplication conference required.

WHEREAS, the Administrative Manual of the Department of Planning and Community Development, adopted in November 2011 ("Administrative Manual"), is designed to be a user-friendly manual that contains submittal requirements, land use applications, and supporting documents for land use permits all in one place; and

WHEREAS, on July ____, 2018, the City Council enacted Ordinance No. 2018-24 which created a new consultation meeting process and a new zoning verification letter application process; and

WHEREAS, explanatory information needs to be added to the Administrative Manual to provide guidance to the public about these two new processes adopted through Ordinance No. 2018-24; and

WHEREAS, the City's Fee Schedule also needs to be updated to reflect fees related to these two new processes; and

WHEREAS, in addition, the City Council recognizes that the existing preapplication fee needs to be increased because that fee does not accurately reflect the varying types of preapplication conferences and the amount of staff time spent related to those conferences; and

WHEREAS, the City desires to authorize the Director of the Department of Planning and Community Development to deduct for an applicant the consultation fee from a subsequent land use permit or preapplication conference request that is applied for by that applicant within one year of a consultation meeting; and

WHEREAS, RCW 82.02.020 authorizes the collection of reasonable fees to cover the costs to the City for such activities.

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

Section 1. The Administrative Manual of the Department of Planning and Community Development is hereby amended as shown in Exhibit A attached hereto and made a part hereof.

Section 2. Section 9, Building and Planning Fees, of the City's Fee Schedule is hereby amended as follows:

<u>ZONING VERIFICATION LETTER</u>	<u>\$100.00</u>
<u>Resolution No. 2018-20</u>	

<u>CONSULTATION*</u>	<u>\$180.00</u>
<u>Resolution No. 2018-20</u>	

*THE DIRECTOR IS AUTHORIZED TO DEDUCT FOR THE APPLICANT THE CONSULTATION FEE FROM THE OFFICIAL LAND USE PERMIT FEE IF A SUBSEQUENT PREAPPLICATION MEETING OR LAND USE PERMIT IS APPLIED FOR BY THAT APPLICANT WITHIN 1 YEAR OF A CONSULTATION MEETING.

<u>PREAPPLICATION CONFERENCE</u>	
<u>(Resolution No. 2006-05 Resolution No. 2018-20)</u>	<u>\$265.00</u>
<u>—MEETING ONLY</u>	<u>\$1,000.00</u>
<u>MEETING AND DESIGN REVIEW BOARD MEETING</u>	<u>\$1,250.00</u>
<u>MEETING AND PUBLIC PARTICIPATION MEETING (WITH OR WITHOUT DESIGN REVIEW BOARD)</u>	<u>\$1,500.00</u>

PASSED by the City Council this ____ day of July, 2018.

APPROVED by the Mayor this ____ day of July, 2018.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

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

July 10, 2018
July ____, 2018
2018-20
_____, 2018

Exhibit A

[The General Submittal Requirements section of the Administrative Manual will be amended to add these two processes after the Landscape Plan subsection (pg. 6) and before the Preapplication Conference subsection (pg. 8).]

GENERAL SUBMITTAL REQUIREMENTS

Consultation

- A. Property location – 14-digit parcel number or site address
- B. Basic project information
- C. List of specific questions
- D. Conceptual site plan (optional)

Zoning Verification Letter

- A. Property location – 14-digit parcel number or site address
- B. Any known previously approved land use applications or permits
- C. List of specific questions

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:20 PM Ordinance No. 2018-25 Relating to Landmark Tree Preservation, AB 18-116 - Executive (Pg. 27)	Date: 6/26/2018
Agenda Item: UNFINISHED BUSINESS	Bill No.: 18-116
Proposed By: Doug Schulze, City Manager	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

: 6/5/2018	Recommendation:	
City Manager:	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

During the week of May 28, several community members contacted the City Manager and City Council regarding planned removal of a large Madrone tree located within a subdivision in the Wing Point area. Upon further investigation, it became clear that the Bainbridge Island Municipal Code did not include any language to prohibit removal of signature or legacy trees outside of the Mixed Use Town Center.

Members of the City Council and of the community have asked for regulations to be developed, which will provide protection for large, historic, landmark type trees. During the June 5, 2018 Study Session, City Council reviewed draft language for an ordinance to protect legacy or heritage trees. City Council directed the City Manager to draft an ordinance for consideration at the June 26, 2018, Business meeting.

This ordinance is intended to be a stop gap measure to protect large trees that are important to the character of the community until such time that a more comprehensive ordinance can be developed. One of the significant elements of this ordinance is that the City Council will be required to vote to approve removal of any tree that meets the definition of a Landmark Tree.

RECOMMENDED ACTION/MOTION

I move to approve Ordinance No. 2018-25 relating to Landmark Tree preservation.

ATTACHMENTS:

Description

Type

ORDINANCE NO. 2018-25

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 36.70A.390; imposing an interim official control in the form of a new chapter to Title 16 of the Bainbridge Island Municipal Code related to the preservation, protection, and retention of Landmark Trees located on Bainbridge Island; specifying criteria for identification of Landmark Trees; stating the effect on vested rights; recognizing that a public hearing will be held within 60 days; authorizing interpretative authority; providing for severability; declaring an emergency; and establishing an immediate effective date.

WHEREAS, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt interim official controls related to land uses; and

WHEREAS, the City Council of the City of Bainbridge Island (“City”) updated the City’s Comprehensive Plan in February of 2017; and

WHEREAS, the City Council has significant concerns about development and growth in the City under current regulations in the context of the vision and goals of the City’s Comprehensive Plan, is discussing how to best accommodate growth and development in both general and specific ways, and finds that unless the City acts immediately to preserve the status quo, there are likely to be adverse impacts on the City and its citizens; and

WHEREAS, land clearing and development activities have resulted in the removal and loss of Landmark Trees on Bainbridge Island; and

WHEREAS, Landmark Trees, because of their age, size, and condition are recognized as having exceptional value in contributing to the character of the community; and

WHEREAS, the City has received numerous public comments expressing concern regarding the loss of Landmark Trees on Bainbridge Island; and

WHEREAS, the Planning Commission, Design Review Board, and the Ad Hoc Tree/LID Committee have expressed concern regarding the loss of trees on Bainbridge Island; and

WHEREAS, the preservation of trees is a community value supported by the policies and goals of the City’s Comprehensive Plan; and

WHEREAS, based on these and related concerns, the City Council requires additional time to review the regulations and policies at issue to ensure that the vision and goals of the City’s Comprehensive Plan are being met to the Council’s satisfaction; and

WHEREAS, the City possesses land use jurisdiction and regulatory authority over the City's incorporated lands; and

WHEREAS, the interim official control imposed herein promotes the public good and is necessary for the protection of public health, property, safety, and welfare. A public emergency exists requiring that the City's interim official control to become effective immediately upon adoption.

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as the City Council's initial findings of fact in support of the interim official control established by this ordinance. The City Council may, in its discretion, adopt additional findings after the public hearing referenced in Section 5 below.

Section 2. Interim Official Control Imposed. A new Chapter 16.32 is added to Title 16 of the Bainbridge Island Municipal Code, to read as follows:

Chapter 16.32 Protection of Landmark Trees

16.32.010 Definitions

- A. "City Attorney" means the city attorney of the City of Bainbridge Island, or their designee.
- B. "Diameter Breast Height" means the diameter of a tree measured at 4.5 feet above the ground on the uphill side of the tree.
- C. "Landmark Trees" means trees, located on Bainbridge Island, that are unique because of their age, size, species, historical significance, or aesthetic quality and meet the criteria established by this chapter.
- D. "Planning Director" means the director of the Planning and Community Development Department of the City of Bainbridge Island, or their designee.
- E. "Replacement Tree" means a tree that is of a species native and indigenous to the site where a Landmark Tree was removed and is a minimum size of six feet in height measured from top of the root flare, with a minimum trunk diameter of one inch measured at four inches above the top of the root flare for both evergreen and deciduous trees.
- F. "Size" means the diameter breast height of a tree.

16.32.020 Landmark Tree Criteria.

Landmark Trees are trees that meet the following criteria for their species:

Species	Size (Greater than or equal to)
Birch (<i>Betula papyrifera</i>)	30"
Beech (<i>Fagus grandifolia</i>)	36"
Catalpa (<i>Catalpa speciosa</i>)	36"
American Elm (<i>Ulmus americana</i>)	30"
Douglas Fir (<i>Pseudotsuga menzesii</i>)	40"
Grand Fir (<i>Abies grandis</i>)	40"
Horsechestnut (<i>Aesculus hippocastanum</i>)	40"
Western Hemlock (<i>Tsuga heterophylla</i>)	30"
Black locust (<i>Robinia pseudoacacia</i>)	30"
Lombardy poplar (<i>Populus nigra</i>)	38"
Pacific Madrone (<i>Arbutus menzesii</i>)	24"
Bigleaf Maple (<i>Acer macrophyllum</i>)	36"
Silver maple (<i>Acer saccharinum</i>)	36"
Monkey Puzzle tree (<i>Araucaria araucana</i>)	36"
Monterey pine (<i>Pinus radiata</i>)	30"
Oregon White Oak (<i>Quercus garryana</i>)	30"
Pin Oak (<i>Quercus palustris</i>)	30"
Red Oak (<i>Quercus rubra</i>)	38"
Ponderosa pine (<i>Pinus ponderosa</i>)	30"
Western White pine (<i>Pinus monticola</i>)	30"
Sitka Spruce (<i>Picea sitchensis</i>)	36"
Sycamore (<i>Platanus occidentalis</i>)	36"
English walnut (<i>Juglans regia</i>)	30"
Western Red Cedar (<i>Thuja plicata</i>)	30"

Coast Redwood (<i>Sequoia sempervirens</i>)	30"
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16.32.030 Landmark Tree Retention.

- A. Except as otherwise allowed under this chapter, no person, corporation, or other legal entity shall remove a Landmark Tree without having obtained approval from the City Council.
- B. Prior to the removal of a Landmark Tree, any person, corporation, or other legal entity seeking to remove a Landmark Tree must submit an Application for Removal of a Landmark Tree to the Planning Director.
- C. Upon receipt of an Application for Removal of a Landmark Tree, the Planning Director will prepare a written recommendation on the removal for the City Council.
- D. Within sixty (60) days following the receipt by the Planning Director of an Application for Removal of a Landmark Tree, the City Council will hold a public hearing on the proposed removal.
- E. Following the public hearing and receipt of the Planning Director's recommendation, the City Council shall approve the removal, deny the removal, or request additional information. The City Council shall only approve the removal of a Landmark Tree upon a finding that at least one of the following criteria is met:
 - 1. The removal is necessary to enable construction on or reasonable use of the property, and no other alternative is feasible; or
 - 2. The removal is necessary to maintain utilities, access, or fulfill the terms of an easement or covenant recorded prior to the adoption of the ordinance codified in this chapter; or
 - 3. The tree is diseased, dead, or otherwise determined to be a hazardous tree as determined by a qualified professional pursuant to BIMC 18.15.010.C.1.c.
- F. If the City Council grants an application for removal of a Landmark Tree upon a finding that the removal is necessary to enable construction on or reasonable use of the property, and no other alternative is feasible, then the property owner that submitted the application shall be required to provide mitigation through the planting of Replacement Trees on the property from which the Landmark Tree was removed in accordance with the following:

1. The quantity of Replacement Trees is calculated by multiplying the diameter breast height of the subject Landmark Tree by fifty percent (50%) to establish the number of replacement inches; and
 2. The total number of replacement trees is determined by the total caliper inches of Replacement Trees equaling or exceeding the required tree replacement inches established in subsections (F)(1) of this section.
- G. In lieu of planting the Replacement Trees prescribed in subsection (F) of this section, an applicant may satisfy the tree replacement requirements by:
1. Planting at least three Replacement Trees on the property from which the Landmark Tree was removed; and
 2. Contributing to the Bainbridge Island Tree Fund at a rate of \$500.00 per each replacement inch not accounted for in the planting of Replacement Trees; and
 3. The sum of the tree replacement inches accounted for by contributing to the Bainbridge Island Tree Fund and the total caliper inches of the replacement trees planted shall not be less than the total replacement inches calculated in subsection (F) of this section.

16.32.040 Emergencies.

- A. In emergency situations involving immediate danger to life or real property, removal of a Landmark Tree is permitted without first obtaining approval from the City Council; Provided, that the following conditions are satisfied:
1. The person, corporation, or other legal entity that removed the Landmark Tree submits an Application for Removal of a Landmark Tree under this chapter within fourteen (14) days after the emergency situation is stabilized; and
 2. The person, corporation, or other legal entity that removed the Landmark Tree provides, within fourteen (14) days after the emergency situation is stabilized, the city with documentation establishing the existence of the emergency situation, with such documentation including at least four high resolution photographs evidencing the existence of the emergency situation; and
 3. The City Council subsequently approves the removal pursuant to this chapter.
- B. If the conditions of subsection (A) of this section are not satisfied, the person, corporation, or other legal entity that removed the Landmark Tree without first obtaining approval from the City Council will be in violation of this chapter.

16.32.050 Appeals.

- A. The City Council's decision on an application for removal of a Landmark Tree may be appealed to the Kitsap County Superior Court in accordance with Chapter 36.70C RCW.
- B. All appeals must be filed within twenty-one (21) days following the issuance of the City Council's decision on the application.

16.32.060 Violations and Penalties.

- A. This chapter shall be enforced, and penalties for violations of this chapter will be imposed, pursuant to Chapter 1.26 BIMC, except that no Notice of Infraction may be issued under Chapter 1.26 BIMC for a violation of this chapter.
- B. In addition to the civil penalties imposed under BIMC 1.26.090, an additional civil penalty will be imposed on any person, corporation, or other legal entity that removes a Landmark Tree without prior approval of the City Council. This additional civil penalty will be in the amount of \$25,000 for each Landmark Tree removed. The City Attorney will take appropriate action to collect this additional civil penalty.
- C. In the event of a conflict between the requirements of this chapter and any other requirement of the Bainbridge Island Municipal Code, this chapter will govern and control.

Section 3. Effect on Vested Rights. The interim official control imposed under Section 2 of this ordinance shall apply prospectively only. Nothing in this ordinance shall be construed to extinguish, limit, or otherwise infringe on any permit applicant's vested development rights as defined by state law and City of Bainbridge Island regulations, provided that such a permit applicant has filed a complete permit application before the effective date of this ordinance.

Section 5. Public Hearing. Pursuant to RCW 36.70A.390, the City Council shall hold a public hearing at a City Council meeting within 60 days of adoption of this ordinance in order to take public testimony and to consider adopting further findings of fact.

Section 6. Interpretive Authority. The City of Bainbridge Island Director of Planning and Community Development, or designee, is hereby authorized to issue official interpretations arising under or otherwise necessitated by this ordinance.

Section 7. 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 8. Declaration of Emergency; Effective Date; Duration. This ordinance, as a public emergency ordinance necessary for the protection of the public health, public safety, public property, and public peace, shall take effect and be in full force immediately upon its adoption. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support this emergency declaration are included in the “Whereas” clauses above, all of which are adopted by reference as findings of fact as if fully set forth herein. This interim official control shall take effect immediately, and shall remain effective for six (6) months, unless terminated earlier by the City Council. Provided, that the Council may, at its sole discretion, renew the interim official control for one or more six month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2018.

APPROVED BY THE MAYOR this _____ day of _____, 2018.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK: June 22, 2018

PASSED BY THE CITY COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NUMBER: 2018-25

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:50 PM Neighborhood Matching Grant Application for Greening the Sound to Olympics Trail Byway, Phase Two, AB 18-103 - Executive (Pg. 36)	Date: 6/26/2018
Agenda Item: NEW BUSINESS	Bill No.: 18-103
Proposed By: Executive	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund: General Fund
Expenditure Req: \$1,847	Budgeted? Yes Budget Amend. Req? No

REFERRALS/REVIEW

:	Recommendation:
City Manager: Yes	Legal: Yes Finance:

DESCRIPTION/BACKGROUND

Background

The Neighborhood Matching Grant Program was designed to bring community members together to complete projects that enhance or create improvements in a neighborhood, and/or expand community connections or civic engagement among Bainbridge Island residents. All projects must benefit the community.

Applications may be submitted January 1 - June 30. Applications received after this date will be evaluated based on remaining funding available. For 2018, there are \$15,000 in grant funds available.

For an application to be approved for funding, the application is reviewed and forwarded for approval by the Communications Coordinator and cross-department staff where applicable, then reviewed by the City Manager, and then forwarded to the City Council for final approval.

There is one project applicant that has applied for 2018 neighborhood matching grant funds:

Greening the STO Byway, Phase Two

Friends of the STO are proposing to plant 12 trees on a conservation easement that is parallel to the Sound to Olympics (STO) trail (see attached application and background slides). The applicants believe the new trees will provide improved aesthetic experience for users of the STO and screening for noise and pollution for nearby homeowners. The applicants are requesting \$1,847 in funds to complete the project. Funds would

be used to purchase and deliver trees and purchase soil. The applicant's required match is \$923.50. The applicant is offering to provide a \$3,341 match, which includes \$1,847 in private contributions and \$1,494 in donated labor. The donated labor includes project planning and planting of the trees.

RECOMMENDED ACTION/MOTION

I move to award \$1,847 in neighborhood matching grant funds to the Greening the STO Byway, Phase Two project.

ATTACHMENTS:

Description		Type
▣	Greening the STO Byway, Phase Two: Application	Backup Material
▣	Greening the STO Byway, Phase Two Neighborhood Matching Grant Presentation	Backup Material

MATCHING GRANT APPLICATION

Project Coordinators' names: Barb Trafton/Friends of the STO, Hilary Hilscher

Phone: 206-842-4971, 206-963-9454

Email: barb@biparksfoundation.org, hilary.hilscher@gmail.com

Date: June 6, 2018

1. **Name of project:** *Greening the STO Byway, Phase Two*
2. **Neighborhood opportunity or need and how project addresses it:** The Sound To Olympic (STO) alignment did not incorporate an existing gravel path – 200 feet long by 10 feet wide - which paralleled the new STO, thus further reducing vegetation for absorbing pollution from Hwy 305, and for visual and noise screening for both trail and neighborhood. The former gravel path is located on a conservation easement (CE) held by David Ward and JoAnn Davis, 317 Cave Avenue; and Peter Frawley, 327 Cave Avenue; on property owned by John and Alice Tawresey. Thanks to a first matching grant from the City, *Greening the STO Byway, Phase One*, the former gravel trail was tilled, augmented with new soil, enhanced by 20 large boulders (donated), and planted with 100 native plants by volunteers in November.
3. **Project and intended impact:** *Greening the STO Byway, Phase Two* would include a second planting of trees on the conservation easement covered by the first neighborhood matching grant. These 12 five-to-six foot native Western Red Cedars trees would add more visual screening to the bike trail immediately. We propose that the City fund a second grant matched primarily by private dollars plus some volunteer labor, with a 50-50 split on hard costs, rather than the original grant's ratio of 40% volunteer labor to the city's 60% dollars. In this *Phase Two*, volunteer time would prepare the application, design and prepare planting budget, coordinate with landscaper on planting and irrigation management, track grant finances, and submit a final accounting. Peter Perry, who designed and managed our first planting by volunteers, would acquire the trees and install them (using a professional crew) this summer; the trees would be watered through the coming summers by the same irrigation lines servicing *Phase One's* native plants. As with the first grant, adding vegetation will bring benefits both quickly and will increase significantly over time.
4. **Who was involved in idea development and decision to pursue project:** Barb Trafton (Parks Foundation) on behalf of Friends of the STO, Hilary Hilscher and Marina Wildsmith (who prepared and coordinated the *Phase One* project), Dave Ward, Pete Frawley, Peter Perry, and Don Willott.
5. **Physical location/ownership/public benefit:** A hard-copy map shows the location of property; photos show rocks and plantings from the first matching grant, and location of the additional trees.

The measurable benefit to the public is both immediate and long-term, in that increased vegetation will provide screening visually for users of the STO, plus for noise and pollution for the neighborhood, and will enhance the “greenway” view for vehicles on Hwy 305. The *Phase Two* trees will also cover the last vestiges of the old pathway, thus indicating that this adjacent byway is not part of the STO but private property. Unlike many projects or events, further adding greenery to the STO byway will ***increase in benefit over time***, as trees and shrubs grow and fill in more natural beauty and add noise and pollution control.

6. **Ongoing maintenance:** The new trees will be planted by the end of June, and will be watered by the irrigation lines on the byway for the coming two years, and afterwards by nature.

Start Date: June 2018 **Completion date:** June 30, 2018

7. **Project work plan:**

Activity	Completion date
Purchase of cedars	June 15, 2018
Installation of trees	Immediately upon delivery
Connection of irrigation system	June 30, 2018

8. **Permits or additional permits:** None anticipated.

9. Budget items in grant request:

Item	Source	Estimated value
Prepare grant application, oversee project, track grant finances, submit final accounting, do publicity	Barb/Hilary	30 hours @\$29/hr = \$870 <i>DONATED</i>
Design project and prepare project budget.	Peter Perry	Three hours @\$150/hr = \$450 - <i>DONATED</i>
Friends of the STO grant review; funding coordination	Barb Trafton, Don Willott	Six hours @\$29/hr = \$174 <i>DONATED</i>
Manage planting project: Choose trees, deliver, placement; direct planting crew; connect to irrigation system; equipment and materials	Peter Perry	\$ 3694.00(itemized statement attached)
Total donated labor:		\$1494.00
Total hard costs:		\$3694.00
Total project budget:		\$5188.00
Proposed City contribution - dollars:		\$1847.00
Proposed private contribution - dollars		\$1847.00

11. Volunteers: For *Greening the STO Byway, Phase Two* project manager Barb Trafton and Hilary Hilscher will donate an estimated 30 hours combined time for designing and overseeing the project, grant-writing, tracking finances, coordinating with private funder, preparing final accounting, doing publicity for the overall effort; landscaper Peter Perry will donate three hours for *Phase Two* design and planting budget; and Friends of the STO (providing the cash match) would donate six hours for review of grant application and budget, and oversight of accounting.

12. Community participation: As the City is well aware, both adjacent neighbors and many islanders were distressed about the number of trees and amount of vegetation removed from the corner of Winslow Way and 305 to the ravine bridge. The former vegetation provided protection from vehicle pollution on 305, as well as noise and visual screening. The terms of *Greening the STO Byway, Phase One* were volunteer labor 40% to City dollars' 60% - but the final accounting showed the reverse: volunteers donated 66% volunteer labor against the City's hard-dollar grant amount of 38%! *Greening the STO Byway, Phase Two* would show community participation by matching private dollars with public ones, as well as volunteer effort.

Outreach: The expanded greenery between the STO and the Cave neighborhood homes will benefit all users of the STO.

Community partners: Friends of the STO (through the Bainbridge Island Parks Foundation); Cave neighborhood residents Hilary Hilscher, Dave Ward, and Pete Frawley; Island landscaper Peter Perry.

Signed by person authorized to sign agreement between the City and applicants.

Printed name

Signature

Date

Neighborhood Matching Grant Proposal



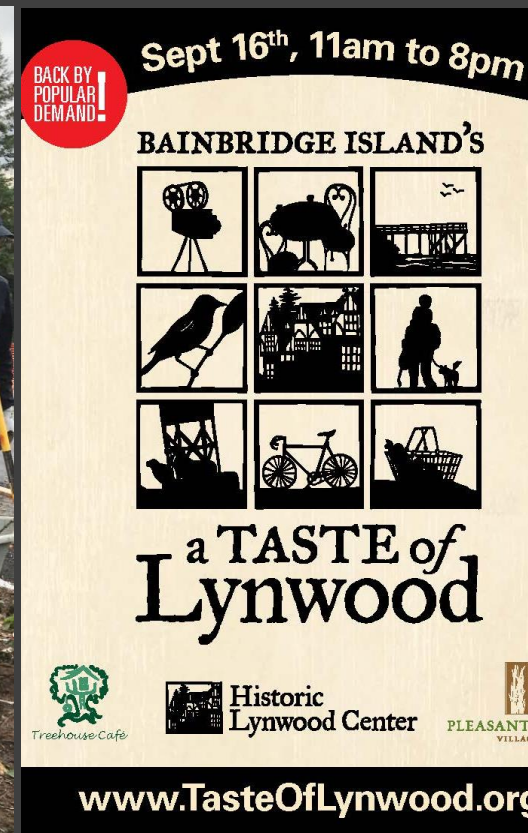
Information

- Projects should build stronger neighborhoods and expand community engagement. Projects must benefit the public.
- Program requires neighborhood to provide a one dollar match for every two dollars of City grant funds.
 - Match may include cash donations from residents, volunteer labor, and donated materials and/or services.
- Applications may be submitted January 1 – June 30.
 - Applications received after will be evaluated based on remaining funding available.



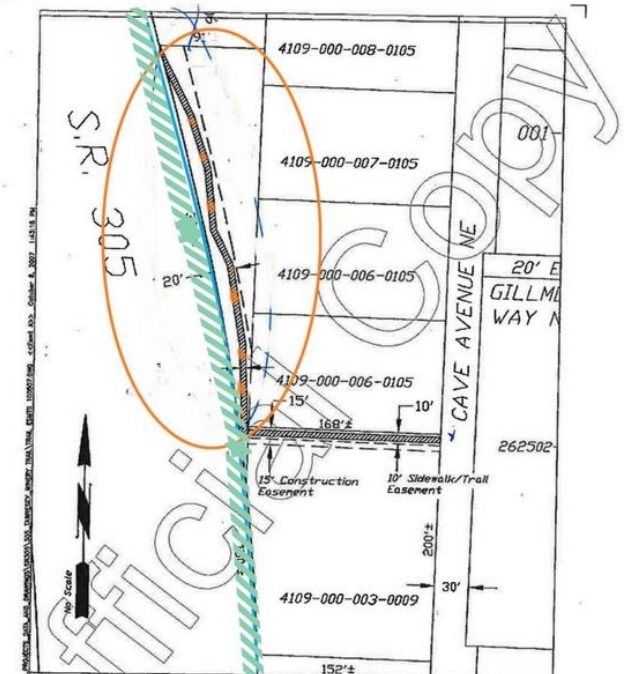
Information

- Council makes final decision to approve funding project.
- 2017 Projects:
 - Greening the STO Byway
 - A Taste of Lynwood
 - Friends of Rolling Bay Triangle Beautification



Greening the STO Byway, Phase Two

- Planting of 12 trees adjacent to Sound to Olympics (STO) Trail
- Public Benefit: Improved aesthetic experience for users of the STO and screening for noise and pollution for nearby property owners.
- Requesting \$1,847
- **Required Match: \$923.50**
- Match Provided: \$3,341 (\$1,847 in private contributions & \$1,494 in donated labor)
 - Project management
 - Choose and deliver trees
 - Planting



Funding Option

- \$15,000 in Neighborhood Matching Grant Funds available.



City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:00 PM Amendment No. 1 to the Professional Services Agreement with the Latimore Company, LLC, for Development Review Process Improvements, AB 18-113 - Planning (Pg. 47)	Date: 6/26/2018
Agenda Item: NEW BUSINESS	Bill No.: 18-113
Proposed By: Planning and Community Development	Referrals(s):

BUDGET INFORMATION

Department: Planning	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

In 2016, the City hired the Latimore Company, LLC, (Consultant) to assess the development review process and permit review performance of the Department and to make findings and provide recommendations for improvements that advance development review and project workflow predictability, efficiency, and collaboration of City services.

In June 2017, the Consultant issued a report "*The City of Bainbridge Island Development Review Assessment Findings and Recommendations*" which included a discussion on the current development review workflow process; public feedback on the development review process; baseline permit review timelines; identification of development review process strengths and constraints; and recommendations for development review process and project workflow improvements. The report was presented during a joint meeting of the City Council, Planning Commission and Design Review Board in June 2017.

In the fall of 2017, Department staff met with the Consultant to discuss implementation steps and draft a project scope of work. In November 2017, a professional services agreement (attached) was agreed to with a scope of work including detailed task objectives, descriptions, assumptions, deliverables, staff/consultant responsibilities, schedule, and budget (\$45,000). The scope of work has 5 defined Tasks:

1. Establish Development Review LOS Standards
2. Establish a Format, Standard, and Procedures for the Development Review Committee (DRC), Daily SmartGov Use, and Process Improvements
3. Integrate Electronic Development Review
4. SAR and Parcel Report Efficiencies

5. Implementation Support

In January and April 2018, the City Council was briefed on the status of the project.

The scope of work for Amendment No. 1 to the Professional Services Agreement (attached) adds a new, sixth, defined task for the consultant: Ongoing Implementation Support. Under this new task, the consultant will produce three quarterly reports (July 2018, October 2018, and January 2019) assessing development review process metrics and provide, on an as-needed basis, consultant assistance with Department improvement processes during the remainder of 2018. In consideration of this additional work, Amendment No. 1 to the Professional Services Agreement will increase the maximum amount payable to the consultant from \$45,000 to \$55,000.

RECOMMENDED ACTION/MOTION

Two Options:

1. I move to approve Amendment No. 1 to the Professional Services Agreement with the Latimore Company, LLC, in the amount of \$10,000, thereby increasing the maximum amount payable from \$45,000 to \$55,000; **or**
2. I move to forward Amendment No. 1 to the Professional Services Agreement with the Latimore Company, LLC, in the amount of \$10,000, thereby increasing the maximum amount payable from \$45,000 to \$55,000, to the July 10, 2018, Consent Agenda.

ATTACHMENTS:

Description	Type
▣ Amendment No. 1 to the Latimore PSA	Backup Material
▣ Latimore PSA 112017	Backup Material

**AMENDMENT NO. 1 TO
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AMENDMENT NO. 1 TO THE AGREEMENT FOR PROFESSIONAL SERVICES (“Amendment”) amends the Agreement for Professional Services (“Agreement”) entered into on November 21, 2017, by the City of Bainbridge Island (“City”), a Washington State municipal corporation, and the Latimore Company, LLC (“Consultant”), a Washington State limited liability company.

WHEREAS, the City and the Consultant entered into the Agreement to provide professional services in connection with implementation of the Latimore Report findings within the Department of Planning and Community Development; and

WHEREAS, the City desires to increase the services provided under the Agreement, 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, 2018~~ March 1, 2019, 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 for such services: (check one)

[X] Hourly, plus actual expenses, in accordance with Attachment A, but not more than a total of ~~forty-five~~ fifty-five thousand dollars (~~\$45,000.00~~\$55,000.00);

[] Fixed Sum: a total amount of \$ _____;

[] Other: \$ _____, for all services performed and incurred under this Agreement, to be billed monthly in equal amounts.

3. Attachment A, Scope of Services, is hereby amended to include the following task:

Task 6 – Ongoing Implementation Support

Serve the Director and the Development Review Committee on an as-needed, retained time and materials basis.

Deliverables

1. Produce quarterly updates in July and October 2018, and January 2019.
Document the process improvement activities undertaken under this effort in the prior quarter and characterize their effect on the goals of the effort.
 2. Best practices recommendations, assistance with tasks assigned by the Development Review Committee, and ongoing optimization of Department workflow methods.
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.

THE LATIMORE COMPANY, LLC

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Douglas Schulze, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

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 The Latimore Company, LLC ("Consultant").

WHEREAS, the City needs professional services in connection with implementation of The Latimore Report findings within the Department of Planning and Community Development.

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 A 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, 2018, 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 for such services: (check one)

☒ Hourly, plus actual expenses, in accordance with Attachment A, but not more than a total of forty-five thousand dollars (\$45,000.00);

☐ Fixed Sum: a total amount of \$_____;

☐ Other: \$_____, for all services performed and incurred under this Agreement, to be billed monthly in equal amounts.

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, 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 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. 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 and 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 insurance as follows:

- ☒ Commercial General Liability as described in Attachment B.
- ☒ Professional Liability as described in Attachment B.
- ☒ Automobile Liability as described in Attachment B.
- ☒ Workers' Compensation as described in Attachment B.
- ☐ None.

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: The Latimore Company, LLC
 11805 Ingraham Road
 Snohomish, WA 98290
 Attention: Kurt Latimore

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.

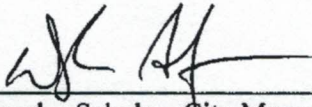
The Latimore Company, LLC

CITY OF BAINBRIDGE ISLAND

Date: November 21, 2017

Date: November 20, 2017

By: Kurt R. Latimore

By: 
Douglas Schulze, City Manager

Name: Kurt Latimore

Title: MEMBER

Tax I.D. # 20-0298088

City Bus. Lic. # 45214

ATTACHMENT A
Scope of Work

1. Establish Development Review LOS Standards.

Objective: Propose and establish a set of initial Level of Service review-cycle (iLOS) standards for the roughly 60 development review application types the City of Bainbridge Island Department of Planning & Community Development (Department) currently processes.

Task	Description, Assumptions, and Deliverables	
1. iLOS a. Propose and Establish iLOS Standards b. Design a simple procedure to implement this through step assignment due dates.	1. Derive proposed iLOS standards from a sample of Department SmartGov® (SG) case records decided in 2017, inferring average current-performance cycle times from these records based on timelines from first intake to approval, attached comment memos, and applicant rework records/estimates; along with insights from the Assessment. 2. Account for the current backlog of applications in review. Provision the iLOS to burndown in-work review cycles by March 30, 2018 (or other date chosen by the Director) on top of new submittals (assumed to be equal to 2017 rate and distribution). Further, assume incoming Department personnel are fully proficient by this chosen date and less so prior to then. 3. Present this initial set of standards to the Development Review Committee (DRC) for review, confirm these timelines align with staff experience, and comment. 4. Incorporate any revisions decided upon by the DRC. 5. Present the DRC iLOS standards to the City Manager for concurrence. 6. Establish a simple procedure to assign iLOS-based due dates in SG step assignments at intake and resubmittal. 7. Use of iLOS standards for 2018 development reviews.	

Staff	1. Provides online remote access to City SG records for case queries by November 20, 2017. 2. Leaders promote fast learning curves of incoming personnel. 3. Clear the legacy review-cycle backlog by chosen target date. 4. Participate in up to two DRC sessions dedicated to selection of iLOS standards between December 12 and December 19, 2017. a. Choose best-estimate iLOS standards for any case types not exercised in 2017. 5. Work to iLOS-based step assignment due-dates once implemented. 6. Monitor an overdue report in DRC sessions. Adjust priorities accordingly.	
Consultant	1. Start task on November 20, 2017. 2. Derive proposed iLOS standards from a sample of Department SG case records decided in 2017, inferring average current-performance cycle times from these records based on timelines from first intake to approval, attached comment memos, and applicant rework records/estimates; along with insights from the Assessment. 3. Account for the current backlog of applications in review, 2018 forecast, and incoming personnel learning curves. Separate out long idle (longer than 180 days) cases awaiting applicant response to information requests. 4. Present this initial set of standards to the DRC. 5. Incorporate any revisions decided upon by the DRC. 6. Present revised iLOS standards to the DRC for approval. 7. Present these DRC iLOS standards to the City Manager for concurrence on approximately December 21, 2017.	
Deliverables	1. iLOS review-cycle standards for current Department application types. a. Target completion: December 31, 2017. 2. Simple procedure to implement iLOS through step-assignment due dates. a. Target completion: January 2, 2018.	

2. Establish a Format, Standard, and Procedures for the DRC, Daily SmartGov® Use, and Process Improvement.

Objective: Create efficiencies by establishing standard work for development review. This standard work captures the essential steps of a given application review. It also provides a template to communicate staff findings in a structured, fully developed, and repeatable manner to the DRC, decision body, the applicant, and the public. Further, it serves as a learning aid that eases barriers to those new to an application type or to the Department. These first three procedures establish the structure and format of new-generation Department procedures, spell out the function of these three key Department activities, and reinforce DRC function.

Task	Description, Assumptions, and Deliverables
2. Procedures Define a procedure for the DRC. Define a procedure for Daily SmartGov® (SG) Rigor. Define a procedure for advancement of Process Improvements. Through these three pioneer procedures, establish a format, structure, and a revision control method for Department procedures to come.	- Develop a DRC procedure. Present a draft to the Current Planning Manager for review and collaborative optimization of the layout and content. Jointly present the result to the Department leaders and the Public Works Development Engineering manager for joint review and response on the procedure design and DRC content. Incorporate feedback. Re-present for adoption. - This first procedure also launches the DRC and models how process improvements are implemented. - Develop a procedure for Daily SG Rigor. This procedure spells out required inputs and timeliness for all staff participating in development review. Use the DRC-adopted procedure format from above. Example content: - Required input and attachments at counter intake and resubmittal. - How to choose as a reviewer what to work on next. - Reviewer status. - Certain flags such as whether the application was received and processed electronically. - Reviewer findings, comments, and conditions. - Required Department input and attachments at application approval. Present draft to the DRC for joint review and response. Incorporate any feedback. - Develop a procedure for process improvement within the Department and Development Engineering. This procedure spells out how the team mutually keeps track of improvement efforts, vets drafts, avoids sub optimization, adopts into widespread practice, and retires superseded methods.

	○ Joint DRC review and response to adopt this procedure, as above.	
Staff	1. Jointly review and jointly respond to draft procedures. Jointly adopt procedures thereafter. 2. Designate a repository for procedures. 3. Disciplined, widespread, use of the new procedures. 4. Participate in up to six DRC segments for joint review, joint response, and adoption of these three pioneering procedures between December 19, 2017 and January 24, 2018. a. Three segments to review, provide any feedback on draft procedures, and adopt into practice. b. Up to three segments to re-review and adopt final drafts. 5. Apply these standards to any procedures the team develops.	
Consultant	1. Start task on November 20, 2017. 2. Develop DRC draft procedure. Serves as a model for procedures and defines DRC functions. Collaborate with and incorporate Current Planning Manager feedback. Jointly present to the leadership team. Incorporate team feedback. Re-present for adoption. 3. Develop SG rigor procedure in the above format. Present to the DRC. Incorporate any feedback. Re-present if needed. Use this second procedure to reinforce DRC function. 4. Develop Process Improvement procedure in the above format. Present to the DRC, incorporate any feedback, re-present if needed.	
Deliverables	1. DRC procedure that also establishes a standard for procedures and establishes the DRC itself. a. Target completion: December 29, 2017. 2. Daily SG Rigor procedure. a. Target completion: January 2, 2018. 3. Process Improvement procedure. a. Target completion: January 24, 2018.	

3. Integrate Electronic Development Review.

Objective: Establish essential quality controls for electronic submittal and mesh this into department practice. This avoids the waste of releasing deficient materials into departmental review. Also, vet the mechanics of public, agency, DRB, PC, and Hearing Examiner interactions with wholly electronic submittal and review. This resolves potential gaps in the new electronic process.

Task	Description, Assumptions, and Deliverables
3. Electronic Review a. Establish quality steps at intake and resubmittal. b. Think through electronic Public, DRB, PC, Agency, and Hearings Examiner interactions.	1. Establish an intake screening process analogous to counter completeness for electronically submitted applications. Establish a counterpart for resubmittals. - o Actively validate uploaded materials satisfy intake checklist requirements in a timely fashion prior to release for department review. - o Actively validate uploaded materials respond to all comment letter items prior to release for department review. 2. Think through how the Design Review Board (DRB), Planning Commission (PC), the Hearing Examiner (HEX), Agencies, and the Public conduct reviews of electronically submitted applications. For example: - o Is paper generated? - o How is the current version identified? - o Do the means of public and agency comment change?
Staff	1. Choose the toolset for electronic submittal (SG, Bluebeam®, etc.) by December 31, 2017. 2. The DRC collaborates on the design of intake and resubmittal steps. 3. The Current Planning Manager collaborates on the design of the public, agency, DRB, PC, and HEX processes. 4. Personnel familiar with traditional department intake screening practices collaborates on the design of electronic intake and resubmittal processes. 5. Disciplined, widespread, use of the new procedures. 6. Participate in up to two DRC segments to review and adopt intake, resubmittal, and public/agency/DRB/PC/HEX methods between March 9, 2018 and March 30, 2018. 7. Apply these methods.
Consultant	1. Start task on January 29, 2018. 2. Develop intake and resubmittal steps. Collaborate with and incorporate DRC feedback.

	Jointly present to the Leadership Team. Incorporate Team feedback. Re-present for adoption. 3. Resolve any gaps in the new Electronic Development Review process pertaining to Public, Agency, DRB, PC, or Hearing Examiner interactions. Collaborate with and incorporate Current Planning Manager feedback. Jointly present to the Leadership Team. Incorporate team feedback. Re-present for adoption.	
Deliverables	1. Electronic Development Review intake and resubmittal quality controls. a. Target completion: March 30, 2018. 2. Public, Agency, DRB, PC, and Hearing Examiner interaction methods for electronic development review. a. Target completion: March 30, 2018.	

4. SAR and Parcel Report Efficiencies.

Objective: Establish the parcel report as the initiation point of department/applicant interactions. This standardizes initial contact and provides a structure and medium for inquiries, consultations, and intake. Specify improvements to the first-edition parcel report that would strengthen this use and utility. Recommend improvements to the newly implemented SAR process to increase efficiency.

Task	Description, Assumptions, and Deliverables	
4. SAR and Parcel Report a. Establish parcel reports as the starting point of department interactions. b. Spec parcel report enhancements to strengthen utility and use. c. Recommend SAR process efficiencies.	1. Establish the parcel report as the initiation point of department/applicant interactions. ○ Counter inquiries. ○ Consultations (if implemented) ○ Intake. 2. Specify improvements in content, presentation, or functionality that strengthen the use and utility of parcel reports for the interactions above. 3. Observe and evaluate the newly deployed SAR process. Recommend process changes/enhancements to increase efficiency.	

Staff	1. Deploy the first-edition parcel report by November 20, 2017. 2. Generate and use the first-edition parcel reports to orient and guide inquiry, consult (if implemented), and intake interactions. 3. First-edition parcel report developer explains existing logic, assumptions, and functionality, and collaborates on enhancement options and means. 4. A representative from GIS (the first-edition developer), Planning, Building, DE, and the upcoming Customer Service team meet to discuss first-edition parcel report experience, strengths, and needs by January 25, 2018. 5. Participate in a DRC segment to review and adopt recommendations between March 15, 2018 and March 30, 2018. 6. Implement DRC decisions into widespread use.	
Consultant	1. Start task on November 20, 2017. 2. Reinforce usage of the parcel report for these interactions. 3. Confer with first-edition parcel report developer to explore current functionality and potential improvements. 4. Specify improvements to strengthen utility and use, and respond to team input above. 5. Observe, evaluate and recommend SAR process improvements to boost the efficiency of this new step. 6. Present recommendations to DRC.	
Deliverables	1. Recommendations to strengthen parcel report utility and use, and respond to team input above. a. Target completion: March 30, 2018. 2. Recommendations to boost the efficiency of the new SAR process. a. Target completion: March 30, 2018. 3. Presentation to the DRC. a. Target completion: March 30, 2018.	

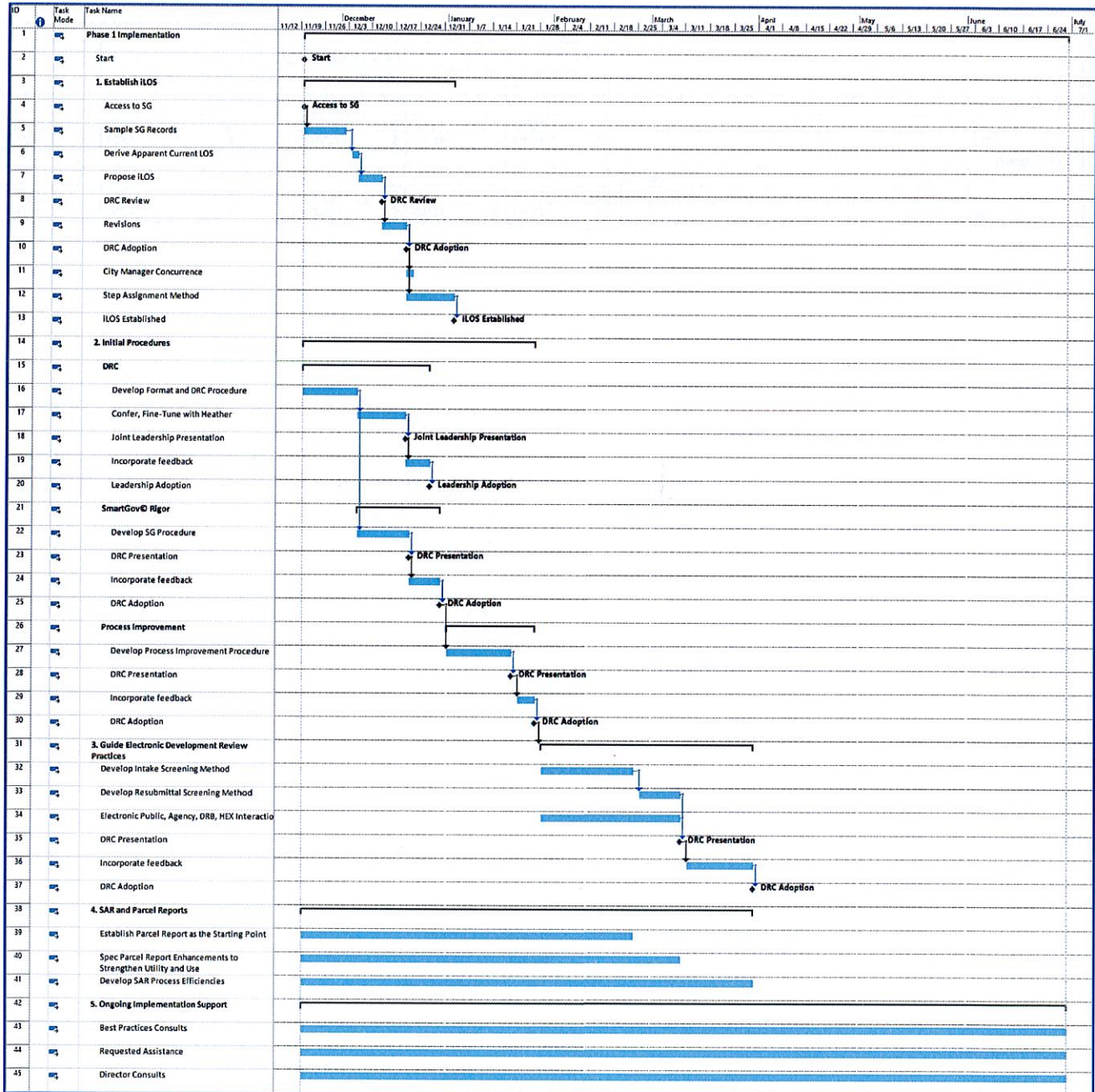
5. Implementation Support.

Objective: Serve as an ongoing resource to the Director and Department Managers for implementation success. Provide best practice alternatives, consults, and requested assistance.

Task	Description, Assumptions, and Deliverables	
5. Implementation Support a. Best Practices guidance. b. Consults. c. Requested assistance.	1. Start task on November 20, 2017. 2. Serve as an ongoing resource to the Director and Department Managers. 3. Provide best practice guidance and consults. 4. Provide requested assistance. ○ Develop materials or handouts. ○ Participate in meetings. ○ Council retreat package. ○ Facilitate. ○ Briefings. ○ Outreach. ○ Project management.	
Staff	1. Director or Department Manager request for guidance, assistance, help, etc.	
Consultant	1. Start task on November 20, 2017. 2. Provide timely response.	
Deliverables	1. Timely response as requested. 2. Level of effort through June 30, 2018.	

Schedule

Assumes this effort contracts and begins November 20, 2017, and runs through midyear 2018 as indicated below. Minor delay authorizing the start of the effort creates an approximate day-for-day offset in deliverable dates.



The following effort and costs are estimated to complete the scope of work. A budget allocation of \$45,000 is requested.

		Task 1	Task 2	Task 3	Task 4	Task 5	Total
		Establish ILOS	Initial Procedures	Electronic Review Considerations	SAR and Parcel Report Recom	Implementation Support	
Cost Summary							
	Labor	\$ 11,925	\$ 11,925	\$ 8,100	\$ 8,100	\$ 4,950	\$ 45,000
	Total	\$ 11,925	\$ 11,925	\$ 8,100	\$ 8,100	\$ 4,950	\$ 45,000
Cost Itemization							
		Rate/Hour					
Labor	Kurt Latimore	\$ 225.00	\$ 11,925	\$ 8,100	\$ 8,100	\$ 4,950	\$ 45,000
	Total		\$ 11,925	\$ 8,100	\$ 8,100	\$ 4,950	\$ 45,000

ATTACHMENT B
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 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.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:10 PM 2018 Road Striping Project Contract Award, AB 18-109 – Public Works (Pg. 69)	Date: 6/26/2018
Agenda Item: NEW BUSINESS	Bill No.: 18-109
Proposed By: Public Works Director Barry Loveless	Referrals(s):

BUDGET INFORMATION

Department: Public Works	Fund: Repair and Maintenance
Expenditure Req: \$ TBD	Budgeted? Yes Budget Amend. Req? No

REFERRALS/REVIEW

:	Recommendation:
City Manager: Yes	Legal: Yes Finance: Yes

DESCRIPTION/BACKGROUND

This work includes pavement marking on approximately 80 miles of roadway, including collectors and urban/rural residential roads, as well as traffic controls and environmental protection. See attached 2018 Road Striping list.

Bids were solicited through area newspapers, the *Daily Journal of Commerce*, and the City's bids and awards webpage and listserv. Following the bid opening, the bid results will be forwarded to the agenda for the July 10, 2018, business meeting as unfinished business.

RECOMMENDED ACTION/MOTION

I move to forward the 2018 Road Striping Project contract award to the agenda for July 10, 2018, business meeting as unfinished business.

ATTACHMENTS:

Description	Type
▣ Road Striping List	Backup Material
▣ 2018 Road Striping Contract	Backup Material

Appendix A

ROAD NAME	Center Stripe (LF)	Edge Line (LF)	Painted Wide Line (LF)	RPM Type 2 (EA)	Removing RPMs (Type 1 & 2) EA	Removing Paint Line (LF)	Removing Plastic Traffic Marker (EA)	ROAD DESIGNATION	Notes
Agate Pass Road	3,485	0	0	0	0	0	0	Collector	
Agatewood Road	1,600	0	0	0	0	0	0	Collector	
Agate Point Road	3,229	0	0	0	0	0	0	Collector	
Arrow Point Drive	9,504	0	0	18	0	0	0	Secondary Arterial	RPMs (Arrow Point to Miller)
Baker Hill Road	10,666	21,332	0	42	0	0	0	Secondary Arterial	RPMs: (Lynwood to Crystal Springs)
Battle Point Drive	10,930	0	0	16	0	0	0	Collector	RPMs: (Miller to Battlepoint Drive - CURVES ONLY)
Bayhill Road	350	0	0	0	0	0	0	Residential Suburban	
Bergman Road	2,817	0	0	0	0	0	0	Collector	
Bjune Drive	302	1,641	0	0	0	0	0	Collector	
Blakely Avenue	15,840	31,680	0	104	0	0	0	Secondary Arterial	RPMs (Bucklin to Halls Hill)
Blakely Hill Road	4,224	100	0	0	0	0	0	Collector	
Brien Drive	0	988	0	0	0	0	0	Collector	
Bucklin Hill Road	5,333	10,666	3,900	43	0	0	0	Secondary Arterial	
Byron Drive	1,297	0	0	0	0	0	0	Residential Suburban	
Cherry Avenue	0	0	0	0	0	0	0	Residential Urban	
Commodore Lane	324	0	0	0	0	0	0	Residential Urban	
County Park Road	0	0	0	0	0	0	0	Residential Urban	RPMs: (West Port Madison to Grotle)
Country Club Road	8,976	0	0	24	0	0	0	Collector	RPMs: (Blakely to curve section past Toe Jam)
Crystal Springs Drive	9,194	0	0	8	0	0	0	Collector	RPMs: (Baker Hill to Lynwood Center, skip area within road humps, curves only)
Day Road	12,461	24,922	0	100	0	0	0	Collector	RPMs: (SR305 to N Madison)
Dingley Road	774	1,548		0	0	0	0		
Dolphin Drive	2,640	0	0	0	0	0	0	Collector	
Eagle Harbor Drive	12,725	25,450	0	7	0	0	0	Secondary Arterial	RPMs (McDonald to Rockaway Beach)
Ericksen Avenue	2,600	10,750	4,992	0	0	0	0	Collector	

Appendix A

ROAD NAME	Center Stripe (LF)	Edge Line (LF)	Painted Wide Line (LF)	RPM Type 2 (EA)	Removing RPMs (Type 1 & 2) EA	Removing Paint Line (LF)	Removing Plastic Traffic Marker (EA)	ROAD DESIGNATION	Notes
Euclid Avenue E	7,603	0	0	0	0	0	0	Residential Urban	
Falk Road	2,763	0	0	0	0	0	0	Residential Suburban	
Ferncliff Avenue	8,818	9,874	7,300	9	0	0	0	Secondary Arterial	RPMs: (High School to Lofgren)
Fletcher Bay Road	12,091	22,722	1,460	105	0	0	0	Secondary Arterial	
Finch Road	2,640	3,822	1,600	0	0	0	0	Collector	
Fort Ward Hill Road	7,973	4,934	0	35	0	0	0	Collector	
Foster Road	1,954	0	0	0	0	0	0	Collector	
Frey Road	1,320	0	0	0	0	0	0	Collector	
Grand Avenue	4,752	7,104	2,520	0	0	0	0	Collector	
Grow Avenue	4,150	8,300	0	0	0	0	0	Residential Urban	
Halls Hill Road	3,854	0	0	0	0	0	0	Collector	
Harborview Drive	2,587	0	0	0	0	0	0	Unknown	
Henderson Road	4,013	0	0	0	0	0	0	Collector	
Hidden Cove Rd	11,088	22,176	0	180	0	0	0	Collector	RPMs: (SR305 to Phelps)
High School Road	7,260	16,592	9,355	114	0	310	0	Secondary Arterial	RPMs: (Sportsman Club to Miller)
Ihland	0	0	0	0	0	0	0	Residential Urban	
Komedal Road	2,429	0	0	0	0	0	0	Residential Suburban	
Koura Road	7,248	16,684	0	45	0	0	0	Secondary Arterial	
Lafayette Avenue	3,960	7,920	0	0	0	0	0	Collector	
Lofgren Road	1,901	3,802	0	8	0	0	0	Collector	
Lovegren Road	2,563	0	0	0	0	0	0	Collector	
Lovell Avenue	2,640	5,280	0	0	0	0	0	Residential Urban	

Appendix A

ROAD NAME	Center Stripe (LF)	Edge Line (LF)	Painted Wide Line (LF)	RPM Type 2 (EA)	Removing RPMs (Type 1 & 2) EA	Removing Paint Line (LF)	Removing Plastic Traffic Marker (EA)	ROAD DESIGNATION	Notes
Lynnwood Center Road	6,653	10,660	2,646	60	0	0	0	Secondary Arterial	
Madison Avenue	22,326	35,452	15,984	376	0	255	0	Secondary Arterial	RPMs: (SR305 to New Brooklyn and Yaquina & SR305 to Phelps)
Mandus Olson	2,590	0	0		0	0	0	Residential Suburban	
Manitou Beach Road	8,501	17,002	0	20	0	0	0	Collector	RPMs: (near dock street curves only)
Manzanita Avenue	5,280	0	0	0	0	0	0	Collector	
McDonald Avenue	2,323	0	0	0	0	0	0	Collector	
Miller Road	15,101	30,202	0	161	0	0	0	Secondary Arterial	RPMs: (All including section Day Road to SR305)
Moran Road	2,904	5,808	0	18	0	0	0	Collector	
Murden Cove	1,848	0	0	0	0	0	0	Residential Urban	
Nakata Place	0	0	0	0	0	0	0	Residential Urban	
New Brooklyn Road	10,666	19,373	1,959	113	0	0	0	Secondary Arterial	RPMs: (Sportsman Club to Miller)
New Sweden Avenue	3,907	0	0	13	0	0	0	Collector	RPMs: (curves only)
Nicholson Place	0	0	0	0	0	0	0		
North Street	528	0	0	0	0	0	0	Collector	
Oddfellow Road	2,904	5,808	0	0	0	0	0	Collector	
Old Creosote Drive	3,653	0	0	0	0	0	0	Residential Suburban	
Old Mill Road	5,280	0	0	13	0	0	0	Collector	RPMs: (curves only)
Olympic Terrace	2,798	0	0	0	0	0	0	Collector	
Parfitt Way	2,640	0	0	0	0	0	0	Residential Urban	
Park Avenue	1,742	3,484	0	0	0	0	0	Collector	
Peterson Hill Road	1,320	0	0	0	0	0	0	Residential Urban	
Phelps Road	8,026	16,052	6,060	200	0	0	0	Secondary Arterial	
Pleasant Beach Drive	6,970	13,940	920	0	0	0	0	Collector	

Appendix A

ROAD NAME	Center Stripe (LF)	Edge Line (LF)	Painted Wide Line (LF)	RPM Type 2 (EA)	Removing RPMs (Type 1 & 2) EA	Removing Paint Line (LF)	Removing Plastic Traffic Marker (EA)	ROAD DESIGNATION	Notes
Point White Drive	8,026	16,052	0	12	0	0	0	Collector	
Ralston Road	581	0	0	0	0	0	0	Residential Suburban	
Rockaway Beach Road	5,280	0	0	6	0	0	0	Collector	RPMs: (curves only)
Rose Avenue	1,584	0	0	0	0	0	0	Residential Suburban	
Sands Avenue	2,534	0	0	0	0	0	0	Residential Suburban	
Seabold Road	400	0	0	0	0	0	0	Collector	
Seabold Church Road	581	0	0	0	0	0	0	Residential Suburban	
South Beach Road	3,168	0	0	0	0	0	0	Collector	
Sportsman Club Road	8,606	17,212	0	104	0	0	0	Secondary Arterial	RPMs: (SR305 to Wyatt including a mall portion of Finch)
Springridge Road	5,966	0	0	0	0	0	0	Collector	
Sunrise Drive	15,787	31,574	0	202	0	0	0	Secondary Arterial	RPMs: (Valley to Torvanger)
Taylor Avenue	6,791	0	0	0	0	0	0	Collector	RPMs: (curves only)
Toe Jam Hill Road	7,920	0	S	0	0	0	0	Collector	
Tolo Road	326	0	0	0	0	0	0	Collector	
Torvanger Road	1,320	0	0	0	0	0	0	Collector	
Valley Road	2,587	5,174	0	85	0	0	0	Secondary Arterial	
Vincent Road	2,734	0	0	0	0	0	0	Residential Suburban	
Wallace Way	1,320	2,640	0	0	0	0	0	Residential Urban	
Wardwell Road	286	572	0	0	0	0	0	Collector	
Washington Avenue	2,666	0	0	0	0	0	0	Residential Urban	
Weaver Road	3,117	0	0	0	0	0	0	Collector	
West Port Madison Road	5,333	0	0	0	0	0	0	Collector	
Wing Point Way	6,500	4,500	3,240	0	0	450	0	Secondary Arterial	

Appendix A

ROAD NAME	Center Stripe (LF)	Edge Line (LF)	Painted Wide Line (LF)	RPM Type 2 (EA)	Removing RPMs (Type 1 & 2) EA	Removing Paint Line (LF)	Removing Plastic Traffic Marker (EA)	ROAD DESIGNATION	Notes
Wing Point Road	1,145	2,290	0	0	0	0	0	Residential Urban	
Winther Road	1,320	0	0	0	0	0	0	Collector	
Winslow Way	3,676	2,774	1,900	0	0	0	9	Secondary Arterial	Remove Sharow symbol
Wood Avenue	1,742	0	0	0	0	0	0	Residential Urban	
Wyatt Way	5,280	30,768	1,500	40	162	0	0	Secondary Arterial	New RPMs: (Finch to Bucklin Hill), Remove RPMs & New Center Stripe: (Madison to Ericksen)
Yaquina Avenue	2,640	0	0	0	0	0	0	Residential Suburban	
3-T Road	890	0	0	0	0	0	0	Unknown	
Total	450,944	529,624	65,336	2,281	162	1,015	9		Total

Contract

CONTRACT FOR CONSTRUCTION

THIS CONSTRUCTION CONTRACT ("Contract"), made the __, day of _____, 2018, by and between the City of Bainbridge Island ("City" and/or "CONTRACTING AGENCY") and ____ ("CONTRACTOR").

WITNESSETH:

WHEREAS, the CONTRACTING AGENCY has caused the Project Manual, Specifications, Drawings, and other contract documents to be prepared for certain Work as described therein, known as the **2018 ROAD STRIPING PROJECT**, and

WHEREAS, the CONTRACTOR has offered to perform the proposed Work in accordance with the terms of the Contract Documents including but not limited to this Contract, and

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the CONTRACTOR hereby agrees that the foregoing recitals are true and correct and are incorporated into this Contract and to complete the Work at the price and on the terms and conditions herein contained. The CONTRACTING AGENCY agrees to pay the CONTRACTOR the contract price of _____ (\$_____.00) ("Contract Price") for the fulfillment of the Work and the performance of the covenants set forth herein.

The further terms, conditions, and covenants of this Contract are set forth in the following documents, all of which are component parts of this Contract as if set out in full, and if not attached, as if hereto attached collectively referred to as the "Contract Documents":

1. This Contract, including the form "Proposal – Items of Work and Materials to be Provided, Estimated Quantities, Units of Measurement at the Unit Bid Prices"
2. The Standard Specifications for Road, Bridge, and Municipal Construction, 2018 edition, as issued by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter (hereafter "Standard Specifications")
3. Amendments to the Standard Specifications
4. Indemnity and Insurance Agreement
5. Special Indemnity and Insurance Agreement
6. Prevailing Wage Schedules and Regulations
7. Specifications, Drawings, Details, and all other Documents contained in and made applicable by this Contract and the Project Manual
8. Certification of Compliance with Wage Payment Statutes
9. All Plans, Drawings, Specifications, and Addenda issued prior to the Bid Opening Date.

The CONTRACTING AGENCY and the CONTRACTOR recognize that time is of the essence of this Contract and that the CONTRACTING AGENCY will suffer financial loss if the Work is not completed within the time specified in this Contract. Therefore, the parties agree that the liquidated damages provisions of the Standard Specifications as modified herein shall apply and that those provisions have been mutually negotiated.

CONTRACTOR's Initials: _____

2018 Road Striping Project

The CONTRACTOR hereby warrants and represents it has reviewed, understands, and agrees to the terms and conditions of this Contract, all Addenda, and the Standard Specifications as modified by the Amendments and Special Provisions and all other Documents contained in the Project Manual and incorporated herein by reference. The person executing this Contract warrants and represents that they are fully authorized to execute this Contract.

All parties agree that the State of Washington is hereby named as an express third-party beneficiary of this Contract, with all rights as such.

THE CONTRACTOR AGREES TO RETURN THIS EXECUTED CONTRACT AND OTHER REQUIRED DOCUMENTS TO THE CONTRACTING AGENCY as required by the Standard Specifications as modified herein, and to return the DECLARATION OF OPTION OF MANAGEMENT OF STATUTORY RETAINED PERCENTAGE AT THE SAME TIME.

IN WITNESS WHEREOF, this Contract has been executed on the day and year above written.

CONTRACTOR:

By: _____

Its: _____

Date: _____

CITY OF BAINBRIDGE ISLAND:

By: _____

Douglas Schulze, City Manager

Date: _____

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:20 PM Core 40 - Miller and Fletcher Bay Road Shoulder Improvements Contract Award, AB 16-145 – Public Works (Pg. 77)	Date: 6/26/2018
Agenda Item: NEW BUSINESS	Bill No.: 16-145
Proposed By: Public Works Director Barry Loveless	Referrals(s):

BUDGET INFORMATION

Department: Public Works	Fund: CIP Non-Motorized	
Expenditure Req: \$TBD	Budgeted? Yes	Budget Amend. Req? No

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance: Yes

DESCRIPTION/BACKGROUND

This Core 40 Program work includes installation of six-foot (5'-paved) road shoulder improvements. Work on Miller Road is from Tolo Road to Peterson Hill Road. Work on Fletcher Bay Road is from High School Road to New Brooklyn Road. The City of Bainbridge Island Core 40 Program was developed in 2007 with the intent of creating a 40-mile integrated shoulder network for bicycles island-wide.

Bids were solicited through area newspapers, the *Daily Journal of Commerce*, and the City's bids and awards webpage and listserv. Following the bid opening, the bid results will be forwarded to the agenda for the July 10, 2018, business meeting as unfinished business.

For more information, please visit the project webpage at: <https://www.bainbridgewa.gov/216/City-Projects>

RECOMMENDED ACTION/MOTION

I move to forward the Core 40 Miller and Fletcher Bay Road Shoulder Improvements project to the July 10, 2018, business meeting as unfinished business.

ATTACHMENTS:

Description	Type
▣ CIP Summary Page	Backup Material

▣ Core 40 Miller Fletcher Bay Shoulder Imp Contract Backup Material

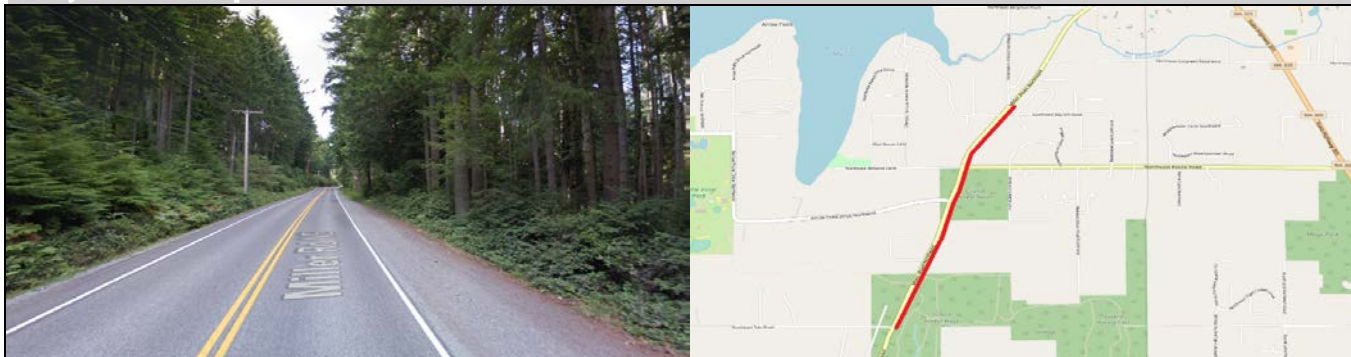
Project: C40 Miller Road

Number:

00800

Location: Tolo Rd. to Peterson Hill Rd.

Project Description



Description: Provide shoulder widening on both sides of Miller Road from Tolo Road to Peterson Hill Road. Assumes that no permanent ROW acquisition is needed.

Benefit: Safety and non-motorized transportation connectivity.

Schedule: YR1/2: design and permit. YR3: construction.

Capital Funding (1000's)

	Prior Yrs.	2017	2018	2019	2020	2021	2022	2023-2034	Total
FUNDING SOURCES (1000's)									
General Fund	\$25	\$0	\$324	\$0	\$0	\$0	\$0	\$0	\$349
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$155	\$0	\$596	\$0	\$0	\$0	\$0	\$0	\$751
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$180	\$0	\$920	\$0	\$0	\$0	\$0	\$0	\$1,100
FUNDING USES (1000's)									
Design/permitting	\$180	\$0							\$180
Construction			\$920						\$920
Sub-total	\$180	\$0	\$920	\$0	\$0	\$0	\$0	\$0	\$1,100

Estimated Impact on Future Operating Budget

	Prior Yrs.	2017	2018	2019	2020	2021	2022	2023-2034	Total
Operating									
Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2% Contribution to Public Art Account

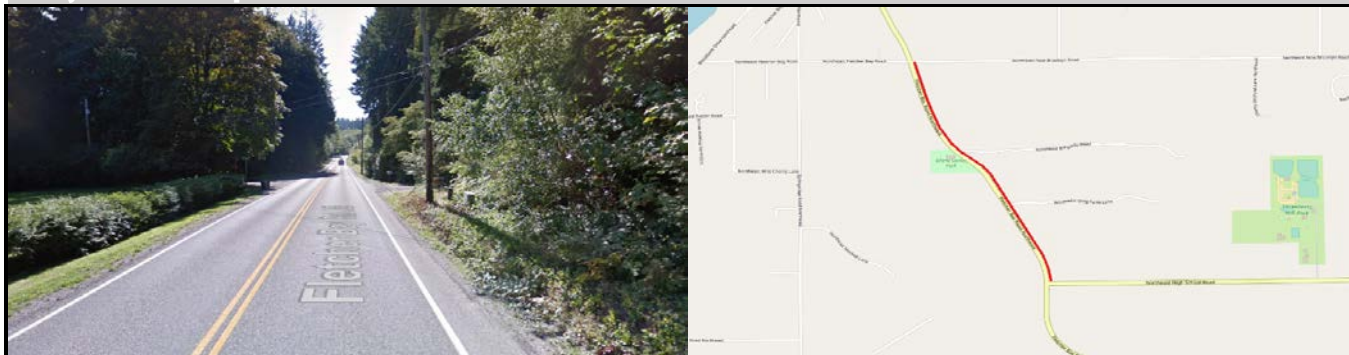
	Prior Yrs	2017	2018	2019	2020	2021	2022	2023-2034	Total
Sub-Total	\$1	\$0	\$6	\$0	\$0	\$0	\$0	\$0	\$7

Project: C40 Fletcher Bay Road

Number: 00780

Location: High School to New Brooklyn

Project Description



Description: Provide shoulder widening on both sides of Fletcher Bay Road from High School Road to New Brooklyn Road. The project is planned to be designed by COBI staff. Assumes that no permanent ROW acquisition is needed.

Benefit: Safety and non-motorized transportation connectivity.

Schedule: YR1: design and permit. YR2: construction.

Capital Funding (1000's)

	Prior Yrs.	2017	2018	2019	2020	2021	2022	2023-2034	Total
FUNDING SOURCES (1000's)									
General Fund	\$0	\$20	\$111	\$0	\$0	\$0	\$0	\$0	\$131
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$389	\$0	\$0	\$0	\$0	\$0	\$389
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$0	\$20	\$500	\$0	\$0	\$0	\$0	\$0	\$520
FUNDING USES (1000's)									
Design/permitting		\$20							\$20
Construction			\$500						\$500
Sub-total	\$0	\$20	\$500	\$0	\$0	\$0	\$0	\$0	\$520

Estimated Impact on Future Operating Budget

	Prior Yrs.	2017	2018	2019	2020	2021	2022	2023-2034	Total
Operating Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2% Contribution to Public Art Account

	Prior Yrs	2017	2018	2019	2020	2021	2022	2023-2034	Total
Sub-Total	\$0	\$0	\$2	\$0	\$0	\$0	\$0	\$0	\$3

Contract

CONTRACT FOR CONSTRUCTION

THIS CONSTRUCTION CONTRACT ("Contract"), made the __, day of _____, 2018, by and between the City of Bainbridge Island ("City" and/or "CONTRACTING AGENCY") and ____ ("CONTRACTOR").

WITNESSETH:

WHEREAS, the CONTRACTING AGENCY has caused the Project Manual, Specifications, Drawings, and other contract documents to be prepared for certain Work as described therein, known as the **CORE 40 – MILLER ROAD SHOULDER IMPROVEMENTS AND CORE 40 – FLETCHER BAY ROAD SHOULDER IMPROVEMENTS PROJECT**, and

WHEREAS, the CONTRACTOR has offered to perform the proposed Work in accordance with the terms of the Contract Documents including but not limited to this Contract, and

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the CONTRACTOR hereby agrees that the foregoing recitals are true and correct and are incorporated into this Contract and to complete the Work at the price and on the terms and conditions herein contained. The CONTRACTING AGENCY agrees to pay the CONTRACTOR the contract price of _____ (\$ _____ .00) ("Contract Price") for the fulfillment of the Work and the performance of the covenants set forth herein.

The further terms, conditions, and covenants of this Contract are set forth in the following documents, all of which are component parts of this Contract as if set out in full, and if not attached, as if hereto attached collectively referred to as the "Contract Documents":

1. This Contract, including the form "Proposal – Items of Work and Materials to be Provided, Estimated Quantities, Units of Measurement at the Unit Bid Prices"
2. The Standard Specifications for Road, Bridge, and Municipal Construction, 2018 edition, as issued by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter (hereafter "Standard Specifications")
3. Amendments to the Standard Specifications
4. Indemnity and Insurance Agreement
5. Special Indemnity and Insurance Agreement
6. Prevailing Wage Schedules and Regulations
7. Specifications, Drawings, Details, and all other Documents contained in and made applicable by this Contract and the Project Manual
8. Certification of Compliance with Wage Payment Statutes
9. All Plans, Drawings, Specifications, and Addenda issued prior to the Bid Opening Date.

The CONTRACTING AGENCY and the CONTRACTOR recognize that time is of the essence of this Contract and that the CONTRACTING AGENCY will suffer financial loss if the Work is not completed within the time specified in this Contract. Therefore, the parties agree that the liquidated damages provisions of the Standard Specifications as modified herein shall apply and that those provisions have been mutually negotiated.

CONTRACTOR's Initials: _____

The CONTRACTOR hereby warrants and represents it has reviewed, understands, and agrees to the terms and conditions of this Contract, all Addenda, and the Standard Specifications as modified by the Amendments and Special Provisions and all other Documents contained in the Project Manual and incorporated herein by reference. The person executing this Contract warrants and represents that they are fully authorized to execute this Contract.

All parties agree that the State of Washington is hereby named as an express third-party beneficiary of this Contract, with all rights as such.

THE CONTRACTOR AGREES TO RETURN THIS EXECUTED CONTRACT AND OTHER REQUIRED DOCUMENTS TO THE CONTRACTING AGENCY as required by the Standard Specifications as modified herein, and to return the DECLARATION OF OPTION OF MANAGEMENT OF STATUTORY RETAINED PERCENTAGE AT THE SAME TIME.

IN WITNESS WHEREOF, this Contract has been executed on the day and year above written.

CONTRACTOR:

By: _____

Its: _____

Date: _____

CITY OF BAINBRIDGE ISLAND:

By: _____

Douglas Schulze, City Manager

Date: _____

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:30 PM Old Treatment Plant Pump Station Replacement Project Contract Award, AB 18-111 – Public Works (Pg. 83)	Date: 6/26/2018
Agenda Item: NEW BUSINESS	Bill No.: 18-111
Proposed By: Public Works Director Barry Loveless	Referrals(s):

BUDGET INFORMATION

Department: Public Works	Fund: CIP Sewer	
Expenditure Req: \$TBD	Budgeted? Yes	Budget Amend. Req? Yes

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance: Yes

DESCRIPTION/BACKGROUND

The Old Treatment Plant pump station was constructed in the 1950's to serve the Winslow sewer system and is located in the parking lot area of several downtown businesses. The station receives gravity collection and pumped discharged from the Lovell Avenue Pump Station.

The proposed work includes the contractor removing and replacing pumps and motors and installing a new 60-kilowatt generator. All materials needed to install the new pumps, motor, and new valving is included as a part of the installation. The existing generator shall be removed and properly disposed of.

Staff solicited bids through the Municipal Research Services Center (MRSC) Small Works Roster process. The bid results will be forwarded to the July 10, 2018, unfinished business agenda following the bid opening.

Due to the eminent reoccurrence of failure, location, and interdependence for other sewer stations, it has become imperative to rebuild this station ahead of the schedule for the Wing Point Pump Station. Therefore, staff is requesting a CIP amendment to use the CIP budgeted funds on the Old Treatment Pump Station, in the amount of \$450,000, in 2018 rather than for the Wing Point Pump Station. See attached CIP schedule.

RECOMMENDED ACTION/MOTION

I move to forward the Old Treatment Plant Pump Station Replacement project and the related CIP Amendment to the agenda for the July 10, 2018, business meeting as unfinished business.

ATTACHMENTS:

Description	Type
▣ CIP Summary Page	Backup Material
▣ Old Treatment Plant Pump Station Contract	Backup Material

CITY OF BAINBRIDGE ISLAND
SEWER CIP (2017 - 2022)
2018 BUDGET MODIFICATIONS

Project	Location and/or Phase	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Strs Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2017	2018	2019	2020	2021	2022	2023 - 2034	Total
SEWER PROJECTS - 6-YEAR CIP																		
Rehabilitate Pump Station	Village			-		Y				-	200	700	-	-	-	-	-	900
Pump Station/Force Main Upgrade	NTW/New Brooklyn/Madison			-		Y				700	-	-	-	-	-	-	-	700
Rehabilitate Pump Station	Wing Point			-		Y				-	-	100	450	-	-	-	-	550
Madrona Townhomes Sewer	Madrona Lane			-		Y				-	235	-	-	-	-	-	-	235
Replace Beach Sewer Main	Lower Lovell			-		Y				-	200	950	-	-	-	-	-	1,150
Rehabilitate Pump Station	Old Treatment Plant			-		Y				-	-	-	100	450	-	-	-	550
Rehabilitate Pump Station	Lower Hawley			-		Y				-	-	-	-	-	100	400	-	500
Waterfront Trail Bridge Replacement	Waterfront Park			-	Y	Y	Y			-	-	-	-	-	80	400	-	480
Rehabilitate Pumps	Sunday Cove			-		Y				-	-	-	150	-	-	-	-	150
SEWER PROJECTS - 20-YEAR CFP																		
Winslow Way Reconstr. Ph 2	Madison to Grow					Y	Y	Y									TBD	-
Pump Station Upgrade - Various						Y	Y	Y									TBD	-
WWTP Upgrade - Various	Hawley																TBD	-
Extend Outfall	Wing Point																TBD	-
City Total										700	635	1,750	700	450	180	800	-	5,215
Grant Total										-	-	-	-	-	-	-	-	-
TOTALS										700	635	1,750	700	450	180	800	-	5,215

Staff is requesting to substitute the Old Treatment Plant Pump Station instead of the schedule CIP 2018 Wing Point Pump Station due to recent pump failures. The Old Treatment Plant Pump Station was constructed in the 1950's and serves the Winslow Sewer System. The station receives the gravity collection system and pumped discharge from the Lovell Pump Station. The existing station is located in the parking area of several downtown business. Due to the eminent re-occurrence of failure, location and interdependence for other sewer stations, it has become imperative to rebuild the station ahead of the schedule Wing Point Pump Station.



Contract

CONTRACT FOR CONSTRUCTION

THIS CONSTRUCTION CONTRACT ("Contract"), made the __, day of _____, 2018, by and between the City of Bainbridge Island ("City" and/or "CONTRACTING AGENCY") and _____ ("CONTRACTOR").

WITNESSETH:

WHEREAS, the CONTRACTING AGENCY has caused the Project Manual, Specifications, Drawings, and other contract documents to be prepared for certain Work as described therein, known as the **OLD TREATMENT PLANT PUMP STATION REPLACEMENT PROJECT**, and

WHEREAS, the CONTRACTOR has offered to perform the proposed Work in accordance with the terms of the Contract Documents including but not limited to this Contract, and

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the CONTRACTOR hereby agrees that the foregoing recitals are true and correct and are incorporated into this Contract and to complete the Work at the price and on the terms and conditions herein contained. The CONTRACTING AGENCY agrees to pay the CONTRACTOR the contract price of _____ (\$ _____ .00) ("Contract Price") for the fulfillment of the Work and the performance of the covenants set forth herein.

The further terms, conditions, and covenants of this Contract are set forth in the following documents, all of which are component parts of this Contract as if set out in full, and if not attached, as if hereto attached collectively referred to as the "Contract Documents":

1. This Contract, including the form "Proposal – Items of Work and Materials to be Provided, Estimated Quantities, Units of Measurement at the Unit Bid Prices"
2. The Standard Specifications for Road, Bridge, and Municipal Construction, 2018 edition, as issued by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter (hereafter "Standard Specifications")
3. Amendments to the Standard Specifications
4. Indemnity and Insurance Agreement
5. Special Indemnity and Insurance Agreement
6. Prevailing Wage Schedules and Regulations
7. Specifications, Drawings, Details, and all other Documents contained in and made applicable by this Contract and the Project Manual
8. Certification of Compliance with Wage Payment Statutes
9. All Plans, Drawings, Specifications, and Addenda issued prior to the Bid Opening Date.

The CONTRACTING AGENCY and the CONTRACTOR recognize that time is of the essence of this Contract and that the CONTRACTING AGENCY will suffer financial loss if the Work is not completed within the time specified in this Contract. Therefore, the parties agree that the liquidated damages

provisions of the Standard Specifications as modified herein shall apply and that those provisions have been mutually negotiated.

CONTRACTOR's Initials: _____

The CONTRACTOR hereby warrants and represents it has reviewed, understands, and agrees to the terms and conditions of this Contract, all Addenda, and the Standard Specifications as modified by the Amendments and Special Provisions and all other Documents contained in the Project Manual and incorporated herein by reference. The person executing this Contract warrants and represents that they are fully authorized to execute this Contract.

All parties agree that the State of Washington is hereby named as an express third-party beneficiary of this Contract, with all rights as such.

THE CONTRACTOR AGREES TO RETURN THIS EXECUTED CONTRACT AND OTHER REQUIRED DOCUMENTS TO THE CONTRACTING AGENCY as required by the Standard Specifications as modified herein, and to return the DECLARATION OF OPTION OF MANAGEMENT OF STATUTORY RETAINED PERCENTAGE AT THE SAME TIME.

IN WITNESS WHEREOF, this Contract has been executed on the day and year above written.

CONTRACTOR:

By: _____

Its: _____

Date: _____

CITY OF BAINBRIDGE ISLAND:

By: _____
Douglas Schulze, City Manager

Date: _____

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:40 PM Interlocal Agreement with Kitsap Public Utility District (KPUD) Relating to Paving of Beachcrest Drive, AB 18-112 – Public Works (Pg. 88)	Date: 6/26/2018
Agenda Item: NEW BUSINESS	Bill No.: 18-112
Proposed By: Public Works Director Barry Loveless	Referrals(s):

BUDGET INFORMATION

Department: Public Works	Fund: Annual Roads Preservation Program	
Expenditure Req: Estimate \$45-\$50k / 2 = \$25,000	Budgeted? Yes	Budget Amend. Req? No

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance: Yes

DESCRIPTION/BACKGROUND

The City contracted with Granite Construction in March, 2018, for the 2018 Asphalt Repair project and Beachcrest Drive is included as one of the various roads to be repaired.

Beachcrest Drive is located within the KPUD water service area and KPUD has a desire to replace its existing watermain under Beachcrest Drive due to its deteriorating condition.

In coordination with KPUD, the City will repave Beachcrest Drive following the installation of a new water main installed by KPUD, and KPUD will pay fifty percent of the paving costs. It is estimated that the paving work will occur after August 1, 2018.

By advertising early in the construction season, the City received a very favorable price for paving this year, so the City is able to add work after the contract award and still be well within the authorized budget for the project. Significant additional work included:

- Addition of full width reconstruction of Virginia Court;
- Changing Beachcrest Drive from patches to full width repaving; and
- Adding Wardwell speed humps and chevrons as directed by the City Council.

These changes will be completed within budget authority but will exceed the 10% change order authority delegated to the City Manager. Therefore, we are requesting authority be granted to the City Manager to sign change orders up to 25% of the contract amount for this contract.

RECOMMENDED ACTION/MOTION

I move to forward the Interlocal Agreement with Kitsap Public Utility District No. 1 relating to the paving of Beachcrest Drive for approval on the July 10, 2018, Consent Agenda, and to authorize the City Manager to approve related change orders up to 25% of the contract value for the 2018 Asphalt Repair Contract.

ATTACHMENTS:

Description	Type
▣ Interlocal Agreement with KPUD	Backup Material

May 22, 2018

K. Chris Hammer, PE, PMP
Engineering Manager
Public Works Department
280 Madison Ave N
Bainbridge Island, WA 98110

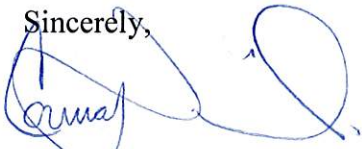
RE: Interlocal Agreement between the City of Bainbridge Island and Kitsap PUD No. 1

Dear Mr. Hammer,

Please find enclosed one signed original Interlocal Agreement between the City of Bainbridge Island and Kitsap PUD 1. Please return a fully executed ILA at your earliest convenience to my attention.

Please feel free to contact me if I can be of further assistance.

Sincerely,



Corine Vichi
Executive Administrative Assistant

Encl

INTERLOCAL AGREEMENT BETWEEN THE PUBLIC UTILITY DISTRICT NO. 1 OF KITSAP COUNTY AND THE CITY OF BAINBRIDGE ISLAND

1. **Parties.** This interlocal agreement (“Agreement”) is made and entered into by and between the City of Bainbridge Island (“COBI”) and Public Utility District No. 1 of Kitsap County (“PUD”)(collectively the “Parties”). The Parties are municipal corporations organized under the laws of the State of Washington and make this Agreement pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.
2. **Purpose of Agreement.** This Agreement provides for assistance and cooperation between COBI and PUD related to the pavement repair of Beachcrest Drive, a city road on Bainbridge Island, Washington.
3. **Description of the Project.** COBI desires to undertake a public works project that will provide for pavement repairs to Beachcrest Drive. The scope of work for this project will include the work necessary for repair and restoration of the roadway after water main replacement utility work is completed by PUD.
4. **COBI Responsibilities.** COBI has an existing contract with Granite Construction (“Granite”) for pavement repairs to certain roads and streets within the corporate limits of COBI, including Beachcrest Drive. COBI shall be responsible for all construction administration, inspection, and testing of materials attributable to the work necessary to complete the pavement repairs to Beachcrest Drive. COBI shall provide PUD with a schedule of construction meetings and shall notify PUD of any meetings that relate to PUD’s portion of the work. PUD shall be permitted to have personnel onsite at any time. Upon completion of the pavement repair to Beachcrest Drive, COBI will submit a bill to the PUD for 50% of the direct costs of the pavement repair to Beachcrest Drive. To the extent required by state law, COBI will maintain records for the project necessary to document all funding received from PUD. COBI shall maintain such records in accordance with generally accepted accounting practices and government accounting requirements, and COBI shall retain such records in accordance with the applicable records retention schedules promulgated by the Washington State Archives.
- **PUD Responsibilities.** PUD agrees that it will replace a water main under Beachcrest Drive prior to start of the paving work by Granite. PUD shall pay COBI for the paving impacted by the waterline water transmission and replacement utility work which the Parties have agreed is 50% of the direct costs of the pavement repair to Beachcrest Drive. Granite will begin the paving work after August 1, 2018. PUD agrees that it will replace the water main under Beachcrest Drive prior to this date. PUD shall pay COBI its 50% of the direct costs within two months of completion of the work by Granite.
5. **Contractor Compliance.** COBI will ensure Granite complies with all public works statutes during the performance of the work including providing affidavits of prevailing

wages and any and all other public works construction requirements in accordance with Washington law.

6. **Indemnification.** COBI agrees to defend, indemnify, and hold harmless PUD, its officers, officials, employees, and volunteers from any and all claims which may be made by the contractor, suppliers, or others for the paving repair work to Beachcrest Drive. PUD agrees to defend, indemnify, and hold harmless COBI, its officers, officials, employees, and volunteers from any and all claims which may be made by the contractor, suppliers, or others for the water main replacement utility work on Beachcrest Drive.
7. **Change Orders.** Any change orders requested by Granite for the pavement repair work to Beachcrest Drive shall be first reviewed by COBI and shall then be forwarded to PUD for review.
8. **Insurance.** COBI agrees to have in full force and effect any and all insurance policies (or other forms of casualty and liability coverage) as necessary and required during the course of the pavement repair work which are not covered by the contractor's insurance.
9. **Term.** This Agreement shall be in effect until the pavement repair work to Beachcrest Drive has been completed and accepted and all bills have been paid and in no event longer than one year; provided that termination or expiration of this Agreement shall not relieve either party of its liability hereunder for any breach or default of this Agreement.
10. **Jurisdiction and Venue.** This Agreement is governed by the laws of the State of Washington. Venue for any legal action arising from a dispute under this contract is in the Superior Court for Kitsap County, Washington.
11. **Non-Discrimination.** Parties shall not discriminate in any manner related to this Agreement on the basis of race, color, national origin, sex, sexual orientation, religion, age, marital status, or disability.
12. **Severability.** If any provision of the Agreement shall be held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to serve the purposes and objectives of the Parties.
13. **Entire Agreement.** This Agreement constitutes the entire agreement between the Parties. Any modifications or amendments to this Agreement shall be in writing and shall be signed by each party.
14. **Compliance with RCW 39.34.040.** This Agreement shall be filed with the Kitsap County Auditor or, alternatively, listed by subject on the public website of each of the Parties hereto or on another electronically retrievable public source.

15. **Property.** It is not contemplated that any property, real or personal, will be acquired by either party to this Agreement separately or jointly as a result of this Agreement.

16. **Financing and Budget.** No separate fund shall be established and each party to this Agreement shall be responsible for its own budgeting.

17. **Administration.** No separate legal or administrative entity is created by this Agreement. Neither party to this Agreement is authorized to bind the other to any contract or obligation.

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

KITSAP COUNTY PUBLIC UTILITY
DISTRICT #1

CITY OF BAINBRIDGE ISLAND

Date: May 22, 2018

Date: _____

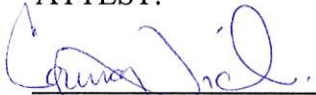
By: 

By: _____

Bob Hunter, General Manager

Douglas Schulze, City Manager

ATTEST:


Clerk for the Board of Commissioners



City of Bainbridge Island City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:50 PM Appointment of Deputy Mayor, AB 18-114 - Mayor Medina (Pg. 94)	Date: 6/26/2018
Agenda Item: NEW BUSINESS	Bill No.: 18-114
Proposed By: Mayor Medina	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

Council will appoint a Deputy Mayor for the second half of 2018.

RECOMMENDED ACTION/MOTION

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 9:00 PM Ordinance No. 2018-26, Amending Bainbridge Island Municipal Code Chapter 2.36, Increasing Size of Environmental Technical Advisory Committee, AB 18-117 - Executive (Pg. 95)	Date: 6/26/2018
Agenda Item: NEW BUSINESS	Bill No.: 18-117
Proposed By: Executive	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:
Expenditure Req:	Budgeted? Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:
City Manager:	Legal: Yes Finance:

DESCRIPTION/BACKGROUND

Since 2001, the Environmental Technical Advisory Committee ("ETAC") has existed in various forms. On June 9, 2014, the City Council adopted Ordinance No. 2014-25, clarifying the role, composition, and duties of ETAC by adopting a new Chapter 2.36 of the Bainbridge Island Municipal Code.

ETAC currently consists of seven members who are appointed by the Mayor and confirmed by vote of the City Council.

On June 19, 2017, the Mayor nominated four individuals to fill four open positions on ETAC (Positions 2, 3, 4, and 7). At the same meeting, the Mayor also nominated two individuals to fill, for staggered terms, two new positions on ETAC that are proposed to be created (Positions 8 and 9).

If adopted, Ordinance No. 2018-26 would amend Chapter 2.36 BIMC to formally expand the number of members who can serve on ETAC from seven to nine members.

RECOMMENDED ACTION/MOTION

I move to forward Ordinance No. 2018-26, expanding the number of members serving on the Environmental Technical Advisory Committee, for approval to the July 10, 2018, consent agenda.

ATTACHMENTS:

Description	Type
▣ Ordinance No. 2018-26	Backup Material

ORDINANCE NO. 2018-26

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the number of members serving on the City's Environmental Technical Advisory Committee and amending Section 2.36.010 of the Bainbridge Island Municipal Code ("BIMC").

WHEREAS, on May 9, 2001, the Mayor appointed the Environmental Technical Advisory Committee ("ETAC") as a ninety-day committee; and

WHEREAS, on December 12, 2001, the City Council adopted Resolution No. 2001-61, authorizing the establishment of ETAC as a two-year committee with extensions of six months by the Mayor as necessary; and

WHEREAS, on November 9, 2009, the City Council adopted Ordinance No. 2009-27, establishing ETAC as a permanent committee; and

WHEREAS, on June 9, 2014, the City Council adopted Ordinance No. 2014-25, clarifying the role, composition, and duties of ETAC by adopting a new Chapter 2.36 BIMC; and

WHEREAS, ETAC currently consists of seven members who are appointed by the Mayor and confirmed by vote of the City Council; and

WHEREAS, on June 19, 2017, the Mayor nominated four individuals to fill four open positions on ETAC (Positions 2, 3, 4, and 7); and

WHEREAS, on June 19, 2017, the Mayor also nominated two individuals to fill, for staggered terms, two new positions on ETAC that are proposed to be created (Positions 8 and 9); and

WHEREAS, the City Council now desires to amend Chapter 2.36 BIMC to formally expand the number of members that can serve on ETAC from seven to nine members.

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

Section 1. Section 2.36.010.A of the Bainbridge Island Municipal Code is hereby amended to read as follows:

A. There is created an environmental technical advisory committee for the city, hereinafter called the committee. The committee shall consist of ~~seven~~ nine members who shall be appointed by the mayor and confirmed by a vote of the city council.

Section 2. This ordinance shall take effect and be in force five (5) days from its passage, approval, and publication as required by law.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2018.

APPROVED BY THE MAYOR this _____ day of _____, 2018.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER:

June 22, 2018

2018-26

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 9:10 PM Consider Removal of Member from Citizen Advisory Committee, AB 18-118 - Mayor Medina (Pg. 99)	Date: 6/26/2018
Agenda Item: NEW BUSINESS	Bill No.: 18-118
Proposed By: Mayor Medina	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

Citizen Advisory board members are appointed and removed by the City Council following recommendation from the Mayor. More information will be provided by Mayor Medina during the City Council meeting.

RECOMMENDED ACTION/MOTION

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Agenda Bill for Consent Agenda, AB 18-108 (Pg. 100)	Date: 6/26/2018
Agenda Item: CONSENT AGENDA - 9:25 PM	Bill No.: 18-108
Proposed By: Executive	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

Consider approval of the following Consent Agenda items:

- B. Accounts Payable and Payroll
- C. Special City Council Meeting Minutes, June 5, 2018
- D. Regular Study Session Meeting Minutes, June 5, 2018
- E. Special City Council Meeting Minutes, June 12, 2018
- F. Regular City Council Business Meeting Minutes, June 12, 2018
- G. Citizen Advisory Group Appointments, AB 18-105 – Executive
- H. Ordinance No. 2018-21 Updating Bainbridge Island Municipal Code Chapter 5 Related to Business Licenses, AB 18-102 – Finance
- I. Professional Services Agreement for City Hall HVAC, AB 18-104 – Public Works
- J. Request for Proposals for 2019 Lodging Tax Awards, AB 18-100 – Executive

RECOMMENDED ACTION/MOTION

I move to approve the Consent Agenda, as presented.

City of Bainbridge Island City Council Agenda Bill



PROCESS INFORMATION

Subject: Accounts Payable and Payroll (Pg. 101)	Date: 6/26/2018
Agenda Item: CONSENT AGENDA - 9:25 PM	Bill No.: 18-108
Proposed By:	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

ATTACHMENTS:

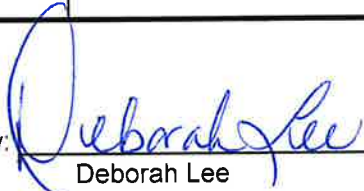
Description	Type
☐ Payroll	Backup Material
☐ Accounts Payable	Backup Material

PAYROLL

PAYROLL CHECK RUN: 6 - 20 - 2018

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	6/20/2018	041960 - 042095	P/R check run - direct deposit	322,054.88
Normal	6/20/2018	108571 - 108574	P/R check run - regular	6,102.37
Vendor	6/20/2018	108575 - 108586	P/R vendor check run	128,662.97
EFTPS	6/20/2018		Federal Tax Electronic Transfer	125,373.99
			TOTAL:	582,194.21

Prepared and Reviewed by:


Deborah Lee

Date

6-20-18

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.


Kimberly M. Dunscombe, Budget Manager

Date

6/20/18

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: June 11, 2018 - June 25, 2018
CITY COUNCIL: June 12, 2018 - June 26, 2018

Last check from previous run: 347714 dated 06/13/2018 issued to Zee Medical Service Co in the amount of \$127.81

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH	N/A	N/A		N/A
ACH	N/A	N/A		N/A
EFT	N/A	N/A		N/A
VOID	1/25/17	343422	UB/Stale refund check: void to reissue	N/A
VOID	6/27/18	347858	POL/Evergreen Boat Transport/Incorrect remittance	N/A
Manual	6/7/18	347715	Bainbridge Disposal/May 2018 city hall disposal services	347.39
Manual	6/7/18	347716	BI Downtown Association/Q1 2018 LTAC	27,030.61
Manual	6/7/18	347717	UB/Miller, Rapl & Mary/Refund for overpayment	1,172.80
Manual	6/7/18	347718	PW/Toshiba/Copier lease	273.60
Manual	6/8/18	347719	UB/Anderson, Stephanie/Check #343422 replacement	350.28
Manual	6/8/18	347720	Bainbridge Disposal/May 2018 citywide disposal services	1,672.17
Manual	6/8/18	347721	Jane Brunton/Casey Street Water acquisition legal expenses	4,345.00
Manual	6/8/18	347722	Puget Sound Energy/May 2018 city hall	2,334.08
Manual	6/13/18	347723	PCD/AT&T/Fax long distance June 2018	17.35
Manual	6/13/18	347724	CenturyLink/Citywide phone services June 2018	936.22
Manual	6/13/18	347725	ENG/COBI/Grading permit BLD23268	128.31
Manual	6/13/18	347726	PCD/The Latimore Co/Professional services	9,000.00
Manual	6/13/18	347727	Puget Sound Energy/Citywide electricity May 2018	25,170.91
Manual	6/13/18	347728	Verizon/May 2018 citywide cell phone services	5,620.30
Manual	6/18/18	347729	BI Lodging Association/Q1 2018 LTAC	15,373.12
Manual	6/18/18	347730	PW/Linda Papineau/ROW acquisition legal fee reimbursement	572.00
Manual	6/20/18	347731	US Bank/Credit card purchases May 2018	31,999.38
Manual	6/20/18	347732	Benefit Administration Co/Annual account reconciliation	594.93
Manual	6/20/18	347733	POL/Kelley Imaging/Copier lease	279.04
Manual	6/20/18	347734	Pitney Bowes/Postage meter reserve refill	2,500.00
Manual	6/20/18	347735	FIN/Pitney Bowes/Q2 mail machine lease	1,036.08
Manual Checks and Electronic Disbursements				130,753.57

Regular Run	6/13/18	347736-347867	Regular Check Run	283,560.47
				414,314.04

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

Prepared and Reviewed by  Carrie Christianson, 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.

Ellen Schroer, Director of Finance

103

Date

06/22/2018

VOID
 (CC) 6/7/18
 KRS
 6-7-18

06/07/2018 14:57 |CITY OF BAINBRIDGE ISLAND
 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 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

343422 01/25/2017 VOID 8588 ANDERSON, STEPHANIE 211015 58354 01/13/2017 -350.28
 Invoice: 58354

UB 12303 1335 STONECRESS LANE
 WATER ACCOUNTS RECEIVABLE

-350.28 411 122100

CHECK 343422 TOTAL: -350.28

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -350.28

COUNT AMOUNT

TOTAL VOIDED CHECKS 1 350.28

*** GRAND TOTAL *** -350.28

06/07/2018 14:57 |CITY OF BAINBRIDGE ISLAND
 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2018 6 84									
APP 401-213000						ACCOUNTS PAYABLE			350.28
	06/07/2018	343422	VOID			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		350.28	
	06/07/2018	343422	VOID			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								350.28	350.28
APP 631-130000						DUE TO/FROM CLEARING			350.28
	06/07/2018	01/15/17	VOID						
APP 401-130000						DUE TO/FROM CLEARING		350.28	
	06/07/2018	01/15/17	VOID						
SYSTEM GENERATED ENTRIES TOTAL								350.28	350.28
JOURNAL 2018/06/84 TOTAL								700.56	700.56

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE		DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
401 WATER OPERATING FUND	2018 6	84	06/07/2018			
401-130000				DUE TO/FROM CLEARING	350.28	
401-213000				ACCOUNTS PAYABLE		350.28
				FUND TOTAL	350.28	350.28
631 CLEARING FUND	2018 6	84	06/07/2018			
631-130000				DUE TO/FROM CLEARING		350.28
635-111100				CASH	350.28	
				FUND TOTAL	350.28	350.28

FUND		DUE TO	DUE FROM
401	WATER OPERATING FUND		350.28
631	CLEARING FUND	350.28	
TOTAL		350.28	350.28

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VOID
 (cc) 6/21/18 KRS
 6-21-18

06/21/2018 10:50 |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

347858 06/27/2018 VOID	7193 EVERGREEN BOAT TRANS 223331	70149	06/18/2018	-1,956.72
Invoice: 70149			POL/HARBOR/BOAT DEMO	
	-1,956.72 55011757 541100		PD-HARBORMASTER-PROF SVCS	

CHECK 347858 TOTAL: -1,956.72

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -1,956.72

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	1	1,956.72

*** GRAND TOTAL *** -1,956.72

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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR	PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2018 6 264									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE			1,956.72
	06/21/2018	347858	VOID			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		1,956.72	
	06/21/2018	347858	VOID			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								1,956.72	1,956.72
APP 631-130000						DUE TO/FROM CLEARING			1,956.72
	06/21/2018	062418	VOID						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING		1,956.72	
	06/21/2018	062418	VOID						
SYSTEM GENERATED ENTRIES TOTAL								1,956.72	1,956.72
JOURNAL 2018/06/264 TOTAL								3,913.44	3,913.44

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
001 GENERAL FUND	2018	6	264	06/21/2018			
001-130000					GENERAL - DUE TO/FROM CLEARING	1,956.72	
001-213000					GENERAL - ACCOUNTS PAYABLE		1,956.72
					FUND TOTAL	1,956.72	1,956.72
631 CLEARING FUND	2018	6	264	06/21/2018			
631-130000					DUE TO/FROM CLEARING		1,956.72
635-111100					CASH	1,956.72	
					FUND TOTAL	1,956.72	1,956.72

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			1,956.72
631 CLEARING FUND		1,956.72	
TOTAL		1,956.72	1,956.72

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 (cc) 6/7/18

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

347715	06/07/2018	PRTD	47 BAINBRIDGE DISPOSAL	222845	0000762369	05/31/2018		M060618	347.39
			Invoice: 0000762369			MAY 2018 CITYWIDE DISPOSAL SERVICES			
				347.39	91011189 547900	GG-C/E-CITY HALL-GARBAGE			
								CHECK 347715 TOTAL:	347.39

347716	06/07/2018	PRTD	567 BAINBRIDGE ISLAND DO	222843	1066	05/18/2018		M060618	27,030.61
			Invoice: 1066			Q1 2018 LTAC: MULTI-MEDIA DESTINA			
				27,030.61	91140573 541100	GG-TOUR-PROF SERVICES			
								CHECK 347716 TOTAL:	27,030.61

347717	06/07/2018	PRTD	8963 MILLER, RALPH & MARY	222849	69698	06/07/2018		M060618	1,172.80
			Invoice: 69698			UB 11664 8731 LAUGHING SALMON LANE			
				1,172.80	411 122100	WATER ACCOUNTS RECEIVABLE			
								CHECK 347717 TOTAL:	1,172.80

347718	06/07/2018	PRTD	6714 TOSHIBA FINANCIAL SE	222844	22771327	06/04/2018		M060618	273.60
			Invoice: 22771327			PW/E-STUDIO4555C COPIER LEASE			
				273.60	73637891 545000	RENTS & LEASES - OPERATING			
								CHECK 347718 TOTAL:	273.60

NUMBER OF CHECKS	4	*** CASH ACCOUNT TOTAL ***	28,824.40
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	COUNT	AMOUNT
TOTAL PRINTED CHECKS	4	28,824.40

*** GRAND TOTAL *** 28,824.40

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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR	PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2018	6	81								
APP	001-213000						GENERAL - ACCOUNTS PAYABLE		347.39	
	06/07/2018	M060618		M0606			AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100						CASH			28,824.40
	06/07/2018	M060618		M0606			AP CASH DISBURSEMENTS JOURNAL			
APP	104-213000						CIVIC IMPR - ACCOUNTS PAYABLE	27,030.61		
	06/07/2018	M060618		M0606			AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000						ACCOUNTS PAYABLE	1,172.80		
	06/07/2018	M060618		M0606			AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000						ACCOUNTS PAYABLE	273.60		
	06/07/2018	M060618		M0606			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL									28,824.40	28,824.40
APP	631-130000						DUE TO/FROM CLEARING	28,550.80		
	06/07/2018	M060618		M0606						
APP	001-130000						GENERAL - DUE TO/FROM CLEARING			347.39
	06/07/2018	M060618		M0606						
APP	104-130000						CIVIC IMPR DUE TO/FROM CLEAR'G			27,030.61
	06/07/2018	M060618		M0606						
APP	401-130000						DUE TO/FROM CLEARING			1,172.80
	06/07/2018	M060618		M0606						
SYSTEM GENERATED ENTRIES TOTAL									28,550.80	28,550.80
JOURNAL 2018/06/81 TOTAL									57,375.20	57,375.20

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|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
001 GENERAL FUND	2018	6	81	06/07/2018			
001-130000					GENERAL - DUE TO/FROM CLEARING		347.39
001-213000					GENERAL - ACCOUNTS PAYABLE	347.39	
					FUND TOTAL	347.39	347.39
104 CIVIC IMPROVEMENT FUND	2018	6	81	06/07/2018			
104-130000					CIVIC IMPR DUE TO/FROM CLEAR'G		27,030.61
104-213000					CIVIC IMPR - ACCOUNTS PAYABLE	27,030.61	
					FUND TOTAL	27,030.61	27,030.61
401 WATER OPERATING FUND	2018	6	81	06/07/2018			
401-130000					DUE TO/FROM CLEARING		1,172.80
401-213000					ACCOUNTS PAYABLE	1,172.80	
					FUND TOTAL	1,172.80	1,172.80
631 CLEARING FUND	2018	6	81	06/07/2018			
631-130000					DUE TO/FROM CLEARING	28,550.80	
631-213000					ACCOUNTS PAYABLE	273.60	
635-111100					CASH		28,824.40
					FUND TOTAL	28,824.40	28,824.40

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		347.39
104	CIVIC IMPROVEMENT FUND		27,030.61
401	WATER OPERATING FUND		1,172.80
631	CLEARING FUND	28,550.80	
TOTAL		28,550.80	28,550.80

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6/18/18

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

347719	06/08/2018	PRTD	8588 ANDERSON, STEPHANIE	211015	58354	01/13/2017		M060818	350.28
Invoice: 58354						UB 12303 1335 STONECRESS LANE			
350.28 411 122100						WATER ACCOUNTS RECEIVABLE			
CHECK 347719 TOTAL:								350.28	

347720	06/08/2018	PRTD	47 BAINBRIDGE DISPOSAL	222852	0000762163	05/31/2018		M060818	1,616.10
Invoice: 0000762163						MAY 2018 CITYWIDE DISPOSAL SVC			
143.25 91011215 547900						GG-C/E-PD-GARBAGE			
312.26 91011768 547900						GG-C/E-PARKS-GARBAGE			
416.05 91425358 547900						GG-WWTP-GARBAGE (NOT BIOSOLIDS)			
744.54 91011897 547900						GG-C/E-O&M YARD FAC-GARBAGE			
222853 0000762430						05/31/2018 M060818 56.07			
Invoice: 0000762430						MAY 2018 CITYWIDE DISPOSAL SVC			
56.07 91011189 547903						BIG BELLY SOLAR GARBAGE CANS			
CHECK 347720 TOTAL:								1,672.17	

347721	06/08/2018	PRTD	8964 JANE BRUNTON	222850	06/11/18	06/05/2018		M060818	4,345.00
Invoice: 06/11/18						CASEY ST WATER ACQ BRUNTON LGL EXP			
4,345.00 32416154 54111000890						CASEY WTR ACQ-BRUNTON LGL EXP			
CHECK 347721 TOTAL:								4,345.00	

347722	06/08/2018	PRTD	1205 PUGET SOUND ENERGY	222851	CITY HALL-MAY18	06/01/2018		M060818	2,334.08
Invoice: CITY HALL-MAY18						CITY HALL - MAY 2018			
2,334.08 91011189 547100						GG-C/E-CITY HALL-ELECTRIC			
CHECK 347722 TOTAL:								2,334.08	

NUMBER OF CHECKS	4	*** CASH ACCOUNT TOTAL ***	8,701.53
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	COUNT	AMOUNT
TOTAL PRINTED CHECKS	4	8,701.53

*** GRAND TOTAL *** 8,701.53

CLERK: cchristianson

YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT					LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3				

2018 6	156							
APP 401-213000					ACCOUNTS PAYABLE		4,695.28	
06/13/2018	M060818	0608			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH			8,701.53
06/13/2018	M060818	0608			AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		3,590.20	
06/13/2018	M060818	0608			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000					ACCOUNTS PAYABLE		416.05	
06/13/2018	M060818	0608			AP CASH DISBURSEMENTS JOURNAL			
							-----	-----
GENERAL LEDGER TOTAL							8,701.53	8,701.53
APP 631-130000					DUE TO/FROM CLEARING		8,701.53	
06/13/2018	M060818	0608						
APP 401-130000					DUE TO/FROM CLEARING			4,695.28
06/13/2018	M060818	0608						
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			3,590.20
06/13/2018	M060818	0608						
APP 402-130000					DUE TO/FROM CLEARING			416.05
06/13/2018	M060818	0608						
							-----	-----
SYSTEM GENERATED ENTRIES TOTAL							8,701.53	8,701.53
JOURNAL 2018/06/156 TOTAL							-----	-----
							17,403.06	17,403.06

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2018 6	156	06/13/2018		
001-130000			GENERAL - DUE TO/FROM CLEARING		3,590.20
001-213000			GENERAL - ACCOUNTS PAYABLE	3,590.20	
			FUND TOTAL	3,590.20	3,590.20
401 WATER OPERATING FUND	2018 6	156	06/13/2018		
401-130000			DUE TO/FROM CLEARING		4,695.28
401-213000			ACCOUNTS PAYABLE	4,695.28	
			FUND TOTAL	4,695.28	4,695.28
402 SEWER OPERATING FUND	2018 6	156	06/13/2018		
402-130000			DUE TO/FROM CLEARING		416.05
402-213000			ACCOUNTS PAYABLE	416.05	
			FUND TOTAL	416.05	416.05
631 CLEARING FUND	2018 6	156	06/13/2018		
631-130000			DUE TO/FROM CLEARING	8,701.53	
635-111100			CASH		8,701.53
			FUND TOTAL	8,701.53	8,701.53

FUND		DUE TO	DUE FROM
001	GENERAL FUND		3,590.20
401	WATER OPERATING FUND		4,695.28
402	SEWER OPERATING FUND		416.05
631	CLEARING FUND	8,701.53	
TOTAL		8,701.53	8,701.53

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(M) 6/13/18

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

347723	06/13/2018	PRTD	1235 AT&T ONENET SERVICE	222910	1268238365	06/01/2018		M061218	.62
Invoice: 1268238365						PCD/FAX LONG DIST JUN 18			
				.62	91011189 542100	GG-C/E-CITY HALL-PHONE			
				222911	1268229699	06/01/2018		M061218	16.73
Invoice: 1268229699						FIN/FAX LONG DIST JUN 18			
				16.73	91011189 542100	GG-C/E-CITY HALL-PHONE			
								CHECK 347723 TOTAL:	17.35
347724	06/13/2018	PRTD	551 CENTURYLINK	222912	0225JUN18	06/02/2018		M061218	100.58
Invoice: 0225JUN18						O&M FIRE ALARM MONIT			
				100.58	91011897 542100	GG-C/E-O&M YARD FAC-PHONE			
				222913	0754JUN18	06/02/2018		M061218	72.94
Invoice: 0754JUN18						FLETCHER BAY WELL TELE			
				72.94	91411891 542100	GG-WTR-FAC-PHONE			
				222914	1745JUN18	06/02/2018		M061218	48.93
Invoice: 1745JUN18						C.H. ELEVATOR SERVICE LINE			
				48.93	91011189 542100	GG-C/E-CITY HALL-PHONE			
				222915	3736JUN18	06/02/2018		M061218	100.58
Invoice: 3736JUN18						C.H. FIRE ALARM MONIT			
				100.58	91011189 542100	GG-C/E-CITY HALL-PHONE			
				222916	5211JUN18	06/02/2018		M061218	183.55
Invoice: 5211JUN18						POL PHN SVCS			
				183.55	91011215 542100	GG-C/E-PD-PHONE			
				222917	8731JUN18	06/02/2018		M061218	53.63
Invoice: 8731JUN18						COMMONS FIRE ALARM MONIT			
				53.63	91011755 542100	GG-C/E-COMMONS-PHONE			
				222918	9136JUN18	06/02/2018		M061218	137.51
Invoice: 9136JUN18						C.H. SECURITY ALARM MONIT			
				137.51	91011189 542100	GG-C/E-CITY HALL-PHONE			
				222919	9791JUN18	06/02/2018		M061218	137.80
Invoice: 9791JUN18						POL. TI MANDUS TELCOM			
				137.80	91011215 542100	GG-C/E-PD-PHONE			
				222920	9840JUN18	06/02/2018		M061218	50.35
Invoice: 9840JUN18						HEAD OF BAY WELL TELE			
				50.35	91411891 542100	GG-WTR-FAC-PHONE			
				222921	9858JUN18	06/02/2018		M061218	50.35
Invoice: 9858JUN18						SANDS AVE WELL TELE			
				50.35	91411891 542100	GG-WTR-FAC-PHONE			

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

CHECK	347724	TOTAL:	936.22
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347725	06/13/2018	PRTD	634 CITY OF BAINBRIDGE I	223000	BLD23268	06/07/2018	M061218		128.31
Invoice: BLD23268						ENG/GRADING PERMIT BLD23268			
128.31						72431835 54980000779 PRITCHARD PARK OUTFALL-PERMITS			

CHECK	347725	TOTAL:	128.31
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347726	06/13/2018	PRTD	8566 KURT R. LATIMORE	222924	18-5	03/21/2018	21800033	M061218	9,000.00
Invoice: 18-5						IMPLEMENTATION OF LATIMORE REP			
9,000.00						61011585 541100 PROFESSIONAL SERVICES			

CHECK	347726	TOTAL:	9,000.00
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347727	06/13/2018	PRTD	1205 PUGET SOUND ENERGY	222925	5822APR18	06/04/2018	M061218		150.71
Invoice: 5822APR18						301 SHANNONG DR SE-WFP			
150.71						91011768 547100 GG-C/E-PARKS-ELECTRIC			

Invoice: 5822MAY18						301 SHANNON DR SE - WFP			
98.95						91011768 547100 GG-C/E-PARKS-ELECTRIC			

Invoice: 1450MAY18						278 WW EAST KIOSK			
10.42						91011739 547100 COMM EVENTS-ELECTRICITY			

Invoice: 0631MAY18						965 WEAVER RD NW			
13.13						91411345 547100 GG-WTR-ELECTRIC			

Invoice: 9100MAY18						BJUNE-WFP BOOTH EL PANEL#1			
10.92						91011768 547100 GG-C/E-PARKS-ELECTRIC			

Invoice: 9167MAY18						BJUNE-WFP BOOTH EL PANEL #2			
11.54						91011768 547100 GG-C/E-PARKS-ELECTRIC			

Invoice: 9126MAY18						BJUNE-WFP BOOTH EL PANEL #3			
10.42						91011768 547100 GG-C/E-PARKS-ELECTRIC			

Invoice: 8393MAY18						BJUNE-WFP BOOTH EL PANEL #4			
10.42						91011768 547100 GG-C/E-PARKS-ELECTRIC			

Invoice: 828MAY18						TAYLOR WELLS LID17			
166.21						91415345 547100 GG-ROCKAWAY BCH-UTILITIES			

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 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635 111100 CASH								
CHECK NO	CHK DATE	TYPE VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
Invoice: IL3MAY18			222935	IL3MAY18	06/01/2018	M061218		31.17
					ROUNDABOUT HS/MADISON IMPR			
			31.17	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: 647MAY18			222936	647MAY18	06/01/2018	M061218		45.20
					STREET LIGHTS/TRAFFIC CONTR			
			45.20	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL9MAY18			222937	IL9MAY18	06/01/2018	M061218		109.44
					MADISON AVE S			
			109.44	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: 285MAY18			222939	285MAY18	06/01/2018	M061218		288.96
					SPS NORTHTOWN/SPORTSMAN			
			288.96	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 735MAY18			222940	735MAY18	06/01/2018	M061218		48.37
					SHANNON DR/WFP DOCK			
			48.37	91011768 547100	GG-C/E-PARKS-ELECTRIC			
Invoice: 182MAY18			222941	182MAY18	06/01/2018	M061218		62.67
					MUNI CRT-METER E6			
			62.67	91011255 547100	GG-C/E-COURT BLDG-ELECTRIC			
Invoice: 058MAY18			222942	058MAY18	06/01/2018	M061218		44.58
					NE HIDDEN COVE-SHOP			
			44.58	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			
Invoice: 973MAY18			222943	973MAY18	06/01/2018	M061218		11.82
					OC RESERVOIR LID17 PHASE 2			
			11.82	91415345 547100	GG-ROCKAWAY BCH-UTILITIES			
Invoice: 558MAY18			222944	558MAY18	06/01/2018	M061218		2,013.56
					7315 NE HIDDEN COVE RD			
			2,013.56	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			
Invoice: 336MAY18			222945	336MAY18	06/01/2018	M061218		145.54
					SLS-9 ISLAND TERRACE			
			145.54	91421355 547100	GG-SWR-ELECTRIC			
Invoice: IL11MAY18			222946	IL11MAY18	06/01/2018	M061218		21.57
					STREET LIGHTS WW MAD TO 305			
			21.57	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: 520-330MAY18			222947	520-330MAY18	06/01/2018	M061218		71.42
					210 WINSLOW WAY E IRRIGATION			
			71.42	91011768 547100	GG-C/E-PARKS-ELECTRIC			
Invoice: 823MAY18			222948	823MAY18	06/01/2018	M061218		10.68
					BRIAN DR N/BOOTH EL PANEL			
			10.68	91011768 547100	GG-C/E-PARKS-ELECTRIC			

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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: 682-B-MAY18			222949	682-B-MAY18	06/01/2018	M061218		27.92
					MUNIC PARKING LOT-MADISON/MADRONA			
			27.92	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: 736MAY18			222950	736MAY18	06/01/2018	M061218		67.30
					SHANNON DR/WFP RESTRM			
			67.30	91011768 547100	GG-C/E-PARKS-ELECTRIC			
Invoice: 040-581MAY18			222951	040-581MAY18	06/01/2018	M061218		132.98
					3900 HALLS HILL ROAD PUMP			
			132.98	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 884MAY18			222952	884MAY18	06/01/2018	M061218		121.75
					SLS FERRY TERMINAL			
			121.75	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 111MAY18			222953	111MAY18	06/01/2018	M061218		371.74
					POLICE STATION-METER 2			
			371.74	91011215 547100	GG-C/E-PD-ELECTRIC			
Invoice: 717MAY18			222955	717MAY18	06/01/2018	M061218		228.93
					POLICE STATION-METER1			
			228.93	91011215 547100	GG-C/E-PD-ELECTRIC			
Invoice: 520-374MAY18			222956	520-374MAY18	06/01/2018	M061218		61.13
					SIGNAL AT 108 OLYMPIC DR SE			
			61.13	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 520-136MAY18			222957	520-136MAY18	06/01/2018	M061218		1,799.41
					HOB BOOSTER PUMP/WELL-7290 WYATT WAY			
			1,799.41	91411345 547100	GG-WTR-ELECTRIC			
Invoice: IL5MAY18			222958	IL5MAY18	06/01/2018	M061218		101.49
					COMMODORE OFF HS @ OLYMPIC			
			101.49	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
Invoice: 021MAY18			222959	021MAY18	06/01/2018	M061218		100.22
					SLS-3 TREATMENT PLANT			
			100.22	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 291MAY18			222960	291MAY18	06/01/2018	M061218		14.51
					HEAD OF BAY WELL FIELD			
			14.51	91411345 547100	GG-WTR-ELECTRIC			
Invoice: 031MAY18			222961	031MAY18	06/01/2018	M061218		117.74
					SLS-6 LOVELL LOWER			
			117.74	91421355 547100	GG-SWR-ELECTRIC			
Invoice: IL12MAY18			222962	IL12MAY18	06/01/2018	M061218		75.31
					STREET LIGHTS WW 305-FERNCLIFF			
			75.31	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			

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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: 573MAY18				222963	573MAY18	06/01/2018		M061218	14.79		
				14.79	91411345 547100	COMMODORE/HS RESERVOIR					
						GG-WTR-ELECTRIC					
Invoice: 040-714MAY18				222964	040-714MAY18	06/01/2018		M061218	10.66		
				10.66	91021182 547100	7095 NW TWIN PONDS RD					
						GG-OS-PROP MNGT-ELECTRIC					
Invoice: 206MAY18				222965	206MAY18	06/01/2018		M061218	436.90		
				436.90	91421355 547100	4586 POINT WHITE DR NE					
						GG-SWR-ELECTRIC					
Invoice: 256MAY18				222966	256MAY18	06/01/2018		M061218	398.82		
				398.82	91421355 547100	SLS-8 HWY 305/HARBORVIEW					
						GG-SWR-ELECTRIC					
Invoice: 636MAY18				222967	636MAY18	06/01/2018		M061218	77.59		
				77.59	91421355 547100	SLS-7 WING POINT WAY					
						GG-SWR-ELECTRIC					
Invoice: 888MAY18				222968	888MAY18	06/01/2018		M061218	233.04		
				233.04	91411345 547100	NW HS RD PUMP					
						GG-WTR-ELECTRIC					
Invoice: 658MAY18				222969	658MAY18	06/01/2018		M061218	68.12		
				68.12	91421355 547100	SLS-4 IRENE/LOWER HAWLEY					
						GG-SWR-ELECTRIC					
Invoice: 520-298MAY18				222971	520-298MAY18	06/01/2018		M061218	302.04		
				302.04	91421355 547100	SLS-5 WW/SUNDAY COVE					
						GG-SWR-ELECTRIC					
Invoice: 640MAY18				222972	640MAY18	06/01/2018		M061218	14.18		
				14.18	91011768 547100	BRIAN DR S/BOOTH EL PANEL					
						GG-C/E-PARKS-ELECTRIC					
Invoice: 983MAY18				222973	983MAY18	06/01/2018		M061218	11.70		
				11.70	91111264 547100	MILLER RD NE BEACON					
						GG-STREET-TRAF CONTROL-UTILITY					
Invoice: 067MAY18				222974	067MAY18	06/01/2018		M061218	10.68		
				10.68	91111263 547100	MADISON PARKING LOT					
						GG-STRT-STREET LIGHTING-UTIL					
Invoice: IL7MAY18				222975	IL7MAY18	06/01/2018		M061218	77.27		
				77.27	91111263 547100	MADISON PRJ HS TO WINSLOW II					
						GG-STRT-STREET LIGHTING-UTIL					
Invoice: 466MAY18				222976	466MAY18	06/01/2018		M061218	11.72		
				11.72	91111264 547100	MADISON/HS RAINBRINGER					
						GG-STREET-TRAF CONTROL-UTILITY					

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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: 093MAY18			222977	093MAY18	06/01/2018	M061218	2,271.14			
			2,271.14	91411345 547100	FLETCHER BAY WELL FIELD					
					GG-WTR-ELECTRIC					
Invoice: 444MAY18			222978	444MAY18	06/01/2018	M061218	537.82			
			537.82	91011755 547100	BI COMMONS 402 BJUNE					
					GG-C/E-COMMONS-ELECTRIC					
Invoice: 461MAY18			222979	461MAY18	06/01/2018	M061218	5,757.24			
			5,757.24	91425358 547100	WWTP-1220 DONALD PL					
					GG-WWTP-ELECTRIC					
Invoice: WW&305MAY18			222980	WW&305MAY18	06/01/2018	M061218	504.19			
			504.19	91111264 547100	WINSLOW WAY & 305					
					GG-STREET-TRAF CONTROL-UTILITY					
Invoice: 831MAY18			222981	831MAY18	06/01/2018	M061218	2,882.14			
			2,882.14	91411345 547100	SANDS AVE NE WELL FIELD					
					GG-WTR-ELECTRIC					
Invoice: 797MAY18			222982	797MAY18	06/01/2018	M061218	164.39			
			164.39	91011255 547100	MUNI CRT-METER E3					
					GG-C/E-COURT BLDG-ELECTRIC					
Invoice: 247MAY18			222983	247MAY18	06/01/2018	M061218	17.24			
			17.24	91435838 547100	SSWM/DECANT FACILITY					
					GG-DECANT-ELECTRIC					
Invoice: 143MAY18			222984	143MAY18	06/01/2018	M061218	11.52			
			11.52	91111264 547100	REITAN RD/WELCOME TO BI					
					GG-STREET-TRAF CONTROL-UTILITY					
Invoice: IL1MAY18			222985	IL1MAY18	06/01/2018	M061218	223.24			
			223.24	91111263 547100	ERCKSN/MDSN/WNSLW/KNTCHL					
					GG-STRT-STREET LIGHTING-UTIL					
Invoice: 710MAY18			222986	710MAY18	06/01/2018	M061218	291.82			
			291.82	91421355 547100	SLS-2 VILLAGE CENTER					
					GG-SWR-ELECTRIC					
Invoice: 893MAY18			222987	893MAY18	06/01/2018	M061218	709.18			
			709.18	91111263 547100	MUNICIPAL ST LIGHTING					
					GG-STRT-STREET LIGHTING-UTIL					
Invoice: 040-751MAY18			222988	040-751MAY18	06/01/2018	M061218	11.07			
			11.07	91411345 547100	520 ERICKSEN AVE PRV					
					GG-WTR-ELECTRIC					
Invoice: SPRINGMAY18			222989	SPRINGMAY18	06/01/2018	M061218	52.06			
			52.06	91111263 547100	SPRINGRIDGE RD/HANSEN HILL					
					GG-STRT-STREET LIGHTING-UTIL					

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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: LYNCTRMAY18			222990	LYNCTRMAY18	06/01/2018	M061218		84.79
			84.79	91111263 547100	4238 LYNWOOD CTR RD			
					GG-STRT-STREET LIGHTING-UTIL			
Invoice: BKLYN&MADMAY18			222991	BKLYN&MADMAY18	06/01/2018	M061218		16.13
			16.13	91111263 547100	NEW BKLYN & MAD AVE ST LT			
					GG-STRT-STREET LIGHTING-UTIL			
Invoice: 2360-MADMAY18			222992	2360-MADMAY18	06/01/2018	M061218		16.13
			16.13	91111263 547100	2360 MAD AVE N-E ENTRACT ST LT			
					GG-STRT-STREET LIGHTING-UTIL			
Invoice: MAD&ORDMAY18			222993	MAD&ORDMAY18	06/01/2018	M061218		16.13
			16.13	91111263 547100	MADISON AVE & ORDWAY CROSS ST LT			
					GG-STRT-STREET LIGHTING-UTIL			
Invoice: NKLYN&NTOWNMAY18			222994	NKLYN&NTOWNMAY18	06/01/2018	M061218		16.13
			16.13	91111263 547100	NEW BKLYN & N TOWN ST LT			
					GG-STRT-STREET LIGHTING-UTIL			
Invoice: WING&AZALEAMAY18			222995	WING&AZALEAMAY18	06/01/2018	M061218		13.50
			13.50	91111263 547100	WING POINT & AZALEA AVE ST LT			
					GG-STRT-STREET LIGHTING-UTIL			
Invoice: W.OFMAD-PH1MAY18			222996	W.OFMAD-PH1MAY18	06/01/2018	M061218		1,097.62
			1,097.62	91111263 547100	W.OF MAD-BAINBRIDGE CO PH1			
					GG-STRT-STREET LIGHTING-UTIL			
Invoice: E.OFMAD-PH2MAY18			222997	E.OFMAD-PH2MAY18	06/01/2018	M061218		2,161.47
			2,161.47	91111263 547100	E. OF MAD-BAINBRIDGE CO PH2			
					GG-STRT-STREET LIGHTING-UTIL			
Invoice: MAD&HSMAY18			222998	MAD&HSMAY18	06/01/2018	M061218		50.96
			50.96	91111263 547100	MADISON AVE/HS AVE ST LT			
					GG-STRT-STREET LIGHTING-UTIL			
Invoice: MISC MAY18			222999	MISC MAY18	06/01/2018	M061218		-10.64
			-10.64	91111263 547100	MISC ST LT CREDIT			
					GG-STRT-STREET LIGHTING-UTIL			
			CHECK 347727 TOTAL:					
								25,170.91
347728 06/13/2018 PRD 1485 VERIZON WIRELESS			222922	9808295099	06/01/2018	M061218		5,620.30
			5,620.30	91011189 542100	MAY 18 CITYWIDE CELL PHONE SVC			
					GG-C/E-CITY HALL-PHONE			
Invoice: 9808295099			CHECK 347728 TOTAL:					
								5,620.30

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NUMBER OF CHECKS 6 *** CASH ACCOUNT TOTAL *** 40,873.09

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	6	40,873.09

*** GRAND TOTAL *** 40,873.09

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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT					LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3				
2018 6 157					GENERAL - ACCOUNTS PAYABLE		19,349.91	
APP 001-213000					AP CASH DISBURSEMENTS JOURNAL			40,873.09
06/13/2018	M061218	0612			CASH			
APP 635-111100					AP CASH DISBURSEMENTS JOURNAL			
06/13/2018	M061218	0612			ACCOUNTS PAYABLE		7,590.90	
APP 401-213000					AP CASH DISBURSEMENTS JOURNAL			
06/13/2018	M061218	0612			ACCOUNTS PAYABLE		145.55	
APP 403-213000					AP CASH DISBURSEMENTS JOURNAL			
06/13/2018	M061218	0612			STREETS - ACCOUNTS PAYABLE		5,547.01	
APP 101-213000					AP CASH DISBURSEMENTS JOURNAL			
06/13/2018	M061218	0612			ACCOUNTS PAYABLE		8,239.72	
APP 402-213000					AP CASH DISBURSEMENTS JOURNAL			
06/13/2018	M061218	0612						
GENERAL LEDGER TOTAL							40,873.09	40,873.09
DUE TO/FROM CLEARING							40,873.09	
APP 631-130000								19,349.91
06/13/2018	M061218	0612			GENERAL - DUE TO/FROM CLEARING			
APP 001-130000								7,590.90
06/13/2018	M061218	0612			DUE TO/FROM CLEARING			
APP 401-130000								145.55
06/13/2018	M061218	0612			DUE TO/FROM CLEARING			
APP 403-130000								5,547.01
06/13/2018	M061218	0612			STREETS - DUE TO/FROM CLEARING			
APP 101-130000								8,239.72
06/13/2018	M061218	0612			DUE TO/FROM CLEARING			
APP 402-130000								
06/13/2018	M061218	0612						
SYSTEM GENERATED ENTRIES TOTAL							40,873.09	40,873.09
JOURNAL 2018/06/157 TOTAL							81,746.18	81,746.18

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001	GENERAL FUND	2018	6	157	06/13/2018			
	001-130000					GENERAL - DUE TO/FROM CLEARING	19,349.91	19,349.91
	001-213000					GENERAL - ACCOUNTS PAYABLE		
						FUND TOTAL	19,349.91	19,349.91
101	STREET FUND	2018	6	157	06/13/2018			
	101-130000					STREETS - DUE TO/FROM CLEARING	5,547.01	5,547.01
	101-213000					STREETS - ACCOUNTS PAYABLE		
						FUND TOTAL	5,547.01	5,547.01
401	WATER OPERATING FUND	2018	6	157	06/13/2018			
	401-130000					DUE TO/FROM CLEARING	7,590.90	7,590.90
	401-213000					ACCOUNTS PAYABLE		
						FUND TOTAL	7,590.90	7,590.90
402	SEWER OPERATING FUND	2018	6	157	06/13/2018			
	402-130000					DUE TO/FROM CLEARING	8,239.72	8,239.72
	402-213000					ACCOUNTS PAYABLE		
						FUND TOTAL	8,239.72	8,239.72
403	STORM & SURFACE WATER FUND	2018	6	157	06/13/2018			
	403-130000					DUE TO/FROM CLEARING	145.55	145.55
	403-213000					ACCOUNTS PAYABLE		
						FUND TOTAL	145.55	145.55
631	CLEARING FUND	2018	6	157	06/13/2018			
	631-130000					DUE TO/FROM CLEARING	40,873.09	40,873.09
	635-111100					CASH		
						FUND TOTAL	40,873.09	40,873.09

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FUND		DUE TO	DUE FROM
			19,349.91
001	GENERAL FUND		5,547.01
101	STREET FUND		7,590.90
401	WATER OPERATING FUND		8,239.72
402	SEWER OPERATING FUND		145.55
403	STORM & SURFACE WATER FUND		
631	CLEARING FUND	40,873.09	
	TOTAL	40,873.09	40,873.09

** END OF REPORT - Generated by Carrie L. Christianson **

MANUAL

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CA 6.18.18

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

347729	06/18/2018	PRTD	2265 BAINBRIDGE ISLAND LO	223307	COBI-0008 #2	06/15/2018		M061518	15,373.12
Invoice: COBI-0008 #2									
15,373.12						91140573	541100		
						Q1 2018 LTAC: DESTINATION BAINBRIDGE			
						GG-TOUR-PROF SERVICES			

CHECK	347729	TOTAL:	15,373.12
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347730	06/18/2018	PRTD	8967 LINDA PAPINEAU	223306	PAPINEAU	06/15/2018		M061518	572.00
Invoice: PAPINEAU									
572.00						72321952	66100000708	WYATT-MAD TO LOVELL-ROW ACQ	
						PW/ROW ACQUISITION LEGAL FEE REIMBURSEMENT			

CHECK	347730	TOTAL:	572.00
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NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***	15,945.12
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	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	15,945.12

*** GRAND TOTAL ***	15,945.12
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CLERK: bhuish

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2018 6 203						CIVIC IMPR - ACCOUNTS PAYABLE		15,373.12	
APP 104-213000	06/18/2018	M061518	061818			AP CASH DISBURSEMENTS JOURNAL			15,945.12
APP 635-111100	06/18/2018	M061518	061818			CASH			
						AP CASH DISBURSEMENTS JOURNAL		572.00	
APP 301-213000	06/18/2018	M061518	061818			ACCOUNTS PAYABLE			
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								15,945.12	15,945.12
DUE TO/FROM CLEARING								15,945.12	
APP 631-130000	06/18/2018	M061518	061818			CIVIC IMPR DUE TO/FROM CLEAR'G			15,373.12
APP 104-130000	06/18/2018	M061518	061818			DUE TO/FROM CLEARING			572.00
APP 301-130000	06/18/2018	M061518	061818						
SYSTEM GENERATED ENTRIES TOTAL								15,945.12	15,945.12
JOURNAL 2018/06/203 TOTAL								31,890.24	31,890.24

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
104 CIVIC IMPROVEMENT FUND	2018 6	203	06/18/2018			
104-130000				CIVIC IMPR DUE TO/FROM CLEAR'G		15,373.12
104-213000				CIVIC IMPR - ACCOUNTS PAYABLE	15,373.12	
				FUND TOTAL	15,373.12	15,373.12
301 CAPITAL CONSTRUCTION FUND	2018 6	203	06/18/2018			
301-130000				DUE TO/FROM CLEARING		572.00
301-213000				ACCOUNTS PAYABLE	572.00	
				FUND TOTAL	572.00	572.00
631 CLEARING FUND	2018 6	203	06/18/2018			
631-130000				DUE TO/FROM CLEARING	15,945.12	
635-111100				CASH		15,945.12
				FUND TOTAL	15,945.12	15,945.12

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
104	CIVIC IMPROVEMENT FUND		15,373.12
301	CAPITAL CONSTRUCTION FUND		572.00
631	CLEARING FUND	15,945.12	
	TOTAL	15,945.12	15,945.12

** END OF REPORT - Generated by Matthew Brigham Huish **

US Bank
(cc) 6/20/18

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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

347731	06/20/2018	PRTD	7314 US BANK	222722	05/16/18-JB	05/25/2018	USB0518	8.71
Invoice: 05/16/18-JB				8.71	54025212 531100	POL/ACE/ITEM TO BE RETURNED		
						MARINE - SUPPLIES		
				222723	04/26/18-CB	05/25/2018	USB0518	34.49
Invoice: 04/26/18-CB				34.49	36011143 443410	EXCC/CHEVRON/FUEL FOR CITY VEH		
						CLERK-C/E-TRAINING		
				222724	05/22/18-CB	05/25/2018	USB0518	280.00
Invoice: 05/22/18-CB				280.00	36011143 545000	EXCC/BI PARKS/ROOM RENTAL FOR WARD MEETING		
						CLERK-RENTS		
				222725	04/24/18-BB	05/25/2018	USB0518	164.69
Invoice: 04/24/18-BB				164.69	51011120 443410	POL/TULALIP/LODGING: KE, LH - LEIRA		
						PD-C/E-CLERKS-TRAINING		
				222726	05/02/18-BB	05/25/2018	USB0518	200.39
Invoice: 05/02/18-BB				200.39	53011212 443410	POL/THATSASOME/PIZZA FOR ALL HANDS		
						POLICE - C/E PATROL TRAINING		
				222727	05/03/18-BB	05/25/2018	USB0518	108.95
Invoice: 05/03/18-BB				108.95	53011212 531100	POL/AMAZON/FLASHLIGHT		
						PD-C/E-PATROL SUPPLIES		
				222728	05/03/18-BB-A	05/25/2018	USB0518	32.84
Invoice: 05/03/18-BB-A				32.84	53011212 531100	POL/OPTICSPLANET/SLING FOR TOVAR		
						PD-C/E-PATROL SUPPLIES		
				222729	05/04/18-BB	05/25/2018	USB0518	40.00
Invoice: 05/04/18-BB				5.00	51011214 443410	POL/GOOD2GO/TRANSPONDER REPLENISH		
				5.25	53011212 443410	PD-C/E-ADMIN-TRAINING		
				29.75	53011212 543100	POLICE - C/E PATROL TRAINING		
						PATROL-TRAVEL/MEALS/LODGING		
				222730	05/05/18-BB	05/25/2018	USB0518	72.12
Invoice: 05/05/18-BB				72.12	51011191 520000	POL/AMAZON/WOMEN'S STRYKE PANTS		
						PD-C/E-PROP RM-BENEFITS		
				222731	05/08/18-BB	05/25/2018	USB0518	151.75
Invoice: 05/08/18-BB				151.75	91011215 542500	POL/USPS/POSTAGE STAMPS		
						GG-C/E-PD-POSTAGE		
				222732	05/23/18-BB	05/25/2018	USB0518	113.89
Invoice: 05/23/18-BB				113.89	53011212 531100	POL/AMAZON/LITHIUM BATTERIES		
						PD-C/E-PATROL SUPPLIES		
				222733	05/23/18-BB-A	05/25/2018	USB0518	2,590.00
Invoice: 05/23/18-BB-A				2,590.00	53011212 443410	POL/EVENTBRITE/TRAINING REG: TZ, JB		
						POLICE - C/E PATROL TRAINING		
				222734	05/04/18-GC	05/25/2018	USB0518	32.80
Invoice: 05/04/18-GC						PCD/YACHTCLUB/PLANNING DIRECTORS' LUNCH		

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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: 04/26/18-KD			32.80	61011581 543100	PCD - C/E ADMIN TRAVEL EXPENSE			
Invoice: 05/05/18-KD			223053	04/26/18-KD	05/25/2018	USB0518		280.74
					WELL/4IMPRINT/WELLNESS GIVEAWAYS			
			280.74	91029179 531100	GG-SELF INS-WELLNESS-SUPPLIES			
Invoice: 05/05/18-KD-A			223055	05/05/18-KD	05/25/2018	USB0518		17.46
					FIN/HYATT/DINNER @ GFOA: KD			
			17.46	41011144 443410	FIN - C/E TRAINING			
Invoice: 05/05/18-KD-A			223056	05/05/18-KD-A	05/25/2018	USB0518		3.00
					FIN/SOUNT TRANSIT/TRANSPORTATION			
			3.00	41011144 443410	FIN - C/E TRAINING			
Invoice: 05/05/18-KD-B			223057	05/05/18-KD-B	05/25/2018	USB0518		25.00
					FIN/ALASKA/BAGGAGE FEE			
			25.00	41011144 443410	FIN - C/E TRAINING			
Invoice: 05/07/18-KD			223058	05/07/18-KD	05/25/2018	USB0518		23.75
					FIN/BUSCH/DINNER: KD, CM			
			23.75	41011144 443410	FIN - C/E TRAINING			
Invoice: 05/08/18-KD			223059	05/08/18-KD	05/25/2018	USB0518		17.10
					FIN/MANGO/LUNCH: KD			
			17.10	41011144 443410	FIN - C/E TRAINING			
Invoice: 05/09/18-KD			223060	05/09/18-KD	05/25/2018	USB0518		3.00
					FIN/SOUND TRANSIT/TRANSPORTATION			
			3.00	41011144 443410	FIN - C/E TRAINING			
Invoice: 05/09/18-KD-A			223061	05/09/18-KD-A	05/25/2018	USB0518		8.35
					FIN/WSFERRY/TRANSPORTATION			
			8.35	41011144 443410	FIN - C/E TRAINING			
Invoice: 05/16/18-KD			223062	05/16/18-KD	05/25/2018	USB0518		60.00
					FIN/GFOA/BOOK: FORECASTING			
			60.00	41011141 531100	FIN - C/E ADMIN SUPPLIES			
Invoice: 05/03/18-KE			223063	05/03/18-KE	05/25/2018	USB0518		377.93
					POL/PORT OF BROWNSVILLE/FUEL			
			377.93	54025212 532000	MARINE - FUEL			
Invoice: 05/08/18-MH			223065	05/08/18-MH	05/25/2018	USB0518		4.00
					POL/IMPARK/PARKING			
			4.00	51011211 543100	PD-C/E-ADM-TRAVEL/MEALS/LODGIN			
Invoice: 04/27/18-KH			223066	04/27/18-KH	05/25/2018	USB0518		15.00
					POL/WSDOT/FERRY			
			15.00	51011214 443410	PD-C/E-ADMIN-TRAINING			
Invoice: 04/27/18-KH-A			223067	04/27/18-KH-A	05/25/2018	USB0518		15.00
					POL/WSDOT/FERRY			

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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							
			15.00	51011214 443410	PD-C/E-ADMIN-TRAINING							
Invoice: 05/22/18-KH			223068	05/22/18-KH	05/25/2018	USB0518	36.73					
					POL/SHARI'S/DINNER: KH							
			36.73	51011214 443410	PD-C/E-ADMIN-TRAINING							
Invoice: 05/22/18-KH-A			223069	05/22/18-KH-A	05/25/2018	USB0518	54.55					
					POL/76/FUEL							
			54.55	51011214 443410	PD-C/E-ADMIN-TRAINING							
Invoice: 05/21/18-KH			223070	05/21/18-KH	05/25/2018	USB0518	18.70					
					POL/WSDOT/FERRY							
			18.70	51011214 443410	PD-C/E-ADMIN-TRAINING							
Invoice: 05/24/18-KH			223071	05/24/18-KH	05/25/2018	USB0518	20.00					
					POL/ARCO/FUEL							
			20.00	51011214 443410	PD-C/E-ADMIN-TRAINING							
Invoice: 05/22/18-KH-B			223072	05/22/18-KH-B	05/25/2018	USB0518	61.71					
					POL/CLINKER/DINNER: KH							
			61.71	51011214 443410	PD-C/E-ADMIN-TRAINING							
Invoice: 05/07/18-JH			223073	05/07/18-JH	05/25/2018	USB0518	18.70					
					POL/WSDOT/FERRY							
			18.70	51011211 543100	PD-C/E-ADM-TRAVEL/MEALS/LODGIN							
Invoice: 05/07/18-JH-A			223074	05/07/18-JH-A	05/25/2018	USB0518	27.05					
					POL/WSDOT/FERRY							
			27.05	51011211 543100	PD-C/E-ADM-TRAVEL/MEALS/LODGIN							
Invoice: 05/01/18-GK			223075	05/01/18-GK	05/25/2018	USB0518	761.91					
					POL/AMAZON/HELMET							
			761.91	53011212 531100	PD-C/E-PATROL SUPPLIES							
Invoice: 05/03/18-GK			223076	05/03/18-GK	05/25/2018	USB0518	771.50					
					POL/AMAZON/WEAPON LIGHT							
			771.50	53011212 531100	PD-C/E-PATROL SUPPLIES							
Invoice: 05/17/18-GK			223077	05/17/18-GK	05/25/2018	USB0518	42.94					
					POL/BROWNELL'S/GLOVES							
			42.94	53011212 520000	POLICE - C/E PATROL BENEFITS							
Invoice: 05/20/18-GK			223078	05/20/18-GK	05/25/2018	USB0518	33.57					
					POL/UBER/TRANSPORTATION							
			33.57	53011212 443410	POLICE - C/E PATROL TRAINING							
Invoice: 05/21/18-GK			223079	05/21/18-GK	05/25/2018	USB0518	44.00					
					POL/AIRPORT TAXI/TRANSPORTATION							
			44.00	53011212 443410	POLICE - C/E PATROL TRAINING							
Invoice: 05/20/18-GK-A			223080	05/20/18-GK-A	05/25/2018	USB0518	18.05					
					POL/GORDON BIERSCHE/DINNER: GK							

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

				18.05	53011212 443410	POLICE - C/E PATROL TRAINING					
Invoice: 05/20/18-GK-B				223081	05/20/18-GK-B	05/25/2018	USB0518		25.00		
				25.00	53011212 443410	POL/DELTA/BAGGAGE FEE					
						POLICE - C/E PATROL TRAINING					
Invoice: 05/23/18-GK				223082	05/23/18-GK	05/25/2018	USB0518		33.98		
						POL/EXXON/FUEL					
				33.98	53011212 443410	POLICE - C/E PATROL TRAINING					
Invoice: 05/24/18-GK				223083	05/24/18-GK	05/25/2018	USB0518		62.45		
						POL/ENTERPRISE/CAR RENTAL					
				62.45	53011212 443410	POLICE - C/E PATROL TRAINING					
Invoice: 05/25/18-GK				223084	05/25/18-GK	05/25/2018	USB0518		44.74		
						POL/UBER/TRANSPORTATION					
				44.74	53011212 443410	POLICE - C/E PATROL TRAINING					
Invoice: 05/24/18-GK-A				223085	05/24/18-GK-A	05/25/2018	USB0518		795.92		
						POL/OMNI PROVIDENCE/LODGING: GK					
				795.92	53011212 443410	POLICE - C/E PATROL TRAINING					
Invoice: 04/25/18-RL				223086	04/25/18-RL	05/25/2018	USB0518		30.80		
						CC&EX/NAMETAGCOUNTRY/NAME TAGS: LS, KD					
				15.40	11011116 531100	COUNCIL - SUPPLIES					
				15.40	31011131 531100	EXEC - C/E SUPPLIES					
Invoice: 04/25/18-RL-A				223087	04/25/18-RL-A	05/25/2018	USB0518		46.81		
						FIN/PAPERDIRECT/BUS LIC CERTIF					
				46.81	41011148 531100	FIN-C/E-BUS LIC-SUPPLIES					
Invoice: 04/28/18-RL				223088	04/28/18-RL	05/25/2018	USB0518		30.51		
						EX/AMAZON/LAPTOP BAG: KD					
				30.51	31011131 531100	EXEC - C/E SUPPLIES					
Invoice: 05/07/18-RL				223089	05/07/18-RL	05/25/2018	USB0518		3.75		
						EX/USPS/MAILING					
				3.75	91011189 542500	GG-C/E-CITY HALL-POSTAGE					
Invoice: 05/09/18-RL				223090	05/09/18-RL	05/25/2018	USB0518		15.00		
						CC/OLYMPIC ESD/SCHOOL SAFETY BKFST: KM					
				15.00	11011116 543100	COUNCIL-TRAVEL/MEALS/LODGING					
Invoice: 05/23/18-RL				223091	05/23/18-RL	05/25/2018	USB0518		120.00		
						EX/USPS/SURVEY MAILING					
				120.00	91011189 542500	GG-C/E-CITY HALL-POSTAGE					
Invoice: 05/24/18-RL				223092	05/24/18-RL	05/25/2018	USB0518		150.00		
						C/PAYPAL/PAWS GALA: KM					
				150.00	11011116 543100	COUNCIL-TRAVEL/MEALS/LODGING					
				223093	04/25/18-JL	05/25/2018	USB0518		24.00		

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 04/25/18-JL				24.00	52011212 443410	POL/DIAMOND/PARKING			
						POLICE - C/E INVEST TRAINING			
				223094	05/07/18-JL	05/25/2018	USB0518		47.60
Invoice: 05/07/18-JL						POL/BASIL'S BISTRO/LUNCH: JL, EP			
				47.60	52011212 443410	POLICE - C/E INVEST TRAINING			
				223095	05/09/18-JL	05/25/2018	USB0518		61.38
Invoice: 05/09/18-JL						POL/PURPLE CAFE/LUNCH: JL, EP			
				61.38	52011212 443410	POLICE - C/E INVEST TRAINING			
				223096	05/11/18-JL	05/25/2018	USB0518		54.00
Invoice: 05/11/18-JL						POL/JAPONESSA/LUNCH: JL, EP			
				54.00	52011212 443410	POLICE - C/E INVEST TRAINING			
				223097	05/10/18-JL	05/25/2018	USB0518		4.00
Invoice: 05/10/18-JL						POL/ACE/PARKING			
				4.00	52011212 443410	POLICE - C/E INVEST TRAINING			
				223098	05/07/18-EP	05/25/2018	USB0518		18.70
Invoice: 05/07/18-EP						POL/WSDOT/FERRY			
				18.70	52011212 443410	POLICE - C/E INVEST TRAINING			
				223099	05/08/18-EP	05/25/2018	USB0518		48.70
Invoice: 05/08/18-EP						POL/520 B&G/LUNCH: EP, JL			
				48.70	52011212 443410	POLICE - C/E INVEST TRAINING			
				223100	05/08/18-EP-A	05/25/2018	USB0518		18.70
Invoice: 05/08/18-EP-A						POL/WSDOT/FERRY			
				18.70	52011212 443410	POLICE - C/E INVEST TRAINING			
				223102	05/09/18-EP	05/25/2018	USB0518		18.70
Invoice: 05/09/18-EP						POL/WSDOT/FERRY			
				18.70	52011212 443410	POLICE - C/E INVEST TRAINING			
				223103	05/10/18-EP	05/25/2018	USB0518		18.70
Invoice: 05/10/18-EP						POL/WSDOT/FERRY			
				18.70	52011212 443410	POLICE - C/E INVEST TRAINING			
				223104	05/11/18-EP	05/25/2018	USB0518		18.70
Invoice: 05/11/18-EP						POL/WSDOT/FERRY			
				18.70	52011212 443410	POLICE - C/E INVEST TRAINING			
				223106	05/11/18-EP-A	05/25/2018	USB0518		69.40
Invoice: 05/11/18-EP-A						POL/SEASTAR/LUNCH: EP, JL			
				69.40	52011212 443410	POLICE - C/E INVEST TRAINING			
				223108	05/20/18-EP	05/25/2018	USB0518		45.93
Invoice: 05/20/18-EP						POL/UNITED PACIFIC/FUEL			
				45.93	52011212 443410	POLICE - C/E INVEST TRAINING			
				223109	05/21/18-EP	05/25/2018	USB0518		6.00

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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: 05/21/18-EP					POL/WSDOT/BRIDGE TOLL			
			6.00	52011212 443410	POLICE - C/E INVEST TRAINING			
			223110	05/20/18-EP-A	05/25/2018	USB0518		32.56
Invoice: 05/20/18-EP-A					POL/BLACK ANGUS/DINNER: EP			
			32.56	52011212 443410	POLICE - C/E INVEST TRAINING			
			223111	05/21/18-EP-A	05/25/2018	USB0518		43.02
Invoice: 05/21/18-EP-A					POL/CAB INC./FUEL			
			43.02	52011212 443410	POLICE - C/E INVEST TRAINING			
			223112	05/21/18-EP-B	05/25/2018	USB0518		14.96
Invoice: 05/21/18-EP-B					POL/TRUE LEGENDS/LUNCH: EP			
			14.96	52011212 443410	POLICE - C/E INVEST TRAINING			
			223113	05/23/18-EP	05/25/2018	USB0518		15.84
Invoice: 05/23/18-EP					POL/ARBY'S/LUNCH: EP			
			15.84	52011212 443410	POLICE - C/E INVEST TRAINING			
			223114	05/23/18-EP-A	05/25/2018	USB0518		38.02
Invoice: 05/23/18-EP-A					POL/SP GAS/FUEL			
			38.02	52011212 443410	POLICE - C/E INVEST TRAINING			
			223115	05/22/18-EP	05/25/2018	USB0518		48.73
Invoice: 05/22/18-EP					POL/CLINKER/DINNER: EP			
			48.73	52011212 443410	POLICE - C/E INVEST TRAINING			
			223116	05/23/18-EP-B	05/25/2018	USB0518		308.67
Invoice: 05/23/18-EP-B					POL/OXFORD/LODGING: EP			
			308.67	52011212 443410	POLICE - C/E INVEST TRAINING			
			223117	04/25/18-JR	05/25/2018	USB0518		137.58
Invoice: 04/25/18-JR					PCD/AMAZON/EMERGENCY SUPPLIES			
			137.58	61011256 531100	PCD-C/E-EMERG PREP-SUPPLIES			
			223118	04/26/18-JR	05/25/2018	USB0518		21.78
Invoice: 04/26/18-JR					PCD/AMAZON/DIGITAL PENS FOR DIGI DESK			
			21.78	62471591 531100	BLDG - BLDG OFFICE SUPPLIES			
			223119	05/02/18-JR	05/25/2018	USB0518		32.69
Invoice: 05/02/18-JR					PCD/AMAZON/MONITOR STAND: AH			
			32.69	63470588 531100	CUR - DEV DEV PLAN OFC SUPPLY			
			223120	05/03/18-JR	05/25/2018	USB0518		873.00
Invoice: 05/03/18-JR					PCD/RELIABLE/MAY RENT			
			873.00	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
			223121	05/09/18-JR	05/25/2018	USB0518		915.00
Invoice: 05/09/18-JR					PCD/RELIABLE/JUNE RENT			
			915.00	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
			223122	05/09/18-JR-A	05/25/2018	USB0518		174.35

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 05/09/18-JR-A						PCD/AMAZON/FOLDERS			
				174.35	62471591 531100	BLDG - BLDG OFFICE SUPPLIES			
				223123	05/09/18-JR-B	05/25/2018	USB0518		52.28
Invoice: 05/09/18-JR-B						PCD/AMAZON/STAMPS			
				52.28	62471591 531100	BLDG - BLDG OFFICE SUPPLIES			
				223124	05/16/18-JR	05/25/2018	USB0518		76.29
Invoice: 05/16/18-JR						PCD/AMAZON/HEADPHONES: CL			
				76.29	63470588 531100	CUR - DEV DEV PLAN OFC SUPPLY			
				223125	05/17/18-JR	05/25/2018	USB0518		175.00
Invoice: 05/17/18-JR						PCD/OLYMP PENIN ICC/2018 SEMINAR			
				175.00	62471594 443410	BLDG - BLDG TRAINING TRAVEL			
				223126	05/23/18-JR	05/25/2018	USB0518		21.78
Invoice: 05/23/18-JR						PCD/AMAZON/WIRELESS KEYBOARD & MOUSE			
				21.78	62471591 531100	BLDG - BLDG OFFICE SUPPLIES			
				223127	05/23/18-JR-A	05/25/2018	USB0518		900.00
Invoice: 05/23/18-JR-A						PCD/STORAGE98110/STORAGE UNITS JUN-JUL			
				900.00	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
				223128	05/04/18-AR	05/25/2018	USB0518		109.00
Invoice: 05/04/18-AR						EX/PENINSULA FIRE/FIRE EXTINGUISHERS FOR CERT			
				109.00	31011256 531100	EX-C/E-EMERG PREP-SUPPLIES			
				223129	05/06/18-BS	05/25/2018	USB0518		161.74
Invoice: 05/06/18-BS						POL/AMAZON/EARPIECE			
				161.74	54025212 531100	MARINE - SUPPLIES			
				223130	05/09/18-BS	05/25/2018	USB0518		84.99
Invoice: 05/09/18-BS						POL/PORT OF BROWNSVILLE/FUEL			
				84.99	54025212 532000	MARINE - FUEL			
				223131	05/21/18-BS	05/25/2018	USB0518		24.37
Invoice: 05/21/18-BS						POL/TACO DEL MAR/LUNCH: BS			
				24.37	54025212 539100	MARINE-WORKED MEALS			
				223132	05/03/18-CS	05/25/2018	USB0518		450.00
Invoice: 05/03/18-CS						POL/RELIANT/REG FOR HIIRING EXPO			
				450.00	33011161 544000	HR-C/E-ADVERTISING			
				223133	05/16/18-CS	05/25/2018	USB0518		450.00
Invoice: 05/16/18-CS						POL/RELIANT/DUPLICATE CHARGE-TO BE REFUNDED			
				450.00	33011161 544000	HR-C/E-ADVERTISING			
				223134	05/06/18-CS	05/25/2018	USB0518		43.06
Invoice: 05/06/18-CS						POL/SULLIVAN FOODMART/FUEL			
				43.06	53011212 443410	POLICE - C/E PATROL TRAINING			
				223135	05/06/18-CS-A	05/25/2018	USB0518		40.80

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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: 05/06/18-CS-A						POL/ALLIE'S/LUNCH & DINNER: CS			
				40.80	53011212 443410	POLICE - C/E PATROL TRAINING			
				223136	05/06/18-CS-B	05/25/2018	USB0518		18.70
Invoice: 05/06/18-CS-B						POL/WSDOT/FERRY			
				18.70	53011212 443410	POLICE - C/E PATROL TRAINING			
				223137	05/07/18-CS	05/25/2018	USB0518		11.74
Invoice: 05/07/18-CS						POL/RED ROBIN/DINNER: CS			
				11.74	53011212 443410	POLICE - C/E PATROL TRAINING			
				223139	05/09/18-CS	05/25/2018	USB0518		26.65
Invoice: 05/09/18-CS						POL/MIRABEAU PARK HOTEL/DINNER: CS			
				26.65	53011212 443410	POLICE - C/E PATROL TRAINING			
				223140	05/09/18-CS-A	05/25/2018	USB0518		364.13
Invoice: 05/09/18-CS-A						POL/MIRABEAU PARK HOTEL/LODING: CS			
				364.13	53011212 443410	POLICE - C/E PATROL TRAINING			
				223141	05/09/18-CS-B	05/25/2018	USB0518		18.54
Invoice: 05/09/18-CS-B						POL/BOOTS BAKERY/BREAKFAST: CS			
				18.54	53011212 443410	POLICE - C/E PATROL TRAINING			
				223142	05/09/18-CS-C	05/25/2018	USB0518		18.70
Invoice: 05/09/18-CS-C						POL/WSDOT/FERRY			
				18.70	53011212 443410	POLICE - C/E PATROL TRAINING			
				223143	05/22/18-JS	05/25/2018	USB0518		35.00
Invoice: 05/22/18-JS						POL/MRSC/WEBINAR			
				35.00	61011584 443410	PCD - C/E ADM TRAINING			
				223144	05/09/18-TZ	05/25/2018	USB0518		499.21
Invoice: 05/09/18-TZ						POL/PORT OF EVERETT/FUEL			
				499.21	54025212 532000	MARINE - FUEL			
				223145	05/14/18-TZ	05/25/2018	USB0518		250.00
Invoice: 05/14/18-TZ						POL/GOBH/CRISIS INTERVENTION TRAINING: KAZER			
				250.00	53011212 443410	POLICE - C/E PATROL TRAINING			
				223146	05/10/18-TD	05/25/2018	USB0518		29.95
Invoice: 05/10/18-TD						CRT/DLGC/DRVRS LIC BOOKLETS			
				29.95	21011125 531100	COURT - SUPPLIES			
				223147	05/01/18-KB	05/25/2018	USB0518		18.70
Invoice: 05/01/18-KB						HR/WSF/FERRY			
				18.70	33011164 443410	HR-C/E-TRAINING EXP			
				223148	05/01/18-KB-A	05/25/2018	USB0518		17.57
Invoice: 05/01/18-KB-A						HR/COWICHE CANYON/DINNER: KB			
				17.57	33011164 443410	HR-C/E-TRAINING EXP			
				223149	05/03/18-KB	05/25/2018	USB0518		13.04

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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: 05/03/18-KB			13.04	33011164 443410	HR/CHIPOTLE/DINNER: KB HR-C/E-TRAINING EXP			
Invoice: 05/02/18-KB			223150	05/02/18-KB	05/25/2018	USB0518		20.27
			20.27	33011164 443410	HR/COWICHE CANYON/DINNER: KB HR-C/E-TRAINING EXP			
Invoice: 05/04/18-KB			223151	05/04/18-KB	05/25/2018	USB0518		426.33
			426.33	33011164 443410	HR/HOLIDAY INN/LODGING: KB HR-C/E-TRAINING EXP			
Invoice: 05/04/18-KB-A			223152	05/04/18-KB-A	05/25/2018	USB0518		18.70
			18.70	33011164 443410	HR/WSF/FERRY HR-C/E-TRAINING EXP			
Invoice: 05/04/18-KB-B			223153	05/04/18-KB-B	05/25/2018	USB0518		28.70
			28.70	33011164 443410	HR/CHEVRON/FUEL HR-C/E-TRAINING EXP			
Invoice: 04/25/18-SM			223154	04/25/18-SM	05/25/2018	USB0518		54.14
			54.14	81011881 535500	IT/AMAZON/LAPTOP & PHONE CASES IT - C/E COMPUTER PARTS & EQ			
Invoice: 05/17/18-SM			223155	05/17/18-SM	05/25/2018	USB0518		139.17
			139.17	81011881 535500	IT/AMAZON/LAPTOP CASES, ADAPTERS, HEADSET IT - C/E COMPUTER PARTS & EQ			
Invoice: 05/18/18-SM			223156	05/18/18-SM	05/25/2018	USB0518		19.00
			19.00	81011881 548500	IT/ACUITY/MONTHLY CALENDAR SCHEDULING IT - C/E COMPUTER SUPPORT			
Invoice: 05/21/18-SM			223157	05/21/18-SM	05/25/2018	USB0518		239.02
			239.02	81031881 53550000567	IT/AMAZON/ANALOG VIDEO CONVERTER PEG CAP FUNDING-NON CAP ITEMS			
Invoice: 05/02/18-MS			223158	05/02/18-MS	05/25/2018	USB0518		295.92
			295.92	31011134 443410	EX/BEST WESTERN/LODGING: MS EXEC - C/E TRAINING			
Invoice: 04/27/18-KJ			223159	04/27/18-KJ	05/25/2018	USB0518		8.75
			8.75	11011116 531100	EXCC/DINN/NAME PLATE: LS COUNCIL - SUPPLIES			
Invoice: 05/04/18-KJ			223160	05/04/18-KJ	05/25/2018	USB0518		6,046.00
			6,046.00	36011143 545000	EXCC/BI SELF STORAGE/RENT CLERK-RENTS			
Invoice: 05/07/18-KJ			223161	05/07/18-KJ	05/25/2018	USB0518		19.77
			19.77	36011143 531100	EXCC/AMAZON/SIGN HERE FLAGS CLERK-C/E SUPPLIES			
			223162	05/07/18-KJ-A	05/25/2018	USB0518		22.96

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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: 05/07/18-KJ-A			22.96	36011143 531100	EXCC/AMAZON/DESK FLAG DISPENSER CLERK-C/E SUPPLIES			
Invoice: 05/15/18-KJ			223163	05/15/18-KJ	05/25/2018	USB0518		159.57
			79.57	36011143 531100	EXCC/ANS/NOTARY RENEWAL CLERK-C/E SUPPLIES			
			50.00	31029476 546000	EXEC-INS SFUND-MISC INS			
			30.00	36011143 549100	CLERK-DUES/SUBSCR/MEMBRSHPS			
Invoice: 05/08/18-KS			223165	05/08/18-KS	05/25/2018	USB0518		18.00
			18.00	41011141 531100	FIN/SCREENCAST/VIDEO SOFTWARE FIN - C/E ADMIN SUPPLIES			
Invoice: 05/01/18-DS			223166	05/01/18-DS	05/25/2018	USB0518		18.70
			18.70	31011134 443410	EX/WSF/FERRY EXEC - C/E TRAINING			
Invoice: 05/02/18-DS			223167	05/02/18-DS	05/25/2018	USB0518		43.54
			43.54	31011134 443410	EX/SKAMANIA/DINNER: DS EXEC - C/E TRAINING			
Invoice: 05/04/18-DS			223168	05/04/18-DS	05/25/2018	USB0518		12.24
			12.24	31011134 443410	EX/BURGERVILLE/LUNCH: DS EXEC - C/E TRAINING			
Invoice: 05/04/18-DS-A			223169	05/04/18-DS-A	05/25/2018	USB0518		18.70
			18.70	31011134 443410	EX/WSF/FERRY EXEC - C/E TRAINING			
Invoice: 05/04/18-DS-B			223170	05/04/18-DS-B	05/25/2018	USB0518		622.27
			622.27	31011134 443410	EX/SKAMANIA/LODGING&BKFST: DS EXEC - C/E TRAINING			
Invoice: 05/13/18-DS			223171	05/13/18-DS	05/25/2018	USB0518		119.40
			119.40	31011131 535100	EX/CANVA/ANNUAL SUBX: DS EXEC-C/E-SOFTWARE			
Invoice: 05/13/18-DS-A			223172	05/13/18-DS-A	05/25/2018	USB0518		118.05
			118.05	31011131 535100	EX/CANVA/ANNUAL SUBX: KD EXEC-C/E-SOFTWARE			
Invoice: 04/26/18-KG			223173	04/26/18-KG	05/25/2018	USB0518		101.13
			101.13	72311475 63110000732	ENG/SIGNSONTHECHEAP/DOCK EVENT SIGNAGE WF PARK DOCK IMPRV-SUPPLIES			
Invoice: 04/26/18-KG-A			223174	04/26/18-KG-A	05/25/2018	USB0518		21.78
			21.78	72311475 63110000732	ENG/AMAZON/WF DOCK EVENT SUPPLIES WF PARK DOCK IMPRV-SUPPLIES			
Invoice: 04/26/18-KG-B			223175	04/26/18-KG-B	05/25/2018	USB0518		20.98
			20.98	72311475 63110000732	ENG/ZAZZLE/RIBBON WF PARK DOCK IMPRV-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									
Invoice: 04/27/18-KG				223176	04/27/18-KG	05/25/2018	USB0518		71.85
						ENG/AMAZON/WF DOCK EVENT SUPPLIES			
				71.85	72311475 63110000732	WF PARK DOCK IMPRV-SUPPLIES			
Invoice: 05/02/18-KG				223177	05/02/18-KG	05/25/2018	USB0518		160.34
						PCD/AMAZON/OFFICE CHAIR			
				160.34	61011581 531100	PCD - C/E ADMIN SUPPLIES			
Invoice: 05/03/18-KG				223178	05/03/18-KG	05/25/2018	USB0518		13.00
						ENG/QUICKRESPFIRESUPP/STANDPIPE COVERS			
				13.00	72311475 63110000732	WF PARK DOCK IMPRV-SUPPLIES			
Invoice: 05/03/18-KG-A				223179	05/03/18-KG-A	05/25/2018	USB0518		18.92
						ENG/AMAZON/INK REFILLS			
				18.92	72011322 531100	ENG - C/E PLANS SUPPLIES			
Invoice: 05/08/18-KG				223180	05/08/18-KG	05/25/2018	USB0518		76.68
						ENG/FORESTRY/STREET MARKING PAINT			
				76.68	72011325 531100	ENG - C/E FACIL SUPPLIES			
Invoice: 05/11/18-KG				223181	05/11/18-KG	05/25/2018	USB0518		450.00
						ENG/WAPROFFLIC/RENEWAL: ME			
				450.00	72011325 549100	ENG-C/E-FACILITIES/EQ/VEH-MISC			
Invoice: 05/14/18-KG				223182	05/14/18-KG	05/25/2018	USB0518		160.34
						PW/AMAZON/OFFICE CHAIR			
				160.34	71011321 531100	PW - C/E SUPPLIES			
Invoice: 05/17/18-KG				223183	05/17/18-KG	05/25/2018	USB0518		591.63
						ENG/AMAZON/IPAD CASE, IPAD, GARMIN			
				591.63	72431832 53110000664	ST DOE SSWM-SUPPLIES			
Invoice: 05/24/18-KG				223184	05/24/18-KG	05/25/2018	USB0518		24.70
						ENG/USPS/OVERNIGHT MAILING			
				24.70	91011189 542500	GG-C/E-CITY HALL-POSTAGE			
Invoice: 05/25/18-KG				223185	05/25/18-KG	05/25/2018	USB0518		107.91
						PW/AMAZON/PRIME MEMBERSHIP, TO BE REV			
				107.91	71011321 549100	PWADM-C/E-DUES/SUBSCR/MEMBRSH			
Invoice: 04/26/18-CK				223186	04/26/18-CK	05/25/2018	USB0518		96.60
						PW/AMAZON/WATERPROOF NOTEPADS			
				96.60	73637891 531100	OFFICE SUPPLIES			
Invoice: 04/27/18-CK				223187	04/27/18-CK	05/25/2018	USB0518		949.00
						PW/LIFESPAN/UNDERDESK TREADMILL			
				949.00	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
Invoice: 04/28/18-CK				223188	04/28/18-CK	05/25/2018	USB0518		400.00
						PW/GRCC/WTR DISTRIB CERT EXAM REVIEW: JK			
				400.00	73637892 443410	O&M-ALLOC-WTR-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

Invoice: 04/27/18-CK-A	223189	04/27/18-CK-A	05/25/2018	USB0518	3,270.00
			PW/WCCL/REPAIR & LINE MANHOLE		
	3,270.00	73426355 548100	O&M-SIS-REPAIRS		
Invoice: 04/30/18-CK	223190	04/30/18-CK	05/25/2018	USB0518	934.13
			PW/NILSEN'S/COMMONS DISHWASHER		
	934.13	73011755 531100	O&M-COMMONS SUPPLIES		
Invoice: 05/03/18-CK	223192	05/03/18-CK	05/25/2018	USB0518	88.50
			PW/WADOL/2018 ESCAPE, PJTM UTIL LICENSING		
	47.75	73638594 66400000900	O&M ADMIN SUV-VEHICLE		
	40.75	73111290 53110000918	SMALL TRAILER STREETS		
Invoice: 05/03/18-CK-A	223193	05/03/18-CK-A	05/25/2018	USB0518	3.00
			PW/WADOL/SERVICE FEE		
	1.50	73638594 66400000900	O&M ADMIN SUV-VEHICLE		
	1.50	73111290 53110000918	SMALL TRAILER STREETS		
Invoice: 05/14/18-CK	223194	05/14/18-CK	05/25/2018	USB0518	16.34
			PW/ADOBE/PRO SUBX		
	16.34	73411345 549100	DUES/SUBSCRIPTIONS		
Invoice: 05/17/18-CK	223195	05/17/18-CK	05/25/2018	USB0518	23.96
			PW/AMAZON/BOOK: WATER DISTRIB SYST		
	23.96	73637892 531100	O&M-ALLOC-WTR-CONSUMABLES		
Invoice: 05/18/18-CK	223197	05/18/18-CK	05/25/2018	USB0518	220.00
			PW/GRCC/CLASS: ANATOMY OF PUMP STATION; D. OTTE		
	220.00	73637946 443410	ALLOC-1/3 TO EACH UTIL-TRAININ		
Invoice: 05/22/18-CK	223198	05/22/18-CK	05/25/2018	USB0518	130.14
			PW/AMAZON/WWTP PRINTER DRUM		
	130.14	73425358 531100	O&M-WWTP-SUPPLIES		
Invoice: 05/08/18-CK	223199	05/08/18-CK	05/25/2018	USB0518	28.29
			PW/AMAZON/POOL FILTER		
	28.29	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES		
Invoice: 05/08/18-CK-A	223200	05/08/18-CK-A	05/25/2018	USB0518	180.76
			PW/AMAZON/ACTTIVATED CARBON		
	180.76	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES		
Invoice: 05/07/18-TD	223201	05/07/18-TD	05/25/2018	USB0518	82.00
			CRT/USPS/PO BOX ANNUAL RENEW		
	82.00	91011255 545000	GG-C/E-COURT BLDG-RENT		
Invoice: 05/22/18-TD	223202	05/22/18-TD	05/25/2018	USB0518	316.92
			CRT/CAMPBELL'S/ROOM FOR DMCMA CONF: TD		
	316.92	21011125 443410	COURT - TRAINING		

		CHECK	347731	TOTAL:	31,999.38
NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***			31,999.38
		COUNT	AMOUNT		
TOTAL PRINTED CHECKS		1	31,999.38		
		*** GRAND TOTAL ***			31,999.38

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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2018 6 254									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		23,688.30	
06/20/2018	USB0518	USBANK				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			31,999.38
06/20/2018	USB0518	USBANK				AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		3,242.17	
06/20/2018	USB0518	USBANK				AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000						ACCOUNTS PAYABLE		228.74	
06/20/2018	USB0518	USBANK				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		591.63	
06/20/2018	USB0518	USBANK				AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000						ACCOUNTS PAYABLE		789.81	
06/20/2018	USB0518	USBANK				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		3,400.14	
06/20/2018	USB0518	USBANK				AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		42.25	
06/20/2018	USB0518	USBANK				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		16.34	
06/20/2018	USB0518	USBANK				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								31,999.38	31,999.38
APP 631-130000						DUE TO/FROM CLEARING		31,209.57	
06/20/2018	USB0518	USBANK							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			23,688.30
06/20/2018	USB0518	USBANK							
APP 407-130000						DUE TO/FROM CLEARING			3,242.17
06/20/2018	USB0518	USBANK							
APP 301-130000						DUE TO/FROM CLEARING			228.74
06/20/2018	USB0518	USBANK							
APP 403-130000						DUE TO/FROM CLEARING			591.63
06/20/2018	USB0518	USBANK							
APP 402-130000						DUE TO/FROM CLEARING			3,400.14
06/20/2018	USB0518	USBANK							
APP 101-130000						STREETS - DUE TO/FROM CLEARING			42.25
06/20/2018	USB0518	USBANK							
APP 401-130000						DUE TO/FROM CLEARING			16.34
06/20/2018	USB0518	USBANK							
SYSTEM GENERATED ENTRIES TOTAL								31,209.57	31,209.57
JOURNAL 2018/06/254 TOTAL								63,208.95	63,208.95

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2018 6	254	06/20/2018		
001-130000			GENERAL - DUE TO/FROM CLEARING		23,688.30
001-213000			GENERAL - ACCOUNTS PAYABLE	23,688.30	
			FUND TOTAL	23,688.30	23,688.30
101 STREET FUND	2018 6	254	06/20/2018		
101-130000			STREETS - DUE TO/FROM CLEARING		42.25
101-213000			STREETS - ACCOUNTS PAYABLE	42.25	
			FUND TOTAL	42.25	42.25
301 CAPITAL CONSTRUCTION FUND	2018 6	254	06/20/2018		
301-130000			DUE TO/FROM CLEARING		228.74
301-213000			ACCOUNTS PAYABLE	228.74	
			FUND TOTAL	228.74	228.74
401 WATER OPERATING FUND	2018 6	254	06/20/2018		
401-130000			DUE TO/FROM CLEARING		16.34
401-213000			ACCOUNTS PAYABLE	16.34	
			FUND TOTAL	16.34	16.34
402 SEWER OPERATING FUND	2018 6	254	06/20/2018		
402-130000			DUE TO/FROM CLEARING		3,400.14
402-213000			ACCOUNTS PAYABLE	3,400.14	
			FUND TOTAL	3,400.14	3,400.14
403 STORM & SURFACE WATER FUND	2018 6	254	06/20/2018		
403-130000			DUE TO/FROM CLEARING		591.63
403-213000			ACCOUNTS PAYABLE	591.63	
			FUND TOTAL	591.63	591.63
407 BUILDING & DEVELOPMENT FUND	2018 6	254	06/20/2018		
407-130000			DUE TO/FROM CLEARING		3,242.17
407-213000			ACCOUNTS PAYABLE	3,242.17	
			FUND TOTAL	3,242.17	3,242.17
631 CLEARING FUND	2018 6	254	06/20/2018		
631-130000			DUE TO/FROM CLEARING	31,209.57	
631-213000			ACCOUNTS PAYABLE	789.81	
635-111100			CASH		31,999.38
			FUND TOTAL	31,999.38	31,999.38

FUND	DUE TO	DUE FROM
001 GENERAL FUND		23,688.30
101 STREET FUND		42.25
301 CAPITAL CONSTRUCTION FUND		228.74
401 WATER OPERATING FUND		16.34
402 SEWER OPERATING FUND		3,400.14
403 STORM & SURFACE WATER FUND		591.63
407 BUILDING & DEVELOPMENT FUND		3,242.17
631 CLEARING FUND	31,209.57	
TOTAL	31,209.57	31,209.57

** END OF REPORT - Generated by Carrie L. Christianson **

Reg. Run - CHECK REQUEST

CITY OF BAINBRIDGE ISLAND
280 Madison Ave North
Bainbridge Island, WA 98110

Requestor _____ Check Amount: _____

Today's Date: _____ Date Check Needed: _____

Reason for request: _____

Vendor/Supplier #: _____

Invoice #: _____

Invoice Date: _____

Description: _____

Org: _____

Object: _____

PO#: _____

Project #: _____

Vendor Name: _____

Attention: _____

Vendor Address: _____

Vendor Phone/Email: _____

I, the undersigned, do hereby certify 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 said claim.

Approving Authority _____ Date: _____

② 6/20/18

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CASH ACCOUNT: 635	111100	CASH
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE	DTL	DESC
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347732	06/20/2018	PRTD	5412 BENEFIT ADMINISTRATI	223397	06/12/18	06/12/2018	M062018	594.93
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Invoice: 06/12/18

ANNUAL ACCOUNT RECON PAYMENT

190.38 63011586 520000

CUR - C/E BENEFITS

5.95 63431831 520000

PCD CUR-SSWM-ADMIN BENEFITS

339.11 63470588 520000

CUR - DEV DEV PLAN BENEFITS

59.49 63471596 520000

CUR PLN - BLDG BENEFITS

CHECK 347732 TOTAL: 594.93

347733 06/20/2018 PRTD 1971 KELLEY IMAGING SYSTE 223400 22771328

06/04/2018 21800009 M062018

Invoice: 22771328

POL/4555C COPIER LEASE

279.04 51011211 545000

PD-C/E-ADMIN RENTS/LEASE

CHECK 347733 TOTAL: 279.04

347734	06/20/2018	PRTD	1565	PITNEY BOWES INC	223402	30148167-061818
--------	------------	------	------	------------------	--------	-----------------

06/18/2018 M062018

Invoice: 30148167-061818

POSTAGE METER RESERVE REFILL 30148167

2,500.00 91011189 542500

GG-C/E-CITY HALL-POSTAGE

CHECK 347734 TOTAL: 2,500.00

347735	06/20/2018	PRTD	420	PITNEY BOWES INC	223398	3306262142
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06/01/2018 M062018

Invoice: 3306262142

FIN/Q2 2018 MAIL MACHINE LEASE

1,036.08 44011141 545000

RENTS & LEASES - OPERATING

CHECK 347735 TOTAL: 1,036.08

NUMBER OF CHECKS	4	*** CASH ACCOUNT TOTAL ***	4,410.05
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COUNT	AMOUNT
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TOTAL PRINTED CHECKS	4	4,410.05
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*** GRAND TOTAL *** 4,410.05

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2018 6 253									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		4,005.50	
06/21/2018	M062018	062018				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			4,410.05
06/21/2018	M062018	062018				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		5.95	
06/21/2018	M062018	062018				AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		398.60	
06/21/2018	M062018	062018				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								4,410.05	4,410.05
APP 631-130000						DUE TO/FROM CLEARING		4,410.05	
06/21/2018	M062018	062018							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			4,005.50
06/21/2018	M062018	062018							
APP 403-130000						DUE TO/FROM CLEARING			5.95
06/21/2018	M062018	062018							
APP 407-130000						DUE TO/FROM CLEARING			398.60
06/21/2018	M062018	062018							
SYSTEM GENERATED ENTRIES TOTAL								4,410.05	4,410.05
JOURNAL 2018/06/253 TOTAL								8,820.10	8,820.10

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2018	6	253	06/21/2018		
001-130000				GENERAL - DUE TO/FROM CLEARING		4,005.50
001-213000				GENERAL - ACCOUNTS PAYABLE	4,005.50	
				FUND TOTAL	4,005.50	4,005.50
403 STORM & SURFACE WATER FUND	2018	6	253	06/21/2018		
403-130000				DUE TO/FROM CLEARING		5.95
403-213000				ACCOUNTS PAYABLE	5.95	
				FUND TOTAL	5.95	5.95
407 BUILDING & DEVELOPMENT FUND	2018	6	253	06/21/2018		
407-130000				DUE TO/FROM CLEARING		398.60
407-213000				ACCOUNTS PAYABLE	398.60	
				FUND TOTAL	398.60	398.60
631 CLEARING FUND	2018	6	253	06/21/2018		
631-130000				DUE TO/FROM CLEARING	4,410.05	
635-111100				CASH		4,410.05
				FUND TOTAL	4,410.05	4,410.05

FUND		DUE TO	DUE FROM
001	GENERAL FUND		4,005.50
403	STORM & SURFACE WATER FUND		5.95
407	BUILDING & DEVELOPMENT FUND		398.60
631	CLEARING FUND	4,410.05	
TOTAL		4,410.05	4,410.05

** END OF REPORT - Generated by Carrie L. Christianson **

REG
 (cc) 6/21/18

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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					
347736	06/27/2018	PRTD 8965 CHRISTOPHER & KORI A	223016	PW18 0033	06/12/2018	06/24/18		4,339.00
		Invoice: PW18 0033			PW/REFUND OVERPAYMENT PERMIT#PW18 0033			
			4,339.00	42437 379000	SWR PART FEES & CONTR CAP			
					CHECK	347736	TOTAL:	4,339.00
347737	06/27/2018	PRTD 8259 ADVANCED BROADCAST S	223403	14204	06/20/2018	06/24/18		238.71
		Invoice: 14204			EXCC/AUDIO EMBEDDER-GRANICUS DESIGN ENGINEER			
			238.71	36011143 53510000929	AGENDA SOFTWARE ACQUISITION			
			223404	14205	06/20/2018	06/24/18		197.29
		Invoice: 14205			EXCC/AUDIO EMBEDDER-GRANICUS			
			197.29	36011143 53510000929	AGENDA SOFTWARE ACQUISITION			
					CHECK	347737	TOTAL:	436.00
347738	06/27/2018	PRTD 5 ACE HARDWARE	222854	40834/1	05/30/2018	06/24/18		4.89
		Invoice: 40834/1			PW/HOSE BARB			
			4.89	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
			222855	40867/1	06/01/2018	06/24/18		104.60
		Invoice: 40867/1			PW/TRASH CAN, GORILLA TAPE			
			104.60	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
			222856	40843/1	05/30/2018	06/24/18		6.53
		Invoice: 40843/1			PW/BOTTLE BRUSH			
			6.53	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
			222857	40856/1	05/31/2018	06/24/18		-33.54
		Invoice: 40856/1			PW/ITEM RETURNS			
			-33.54	73425358 531100	O&M-WWTP-SUPPLIES			
			222858	40884/1	06/04/2018	06/24/18		60.96
		Invoice: 40884/1			PW/HARDWARE, PADLOCK			
			60.96	73411345 531100	OFFICE SUPPLIES			
			222859	40869/1	06/01/2018	06/24/18		307.36
		Invoice: 40869/1			PW/HOLE SAW, COMBO KIT			
			307.36	73411345 531100	OFFICE SUPPLIES			
			222863	40890/1	06/05/2018	06/24/18		5.44
		Invoice: 40890/1			PW/STAPLES			
			5.44	73111290 531100	O&M-STREET-MAINT O/H-SUPPLIES			
			223017	40917/1	06/07/2018	06/24/18		19.59
		Invoice: 40917/1			PW/WIRE HOOKS			
			19.59	73011215 531100	O&M-C/E-POLICE FAC-SUPPLIES			
			223018	40899/1	06/06/2018	06/24/18		171.65
		Invoice: 40899/1			PW/FASTENERS, CAUTION TAPE			

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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									
				171.65	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
Invoice: 40910/1				223019	40910/1	06/06/2018		06/24/18	49.90
						PW/LIGHT BULBS			
				49.90	73011215 531100	O&M-C/E-POLICE FAC-SUPPLIES			
Invoice: 40862/1				223020	40862/1	05/31/2018		06/24/18	95.85
						PW/FASTENERS, PAILS, CLAMPS			
				95.85	73431835 531100	OFFICE SUPPLIES			
Invoice: 40383/1				223021	40383/1	04/10/2018		06/24/18	5.58
						PW/PLUMBING SUPPLIES			
				5.58	73411345 531100	OFFICE SUPPLIES			
Invoice: 40967/1				223203	40967/1	06/13/2018		06/24/18	9.78
						PW/PHONE WIRE			
				9.78	73411345 531100	OFFICE SUPPLIES			
Invoice: 40925/1				223204	40925/1	06/08/2018		06/24/18	77.10
						PW/MAP ROOM TABLE CLEANING SUPPLIES			
				77.10	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
Invoice: 40933/1				223205	40933/1	06/08/2018		06/24/18	-35.94
						PW/ITEM RETURNED			
				-35.94	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
Invoice: 40979/1				223347	40979/1	06/14/2018		06/24/18	65.37
						PW/LAWN FOOD			
				65.37	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
Invoice: 40989/1				223348	40989/1	06/15/2018		06/24/18	8.70
						PW/SPRAYPAINT			
				8.70	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
Invoice: 40960/1				223349	40960/1	06/12/2018		06/24/18	100.27
						PW/GRASS SEED			
				100.27	73431835 531100	OFFICE SUPPLIES			
Invoice: 40934/1				223350	40934/1	06/08/2018		06/24/18	19.61
						PW/VARNISH			
				19.61	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
								CHECK 347738 TOTAL:	1,043.70
347739 06/27/2018 PRD				222860	387531	05/30/2018		06/24/18	81.95
Invoice: 387531						PW/16' TRAILER RENTAL			
				81.95	73011759 53110000877	SOMETHING NEW-SUPPLIES			
Invoice: 00386				222861	00386	06/05/2018		06/24/18	40.32
						PW/GAS CAN			
				40.32	73011189 531100	O&M - C/E FACIL OFC 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																
Invoice: 387793				222862	387793	06/05/2018		06/24/18							381.42	
						PW/TILLER RENTALS (4)										
				381.42	73011768	545000	O&M-C/E-PARKS-OP LEASES									
						CHECK		347739	TOTAL:							503.69
347740 06/27/2018 PRTD				863	INTERSTATE BATTERIES	223023		22053022	05/31/2018		06/24/18					305.04
Invoice: 22053022						PW/BATTERIES										
				64.83	73111423	531100	OFFICE SUPPLIES									
				64.83	73111427	531100	OFFICE SUPPLIES									
				128.57	53011212	531100	PD-C/E-PATROL SUPPLIES									
				46.81	73011483	531100	O&M-C/E-MECH SHOP-SUPPLIES									
						CHECK		347740	TOTAL:							305.04
347741 06/27/2018 PRTD				7994	PENINSULA SERVICES	223022		85246	05/31/2018		06/24/18					32.00
Invoice: 85246						CRT/SHRED SERVICES										
				32.00	21011125	541100	COURT - PROFESSIONAL SERVICES									
						CHECK		347741	TOTAL:							32.00
347742 06/27/2018 PRTD				1258	ALPINE PRODUCTS INC	223351		TM-176461	06/08/2018		06/24/18					800.45
Invoice: TM-176461						PW/TRAFFIC PAINT										
				800.45	990	141100	MERCHANDISE									
						CHECK		347742	TOTAL:							800.45
347743 06/27/2018 PRTD				7166	AMERICAN MESSAGING	222864		W4104492SF	06/01/2018		06/24/18					85.10
Invoice: W4104492SF						PW/JUNE 2018 MESSAGING SERVICES										
				85.10	73637891	542100	O&M - ALLOC FACIL TELEPHONE									
						CHECK		347743	TOTAL:							85.10
347744 06/27/2018 PRTD				4710	ASSOCIATED PETROLEU	223206		1243329-IN	05/29/2018		06/24/18					1,326.00
Invoice: 1243329-IN						PW/450GAL UNLEADED										
				1,326.00	73638932	532000	O&M-FUEL ALLOC TO OTH DEPTS									
Invoice: 0181654-IN				223207	0181654-IN			05/29/2018		06/24/18					315.16	
						PW/77GAL DIESEL										
				315.16	73638893	532000	O&M-FUEL USE-ALLOCATION									
Invoice: 1256955-IN				223208	1256955-IN			05/31/2018		06/24/18					1,487.01	
						PW/506 GAL UNLEADED										
				1,487.01	73638932	532000	O&M-FUEL ALLOC TO OTH DEPTS									

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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								
							CHECK 347744 TOTAL:	3,128.17
347745	06/27/2018	PRTD 7821 AUS WEST LOCKBOX	223024	1990746880	06/07/2018		06/24/18	53.99
Invoice: 1990746880					PW/LAUNDRY SERVICES			
			53.99	73638893 589310	LAUNDRY SERVICES			
			223025	1990736632	05/31/2018		06/24/18	53.99
Invoice: 1990736632					PW/LAUNDRY SERVICES			
			53.99	73638893 589310	LAUNDRY SERVICES			
			223352	1990757162	06/14/2018		06/24/18	53.99
Invoice: 1990757162					PW/LAUNDRY SERVICES			
			53.99	73638893 589310	LAUNDRY SERVICES			
							CHECK 347745 TOTAL:	161.97
347746	06/27/2018	PRTD 2138 ASPECT CONSULTING LL	222865	29664	05/11/2018	21700005	06/24/18	3,845.00
Invoice: 29664					GROUNDWATER MANAGEMENT			
			3,845.00	72011322 54110000485	GROUNDWTR MNGT PRGM-PROF SVCS			
			223353	29625	05/08/2018	21800072	06/24/18	1,353.04
Invoice: 29625					BLD22940-ABERNATHY GEO-TECH REVIEW			
			1,353.04	72655860 58600000370	GEO TECCH-3RD PARTY REVIEWS			
							CHECK 347746 TOTAL:	5,198.04
347747	06/27/2018	PRTD 4365 AUTOMATIC FUNDS TRAN	223394	101566	06/01/2018		06/24/18	710.11
Invoice: 101566					FIN/STATEMENT PREP & MAIL			
			147.14	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
			147.15	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
			207.91	91411891 542500	GG-WTR-FAC-POSTAGE			
			207.91	91421891 542500	GG-SWR-FAC-POSTAGE			
							CHECK 347747 TOTAL:	710.11
347748	06/27/2018	PRTD 8242 BACKGROUND INVESTIGA	222866	TCOBI0518-2	05/31/2018		06/24/18	190.00
Invoice: TCOBI0518-2					HR/MAY 2018 BACKGROUND CHECKS			
			190.00	33011161 541100	HR-C/E-PROF SVCS			
							CHECK 347748 TOTAL:	190.00
347749	06/27/2018	PRTD 47 BAINBRIDGE DISPOSAL	223027	0000762123	05/31/2018		06/24/18	257.98
Invoice: 0000762123					SS/COMMONS DISPOSAL SVC			
			257.98	91011755 547900	GG-C/E-COMMONS-GARBAGE			

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cchristianson |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																		

										CHECK	347749 TOTAL:					257.98		
347750	06/27/2018	PRTD	49 BAINBRIDGE GARDENS	223360	685588	06/13/2018		06/24/18									169.89	
Invoice: 685588																		
				169.89	73011739	53110000805	WINSLOW WAY POWER IMPR-SUPPLY											
										CHECK	347750 TOTAL:					169.89		
347751	06/27/2018	PRTD	54 BAINBRIDGE RENTAL IN	222873	CON#35166	05/30/2018		06/24/18									74.12	
Invoice: CON#35166																		
				74.12	73425358	545000	PW/JACKHAMMER & EXT CORD											
				222874	CON#35294	06/01/2018		06/24/18									425.91	
Invoice: CON#35294																		
				425.91	73431835	531100	PW/LOPPERS, BLADES, WEEDER											
				222875	CON#34842	05/24/2018		06/24/18									123.99	
Invoice: CON#34842																		
				123.99	73431835	531100	PW/POLYCUT BLADES											
				222907	CON#35107	05/29/2018		06/24/18									503.43	
Invoice: CON#35107																		
				503.43	73111427	531100	PW/HEDGE TRIMMER											
				223029	CON#35816	06/11/2018		06/24/18									99.09	
Invoice: CON#35816																		
				99.09	73011189	531100	PW/TRIMMER, LINE											
				223361	CON#35925	06/14/2018		06/24/18									114.43	
Invoice: CON#35925																		
				49.05	73011189	545000	O&M - C/E FACIL RENTS & LEASES											
				65.38	73637891	531100	OFFICE SUPPLIES											
										CHECK	347751 TOTAL:					1,340.97		
347752	06/27/2018	PRTD	55 SOUND PUBLISHING, IN	223356	7845613-2113434	05/31/2018		06/24/18									423.00	
Invoice: 7845613-2113434																		
				423.00	31011131	544000	EX/LTAC VOLUNTEER ADS											
				223357	7845613-2113433	05/31/2018		06/24/18									423.00	
Invoice: 7845613-2113433																		
				423.00	31011131	544000	EX/CITIZEN ADVISORY VOLUNTEER AD											
				223358	7845613-2113428	05/31/2018		06/24/18									423.00	
Invoice: 7845613-2113428																		
				423.00	31011131	544000	EX/HUMAN SERVICE VOLUNTEER AD											
						EXEC - C/E ADVERTISING												

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC

CHECK 347752 TOTAL: 1,269.00

347753	06/27/2018	PRTD	55 SOUND PUBLISHING, IN	222867	BIR810209	06/01/2018		06/24/18	66.11
Invoice: BIR810209									
				66.11	11011113 544000	CC/PH 6/12 ORD 2018-13 COUNCIL - LEGAL NOTICES			
				222869	BIR810219	06/01/2018		06/24/18	105.07
Invoice: BIR810219									
				105.07	63470586 544000	PCD/NPH 6/28 PLN50850 CUR - DEV ZONING ADVERTISING			
				222870	BIR810223	06/01/2018		06/24/18	121.60
Invoice: BIR810223									
				121.60	63470586 544000	PCD/REV NOA WYATT APTS CUR - DEV ZONING ADVERTISING			
				222871	BIR810221	06/01/2018		06/24/18	139.31
Invoice: BIR810221									
				139.31	63470586 544000	PCD/REV NOA WALLACE COTTAGES CUR - DEV ZONING ADVERTISING			
				222872	BIR810218	06/01/2018		06/24/18	79.10
Invoice: BIR810218									
				79.10	61011581 544000	PCD/NPH 6/14 ORD 19 & 20 PCD - C/E ADMIN ADVERTISING			
				223209	BIR811183	06/08/2018		06/24/18	148.75
Invoice: BIR811183									
				148.75	63470586 544000	PCD/REV NOA PLN50958 CUR - DEV ZONING ADVERTISING			
				223210	BIR811149	06/08/2018		06/24/18	82.64
Invoice: BIR811149									
				82.64	63470586 544000	PCD/NOA PLN50648 SCUP CUR - DEV ZONING ADVERTISING			
				223211	BIR811174	06/08/2018		06/24/18	87.36
Invoice: BIR811174									
				87.36	63470586 544000	PCD/NOI BLD22834-R-SFR CUR - DEV ZONING ADVERTISING			
				223212	BIR811172	06/08/2018		06/24/18	89.72
Invoice: BIR811172									
				89.72	63470586 544000	PCD/NOI GAF BLD23239 CUR - DEV ZONING ADVERTISING			
				223213	BIR811169	06/08/2018		06/24/18	121.60
Invoice: BIR811169									
				121.60	61011581 544000	PCD/DNS ORD 2018-19 PCD - C/E ADMIN ADVERTISING			
				223214	BIR811170	06/08/2018		06/24/18	121.60
Invoice: BIR811170									
				121.60	61011581 544000	PCD/DNA 2018-20 PCD - C/E ADMIN ADVERTISING			
				223354	BIR809456	06/01/2018		06/24/18	193.61
Invoice: BIR809456									
				193.61	73111264 54400000908	PW/NTC: 2018 ROAD STRIPING 2018 PAVEMENT MARKINGS-ADV			
				223355	BIR809762	06/01/2018		06/24/18	538.33

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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: BIR809762

ENG/NTC: CORE 40 SHOULDERS

538.33 72334562 64400000800 C40-MILLER RD-ADV

CHECK 347753 TOTAL: 1,894.80

347754 06/27/2018 PRD 7769 BERK & ASSOCIATES, I 223405 10284-05-18R
Invoice: 10284-05-18R

06/14/2018 06/24/18
2018 CODE CONSISTENCY REVIEW
EXEC - C/E PROF SERVICES

8,090.10 31011131 541100

8,090.10

CHECK 347754 TOTAL: 8,090.10

347755 06/27/2018 PRD 8949 BERKEY SUPPLY INC 223031 17849
Invoice: 17849

06/08/2018 06/24/18
PW/IRRIGATION, GARDEN SUPPLIES
O&M - C/E FACIL OFC SUPPLIES

228.92 73011189 531100

228.92

CHECK 347755 TOTAL: 228.92

347756 06/27/2018 PRD 50 BAINBRIDGE ISLAND EL 223032 20180058
Invoice: 20180058

06/08/2018 06/24/18
PW/REPLACED FLOATS @ WOODWARD PUMP STATION
WIN COLL-R&M

1,785.16 73421355 548100

1,785.16

223216 20180059

06/08/2018 06/24/18
PW/WASH BAY REPAIR
O&M-C/E-PWYD FAC-REPAIRS

Invoice: 20180059

1,053.04 73011897 548100

1,053.04

CHECK 347756 TOTAL: 2,838.20

347757 06/27/2018 PRD 8595 BRUCE TITUS FORD, IN 222876 67071746/2
Invoice: 67071746/2

05/17/2018 06/24/18
PW/MULTIPOINT INSPECTION #33
REPAIRS & MAINTENANCE
O&M-ACCESS RDSIDE R&M

190.64 73111423 548100

190.64 73111427 548100

381.28

CHECK 347757 TOTAL: 381.28

347758 06/27/2018 PRD 853 KATHRYN M CARRUTHERS 223037 06/06/18
Invoice: 06/06/18

06/06/2018 06/24/18
CRT/3HRS PRO TEMP
COURT - JUDGE PRO TEMPORE SVCS

180.00 21011125 541210

180.00

CHECK 347758 TOTAL: 180.00

347759 06/27/2018 PRD 1847 CATALYST WORKPLACE A 223217 278165
Invoice: 278165

06/08/2018 06/24/18
PW/DESK: TELMA D
O&M-C/E-COURT FAC-SUPPLIES

1,008.25 73011255 531100

1,008.25

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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	347759 TOTAL:	1,008.25		
347760	06/27/2018	PRTD	551 CENTURLINK	223033	5996JUN18	06/07/2018		06/24/18	76.67			
Invoice: 5996JUN18						E-PHONE @ WFP DOCK						
			76.67 91011757 542100			GG-GF-WFP DOCK-PHONE						
								CHECK	347760 TOTAL:	76.67		
347761	06/27/2018	PRTD	8253 CHS NORTHWEST	223362	25588/H	06/14/2018		06/24/18	912.24			
Invoice: 25588/H						PW/50# BAGS COARSE SALT (98)						
			912.24 73637892 531100			O&M-ALLOC-WTR-CONSUMABLES						
								CHECK	347761 TOTAL:	912.24		
347762	06/27/2018	PRTD	103 CITY OF BAINBRIDGE I	222877	21800094	06/06/2018		06/24/18	241.43			
Invoice: 21800094						PW/SANDS WELL H2O USAGE						
			30.77 73111290 547500			O&M-STREET-ADM OH-CITY WTR/SWR						
			94.90 73421355 547500			O&M-SWR-CITY WATER/SEWER BILL						
			36.50 73426355 547500			O&M-SIS-CITY WATER/SEWER BILLS						
			79.26 73431835 547500			O&M-SSWM MAINT-CITY WTR/SWR						
								CHECK	347762 TOTAL:	241.43		
347763	06/27/2018	PRTD	104 CITY OF BREMERTON	223406	BKAT000432	06/01/2018		06/24/18	2,750.00			
Invoice: BKAT000432						IT/JUNE 2018 BKAT						
			2,750.00 81011881 542420			IT-C/E-TELEVISTED COUNCIL MEET						
								CHECK	347763 TOTAL:	2,750.00		
347764	06/27/2018	PRTD	51 BAINBRIDGE ISLAND	223034	06/11/18	06/11/2018		06/24/18	90.45			
Invoice: 06/11/18						CRT/CHECK SUPPLIES						
			90.45 21011125 531100			COURT - SUPPLIES						
								CHECK	347764 TOTAL:	90.45		
347765	06/27/2018	PRTD	112 CODE PUBLISHING COMP	223363	60324	06/05/2018		06/24/18	627.64			
Invoice: 60324						EXCC/MUNI CODE WEB UPDATE						
			627.64 36011143 541100			CLERK-C/E-PROF SVCS						
			223364 60325			06/05/2018			06/24/18	2,321.10		
Invoice: 60325						EXCC/MUNI CODE WEB UPDATE						
			2,321.10 36011143 541100			CLERK-C/E-PROF SVCS						
								CHECK	347765 TOTAL:	2,948.74		

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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									

347766	06/27/2018	PRTD	8111 COMMUNITY SOLAR SOLU	222878	MAY18	06/01/2018		06/24/18	391.59
Invoice: MAY18						MAY18-SOLAR NET METERING			
391.59 91011189 54500000627						CH SOLAR-NET METERING PYMTS			
						CHECK	347766	TOTAL:	391.59
347767	06/27/2018	PRTD	7509 CONSTRUCTION PARTS L	222879	21224	05/01/2018		06/24/18	671.08
Invoice: 21224						PW/90" POLY HD TUBE BROOM			
671.08 73421355 531100						WIN COLL-SUPPLIES			
222880 21250						05/01/2018		06/24/18	385.59
Invoice: 21250						PW/NUTS, BOLTS, WASHERS			
385.59 73011897 531100						O&M-C/E-PWY FAC-SUPPLIES			
						CHECK	347767	TOTAL:	1,056.67
347768	06/27/2018	PRTD	8193 CONTECH ENGINEERED S	223218	16804685	06/06/2018		06/24/18	4,349.10
Invoice: 16804685						PW/STORM DRAIN SUPPLIES			
4,349.10 73431835 53110000748						CONTECH STORM FILTERS-SUPPLIES			
						CHECK	347768	TOTAL:	4,349.10
347769	06/27/2018	PRTD	5132 CRYSTAL SPRINGS	223035	5228674 060618	06/06/2018		06/24/18	84.66
Invoice: 5228674 060618						CRT/WATER SERVICE			
84.66 21011125 531100						COURT - SUPPLIES			
						CHECK	347769	TOTAL:	84.66
347770	06/27/2018	PRTD	152 DAILY JOURNAL OF COM	223219	3337661	06/06/2018		06/24/18	248.00
Invoice: 3337661						PW/AD FOR BIDS: ROAD STRIPING			
248.00 73111264 54400000908						2018 PAVEMENT MARKINGS-ADV			
						CHECK	347770	TOTAL:	248.00
347771	06/27/2018	PRTD	161 DENCO SALES COMPANY	222881	3565303-00	05/29/2018		06/24/18	216.15
Invoice: 3565303-00						PW/TRAFFIC CONTROL SUPPLIES			
216.15 73111264 531100						O&M-STREET-TRAF CONTROL-SUPPLY			
						CHECK	347771	TOTAL:	216.15
347772	06/27/2018	PRTD	672 DSC INC	223038	98037	06/05/2018		06/24/18	110.28
Invoice: 98037						PW/CARBIDE BURRS, GRINDER			
110.28 73011768 531100						O&M-C/E-PARKS-SUPPLIES			
223039 98036						06/05/2018		06/24/18	67.14

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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: 98036				67.14	73011768 531100	PW/PARK MAINT SUPPLIES						
						O&M-C/E-PARKS-SUPPLIES						
				223040	98050	06/08/2018		06/24/18			715.20	
Invoice: 98050				715.20	73111427 531100	PW/ROADSIDE MOWING SUPPLIES						
						OFFICE SUPPLIES						
								CHECK	347772 TOTAL:	892.62		
347773	06/27/2018	PRTD	5781 EXTERMINATION SERVIC	223220	29713	06/06/2018		06/24/18			195.11	
Invoice: 29713				195.11	73011755 548100	PW/ANT TREATMENT @ COMM CTR						
						O&M-COMMONS REPAIRS						
								CHECK	347773 TOTAL:	195.11		
347774	06/27/2018	PRTD	1953 FERGUSON ENTERPRISES	222882	0662112	05/31/2018		06/24/18			269.14	
Invoice: 0662112				269.14	73425358 531100	PW/WWTP SUPPLIES						
						O&M-WWTP-SUPPLIES						
				222883	0657507	05/25/2018		06/24/18			5,430.82	
Invoice: 0657507				5,430.82	411 141100	PW/METERS (36)						
						WATER - INVENTORY						
								CHECK	347774 TOTAL:	5,699.96		
347775	06/27/2018	PRTD	1953 FERGUSON ENTERPRISES	222884	SC36768	05/31/2018		06/24/18			16.26	
Invoice: SC36768				16.26	73411345 531100	PW/MAY SERVICE CHARGE						
						OFFICE SUPPLIES						
								CHECK	347775 TOTAL:	16.26		
347776	06/27/2018	PRTD	6940 FREMONT ANALYTICAL	223366	1805106	05/15/2018	21800036	06/24/18			480.00	
Invoice: 1805106				480.00	72637319 54110000809	CHEM & BIO ASSAY SVCS						
						WATER QUAL FLOW MONIT-PRO SVCS						
								CHECK	347776 TOTAL:	480.00		
347777	06/27/2018	PRTD	4828 GAMETIME	223367	PJI-0085794	06/07/2018		06/24/18			1,466.06	
Invoice: PJI-0085794				1,466.06	73011768 531100	PW/PLAYGROUND SUPPLIES						
						O&M-C/E-PARKS-SUPPLIES						
								CHECK	347777 TOTAL:	1,466.06		
347778	06/27/2018	PRTD	187 GOV'T FINANCE OFFICE	223042	0100793-2018	05/22/2018		06/24/18			150.00	
Invoice: 0100793-2018				150.00	41011141 549100	FIN/MEMBERSHIP: KD						
						FIN-C/E-DUES, SUBS, MEMBERSHIPS						

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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	347778	TOTAL:	150.00
347779	06/27/2018	PRTD	513 GRAINGER	223043	9804887868	06/01/2018		06/24/18	302.04
	Invoice: 9804887868					PW/SUMP PUMPS (2)			
				302.04	73421355 531100	WIN COLL-SUPPLIES			
						CHECK	347779	TOTAL:	302.04
347780	06/27/2018	PRTD	2096 GRAY & OSBORNE INC	223221	17614-8	05/29/2018	21700158	06/24/18	6,498.00
	Invoice: 17614-8					WATER SYSTEM DESIGN IMPRVMENTS			
				6,498.00	72413434 64110000819	WATER IMPR PROJECTS 2017-ENG			
						CHECK	347780	TOTAL:	6,498.00
347781	06/27/2018	PRTD	4850 HOME DEPOT CREDIT SE	223368	6272993	06/01/2018		06/24/18	136.25
	Invoice: 6272993					PW/PRUNER POLE			
				136.25	73431835 531100	OFFICE SUPPLIES			
				223369	6594765	06/01/2018		06/24/18	216.91
	Invoice: 6594765					PW/TOOL SET			
				216.91	73431835 531100	OFFICE SUPPLIES			
						CHECK	347781	TOTAL:	353.16
347782	06/27/2018	PRTD	3120 ICMA - MEMBERSHIP	223044	831803-2018	06/01/2018		06/24/18	200.00
	Invoice: 831803-2018					FIN/MEMBERSHIP RENEWAL: ES			
				200.00	41011141 549100	FIN-C/E-DUES, SUBS, MEMBERSHIPS			
						CHECK	347782	TOTAL:	200.00
347783	06/27/2018	PRTD	5819 ISLANDWOOD	222887	Q1 2018	05/24/2018		06/24/18	2,500.00
	Invoice: Q1 2018					Q1 2018 CULTURAL FUNDING - COMMUNITY P			
				2,500.00	31011732 541100	EX-GF-CULTURAL ARTS & SCIENCES			
						CHECK	347783	TOTAL:	2,500.00
347784	06/27/2018	PRTD	7961 KATY BIGELOW, ARBORI	223045	5091	06/04/2018		06/24/18	187.50
	Invoice: 5091					PW/TREE ASSMT: MTN VIEW			
				187.50	73111427 54110000354	TREE PRES/REMOVAL-RD-PROF SVCS			
				223046	5093	06/06/2018		06/24/18	150.00
	Invoice: 5093					PW/ASSMNT: 1101 WING PT			
				150.00	73111427 54110000354	TREE PRES/REMOVAL-RD-PROF SVCS			

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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 347784 TOTAL:										337.50	
347785	06/27/2018	PRTD	333 KITSAP COUNTY AUDITO	222889	402276	05/22/2018	06/24/18			35.00	
Invoice: 402276						EXCC/LID 20 LIEN RELEASE	201805220240				
				35.00	36426143 551000	CLERK-SIS-RECORDING					
222890 396337 04/03/2018 06/24/18 324.00											
Invoice: 396337						EXCC/EASEMENT & OPEN SPACE	201804030199-202				
				83.00	36431143 551000	CLERK-SSWM-RECORD @ CO AUDITOR					
				83.00	36111143 551000	CLERK-STRT-RECORD @ CO AUDITOR					
				83.00	36411143 551000	CLERK-WTR-RECORD @ CO AUDITOR					
				75.00	36011143 551000	CLERK-GF-RECORD @ CO AUDITOR					
222891 397146 04/10/2018 06/24/18 78.00											
Invoice: 397146						ENG/WYATT WAY TEMP CONSTR ESMT					
				78.00	72321952 64500000708	WYATT-TEMP EASEMENTS					
CHECK 347785 TOTAL:										437.00	
347786	06/27/2018	PRTD	1971 KELLEY IMAGING SYSTE	223047	IN398832	06/06/2018	06/24/18			68.94	
Invoice: IN398832						CRT/CT13879-01 OVERAGES					
				68.94	21011125 545000	COURT - RENTS & LEASES - OPER					
223222 IN398833 06/06/2018 06/24/18 962.27											
Invoice: IN398833						ENG/CT13607-01 CONTRACT OVERAGES					
				962.27	72011325 545000	ENG - C/E FACIL RENTS & LEASES					
CHECK 347786 TOTAL:										1,031.21	
347787	06/27/2018	PRTD	1971 KELLEY IMAGING SYSTE	223223	22649748	05/14/2018	06/24/18			331.53	
Invoice: 22649748						PCD/E-STUDIO4555C COPIER LEASE					
				331.53	61470581 545000	PCD - DEV ADMIN RENTS & LEASES					
CHECK 347787 TOTAL:										331.53	
347788	06/27/2018	PRTD	8114 KENYON DISEND, PLLC	223370	187148	05/31/2018	06/24/18			513.22	
Invoice: 187148						LEGAL/CAVE PROP V COBI LUPA					
				513.22	32470152 54111100797	LIT-CAVE PROPERITES LUPA					
223371 187147 05/31/2018 06/24/18 2,516.60											
Invoice: 187147						LEGAL/COBI V RICH					
				2,516.60	32470152 54111100775	LIT-RICH PERMITTING					
CHECK 347788 TOTAL:										3,029.82	

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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																

347789	06/27/2018	PRTD	309 KITSAP TIRE CENTER I	223049	214313	05/10/2018		06/24/18				372.06				
Invoice: 214313						PW/TIRES FOR 2-TRACK MOWER										
			372.06 73011483 531100			O&M-C/E-MECH SHOP-SUPPLIES										
						CHECK			347789 TOTAL:			372.06				
347790	06/27/2018	PRTD	1851 KRAZAN & ASSOCIATES	223373	J600328-5873	05/31/2018		06/24/18				1,101.25				
Invoice: J600328-5873						ON-CALL TESTING CONTRACT THRU										
			1,101.25 72011322 54110000203			TESTING SVCS-PRO SVCS										
						CHECK			347790 TOTAL:			1,101.25				
347791	06/27/2018	PRTD	6318 KUSTERS ZIMA CORP	223050	70664	05/31/2018		06/24/18				174.41				
Invoice: 70664						PW/FLANGE BEARING										
			174.41 73425358 531100			O&M-WWTP-SUPPLIES										
						CHECK			347791 TOTAL:			174.41				
347792	06/27/2018	PRTD	6149 LANGUAGE LINE SERVIC	223225	4329599	05/31/2018		06/24/18				41.45				
Invoice: 4329599						CRT/INTERPRETATION SVCS										
			41.45 21011125 541230			COURT - INTERPRETER										
						CHECK			347792 TOTAL:			41.45				
347793	06/27/2018	PRTD	7987 LEGACY TELECOMMUNICA	223226	35894	06/01/2018		06/24/18				1,555.87				
Invoice: 35894						PW/ANNUAL GENERATION INSP @ ISL CHURCH										
			1,555.87 73111256 54810000902			2018 STORM PREP-STRT-R&M										
			223227 35887			06/01/2018 06/24/18						1,288.82				
Invoice: 35887						PW/ANNUAL GENERATOR INSP @ ST BARNABUS										
			1,288.82 73111256 54810000902			2018 STORM PREP-STRT-R&M										
			223228 35891			05/31/2018 06/24/18						754.72				
Invoice: 35891						PW/ANNUAL GENERATOR INSP: 142 IRENE PL										
			754.72 73421355 548100			WIN COLL-R&M										
			223229 35897			06/01/2018 06/24/18						754.72				
Invoice: 35897						PW/ANNUAL GENERATOR INSP: 145 MADISON										
			754.72 73421355 548100			WIN COLL-R&M										
			223230 35883			05/31/2018 06/24/18						754.72				
Invoice: 35883						PW/ANNUAL GENERATOR INSP: 152 WINSLOW										
			754.72 73421355 548100			WIN COLL-R&M										
			223231 35893			06/01/2018 06/24/18						754.72				
Invoice: 35893						PW/ANNUAL GENERATOR INSP:158 HIDDEN COVE										
			754.72 73011897 548100			O&M-C/E-PWYD FAC-REPAIRS										

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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: 35900				223232	35900	05/31/2018		06/24/18	1,299.72									
				PW/ANNUAL GENERATOR INSP: SEN CTR														
				1,299.72	73111256	54810000902	2018	STORM PREP-STRT-R&M										
Invoice: 35881				223233	35881	05/31/2018		06/24/18	754.72									
				PW/ANNUAL GENERATOR INSP: 141 WING PT														
				754.72	73421355	548100		WIN COLL-R&M										
Invoice: 35901				223234	35901	05/31/2018		06/24/18	754.72									
				PW/ANNUAL GENERATOR INSP: 143 LOVELL														
				754.72	73421355	548100		WIN COLL-R&M										
Invoice: 35895				223236	35895	06/01/2018		06/24/18	754.72									
				PW/ANNUAL GENERATOR INSP: 161 HIDDEN COVE														
				754.72	73011897	548100		O&M-C/E-PWYD FAC-REPAIRS										
									CHECK	347793	TOTAL:							9,427.45
347794	06/27/2018	PRTD	8375 MOORE IACOFANO GOLTS	223239	0053816	06/06/2018	21600063	06/24/18	238.93									
Invoice: 0053816				DESIGN SERVICES FOR WYATT WAY														
				238.93	72321951	64110000708	WYATT-MAD TO LOVELL-ENG/DESIGN											
									CHECK	347794	TOTAL:							238.93
347795	06/27/2018	PRTD	8545 MUTT MITT	223374	226237	06/08/2018		06/24/18	1,389.53									
Invoice: 226237				PW/DOG POOP BAGS														
				1,111.63	73011768	531100	O&M-C/E-PARKS-SUPPLIES											
				277.90	73011189	531100	O&M - C/E FACIL OFC SUPPLIES											
									CHECK	347795	TOTAL:							1,389.53
347796	06/27/2018	PRTD	2574 NATIONAL BARRICADE C	222892	276218	05/27/2018		06/24/18	725.85									
Invoice: 276218				PW/ALUMINUM ROAD SIGNS														
				725.85	990	141100	MERCHANDISE											
Invoice: 276216				222894	276216	05/27/2018		06/24/18	1,660.75									
				PW/SIGN SUPPLIES														
				1,572.31	990	141100	MERCHANDISE											
				88.44	73111264	531100	O&M-STREET-TRAF CONTROL-SUPPLY											
Invoice: 276217				222895	276217	05/27/2018		06/24/18	28.29									
				PW/ROAD SIGNS														
				28.29	73111264	531100	O&M-STREET-TRAF CONTROL-SUPPLY											
Invoice: 276219				222896	276219	05/27/2018		06/24/18	98.24									
				PW/ROAD RIGNS														
				98.24	73111264	531100	O&M-STREET-TRAF CONTROL-SUPPLY											

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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										

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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	347801	TOTAL:	3,690.00
347802	06/27/2018	PRTD	4129 OWEN EQUIPMENT COMPA	223241	00088760	05/21/2018		06/24/18	459.80
Invoice: 00088760						PW/RELIEF VALVE VACTOR#4			
			459.80 73637941 531100			VACTOR R&M-SUPPLIES			
						CHECK	347802	TOTAL:	459.80
347803	06/27/2018	PRTD	2623 PAPE' MACHINERY	222900	212215600	06/04/2018		06/24/18	2,194.65
Invoice: 212215600						PW/DOZER RENTAL			
			2,194.65 73111427 545000			O&M-ACCESS RDSIDE RENTS/LEASES			
						CHECK	347803	TOTAL:	2,194.65
347804	06/27/2018	PRTD	8966 PENINSULA PROPANE	223242	85924	06/01/2018		06/24/18	107.91
Invoice: 85924						PW/LEAK CHECK			
			107.91 73111256 53110000902			2018 STORM PREP-STRT-SUPPLY			
						CHECK	347804	TOTAL:	107.91
347805	06/27/2018	PRTD	8544 PHILANTHROPY NORTHWE	223243	TGP 2757	04/30/2018		06/24/18	150.00
Invoice: TGP 2757						EX/APRIL 2018 CULTURAL FUNDING PROJ			
			150.00 31017572 54110000297			EX-COMMUNITY FUNDING RESOURCES			
			223245 TGP 2735			04/30/2018		06/24/18	250.00
Invoice: TGP 2735						EX/APR 2018 HUMAN SVCS PROJ			
			250.00 31017572 54110000297			EX-COMMUNITY FUNDING RESOURCES			
			223379 TGP 2766			05/31/2018		06/24/18	150.00
Invoice: TGP 2766						EX/MAY 2018 CULTURAL FUNDING PROJ			
			150.00 31017572 54110000297			EX-COMMUNITY FUNDING RESOURCES			
						CHECK	347805	TOTAL:	550.00
347806	06/27/2018	PRTD	8922 REXEL USA INC.	223246	Y037939	05/10/2018		06/24/18	2,430.07
Invoice: Y037939						PW/FIRE VAULT HEATER			
			2,430.07 73011897 531100			O&M-C/E-PWY FAC-SUPPLIES			
						CHECK	347806	TOTAL:	2,430.07
347807	06/27/2018	PRTD	360 PROBUILD COMPANY LLC	222901	1706406	05/30/2018		06/24/18	42.48
Invoice: 1706406						PW/CONCRETE FOR ROAD END BENCHES			
			42.48 73020769 53110000842			ROAD END BENCHES			
			222902 1701783			04/25/2018		06/24/18	1.70
Invoice: 1701783						PW/PVC COUPLINGS			

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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

		1.70	73111261	531100	OFFICE SUPPLIES				
Invoice: 1701866		222904	1701866		04/25/2018	06/24/18		7.49	
					PW/VINYL SINKERS, SCREWS				
		7.49	73111261	531100	OFFICE SUPPLIES				
Invoice: 1701780		222905	1701780		04/25/2018	06/24/18		91.21	
					PW/REBAR, ADAPTER, SOCKET SET, DRILL BIT				
		91.21	73111261	531100	OFFICE SUPPLIES				
Invoice: 1701929		222906	1701929		04/25/2018	06/24/18		9.04	
					PW/LATTICE				
		9.04	73011183	531100	O&M-C/E-CH FAC-SUPPLIES				
Invoice: 1707797		223248	1707797		06/08/2018	06/24/18		43.48	
					PW/PATIO BLOCKS, CONCRETE MIX				
		43.48	73425358	531100	O&M-WWTP-SUPPLIES				
Invoice: 1707888		223382	1707888		06/11/2018	06/24/18		14.98	
					PW/LUMBER, NAILS				
		14.98	73011739	53110000805	WINSLOW WAY POWER IMPR-SUPPLY				
Invoice: 1707160		223383	1707160		06/05/2018	06/24/18		365.72	
					PW/PAINT SUPPLIES				
		365.72	73637891	531100	OFFICE SUPPLIES				
					CHECK	347807 TOTAL:		576.10	
347808	06/27/2018 PRD	8972	KERRI RADFORD	223384	06/17/18	06/17/2018	06/24/18	150.00	
Invoice: 06/17/18					RENTAL DEPOSIT RETURN				
		150.00	41625860	586000	SC/COMMONS ROOM DEP-DISBURSEME				
					CHECK	347808 TOTAL:		150.00	
347809	06/27/2018 PRD	8691	ROBERT DAVY	223036	06/05/18	06/05/2018	06/24/18	150.00	
Invoice: 06/05/18					CRT/2.5 HRS PRO TEMP				
		150.00	21011125	541210	COURT - JUDGE PRO TEMPORE SVCS				
					CHECK	347809 TOTAL:		150.00	
347810	06/27/2018 PRD	408	ROLLING BAY COMMERC	223250	112578	06/01/2018	06/24/18	3,955.00	
Invoice: 112578					CRT/JULY RENT				
		3,955.00	91011255	545000	GG-C/E-COURT BLDG-RENT				
					CHECK	347810 TOTAL:		3,955.00	

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CASH ACCOUNT: 635			111100		CASH													
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET									
										INVOICE DTL DESC								
347811	06/27/2018	PRTD	8622 ROOST LAND COMPANY,	223424	06/21/18	06/21/2018		06/24/18	24,300.00									
			Invoice: 06/21/18			ROOST AGREEMENT PMT: 16.2 ERUS												
				24,300.00	62038	386001	LATECOMER (ROOST)											
									CHECK	347811	TOTAL:						24,300.00	
347812	06/27/2018	PRTD	617 S & B INC	223001	SB-24852-1	05/31/2018		06/24/18	1,027.96									
			Invoice: SB-24852-1			PW/BOOSTER FAN, SVC SUPPORT												
				421.92	73411345	531100	OFFICE SUPPLIES											
				606.04	73411345	541100	PROFESSIONAL SERVICES											
									CHECK	347812	TOTAL:						1,027.96	
347813	06/27/2018	PRTD	6180 SCE INC	223002	1751	06/01/2018	21600008	06/24/18	300.00									
			Invoice: 1751			WINSLOW WAY DSGN PRMT-SUPPPORT												
				300.00	72334438	64110000776	WINSLOW RAVINE OUTFALL-PRO SVC											
				223003	1750	06/01/2018	21800017	06/24/18	1,146.00									
			Invoice: 1750			WOODWARD / SAKAI TRAIL PSA												
				1,146.00	72111262	54110000898	WOODWARD/SAKAI TRAIL-PROF SVCS											
									CHECK	347813	TOTAL:						1,446.00	
347814	06/27/2018	PRTD	1670 SEATTLE PUMP & EQUIP	223251	18-2859	06/06/2018		06/24/18	611.54									
			Invoice: 18-2859			PW/BALL VALVE, FOOTAGE COUNTER												
				611.54	73637941	531100	VACTOR R&M-SUPPLIES											
									CHECK	347814	TOTAL:						611.54	
347815	06/27/2018	PRTD	7385 CHARLES P. SHANE	223252	001880	06/07/2018		06/24/18	121.50									
			Invoice: 001880			CRT/APR-JUN PUB DEF SVCS												
				121.50	32011281	541113	LGL-C/E-PUBLIC DEF-OUTSIDE ATT											
				223254	001874	06/05/2018		06/24/18	157.50									
			Invoice: 001874			CRT/MAR-JUN PUB DEF SVCS												
				157.50	32011281	541113	LGL-C/E-PUBLIC DEF-OUTSIDE ATT											
									CHECK	347815	TOTAL:						279.00	
347816	06/27/2018	PRTD	4689 SITESTAR DONOBI INTE	223409	6767137	06/15/2018		06/24/18	6,165.00									
			Invoice: 6767137			IT/WAN, ISP Q3 2018												
				6,165.00	81011881	545000	IT - C/E RENTS & LEASES											
									CHECK	347816	TOTAL:						6,165.00	

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

347817	06/27/2018	PRTD	7173 SKILLINGS CONNOLLY I	223255	11189	06/06/2018	21600086	06/24/18	7,203.21			
Invoice: 11189			MILLER RD TOLO-PETERSON HILL									
			7,203.21	72334562	64110000800	C40-MILLER RD-ENG/DESIGN						
			CHECK 347817 TOTAL:						7,203.21			
347818	06/27/2018	PRTD	8129 SMARSH INC	223410	INV00375489	05/31/2018		06/24/18	639.50			
Invoice: INV00375489			IT/TEXT & SOCIAL MEDIA ARCHIVAL MAY 2018									
			639.50	81011881	548500	IT - C/E COMPUTER SUPPORT						
			CHECK 347818 TOTAL:						639.50			
347819	06/27/2018	PRTD	601 SOUND REPROGRAPHICS	223004	63598	06/07/2018		06/24/18	2.81			
Invoice: 63598			ENG/LAMINATION FOR IRRIGATION SCHED									
			2.81	72011768	53110000637	WFP-NON CAP-SUPPLIES						
			CHECK 347819 TOTAL:						97.54			
347819	06/27/2018	PRTD	601 SOUND REPROGRAPHICS	223411	63783	06/18/2018		06/24/18	94.73			
Invoice: 63783			PCD/FOAMCORE MOUNT									
			94.73	61011581	531100	PCD - C/E ADMIN SUPPLIES						
			CHECK 347819 TOTAL:						97.54			
347820	06/27/2018	PRTD	8132 SPECTRA LABORATORIES	223006	18-03925	05/31/2018		06/24/18	25.76			
Invoice: 18-03925			PW/NITRATE TESTING									
			25.76	73011897	54110000391	LAB SVCS-PWY FAC						
			CHECK 347820 TOTAL:						25.76			
347820	06/27/2018	PRTD	8132 SPECTRA LABORATORIES	223007	18-03885	05/31/2018		06/24/18	38.64			
Invoice: 18-03885			PW/ECOLI TESTING MADRONA PROJ									
			38.64	73411345	54110000391	LAB SVCS-WATER						
			CHECK 347820 TOTAL:						38.64			
347820	06/27/2018	PRTD	8132 SPECTRA LABORATORIES	223008	18-03941	05/31/2018		06/24/18	128.80			
Invoice: 18-03941			PW/ECOLI & NITRATE TESTING									
			128.80	73411345	54110000391	LAB SVCS-WATER						
			CHECK 347820 TOTAL:						128.80			
347820	06/27/2018	PRTD	8132 SPECTRA LABORATORIES	223009	18-03924	05/31/2018		06/24/18	25.76			
Invoice: 18-03924			PW/WINWTR NITRATE TESTING									
			25.76	73411345	54110000391	LAB SVCS-WATER						
			CHECK 347820 TOTAL:						25.76			
347820	06/27/2018	PRTD	8132 SPECTRA LABORATORIES	223258	18-04142	06/08/2018		06/24/18	19.32			
Invoice: 18-04142			PW/PW ECOLI TESTING									
			19.32	73011897	54110000391	LAB SVCS-PWY FAC						
			CHECK 347820 TOTAL:						19.32			
347820	06/27/2018	PRTD	8132 SPECTRA LABORATORIES	223259	18-04141	06/08/2018		06/24/18	19.32			
Invoice: 18-04141			PW/ROCKAWAY ECOLI TESTING									
			19.32	73415345	54110000391	LAB SVCS-WATER ROCKAWAY						
			CHECK 347820 TOTAL:						19.32			
347820	06/27/2018	PRTD	8132 SPECTRA LABORATORIES	223260	18-04019	06/04/2018		06/24/18	25.76			
Invoice: 18-04019			PW/ROCKAWAY NITRATE 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										

				25.76	73415345 54110000391	LAB SVCS-WATER ROCKAWAY				
							CHECK	347820 TOTAL:	283.36	
347821	06/27/2018	PRTD	2467 STAPLES ADVANTAGE	223261	3380204394	06/02/2018		06/24/18	9.15	
			Invoice: 3380204394			ENG/MEM CARD READER				
				9.15	72011321 531100	ENG - C/E ADMIN SUPPLIES				
				223262	3380204395	06/02/2018		06/24/18	22.43	
			Invoice: 3380204395			ENG/CAR CHARGERS				
				22.43	72011321 531100	ENG - C/E ADMIN SUPPLIES				
				223263	3380204397	06/02/2018		06/24/18	7.73	
			Invoice: 3380204397			ENG/MOUSE PAD				
				7.73	72011321 531100	ENG - C/E ADMIN SUPPLIES				
				223264	3380204398	06/02/2018		06/24/18	185.29	
			Invoice: 3380204398			ENG/CHAIR				
				185.29	72011321 531100	ENG - C/E ADMIN SUPPLIES				
				223265	3380204399	06/02/2018		06/24/18	305.19	
			Invoice: 3380204399			ENG/CHAIR				
				305.19	72011322 531100	ENG - C/E PLANS SUPPLIES				
				223266	3380204400	06/02/2018		06/24/18	54.60	
			Invoice: 3380204400			ENG/ISSUES, TABS, PENS				
				54.60	72011321 531100	ENG - C/E ADMIN SUPPLIES				
				223268	3380204402	06/02/2018		06/24/18	15.25	
			Invoice: 3380204402			ENG/PAPER TOWELS				
				15.25	72011321 531100	ENG - C/E ADMIN SUPPLIES				
				223269	3380204403	06/02/2018		06/24/18	67.68	
			Invoice: 3380204403			ENG/3M LCD STAND				
				67.68	72011321 531100	ENG - C/E ADMIN SUPPLIES				
				223270	3380204405	06/02/2018		06/24/18	61.53	
			Invoice: 3380204405			ENG/TAPE, NOTEPADS, FASTENERS				
				61.53	72011321 531100	ENG - C/E ADMIN SUPPLIES				
				223271	3380204507	06/02/2018		06/24/18	266.32	
			Invoice: 3380204507			PW/OFFICE SUPPLIES				
				266.32	73637891 531100	OFFICE SUPPLIES				
				223273	3380204508	06/02/2018		06/24/18	87.67	
			Invoice: 3380204508			PW/OFFICE SUPPLIES				
				87.67	73637891 531100	OFFICE SUPPLIES				
				223275	3380204318	06/02/2018		06/24/18	44.17	
			Invoice: 3380204318			EX&FIN/HANDWASH, PAPER				
				22.08	31011131 531100	EXEC - C/E 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										
				22.09	41011141 531100	FIN - C/E ADMIN SUPPLIES				
Invoice: 3380204317				223276	3380204317	06/02/2018	06/24/18		74.23	
				11.62	31011131 531100	EX-FIN-LEGAL/DISH LIQUID, MTR STND, FAN, PENS				
				24.47	41011141 531100	EXEC - C/E SUPPLIES				
				38.14	32011152 531100	FIN - C/E ADMIN SUPPLIES				
						LEGAL - C/E SUPPLIES				
Invoice: 3380204316				223278	3380204316	06/02/2018	06/24/18		-5.45	
				-5.45	31011131 531100	EX/MIN ORDER CREDIT				
						EXEC - C/E SUPPLIES				
Invoice: 3380204315				223280	3380204315	06/02/2018	06/24/18		21.93	
				21.93	31011131 531100	EX/POCKET PORTS, NOTEPADS				
						EXEC - C/E SUPPLIES				
Invoice: 3380204595				223281	3380204595	06/02/2018	06/24/18		47.94	
				47.94	61011581 531100	PCD/WRIST CUSHION. PAPER				
						PCD - C/E ADMIN SUPPLIES				
Invoice: 3380204596				223282	3380204596	06/02/2018	06/24/18		49.43	
				49.43	61011581 531100	PCD/LAMIN. SHEETS, PAPER				
						PCD - C/E ADMIN SUPPLIES				
Invoice: 3380204597				223283	3380204597	06/02/2018	06/24/18		125.36	
				125.36	61011581 531100	PCD/ENG SCALE, BATTERIES, FOLDERS, LIFESAVERS				
						PCD - C/E ADMIN SUPPLIES				
						CHECK	347821	TOTAL:	1,440.45	
347822 06/27/2018 PRD	8971	CHRISTINE SUSUMI		223385	06/16/18	06/16/2018	06/24/18		150.00	
Invoice: 06/16/18				150.00	41625860 586000	RENTAL DEPOSIT RETURN				
						SC/COMMONS ROOM DEP-DISBURSEME				
						CHECK	347822	TOTAL:	150.00	
347823 06/27/2018 PRD	4819	THOMSON REUTERS - WE		223387	838332160	05/31/2018	06/24/18		531.62	
Invoice: 838332160				531.62	32011152 549100	LEGAL/MAY 2018 DATABASE CHARGES				
						LEGAL-C/E-DUES & SUBSCR SVCS				
						CHECK	347823	TOTAL:	531.62	
347824 06/27/2018 PRD	8243	CRANE & CRANE HOLDIN		223011	06/05/18	06/05/2018	06/24/18		25.00	
Invoice: 06/05/18				25.00	91111427 547900	PW/2.5Y YARDWASTE				
						GG-STREET-ROADSIDE-GARBAGE				
Invoice: 06/07/18				223012	06/07/18	06/07/2018	06/24/18		10.00	
				10.00	91011768 547900	PW/1Y YARDWASTE				
						GG-C/E-PARKS-GARBAGE				

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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										
				223013	06/01/18		06/01/2018		06/24/18	58.86
Invoice: 06/01/18							PW/2Y MULCH			
				58.86	91011768 547900		GG-C/E-PARKS-GARBAGE			
				223014	06/01/18-A		06/01/2018		06/24/18	15.00
Invoice: 06/01/18-A							PW/1.5Y YARDWASTE			
				15.00	91011768 547900		GG-C/E-PARKS-GARBAGE			
				223284	06/08/18		06/08/2018		06/24/18	15.00
Invoice: 06/08/18							PW/1.5Y YARDWASTE			
				15.00	91111427 547900		GG-STREET-ROADSIDE-GARBAGE			
				223412	06/15/18		06/15/2018		06/24/18	10.00
Invoice: 06/15/18							PW/1Y WOOD WASTE			
				10.00	91111427 547900		GG-STREET-ROADSIDE-GARBAGE			
				223413	06/14/18		06/14/2018		06/24/18	120.00
Invoice: 06/14/18							PW/12Y WOOD WASTE			
				120.00	91111427 547900		GG-STREET-ROADSIDE-GARBAGE			
				223414	06/13/18		06/13/2018		06/24/18	15.00
Invoice: 06/13/18							PW/1.5Y YARDWASTE			
				15.00	91111427 547900		GG-STREET-ROADSIDE-GARBAGE			
				223415	06/12/18		06/12/2018		06/24/18	15.00
Invoice: 06/12/18							PW/1.5Y YARDWASTE			
				15.00	91111427 547900		GG-STREET-ROADSIDE-GARBAGE			
				223416	05/31/18C		05/31/2018		06/24/18	-5.88
Invoice: 05/31/18C							PW/PAYMENT ERROR ADJUSTMENT			
				-5.88	91011768 547900		GG-C/E-PARKS-GARBAGE			
				223417	05/31/18-A-C		05/31/2018		06/24/18	-31.14
Invoice: 05/31/18-A-C							PW/PAYMENT ERROR ADJUSTMENT			
				-31.14	91011768 547900		GG-C/E-PARKS-GARBAGE			
									CHECK 347824 TOTAL:	246.84
347825	06/27/2018	PRTD	4929 TYLER TECHNOLOGIES I	223418	045-227653		06/06/2018		06/24/18	2,560.00
Invoice: 045-227653							IT/EXECUTIME IMPLEMENTATION			
				2,560.00	81011881 541100		IT - C/E PROF SERVICES			
									CHECK 347825 TOTAL:	2,560.00
347826	06/27/2018	PRTD	1152 USA BLUE BOOK	223285	587891		06/01/2018		06/24/18	231.32
Invoice: 587891							PW/5GAL HDPE JERRICAN			
				231.32	73411345 531100		OFFICE 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	347826	TOTAL:	231.32	
347827	06/27/2018	PRTD	553 UTILITIES UNDERGROUN	223286	8050104	05/31/2018		06/24/18	286.38	
Invoice: 8050104						PW/EXCAVATION NOTICES MAY 18				
						286.38	73637893	54110000393	O&M ALLOC-LOCATING SVCS	
						CHECK	347827	TOTAL:	286.38	
347828	06/27/2018	PRTD	605 WA ST AUDITOR'S OFFI	223395	L125650	06/12/2018		06/24/18	25,294.66	
Invoice: L125650						2017 AUDIT				
16,397.39						91011423	541100	FIN-C/E STATE AUDITOR		
1,623.56						91111433	541100	FIN-STREET-STATE AUDITOR		
862.29						91411341	541100	GG-WTR-ADM-PROF SVCS		
2,973.91						91421351	541100	GG-SWR-ADM-PROF SVCS		
1,596.78						91431383	541100	GG-SSWM-ADM-PROF SVCS		
920.36						91470148	541100	FIN-DEV-STATE AUDITOR		
920.37						91471148	541100	FIN-BLDG-STATE AUDITOR		
						CHECK	347828	TOTAL:	25,294.66	
347829	06/27/2018	PRTD	1945 WA ST DEPT LABOR & I	223390	228678	06/12/2018		06/24/18	129.00	
Invoice: 228678						PW/ANNUAL OPERATING CERTIF				
						129.00	73011183	549800	O&M-C/E-CH FAC-PERMITTS	
						CHECK	347829	TOTAL:	129.00	
347830	06/27/2018	PRTD	4439 WA ST DEPT OF LABOR	223287	297770	05/10/2018		06/24/18	349.50	
Invoice: 297770						PW/BIENNIAL INSPECTIONS				
93.20						73011183	549100	O&M-C/E-CH FAC-DUES/SUBSCRIP		
139.80						73011897	549100	O&M-C/E-PWYD FAC-DUES/SUBCRIP		
23.30						73011215	549100	O&M-C/E-POLICE FAC-LIC/MEMBERS		
46.60						73425358	549100	O&M-WWTP-DUES, SUBSCR		
46.60						73011755	549100	O&M-COMMONS-DUES/SUBSCR		
						CHECK	347830	TOTAL:	349.50	
347831	06/27/2018	PRTD	4104 WA ST FERRIES	223288	RK309346	05/31/2018		06/24/18	638.45	
Invoice: RK309346						MAY18 WAVE2GO FERRY CHARGES				
8.35						31011131	543100	EXEC-C/E-TRAVEL/MEALS/LODGING		
37.40						41011141	543100	FIN - C/E ADMIN TRAVEL EXPENSE		
530.25						51011211	543100	PD-C/E-ADM-TRAVEL/MEALS/LODGIN		
8.35						61011581	543100	PCD - C/E ADMIN TRAVEL EXPENSE		
16.70						72011321	543100	ENG - C/E ADMIN TRAVEL EXPENSE		
37.40						73011189	543100	O&M-FAC-TRAVEL/MEALS/LODGING		

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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	347831	TOTAL:	638.45					
347832	06/27/2018	PRTD	952 WASHINGTON STATE PAT	223289	I18008192	06/06/2018		06/24/18	60.00									
Invoice: I18008192					MAY18 BACKGROUND CHECKS													
60.00 41654861 586100					AGENCY DISBURSEMENTS													
										CHECK	347832	TOTAL:	60.00					
347833	06/27/2018	PRTD	7551 WASHINGTON TRACTOR I	223290	1579021	06/01/2018		06/24/18	987.41									
Invoice: 1579021					PW/PARTS FOR MOWER 225													
987.41 73637958 531100					ROADSIDE MOWER ALLOC-SUPPLIES													
					223291 1569210		05/24/2018		70.67									
Invoice: 1569210					PW/PARTS													
70.67 73011483 531100					O&M-C/E-MECH SHOP-SUPPLIES													
					223292 1584268		06/06/2018		301.42									
Invoice: 1584268					PW/PARTS FOR MOWER 225													
301.42 73637958 531100					ROADSIDE MOWER ALLOC-SUPPLIES													
										CHECK	347833	TOTAL:	1,359.50					
347834	06/27/2018	PRTD	8681 WBR HOLDINGS	223293	06/07/18	06/07/2018		06/24/18	981.00									
Invoice: 06/07/18					EX/WFP DOCK OPENING: ICE CREAM													
981.00 31011572 531100					EXEC-C/E-OUTREACH-SUPPLIES													
										CHECK	347834	TOTAL:	981.00					
347835	06/27/2018	PRTD	8390 WEST HILLS FORD MAZD	223294	103532	05/16/2018		06/24/18	528.93									
Invoice: 103532					POL/PARTS FOR 214													
528.93 53011212 531100					PD-C/E-PATROL SUPPLIES													
										CHECK	347835	TOTAL:	528.93					
347836	06/27/2018	PRTD	499 WESTBAY AUTO PARTS I	223295	364963	06/01/2018		06/24/18	50.97									
Invoice: 364963					PW/DETAILER SPRAY													
50.97 73638935 531100					O&M-STD ALLOCATION-SUPPLIES													
					223296 364484		05/30/2018		19.64									
Invoice: 364484					POL/RELAYS													
19.64 53011212 531100					PD-C/E-PATROL SUPPLIES													
					223297 362620		05/23/2018		12.11									
Invoice: 362620					PW/PRIMER BULB KIT													
12.11 73638935 531100					O&M-STD ALLOCATION-SUPPLIES													
					223299 359287		05/11/2018		46.67									

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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: 359287			46.67	73638935 531100	PW/SWITCHES O&M-STD ALLOCATION-SUPPLIES			
			223300	362549	05/23/2018	06/24/18		85.88
Invoice: 362549			3.93	990 141100	PW/BUE DEF, OIL FILTER MERCHANDISE			
			81.95	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
			223301	362129	05/22/2018	06/24/18		88.68
Invoice: 362129			44.43	990 141100	PW/OIL & FUEL FILTERS, DETAIL SPRAY MERCHANDISE			
			44.25	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
			223302	361041	05/17/2018	06/24/18		6.80
Invoice: 361041			6.80	73638935 531100	PW/GAS CAP O&M-STD ALLOCATION-SUPPLIES			
			223303	360162	05/15/2018	06/24/18		25.48
Invoice: 360162			25.48	73638935 531100	PW/DETAIL SPRAY O&M-STD ALLOCATION-SUPPLIES			
			223304	359703	05/14/2018	06/24/18		23.57
Invoice: 359703			5.89	73111423 531100	PW/MUD FLAPS OFFICE SUPPLIES			
			5.89	73111427 531100	OFFICE SUPPLIES			
			11.79	73111423 531100	OFFICE SUPPLIES			
			223305	356727	05/03/2018	06/24/18		33.14
Invoice: 356727			4.19	990 141100	PW/FUEL FILTER, SPARK PLUG, COPPER CORE MERCHANDISE			
			28.95	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
							CHECK 347836 TOTAL:	392.94
347837	06/27/2018	PRTD 5128 WHITNEY EQUIPMENT CO	223421	85976	06/12/2018	06/24/18		39,696.42
Invoice: 85976			VILLAGE PUMP STATION EQUIPMENT					
			39,696.42	72423434 66300000782	VILLAGE PUMP STATION-CONSTR			
							CHECK 347837 TOTAL:	39,696.42
347838	06/27/2018	PRTD 7760 WING POINT GOLF & CO	223392	06/07/18	06/07/2018	06/24/18		1,800.00
Invoice: 06/07/18			EX/ECON. DEV PLANNING					
			1,800.00	31011586 54110000297	EXEC-C/E-ECON DEV PLANNING			
							CHECK 347838 TOTAL:	1,800.00

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NUMBER OF CHECKS 103 *** CASH ACCOUNT TOTAL *** 256,487.12

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	103	256,487.12

*** GRAND TOTAL *** 256,487.12

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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC		
2018 6 261								
APP 402-213000	06/21/2018	06/24/18	062718			ACCOUNTS PAYABLE	54,636.88	
						AP CASH DISBURSEMENTS JOURNAL		
APP 635-111100	06/21/2018	06/24/18	062718			CASH		256,487.12
						AP CASH DISBURSEMENTS JOURNAL		
APP 001-213000	06/21/2018	06/24/18	062718			GENERAL - ACCOUNTS PAYABLE	83,560.92	
						AP CASH DISBURSEMENTS JOURNAL		
APP 401-213000	06/21/2018	06/24/18	062718			ACCOUNTS PAYABLE	18,816.66	
						AP CASH DISBURSEMENTS JOURNAL		
APP 101-213000	06/21/2018	06/24/18	062718			STREETS - ACCOUNTS PAYABLE	12,608.21	
						AP CASH DISBURSEMENTS JOURNAL		
APP 403-213000	06/21/2018	06/24/18	062718			ACCOUNTS PAYABLE	7,207.32	
						AP CASH DISBURSEMENTS JOURNAL		
APP 901-213000	06/21/2018	06/24/18	062718			ACCOUNTS PAYABLE	3,151.16	
						AP CASH DISBURSEMENTS JOURNAL		
APP 631-213000	06/21/2018	06/24/18	062718			ACCOUNTS PAYABLE	8,496.30	
						AP CASH DISBURSEMENTS JOURNAL		
APP 650-213000	06/21/2018	06/24/18	062718			ACCOUNTS PAYABLE	1,413.04	
						AP CASH DISBURSEMENTS JOURNAL		
APP 407-213000	06/21/2018	06/24/18	062718			ACCOUNTS PAYABLE	17,784.08	
						AP CASH DISBURSEMENTS JOURNAL		
APP 301-213000	06/21/2018	06/24/18	062718			ACCOUNTS PAYABLE	24,212.55	
						AP CASH DISBURSEMENTS JOURNAL		
APP 622-213000	06/21/2018	06/24/18	062718			ACCOUNTS PAYABLE	24,600.00	
						AP CASH DISBURSEMENTS JOURNAL		
GENERAL LEDGER TOTAL							256,487.12	256,487.12
APP 631-130000	06/21/2018	06/24/18	062718			DUE TO/FROM CLEARING	247,990.82	
APP 402-130000	06/21/2018	06/24/18	062718			DUE TO/FROM CLEARING		54,636.88
APP 001-130000	06/21/2018	06/24/18	062718			GENERAL - DUE TO/FROM CLEARING		83,560.92
APP 401-130000	06/21/2018	06/24/18	062718			DUE TO/FROM CLEARING		18,816.66
APP 101-130000	06/21/2018	06/24/18	062718			STREETS - DUE TO/FROM CLEARING		12,608.21
APP 403-130000	06/21/2018	06/24/18	062718			DUE TO/FROM CLEARING		7,207.32
APP 901-130000	06/21/2018	06/24/18	062718			DUE TO/FROM CLEARING		3,151.16
APP 650-130000	06/21/2018	06/24/18	062718			DUE TO/FROM CLEARING		1,413.04
APP 407-130000	06/21/2018	06/24/18	062718			DUE TO/FROM CLEARING		17,784.08
APP 301-130000	06/21/2018	06/24/18	062718			DUE TO/FROM CLEARING		24,212.55

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
06/21/2018	06/24/18	062718							
APP 622-130000						DUE TO/FROM CLEARING			24,600.00
06/21/2018	06/24/18	062718							
						SYSTEM GENERATED ENTRIES TOTAL		247,990.82	247,990.82
						JOURNAL 2018/06/261	TOTAL	504,477.94	504,477.94

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2018 6	261	06/21/2018		
001-130000			GENERAL - DUE TO/FROM CLEARING		83,560.92
001-213000			GENERAL - ACCOUNTS PAYABLE	83,560.92	
			FUND TOTAL	83,560.92	83,560.92
101 STREET FUND	2018 6	261	06/21/2018		
101-130000			STREETS - DUE TO/FROM CLEARING		12,608.21
101-213000			STREETS - ACCOUNTS PAYABLE	12,608.21	
			FUND TOTAL	12,608.21	12,608.21
301 CAPITAL CONSTRUCTION FUND	2018 6	261	06/21/2018		
301-130000			DUE TO/FROM CLEARING		24,212.55
301-213000			ACCOUNTS PAYABLE	24,212.55	
			FUND TOTAL	24,212.55	24,212.55
401 WATER OPERATING FUND	2018 6	261	06/21/2018		
401-130000			DUE TO/FROM CLEARING		18,816.66
401-213000			ACCOUNTS PAYABLE	18,816.66	
			FUND TOTAL	18,816.66	18,816.66
402 SEWER OPERATING FUND	2018 6	261	06/21/2018		
402-130000			DUE TO/FROM CLEARING		54,636.88
402-213000			ACCOUNTS PAYABLE	54,636.88	
			FUND TOTAL	54,636.88	54,636.88
403 STORM & SURFACE WATER FUND	2018 6	261	06/21/2018		
403-130000			DUE TO/FROM CLEARING		7,207.32
403-213000			ACCOUNTS PAYABLE	7,207.32	
			FUND TOTAL	7,207.32	7,207.32
407 BUILDING & DEVELOPMENT FUND	2018 6	261	06/21/2018		
407-130000			DUE TO/FROM CLEARING		17,784.08
407-213000			ACCOUNTS PAYABLE	17,784.08	
			FUND TOTAL	17,784.08	17,784.08
622 EXPENDABLE TRUST FUND	2018 6	261	06/21/2018		
622-130000			DUE TO/FROM CLEARING		24,600.00
622-213000			ACCOUNTS PAYABLE	24,600.00	
			FUND TOTAL	24,600.00	24,600.00
631 CLEARING FUND	2018 6	261	06/21/2018		

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FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
631-130000				DUE TO/FROM CLEARING	247,990.82	
631-213000				ACCOUNTS PAYABLE	8,496.30	
635-111100				CASH		256,487.12
				FUND TOTAL	256,487.12	256,487.12
650 AGENCY FUND	2018 6	261	06/21/2018			
650-130000				DUE TO/FROM CLEARING		1,413.04
650-213000				ACCOUNTS PAYABLE	1,413.04	
				FUND TOTAL	1,413.04	1,413.04
901 CITY-WIDE REPORTING FUND	2018 6	261	06/21/2018			
901-130000				DUE TO/FROM CLEARING		3,151.16
901-213000				ACCOUNTS PAYABLE	3,151.16	
				FUND TOTAL	3,151.16	3,151.16

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FUND		DUE TO	DUE FROM
			83,560.92
001	GENERAL FUND		12,608.21
101	STREET FUND		24,212.55
301	CAPITAL CONSTRUCTION FUND		18,816.66
401	WATER OPERATING FUND		54,636.88
402	SEWER OPERATING FUND		7,207.32
403	STORM & SURFACE WATER FUND		17,784.08
407	BUILDING & DEVELOPMENT FUND		24,600.00
622	EXPENDABLE TRUST FUND	247,990.82	
631	CLEARING FUND		1,413.04
650	AGENCY FUND		3,151.16
901	CITY-WIDE REPORTING FUND		
TOTAL		247,990.82	247,990.82

** END OF REPORT - Generated by Carrie L. Christianson **

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 (cc) 6/21/18

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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			
347839	06/27/2018	PRTD 5 ACE HARDWARE	223310	70128	06/18/2018	062418		18.51
	Invoice: 70128		18.51	51011191 531100	POL/ITEMS FOR PHOTOGRAPHY CLASS/COOPER			
					PD-C/E-PROP RM-SUPPLIES			
					CHECK	347839 TOTAL:		18.51
347840	06/27/2018	PRTD 7994 PENINSULA SERVICES	223313	70131	06/18/2018	21800008 062418		64.00
	Invoice: 70131		64.00	51011211 541100	POL/MOBILE SHREDDING			
					PD-C/E-ADM-PROF SVCS			
					CHECK	347840 TOTAL:		64.00
347841	06/27/2018	PRTD 55 SOUND PUBLISHING, IN	223330	70148	06/18/2018	062418		88.75
	Invoice: 70148		88.75	51011191 544000	POL/CLASSIFIED/PROP ROOM			
					PD-C/E-PROP RM-ADVERTISING			
					CHECK	347841 TOTAL:		88.75
347842	06/27/2018	PRTD 7179 BAINBRIDGE YOUTH SER	223309	70127	06/18/2018	062418		25.00
	Invoice: 70127		25.00	01132 321300	REFUND - EVENT PERMIT			
					GF-FIREWORKS/SPEC EVENT PERMIT			
					CHECK	347842 TOTAL:		25.00
347843	06/27/2018	PRTD 7870 CLASSIC CYCLE, INC	223314	70132	06/18/2018	062418		141.67
	Invoice: 70132		141.67	53011212 520000	POL/BIKE GEAR/MCCARTY			
					POLICE - C/E PATROL BENEFITS			
			223315	70133	06/18/2018	062418		191.82
	Invoice: 70133		191.82	53011212 520000	POL/BICYCLE GEAR/NORTON			
					POLICE - C/E PATROL BENEFITS			
					CHECK	347843 TOTAL:		333.49
347844	06/27/2018	PRTD 8226 CROSS MATCH TECHNOLO	223345	70162	06/18/2018	062418		1,265.27
	Invoice: 70162		1,265.27	51011215 548500	POL/ANNUAL LIVESCAN MAINT			
					POLICE - C/E FACIL COMP MAINT			
					CHECK	347844 TOTAL:		1,265.27
347845	06/27/2018	PRTD 6363 LN CURTIS & SONS	223317	70135	06/18/2018	062418		150.42
	Invoice: 70135		150.42	53011212 531100	POL/EXTERNAL POUCHES			
					PD-C/E-PATROL SUPPLIES			
			223318	70136	06/18/2018	062418		23.98
	Invoice: 70136				POL/EXTERNAL POUCH			

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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					
							23.98	53011212	531100	PD-C/E-PATROL SUPPLIES		
										CHECK	347845 TOTAL:	174.40
347846	06/27/2018	PRTD	7510	EXPERIAN	223346	70163	06/18/2018 21800001 062418				92.88	
Invoice: 70163							POL/INFORMATION SERVICES					
							92.88	52011212	549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH		
										CHECK	347846 TOTAL:	92.88
347847	06/27/2018	PRTD	212	FABRICARE 02 - PLANT	223319	70137	06/18/2018 062418				386.26	
Invoice: 70137							POL/UNIFORM CLEANING					
							55.08	51011211	520000	PD-C/E ADMIN-BENEFITS		
							209.20	52011212	520000	POLICE - C/E INVEST BENEFITS		
							121.98	53011212	520000	POLICE - C/E PATROL BENEFITS		
										CHECK	347847 TOTAL:	386.26
347848	06/27/2018	PRTD	8968	BAINBRIDGE FIREWORKS	223342	70160	06/18/2018 062418				25.00	
Invoice: 70160							POL/SPECIAL EVENT REFUND					
							25.00	01132	321300	GF-FIREWORKS/SPEC EVENT PERMIT		
										CHECK	347848 TOTAL:	25.00
347849	06/27/2018	PRTD	1517	GUARDIAN SECURITY SY	223320	70138	06/18/2018 21800002 062418				239.00	
Invoice: 70138							POL/ALARM MONITORING					
							239.00	51011215	541100	POLICE - C/E FACIL PROF SVCS		
										CHECK	347849 TOTAL:	239.00
347850	06/27/2018	PRTD	338	KITSAP COUNTY SHERIF	223333	70151	06/18/2018 062418				16,152.28	
Invoice: 70151							POL/PRISONER MEDICAL					
							16,152.28	51011236	541100	PD-C/E-PRIS DETENTION-PROF SVC		
										CHECK	347850 TOTAL:	16,152.28
347851	06/27/2018	PRTD	338	KITSAP COUNTY CORREC	223322	70140	06/18/2018 062418				3,412.10	
Invoice: 70140							POL/PRISONER BOARD					
							3,412.10	51011236	551000	POLICE - C/E PRISONER DETENT'N		
										CHECK	347851 TOTAL:	3,412.10
347852	06/27/2018	PRTD	4168	KITSAP COUNTY SHERIF	223321	70139	06/18/2018 062418				276.52	
Invoice: 70139							POL/EVOC TRAINING X6					
							276.52	53011212	443410	POLICE - C/E PATROL TRAINING		

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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										
CHECK 347852 TOTAL:										276.52
347853	06/27/2018	PRTD	5011 LEXISNEXIS RISK SOLU	223323	70141	06/18/2018 21800010 062418				54.50
Invoice: 70141						POL/INFORMATION SERVICES				
54.50 52011212 549100						PD-C/E-INV-DUES/SUBSCR/MEMBRSH				
CHECK 347853 TOTAL:										54.50
347854	06/27/2018	PRTD	4111 OLYMPIC SPRINGS INC	223327	70145	06/18/2018 21800012 062418				88.84
Invoice: 70145						POL/PURIFIED WATER				
88.84 51011215 531100						POLICE - C/E FACIL SUPPLIES				
CHECK 347854 TOTAL:										88.84
347855	06/27/2018	PRTD	7925 OMNIPARK, INC	223328	70146	06/18/2018 21800006 062418				379.32
Invoice: 70146						POL/PARKING SYSTEM SUPPORT				
379.32 51011215 548500						POLICE - C/E FACIL COMP MAINT				
CHECK 347855 TOTAL:										379.32
347856	06/27/2018	PRTD	8286 SUPERINTENDENT OF P	223324	70142	06/18/2018 062418				258.00
Invoice: 70142						POL/FINGERPRINTING				
258.00 65438 386110						AGENCY-FINGERPRINT REV TO SPI				
347856	06/27/2018	PRTD		223325	70143	06/18/2018 062418				215.00
Invoice: 70143						POL/FINGERPRINTING				
215.00 65438 386110						AGENCY-FINGERPRINT REV TO SPI				
347856	06/27/2018	PRTD		223326	70144	06/18/2018 062418				86.00
Invoice: 70144						POL/FINGERPRINTING				
86.00 65438 386110						AGENCY-FINGERPRINT REV TO SPI				
CHECK 347856 TOTAL:										559.00
347857	06/27/2018	PRTD	8745 RELIABLE STORAGE BAI	223329	70147	06/18/2018 21800004 062418				213.00
Invoice: 70147						POL/STORAGE UNIT RENTAL C34				
213.00 53011212 545000						POLICE - C/E PATROL RENTS				
CHECK 347857 TOTAL:										213.00
347858	06/27/2018	PRTD	7193 <u>EVERGREEN BOAT TRANS</u>	223331	70149	06/18/2018 062418				1,956.72
Invoice: 70149						POL/HARBOR/BOAT DEMO				
1,956.72 55011757 541100						PD-HARBORMASTER-PROF SVCS				

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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							
												CHECK 347858 TOTAL: 1,956.72	
347859	06/27/2018	PRTD	8738 SPEAKWRITE, LLC	223332	70150	06/18/2018	062418						78.00
Invoice: 70150				78.00	52011212 541100	POL/TRANSCRIPTION SERVICES POLICE - C/E INVEST PROF SVCS						78.00	
												CHECK 347859 TOTAL: 78.00	
347860	06/27/2018	PRTD	2467 STAPLES ADVANTAGE	223334	70152	06/18/2018	062418						67.48
Invoice: 70152				67.48	51011191 531100	POL/BUTCHER PAPER PD-C/E-PROP RM-SUPPLIES						39.56	
Invoice: 70153				39.56	51011211 531100	POL/COPY PAPER PD-C/E-ADM-SUPPLIES						18.52	
Invoice: 70154				18.52	51011211 531100	POL/SLASH JACKETS PD-C/E-ADM-SUPPLIES						282.24	
Invoice: 70155				282.24	51011211 531100	POL/PENS, TONER, BACKUP DRIVE PD-C/E-ADM-SUPPLIES						407.80	
												CHECK 347860 TOTAL: 407.80	
347861	06/27/2018	PRTD	2122 STERICYCLE INC	223338	70156	06/18/2018	21800007 062418						10.36
Invoice: 70156				10.36	51011211 541100	POL/BIOHAZARD DISPOSAL PD-C/E-ADM-PROF SVCS						10.36	
												CHECK 347861 TOTAL: 10.36	
347862	06/27/2018	PRTD	8970 PHILIP TOOHEY	223344	70161	06/18/2018	062418						25.00
Invoice: 70161				25.00	01132 321300	POL/SPECIAL EVENT REFUND GF-FIREWORKS/SPEC EVENT PERMIT						25.00	
												CHECK 347862 TOTAL: 25.00	
347863	06/27/2018	PRTD	4010 WA ASSOC OF SHERIFFS	223339	70157	06/18/2018	062418						300.00
Invoice: 70157				300.00	51011214 443410	POL/SPRING CONF/HAMNER PD-C/E-ADMIN-TRAINING						300.00	
												CHECK 347863 TOTAL: 300.00	

NUMBER OF CHECKS	25	*** CASH ACCOUNT TOTAL ***	26,626.00
		COUNT	AMOUNT
		-----	-----
TOTAL PRINTED CHECKS	25		26,626.00
		*** GRAND TOTAL ***	26,626.00

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT					LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3				
2018 6 262					GENERAL - ACCOUNTS PAYABLE		26,067.00	
APP 001-213000					AP CASH DISBURSEMENTS JOURNAL			26,626.00
06/27/2018 062418		062718			CASH			
APP 635-111100					AP CASH DISBURSEMENTS JOURNAL		559.00	
06/27/2018 062418		062718			ACCOUNTS PAYABLE			
APP 650-213000					AP CASH DISBURSEMENTS JOURNAL			
06/27/2018 062418		062718						
GENERAL LEDGER TOTAL							26,626.00	26,626.00
DUE TO/FROM CLEARING							26,626.00	
APP 631-130000								26,067.00
06/27/2018 062418		062718			GENERAL - DUE TO/FROM CLEARING			
APP 001-130000								559.00
06/27/2018 062418		062718			DUE TO/FROM CLEARING			
APP 650-130000								
06/27/2018 062418		062718						
SYSTEM GENERATED ENTRIES TOTAL							26,626.00	26,626.00
JOURNAL 2018/06/262 TOTAL							53,252.00	53,252.00

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JOURNAL ENTRIES TO BE CREATED

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FUND		YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT		ACCOUNT DESCRIPTION					
001	GENERAL FUND	2018	6	262	06/27/2018		26,067.00
	001-130000				GENERAL - DUE TO/FROM CLEARING	26,067.00	
	001-213000				GENERAL - ACCOUNTS PAYABLE		
FUND TOTAL						26,067.00	26,067.00
631	CLEARING FUND	2018	6	262	06/27/2018	26,626.00	
	631-130000				DUE TO/FROM CLEARING		26,626.00
	635-111100				CASH		
FUND TOTAL						26,626.00	26,626.00
650	AGENCY FUND	2018	6	262	06/27/2018		559.00
	650-130000				DUE TO/FROM CLEARING	559.00	
	650-213000				ACCOUNTS PAYABLE		
FUND TOTAL						559.00	559.00

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FUND		DUE TO	DUE FROM
			26,067.00
001	GENERAL FUND	26,626.00	
631	CLEARING FUND		559.00
650	AGENCY FUND		
TOTAL		26,626.00	26,626.00

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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			
347864	06/27/2018	PRTD	8962 GURZA, ROBERTO & KEL	222848 69697	06/07/2018		06/17/18	245.68
Invoice: 69697					UB 11926 9462 CAPSTAN DRIVE NE			
				245.68 411	122100	WATER ACCOUNTS RECEIVABLE		
							CHECK 347864 TOTAL:	245.68
347865	06/27/2018	PRTD	8961 HUTCHINS, JOHN & JAC	222847 69696	06/07/2018		06/17/18	52.07
Invoice: 69696					UB 11751 714 TIFFANY MEADOWS DR NE			
				52.07 411	122100	WATER ACCOUNTS RECEIVABLE		
							CHECK 347865 TOTAL:	52.07
347866	06/27/2018	PRTD	8930 RTCB LLC	222846 69695	06/07/2018		06/17/18	149.60
Invoice: 69695					UB 13056 4890 DOTSON LOOP			
				149.60 421	122100	SEWER ACCOUNTS RECEIVABLE		
							CHECK 347866 TOTAL:	149.60
NUMBER OF CHECKS 3					*** CASH ACCOUNT TOTAL ***			
					COUNT	AMOUNT		
					3	447.35		
TOTAL PRINTED CHECKS								
								*** GRAND TOTAL ***
								447.35

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CLERK: cchristianson

YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT					LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3				
2018 6 263					ACCOUNTS PAYABLE		297.75	
APP 401-213000					AP CASH DISBURSEMENTS JOURNAL			447.35
06/27/2018 06/17/18		062718			CASH			
APP 635-111100					AP CASH DISBURSEMENTS JOURNAL		149.60	
06/27/2018 06/17/18		062718			ACCOUNTS PAYABLE			
APP 402-213000					AP CASH DISBURSEMENTS JOURNAL			
06/27/2018 06/17/18		062718					447.35	447.35
					GENERAL LEDGER TOTAL			
							447.35	
					DUE TO/FROM CLEARING			297.75
APP 631-130000					DUE TO/FROM CLEARING			149.60
06/27/2018 06/17/18		062718			DUE TO/FROM CLEARING			
APP 401-130000							447.35	447.35
06/27/2018 06/17/18		062718			SYSTEM GENERATED ENTRIES TOTAL			
APP 402-130000							894.70	894.70
06/27/2018 06/17/18		062718			JOURNAL 2018/06/263 TOTAL			
							894.70	894.70

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				DEBIT	CREDIT
FUND	YEAR PER	JNL	EFF DATE		
ACCOUNT				ACCOUNT DESCRIPTION	
401 WATER OPERATING FUND	2018 6	263	06/27/2018		297.75
401-130000				DUE TO/FROM CLEARING	297.75
401-213000				ACCOUNTS PAYABLE	
				FUND TOTAL	297.75
402 SEWER OPERATING FUND	2018 6	263	06/27/2018		149.60
402-130000				DUE TO/FROM CLEARING	149.60
402-213000				ACCOUNTS PAYABLE	
				FUND TOTAL	149.60
631 CLEARING FUND	2018 6	263	06/27/2018		
631-130000				DUE TO/FROM CLEARING	447.35
635-111100				CASH	
				FUND TOTAL	447.35

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
			297.75
401	WATER OPERATING FUND		149.60
402	SEWER OPERATING FUND	447.35	
631	CLEARING FUND		
TOTAL		447.35	447.35

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

347867	06/27/2018	PRTD	7193 SOUTH PARK MARINA LL 223331	06/06/18	06/06/2018	062418	1,956.72
Invoice: 06/06/18				POL/BOAT DEMO			
				1,956.72 55011757 54110000159 PD-DERELICT VES-DISPOSAL SVCS			

CHECK 347867 TOTAL: 1,956.72

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 1,956.72

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	1,956.72

*** GRAND TOTAL *** 1,956.72

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CLERK: cchristianson

YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
EFF DATE								
2018 6 267					GENERAL - ACCOUNTS PAYABLE		1,956.72	
APP 001-213000					AP CASH DISBURSEMENTS JOURNAL			1,956.72
06/21/2018 062418		062718			CASH			
APP 635-111100					AP CASH DISBURSEMENTS JOURNAL			
06/21/2018 062418		062718						
					GENERAL LEDGER TOTAL		1,956.72	1,956.72
					DUE TO/FROM CLEARING		1,956.72	
APP 631-130000								1,956.72
06/21/2018 062418		062718			GENERAL - DUE TO/FROM CLEARING			
APP 001-130000								
06/21/2018 062418		062718						
					SYSTEM GENERATED ENTRIES TOTAL		1,956.72	1,956.72
					JOURNAL 2018/06/267 TOTAL		3,913.44	3,913.44

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FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001	GENERAL FUND	2018	6	267	06/21/2018			
	001-130000					GENERAL - DUE TO/FROM CLEARING	1,956.72	1,956.72
	001-213000					GENERAL - ACCOUNTS PAYABLE		
						FUND TOTAL	1,956.72	1,956.72
631	CLEARING FUND	2018	6	267	06/21/2018			
	631-130000					DUE TO/FROM CLEARING	1,956.72	1,956.72
	635-111100					CASH		
						FUND TOTAL	1,956.72	1,956.72

FUND		DUE TO	DUE FROM
			1,956.72
001	GENERAL FUND	1,956.72	
631	CLEARING FUND		
TOTAL		1,956.72	1,956.72

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City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Special City Council Meeting Minutes, June 5, 2018 (Pg. 203)	Date: 6/26/2018
Agenda Item: CONSENT AGENDA - 9:25 PM	Bill No.: 18-108
Proposed By: City Clerk	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

Approve with Consent Agenda.

ATTACHMENTS:

Description	Type
CCMIN 060518 SPECIAL	Backup Material



SPECIAL CITY COUNCIL MEETING
TUESDAY, JUNE 5, 2018

MEETING MINUTES

1. CALL TO ORDER

Mayor Medina called the special City Council meeting to order at 6:14 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Blossom, and Councilmembers Deets, Nassar, Peltier, Schneider and Tirman were present.

2. EXECUTIVE SESSION

A. Council adjourned to the Planning Conference Room pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

3. ADJOURNMENT

Council returned from Executive Session at 6:58 p.m., and Mayor Medina adjourned the special City Council meeting.

Kol Medina, Mayor

Christine Brown, City Clerk

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Regular City Council Study Session Meeting Minutes, June 5, 2018 (Pg. 205)	Date: 6/26/2018
Agenda Item: CONSENT AGENDA - 9:25 PM	Bill No.: 18-108
Proposed By: City Clerk	Referrals(s):

BUDGET INFORMATION

Department: City Clerk	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

Approve with Consent Agenda.

ATTACHMENTS:

Description	Type
CCMIN 060518 STUDY SESSION	Backup Material



CITY COUNCIL STUDY SESSION
TUESDAY, JUNE 5, 2018

MEETING MINUTES

1. CALL TO ORDER/ROLL CALL

Mayor Medina called the City Council meeting to order at 7:01 p.m. in Council Chambers.

Deputy Mayor Blossom, Mayor Medina, and Councilmembers Deets, Nassar, Peltier, Schneider and Tirman were present.

2. AGENDA APPROVAL OR MODIFICATION/CONFLICT OF INTEREST DISCLOSURE

Deputy Mayor Blossom asked to add a Legacy Tree Ordinance under New Business. Councilmember Peltier moved and Councilmember Nassar seconded to approve the agenda as amended. The motion passed by unanimous consent. There were no conflict of interest disclosures.

3. MAYOR'S REPORT – 7:02 PM

Mayor Medina proposed holding a joint land use training session with Design Review Board, City Council and the Planning Commission on June 20, 2018.

4. PRESENTATION(S)

A. Report from Kitsap Economic Development Alliance (KEDA) – Mayor Medina 7:06 PM

John Powers provided an update to the Council on KEDA's 2018 activities to date.

5. UNFINISHED BUSINESS

A. Discussion on Homelessness, AB 18-089 – Mayor Medina 7:26 PM

Mayor Medina introduced the agenda item. Council discussed the topic with Kirsten Jewell from Kitsap County Housing Solutions Center, Phaedra Elliott from Housing Resources Bainbridge, and Maria Metzler from Helpline House.

B. Infrastructure Ballot Measure Task Force Non-Motorized Recommendations, AB 17-032 – City Council 7:58 PM

City Manager Schulze introduced the agenda item and described the process to put a measure on the ballot in November. Demi Allen, Chair of Infrastructure Ballot Measure Task Force Subcommittee on Non-Motorized Transportation, provided a presentation on their recommendations. Council's consensus was for staff to come back with an ordinance for further discussion on June 19, 2018 to place a proposition on the November 2018 ballot to fund transportation safety improvements as recommended by the Infrastructure Ballot Measure Task Force. Council specified that the project percentages should be targets rather than exact numbers, and environmental impacts should be considered.

C. Update on Moratorium Workplan, AB 18-021 – Planning 9:04 PM

Senior Planner Carr provided an update to Council on the moratorium workplan, including discussions with Design Review Board and Planning Commission on land use review procedures and decision-making authority, revision of subdivision standards, design guidelines framework, integration of the Critical Areas Ordinance and the Shoreline Master Program, and the Affordable Housing Task Force recommendations.

6. NEW BUSINESS

A. Proposed Options for Vincent Road Digester/Composter, AB 18-097 – Executive 9:34 PM

Deputy City Manager Smith provided a presentation on proposed options for a Vincent Road Digester/Composter. Karen Brubeck and Heather Mulligan, Puget Sound Energy, provided information on the proposed project. Michael Smith, Impact Bioenergy, provided a presentation on anaerobic digestion. Deputy City Manager Smith summarized proposed next steps. Council's consensus was to proceed and discuss the project within 2019-2020 budget development.

B. Legacy Tree Ordinance – Executive 9:59 PM [Added]

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

MOTION: I move to authorize the City Manager to deliver a draft ordinance to the City Council for consideration.

Timman/Peltier: The motion carried 5-1 with Deputy Mayor Blossom voting against and Councilmember Schneider abstaining.

7. REVIEW UPCOMING COUNCIL MEETING AGENDAS - 10:15 PM

A. Council Calendar

Mayor Medina reviewed the upcoming calendar. Council's consensus was to start the remaining meetings in June at 6:00 p.m. Council agreed to postpone the initiative and referendum item to a July meeting.

8. FOR THE GOOD OF THE ORDER - 10:30 PM

9. ADJOURNMENT

Mayor Medina adjourned the meeting at 10:32 p.m.

Kol Medina, Mayor

Christine Brown, City Clerk

City of Bainbridge Island City Council Agenda Bill



PROCESS INFORMATION

Subject: Special City Council Meeting Minutes, June 12, 2018 (Pg. 210)	Date: 6/26/2018
Agenda Item: CONSENT AGENDA - 9:25 PM	Bill No.: 18-108
Proposed By:	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

ATTACHMENTS:

Description	Type
CCMIN 061218 SPECIAL	Backup Material



SPECIAL CITY COUNCIL MEETING
TUESDAY, JUNE 12, 2018

MEETING MINUTES

1. CALL TO ORDER/ROLL CALL

Mayor Medina called the special City Council meeting to order at 6:02 p.m. in Council Chambers.

Mayor Medina, and Councilmembers Deets, Nassar, Peltier, Schneider and Tirman were present. Deputy Mayor Blossom arrived at 6:03 p.m.

2. AGENDA APPROVAL OR MODIFICATION/CONFLICT OF INTEREST DISCLOSURE

Councilmember Peltier moved and Councilmember Nassar seconded to approve the agenda as presented. The motion was approved by unanimous consent. There were no conflict of interest disclosures.

3. UNFINISHED BUSINESS

A. Cost Allocation Manual Review and Approval, AB 18-062 – Finance 6:04 PM

Finance Director Schroer provided a presentation on the Cost Allocation Manual.

MOTION: I move that the Council affirm the cost allocation methodology as documented in the attached Cost Allocation Manual.

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

4. NEW BUSINESS

A. Ordinance No. 2018-21 Amending Chapter 5 of the Bainbridge Island Municipal Code Related to Business Licenses, AB 18-102 – Finance 6:16 PM

Finance Director Schroer introduced the ordinance.

MOTION: I move to forward Ordinance No. 2018-21, amending Chapter 5 of the Bainbridge Island Municipal Code, for approval with the June 26, 2018, Consent Agenda.

Nassar/Peltier: The motion was approved by unanimous consent.

B. Review Draft Request for Proposals for 2019 Lodging Tax Advisory Committee, AB 18-100 – Councilmembers Tirman and Nassar 6:21 PM

Deputy City Manager Smith provided a presentation on the draft Request for Proposals for 2019 Lodging Tax Projects. Council's consensus was to pursue a City proposal regarding wayfinding signs.

Public Comment

Brandon Fouts spoke against wayfinding signs.

MOTION: I move to forward this Request for Proposals for 2019 Lodging Tax Projects to the Consent Agenda for approval on June 26, 2018.

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

C. Professional Services Agreement for City Hall HVAC System Software Upgrade, AB 18-105 – Public Works 6:35 PM

Public Works Director Loveless introduced the agreement.

MOTION: I move to forward the Agreement for Professional Services for the City Hall HVAC System Software Upgrade in the amount of \$104,173 for approval with the June 26, 2018, Consent Agenda.

Blossom/Nassar: The motion was approved by unanimous consent.

D. Resolution No. 2018-19 Regarding KKOL 50 kW Transmitter, AB 18-106 – Executive 6:39 PM

City Manager Schulze introduced the agenda item. Councilmember Peltier read the resolution.

Public Comment

Richard Grant spoke about health concerns and recommended an expert witness.

Malcolm Gander spoke against the transmitter.

A citizen inquired about standing to make a formal complaint.

Rich Weaver spoke against the transmitter.

Mark Haley asked if there was a zoning issue.

Doug Salant suggested purchasing the facility.

MOTION: I move to adopt Resolution No. 2018-19, recognizing adverse impacts posed by the planned installation of a 50-kilowatt radio transmitter by Inspiration Media on Bainbridge Island and directing the City to take available procedural and legal actions to protect the City.

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

5. ADJOURNMENT

Mayor Medina adjourned the meeting at 7:02 p.m.

Kol Medina, Mayor

Christine Brown, City Clerk

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Regular City Council Business Meeting Minutes, June 12, 2018 (Pg. 214)	Date: 6/26/2018
Agenda Item: CONSENT AGENDA - 9:25 PM	Bill No.:
Proposed By: City Clerk	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

Approve with Consent Agenda.

ATTACHMENTS:

Description	Type
CCMIN 061218 BUSINESS	Backup Material



REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, JUNE 12, 2018

MEETING MINUTES

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

Mayor Medina called the City Council meeting to order at 7:05 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Blossom, and Councilmembers Deets, Nassar, Peltier, Schneider and Tirman were present.

2. AGENDA APPROVAL OR MODIFICATION/CONFLICT OF INTEREST DISCLOSURE

Councilmember Peltier moved and Councilmember Deets seconded to approve the agenda as presented. The motion passed by unanimous consent. There were no conflict of interest disclosures.

3. PUBLIC COMMENT – 7:06 PM

Robert Dashiell spoke about issues with engineering cost estimates.

John Grinter spoke in favor of the bridge.

Dick Haugan spoke about public process.

Don Breiner spoke about a proposed project for the police station.

Brandon Fouts spoke against the need for non-motorized projects.

Kjell Stoknes spoke about the process for the pedestrian bridge.

Lorenz Eber spoke in favor of the bridge.

Michael Soman spoke in favor of the bridge.

4. MAYOR'S REPORT- 7:30 PM

Mayor Medina inquired about potential absences at the joint June 20, 2018 meeting for land use training.

5. CITY MANAGER'S REPORT – 7:32 PM

City Manager Schulze reported on the For the Love of Bainbridge events, the Green Direct program, and an application for a FEMA grant to re-furbish the police boat.

6. PRESENTATION(S)

A. Proclamation Declaring June 2018 as “LGBTQ Pride Month,” AB 18-099 – Mayor Medina 7:35 PM

Mayor Medina read the proclamation.

Public Comment

Derrick Grant thanked the Mayor and Council on behalf of Bainbridge Pride.

Eve Paulay thanked Council for the proclamation.

7. PUBLIC HEARING(S)

A. Ordinance No. 2018-16 Relating to the Road Vacation of Unnamed 30-Foot Strip, AB 17-148 – Public Works 7:41 PM

Public Works Director Loveless introduced the agenda item.

Mayor Medina opened the Public Hearing at 7:44 p.m. There was no public comment.

Mayor Medina closed the Public Hearing at 7:44 p.m.

MOTION: I move to adopt Ordinance No. 2018-16, vacating the unnamed 30-foot strip, declaring the unnamed 30-foot strip surplus, and authorizing the City Manager to take all necessary and appropriate steps to transfer fee title to the unnamed 30-foot strip to the Bainbridge Island Metropolitan Park and Recreation District via a transfer agreement in substantially the form included with this agenda item.

Blossom/Peltier: The motion carried unanimously, 7-0.

B. Ordinance No. 2018-13 Relating to Business/Industrial Uses, AB 17-127 – Planning 7:46 PM

Senior Planner Sutton introduced the agenda item.

Mayor Medina opened the Public Hearing at 7:58 p.m.

Public Comment

Terry McGuire provided suggestions on the ordinance.

Mayor Medina closed the Public Hearing at 8:02 p.m.

MOTION: I move to revise the ordinance with the two changes suggested by staff.

Tirman/Deets: The motion passed 4-2 with Councilmembers Peltier and Nassar voting against and Deputy Mayor Blossom abstaining.

MOTION: I move to approve Ordinance No. 2018-13 and require that staff bring it back to us in six months to review the live/work provisions.

Peltier/Deets: The motion carried 5-1 with Councilmember Nassar voting against and Deputy Mayor Blossom abstaining.

8. UNFINISHED BUSINESS

A. Professional Services Agreement for Suzuki Property Entitlement Services, AB 14-118 – Executive 8:09 PM

City Manager Schulze introduced the agreement, and Council discussed the topic.

MOTION: I move to authorize the City Manager to execute Professional Services Agreement with Olympic Property Group New Brooklyn LLC in the amount of \$796,600 for services in connection with the development and preservation of portions of the Suzuki Property, and to authorize increased spending of \$800,000 from the General Fund for that activity.

Blossom/Schneider: The motion carried 5-2 with Councilmembers Nassar and Peltier voting against.

AMENDMENT: I move to amend the motion to consider the previous financial structure as discussed in January this year.

Tirman/Nassar: The amendment failed 6-1 with Councilmember Tirman voting in favor.

Mayor Medina adjourned for a break at 9:09 p.m. Mayor Medina re-convened the meeting at 9:18 p.m.

B. Sound to Olympics Trail Phase 3 Options, AB 17-077 – Public Works 9:18 PM

Public Works Director Loveless introduced the agenda item.

Public Comment

Jim Reisteter asked Council to move on.

Fran Korten spoke about the vision and work done by previous committees.

Herb Hethcote spoke in favor of the bridge and letters submitted in favor at the time of application.

Leslie Marshall shared comments from other organizations in favor of the bridge.

Bob Bosserman spoke in favor of the bridge.

Betsy Minkoff shared comments from other organizations in favor of the bridge.

Robert Dashiell spoke in favor of the bridge.

Bart Berg spoke in favor of the bridge.

Lara Hanson spoke in favor of the bridge.

Barb Zimmer shared comments in favor of the bridge.

Christian Ford spoke in favor of the bridge.

Robert spoke in favor of the bridge.

Brian Anderson shared comments in favor of the bridge.

Andy Maron spoke in favor of the bridge.

Marsha Lagerloef spoke in favor of the bridge.

Anna Oreste spoke in favor of the bridge.

Steve Matthews spoke in favor of the bridge.

Dave Freeburg spoke in favor of the bridge.

Jerry Oshea spoke in favor of the bridge.

Barbara Trafton spoke in favor of the bridge.

Marsha Cutting spoke in favor of the bridge.

Don Willott spoke about the new habitat along the trail and new users of the trail.

MOTION: I move to cancel the Sound-to-Olympics Phase 3 project and remove that project from the City Capital Improvements Plan.

Tirman/Peltier: The motion passed 4-3 with Mayor Medina, Deputy Mayor Blossom and Councilmember Schneider voting against.

MOTION: I move to authorize City Staff to proceed with project planning for an on-grade crossing at Vineyard Lane and improvements to the High School Road intersection.

Deets/Nassar: The motion failed 4-3 with Councilmembers Deets and Schneider and Mayor Medina voting in favor.

C. Visconsi Sound to Olympics Trail Segment, AB 18-088 – Public Works 10:16 PM

Public Works Director Loveless introduced the agenda item.

MOTION: I move to approve the construction of an 8-foot wide paved trail from High School Road to the Sakai Park property, to be constructed by the developer Visconsi.

Blossom/Deets: The motion carried 4-3 with Councilmembers Nassar, Tirman, and Peltier voting against.

D. Core 40 - Miller and Fletcher Bay Road Shoulder Improvements, AB 16-145 – Public Works 10:34 PM

Public Works Director Loveless introduced the agenda item.

Public Comment

Anna Oreste spoke in favor of saving the tree.

Steve Ericson encouraged Council to build to safety standards.

MOTION: I move to authorize City Staff to revise the design of the Miller Road C40 Shoulder Improvement project to avoid removal of the significant tree at the intersection of Arrow Point Drive.

Peltier/Nassar: The motion carried 6-1 with Deputy Mayor Blossom voting against.

E. Schedule Public Hearing for Ordinance Relating to Extension of Moratorium for Certain Developments, AB 18-021 – Planning 10:50 PM

Planning Director Christensen introduced the agenda item.

Public Comment

Anna Oreste spoke in favor of the moratorium.

MOTION: I move to set the public hearing for June 26, 2018, related to a possible extension of the six-month moratorium on the acceptance and processing of certain land use permit applications, as last revised by Ordinance No. 2018-14, and which is currently set to expire on July 9, 2018.

Peltier/Tirman: The motion carried unanimously, 7-0.

9. NEW BUSINESS

A. Professional Services Agreement Related to Inclusionary Zoning and Transfer of Development Rights Programs, AB 17-189 – Planning 10:54 PM

Senior Planner Sutton introduced the agenda item.

Public Comment

Robert Dashiell spoke about previous studies.

MOTION: I move to approve the professional services agreement with ECONorthwest in the amount of \$87,500, and to increase the Department of Planning and Community Development's budget by \$87,500.

Blossom/Nassar: The motion carried unanimously, 7-0.

10. CONSENT AGENDA - 11:03 PM

A. Agenda Bill for Consent Agenda, AB 18-098

B. Accounts Payable and Payroll

C. Study Session Meeting Minutes, May 15, 2018

D. Regular City Council Business Meeting Minutes, May 22, 2018

E. Special City Council Meeting Minutes, May 29, 2018

F. Resolution No. 2018-12 Amending the Fee Schedule for Dock Utility Fees, Sewer District 7, and Casey Street Water Fees, AB 18-092 – Finance

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

Peltier/Nassar: The motion was passed by unanimous consent.

11. COMMITTEE REPORTS - 11:03 PM

A. Ethics Board Regular Meeting Minutes, April 16, 2018 – Councilmember Deets

- B. Environmental Technical Advisory Committee Special Meeting Minutes, April 20, 2018 – Councilmember Nassar**
- C. Utility Advisory Committee Meeting Regular Meeting Minutes, May 9, 2018 – Councilmember Nassar**
- D. Environmental Technical Advisory Committee Regular Meeting Minutes, May 17, 2018 – Councilmember Nassar**
- E. Affordable Housing Task Force Regular Meeting Minutes, May 19, 2018 – Deputy Mayor Blossom and Councilmember Schneider**

12. FOR THE GOOD OF THE ORDER - 11:04 PM

13. ADJOURNMENT

Mayor Medina adjourned the meeting at 11:04 p.m.

Kol Medina, Mayor

Christine Brown, City Clerk

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Citizen Advisory Committee Appointments, AB 18-105 - Mayor Medina (Pg. 221)	Date: 6/26/2018
Agenda Item: CONSENT AGENDA - 9:25 PM	Bill No.: 18-105
Proposed By: Mayor Medina	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

A call for participation was issued seeking volunteers to join various citizen advisory groups. The attached spreadsheet provides information on the interview team, recommended appointments, number of vacancies, and applicant names.

RECOMMENDED ACTION/MOTION

Approve with Consent Agenda.

ATTACHMENTS:

Description	Type
☐ Spreadsheet	Backup Material
☐ CCAC Applications	Backup Material
☐ DRB Applications	Backup Material
☐ ETAC Applications	Backup Material
☐ Ethics Board Application	Backup Material
☐ HPC Applications	Backup Material
☐ HSFAC Applications	Backup Material
☐ LTAC Applications	Backup Material
☐ MAC Applications	Backup Material

- ▣ MTAC Applications
- ▣ PC Applications
- ▣ UAC Applications

Backup Material
Backup Material
Backup Material

Citizen Advisory Group Appointment Recommendations

Interview Team	Committee / Appointee / Term	Applications
Mayor Kol Medina Council Liaison Joe Deets Co-Chair James Rufo-Hill	Climate Change Advisory Committee (9) Position 1 – Angela Adams – June 2021 (3-Year Term) Position 3 – Derik Broekhoff – June 2021 (3-Year Term) Position 4 – Gary Lagerloef – June 2021 (3-Year Term) Position 6 – Michelle McClure – June 2019 (Complete Term)	Derik Broekhoff (Reapplied) Gary Lagerloef (Reapplied) Michelle McClure Steve Saepoff
Mayor Kol Medina Council Liaison Ron Peltier Chair Alan Grainger	Design Review Board (7) Position 1 – Jane Rein – June 2020 (Complete Term) Position 3 – Joseph Dunstan – June 2021 (3-Year Term) Position 4 – Peter Perry – June 2021 (3-Year Term) Position 7 – Carl Yurdin – June 2019 (Complete Term)	Ogun Arsian Joseph Dunstan (Reapplied) Tom Kuniholm Peter Perry (Reapplied) Skyler Ramirez Jane Rein Carl Yurdin
Mayor Kol Medina Council Liaison Rasham Nassar Chair Frank Gremse	Environmental Technical Advisory Committee (9) Position 2 – Juan Rovalo – June 2020 (Complete Term) Position 3 – Charlie Kratzer – June 2021 (3-Year Term) Position 4 – Casey Schmidt – June 2021 (3-Year Term) Position 7 – Dylan Frazer – June 2020 (Existing Member Term Increased One-Year) Position 8 – Melanie Kennan – June 2019 (Newly Created Position/One-Year Term) Position 9 – Steve Saepoff – June 2021 (Newly Created Position/Three-Year Term)	Melanie Kennan Charlie Kratzer (Reapplied) William Neff Juan Rovalo Steve Saepoff Casey Schmidt
Mayor Kol Medina Council Liaison Joe Deets Chair Scott Wilder	Ethics Board (5) Position 3 – Brian Strully – June 2021 (3-Year Term) Position 4 – Vacant – June 2021	Brian Strully

Citizen Advisory Group Appointment Recommendations

Interview Team	Committee / Appointee / Term Through	Applicant
Mayor/Deputy Mayor Kol Medina Council Liaison Sarah Blossom Chair Dave Williams	Historic Preservation Commission (7) Position 2 – Marsha Montgomery – June 2020 (Complete Term) Position 3 – Megan Luce – June 2021 (3-Year Term) Position 4 – Brianna Kosowitz – June 2021 (3-Year Term)	Megan Luce Marcia Montgomery (Reapplied) Brianna Kosowitz
Mayor Kol Medina Council Liaison Leslie Schneider Matt Tirman	Human Services Funding Advisory Committee (7) Position 1 – Susan Buckles Position 2 – Reeve Fritchman Position 3 – Asaph Glosser Position 4 – Jack MacArthur Position 5 – Jackie Siler Position 6 – Paul Stumme-Diers Position 7 – Stephen Walker	Susan Buckles Reeve Fritchman Asaph Glosser Jack MacArthur Jackie Siler Paul Stumme-Diers Stephen Walker
N/A	Lodging Tax Advisory Committee (4) Position 1 – Susie Burdick (Eligible Business Recipient) Position 2 – Dominique Cantwell (Eligible Business Recipient) Position 3 – Nancy Fortner (Eligible Business Representative) Position 4 – Thomas Hagreen (Eligible Business Representative)	Susie Burdick (Business Recipient) Dominique Cantwell (Business Recipient) Nancy Fortner (Business Representative) Thomas Hagreen (Business Representative)
N/A	Marine Access Committee (7) Position 3 – Peter Hill – June 2021 (3-Year Term) Position 4 – Greg Spils – June 2021 (3-Year Term)	Peter Hill (Reapplied) Greg Spils (Reapplied)

Citizen Advisory Group Appointment Recommendations

Interview Team	Committee / Appointee / Term Through	Recommended Applicant
Mayor Kol Medina Council Liaison Joe Deets Co-Chair Marsha Cutting	Multi-Modal Transportation Advisory Committee (7) Position 1 – Don Willott – June 2020 (Complete Term) Position 3 – Robert Shulock – June 2021 (3-Year Term) Position 4 – Erin Thomasson – June 2021 (3-Year Term)	Steve Saepoff Robert Shulock (Reapplied) Erin Thomasson Don Willott (Reapplied)
N/A	Planning Commission (7) Position 3 – Don Doman – June 2021 (3-Year Term) Position 4 – Jon Quitslund – June 2021 (3-Year Term)	Don Doman (Reapplied) Jon Quitslund (Reapplied)
Deputy Mayor Sarah Blossom Council Liaison Rasham Nassar Co-Chair Jeff Kanter	Utility Advisory Committee (7) Position 3 – Nancy Nolan – June 2021 (3-Year Term) Position 4 – Charles Averill – June 2021 (3-Year Term)	Charles Averill Nancy Nolan (Reapplied) Gary Pettersen Steve Saepoff

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, May 16, 2018 6:46:08 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name	Derik Broekhoff
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Stockholm Environment Institute
Current Position	Senior Scientist
I am interested in serving on one of the following advisory groups (select all that apply):	Climate Change Advisory Committee
Experience & Qualifications	
Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	Climate Change Advisory Committee
Please share your qualifications for this appointment (skills,	I have over 20 years of experience working on climate change policy, from global to local levels. I served on the CCAC this past year and provided background materials, presentations, and

activities, training, education) if any:	recommendations on the development of a GHG inventory for the island.
Please share your community interests (groups, committees, organizations) if any:	climate change; parks; planning; utilities
Feel free to attach your resume (optional):	
Type the Year	2018
How did you hear about the volunteer opportunity?	Other - See below
Other	Already a member

Email not displaying correctly? [View it in your browser.](#)

DERIK BROEKHOFF

PROFESSIONAL SUMMARY

Derik has worked for over 20 years on energy and climate policy, at a mix of private firms, non-profits, and research organizations. His work at the Stockholm Environment Institute (SEI) focuses on assessing subnational and local climate change policies. Prior to joining SEI, Derik was Vice President for Policy at the Climate Action Reserve in Los Angeles, where he oversaw development of the Reserve's voluntary carbon offset program and its transition into California's regulatory program for reducing greenhouse gas emissions. Before that, he led work for the Greenhouse Gas Protocol Initiative at the World Resources Institute, focusing on how to quantify emission reductions from renewable energy projects. He has advised numerous state, national, and international policy initiatives on carbon accounting and program design, including voluntary and regulatory offset programs, and programs to reduce emissions from deforestation and degradation (REDD+). Derik has a master's degree in public policy (MPP) from the University of California at Berkeley, and a bachelor's degree in international relations from Stanford University.

EXPERIENCE

Senior Scientist, Stockholm Environment Institute (July 2015 – Present)

- Leading original research on the roles of city and national governments in urban climate change mitigation.
- Advising state and local governments on climate change policy and design of emissions trading systems.
- Leading baseline assessment of transportation-sector initiatives in Brazil.
- Advising the World Bank's Partnership for Market Readiness on baseline development for scaled-up crediting mechanisms under Article 6 of the Paris Agreement (ongoing), and on design of emissions trading registries (2015).
- Conducted original research on prospective carbon offset supply available to the international airline industry (2016).

Vice President for Policy, Climate Action Reserve (August 2008 – July 2015)

- Led the development of Climate Action Reserve program rules and policies to ensure transparency, equity, rigor, and practicality in the operation of the largest carbon offsets program in North America.
- Worked with California state officials to ensure the successful integration of the Climate Action Reserve program with California's regulatory cap-and-trade system.
- Led the Reserve's efforts to promote climate change policy development, including sharing of expertise on carbon market design and offset standards.
 - o Advised the government of Kazakhstan on the design, implementation, and operation of a domestic carbon offset program
 - o Advised the World Bank's Partnership for Market Readiness program, including drafting of technical guidance documents and review of country proposals

- o Advised the World Bank's Forest Carbon Partnership Facility, including drafting of options assessments related to REDD+ risk management
 - o Advised and authored policy recommendations for the California REDD+ Offset Working Group (ROW)
 - o Advised federal, state, and regional (e.g., Western Climate Initiative) regulators and lawmakers on carbon offset standards and program design.
 - o Provided expertise and advice to numerous policy dialogues and initiatives including:
 - The Coalition for Agricultural Greenhouse Gases (C-AGG)
 - The Verified Carbon Standard (VCS)
 - The Offset Quality Initiative (OQI)
- Managed seven-person staff responsible for developing and updating standardized, performance-based carbon offset protocols including:
 - o A standardized U.S.-wide protocol for quantifying benefits of forest management and conservation activities.
 - o The first regulator-approved protocol to quantify the climate benefits of destroying ozone depleting substances.
 - o Protocols for quantifying GHG reductions associated with organic waste diversion; landfill methane capture and destruction; livestock methane capture and destruction; urban tree planting; and destruction of N₂O emissions from nitric acid plants.
 - o Standardized protocols for mitigation efforts in the agricultural sector, including improved rice cultivation, nitrogen management, and avoided grassland conversion.

Senior Associate, World Resources Institute (September 2004 – July 2008)

- Led work on WRI's *Greenhouse Gas Protocol Initiative*:
 - o Co-authored the WRI/WBCSD *Greenhouse Gas Protocol for Project Accounting*, an internationally recognized accounting standard for greenhouse gas reduction projects.
 - o Led a two-year multi-stakeholder effort to develop greenhouse gas accounting guidelines for renewable energy projects, and served as primary author of these guidelines.
- Managed WRI Climate Program activities related to emissions trading and carbon market policy development, focusing on carbon offsets and linkages between greenhouse gas trading systems.
- Provided input to U.S. policymakers on cap-and-trade policy and the design of carbon offset programs:
 - o Testified twice before the U.S. Congress (House and Senate) on carbon offset regulation and policy.
 - o Advised U.S. congressional staff on carbon offset policy design and implementation.
 - o Provided technical input to the U.S. Climate Action Partnership on carbon offsets and other cap-and-trade issues.
 - o Provided technical input to state policymakers designing the Regional Greenhouse Gas Initiative (RGGI).
 - o Served as technical advisor to the Western Climate Initiative's Offsets Subcommittee.
 - o Led initial stakeholder discussions on the design of a carbon offsets program for the Midwestern Greenhouse Gas Accord (MGGA).
- Provided input on the design and implementation of international and domestic voluntary carbon offsets programs:
 - o Served on the Steering Committee that created the Verified Carbon Standard.
 - o Served on the Offsets Committee for the Chicago Climate Exchange.
 - o Served on the advisory committee for the development of the Center for Resource Solutions' "Green-e Climate" offset certification standard.
 - o Served on the advisory board for the Climate Neutral Network.

- Authored reports and organized international workshops on linking greenhouse gas emissions trading systems.
- Presented at numerous U.S. and international conferences, workshops, and seminars related to greenhouse gas accounting, standards development, carbon offsets policy, emissions trading, and linking of trading systems.
- Published numerous articles, reports, and papers on carbon offsets policy, market design, and standard setting.

Senior Policy Analyst, Trexler Climate + Energy Services, Inc. (November 2001 – August 2004)

- Managed development of financial and economic analytical tools related to:
 - Forecasting international supply and demand for greenhouse gas reductions.
 - Evaluating risk and calculating costs for carbon offset projects.
 - Comparing costs for different climate change mitigation technologies.
 - Analyzing carbon offset project investment portfolios.
 - Assessing the economic and environmental impacts of small-scale cogeneration technologies.
- Prepared reports on climate change policy, CO₂ credit price forecasting, risk management, project evaluation, and business strategy for a wide range of private and public sector clients.
- Made presentations and represented the firm at conferences and business meetings.
- Managed team of three Research Assistants and coordinated information gathering on climate change policies, science, and economics.

Senior Associate, MRW & Associates, Inc. (October 1999 – August 2001)

- Developed financial models to evaluate electric generation projects, value utility assets, and analyze utility rates.
- Provided economic analysis supporting interventions in regulatory proceedings concerning utility procurement costs, disposition of utility assets, and payments to renewable energy Qualifying Facilities.
- Analyzed utility incentives under different regulatory and ratemaking mechanisms.
- Conducted historical price analyses and assisted with price forecasting and production cost modeling.
- Conducted extensive research on utility restructuring in California.

**Graduate Student Instructor, Microeconomics (September 1998 – May 1999)
University of California, Berkeley**

- Led discussion sections for first-year graduate students on microeconomic theory and its application to policy analysis.

Policy Intern, California Public Utilities Commission (Summer 1998)

- Developed a set of performance indicators to inform strategic planning and track emerging trends in the energy and telecommunications industries.
- Presented recommendations for implementing an indicator tracking program to Division Directors.

Research Associate, Trexler and Associates, Inc. (April 1994 – June 1997)

- Conducted library, phone, and on-line research on diverse topics related to energy, forestry, land use, climate change, and climate change mitigation.

- Analyzed quantitative components of climate change mitigation projects.
- Helped write, edit, and format reports, newsletters, and other documents.
- Managed in-house information system and maintained technical and bibliographic computer databases.
- Supervised interns on research and information management projects.

EDUCATION

M.P.P. University of California, Berkeley, 1999

A.B. International Relations and German Studies, Stanford University, 1992

REPORTS AND PUBLICATIONS

Broekhoff, D., G. Piggot, and P. Erickson, 2018. *Building Thriving, Low-Carbon Cities: An Overview Of Policy Options For National Governments*. Coalition for Urban Transitions, London. <http://newclimateeconomy.report/workingpapers/workingpaper/building-thriving-low-carbon-cities-an-overview-of-policy-options-for-national-governments/>

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La Hoz Theuer, S., L. Schneider, D. Broekhoff, and A. Kollmuss, 2017. *International transfers under Article 6 in the context of diverse ambition of NDCs*. Stockholm Environment Institute, Working Paper No. 2017-10. <https://www.sei-international.org/publications?pid=3248>

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From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, May 15, 2018 3:25:18 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name	Gary Lagerloef
Email	
Phone	
Address	
City	Bainbridge Is.
State	WA
Zip	98110
Current Employer	Retired (Earth and Space Research)
Current Position	Retired (Oceanographer, Climate Scientist, Remote sensing specialist)
I am interested in serving on one of the following advisory groups (select all that apply):	Climate Change Advisory Committee
Experience & Qualifications	
Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	Climate Change Advisory Committee (incumbent)
Please share your qualifications for this	Oceanographer and climate scientist (PhD Oceanography, U.Washington, 1984). My research focus is dynamics of ocean circulation and climate, with emphasis on satellite

appointment (skills, activities, training, education) if any:

measurements. I have studied El Nino, North Pacific decadal variability (which influences Pacific NW climate), and most recently a pioneering satellite mission to measure ocean salinity to understand the links between the global water cycle and climate. I am co-founder of Earth and Space Research, and small non-profit scientific organization in Seattle (www.esr.org), and for 20 years served as its president.

Please share your community interests (groups, committees, organizations) if any:

Currently, I serve on the initial COBI Climate Change Advisory Committee (Position 4, 1-year term) as one of the original members. I also participate on volunteer groups such as "Climate Action Bainbridge", and the "Citizens Climate Lobby". In recent years, I have given numerous local lectures to the public on climate science, and am particularly concerned about the likely impacts of climate change on the Puget Sound region, as well as the global urgency. I do this voluntarily because I believe that a better public understanding of climate science is important to our community. My wife and I have made many choices to reduce our personal carbon footprint: We drive a fuel-efficient hybrid car, we installed rooftop solar panels on our home, we invested in the Bainbridge City Hall rooftop solar project. While I was working full-time, I commuted daily to Seattle by bicycle.

Feel free to attach your resume (optional):

Type the Year

2018

How did you hear about the volunteer opportunity?

City Announcement

Other

Field not completed.

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Gary Lagerloef

Dr. Lagerloef is a retired oceanographer and climate scientist. He has specialized in ocean circulation and climate dynamics with special emphasis in developing new applications for satellite remote sensing. Until retirement (January 2018), he served 14 years as Principal Investigator of the NASA Aquarius Mission, which was launched in 2011 to study the interactions between the Earth's water cycle, ocean circulation and climate.

Author of more than 60 scientific publications and presentations, Dr. Lagerloef has served on numerous scientific teams and working groups over the past 20 years a sampling of which include the Salinity Sea Ice Working Group(Chair), Satellite Altimeter Requirements for Climate Research Working Group (co-Chair), NRC Committee on Earth Gravity Measurements from Space, the AMS Committee on Sea Air Interaction and on NASA Science Working Teams for satellite missions to measure sea level, Ocean Vector Winds, and the Tropical Rainfall Measurement Mission. Dr Lagerloef has been a guest-editor for the prestigious *Journal of Geophysical Research – Oceans* and is a member of several professional associations, learned and technical societies.

Dr. Lagerloef received his Ph.D. in Physical Oceanography at the University of Washington in 1984. Prior to founding Earth & Space Research in 1995, Dr. Lagerloef worked with the Science Applications International Corporation; the Joint Oceanographic Institutions, Detail to NASA; was a NOAA Commissioned Officer and served in the U.S. Coast Guard.

He and his wife Marcia live on Bainbridge Island.

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Sunday, February 25, 2018 12:52:46 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name	Michelle McClure
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	NOAA Fisheries
Current Position	Division Director, Fishery Resource Analysis and Monitoring Division
I am interested in serving on one of the following advisory groups (select all that apply):	Climate Change Advisory Committee (not recruiting at this time)
Experience & Qualifications	
Have you served on any city advisory groups in the past?	No
If so, please indicate which groups:	<i>Field not completed.</i>
Please share your qualifications for this	I am a trained ecologist/evolutionary biologist (Ph. D., Cornell University, 1998), with a current professional interest and focus on climate change impacts on marine and freshwater systems. I

appointment (skills, activities, training, education) if any:

currently work for NOAA Fisheries, and led our national effort to develop scientific guidance for including climate information in Endangered Species Act decision-making.

Please share your community interests (groups, committees, organizations) if any:

I have been primarily involved in youth sports as a volunteer (Little League and soccer), carpooler and sidelines cheerer. I volunteered at Ordway Elementary (ran their science fair for four years) when my kids were in elementary school. I currently swim with Bainbridge Aquatic Masters and am a member of the League of Women Voters.

Feel free to attach your resume (optional):

Type the Year

2018

How did you hear about the volunteer opportunity?

Other - See below

Other

Browsing the Review one day

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Michelle M. McClure

SELECTED PROFESSIONAL EXPERIENCE

Division Director – Fishery Resource Analysis and Monitoring Division, Northwest Fisheries Science Center (NWFSC), NOAA Fisheries. May 2011-present

Manage and implement a comprehensive scientific program supporting management of the U.S. West Coast groundfish fishery and associated protected areas. Administer a \$17M budget including acquiring external funding as appropriate, manage ~80 scientific, technical, administrative, and IT staff and contractors through 7 subordinate supervisors.

- Build and lead coalitions conducting cross-cutting research efforts, including national '*Climate Change and the Endangered Species Act Scientific Guidance*' project, '*Guidelines for Reintroductions of Salmonids*' and '*Analysis of West Coast Essential Fish Habitat*' efforts. Publish results in peer-reviewed journals.
- Provide strategic leadership and planning for natural resource surveys, data management, and social, biological and ecological evaluation of fishery management efforts.
- Communicate results of scientific endeavors regularly to management entities, industry and NGO stakeholders, congressional members and staff, high-level executive offices (Department of Justice, Council on Environmental Quality) and agency leadership in oral and written form.
- Developed and implemented data management strategy for environmental data. Acquired \$630,000 in external funding for the improvement and dissemination of fishery information. Established partnership with industry, academic, agency and NGO stakeholders to develop vision for an integrated data system. Implemented process to make all fisheries independent data publicly available (launch date, March 2016).
- Established supervisor-level management team for consultation and collaboration in establishing priorities, aligning budgets and resources with those priorities, and building capacity within the division.
- Member of Cohort 10, National Conservation Leadership Institute. Thoroughly trained in principles and application of adaptive leadership, including employing emotional intelligence, collaboration, and cooperative approaches for problem solving, partnership building, conflict resolution and effecting organizational and cultural change.
- Contributor to 2 NOAA Gold Medal group awards: collaborative, public-private survey development and salmonid recovery planning efforts.

Research Fishery Biologist and Co-Chair, Interior Columbia Technical Recovery Team. Conservation Biology Division, NWFSC, NOAA Fisheries. 1999-2011

- Built collaborative team of agency, tribal and academic scientists to define recovery criteria for Columbia River salmonids, ensuring state and tribal support for conservation efforts.
- Authored reports and peer-reviewed articles for use in conservation and recovery planning processes relating to salmonid ecology and management actions.
- Co-wrote and edited collaborative document describing the Puget Sound ecosystem, now used in college courses and for developing conservation action plans in Puget Sound.
- Led, developed and implemented the first NW Fisheries Science Center Research Plan, leading efforts to align budgetary and scientific resources with priority science needs.
- Served in two detail appointments: Acting Chief of the Marine Ecosystems Division (Office of Science and Technology, NOAA Fisheries Headquarters, 2009), and Acting Deputy Science

Michelle M. McClure

Director (NW Fisheries Science Center, 2010-2011).

- Employee of the Year in 2006 (honorable mention in 2004)
- Won 3 Bronze Medal awards for personal contributions to recovery planning for salmonids and synthesis of information about the Puget Sound Ecosystem.

Early Career Experiences. Variety of paid, unpaid and intern experiences including:

- *AAAS Science Journalism Fellow.* 1998. Reported on science and health news for WOSU, a National Public Radio affiliate.
- *Biological Research Assistant. King George Island, Antarctica.* 1990-1991. Contributed to study of the breeding biology and feeding ecology of three species of penguins.
- *Biological Technician. Volcano, Hawaii, US Fish and Wildlife Service (now USGS).* 1989-1990. Contributed to study of the ecology and biology of endangered Hawaiian honeycreepers.
- *Naturalist/Interpreter. Mesa Verde National Park.* 1989. Led informational tours through Anasazi ruins. Conducted surveys for prehistoric ruins during fire-fighting effort.
- *Archeological Intern. San Juan National Forest.* 1988. Conducted surveys for prehistoric and historic cultural remains. Authored reports for two large-scale surveys.

EDUCATION

1998	Ph. D. Ecology and Evolutionary Biology, Cornell University.
1988	B.S./B.A. Interdisciplinary Studies (Ecology), The Evergreen State College.

SELECTED PEER-REVIEWED PUBLICATIONS

- Busch, S., R. Griffis, J. Link, K. Abram, J. Baker, R.E. Brainard, M. Ford, J.A. Hare, A. Himes-Cornell, A. Hollowed, N.J. Mantua, S. McClatchie, **M. McClure**, M.W. Nelson, K.Osgood, J.O. Peterson, M. Rust, V. Saba, M.F. Sigler, S. Sykora-Bodie, C. Toole, E. Thumberg, R.S. Waples, R. Merrick. 2016. Climate Science Strategy of the US National Marine Fisheries Service. *Marine Policy* 74: 58-67. doi: [dx.doi.org/10.1016/j.marpol.2016.09.001](https://doi.org/10.1016/j.marpol.2016.09.001)
- Anderson, Joseph H. George R. Pess, Richard W. Carmichael, Michael J. Ford, Thomas D. Cooney, Casey M. Baldwin, **Michelle M. McClure**. 2014. Planning anadromous salmonid reintroductions aimed at long-term viability and recovery. *North American Journal of Fishery Management*: 34:72–93. DOI: 10.1080/02755947.2013.847875
- McClure, Michelle M.**, M. Alexander, D. Borggaard, D. Boughton, L. Crozier, R. Griffis, J. Jorgensen, S.T. Lindley, J. Nye, M.J. Rowland, E. E. Seney, A. Snover, C. Toole, K. Van Houtan. 2013. Incorporating Climate Science in Applications of the U.S. Endangered Species Act for Aquatic Species. *Conservation Biology* 27(6): 1222-1233.
- McClure, Michelle**, S. Carlson, G. Pess, T. Beechie, J. Jorgensen, S. Sogard, B. Sanderson, D. Holzer, R. Carmichael, M. Power, J. Travis, S. Sultan. 2008. Evolutionary consequences of habitat loss for Pacific anadromous salmonids. *Evolutionary Applications* 1(2): 300-318.

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, May 18, 2018 9:33:37 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Steve Saepoff

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Naval Facilities Engineering Command Northwest

Current Position Environmental Engineer

I am interested in serving on one of the following advisory groups (select all that apply):

Climate Change Advisory Committee , Environmental Technical Advisory Committee, Multi-Modal Transportation Advisory Committee, Utility Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, WA State Professional Engineer focus on Environmental Engineering Former Coast Guard Officer Masters Degree in Environmental Engineering and Management Worked at Corps

activities, training, education) if any:	of Engineers as a Senior Project Manager for design and major construction projects Currently work on remediation of contaminated sites
Please share your community interests (groups, committees, organizations) if any:	Sustainability Participate with Climate Action Bainbridge
Feel free to attach your resume (optional):	
Type the Year	<i>Field not completed.</i>
How did you hear about the volunteer opportunity?	Other - See below
Other	Referral by friend

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KEY QUALIFICATIONS

- Project / Program Management
- Security Engineering
- Sustainable Design and Construction Management
- Public Administration
- Environmental Remediation
- Environmental Compliance
- Contract Management – A&E, Construction and Service
- Federal Acquisition Procedures and Quality Assurance
- Staff Training, Development and Supervision
- Program Analysis, Supervision
- Personnel, Finance and Safety Management
- Regulator & Stakeholder Relations Management
- Environmental Engineering
- Interagency Coordination

WORK EXPERIENCE

Supervisory Environmental Engineer / Contracting Officer's Representative **GS-0819-13** **2/2018 – 6/2018**
Naval Facilities Engineering Command Northwest Environmental Restoration (ER) Team Silverdale, WA
Supervisor: Dina Ginn 360-396-0016 Full-time 40 hours/week Salary: \$115,778
Temporary supervisor of 8 exempt Remedial Project Managers that manage ER at Naval Installations in Washington and Oregon. Oversaw the preparation of \$19,000,000 2019 ER budget submit to NAVFAC HQ. Developed Statement of Environmental Architect-Engineering Services for a \$30,000,000 contract solicitation and the technical solicitation documents and Government Cost Estimate for \$40,000,000 Environmental Services Indefinite Quantity Indefinite Delivery Contract. Performed internal quality review of all task order technical solicitation and cost estimates prepared by staff. Continue to perform other duties as COR.

Environmental Engineer / Contracting Officer's Representative (COR) **GS-0819-12** **7/2015 – Present**
Naval Facilities Engineering Command Northwest (NAVFAC) Environmental Restoration Team Silverdale, WA
Supervisor: Chris Generous 360-396-0014 Full-time 40 hours/week Salary: \$101,307
In addition to COR accomplishments listed below, managed the Five Year Review for the former Naval Air Facility Adak AK. Supported RPMs with semi-annual ER,N budget submit preparation to NAVFAC HQ. Served on Technical Evaluation Board for Environmental Multiple Award Contract Task Order source selection. Network with NAVFAC CORs nationwide to obtain capacity on multiple IDIQ contracts in support of project execution. Conduct peer bid-ability, operability and constructability QC review of all SOW and GE prior to submission to Acquisition Branch. Provide DOJ with technical support for Navy Potentially Responsible Party sites under CERCLA and RCRA, . Manage the Cooperative Agreement between the Navy and WA Department of Ecology.

Supervisory Environmental Engineer / Contracting Officer's Representative **GS-0819-13** **3/2015 – 7/2015**
Naval Facilities Engineering Command Northwest Environmental Restoration Team Silverdale, WA
Supervisor: Dina Ginn 360-396-0016 Full-time 40 hours/week Salary: \$115,778
Temporary supervisor of 4 exempt and 2 non-exempt staff. Initiated and completed employee performance evaluations. Conducted and recorded staff monthly safety training. Hired engineer as Remedial Project Manager. Managed and approved employee travel, overtime, payroll and leave. Managed development of the Spring 2015 ER,N budget submission. Networking with BRAC PMO, WA Department of Ecology and Department of Health Managers. Member, NAVFAC Risk Assessment Workgroup (RAW); Lead of the Radiation Risk Assessment Subcommittee, where I sponsored the development of a Navy Technical Report on Radiological Site Characterization and Risk Assessment and coordinated subcommittee review and input. Also as RAW Member, I reviewed and edited content regarding emerging contaminants for the NAVFAC Interim Perfluoroalkyl and Polyfluoroalkyl Substances Site Guidance for Remedial Project Managers. Member of the NAVFAC Naval Installation Restoration Information Solution (NIRIS) Workgroup.

Environmental Engineer / Contracting Officer's Representative **GS-0819-12** **12/2012 – 2/2015**
Naval Facilities Engineering Command Northwest Environmental Restoration Team Silverdale, WA
Supervisor: Dina Ginn 360-396-0016 Full-time 40 hours/week Salary: \$97,370
As COR, administered multiple environmental service and Architect-Engineer (A-E) Indefinite Delivery Indefinite Quantity (IDIQ) contracts and task orders with a cumulative value in excess of \$125M. Lead team of 2 Quality Assurance Field Representatives to monitor contractor execution of over 60 active task orders in Washington and Alaska. Implemented NAVFAC mandated COR and

STEVEN A. SAEPOFF, P.E.

CPARS procedural changes and trained RPM staff on requirements. Responded to contractor inquiries with technical interpretation and clarification of solicitation, contract and task order requirements. Oversaw development of solicitation technical requirements and chaired the Technical Evaluation Board for a \$30M environmental services IDIQ contract source selection and a \$30M A-E slate. Ensured prompt progress payment processing and timely contractor performance evaluations in CPARS. Conduct peer bid-ability, operability and constructability QC review of all SOW and GE prior to submission to Acquisition branch. Member, NAVFAC Risk Assessment Workgroup; Lead of the Radiation Risk Assessment Subcommittee.

Environmental Consultant

Environmental Coalition of South Seattle

4/2012 – 12/2012

Seattle, WA

Conducted a modified Phase 1 Environmental Site Assessment of two Seattle neighborhoods for local non-profit organization.

Chief, Military / HTRW / Inter-Agency Project Management (PM) Branch

GS-0340-14 Step 4

12/2008 – 2/2012

U.S. Army Corps of Engineers, Sacramento District

Sacramento, CA

Supervisor: Michael J. Rosnack, Chief, LMER, 916-557-5106

Full-time 40 hours/week

Salary: \$113,849

Direct supervisor to three (3) first line supervisors, two (2) administrative staff, and manager of 35+ PM staff. Strategic acquisition planning. Developed and executed annual Branch budget. Hired engineers as project managers. Established relationships with client organizations. Tracked status on hundreds of projects monthly and reported metrics to executive leadership.

- Led PM Branch in 2009 and 2010 to manage project teams resulting in award of over \$350M in construction, A-E and environmental service contracts and improved customer satisfaction based on annual customer survey results. Projects supported multiple programs to include Air Force and Army Military Construction (MILCON), Formerly Used Defense Sites, Environmental Restoration, Army and Air Force, Munition Response Program, CERCLA projects for EPA, and BRAC.

Senior Project / Program Manager

12/1999 - 12/2008

U.S. Army Corps of Engineers, Seattle District

Seattle, WA

Full-time 40 hours/week

Salary: \$95,878

➤ *MILCON Program Manager / Senior Project Manager.*

GS-0801-13 Step 6

Led project teams consisting of Corps staff or A-E firms that developed solicitation documents and managed construction of sustainable military facilities to include battalion complexes, fitness centers, family housing, aircraft hangar renovations, fire station, office spaces, a community activity center and maintenance facilities with an aggregate value in excess of \$550M, for the Army in Alaska and Washington and Air Force in Montana and Oregon. In response to Hurricane Katrina, deployed to Mississippi coast as a Debris Mission Specialist, worked 78 hours per week - placed 1,200 Quality Assurance Representatives in the field daily.

➤ *Superfund Program Manager / Environmental and Inter-agency Project Manager.*

GS-0819-12/ Temp 13

Oversaw five PMs execute a \$20M program supporting the EPA.

Managed the development of solicitation documents and contract award of the Upgrade, Operation and Maintenance Task Order Contract for the Water Treatment Plant at the Bunker Hill Superfund Site. Developed and negotiated all Task Order requirements. Managed Targeted Brownfield Assessment for EPA and two turnkey design/construction projects for the U. S. Customs and Border Protection that included real estate acquisition, NEPA compliance, and furnishing valued at \$12.5M.

- Led in-house teams that completed a Vulnerability Assessment of an Acid Mined Drainage Treatment Plant and provided engineering solutions to Seattle Public Utility to protect city waterworks against terrorist threats.
- To avoid critical performance failure, completed the first major cleanout and renovation of a 27 year old wastewater treatment plant at Bunker Hill on schedule by maintaining 24 hour operations for two weeks. Performed 12-hour night shift Quality Assurance duties.
- Led the project team that awarded the construction of the first northern Border Protection Sector HQ facility authorized under the Patriot Act.
- Managed the team that provided one year of contract administrative support to the US DOE Office of River Protection for a \$4B cost+ contract with Bechtel National Inc. for the design and construction of a Waste Treatment and Immobilization Plant using plasma arc incinerator technology for mixed waste.

➤ *Military Project Manager.*

GS-0801-12

Managed 8 MILCON design and construction projects, worth over \$130M for the Air Force in Montana and the Army in Washington. Specific duties include development of project management plans, scopes of work for A-E design, A-E

STEVEN A. SAEPOFF, P.E.

negotiations, budget development and management of project funds, and led in-house Request for Proposal preparation teams with an emphasis on sustainable design. Led planning and design charrettes and facilitated value engineering studies. Chaired source selection evaluation boards for Design-Build contracts. Monitored construction progress, coordinated modification approval with clients and managed project closeout.

Remedial Project Manager / Environmental Services Manager

GS-0819-12

7/1996 to 12/1999

Naval Facilities Engineering Command, Northwest.

Poulsbo, WA

Managed post Record of Decision Remedial Actions at Superfund sites on federal facilities, including converting a landfill into an integrated ecologically restored vegetative cover with a shoreline erosion protection component at NBK Bangor. Achieved remedy in-place status at three remedial action sites in one year. Coordinated public and regulatory agency partnering in support of environmental projects. Prepared cost estimates, negotiated, developed task order specifications and administered environmental remediation contracts. Established strategic project budgets in the Cost-To-Complete module of NORM. Evaluated remedial technologies and negotiated cleanup activities with state regulatory agencies. Peer reviewed draft Remedial Investigations/Feasibility Studies, Proposed Plans, Human Health and Ecological Risk Assessments, and draft Records of Decision. Obtained authorization and funding to manage over \$1M worth of hydro-geologic and eco-toxicologic studies and research performed by the US Geologic Survey.

- Co-sponsored the development of a *Natural Attenuation Guidance Publication for Navy and Marine Corps sites*.
- Participated in WA Brownfields / Total Petroleum Hydrocarbon Project Oversight Group and the Sediment Management Standards Implementation Committee, reviewed draft revisions to the Washington State Department of Ecology Model Toxics Control Act and Sediment Management Standard regulations and prepared formal Navy comments.
- Managed a \$4M Environmental Compliance Program and worked with environmental staffs from 6 naval installations to develop annual requirements, market NAVFAC resources, and coordinate project execution for projects supporting installation compliance with CWA, CAA, SDWA, ESA, RCRA and TSCA.
- Researched and implemented innovative technology to cleanup a PCB contaminated site resulting in a cost avoidance of over \$275K at SWFPAC.
- Successfully competed for \$250K in federal research & development funding to establish toxicity data on ordnance chemicals in the benthic environment. Drafted the Sampling and Analysis Plan. Collected marine sediment samples.

Hazardous Material Compliance Program Manager

GS-0819-12

6/1994 – 7/1996

89 Civil Engineering Squadron / 89 Environmental Flight

Andrews Air Force Base, MD

Oversaw base-wide environmental compliance with federal and state laws concerned with hazardous materials. Conducted environmental compliance audits and pollution prevention site assessments. Chaired contingency planning meetings and provided technical guidance to First Responders for cleanup of hazardous material spills.

- Prepared and submitted to EPA, installation's first Emergency Planning and Community Right-to-Know Act Section 311 and first two 312 reports, also known as Emergency and Hazardous Chemical Inventories.
- Managed contracts that drafted Facility Response Plan, Lead-Based Paint Management Plan, and surveyed 700 transformers for PCBs and replaced 23 - making the base PCB free.

U.S. Coast Guard Officer

5/1982 – 6/1994

EDUCATION / LICENSES / CERTIFICATES

- WA Environmental Professional Engineer, 1999
- DAWIA Level II Facilities Engineering
- MSE, Environmental Engineering and Management, The Catholic University of America, Washington, DC
- BS, Marine Sciences, U.S. Coast Guard Academy, New London, CT
- Holds Secret Security Clearance
- 40-hour HAZWOPER

Grants & Cooperative Agreements for Federal Personnel, 2017

Navy Executive Institute II, 2017

Ecological Risk Assessment, 2015

Basic HR Training for Supervisors Course, 2015

CLM 014 IPT Management & Leadership, 2015

CLE 008 Six Sigma: Concepts & Processes, 2015

CLC 108 Strategic Sourcing Overview, 2015

Advanced Risk Communication, 2015

Natural Resource Damage Assessment, 2014

STEVEN A. SAEPOFF, P.E.

Advanced Munitions Response Site Management, 2014
8-hour HAZWOPER Refresher, 2014
CLC 222 Contracting Officer's Representative, 2014
Navy Executive Institute I, 2014
NAVFAC Source Selection, 2013
NAVFAC AE Contracting, 2013
NAVFAC Contracting Officer's Representative, 2013
ASTM Environmental Site Investigations, Phase 1 & 2, 2012
Landmark Worldwide Communication Course Series, 2012
Project Management – Military Program, 2011
USACE Budget Training, 2010
Managing Project Managers, 2010
LEED Implementation Workshop, 2009
Army Civilian Leader Basic, 2009
DAU Contracting Officers Representative, Dec 2008
Leadership and Emotional Intelligence, 2008
LEED Technical Workshop, 2005
Federal Appropriations Law Refresher, 2005
Design-Build Construction, 2004
Estimating for Construction Modifications, 2003
Construction Contract Administration, 2001
Project Management Fundamentals, 2001
Federal Appropriations Law, 2000
Security Engineering, 2000
Sustainable Design, 2000
Basic & Advanced Groundwater Investigations, 1999
Environmental Risk Assessment, 1999
Managing Environmental Quality Assurance, 1999
Principle Centered Leadership, 1998
Advanced Environmental Restoration, 1998
Environmental Negotiation, 1998
EPA Preliminary Assessments / Site Inspections, 1997
Health and Environmental Risk Communication, 1997
EPA Remedial Process, 1997
EPA Superfund Treatment Technologies, 1996
40 hour HAZWOPER (29 CFR 1910.120), 1995
AHERA Project Designer, 1995
Lead-Based Paint Worker, 1994
Erosion and Sediment Control, 1994

From: noreply@civicplus.com
To: [Roz Lasso](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, May 2, 2018 8:13:36 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Joseph Dunstan

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer retired

Current Position DRB member

I am interested in serving on one of the following advisory groups (select all that apply): Design Review Board

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: Design Review Board

Please share your qualifications for this appointment (skills, 24 yrs as a licensed Landscape Architect and eight years teaching urban design and park planning at University of Washington and Cal Poly, San Luis Obispo, Ca. I have been a

activities, training, education) if any:

member of the DRB for two years. I enjoy DRB very much. I have lived on Bainbridge Island since 1995.

Please share your community interests (groups, committees, organizations) if any:

Past Commodore, Eagle Harbor Yacht Club, Shop Manager, Woodshop at BARN, two years as a member of DRB. Board Member, Winslow Wharf Marina.

Feel free to attach your resume (optional):

Type the Year

2018

How did you hear about the volunteer opportunity?

Other - See below

Other

current DRB member

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RESUME

Joseph C. Dunstan
Landscape Architect

Joe Dunstan is a landscape architect and educator with 36 years of experience in Landscape Architecture, park and recreation design, commercial site planning, accessible/universal design, and university teaching. For 24 years he was a landscape architect for the National Park Service where he was responsible for the planning, design and construction of visitor/recreation facilities, employee housing and maintenance facilities in 54 national parks and historic sites in six western states. During this time he completed numerous park master plans preserving ecological systems and enhancing historic landscapes, historic farms, and culturally sensitive landscapes.

Prior to NPS he worked in private practice for 10 years where he specialized in multi-family and commercial site planning and construction documentation. During the 1980's and early 90's he taught Landscape Architecture and site planning at the University of Washington, Seattle. Since retiring in 2012 he has taught site planning and urban design at California Polytechnic State University, San Luis Obispo, California on a part-time basis.

From 1995 to 2000 he was on the Board of Directors for Environmental Works, a non-profit community design center in Seattle that included six architects and a staff of nine. From 2004 to 2013 he was a member of the US Coast Guard Auxiliary on Bainbridge Island. He is currently a member of the woodworking steering committee for BARN (Bainbridge Artisans Resource Network) and is past commodore of the Eagle Harbor Yacht Club. He has lived on Bainbridge Island since 1995.

Joseph C. Dunstan

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, April 3, 2018 11:54:06 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name	Tom Kuniholm
Email	
Phone	
Address	
City	Seattle
State	WA
Zip	98104
Current Employer	self employed, Tom Kuniholm Architects AIA
Current Position	Firm Principal
I am interested in serving on one of the following advisory groups (select all that apply):	Design Review Board
Experience & Qualifications	
Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	served on Design Guidelines Review Committee, commercial development, signs, chain retail ordinance,(circa 2008?). COBI Comprehensive Plan design guidelines, (way back).
Please share your qualifications for this	-B Arch degree from Rhode Island School of Design 1980,Registered Architect, Project Architect at Mithun Architects 1989-1994. -In practice as leader of my own firm in the greater

appointment (skills, activities, training, education) if any:	Puget Sound region since 1994. Familiar with design standards throughout the region from our work. -Have designed many residential projects on Bainbridge Island over the years including two "AIA Home of the Month and Home of the Year" winners. - Have lived on island in Rolling Bay since 1991 in a restored 1901 farmhouse, office in Pioneer Square, Seattle.
Please share your community interests (groups, committees, organizations) if any:	-Current member of AIA residential Design committee, SPARc. - Historic Preservation consulting in Butte MO, Virginia City, NV, and Nassau Bahamas, as well as an avid interest in Bainbridge and Kitsap County history. -Extensive experience with residential energy efficient and green design strategies on our projects. Band member for music at the B.I. Farmers market and other events!
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2018
How did you hear about the volunteer opportunity?	Other - See below
Other	From the permit counter and talking with a city co

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From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, May 21, 2018 9:09:08 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Peter Perry

Email

Phone

Address

City Bainbridge Island

State Wa

Zip 98110

Current Employer Self

Current Position Landscape design Aurora Florialis

I am interested in serving on one of the following advisory groups (select all that apply): Design Review Board

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: DRB

Please share your qualifications for this appointment (skills, 20 Years of professional Landscape Design and construction and General Contracting

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

International Assoc of Arborists, Mentor Ecole Lyon landscape
accreditation

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2018

How did you hear
about the volunteer
opportunity?

Other - See below

Other

City Contact

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, April 26, 2018 1:07:46 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Skyler Ramirez

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98119

Current Employer Amazon.com

Current Position Sr. Manager

I am interested in serving on one of the following advisory groups (select all that apply):

Affordable Housing Task Force (not recruiting at this time),
Cultural Funding Advisory Committee (not recruiting at this time),
Design Review Board, Planning Commission

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, Bachelors in Internationals Politics MBA Process Improvement and Data Analytics expert by profession

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

I'd like to make sure my children continue to have a nice place to
live here on the island.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2018

How did you hear
about the volunteer
opportunity?

Social Media

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, May 11, 2018 9:50:21 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Jane Rein

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position Community Involvement

I am interested in serving on one of the following advisory groups (select all that apply): Design Review Board

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: Climate Change Advisory Committee

Please share your qualifications for this appointment (skills, The majority of my work as a city planner has been in spectacular waterfront/tourist destination communities, and, in all of them, I led or played a major role in both comprehensive and

activities, training, education) if any:

waterfront planning. As a planner in California for 20 years, I managed coastal planning projects, comprehensive plan development and general policy and ordinance development. In both Santa Barbara and Santa Cruz, city planning and development were guided and framed by well-founded principles of community design and a carefully crafted design review process and design guidelines. Both cities had a rigorous and thoughtful approach to development review with an unwavering adherence to the principles of exceptional community design. When I moved to Wisconsin, I became a contract planner for the City of Ashland and also continued as a planning consultant to other communities in Wisconsin and Minnesota. Throughout my career, I have researched, written about and taught sustainable community development. Most recently, I completed, as senior co-author, the 2nd edition of Land Use Planning for Sustainable Development (Taylor & Francis), published in 2013.

Please share your community interests (groups, committees, organizations) if any:

Most recently, I worked with Sustainable Bainbridge, Quality Bainbridge and the Association of Bainbridge Communities (ABC) in planning the 15th Annual ABC Environmental Conference (May 21, 2018). I have served on COBI's Climate Change Advisory Committee since last August and have been engaged with loosely-formed groups of citizens in monitoring COBI policy, law and actions, particularly in the realm of land use. I participated directly in the Comprehensive Planning Process and also provided comment on the Suzuki Property disposition, the Visconsi project and a variety of other land use matters.

Feel free to attach your resume (optional):

Type the Year

2018

How did you hear about the volunteer opportunity?

Other - See below

Other

2 City Officials

Email not displaying correctly? [View it in your browser.](#)

JANE M. REIN

CONTACT INFO

EDUCATION

University of Minnesota, M.A. Journalism and Mass Communication, minor statistics
Hamline University (St. Paul, MN), B.A., English, graduated *cum laude*

Other:

University of Oregon, grad school (School of Journalism) - one quarter
University of Vienna (Austria), studying International Relations (Junior year abroad)

RELEVANT PROFESSIONAL EXPERIENCE

Associate Dean and faculty, Bainbridge Graduate Institute (now Presidio at Seattle): as faculty, taught Sustainable Community Development [*also: as administrator; oversight of student experience; student and student group advising, curriculum development*] 2007-2013.

Associate Professor (with tenure), University of Wisconsin Extension: Community, Natural Resource and Economic Development Educator, Ashland County WI (department head); served as planning consultant to coastal communities (5) engaged in sustainable community planning, land use policy and code development, natural resource planning, economic development planning [*also: served individuals seeking to advance their careers and/or businesses; organizational development consultant to at least 50 nonprofits (including economic development orgs and chambers of commerce;)*] 2002-2007.

Instructor and Lake Superior Program Coordinator and U.S. Coordinator for Lake Superior Binational Forum, Sigurd Olson Environmental Institute of Northland College: administered binational (US Canada) program focused on toxics of concern in Lake Superior; also taught sustainable community development; [*teaching and program administration; served individual students with course and program selection, especially students who interned with me*] 1996 -2002.

Sustainable Community and Organizational Development Consultant: specializing in strategic planning for wide range of nonprofits; municipal comprehensive plans and land use planning, including parks and open space planning, bikeway master planning, waterfront planning, area plans; economic development plans, wetlands management plans, shore land development standards, land disposition studies; major re-writes of municipal zoning ordinances; land disposition studies; Main Street Program planning and design review, grant writing; 1992-2013.

City Planner; Northwest Regional Planning Commission (Wisconsin): contract planner for City of Ashland, WI; comprehensive plans; land use studies and area plans, economic development plans, ordinance and policy studies and reports, grant administration; completed City of Ashland WI comp plan and revised City of Washburn's (WI) Comprehensive Plan; 1991-1992.

Sustainable Community Development Consultant: land use studies and plans, local coastal program review and revisions, acting Director of Planning for City of Capitola, CA, grant writing; 1990-1991.

Associate Planner, City of Santa Cruz, CA Redevelopment Agency: staff to public-private partnership established after Loma Prieta earthquake charged with development of a downtown recovery plan; planning studies and reports, liaison with consultants; 1989-1990.

Associate Planner, City of Santa Cruz, CA Department of Planning and Community Development: general plan and local coastal program development, environmental review, housing for the homeless, major reorganization and revision of zoning ordinance, Community Block Grant Coordinator, director of City's Housing Rehab Loan Program; area plans, including environmental corridor and beach area plans; 1981-1989.

Associate Planner, City of Santa Barbara, CA Department of Planning and Community Development: bikeway master plan; general plan and zoning ordinance development, housing for the homeless; affordable housing; area studies and plans, downtown redevelopment planning, special experience with growth management, housing, working with neighborhood groups and organizations; 1971-1977.

PUBLICATIONS 1973-2013

Attached

OTHER INTERESTS

Bicycling, hiking, anything outdoors non-motorized, flying (certified student pilot), bird watching, graphic design, writing.

Jane (Silberstein) Rein Publications

Updated April 2018

Note: In the list below:

“author” means I researched and wrote the publication solo

“co-author” means I worked with one or more in writing the publication

“lead author” means I authored the publication that contains input from a group, committee or organization whose contributions I facilitated

“contributor” means I contributed content but did not write or assist in writing the publication

Books, Chapters in Books, Professional Articles 1973-2013

Private: 1973-2013

Land Use Planning for Sustainable Development, 2nd Edition. Taylor & Francis, Boca Raton, Florida, 2013, lead author (co-author, Chris Maser).

“Introduction to Community Development; Theory, Practice and Service-Learning,” Jerry Campbell and Gary Green, Eds.; Chapter 16: Sustainable Development. Sage Publications, 2010, co-author (co-author Jerry Hembd, PhD).

“Expanding Prosperity by Becoming an Eco-municipality,” *Business and Society*, December 2010, author

Toward Sustainable Community: A Toolkit for Local Government, University of Wisconsin Press, co-author, April 2007, (UW Sustainability Team).

Land Use Planning for Sustainable Development, CRC Press, Lewis Publishers, Boca Raton, Florida, 2000, lead author (co-author, Chris Maser).

“The Road around Adamson,” an examination of key court cases (including Adamson v. City of Santa Barbara) addressing over-crowding of residential dwellings and associated impacts; paper presented to League of California Cities, 1984, lead author (co-author, Jerry Bowden).

“Community issues, Conflict and Public Affairs Knowledge,” a chapter in *Models in Communication Research*, Peter Clark, ed., Sage Publications, (This chapter reflects years of research conducted in rural Minnesota towns. The topic of the research was public perception of local environmental issues and how information was obtained.), 1973, co-author (co-authors Phil Tichenor, PhD., George Donahue, PhD.).

Public: 1973-2000

“City of Santa Barbara Bikeway Planning Survey Analysis,” City of Santa Barbara Public Works Department, September 1973, co-author.

“City of Santa Barbara Bikeway Master Plan,” City of Santa Barbara Department of Public Works, Transportation Division, 1974, lead author.

“City of Santa Barbara Housing Element of General Plan,” City of Santa Barbara Planning Department, 1975, lead author.

“The Bicycle and its Role in Commerce in Santa Barbara,” City of Santa Barbara Department of Public Works, Transportation Division, 1975, author.

“City of Santa Barbara Industrial Area Study” (study of potential for conversion of industrially zoned lands to residential zoning), City of Santa Barbara Planning Department, August 1978, author.

“City of Santa Barbara Land Use Zones Analysis” (study of alternative means by which to establish residential density standards for purpose of growth management), City of Santa Barbara Planning Department, 1977, co-author.

“Environmental Impact Report for Arroyo Pacifica (86 unit subdivision),” Sub-contractor to John Jostes, planning consultant, prepared for City of Santa Barbara, May 1977, co-author.

“Santa Cruz and San Benito Counties Area Agency on Aging Long Range Plan,” Area Agency on Aging, 1978, lead author.

“Long Range Plan: Area Agency on Aging: Santa Cruz and San Benito Counties (CA), 1981, lead author.

“City of Santa Cruz Zoning Ordinance Reorganization and Revision,” City of Santa Cruz Planning and Community Development Department, 1983, co-author.

“City of Santa Cruz Residential Density Study,” City of Santa Cruz Planning and Community Development Department, 1983, co-author.

Ordinance development: Commercial-Residential Permit, City of Santa Cruz Planning and Community Development Department, 1983, co-author.

Ordinance development: Property Maintenance Ordinance, City of Santa Cruz Planning and Community Development Department, 1984, co-author.

“City of Santa Cruz Beach Area Plan,” City of Santa Cruz Planning and Community Development Department, 1986, lead author.

“City of Santa Cruz Beach Area Policy Recommendations,” City of Santa Cruz Planning and Community Development Department, Santa Cruz, CA, 1986, lead author.

“City of Santa Cruz Beach Area Policy Implementation Recommendations,” City of Santa Cruz Planning and Community Development Department, Santa Cruz, CA, 1986, lead author.

“City of Santa Cruz Housing Assistance Plan,” City of Santa Cruz Community Development Block Program, Planning and Community Development Department, 1987, lead author.

“Tri-City Animal Shelter Expansion/Remodel Study,” for the cities of Fremont, Newark and Union City, CA, April 1987, co-author.

“Santa Cruz County Society for the Prevention of Cruelty to Animals Long Range Plan,” for the Santa Cruz County SPCA, May 1987, lead author.

“Moore Creek Corridor Access and Management Plan,” City of Santa Cruz Planning and Community Department, 1987, co-author.

“City of Santa Cruz Housing Element of the General Plan,” City of Santa Cruz Planning and Community Development Department, 1987, co-author.

“Santa Cruz County Society for the Prevention of Cruelty to Animals Relocation Feasibility Study,” for the Santa Cruz Co. SPCA, May 1988, author.

“Downtown Santa Cruz: Urban Design Plan Phase I,” City of Santa Cruz Redevelopment Agency, April 1990, contributor.

“City of Santa Cruz Downtown Recovery Plan,” City of Santa Cruz Redevelopment Agency, 1991, contributor.

“Animal Control Services Study and User Fee and Cost Recovery Program,” for the County of San Mateo, CA, November 1990, co-author.

“City of Capitola Local Coastal Program Review,” City of Capitola (CA), 1990, author.

“California State Humane Association Long Range Plan,” for the California State Humane Association, Sacramento, CA, 1991, lead author.

“Ashland Economic Development Diversification Plan,” for the City of Ashland, WI, 1992, lead author.

“City of Ashland Comprehensive Plan,” for the City of Ashland, WI, 1992, lead author.

“City of Ashland Waterfront Development Plan,” for City of Ashland, WI, 1994, co-author.

“Land Use Report: Town of Iron River, WI – A Land Use Plan and Zoning Recommendations for Regulating Nonmetallic Mining,” subcontractor to Discovery Group (Madison, WI) for Bayfield County, 1995, co-author.

“City of Superior Special Area Management Plan,” subcontractor to Northwest Regional Planning Commission (Spooner, WI) for the City of Superior, WI, 1995, co-author.

“City of Ashland Zoning Ordinance: Revised,” subcontractor to Discovery Group (Madison, WI) for the City of Ashland, WI, 1995, co-author.

“Douglas County Inland Lakes Classification Study: Draft,” subcontractor to Discovery Group (Madison, WI) for Douglas County, WI, Ordinance Review Committee, 1996, co-author.

“Disposition Strategy Report: Pemene Falls Property, Wisconsin Public Service Corporation,” subcontractor to Discovery Group (Madison, WI) prepared for Land Resource Analysis Team, Wisconsin Public Service Corporation, Green Bay WI, 1996, co-author.

“City of Bayfield (WI) Comprehensive Plan,” City of Bayfield, 2000, lead author.

Presentations at Professional and Government Agency Meetings 1992-1999

“City of Superior Special Area Management Plan,” Douglas County Leadership Class, 1992.

“City of Superior Special Area Management Plan,” Douglas County Leadership Class, 1993.

“City of Washburn: Demographics and History of Development,” Minnesota Design Team Visit to the City of Washburn, June 1993.

“City of Superior Special Area Management Plan,” Douglas County Leadership Class, 1994.

“Wetlands Management, City of Superior (WI) Special Area Management Plan,” Red Clay Soils Wetland Workshop, sponsored by Northwest Regional Planning Commission, Superior, WI, September 15, 1994.

“City of Superior Special Area Management Plan,” Douglas County Leadership Class, 1996.

“The Lake Superior Binational Forum: Mission, Work and the Lake Area Management Plan,” Wisconsin Coastal Management Symposium: Coastal Awareness, June 14, 1998.

“Lake Superior: Toxics of Concern,” Apostle Islands Park Service, April 14, 1998.

“City of Ashland Waterfront Development Plan,” Wisconsin Coastal Management Council, October 1998.

“Lake Superior: Toxics of Concern,” UW Extension Resource Agents, April 19, 1999.

“Planning and Development Issues and Concerns on the Bayfield Peninsula,” presentation to the UW Wisconsin Idea Seminar (for new faculty), Bayfield, WI, May 19, 1999.

“City of Ashland Waterfront Development: Product and Process,” presentation to the federal evaluation by the National Oceanic and Atmospheric Administration of the Wisconsin Coastal Management Program, Madison, WI, June 5, 1999.

“The Lake Superior Binational Forum: Mission, Work and the Lake Area Management Plan,” presentation to the Lake Superior Protected Areas Managers, Northern Great Lakes Visitor Center, Ashland, WI, April 14, 1999.

Courses Taught and Guest Lectures 1994-2001

“Introduction to Tourism,” Wisconsin Indianhead Technical College-sponsored high school class, November 10, 1994.

Planning and Community Development, Fall Semester 1996, Northland College, Ashland, WI.

Sustainable Development, Winter Semester 1997, Northland College, Ashland, WI.

“A Model for Sustainable Community Development: The Natural Step,” presented to Environmental Citizenship class at Northland College, Ashland, WI, February 1998.

“Owls and Jobs,” Northland College Summer Lecture Series, Madeline Island, August 1998.

Land and Water Regulations, Fall Semester 1998, Northland College, Ashland, WI.

“Leadership in Changing Times,” Northland College Lecture Series: Defining Restoration, February 1999.

Defining Restoration Lecture Series Course, Winter Semester, Northland College, 1999.

“Lake Superior Water Quality,” presented to Pollution Biology class at Northland College, Ashland, WI, March 1996-2000.

Planning for Change, co-taught with Professor Dorothy Lagerroos, J.D., Winter Semester, Northland College, 1999.

“The Lake Superior Binational Forum: Model for Citizen Involvement in Water Quality Issues,” Environmental Citizenship class at Northland College, Ashland, WI, April 1999.

“Land Use Planning for Sustainable Development,” Environmental Citizenship class at Northland College, Ashland, WI, November 6, 2000.

Sustainable Community Development, distance learning for Northland College and Alverno College, Winter Semester, 2001.

“Owls and Jobs,” Northland College Summer Lecture Series, June 2001.

Facilitation: Nonprofit Strategic Planning and Organizational Development 1981-2000

Area Agency on Agency for Santa Cruz and San Benito Counties, Long Range Plan Development, 1981.

Vision Santa Cruz, a public-private partnership formed following a major earthquake in Santa Cruz, CA, 1989-90.

California State Humane Association Long Range Planning Workshop, Pacifica, CA, January 29, 1991 and May 20, 1991.

Bayfield Area Commercial Fisherman Business Development (for Governor’s Northern Representative Iris Moe), March 1992.

City of Ashland (WI) Staff Training: New Zoning Ordinance, City of Ashland, WI, September 11, 1995.

Inland Sea Society Long Range Planning Workshop, March 1996.

Northland College Student Services Strategic Planning Session, Ashland, WI.
July 8, 1996.

City of Ashland Waterfront Development Committee, 1996-present.

Open Meetings with President's Staff, Northland College, Fall and Winter Semesters
1997, 1998.

City of Washburn (WI) Planning Document Study Task Force, October-November 1999.

Northland College Fall Lecture Series Planning and Development, Fall 1999.

Northland College Faculty Strategic Planning Focus Groups, 1999.

City of Washburn (WI) Sign Ordinance Development Committee, April-August 2000.

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Sunday, May 13, 2018 4:11:21 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name	Carl Yurdin
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Retired
Current Position	Furniture design and construction
I am interested in serving on one of the following advisory groups (select all that apply):	Design Review Board
Experience & Qualifications	
Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	Baxter Estates NY Design , Review Bd Eastsound sewer and water commissioner, Orcas Island
Please share your qualifications for this appointment (skills,	Industrial Designer, Furniture design and construction BS Industrial Design, University of Bridgeport. wooden boats, sailing. home renovations and some construction

activities, training,
education) if any:

Please share your community interests (groups, committees, organizations) if any:	Bainbridge BARN. woodshop monitor and steering committee
--	--

Feel free to attach your
resume (optional):

Type the Year	2018
---------------	------

How did you hear about the volunteer opportunity?	<i>Field not completed.</i>
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Other	Neighbor, Joe Dunston
-------	-----------------------

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Carl Yurdin

Career Highlights

- Award winning Industrial Designer with over fifty-years of experience designing a diverse set of consumer and industrial products for companies such as Harman Kardon, Clairol, Miracle Grow, Honeywell Medical Systems, Otzec Industries and Phillips Business Systems.
- Holder of over 30-patents (both design and mechanical) in the areas of construction, medical, instrumentation, lighting and testing equipment.
- Recipient of over 15-design awards, including Industrial Design Magazine and the Industrial Designer Society of America.
- Currently extending design skills through building furniture and sculpture.

Harman / Kardon 1961- 1962
Staff Industrial Designer

Van Dyck Associates 1962- 1963
Staff Industrial Designer

Levow – Yurdin Industrial Design, Inc. 1964- 1976
Principal

Carl Yurdin Industrial Design
1976 – Present

Sculptor & Furniture Designer
2010 – Present

Education & Affiliations

University of Bridgeport, 1959
Bachelors of Science, Industrial Design

United States Navy, 1959- 1961
Active Duty

Industrial Design Society of America, 1976 – 2003
Member

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Saturday, March 17, 2018 3:19:45 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Melanie Keenan

Email

Phone

Address

City BI

State WA

Zip 98110

Current Employer Self-Employed

Current Position Geologist Hydrogeologist

I am interested in serving on one of the following advisory groups (select all that apply): Environmental Technical Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, Licensed Geologist Hydrogeologist, see resume.

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Water Resource Citizen Group on Bainbridge Island, Co-author
for Sole Source Aquifer Designation Petitions for Bainbridge
Island and Kitsap Peninsula, Kitsap Master Gardener, Wyckoff
Superfund Citizen Group, Past Co-Chair Kitsap Food and Farm
Policy Committee appointed by the County Commissioners,
Code Change and Comp Plan Update volunteer. Various
geology hydrogeology groups and events. 4-H Leader Volunteer,
Kitsap Water Festival Volunteer. Artist Ceramics Printmaking,
School Science Volunteer

Feel free to attach your
resume (optional):

Type the Year

2018

How did you hear
about the volunteer
opportunity?

Other - See below

Other

Council

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Melanie Keenan, L.G., L.HG.

DUE DILIGENCE/ HYDROGEOLOGIC STUDIES

EXPERIENCE SUMMARY

Ms. Keenan is a professional geologist and hydrogeologist with extensive experience conducting and managing Phase I and II environmental site assessments on behalf of Fortune 500 companies and law firms. Her experience includes providing third party oversight for hydrogeologic investigations and contaminant characterization. She has served as a technical investigator and writer for several municipal ground water management plans in King County in western Washington. Additionally, she is proficient in scientific illustration and computer graphics.

SELECTED PROJECTS

Project Hydrogeologist, Contamination Assessment Oversight, Seattle, Washington. Conducted oversight of soil and ground water contamination assessment projects on behalf of downtown Seattle property owners for various environmental engineering consulting firms. Oversight required detailed documentation of investigative activities and scrutiny of quality assurance procedures, technical report writing and review.

Project Hydrogeologist, Ground Water Management Plan Preparation and Hydrogeologic Studies, East King County, Washington. Technical contributor to the compilation and state approval of Group A Comprehensive Water System Plans. Plans include system description; water supply and water demand analysis and forecasting; evaluation of system reliability and source water protection; development of operations & maintenance and system improvement programs and operations.

Project Hydrogeologist, Ground Water Management Plan Preparation. Compiled and edited draft reports for input and data from the South King County Ground Water Advisory Committee. Managed the publication of the final South King County Ground Water Management Plan, which was developed to meet this area's ground water protection needs. Plan included: an area characterization report, identification and description of threats to ground water, recommended strategies and implementation process and public involvement.

Project Hydrogeologist, Regulatory Research, Hanford Nuclear Reservation, Richland, Washington. Conducted regulatory research; findings aided DOE in budgeting and re-definition of long-term objectives.

EDUCATION

Post-graduate studies in Hydrogeology, California State University, Fullerton
B.S. Geology, Colorado State University

EMPLOYMENT HISTORY

- Independent Consulting Geologist/Hydrogeologist, 1994 to Present.
- Hydrogeologist, Various Engineering Consulting Firms, 1987 to 1993.
- Geologist, Various Mining Companies, 1983 to 1987.

REGISTRATION

Washington Professional Geologist and Hydrogeologist #1722, 2002.

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, April 24, 2018 1:37:55 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Charles Kratzer

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position NA

I am interested in serving on one of the following advisory groups (select all that apply): Environmental Technical Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: ETAC

Please share your qualifications for this appointment (skills, see resume

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Field not completed.

Feel free to attach your
resume (optional):

Type the Year

2018

How did you hear
about the volunteer
opportunity?

Other - See below

Other

currently serving

Email not displaying correctly? [View it in your browser.](#)

CHARLES R. KRATZER

EDUCATION

University of California, Los Angeles
Environmental Science and Engineering Program
Doctor of Environmental Science and Engineering

University of Florida
Environmental Engineering Sciences Dept.
Master of Engineering

University of California, Davis
Civil Engineering Dept.
Bachelor of Science

EXPERIENCE

MEMBER, ENVIRONMENTAL TECHNICAL ADVISORY COMMITTEE
City of Bainbridge Island
July 1, 2015 – June 30, 2018

The committee is appointed by the City Council to advise the City Council, City Manager, and City staff on environmental management issues.

PROPOSAL REVIEWER
Water Quality, Supply and Infrastructure Improvement Act (CA Proposition 1, Nov. 2014)
Delta Water Quality and Ecosystem Restoration Grant Program
September, 2015 – November, 2015
(Allen Barnes, UC Davis, 530-754-8408)

Reviewed proposals on water quality and ecosystem restoration for the California Department of Fish and Wildlife. The reviewed proposals totalled about \$5 million in requested funding.

CHAIR, PANEL REVIEW
Ecosystem Restoration Program Independent Review Panel
San Joaquin River Stockton Ship Channel Dissolved Oxygen TMDL – WARMF and Link-Node Models
September, 2013 – March, 2014
(Allen Barnes, UC Davis, 530-754-8408)

Led a panel to evaluate the proposed use of two models by the state regulatory agency to manage a TMDL control program. The issue deals with the effects of the hyper-eutrophic San Joaquin River on the dissolved oxygen levels in the downstream estuary. After reviewing many documents and a two-day meeting with the project team, wrote and assembled a final report from the panel to the state.

SENIOR ENGINEER, WATER RESOURCES
Department of Water Resources
Division of Integrated Regional Water Management
Sacramento, CA 10/09 to 8/12
(Supervisor: Mike Floyd, 916-651-9208)

Designed monitoring requirements and protocols for statewide groundwater level reporting program. Led committee on protocols and chaired group that developed guidance document for prospective monitoring entities. Work team lead for regional forums (12 regions statewide) to elicit regional input to the California Water Plan (CWP), a document produced every 5 years to guide management of California's water resources. Chairperson for statewide conference (270 attendees) on integrated regional water management. Member of CWP work teams on climate change, tribal involvement, and groundwater.

SUPERVISORY HYDROLOGIST

U.S. Geological Survey

Sacramento, CA 10/00 to 10/09

(Supervisor: Neil Dubrovsky, 916-278-3078)

Study unit chief for the San Joaquin-Tulare Basins study unit of the National Water Quality Assessment (NAWQA) program (see <http://ca.water.usgs.gov/sanj>). Responsible for all aspects of this \$1- to 2-million per year program. Supervised staff of 6 to 10 hydrologists, biologists, field personnel, and a GIS/database manager. Worked closely with the GIS staff person to design the NAWQA website, using ArcGIS and Adobe Illustrator. Principal investigator and contract manager for two multi-year, million-dollar spinoff projects: (1) evaluation of pesticide sources (atmospheric and land-based), occurrence, transport, and fate and bioassessments of selected waterbodies in the San Joaquin Valley; and (2) evaluation of groundwater nitrate inputs to the lower San Joaquin River and the sources of the nitrate. Both projects were conducted to provide technical support to the state regulatory agency for the development of TMDLs. Supervised two graduate students in the Geology Department at California State University, Sacramento and served on their graduate committees.

Served on a technical committee to work with the San Francisco Estuary Partnership on designing a Delta Regional Monitoring Program. This partnership is part of the National Estuary Program as is Puget Sound Partnership. As NAWQA chief, I reviewed products and consulted with USGS personnel in Washington State on Puget Sound NAWQA studies.

HYDROLOGIST

U.S. Geological Survey

Sacramento, CA 10/91 to 9/00

(Supervisor: Neil Dubrovsky, 916-278-3078)

Surface water specialist for San Joaquin-Tulare Basins study unit of the NAWQA program. Designed and supervised several surface-water sampling projects to evaluate transport and fate of pesticides from agricultural and urban sources, during storm and non-storm flows. Coordinated these sampling efforts with time-of-travel dye studies to put resulting data into a lagrangian context for interpretation. Also, designed a monitoring, assessment, and research program for water quality in the San Joaquin River Basin for the CALFED program. Acted as California District TMDL coordinator and representative to USEPA Nutrient Criteria Team (Region 9). Served on a technical committee to develop a TMDL for selenium in the San Joaquin River Basin.

Project chief for several water resources/water quality spinoff projects, including: (1) assessment of water quality in Abbotts Lagoon at Point Reyes National Seashore (funded by National Park Service); (2) determination of selenium transport in Panoche Creek (funded by U.S. Bureau of Reclamation); (3) evaluation of surface water/ground water interactions and transport of water quality constituents in Santa Clara River in LA County (funded by LACSD); (4) determination of storm-driven transport of diazinon and chlorpyrifos in the San Joaquin River Basin (funded by CA Dept. of Pesticide Regulation); (5) evaluation of historical nutrient loads and trends in tributaries to Lake Tahoe (co-project chief; funded by Lahontan RWQCB); and (6) evaluation of nutrients and oxygen-consuming substances in the San Joaquin River Basin that contribute to low dissolved oxygen in the Stockton Deep Water Ship Channel (funded by CALFED and CA Dept. of Water

Resources). Projects 4 and 6 were conducted to provide technical support to the state regulatory agency for the development of TMDLs. As project chief and contract manager, I was responsible for all aspects of the projects from data collection to monitoring the budget to writing the final report.

EARLIER WORK EXPERIENCE

- o State Water Resources Control Board – Technical expert on San Joaquin Valley water resources, modeling of San Joaquin River; technical evaluations, compliance inspections, and sampling related to agricultural and point-source regulations.
- o UCLA – Modeling salinity and water levels in Salton Sea, estimating heat dissipation from cooling water, and evaluating physical criteria for wind energy development.
- o South Florida Water Management District – Managed Lake Okeechobee water quality studies, including collecting, analyzing, and writing up water chemistry data.
- o University of Florida – Used computer models and statistics to analyze existing data on nutrient loading and trophic conditions in Florida lakes.

OVERSEAS EXPERIENCE

VOLUNTEERS IN OVERSEAS COOPERATIVE ASSISTANCE (VOCA)

Strezevo Water Quality Project (EM084)

Republic of Macedonia

May 1-25, 1995

Evaluated water quality of Strezevo Reservoir and recommended a monitoring program, changes in the laboratory, and use of a eutrophication model.

MEMBERSHIPS

American Water Resources Association

American Geophysical Union

Professional Engineer, State of California, Reg. No. C038369

Professional Engineer, State of Washington, License No. 51489

SELECTED PUBLICATIONS

Zamora, C., Dahlgren, R.A., Kratzer, C.R., Downing, B.D., Russell, A.D., Dileanis, P.D., Bergamaschi, B.A., and Phillips, S.P., 2013, Groundwater contributions of flow, nitrate, and dissolved organic carbon to the lower San Joaquin River, California, 2006—2008: USGS Scientific Investigations Report 2013-5151, 105 p. (available on-line at: <http://pubs.er.usgs.gov/publication/sir20135151>)

Kratzer, C.R., Kent, R.H., Saleh, D.K., Knifong, D.L., Dileanis, P.D., and Orlando, J.L., 2011, Trends in nutrient concentrations, loads, and yields in streams in the Sacramento, San Joaquin, and Santa Ana Basins, California, 1975—2004: USGS Scientific Investigations Report 2010-5228, 112 p. (report and database available on-line at: <http://pubs.usgs.gov/sir/2010/5228/>)

Kratzer, C.R., Saleh, D.K., and Zamora, C., 2006, Assessment of hydrologic and water quality data collected in Abbots Lagoon watershed, Point Reyes National Seashore, California, during water years 1999 and 2000: U.S. Geological Survey Scientific Investigations Report 2005-5261, 35 p. (available on-line at: <http://pubs.usgs.gov/sir/2005/5261/>)

- Majewski, M.S., Zamora, C., Foreman, W.T., and Kratzer, C.R., 2006, Contribution of atmospheric deposition to pesticide loads in surface water runoff: USGS Open-File Report 2005-1307 (available on-line at: <http://pubs.usgs.gov/of/2005/1307>)
- Kratzer, C.R., Dileanis, P.D., Zamora, C., Silva, S.R., Kendall, C., Bergamaschi, B.A., and Dahlgren, R.A., 2004, Sources and transport of nutrients, organic carbon, and chlorophyll-a in the San Joaquin River upstream of Vernalis, California, during summer and fall, 2000 and 2001: USGS Water-Resources Investigations Report 03-4127, 113 p. (available on-line at: <http://pubs.usgs.gov/wri/wri034127>)
- Cox, M.H., Mendez, G.O., Kratzer, C.R., and Reichard, E.G., 2003, Evaluation of tracer tests completed in 1999 and 2000 on the upper Santa Clara River, Los Angeles and Ventura Counties, California: U.S. Geological Survey Water-Resources Investigations Report 03-4277, 92 p. (available on-line at: <http://pubs.er.usgs.gov/publication/wri034277>)
- Kratzer, C.R., Saleh, D.K., and Zamora, C., 2002, Selenium and sediment loads in storm runoff in Panoche Creek, California, February 1998: USGS Water-Resources Investigations Report 02-4286, 38 p. (available on-line at: <http://pubs.usgs.gov/wri/wri024286>)
- Kratzer, C.R., Zamora, C., and Knifong, D.L., 2002, Diazinon and chlorpyrifos loads in the San Joaquin River Basin, California, January and February 2000: U.S. Geological Survey Water-Resources Investigations Report 02-4103, 38 p. (available on-line at: <http://pubs.usgs.gov/wri/wri02-4103>)
- Rowe, T.G., Saleh, D.K., Watkins, S.A., and Kratzer, C.R., 2002, Streamflow and water-quality data for selected watersheds in the Lake Tahoe Basin, California and Nevada, through September 1998: U.S. Geological Survey Water-Resources Investigations Report 02-4030, 118 p. (available on-line at: <http://pubs.usgs.gov/wri/wri024030>)
- Kratzer, C.R., 1999, Transport of sediment-bound organochlorine pesticides to the San Joaquin River, California: Journal of American Water Resources Association, 35:957-981.
- Kratzer, C.R., 1999, Transport of diazinon in the San Joaquin River Basin, California: Journal of American Water Resources Association, 35:379-395.
- Dubrovsky, N.M., Kratzer, C.R., Brown, L.R., Gronberg, J.M., and Burow, K.R., 1998, Water quality in the San Joaquin-Tulare basins, California, 1992-95: USGS Circular 1159, 38 p. (available on-line at: <http://pubs.er.usgs.gov/publication/cir1159>)
- Kratzer, C.R. and Shelton, J.L., 1998, Water-quality assessment of the San Joaquin-Tulare Basins, California: analysis of available data on nutrients and suspended sediment in surface water, 1972-90: USGS Professional Paper 1587, 92 p. (available on-line at: <http://pubs.er.usgs.gov/publication/pp1587>)
- Kratzer, C.R., 1998, Pesticides in storm runoff from agricultural and urban areas in the Tuolumne River Basin in the vicinity of Modesto, California: U.S. Geological Survey Water-Resources Investigations Report 98-4017, 17 p. (available on-line at: <http://pubs.er.usgs.gov/publication/wri984017>)
- Kratzer, C.R. and Biagtan, R.N., 1997, Determination of travel times in the lower San Joaquin River Basin, California from dye-tracer studies during 1994-95: U.S. Geological Survey Water-Resources Investigations Report 97-4018, 20 p. (available on-line at: <http://pubs.er.usgs.gov/publication/wri974018>)
- Kratzer, C.R. and Grober, L.F., 1991, San Joaquin River salinity: 1991 projections compared to 1977: California Agriculture, vol. 45, no. 6, pp. 24-27.

SELECTED INVITED PRESENTATIONS

Kratzer, C.R., Dahlgren, R.A., Zamora, C., and Dileanis, P.D., 2009, Salinity inputs to the San Joaquin River from groundwater: 27th Biennial Groundwater Conference and 18th Annual Meeting of the Groundwater Resources Association of California, October 6-7, 2009, Sacramento, CA.

Kratzer, C.R., and Saleh, D.K., 2007, Trends in nitrate and other nutrients in the San Joaquin River, California: ASA-CSSA-SSSA 2007 International Annual Meetings, November 4-8, 2007, New Orleans, LA.

Kratzer, C.R., and Dahlgren, R.A., 2006, Investigations of nitrate in the lower San Joaquin River, California: California Plant and Soil Conference, CA Ch of Am Society of Agronomy, February 7-8, 2006, Visalia, CA.

Kratzer, C.R., Zamora, C., and Domagalski, J.L., 2004, Monitoring diazinon and chlorpyrifos for TMDL development: Soc of Environ Tox and Chem, 25th Annual Meeting, November 14-18, 2004, Portland, OR.

Kratzer, C.R., and Dileanis, P.D., 2004, Water quality monitoring design issues for Central Valley, California streams: Salmonid Restoration Fed, 14th Intl Salmon Enhancement Workshop, March 17-18, 2004, Davis, CA.

SELECTED TRAINING COURSES

USGS Training Courses:

"Leadership Intensive"; "SPARROW Surface-Water Quality Modeling"; "Statistical Techniques for Trend and Load Estimation"; USGS Western Region Managers Development Program; USGS Western Region Supervisory Training; "Ground Water/Surface Water Relationships"; "Quality Control Sample Design and Interpretation".

Other Training Courses:

"Facilitation Training", Center for Collaborative Policy, Sacramento, CA.

"Nondetects and Data Analysis" Training course presented by Practical Stats (Dr. Dennis Helsel), Seattle, WA.

USDA Graduate School training courses, "Introduction to Supervision" (SUPV 7001); "Supervision and Group Performance" (SUPV 8001).

ArcGIS Training:

"ArcGIS Desktop I: Introduction to GIS (ArcGIS 10.1)", King County GIS Center, May 5-6, 2014

VOLUNTEER ACTIVITIES

City of Bainbridge Island, Department of Public Works: Flow measurements and water-quality sampling of Bainbridge Island creeks, October 2014 to Present (Cami Apfelbeck, COBI Water Resources Specialist, 206-780-3779, capfelbeck@bainbridgewa.gov)

Sakai Intermediate School: Volunteer for "Read Naturally" and "Math Olympiad" programs.

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Saturday, May 19, 2018 7:08:13 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name William Neff

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Eduvate, LLC

Current Position Operations Manager

I am interested in serving on one of the following advisory groups (select all that apply): Environmental Technical Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: Senior Technical Advisor -for Rocky Flats Coalition of Local Governments, Colorado, 1994-1997

Please share your qualifications for this appointment (skills, Twenty five years of professional experience working as an environmental consultant with top global engineering firms, three years of experience in public advocacy leadership, technical

activities, training, education) if any:	environmental project experience in WA state, Master's degree in Environmental Pollution Control (Penn State), B.S. in Geology (Hamilton College), group facilitation training
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Please share your community interests (groups, committees, organizations) if any:	Protecting the environment
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Feel free to attach your resume (optional):	
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Type the Year	2018
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How did you hear about the volunteer opportunity?	Newspaper
---	-----------

Other	<i>Field not completed.</i>
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Email not displaying correctly? [View it in your browser.](#)

William Neff

Operations Manager at Eduvate LLC

Summary

Twenty-five years of professional experience as an environmental scientist. Fifteen years of consulting experience, including eight as consulting firm operations manager. Currently serving as Operations Manager at Eduvate LLC, an educational technology consultancy based in Seattle, Washington.

Experience

Operations Manager at Eduvate LLC, March 2008 - Present

- Providing consulting and management services in the educational systems and technologies work space.

Senior Environmental Scientist at URS Corporation, April 2003 - December 2014

- Managed environmental clearance and permitting activities for a natural gas utility.
- Provided hazardous waste, hazardous materials, toxic substance reporting, and pollution prevention expertise to defense agencies and installations.
- Performed environmental due diligence studies at a variety of commercial and government facilities and properties.

Project Manager/Environmental Scientist at Los Alamos Technical Associates, April 1999 - April 2003

- Project Manager - U.S. Army Chemical Munitions Storage RCRA Part B Permitting
- Project Manager - Rocky Mountain Arsenal South Plants Well Decommissioning

Senior Technical Advisor, August 1997 - April 1999

- Advised local government officials of potential environmental and public health impacts of nuclear operations, cleanup, and site reuse plans for the Rocky Flats site.

Staff Scientist at Olympus Environmental, February 1994 - August 1997

- Performed environmental field services including emergency response, LUST decommissioning and cleanup, hazardous waste characterization and disposal, lead abatement, environmental sampling, and planning services.

Hydrologic Researcher at Land and Water Research Institute, November 1991 - December 1993

- Half-time assistantship position developing a Water Resource Management Plan for the National Park Service Hopewell Furnace Historic Park near Philadelphia, PA.

Volunteer Field Mapper at Environmental Research Group, December 1986 - September 1989

- Gathered field data and prepared a site resource map of The Grottos public recreational area along the Roaring Fork River, east of Aspen, CO. The map was used as a key reference in an application prepared by the ERG to obtain USFS special protection status for the Grottos Area (now protected).

Education

Master of Science, Environmental Pollution Control, Hydrology, Penn State, 1991 - 1993

Associate coursework, Engineering Calculus, Physics & Chemistry, CU-Boulder, 1989 - 1991

Bachelor of Arts, Geology, Writing, Hamilton College, 1982 - 1986

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, February 14, 2018 2:57:39 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Juan Rovalo

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer In Site and Associates

Current Position Founder and CEO

I am interested in serving on one of the following advisory groups (select all that apply): Environmental Technical Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, Biologist, Ms. Experience in ecological assessments, Restoration, Conservation, Consultant for built environment projects with environmental high-performance goals.

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

I am interested in environmental activities (Puget Sound Restoration Fund, Bainbridge Island parks, Bainbridge Island Land Trust, BI Wildlife Shelter) preparedness (Bainbridge Prepares and Hub volunteer and WFR), Bainbridge Island Rowing, Diving (Certified by Exotic Aquatics), Security and community participation (Currently in the Citizen Police Academy)

Feel free to attach your
resume (optional):

Type the Year

2018

How did you hear
about the volunteer
opportunity?

Other - See below

Other

Was mentioned by Ron Peltier and Jason Wilkinson

Email not displaying correctly? [View it in your browser.](#)

JUAN ROVALO

BIOLOGIST | MSc | MBA | CERTIFIED BIOMIMICRY PROFESSIONAL

PROFILE

Juan Rovalo is a leading expert in restoration and conservation, integrated ecological asset management, and strategic land stewardship. He is a highly skilled biologist with 20 years of experience whose strength lies in his strategic leadership for mission-driven companies and projects. With a portfolio that includes 100+ interdisciplinary ecological projects located in 8 countries on 5 continents over 15+ unique ecoregions, Juan has a strong track record of successful coordination of complex multi-faceted projects, interdisciplinary teams, and stakeholder groups. From the lab to the field, Juan has experience in scientific research design and implementation, including the development and tracking of Key Performance Indicators that align and empower his teams. Through his company ownership experience, Juan brings strong entrepreneurial and business acumen to his work including business development, compelling communications and public relations, partnership engagement, and development of strong brand identity. Through innovative approaches to his personal mission for ecological restoration and conservation, including deep expertise in biomimicry, Juan seeks high impact opportunities and partnerships for amplifying the possibility of creating conditions conducive to life on Earth.

SKILLS BASE

Conservation and restoration planning & management
Research design, implementation & interpretation
Ecological site analysis, remote GIS, & field studies
Program management and interdisciplinary team coordination
Entrepreneurship, business management, and partnership engagement
Public speaking and stakeholder engagement
International and intercultural dynamics
Biomimicry

EDUCATION

2016	Masters of Science, Biomimicry, Arizona State University
2008	Masters of Business Administration (MBA), Universidad Iberoamericana (<i>Pending</i>)
2002	BS Biology, Universidad Nacional Autónoma de Mexico (UNAM)

TRAINING

2017	Health Care Provider CPR & AED
2017	Wilderness First Responder Certification
2017	Advanced Open Water Diver Certification
2015	Pathways to Adaptation to Climate Change, The Case of Small Island Developing States (SIDS), Prof. Martin Beniston, IPCC, University of Geneva (online)
2015	Geospatial Intelligence, Prof. Donald R. Shemanski, Pennsylvania State University (online)
2015	Disasters & Ecosystems: Resilience in a Changing Climate, Dr. Rajendra K. Pachauri, UNEP (online)
2010	Biomimicry Professional Certificate, The Biomimicry Institute
2008	Biomimicry Workshop, Universidad Iberoamericana, Dept of Architecture, Biomimicry Guild
2008	Reintroduction of Plants to their Natural Habitat, Prof. Joyce Maschinski, XXI National Meeting of Botanical Gardens
2007	Biomimicry Workshop, Universidad Iberoamericana, Dept of Architecture, Biomimicry Guild
2007	Edible Forestry Design, Planning, and Management, Eric Toensmeyer
2000	Agribusiness seminar, ITESM
1998	Oak Taxonomy, Ecology and Management, Benemerita Universidad de Puebla

PROFESSIONAL HISTORY

2014 - Current	Founder, IN SITE Establishment of world-class ecological site analysis and land stewardship services company. Project examples include: Blackadore Caye Restorative development and conservation planning, island ecological baselining, natural resource management planning, stakeholder engagement, & biomimetic design "Factory as a Forest," Ecological Performance Standards Researching local ecosystem functional attributes and development of a performance dashboard to inform design and operational policies of manufacturing facility Gross National Happiness Centre, Bhutan Site analysis, cultural and ecological integration planning, risk reduction, and resource management planning South Africa Fynbos Conservation and protected area management plan, including presentation to Eden to Addo committee members Safi, Morocco, Jacobs Engineers Master planning for net zero waste and ecological integration of new government facility Aromas Mexicanos Ecological identity research for nationally-based perfumery Dellekamp Arquitectos Site analysis and natural zoning
2005 - 2014	Founder, Taller Operaciones Ambientales (TOA) Interdisciplinary partnership between biologists, industrial designers, architects, and permaculturists in pursuit of holistic sustainable design. Over 500 projects completed. Project examples include: Reserva Santa Fe Ecological assessment and baselining, management and strategical planning for conservation and restoration

	Culiacan Botanical Garden Design and ecological consultancy of botanical garden development
2011	Masters Degree Curriculum Development, Ecological Program Developer, Universidad Medio Ambiental (UMA)
2010	Costa Rica Biomimicry Workshop Co-Instructor Collaboration with Biomimicry 3.8
2007	Veracruz Biomimicry Workshop Co-Instructor Collaboration with the Biomimicry Guild and Universidad Iberoamericana
2002 - 2005	Food Product Research & Development, Marcovich Katz Group
2000	Lecturer, Latin American Association of the Mycology Ecology Institute A.C., Seminar in edible mushrooms
1999 - 2002	Researcher, Food & Biotechnology Laboratory at the Universidad Nacional Autónoma de Mexico (UNAM) Edible and medicinal mushroom production
1998	Researcher, Desarrollo y Ecología S.A de C.V Mycology study and fungal inventory
1996 - 1999	Food Production and Administration, Homenaje S.A. de C.V, Michoacan, México
1996	Lecturer, Benemérita Universidad Autónoma de Puebla (BUAP) Seminar in Quercus genera, ecology, and restoration
1995 - 1996	Ecological Workshop Developer and Instructor, OIKOS A.C., Tlaxcala, México

SPEAKING ENGAGEMENTS

Sep 2017	Designing with Nature, Living Product Challenge Conference, Pittsburgh PA
Aug 2016	Climate Change Keynote, Culiacan Botanical Garden, Culiacan Mexico

Oct 2015	Place, Natural Environment and Built Environment, Diploma Course for Design of Sustainable Cities and Communities, Universidad Iberoamericana
Apr 2015	Ecology, Business, & Design, Living Futures un Conference
Feb 2015	Biomimicry & Ecological Corridors, Eden to Ado, South Africa
Dec 2014	Biomimicry, Culiacan Botanical Garden
Oct 2014	Science and Technology Commission of Zacatecas
Sep 2014	Process of Site Analysis, Diploma Course for Design of Sustainable Cities and Communities, Universidad Iberoamericana
Feb 2014	Conference at Culiacan Botanical Garden
Feb 2014	Systems Thinking: Gaia and Anima Mundi, Diploma Course of Sustainable Design and Construction, Universidad Iberoamericana
Sep 2013	Biomimicry, Starbucks
Sep 2013	Arquine Congress, Instituto Tecnológico y de Estudios Superiores de Monterrey (ITESM)
Sept 2013	Place, Natural Environment and Built Environment, Diploma Course for Design of Sustainable Cities and Communities, Universidad Iberoamericana
Mar 2013	<u>Biomimicry and Corn</u> : Identity, Social Organization, and Production, Cycasa
Mar 2013	Biomimicry, Burt's Bees
Mar 2013	Collaboration & Interdisciplinary Team, Arizona State University
Feb 2013	Biomimicry & Leadership, Carlos Mota
Feb 2013	Keynote Speech on Biomimicry, Mid-Atlantic Horticultural Society
Oct 2012	Biomimicry, SXSW Eco
Sept 2012	Place, Natural Environment and Built Environment, Diploma Course for Design of Sustainable Cities and Communities, Universidad Iberoamericana
Jun 2012	Mexico Architectural Association
Mar 2012	Biomimicry in the Plains, BNIM

Jun 2011	Keynote Speech on Ecology & Biomimicry, Technical School of Valle de Bravo (TESVB)
Oct 2010	Ecological Diploma guest lectures, Universidad Medio Ambiental (UMA)
Mar 2010	Systems Thinking: Gaia, Universidad Iberoamericana
Sep 2008	Redesign and Renovation of the Botanical Garden of Culiacan, XXI National Meeting of Botanical Gardens
Apr 2008	Site Analysis, Diploma Course of Sustainable Design and Construction, Universidad Iberoamericana
Mar 2008	Wisdom of Natural Systems, Diploma Course of Sustainable Design and Construction, Universidad Iberoamericana
May 2002	Effect on incubation period over the biological efficiency of Lentinula edodes, IV Latin American Congress of Ecology
Jun 2000	The Three Jewels of Qi Gong, Mexican Association of Medical Acupuncturists

PUBLICATIONS & EXHIBITS

Ecology Pocket Guide, ecologypocketguide.com

Developed free web app and quick reference for ecological systems for designers, architects, and planners

Leonardo DiCaprio Builds an Eco-Resort, New York Times, April 2015

IN SITE featured in article covering Blackadore Caye project and its ecological restoration goals

Biomimicry Challenge: TOA Uses Fungus to Reimagine Sustainable Neighborhoods, Fast Company, May 2010

Asteroid B612 Diseño Regenerativo y Balances Ambientales Exhibit, Modern Art Museum in Mexico City

From: noreply@civicplus.com
To: [Roz Lasso](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, May 18, 2018 9:33:37 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Steve Saepoff

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Naval Facilities Engineering Command Northwest

Current Position Environmental Engineer

I am interested in serving on one of the following advisory groups (select all that apply):

Climate Change Advisory Committee , Environmental Technical Advisory Committee, Multi-Modal Transportation Advisory Committee, Utility Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, WA State Professional Engineer focus on Environmental Engineering Former Coast Guard Officer Masters Degree in Environmental Engineering and Management Worked at Corps

activities, training, education) if any:	of Engineers as a Senior Project Manager for design and major construction projects Currently work on remediation of contaminated sites
Please share your community interests (groups, committees, organizations) if any:	Sustainability Participate with Climate Action Bainbridge
Feel free to attach your resume (optional):	
Type the Year	<i>Field not completed.</i>
How did you hear about the volunteer opportunity?	Other - See below
Other	Referral by friend

Email not displaying correctly? [View it in your browser.](#)

KEY QUALIFICATIONS

- Project / Program Management
- Security Engineering
- Sustainable Design and Construction Management
- Public Administration
- Environmental Remediation
- Environmental Compliance
- Contract Management – A&E, Construction and Service
- Federal Acquisition Procedures and Quality Assurance
- Staff Training, Development and Supervision
- Program Analysis, Supervision
- Personnel, Finance and Safety Management
- Regulator & Stakeholder Relations Management
- Environmental Engineering
- Interagency Coordination

WORK EXPERIENCE

Supervisory Environmental Engineer / Contracting Officer's Representative **GS-0819-13** **2/2018 – 6/2018**
Naval Facilities Engineering Command Northwest Environmental Restoration (ER) Team Silverdale, WA
Supervisor: Dina Ginn 360-396-0016 Full-time 40 hours/week Salary: \$115,778
Temporary supervisor of 8 exempt Remedial Project Managers that manage ER at Naval Installations in Washington and Oregon. Oversaw the preparation of \$19,000,000 2019 ER budget submit to NAVFAC HQ. Developed Statement of Environmental Architect-Engineering Services for a \$30,000,000 contract solicitation and the technical solicitation documents and Government Cost Estimate for \$40,000,000 Environmental Services Indefinite Quantity Indefinite Delivery Contract. Performed internal quality review of all task order technical solicitation and cost estimates prepared by staff. Continue to perform other duties as COR.

Environmental Engineer / Contracting Officer's Representative (COR) **GS-0819-12** **7/2015 – Present**
Naval Facilities Engineering Command Northwest (NAVFAC) Environmental Restoration Team Silverdale, WA
Supervisor: Chris Generous 360-396-0014 Full-time 40 hours/week Salary: \$101,307
In addition to COR accomplishments listed below, managed the Five Year Review for the former Naval Air Facility Adak AK. Supported RPMs with semi-annual ER,N budget submit preparation to NAVFAC HQ. Served on Technical Evaluation Board for Environmental Multiple Award Contract Task Order source selection. Network with NAVFAC CORs nationwide to obtain capacity on multiple IDIQ contracts in support of project execution. Conduct peer bid-ability, operability and constructability QC review of all SOW and GE prior to submission to Acquisition Branch. Provide DOJ with technical support for Navy Potentially Responsible Party sites under CERCLA and RCRA, . Manage the Cooperative Agreement between the Navy and WA Department of Ecology.

Supervisory Environmental Engineer / Contracting Officer's Representative **GS-0819-13** **3/2015 – 7/2015**
Naval Facilities Engineering Command Northwest Environmental Restoration Team Silverdale, WA
Supervisor: Dina Ginn 360-396-0016 Full-time 40 hours/week Salary: \$115,778
Temporary supervisor of 4 exempt and 2 non-exempt staff. Initiated and completed employee performance evaluations. Conducted and recorded staff monthly safety training. Hired engineer as Remedial Project Manager. Managed and approved employee travel, overtime, payroll and leave. Managed development of the Spring 2015 ER,N budget submission. Networking with BRAC PMO, WA Department of Ecology and Department of Health Managers. Member, NAVFAC Risk Assessment Workgroup (RAW); Lead of the Radiation Risk Assessment Subcommittee, where I sponsored the development of a Navy Technical Report on Radiological Site Characterization and Risk Assessment and coordinated subcommittee review and input. Also as RAW Member, I reviewed and edited content regarding emerging contaminants for the NAVFAC Interim Perfluoroalkyl and Polyfluoroalkyl Substances Site Guidance for Remedial Project Managers. Member of the NAVFAC Naval Installation Restoration Information Solution (NIRIS) Workgroup.

Environmental Engineer / Contracting Officer's Representative **GS-0819-12** **12/2012 – 2/2015**
Naval Facilities Engineering Command Northwest Environmental Restoration Team Silverdale, WA
Supervisor: Dina Ginn 360-396-0016 Full-time 40 hours/week Salary: \$97,370
As COR, administered multiple environmental service and Architect-Engineer (A-E) Indefinite Delivery Indefinite Quantity (IDIQ) contracts and task orders with a cumulative value in excess of \$125M. Lead team of 2 Quality Assurance Field Representatives to monitor contractor execution of over 60 active task orders in Washington and Alaska. Implemented NAVFAC mandated COR and

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CPARS procedural changes and trained RPM staff on requirements. Responded to contractor inquiries with technical interpretation and clarification of solicitation, contract and task order requirements. Oversaw development of solicitation technical requirements and chaired the Technical Evaluation Board for a \$30M environmental services IDIQ contract source selection and a \$30M A-E slate. Ensured prompt progress payment processing and timely contractor performance evaluations in CPARS. Conduct peer bid-ability, operability and constructability QC review of all SOW and GE prior to submission to Acquisition branch. Member, NAVFAC Risk Assessment Workgroup; Lead of the Radiation Risk Assessment Subcommittee.

Environmental Consultant

Environmental Coalition of South Seattle

Conducted a modified Phase 1 Environmental Site Assessment of two Seattle neighborhoods for local non-profit organization.

4/2012 – 12/2012

Seattle, WA

Chief, Military / HTRW / Inter-Agency Project Management (PM) Branch

GS-0340-14 Step 4

12/2008 – 2/2012

U.S. Army Corps of Engineers, Sacramento District

Sacramento, CA

Supervisor: Michael J. Rosnack, Chief, LMER, 916-557-5106

Full-time 40 hours/week

Salary: \$113,849

Direct supervisor to three (3) first line supervisors, two (2) administrative staff, and manager of 35+ PM staff. Strategic acquisition planning. Developed and executed annual Branch budget. Hired engineers as project managers. Established relationships with client organizations. Tracked status on hundreds of projects monthly and reported metrics to executive leadership.

- Led PM Branch in 2009 and 2010 to manage project teams resulting in award of over \$350M in construction, A-E and environmental service contracts and improved customer satisfaction based on annual customer survey results. Projects supported multiple programs to include Air Force and Army Military Construction (MILCON), Formerly Used Defense Sites, Environmental Restoration, Army and Air Force, Munition Response Program, CERCLA projects for EPA, and BRAC.

Senior Project / Program Manager

U.S. Army Corps of Engineers, Seattle District

12/1999 - 12/2008

Seattle, WA

Full-time 40 hours/week

Salary: \$95,878

➤ *MILCON Program Manager / Senior Project Manager.*

GS-0801-13 Step 6

Led project teams consisting of Corps staff or A-E firms that developed solicitation documents and managed construction of sustainable military facilities to include battalion complexes, fitness centers, family housing, aircraft hangar renovations, fire station, office spaces, a community activity center and maintenance facilities with an aggregate value in excess of \$550M, for the Army in Alaska and Washington and Air Force in Montana and Oregon. In response to Hurricane Katrina, deployed to Mississippi coast as a Debris Mission Specialist, worked 78 hours per week - placed 1,200 Quality Assurance Representatives in the field daily.

➤ *Superfund Program Manager / Environmental and Inter-agency Project Manager.*

GS-0819-12/ Temp 13

Oversaw five PMs execute a \$20M program supporting the EPA.

Managed the development of solicitation documents and contract award of the Upgrade, Operation and Maintenance Task Order Contract for the Water Treatment Plant at the Bunker Hill Superfund Site. Developed and negotiated all Task Order requirements. Managed Targeted Brownfield Assessment for EPA and two turnkey design/construction projects for the U. S. Customs and Border Protection that included real estate acquisition, NEPA compliance, and furnishing valued at \$12.5M.

- Led in-house teams that completed a Vulnerability Assessment of an Acid Mined Drainage Treatment Plant and provided engineering solutions to Seattle Public Utility to protect city waterworks against terrorist threats.
- To avoid critical performance failure, completed the first major cleanout and renovation of a 27 year old wastewater treatment plant at Bunker Hill on schedule by maintaining 24 hour operations for two weeks. Performed 12-hour night shift Quality Assurance duties.
- Led the project team that awarded the construction of the first northern Border Protection Sector HQ facility authorized under the Patriot Act.
- Managed the team that provided one year of contract administrative support to the US DOE Office of River Protection for a \$4B cost+ contract with Bechtel National Inc. for the design and construction of a Waste Treatment and Immobilization Plant using plasma arc incinerator technology for mixed waste.

➤ *Military Project Manager.*

GS-0801-12

Managed 8 MILCON design and construction projects, worth over \$130M for the Air Force in Montana and the Army in Washington. Specific duties include development of project management plans, scopes of work for A-E design, A-E

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negotiations, budget development and management of project funds, and led in-house Request for Proposal preparation teams with an emphasis on sustainable design. Led planning and design charrettes and facilitated value engineering studies. Chaired source selection evaluation boards for Design-Build contracts. Monitored construction progress, coordinated modification approval with clients and managed project closeout.

Remedial Project Manager / Environmental Services Manager

GS-0819-12

7/1996 to 12/1999

Naval Facilities Engineering Command, Northwest.

Poulsbo, WA

Managed post Record of Decision Remedial Actions at Superfund sites on federal facilities, including converting a landfill into an integrated ecologically restored vegetative cover with a shoreline erosion protection component at NBK Bangor. Achieved remedy in-place status at three remedial action sites in one year. Coordinated public and regulatory agency partnering in support of environmental projects. Prepared cost estimates, negotiated, developed task order specifications and administered environmental remediation contracts. Established strategic project budgets in the Cost-To-Complete module of NORM. Evaluated remedial technologies and negotiated cleanup activities with state regulatory agencies. Peer reviewed draft Remedial Investigations/Feasibility Studies, Proposed Plans, Human Health and Ecological Risk Assessments, and draft Records of Decision. Obtained authorization and funding to manage over \$1M worth of hydro-geologic and eco-toxicologic studies and research performed by the US Geologic Survey.

- Co-sponsored the development of a *Natural Attenuation Guidance Publication for Navy and Marine Corps sites*.
- Participated in WA Brownfields / Total Petroleum Hydrocarbon Project Oversight Group and the Sediment Management Standards Implementation Committee, reviewed draft revisions to the Washington State Department of Ecology Model Toxics Control Act and Sediment Management Standard regulations and prepared formal Navy comments.
- Managed a \$4M Environmental Compliance Program and worked with environmental staffs from 6 naval installations to develop annual requirements, market NAVFAC resources, and coordinate project execution for projects supporting installation compliance with CWA, CAA, SDWA, ESA, RCRA and TSCA.
- Researched and implemented innovative technology to cleanup a PCB contaminated site resulting in a cost avoidance of over \$275K at SWFPAC.
- Successfully competed for \$250K in federal research & development funding to establish toxicity data on ordnance chemicals in the benthic environment. Drafted the Sampling and Analysis Plan. Collected marine sediment samples.

Hazardous Material Compliance Program Manager

GS-0819-12

6/1994 – 7/1996

89 Civil Engineering Squadron / 89 Environmental Flight

Andrews Air Force Base, MD

Oversaw base-wide environmental compliance with federal and state laws concerned with hazardous materials. Conducted environmental compliance audits and pollution prevention site assessments. Chaired contingency planning meetings and provided technical guidance to First Responders for cleanup of hazardous material spills.

- Prepared and submitted to EPA, installation's first Emergency Planning and Community Right-to-Know Act Section 311 and first two 312 reports, also known as Emergency and Hazardous Chemical Inventories.
- Managed contracts that drafted Facility Response Plan, Lead-Based Paint Management Plan, and surveyed 700 transformers for PCBs and replaced 23 - making the base PCB free.

U.S. Coast Guard Officer

5/1982 – 6/1994

EDUCATION / LICENSES / CERTIFICATES

- WA Environmental Professional Engineer, 1999
- DAWIA Level II Facilities Engineering
- MSE, Environmental Engineering and Management, The Catholic University of America, Washington, DC
- BS, Marine Sciences, U.S. Coast Guard Academy, New London, CT
- Holds Secret Security Clearance
- 40-hour HAZWOPER

Grants & Cooperative Agreements for Federal Personnel, 2017

Navy Executive Institute II, 2017

Ecological Risk Assessment, 2015

Basic HR Training for Supervisors Course, 2015

CLM 014 IPT Management & Leadership, 2015

CLE 008 Six Sigma: Concepts & Processes, 2015

CLC 108 Strategic Sourcing Overview, 2015

Advanced Risk Communication, 2015

Natural Resource Damage Assessment, 2014

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Advanced Munitions Response Site Management, 2014
8-hour HAZWOPER Refresher, 2014
CLC 222 Contracting Officer's Representative, 2014
Navy Executive Institute I, 2014
NAVFAC Source Selection, 2013
NAVFAC AE Contracting, 2013
NAVFAC Contracting Officer's Representative, 2013
ASTM Environmental Site Investigations, Phase 1 & 2, 2012
Landmark Worldwide Communication Course Series, 2012
Project Management – Military Program, 2011
USACE Budget Training, 2010
Managing Project Managers, 2010
LEED Implementation Workshop, 2009
Army Civilian Leader Basic, 2009
DAU Contracting Officers Representative, Dec 2008
Leadership and Emotional Intelligence, 2008
LEED Technical Workshop, 2005
Federal Appropriations Law Refresher, 2005
Design-Build Construction, 2004
Estimating for Construction Modifications, 2003
Construction Contract Administration, 2001
Project Management Fundamentals, 2001
Federal Appropriations Law, 2000
Security Engineering, 2000
Sustainable Design, 2000
Basic & Advanced Groundwater Investigations, 1999
Environmental Risk Assessment, 1999
Managing Environmental Quality Assurance, 1999
Principle Centered Leadership, 1998
Advanced Environmental Restoration, 1998
Environmental Negotiation, 1998
EPA Preliminary Assessments / Site Inspections, 1997
Health and Environmental Risk Communication, 1997
EPA Remedial Process, 1997
EPA Superfund Treatment Technologies, 1996
40 hour HAZWOPER (29 CFR 1910.120), 1995
AHERA Project Designer, 1995
Lead-Based Paint Worker, 1994
Erosion and Sediment Control, 1994

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, May 4, 2018 8:50:01 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Casey Schmidt

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Desert Research Institute

Current Position Assistant Research Professor

I am interested in serving on one of the following advisory groups (select all that apply): Environmental Technical Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, I have a BS from the University of Washington in Biology and a minor in Fisheries and Aquatic Sciences (2001). I worked for over one year in a UW limnology lab studying the water quality of

activities, training, education) if any:

Lake Washington, Puget sound, and rivers all along King County. I received my MS and PhD from the University of Florida in Soil and Water Sciences. Currently, I work remotely on federal grants where I serve as the principal investigator for environmental science related projects across the United States. In my career I have worked on stream and wetland restoration, agricultural water quality remediation, estuarine ecology, urban stormwater, and urban forestry and I have taught college courses to graduate students and undergraduates in limnology, hydrology, and soil science. Recently I was hired by the Lake Tahoe Science Advisory Council (TSAC) to produce a report guiding their best practices and natural resource evaluation metrics through a systematic assessment of the programs of other agencies across the world. I have published in peer-reviewed journals to technical audiences, and have developed documents for the general public, farmers, and stormwater managers.

Please share your community interests (groups, committees, organizations) if any:

I am currently in a 5-week training to be a docent at Islandwood. Given my skillset, I have been asked to develop and lead community programs for the organization. I am a member and donor of the Puget Sound Restoration Fund, and I have volunteered to harvest and sort oysters. Additionally, I have discussed with the founder/director about helping to evaluate the water quality benefits of oysters and other shellfish, as I have done for a funded research project in the past (see resume). I am a member and donor of the Bainbridge Island Land Trust, Bainbridge Island Parks Foundation, and the Bainbridge Island Museum of Modern Art. I am an active member of the Wilkes PTO, science fair judge, and event photographer. In previous residences I have served as a faculty senator, club president, invited speaker, and a member of numerous community and environmental organizations. I am excited to continue service to my community in an expanded capacity.

Feel free to attach your resume (optional):

Type the Year

2018

How did you hear about the volunteer opportunity?

Other - See below

Other

A friend noted that there was an opening

Email not displaying correctly? [View it in your browser.](#)

Casey Adam Schmidt, MS, PhD

EDUCATION

PhD in Soil and Water Science, Univ. of FL, 2011, State of FL Alumni Fellow (4 yrs), 4.0 GPA

Dissertation Title: *Denitrification bioremediation: Ameliorating excessive N loading by putting microbes to work*

Structural environmental remediation: Novel water quality BMP development project to prevent eutrophication of freshwater springs and coastal zones resulting from intensive agriculture within the Suwannee River watershed

Designed, oversaw construction, and monitoring of a successful BMP project that will remove 9 tons of fertilizer-nitrogen over a 24 year lifespan with greater cost efficiencies than comparable approaches

Communication: Worked with landowner and educated other growers through field days and presentations on effective nutrient management to reduce nutrient discharges and groundwater usage

Project Management: Supervised and organized a team to successfully complete deliverables for a \$300K project

MS in Soil and Water Science, Univ. of FL, 2004, 4.0 GPA

Thesis Title: *Floodplain impacts from channelization and urbanization: A characterization of the Tumbler Creek Delta Floodplain*

Environmental Restoration: Collect, and assess data on soil properties, water quality and hydrology of a heavily urbanized wetland and a watershed with multiple TMDLs that was in the process of undergoing a watershed-scale stormwater planning program per NPDES permit; integrate data in to a riparian wetland restoration plan to provide guidance on watershed stormwater practices, and wetland ecosystem services. Society of Wetland Scientists Annual International Meeting (Seattle) oral presentation award on the project

BS in Biology (Ecology, Evolution, Conservation Biology Track), Minor in Fisheries and Aquatic Sciences, 2001

- Coursework in biology, marine mammalogy, fisheries, salmon ecology, and limnology

Water Quality: Undergraduate Research Assistantship in Limnology lab (Dr. Michael Brett) in Civil & Environmental Engineering

RELATED EXPERIENCE

Assistant Research Professor, Division of Hydrology. (2013-Present). Desert Research Institute, University of Nevada System (Salary: \$92,000/yr)

Grant acquisition & Management: Principal investigator for \$1,669,239 in grant funded projects acquired over 3 years on; the water quality benefits of oyster restoration in the Indian River Lagoon estuary (FL Legislature), novel urban stormwater BMP development to the lagoon (FL DEP) and Lake Tahoe (NV div. of state lands), urban forestry (USFS), agricultural BMP development (EPA), and watershed BMP targeting (EPA)

Project Management: Lead and advise teams on these projects, develop and implement project vision and methods, submit reports and other deliverables.

Nevada System of Higher Education Rising Researcher Award

Elected Faculty Senator – Shared governance of the institute, advising chair and chancellor of the board of regents on faculty and research priorities (2016-present)

Adjunct Professor, (2014-Present). University of Nevada Reno (Salary: dependent on coursework).

Public Education: Principal chair and funder of graduate student research, and instructor of a course in hydrology and a course in limnology

Postdoctoral Research Associate (2011-2013). University of Florida, Soil and Water Sciences Department.

Proposal development, Public outreach and Education: Complete and submit manuscripts, extension factsheets and write proposals on agricultural water quality management research, findings and application.

Ph.D. Research Assistant (2005 –2011). University of Florida, Soil and Water Sciences Department

- **Environmental Remediation:** Federally-funded EPA grant for reducing non-point agricultural pollution in the bi-state Suwannee River watershed to reduce impacts on coastal estuaries and inland freshwater springs.
- **Project management:** Lead student researcher, project manager and manager for three employees in charge of organizing field, lab work, data analysis, report writing and budgeting.

Head Teaching Assistant (2006-2008). University of Florida, Soil and Water Sciences Department.

Public Education: Lecturer and head teaching assistant of third and fourth year students for three semesters.

Environmental Scientist (2007-2008). Environmental Consulting and Technology, Inc. Gainesville, FL

Air quality impacts evaluations from proposed coal plant on wildlife refuges and national parks

Field Ecologist (2004). Creative Environmental Solutions, Gainesville, FL

Endangered species surveys, wetland delineations, and wetland mitigation monitoring.

M.S. Research Assistant (2002-2004). University of Florida, Soil and Water Sciences Department

- **Environmental Restoration:** Managed a team on hydrology, soil, vegetation and water impacts assessment for a disturbed urban wetland and developed wetland restoration plan and guidance on watershed structural BMPs and practices.
- **Communication:** Public outreach for basin management action plan working group, and creeks protection summit

Undergraduate research assistant (2000-2001). Univ. of WA Dept. of Civil and Environmental Engineering

- **Water Quality:** Paid assistant to graduate research projects evaluating nutrient loading to Lake Washington along an urban to forested gradient, Puget sound and Lake Wa trophic food web evaluations, impacts of pet waste on lake water quality, and treatment wetlands

GRANTS

Desert Research Institute. 2016.

Title: *Restored oyster reef ecosystem services. Denitrification and nutrient sequestration -- \$13,000.*

PI: **Casey Schmidt** (Desert Research Institute – University of Nevada System)

- Evaluation of the water quality benefits of 10 years of oyster restoration in the Indian River Lagoon estuary
- Managing a multi-agency team for seasonal sampling from boats, guiding lab analysis and project vision
- Mentoring and guiding a graduate student to complete his thesis on the project

State of Nevada – Dept. of Conservation and Natural Resources (Lake Tahoe License Plate Fund). 2015-2017

Title: *Evaluation of biochar amendment for nutrient and fine sediment retention in stormwater treatment applications -- \$53,580.*

PI: Alan Hayvaert, **Casey Schmidt** (Desert Research Institute – University of Nevada System)

- Stormwater quality remediation methods development using organic media for Lake Tahoe
- Advising a graduate student on thesis work for the project

Desert Research Institute. 2015-2016

Title: *A biochar production and carbon sequestration evaluation of the T.P.I. steel kiln. -- \$12,380.*

PI: **Casey Schmidt**

- Air quality impacts of wildland fuels management projects and prescribed burns

US EPA, 2016-2018

Title: *Demonstration and technology transfer of denitrification bioreactors to reduce nitrogen loads within the Santa Fe Basin -- \$515,041.*

P.I.: Casey Schmidt (Desert Research Institute – University of Nevada System), Mark Clark (Univ. of FL)

- Agricultural BMP development and implementation to reduce coastal and freshwater spring eutrophication
- Public and grower outreach
- Developing a nutrient remediation strategy for the entire watershed
- Advising and funding a graduate student on the project

State of Florida Legislature/Brevard County Board of Commissioners 2014-2016

Title: *Indian River Lagoon Oyster Restoration Project – An evaluation of oyster denitrification and oyster reef ecosystem services* -- **\$87,235**

P.I.: Casey Schmidt (Desert Research Institute – University of Nevada System)

- Nutrient sequestration evaluation to quantify the water quality benefits of oyster reef restoration in the Indian River Lagoon estuary
- Principal manager of seasonal soil, water and oyster sampling from boats with staff; subsequent lab analysis, data analysis, and report writing
- Work in collaboration with the Brevard County Zoo, and Brevard County Natural Resources to advise on expanding oyster restoration in the Indian River Lagoon

US Forest Service, 2014-2017

Title: *Assessment of Pinyon Juniper-derived biochar as a soil amendment to increase survival of urban trees in Nevada* -- **\$366,247**

P.I.: Casey Schmidt (Desert Research Institute – University of Nevada System), David Howlett (Nevada Division of Forestry)

- Leader of a project that ties wildland fuels reduction with urban horticulture and urban forestry
- Principal manager of field teams, nursery staff, labwork, data analysis and report writing

Florida Department of Environmental Protection, 2014-2016

Title: *Carpenter Road Pond Denitrification Bioreactor* -- **\$76,987**

P.I.: Casey Schmidt (Desert Research Institute – University of Nevada System)

- Designed, implemented, and oversaw monitoring of a water quality remediation project I designed to reduce nutrient discharges to a coastal estuary (Indian River Lagoon)
- Principal manager of technical staff in Brevard County Natural Resources, and environmental consultants for the project

Florida Department of Environmental Protection, 2014-2015

Title: *Micco Denitrification Bioreactor and Exfiltration Treatment Train* -- **\$37,578**

P.I.: Casey Schmidt (Desert Research Institute – University of Nevada System)

- Principal for the design, monitoring and implementation of an urban stormwater remediation project to reduce eutrophication in Indian River Lagoon estuary
- Manager of Brevard county staff and consultants for the project

US Forest Service, 2013

Title: *Optimizing production temperatures and amendment volume for minimizing risk and promoting street tree growth from Pinyon-Juniper derived biochar* -- **\$12,191.**

P.I.: Casey Schmidt (Desert Research Institute – University of Nevada System)

- Principal for a pilot project that integrates wildland fuels reduction with urban horticulture and urban forestry

NIFA National Integrated Water Quality Program, 2011-2014

Title: *Efficacy, constraints and uncertainties of constructed wetlands and bioreactors: A place-based, integrated approach to foster N abatement* -- **\$495,000.**

Technical Advisor: **Casey Schmidt** (University of Florida), P.I.: Art Gold (University of Rhode Island)

EPA Section 319 Grant, 2007-2011.

Title: *Reducing nonpoint source loss of nitrate within the Santa Fe Basin* -- **\$305,000.**

Co-P.I.'s: Mark Clark, Jim Jawitz, Thomas Yeager (Univ. of FL), Student P.I.: **Casey Schmidt** (University of FL)

City of Gainesville, FL, 2003-2004.

Title: *Tumblin Creek Wetland Impacts Assessment and Conceptual Restoration Plan* -- **\$25,000.**

Co-P.I.'s: Mark Clark, Joseph Prenger (University of FL), Student P.I.: **Casey Schmidt** (University of FL)

PUBLICATIONS

Schmidt, C.A., Gallagher, S., Walters, L.J., Sacks, P.E., Chambers, L.G. (*forthcoming*). Ecosystem services evaluation of ten years of oyster bed restoration in the Indian River Lagoon.

Carter, Z.W., Sullivan, B.W., Qualls, R.G, Blank, R.R., **Schmidt, C.A.**, Verburg, P S.J. 2018. Charcoal Increases Microbial Activity in Eastern Sierra Nevada Soils. *Forests*, 9(2). [Publication](#)

Heyvaert, A., **Schmidt, C.A.**, Knopp, C., and Parvin, E. (2017) Natural Resource Evaluation Systems: Assessment of Best Practices for the Tahoe Regional Planning Agency. A product of the Tahoe Science Advisory Council.

Watts, A. C., **Schmidt, C. A.**, McLaughlin, D. L., & Kaplan, D. A. (2015). Hydrologic implications of smoldering fires in wetland landscapes. *Freshwater Science*, 34(4), 1394–1405. [Project Press](#) [Publication](#)

Schmidt, C.A., Clark, M.W. 2013. Deciphering and modeling the physicochemical drivers of denitrification rates in carbon-based bioreactors. *Ecological Engineering*. 60:276-288. [Publication](#)

Clark, M.W., **Schmidt, C.A.** 2012. Reducing nonpoint source loss of nitrate within the Santa Fe Basin. Florida Department of Environmental Protection. Tallahassee, FL. [Publication](#)

Schmidt, C.A., Clark, M.W. 2012. Evaluation of a denitrification wall to reduce surface water nitrogen loads. *Journal of Environmental Quality*. 41:724-731. [Publication](#)

Schmidt, C.A., Clark, M.W. 2012. Efficacy of a denitrification wall to treat continuously high nitrate loads. *Ecological Engineering*. 42:203-211. [Publication](#)

Schmidt, C.A. (December 2012). Chapter: What causes an ice age? *In The Where, The Why and The How: 75 Artists Illustrate Wondrous Mysteries of the Universe*. Chronicle Books, San Francisco, CA.

- Chapter on how ice ages form.

Bhadha, J., **Schmidt, C.**, Rooney, R., Indeglia, P., Kertesz, R., Bevc, B., Sansalone, J. 2009. Granulometric and Metal Distributions for Post-Katrina Surficial Particulate Matter Recovered From New Orleans. *Journal of the American Water Resources Association*. 45:1434-1447. [Publication Reference](#)

Clark, M., **Schmidt, C.** 2005. *The Tumblin Creek Assessment and Restoration Report*. City of Gainesville Public Works.

Schmidt, C. 2004. *Floodplain impacts from channelization and urbanization: A characterization of the Tumblin Creek Delta Floodplain*, Gainesville, FL. M.S. Thesis, University of Florida. [Publication Reference](#)

INVITED PRESENTATIONS (SELECTED)

Gallagher, S., **Schmidt, C.A.**, Walters, L. (2016), **American Geophysical Union Annual Conference**: Denitrification and phosphorus sequestration in restored oyster reefs in the Indian River lagoon, Florida .

Schmidt, C., Bhadha, J. (2015), **American Geophysical Union Annual Conference**: Co-chair of poster session entitled, *Biochar Research: Advances in Production and Application*

Schmidt, C., Howlett, D., Nair, V. (2015), International ASA-CSSA-Soil Science Society of America(SSA) annual conference: Nutrient & Water Retention Dynamics of Biochar Produced from Pinyon-Juniper Forest Thinning in Nevada

Schmidt, C. (2013). *Applications of denitrification bioremediation as a sustainable and effective approach for nitrogen remediation.* University of Nevada, Reno, Civil and Environmental Engineering Department Seminar

Schmidt, C., Howlett, D. (2013). **University of Nevada-Reno Extension:** Green Industry professionals education *Evaluating the utility of Pinyon and Juniper derived biochar as a soil amendment to improve urban tree survival*

Schmidt, C. (2012). **Land Grant and Sea Grant National Water Conference (Portland):** Sponsored Presenter for a symposium on: *Constructed wetlands and carbon bioreactors for controlling offsite N losses.* Title: Emerging bioreactor research: Treating high nitrogen loads (In Warm Climates)

Schmidt, C. (2011). **ASA-CSSA-Soil Science Society of America (San Antonio) and American Ecological Engineering Society (Asheville) annual conferences:** *Evaluation of a Denitrification Wall for Surface Water Nitrate Load Reduction*

Schmidt, C. 2007. University of Florida. *Why not do what you love?* A presentation on the positive benefits of scientific research to high school students taking a summer environmental education course

Schmidt, C., Clark, M. 2005. Orange Creek Total Maximum Daily Load (TMDL) working group: *Phosphorus and sediment transport and retention: The role of riparian wetlands*

Schmidt, C. 2004. Society of Wetland Scientists Annual Conference (Seattle): *Tumblin Creek wetland impacts assessment and conceptual restoration plan*

Schmidt, C., Clark, M. Gainesville Water Board (2003) & Gainesville Creek Summit (2004): *Tumblin Creek Floodplain: Assessment and Restoration.*

EDUCATION & OUTREACH (selected)

2017	Limnology. Graduate and Undergraduate Course. University of Nevada Reno
2015	Hydrologic Field Methods. Graduate Student Course. University of Nevada Reno
2015	Oyster bed restoration and bioremediation: Applications in ecological engineering to reduce nitrogen impacts. University of Central Florida, Department of Biology
2015	Black Carbon, Biomass and Bioremediation: Utilizing Forest Resources in Environmental Applications. Forestry Field Day
2013	Applications of Denitrification Bioremediation as a Sustainable and Effective Approach for Nitrogen Remediation. University of Nevada Reno, Civil and Environmental Engineering
2012	Demonstrating Effective Nitrogen and Irrigation Management Approaches. Nursery Growers Field Day
2006-2008	Introduction to Soils Laboratory, Head graduate T.A. for two-years

2007	Urban Forestry, Dept. of Forest Resources and Conservation (graduate course), Invited guest lecturer
2007	Environmental Science (high school course) Seminar, Invited guest lecturer
2003	Restoration of Urban Wetlands, Department of Environmental Engineering, Systems Seminar

AWARDS, AND HONORS

- Nevada System of Higher Education Regents Rising Research Award – Nevada Board of Regents (2017)
- Outstanding Student Paper Award – Biogeosciences section, American Geophysical Union Annual Conference (2011)
- Jimmy Cheek Graduate Student Medal of Excellence Finalist, Univ. of FL., College of Agricult and Life Sciences (2011)
- Best Oral Presentation Award, Univ. of FL., Department of Soil and Water Sciences, Annual Research Symposium (2010)
- State of Florida Ph.D. Alumni Fellowship recipient, 2005-2009. Four years of full funding to pursue a PhD.
- Oral Presentation Award, 25th Annual International Society of Wetland Scientists conference in Seattle, WA (2004)

PROFESSIONAL AFFILIATIONS

- American Association for the Advancement of Science, 5 years
- Society of Wetland Scientists, 10 years
- Soil Science Society of America, 7 years
- American Geophysical Union, 6 years
- American Water Resources Association, 7 years
- American Ecological Engineering Society, 8 years

LEADERSHIP AND COMMUNITY SERVICE

- **Faculty Senator:** Elected representative of the Desert Research Institute
- **Nevada Division of Forestry Volunteer:** Volunteer at Plant Nursery and Fuels Management Projects
- **Water Quality Field Day Educator:** Taught students from underserved schools about oysters, water quality and Lake Tahoe.
- **Peer Reviewer:** Journal of Environmental Quality, Ecological Engineering and others.
- **Managing Denitrification in Agronomic Systems:** Invited Advisor and Participant of the community of the soil, agronomic, and crop society of America (SSSA, CSA, ASA)

SPECIALIZED TRAINING AND CERTIFICATES

- **Wetlands Certificate - Interdisciplinary Concentration in Wetland Sciences Certificate (Univ. of FL)**
- **Advanced Scuba Certification**
- **Hydric soils certificate (21 hrs; Univ. of FL.)**
- **Geostatistical analysis of environmental data (30 hrs; Univ. of FL.)**

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, March 14, 2018 6:11:29 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Brian Strully

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Videre LLC

Current Position Managing Director

I am interested in serving on one of the following advisory groups (select all that apply): Design Review Board, Ethics Board

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, Education- MA in economics and MS in engineering Professional - —15+years working in large organizations requiring cross-group collaboration and working with multiple stake holders — 7

activities, training, education) if any:	years managing and building teams — 1 year as consultant to local and state governments assisting in environmental policy formulation Community involvement — HOA board treasurer
Please share your community interests (groups, committees, organizations) if any:	Interested in local government involvement including planning, ethics, budget advisory
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2018
How did you hear about the volunteer opportunity?	Other - See below
Other	City website

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A focus on driving positive outcomes through collaboration across stakeholders. Strong track record managing multidisciplinary teams toward executing on high-quality deliverables on time. Multi-functional background with focus on strategic planning, product management, and corporate development in high growth environments.

PROFESSIONAL EXPERIENCE

Founder and Managing Director, *Videre*, Bainbridge Island, WA 2017 - Current

- Founded management consulting practice for customers in competitive technology sector with focus on product portfolio analysis, pricing and positioning strategy, and cloud transformation

Head of Product Management & Business Operations, EC2, *Amazon Web Services*, Seattle, WA, 2015-2017

- Managed expansion of leading cloud server business in high-growth environment
- Built department focused on driving adoption of cloud services by large enterprise customers
- Drove continual improvement in data capabilities to present a clear picture of business through adoption, financial. and operational metrics

Director, Corporate Strategy, *Microsoft Corporation.*, Redmond, WA, 2012-2015

- Worked with executive team to formulate Microsoft's new corporate strategy during CEO transition
- Built a strategy team with focus on talent recruitment, individual development, and delivering high-impact analysis
- Communicated Microsoft's strategy to investors, partners, and internal teams during major corporate transition

Senior Product Manager, *Microsoft Corporation.*, Redmond, WA, 2008-2011

- Worked collaboratively across engineering & marketing to drive customer focused product strategy
- Conducted quantitative & qualitative research yielding data driven customer insights and product decisions
- Led mentoring and training efforts focused on improving the contributions of junior staff

Partner, *Blue Dot Project Finance*, Seattle, WA, 2007-2008

- Core member of early stage firm focused on delivering project finance for renewable energy projects
- Led detailed financial/economic analysis of US renewable energy market to identify development opportunities
- Drove business development & partnership efforts with government, utility, & financial stakeholders

Consultant, *Evergreen Funding Consultants*, Seattle, WA, 2007

- Designed economically effective environmental funding programs for local & state government
- Presented public tax policy options & cost/benefit analysis for funding of large scale environmental cleanup

Technical Program Manager, *Microsoft Corporation*, Redmond, WA, 2003 – 2006

Peace Corps, Volunteer, Dominican Republic 2002-2003

Technical Program Manager, *Microsoft Corporation*, Redmond, WA, 2000 - 2002

EDUCATION

Master of Arts in Economics, *University of British Columbia*, 2007

- Focus: *Industrial organization, international trade*

Master of Science in Mechanical Engineering, *University of Washington*, 2000

Bachelor of Science in Mechanical Engineering, *University of New Hampshire*, 1998

COMMUNITY INVOLVEMENT

Treasurer, Stetson Ridge HOA, 2017-2018

Math Tutor, Washington Middle School, 2009-2011

LANGUAGES

- English: fluent in speaking, reading, writing
- Spanish: fluent in speaking, reading, writing
- French: basic conversational skills

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, May 14, 2018 9:57:06 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name	Brianna Rossettie Kosowitz
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Email	
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Phone	
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Address	
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City	Bainbridge Island
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State	Washington
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Zip	98110
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Current Employer	Bainbridge Island Historical Museum
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Current Position	Executive Director
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I am interested in serving on one of the following advisory groups (select all that apply):	Historic Preservation Commission
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Experience & Qualifications

Have you served on any city advisory groups in the past?	No
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If so, please indicate which groups:	<i>Field not completed.</i>
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Please share your qualifications for this appointment (skills,	I have a Master's degree in Public History from American University in Washington, DC and a Bachelor's Degree in History from the University of Rochester in Rochester, NY. Outside of my
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activities, training, education) if any:

academic qualifications, I have consistently worked to preserve and share history for over ten years. Throughout my undergraduate years, I worked as a transcriber at the University of Rochester's Rare Books and Special Collections Library. In this role, I transcribed recorded oral histories and collections of handwritten letters. I scanned and catalogued these items and wrote introductory text and labels for online exhibits. As Visitor Experience Manager at the Smithsonian National Museum of American History, I was responsible for managing the overall museum experience for nearly 4 million visitors annually. I also oversaw two visitor information centers, a team of Visitor Experience Assistants, and public programs comprised of 500+ volunteers. A large part of this position involved training volunteers and educating the public about historical objects in the Museum collection. These two examples demonstrate my commitment to historic preservation as well as my unique qualifications for this appointment.

Please share your community interests (groups, committees, organizations) if any:

Recently, I assumed the position of Executive Director of the Bainbridge Island Historical Museum. In this capacity, I'm working to collect, preserve, and foster knowledge and understanding of Bainbridge Island History. I'm eager to learn more about the island as well as the the role of the City government in the community at large. As I'm new to the island, I'm starting to find groups and organizations of interest. I hope to join Rotary in the upcoming months as well as some form of outdoor or athletic organization.

Feel free to attach your resume (optional):

Type the Year

2018

How did you hear about the volunteer opportunity?

Other - See below

Other

Commission Member

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BRIANNA ROSSETTIE KOSOWITZ

PROFESSIONAL EXPERIENCE:

Executive Director

Bainbridge Island Historical Museum

April 2018—Present

Bainbridge Island, WA

- Supervise Museum staff and volunteers
- Manage annual budget, grow membership, and implement new development strategies
- Oversee exhibit development and facility maintenance

Visitor Experience Manager

Smithsonian National Museum of American History

January 2017—April 2018

Washington, DC

- Managed Visitor Experience Assistants and public facing volunteer programs (500+ volunteers)
- Set departmental goals and develop strategies to advance recruitment, retention, and training
- Improved overall visitor satisfaction (4 M visitors/year)
- Oversaw all operations and maintenance needs of visitor information centers
- Developed monthly Visitor Experience Orientation Training for new and frontline staff
- Restructured the public inquiry process
- Prototyped and launched QuickTapSurvey technology increasing visitor feedback by 1000%

Visitor Services Coordinator

Smithsonian National Museum of American History

October 2014 – January 2017

Washington, DC

- Managed Information Desk and Museum Ambassador programs (300+ volunteers)
- Oversaw program development including recruitment, training, enrichment, and evaluations
- Served as unit representative on pan-institutional team to revise volunteer management database

Program Facilitator

Smithsonian National Museum of American History

March 2013 – October 2014

Washington, DC

- Supervised graduate students in the creation of educational stage program
- Served as primary facilitator for (Re)searching an American Slave Ship education program Public

PROFESSIONAL TRAINING:

Volunteer Management Database System (EVANS), Spanish language (proficient); Microsoft Office Suite (Word, Excel, PowerPoint); Wordpress; Omeka library software; iPhoto, Audacity, Podcasting, and Photoshop.

M.A. Public History

American University

August 2012 – May 2014

Washington, DC

B.A. History August

University of Rochester

2008 – May 2012

Rochester, NY

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, May 9, 2018 2:28:00 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Megan Luce

Email

Phone

Address

City Bainbridge Isabel

State WA

Zip 98110

Current Employer None

Current Position Stay at home mom

I am interested in serving on one of the following advisory groups (select all that apply): Historic Preservation Commission

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: City of Tacoma Historic Preservation Commissi

Please share your qualifications for this appointment (skills, I am an archaeologist by training with a MA degree from the University of Washington (in arxhaeology). I worked as an archaeologist for 7 years for an environmental consulting

activities, training, education) if any:	company in Seattle, as well as on some projects with the National Park Service (AK), Bureau of Land Management (MT), and as a “shovel bum” for other local archaeological firms.
Please share your community interests (groups, committees, organizations) if any:	We moved to Bainbridge relatively recently, but I have been enjoying volunteering at my older girls school (Wilkes) in several capacities. I can attach a resume (or send one in separately) after Monday 5/14, but can't access it to send at the moment.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2018
How did you hear about the volunteer opportunity?	Other - See below
Other	Current HPC member

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From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Saturday, June 2, 2018 6:56:41 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Marcia Montgomery

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Jacobs

Current Position Architectural Historian

I am interested in serving on one of the following advisory groups (select all that apply): Historic Preservation Commission

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: Historic Preservation Commission

Please share your qualifications for this appointment (skills, Marcia has worked on cultural resource projects throughout the United States. Her experience includes working for four consulting firms in the Seattle area and early in her career for the

activities, training, education) if any:

U.S. Forest Service and National Park Service. She has managed historic preservation projects for compliance with national, state and local historic preservation regulations and has a strong background documenting the historical significance of buildings and structures. She is a seasoned researcher familiar with using primary and secondary research materials to investigate the history of the built environment and historic archaeological sites. She has conducted inventories of historical buildings and structures and has supervised researchers and field staff. Ms. Montgomery has prepared cultural resource technical reports, historic property inventories and memorandum of agreement documents in compliance with Section 106 of the National Historic Preservation Act. She has worked on large-scale projects associated with the development of transportation, hydroelectric and power transmission facilities. She has conducted specialized historic studies including management plans, oral histories and mitigation documentation to the standards of the Historic American Building Survey/Historic American Engineering Record.

Please share your community interests (groups, committees, organizations) if any:

I have served on the HPC since 2013. I have high school age children and assist as a parent volunteer for various activities.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2018

How did you hear about the volunteer opportunity?

Other - See below

Other

Currently on the HPC

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From: noreply@civicplus.com
To: [Roz Lasso](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Sunday, May 13, 2018 12:57:00 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Susan Buckles

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Self-employed

Current Position Licensed Clinical Social Worker

I am interested in serving on one of the following advisory groups (select all that apply): Human Services Funding Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: -Ethics Committee -Human Services Funding Advisory Committee

Please share your qualifications for this appointment (skills, I served on the Committee in 2016. I have been a therapist on the Island since 1993, and worked/volunteered at Helpline House until approximately 2008, setting up their Family Therapy

activities, training, education) if any:	program and domestic violence perpetrators' program. During that time, I became very familiar with the broad scope of needs of Island families and individuals. I have remained in touch with the changing needs through work with the Bainbridge Island Psychotherapy Guild, and by continuing to serve low-income clients in my private practice.
Please share your community interests (groups, committees, organizations) if any:	Former board member of Bainbridge Psychotherapy Guild; provide occasional consulting and training. President and board member of Islander Mobile Home Park Residents' Association.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2018
How did you hear about the volunteer opportunity?	Other - See below
Other	Contacted by community members.

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From: noreply@civicplus.com
To: [Roz Lasso](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, April 27, 2018 1:07:45 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Reeve Fritchman

Email

Phone

Address

City Bainbridge Island

State Washington

Zip 98110

Current Employer InfusedQuality LLC

Current Position Principal

I am interested in serving on one of the following advisory groups (select all that apply): Human Services Funding Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, I hold an MBA in Finance and have extensive formal project management training (including professional certification as a Project Management Professional). I deal in business process

activities, training, education) if any:	improvement, budgets, and complex business initiatives in areas where conflicts and incompatibilities often exist. My goal, as a member of this group, will be to ensure funding is awarded to groups with well-defined goals and comprehensive plans to achieve them.
Please share your community interests (groups, committees, organizations) if any:	I volunteer for, and contribute to, various animal welfare groups, including PAWS, West Sound Wildlife, Kitsap Humane Society, Summit Assistance Dogs, and Old Dog Haven.
Feel free to attach your resume (optional):	
Type the Year	2018
How did you hear about the volunteer opportunity?	Newspaper
Other	<i>Field not completed.</i>

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E. Reeve Fritchman (PMP)

Transportation/logistics solutions architect: value proposition

I am a highly-experienced transportation/logistics solutions architect obsessed with delivering customer value and satisfaction that directly support my stakeholder's strategy. I plan for the long term, act for the short term, keep technical debt under tight control, and don't give up until the business case (or my executive) doesn't support continued effort. I'm a strong-sense critical thinker with a ferocious curiosity. I protect business and customer interests while trading off the technical, schedule, and cost issues found in chaotic business IT environments constrained by evolving business strategy, conflicting priorities, and incomplete requirements.

KEY SKILLS

Supply chain, logistics, asset and mode-neutral transportation (LTL, truckload, 3PL), and fulfillment business architecture, requirements architecture, IT program management, Scrum, product management, IT project portfolio management, project risk management, cross-team collaboration, implementation planning, PMO, Agile coaching, IT strategy, software quality assurance, software audit, evangelism, mentoring, change management, Cloud, product and services marketing, System i and AS/400 (IBM midrange), GPS, telemetry.

TECHNICAL PROFICIENCIES

Languages: SQL, free-form ILE RPG, CLLE, DDS, T-SQL

Databases: SQL Server 2008, SQL Server 2012, DB2/UDB

Application modes: batch, interactive, web services, stored procedures

IDEs: Visual Studio 2013, Rational Developer for i, SEU, SDA, PDM

Mainframes: AS/400, iSeries, System i

Operating Systems: Windows, i5/OS, IBM I, Arduino

Methodologies: Agile (Scrum, ATDD, DSDM, XP, FDD), OpenUP, Waterfall

PROFESSIONAL EXPERIENCE

Principal

2013-

Infused Quality LLC

Responsible for designing, marketing, and delivering all LTL, TL, and 3PL programs and services

- Inventing new transportation and supply-chain processes and software applications
- Leading a proprietary software project quality assurance program for clients
- Developing data migration governance models and leading data migration projects
- Designing programs to align business and IT strategy
- Planning legacy application update strategies
- Roadmap planning for acquisition integration
- Coaching Agile new and experienced Agile teams
- Leading as a program manager and strategic thinker

Principal Program Manager

2013-2014

Avalara Inc.

Responsible for SaaS transaction usage, SaaS analysis, and designing for unannounced programs

- Designing new application to provide flexibility in measuring and analyzing billable transactions from both legacy and next-generation tax calculation engines
- Reviewing options for enhanced customer-facing reporting and analytics
- Working on new approach to customer enrollment

Chief Strategy Officer

2012-2013

EXTOL International

Responsible for Strategy (product and organizational), Marketing, and the IT project portfolio. *Note: we relocated to the Lehigh Valley in eastern Pennsylvania in June 2012. We were deeply unhappy there and decided to return to Bainbridge Island and the PNW.*

- Established program to protect a legacy product major maintenance revenue stream
- Recommended changes to product management team organizational structure
- Identified gaps in product upgrade path and proposed solutions
- Worked with Development to stabilize product release schedules using Scrum
- Key contributor to Cloud Integration Brokerage product
- Hired, oriented, and guided Marketing Director
- Authored new product messaging content
- Redesigned customer education approach

Senior Solutions Manager

2008-2011

Microsoft Corporation

Microsoft IT: responsible for funding, planning, account management, and IT project portfolio management (ITPPM) accountability for Commercial Operations business group, in support of Volume Licensing.

- Managed project portfolio for Commercial Operations business group
- Developed projects to support specific domestic and international business objectives
- Primary planner for Microsoft IT's internal "Solution Quality Review" program (a quality assurance initiative designed to stabilize the project delivery process)
- Lead contact for Cloud and Azure education initiatives
- Subject matter expert on data migration and SCRUM
- Completed training in Solution-Focused Engineering and Business Requirements Excellence

Chairman and Chief Software Architect

1994-2014

Ayers Rock Software/Transportation Technology Group, Inc.

Responsible for overall Company management, product management, application design, and executive sales/marketing activities. Our primary product is LTL/400, my System i-based quote-to-cash transportation management system. As the lead product presenter to C-level business executives and operational decision-makers, I demonstrated how the product's features simplified, automated, and accelerated business operations and provided cost-justification as well.

- Built a \$6M, \$15-person organization dedicated to selling my transportation software, a purpose-built document management application, 3rd party EDI translation software, 3rd party financial management software, hardware, installation services, and support services
- Hosted multiple accounts in SaaS mode (these customers are still on-line)
- Transportation Management System application is installed at 75 carriers throughout the U.S. and Canada and at 28% of the top 50 LTL transportation carriers in North America

- Added intermodal and truckload capabilities to base product
- Provided extensive pre- and post-implementation consulting services
- Worked with and mentored outsourced onshore and offshore (India) teams

President and Chief Software Architect

1980-1994

Tran-Soft International, Inc.

Developed, marketed, and sold LTL/400, a big ticket (>\$100K) enterprise transportation management system designed for general commodities carriers. As the lead product presenter, I explained complex business processes and features to C-level business executives.

- Platform'ed on IBM's System/38 and AS/400
- Installed at 40 regional and superregional carriers throughout the U.S. and Canada
- Handled all quote-to-cash activities, including revenue accounting, credit, and cash application
- Operational activities included manifesting, dispatching, and real-time driver/equipment control
- Featured extensive industry-specific workflow automation and 24x7 operation
- Offered a key competitive edge: high-speed, high-function automatic pricing and discounting
- Largest customer handled 15,000 invoices daily for five days/week
- Provided extensive pre- and post-implementation consulting services

PROFESSIONAL ACTIVITIES

COMMON Sessions Presenter

April 2013

On the agenda to present these sessions at COMMON's [IBM Power Systems Users Group] at their annual meeting in Austin, Texas.

- **"Data Migration Gets No Respect"** reviews project management best practices for handling data migration and data conversion initiatives
- **"Quality Assurance, Not Quality Control"** proposes a risk-based analysis of software projects that identifies, remediates, or eliminates low-quality content and faulty processes
- **"Troubled Projects for Mortals"** explains how to identify and control off-track projects, and how to prevent projects from sliding into "troubled" status

EDUCATION

M.B.A., Finance, Lehigh University, Bethlehem, PA

B.A., English, Lehigh University, Bethlehem, PA

CERTIFICATIONS

Project Management Professional certification (PMP®) from Project Management Institute

ScrumMaster certification from Scrum Alliance

ITIL V3 Foundation certification from EXIN

Certified Information Systems Auditor (CISA) from ISACA

Certified Data Management Professional in Data Quality and Data Warehousing (CDMP) from DAMA

Certificate in the Governance of Enterprise IT (CGEIT) from ISACA

Certified Software Development Professional (CSDP) from IEEE

Certified Information Systems Auditor (CISA) from ISACA

Six Sigma Green Belt passed written test; have not done project

MISCELLANEOUS

Holder of FCC First Class Radiotelephone license.
Holder of Amateur Extra class certificate (AF7HH).

PROJECT/PROGRAM MANAGEMENT EXPERIENCE

My experience can be broken down into four areas:

- ERP implementation
- Application development
- Data migration
- Software project quality assurance

The **ERP implementations** were for my quote-to-cash transportation management system. This application touched every department—order entry, transportation management, sales, and accounting. We had to determine how to address functional gaps (either via code or business process changes), migrate data, execute large-scale testing, execute the cutover (usually big-bang), and follow up after the go-live.

In nearly every case, change management was a major activity. The system introduced a high degree of automation and much higher standard for data quality. We had to deal with people problems, system issues, and missing data—but we were able to demonstrate how the new system would provide far better results with less employee effort. Project budgets have been as large as \$25M.

Application development involved new development, modifications to existing programs, and custom programs. I often built core applications in single-man Scrum mode (it's complicated!) and then turned them over to my development team. With other teams, I was a Scrum Master who carved out some system components for development in waterfall mode; we had tightly-defined specifications and the development team was the product owner. In all cases, we started with user stories and expanded them into use cases (we included test data and expected results in each use case).

I've broken out **Data migration** as a separate category because it should be. Data migration/conversion projects should be executed early in an implementation lifecycle, will run at a different cadence, and have no flexibility in scope or quality. Until production data has been migrated to the new platform, user training will not be complete, system testing will have gaps, and performance testing will be impossible.

Software project quality assurance is a risk-based approach that examines and reviews every aspect of a software project (processes and requirements), compares it to industry best practices and project management standards, and assigns a low-to-high risk score. In smaller projects, a single survey will identify deficient areas and suggest corrections with the goal of decreasing the risk that the project will not deliver on time, on scope, and on budget. In larger projects, multiple surveys are appropriate, where changed processes and artifacts are reinspected to confirm compliance with previous recommendations; in these cases, the goal is to see a decrease in overall risk with each review.

From: noreply@civicplus.com
To: [Roz Lasso](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, April 27, 2018 6:31:10 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name	Asaph Glosser
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	MEF Associates
Current Position	Principal Associate
I am interested in serving on one of the following advisory groups (select all that apply):	Human Services Funding Advisory Committee (not recruiting at this time)
Experience & Qualifications	
Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	HSFAC
Please share your qualifications for this appointment (skills,	I served on this committee during the last funding cycle. Professionally, my job is to evaluate and provide training and technical assistance to human services agencies. I've spent 15+

activities, training, education) if any:	years doing this work, and have spent countless hours working with government and community-based organizations, including interviews with staff, program managers, and clients. I have extensive experience reviewing budgets and conducting cost analyses. I have a M.A. in Political Science from the University of Washington. My coursework included a specific focus on public policy and research methods.
Please share your community interests (groups, committees, organizations) if any:	I am a Board Member at Congregation Kol Shalom. I volunteer regularly at my children's school on the island. More generally, I appreciate the opportunity to use my professional skills to help the city make wise financial decisions regarding it's support of valuable human services organizations.
Feel free to attach your resume (optional):	
Type the Year	2018
How did you hear about the volunteer opportunity?	City Announcement
Other	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

Asaph Glosser

PRINCIPAL ASSOCIATE



EDUCATION

- 2009 M.A., Political Science, University of Washington**
Subfields: American Politics, Public Policy, Methodology
- 2002 B.A., Political Science, Bates College**
Minor: Criminal Sociology and Law

EXPERIENCE

Asaph Glosser, a Principal Associate with MEF Associates, has 16 years of experience conducting research on an array of human services and workforce topics. This includes substantive expertise in employment and training programs, TANF, child support, early childhood education, asset building, and disability policy. His recent work includes a study of office culture in public assistance offices, qualitative field work for an evaluation of municipal financial empowerment centers, and a study of alternatives to civil contempt in the child support system.

CURRENT PROJECTS

Understanding Poverty: Childhood and Family Experiences and TANF Office Culture. MEF Associates is leading this project that seeks to better understand poverty and the safety net system. The project, funded by the Administration for Children and Families, involves two separate studies: one study focuses specifically on children's perspectives of living in poverty while the other study centers around client experiences and organizational culture of TANF and other human services offices. Mr. Glosser serves as the overall Project Manager and is leading tasks for the study of TANF Office Culture, which includes a literature review and site visits to six local TANF programs.

Creating Moves to Opportunity, Seattle-King County. MEF, as a subcontractor to MDRC, is serving as the local research partner for this randomized control trial that will test strategies to increase opportunity moves among voucher holders in the Housing Choice Voucher program. Mr. Glosser is leading MEF's work, which involves interviews with housing authority program staff and voucher holders to support the design of the intervention. MEF will also conduct field work so support ongoing monitoring and will be conducting interviews with voucher holders enrolled in the study.

Design Study on Technology-Based Learning and Workforce System Services for Veterans with Disabilities. This contract, for the U.S. Department of Labor's Employment and Training Administration, is exploring the role of technology-based learning (TBL) in supporting pre-vocational skills among job seekers. As a subcontractor to Abt Associates, MEF is participating on three sub-studies that are examining the use of TBL in American Job Centers, examining the use of TBL in Job Corps Centers, and exploring recently developed state policy on the use of TBL. The sub-studies will include tasks such as a survey of program operators, review of state policy documents, and site visits to centers and states using TBL in promising and innovative ways. An earlier phase of the project also involved two literature reviews, one on the use of TBL in the workforce system and another focused on workforce system services for veterans with disabilities. Mr. Glosser is leading survey efforts for the AJC and Job Corps sub-studies and conducting site visits for these sub-studies.

Behavioral Interventions for Child Support Services (BICS). The federal Office of Child Support Enforcement awarded grants to eight states to design and implement interventions as part of the BICS project. The sites will use insights from behavioral economics to improve the operations of child support programs. A concurrent grant is funding technical assistance and evaluation services in conjunction with each site. This work includes identifying problems of interest, diagnosing behavioral bottlenecks, designing behavioral interventions to address these bottlenecks, and using randomized control trials to evaluate the impact of these interventions. MEF is a subcontractor to MDRC on this project. Mr. Glosser is the lead for the Washington State site.

Building the Next Generation of Child Support Policy Research and the Benefits and Costs of Child Support Distribution Reform. MEF Associates is leading this project that will explore key policy questions in the child support field and develop a long-term child support research agenda. Project activities include planning and convening a Roundtable consisting of researchers, policy experts, practitioners, and federal staff to develop and disseminate a child support research agenda, as well as collecting qualitative and quantitative data to better understand the facilitators of child support distribution at the state level. The study is funded by the Office of the Assistant Secretary for Planning and Evaluation in the U.S. Department of Health and Human Services. Mr. Glosser is the Project Manager.

Behavioral Interventions to Advance Self-Sufficiency (BIAS). Funded by the Administration for Children and Families, this project, led by MDRC, applied behavioral insights to issues related to operations, implementation, structure, and efficacy of social service programs and policies. The ultimate goal was to learn how tools from behavioral science could improve the well-being of low-income children, adults, and families. Mr. Glosser led a pilot that tested efforts to reduce the behavioral bottlenecks and increase awareness of the modification process among incarcerated NCPs, relative to the current process, resulting in an increased number of NCPs who pursue modifications.

Subsidized and Transitional Employment Demonstration and Evaluation Project. Subsidized employment programs use public funds to create or support work opportunities for economically disadvantaged people. The Administration for Children and Families (ACF) has funded this study to rigorously evaluate up to seven promising programs serving parents who are directly or indirectly connected to TANF, the main cash welfare program for needy families. The evaluation used a random assignment design. MEF is a subcontractor to MDRC on this evaluation, and it is leading several tasks, including a study of how states implemented subsidized employment under the American Recovery and Reinvestment Act, site recruitment, and a benefit/cost analysis. Mr. Glosser was the lead author on the report describing implementation and early impact findings in the STED test in Los Angeles County.

Pathways for Advancing Careers and Education (PACE). PACE is a ten-year effort, funded by the Administration for Children and Families, seeking to refine, evaluate, and promote knowledge about career pathways. These programs are designed to foster advancement through well-articulated training and employment steps in occupations that are in demand in local communities. MEF Associates is a subcontractor to Abt Associates in this rigorous random assignment evaluation project. Mr. Glosser participated in site development, the implementation of random assignment procedures, and the implementation research. He is leading two sites in Washington State.

Evaluation of the American Apprenticeship Initiative. In an effort to expand registered apprenticeship in the United States, Department of Labor launched the^[1] American Apprenticeship Initiative (AAI) providing \$175 million in five-year grants to 46 grantees across the^[1] country. To understand the operation and effects of these grants, the Employment and Training Administration (ETA) of the U.S. Department of Labor (DOL) commissioned an evaluation to build evidence about the

effectiveness of apprenticeship for participants and employers and lessons for developing and operating these grant programs. The evaluation will include all 46 AAI grantees. Mr. Glosser is participating in the knowledge development task and implementation research.

RELEVANT PUBLICATIONS

- Glosser, Asaph, Bret Barden, and Sonya Williams, with Chloe Anderson. (2016). *Testing Two Subsidized Employment Approaches for Recipients of Temporary Assistance for Needy Families: Implementation and Early Impacts of the Los Angeles County Transitional Subsidized Employment Program*. OPRE Report 2016-77. Washington, DC: Office of Planning, Research and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services.
- Glosser, Asaph, Dan Cullinan, and Emmi Obara (2016). *Simplify, Notify, Modify: Using Behavioral Insights to Increase Incarcerated Parents' Requests for Child Support Modifications*. OPRE Report 2016-43. Washington, DC: Office of Planning, Research and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services.
- Plotnick, R., Glosser, A., Moore, M., Obara, E. "Increasing Child Support Collections from the Hard-to-Collect: Experimental Evidence from Washington State." *Social Service Review* 89, no. 3 (September 1, 2015): 427–54.
- Glosser, A. and Obara, E. *Evaluation of Career Bridge: Final Report*. MEF Associates: prepared for the City of Seattle – Office of City Auditor. 2015.
- Glosser, A. Obara, E., Dyke, A., Harris, A., and Kim, E. *Seattle Youth Violence Prevention Initiative – Evaluability Assessment*. MEF Associates: prepared for the City of Seattle – Office of City Auditor. 2014.
- Glosser, A., Hamadyk, J., Gardiner, K., and Fishman, M. *Innovative Strategies for Increasing Self-Sufficiency Career Pathways Profile: Washington's Integrated Basic Education and Skills Training (I-BEST) Program in Three Colleges*. Washington, DC: Office of Planning, Research and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services. 2014.
- Glosser, A., Hamadyk, J., Wille, J. *Innovative Strategies for Increasing Self-Sufficiency Career Pathways Profile: Workforce Development Council of Seattle-King County's Health Careers for All Program*. Washington, DC: Office of Planning, Research and Evaluation, Administration for Children and Families, U.S. Department of Health and Human Services. 2014.

PROFESSIONAL HISTORY

MEF Associates	Research Associate/Senior Research Associate	2010–Present
The Lewin Group	Research Analyst/Associate	2002-2008

From: noreply@civicplus.com
To: [Roz Lasso](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Sunday, May 13, 2018 5:34:59 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name	Jack MacArthur
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Retired
Current Position	Retired
I am interested in serving on one of the following advisory groups (select all that apply):	Human Services Funding Advisory Committee, Lodging Tax Advisory Committee
Experience & Qualifications	
Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	See Attached
Please share your qualifications for this appointment (skills,	25 years working in a for-profit environment providing data processing services to hospitals. Upon retirement worked extensively with non-profit groups as a volunteer. See attached

activities, training,
education) if any:

for volunteer affiliations.

Please share your
community interests
(groups, committees,
organizations) if any:

Currently serving on a condominium board of directors as treasurer and as a member of the Grace Church finance committee, as well as a member of the Oatmeal Club and Senior Center of Bainbridge Island.

Feel free to attach your
resume (optional):

Type the Year

2018

How did you hear
about the volunteer
opportunity?

Newspaper

Other

City Announcement

Email not displaying correctly? [View it in your browser.](#)

Jack MacArthur
Volunteer Affiliations

- Bainbridge Island Library Fund Drive
Special gifts committee member 1995-1996
- Bainbridge Foundation
Member, Board of Directors 1997-1999
Chair, Agency Liaison Committee, 1998-1999
- City of Bainbridge Island
Land Use Users Group, 1997-1998
Sign Code Revisions, 1995-1996
City Hall Citizens Committee, 1997-1998
Puget Power Franchise Committee, 1998-1999
Housing Trust Fund Committee, 1999
Police Discussion Group, 1998
Hotel/Motel Tax Committee, 1998-2001
Kitsap Transit Citizens Committee, 1999
Open Space Mayors Committee, 2000-2001
- Helpline House
Volunteer, 1992-1999
Personnel Committee, 1995-1999
Member, Board of Directors, 1997-1999
- 23rd Legislative District
Regulatory Reform Task Force, 1993-1994
- Kitsap Peninsula Visitors and Convention Bureau
Member, Board of Directors, 1993-1995, 1998-2001
- Economic Development Council of Kitsap County
Economic Diversification Summit, 1993-1996
- Regional Executive Group (CORE)
Member, 1994-1996, 1998-2001
- Team Winslow
Merchants Committee, 1993-1997
Member, Board of Directors, 1997-1998
Economic Committee, 1999- 2001
- Who's Who on Bainbridge
Listed 1995

- Bainbridge Island Chamber of Commerce
 - Executive Director, 1998-2001
 - President, 1995-1996
 - Vice President, 1994-1995
 - Member, Board of Directors, 1992-1997
 - Chair, Governmental Affairs Committee, 1996-1998
 - Sustainable Tourism Committee, 1993-1997
 - Membership Committee, 1994-1995
 - Personnel Committee, 1995-1996
 - Grand Old Fourth, 1994-2008
 - Golf Scramble, 1998-2008
 - Fund Raising, 1992-2004
 - Member, 1992-2005
- Bainbridge Economic Council
 - Member, Board of Directors, 2000-2001

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, May 15, 2018 9:18:02 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Jackie Siler

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position Volunteer

I am interested in serving on one of the following advisory groups (select all that apply): Human Services Funding Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: Human Services Funding Advisory Committee - 2015 & 2016

Please share your qualifications for this appointment (skills, MSW with career in social services including planning and funding with United Way and supervising direct services.

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Active volunteer Master Gardener in Kitsap County.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2018

How did you hear
about the volunteer
opportunity?

Other - See below

Other

Email from Morgan re opportunity to serve.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, May 14, 2018 5:31:30 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Paul Stumme-Diers

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Bethany Lutheran Church

Current Position Pastor

I am interested in serving on one of the following advisory groups (select all that apply): Human Services Funding Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, I have served on a number of not-for-profit boards, and for 30 years as a Lutheran pastor, nine on Bainbridge Island. I am interested in learning more about the social service needs and

activities, training, education) if any:	providers on the Island. I would enjoy assisting with the public-private partnership this process promotes.
Please share your community interests (groups, committees, organizations) if any:	I am the Treasurer for the Interfaith Council of BI/NK. I serve on the Board of Lutheran Community Services of the Northwest. My involvement through Bethany Lutheran Church provides insights and relationships that I hope would be helpful to this process.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2018
How did you hear about the volunteer opportunity?	City Announcement
Other	<i>Field not completed.</i>

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From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, April 27, 2018 9:19:01 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Stephen Walker

Email

Phone

Address

City Bainbridge Island

State wa

Zip 98110

Current Employer retired

Current Position see above

I am interested in serving on one of the following advisory groups (select all that apply): Human Services Funding Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: HSFAC twice previous

Please share your qualifications for this appointment (skills, Have been n the committee since its inception, I no longer update a resumes I am retired. Short history is 36 years Naval Nuclear Power, CDP in Bremerton 4 years, serious volunteer

activities, training,
education) if any:

service since my retirement.

Please share your
community interests
(groups, committees,
organizations) if any:

Supporting community efforts and human services is very
important, as well as very enjoyable.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2018

How did you hear
about the volunteer
opportunity?

Other - See below

Other

previous service

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, April 26, 2018 1:13:45 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Susie Burdick

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Kids Discovery Museum

Current Position Executive Director

I am interested in serving on one of the following advisory groups (select all that apply): Lodging Tax Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: LTAC for 2 years

Please share your qualifications for this appointment (skills, 40 years of community and nonprofit leadership.

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Kids Discovery Museum, Arts and Culture Directors Forum,
Healthy Youth Alliance, Child Safety and Family Unification
Emergency Committee, Rotary.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2018

How did you hear
about the volunteer
opportunity?

City Announcement

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, April 26, 2018 3:50:34 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Dominique Cantwell

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Bainbridge Performing Arts

Current Position Executive Director

I am interested in serving on one of the following advisory groups (select all that apply): Lodging Tax Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: LTAC (twice), and currently the Chairperson of the Town-Square subcommittee of the Infrastructure Ballot Measure Task Force

Please share your qualifications for this appointment (skills, Having served as the Executive Director for Bainbridge Performing Arts for over eight years, as a board facilitator, and fundraising/strategic planning consultant for nearly fifteen, I hold

activities, training, education) if any:	certificates in Strategic Frameworks for Non-Profit Organizations and in Board Mobilization from the Harvard Kennedy School. I have twice served on the LTA Committee and am currently a member of the Infrastructure Ballot Measure Task Force.
Please share your community interests (groups, committees, organizations) if any:	My previous involvement on local preschool and human service boards has given me a sense of the spectrum of needs in this community and I am determined to help meet them (though I understand that they are not the focus of this committee). While I represent an arts organization in my daily work, I am committed to collaborative cross-pollination of the island's interests and hold the good of the public above all else.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2018
How did you hear about the volunteer opportunity?	Other - See below
Other	Invited by Morgan Smith

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, May 7, 2018 9:08:29 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Nancy G Fortner

Email

Phone

Address

City Bainbridge Island

State Washington

Zip 98110

Current Employer Sweetlife Farm

Current Position self employed

I am interested in serving on one of the following advisory groups (select all that apply): Lodging Tax Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: LTAC

Please share your qualifications for this appointment (skills, Resident since 1989; small business owner since 1992 (Fortner Books, Sweetlife Farm); active citizen participant in city government and Island-wide activities, retired hemodialysis nurse

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Bainbridge in Bloom committee member for 4 years, created and
coached the ropeskipping team for 9 years, farmers market
participant for ~15 years, Sound Food original steering
committee, Land Trust member and land donor, Friends of the
Farms, Bainbridge Resource Group

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2018

How did you hear
about the volunteer
opportunity?

City Announcement

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, May 4, 2018 4:25:01 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Thomas Hagreen

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer The Marshall Suites

Current Position General Manager

I am interested in serving on one of the following advisory groups (select all that apply): Lodging Tax Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, *Field not completed.*

activities, training,
education) if any:

Please share your community interests (groups, committees, organizations) if any:	BIDA Board of Directors
--	-------------------------

Feel free to attach your resume (optional):	<i>Field not completed.</i>
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Type the Year	2018
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How did you hear about the volunteer opportunity?	Other - See below
---	-------------------

Other	Executive Director Bainbridge Island Downtown Asso
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Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lasso](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, April 27, 2018 9:06:07 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Peter Hill

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer N/A

Current Position N/A

I am interested in serving on one of the following advisory groups (select all that apply): Marine Access Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: Marine Access Committee (current member)

Please share your qualifications for this appointment (skills, As a long time project manager in the IT industry, I bring skills in team building, project planning and execution, research and communication. I have also run my own IT consulting business

activities, training, education) if any:	and construction management business. As my first year on the MAC comes to an end, I have actively worked to identify road end improvements and issues as well as helped with the annual MAC work plan.
Please share your community interests (groups, committees, organizations) if any:	If allowed to continue serving on the MAC, I will work to further identify ways to enhance and protect public access to and use of the Island's beautiful shores and waters. I have lived my life on the shores of Puget Sound and have seen how respectful enjoyment and use of the bay can improve a community - socially and financially. With the federal and state shoreline laws backing our own SMP, we have a solid basis to help us find the right balance between public and private shoreline use.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2018
How did you hear about the volunteer opportunity?	Other - See below
Other	Friends

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, May 18, 2018 3:56:00 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Gregory Spils

Email

Phone

Address

City BAINBRIDGE IS

State WA

Zip 98110

Current Employer Rosetta Stone

Current Position VP, Product Management

I am interested in serving on one of the following advisory groups (select all that apply): Marine Access Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: Road Ends, Marine Access Committee

Please share your qualifications for this appointment (skills, Road Ends committee for 5 years, Marine Access Committee for 2 years.

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Field not completed.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2018

How did you hear
about the volunteer
opportunity?

Other - See below

Other

I'm on the committee now, so at the committee mtg.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, May 18, 2018 9:33:37 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Steve Saepoff

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Naval Facilities Engineering Command Northwest

Current Position Environmental Engineer

I am interested in serving on one of the following advisory groups (select all that apply):

Climate Change Advisory Committee , Environmental Technical Advisory Committee, Multi-Modal Transportation Advisory Committee, Utility Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, WA State Professional Engineer focus on Environmental Engineering Former Coast Guard Officer Masters Degree in Environmental Engineering and Management Worked at Corps

activities, training, education) if any:	of Engineers as a Senior Project Manager for design and major construction projects Currently work on remediation of contaminated sites
Please share your community interests (groups, committees, organizations) if any:	Sustainability Participate with Climate Action Bainbridge
Feel free to attach your resume (optional):	
Type the Year	<i>Field not completed.</i>
How did you hear about the volunteer opportunity?	Other - See below
Other	Referral by friend

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KEY QUALIFICATIONS

- Project / Program Management
- Security Engineering
- Sustainable Design and Construction Management
- Public Administration
- Environmental Remediation
- Environmental Compliance
- Contract Management – A&E, Construction and Service
- Federal Acquisition Procedures and Quality Assurance
- Staff Training, Development and Supervision
- Program Analysis, Supervision
- Personnel, Finance and Safety Management
- Regulator & Stakeholder Relations Management
- Environmental Engineering
- Interagency Coordination

WORK EXPERIENCE

Supervisory Environmental Engineer / Contracting Officer's Representative **GS-0819-13** **2/2018 – 6/2018**
Naval Facilities Engineering Command Northwest Environmental Restoration (ER) Team Silverdale, WA
Supervisor: Dina Ginn 360-396-0016 Full-time 40 hours/week Salary: \$115,778
Temporary supervisor of 8 exempt Remedial Project Managers that manage ER at Naval Installations in Washington and Oregon. Oversaw the preparation of \$19,000,000 2019 ER budget submit to NAVFAC HQ. Developed Statement of Environmental Architect-Engineering Services for a \$30,000,000 contract solicitation and the technical solicitation documents and Government Cost Estimate for \$40,000,000 Environmental Services Indefinite Quantity Indefinite Delivery Contract. Performed internal quality review of all task order technical solicitation and cost estimates prepared by staff. Continue to perform other duties as COR.

Environmental Engineer / Contracting Officer's Representative (COR) **GS-0819-12** **7/2015 – Present**
Naval Facilities Engineering Command Northwest (NAVFAC) Environmental Restoration Team Silverdale, WA
Supervisor: Chris Generous 360-396-0014 Full-time 40 hours/week Salary: \$101,307
In addition to COR accomplishments listed below, managed the Five Year Review for the former Naval Air Facility Adak AK. Supported RPMs with semi-annual ER,N budget submit preparation to NAVFAC HQ. Served on Technical Evaluation Board for Environmental Multiple Award Contract Task Order source selection. Network with NAVFAC CORs nationwide to obtain capacity on multiple IDIQ contracts in support of project execution. Conduct peer bid-ability, operability and constructability QC review of all SOW and GE prior to submission to Acquisition Branch. Provide DOJ with technical support for Navy Potentially Responsible Party sites under CERCLA and RCRA, . Manage the Cooperative Agreement between the Navy and WA Department of Ecology.

Supervisory Environmental Engineer / Contracting Officer's Representative **GS-0819-13** **3/2015 – 7/2015**
Naval Facilities Engineering Command Northwest Environmental Restoration Team Silverdale, WA
Supervisor: Dina Ginn 360-396-0016 Full-time 40 hours/week Salary: \$115,778
Temporary supervisor of 4 exempt and 2 non-exempt staff. Initiated and completed employee performance evaluations. Conducted and recorded staff monthly safety training. Hired engineer as Remedial Project Manager. Managed and approved employee travel, overtime, payroll and leave. Managed development of the Spring 2015 ER,N budget submission. Networking with BRAC PMO, WA Department of Ecology and Department of Health Managers. Member, NAVFAC Risk Assessment Workgroup (RAW); Lead of the Radiation Risk Assessment Subcommittee, where I sponsored the development of a Navy Technical Report on Radiological Site Characterization and Risk Assessment and coordinated subcommittee review and input. Also as RAW Member, I reviewed and edited content regarding emerging contaminants for the NAVFAC Interim Perfluoroalkyl and Polyfluoroalkyl Substances Site Guidance for Remedial Project Managers. Member of the NAVFAC Naval Installation Restoration Information Solution (NIRIS) Workgroup.

Environmental Engineer / Contracting Officer's Representative **GS-0819-12** **12/2012 – 2/2015**
Naval Facilities Engineering Command Northwest Environmental Restoration Team Silverdale, WA
Supervisor: Dina Ginn 360-396-0016 Full-time 40 hours/week Salary: \$97,370
As COR, administered multiple environmental service and Architect-Engineer (A-E) Indefinite Delivery Indefinite Quantity (IDIQ) contracts and task orders with a cumulative value in excess of \$125M. Lead team of 2 Quality Assurance Field Representatives to monitor contractor execution of over 60 active task orders in Washington and Alaska. Implemented NAVFAC mandated COR and

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CPARS procedural changes and trained RPM staff on requirements. Responded to contractor inquiries with technical interpretation and clarification of solicitation, contract and task order requirements. Oversaw development of solicitation technical requirements and chaired the Technical Evaluation Board for a \$30M environmental services IDIQ contract source selection and a \$30M A-E slate. Ensured prompt progress payment processing and timely contractor performance evaluations in CPARS. Conduct peer bid-ability, operability and constructability QC review of all SOW and GE prior to submission to Acquisition branch. Member, NAVFAC Risk Assessment Workgroup; Lead of the Radiation Risk Assessment Subcommittee.

Environmental Consultant

Environmental Coalition of South Seattle

4/2012 – 12/2012

Seattle, WA

Conducted a modified Phase 1 Environmental Site Assessment of two Seattle neighborhoods for local non-profit organization.

Chief, Military / HTRW / Inter-Agency Project Management (PM) Branch

GS-0340-14 Step 4

12/2008 – 2/2012

U.S. Army Corps of Engineers, Sacramento District

Sacramento, CA

Supervisor: Michael J. Rosnack, Chief, LMER, 916-557-5106

Full-time 40 hours/week

Salary: \$113,849

Direct supervisor to three (3) first line supervisors, two (2) administrative staff, and manager of 35+ PM staff. Strategic acquisition planning. Developed and executed annual Branch budget. Hired engineers as project managers. Established relationships with client organizations. Tracked status on hundreds of projects monthly and reported metrics to executive leadership.

- Led PM Branch in 2009 and 2010 to manage project teams resulting in award of over \$350M in construction, A-E and environmental service contracts and improved customer satisfaction based on annual customer survey results. Projects supported multiple programs to include Air Force and Army Military Construction (MILCON), Formerly Used Defense Sites, Environmental Restoration, Army and Air Force, Munition Response Program, CERCLA projects for EPA, and BRAC.

Senior Project / Program Manager

U.S. Army Corps of Engineers, Seattle District

12/1999 - 12/2008

Seattle, WA

Full-time 40 hours/week

Salary: \$95,878

➤ *MILCON Program Manager / Senior Project Manager.*

GS-0801-13 Step 6

Led project teams consisting of Corps staff or A-E firms that developed solicitation documents and managed construction of sustainable military facilities to include battalion complexes, fitness centers, family housing, aircraft hangar renovations, fire station, office spaces, a community activity center and maintenance facilities with an aggregate value in excess of \$550M, for the Army in Alaska and Washington and Air Force in Montana and Oregon. In response to Hurricane Katrina, deployed to Mississippi coast as a Debris Mission Specialist, worked 78 hours per week - placed 1,200 Quality Assurance Representatives in the field daily.

➤ *Superfund Program Manager / Environmental and Inter-agency Project Manager.*

GS-0819-12/ Temp 13

Oversaw five PMs execute a \$20M program supporting the EPA.

Managed the development of solicitation documents and contract award of the Upgrade, Operation and Maintenance Task Order Contract for the Water Treatment Plant at the Bunker Hill Superfund Site. Developed and negotiated all Task Order requirements. Managed Targeted Brownfield Assessment for EPA and two turnkey design/construction projects for the U. S. Customs and Border Protection that included real estate acquisition, NEPA compliance, and furnishing valued at \$12.5M.

- Led in-house teams that completed a Vulnerability Assessment of an Acid Mined Drainage Treatment Plant and provided engineering solutions to Seattle Public Utility to protect city waterworks against terrorist threats.
- To avoid critical performance failure, completed the first major cleanout and renovation of a 27 year old wastewater treatment plant at Bunker Hill on schedule by maintaining 24 hour operations for two weeks. Performed 12-hour night shift Quality Assurance duties.
- Led the project team that awarded the construction of the first northern Border Protection Sector HQ facility authorized under the Patriot Act.
- Managed the team that provided one year of contract administrative support to the US DOE Office of River Protection for a \$4B cost+ contract with Bechtel National Inc. for the design and construction of a Waste Treatment and Immobilization Plant using plasma arc incinerator technology for mixed waste.

➤ *Military Project Manager.*

GS-0801-12

Managed 8 MILCON design and construction projects, worth over \$130M for the Air Force in Montana and the Army in Washington. Specific duties include development of project management plans, scopes of work for A-E design, A-E

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negotiations, budget development and management of project funds, and led in-house Request for Proposal preparation teams with an emphasis on sustainable design. Led planning and design charrettes and facilitated value engineering studies. Chaired source selection evaluation boards for Design-Build contracts. Monitored construction progress, coordinated modification approval with clients and managed project closeout.

Remedial Project Manager / Environmental Services Manager

GS-0819-12

7/1996 to 12/1999

Naval Facilities Engineering Command, Northwest.

Poulsbo, WA

Managed post Record of Decision Remedial Actions at Superfund sites on federal facilities, including converting a landfill into an integrated ecologically restored vegetative cover with a shoreline erosion protection component at NBK Bangor. Achieved remedy in-place status at three remedial action sites in one year. Coordinated public and regulatory agency partnering in support of environmental projects. Prepared cost estimates, negotiated, developed task order specifications and administered environmental remediation contracts. Established strategic project budgets in the Cost-To-Complete module of NORM. Evaluated remedial technologies and negotiated cleanup activities with state regulatory agencies. Peer reviewed draft Remedial Investigations/Feasibility Studies, Proposed Plans, Human Health and Ecological Risk Assessments, and draft Records of Decision. Obtained authorization and funding to manage over \$1M worth of hydro-geologic and eco-toxicologic studies and research performed by the US Geologic Survey.

- Co-sponsored the development of a *Natural Attenuation Guidance Publication for Navy and Marine Corps sites*.
- Participated in WA Brownfields / Total Petroleum Hydrocarbon Project Oversight Group and the Sediment Management Standards Implementation Committee, reviewed draft revisions to the Washington State Department of Ecology Model Toxics Control Act and Sediment Management Standard regulations and prepared formal Navy comments.
- Managed a \$4M Environmental Compliance Program and worked with environmental staffs from 6 naval installations to develop annual requirements, market NAVFAC resources, and coordinate project execution for projects supporting installation compliance with CWA, CAA, SDWA, ESA, RCRA and TSCA.
- Researched and implemented innovative technology to cleanup a PCB contaminated site resulting in a cost avoidance of over \$275K at SWFPAC.
- Successfully competed for \$250K in federal research & development funding to establish toxicity data on ordnance chemicals in the benthic environment. Drafted the Sampling and Analysis Plan. Collected marine sediment samples.

Hazardous Material Compliance Program Manager

GS-0819-12

6/1994 – 7/1996

89 Civil Engineering Squadron / 89 Environmental Flight

Andrews Air Force Base, MD

Oversaw base-wide environmental compliance with federal and state laws concerned with hazardous materials. Conducted environmental compliance audits and pollution prevention site assessments. Chaired contingency planning meetings and provided technical guidance to First Responders for cleanup of hazardous material spills.

- Prepared and submitted to EPA, installation's first Emergency Planning and Community Right-to-Know Act Section 311 and first two 312 reports, also known as Emergency and Hazardous Chemical Inventories.
- Managed contracts that drafted Facility Response Plan, Lead-Based Paint Management Plan, and surveyed 700 transformers for PCBs and replaced 23 - making the base PCB free.

U.S. Coast Guard Officer

5/1982 – 6/1994

EDUCATION / LICENSES / CERTIFICATES

- WA Environmental Professional Engineer, 1999
- DAWIA Level II Facilities Engineering
- MSE, Environmental Engineering and Management, The Catholic University of America, Washington, DC
- BS, Marine Sciences, U.S. Coast Guard Academy, New London, CT
- Holds Secret Security Clearance
- 40-hour HAZWOPER

Grants & Cooperative Agreements for Federal Personnel, 2017

Navy Executive Institute II, 2017

Ecological Risk Assessment, 2015

Basic HR Training for Supervisors Course, 2015

CLM 014 IPT Management & Leadership, 2015

CLE 008 Six Sigma: Concepts & Processes, 2015

CLC 108 Strategic Sourcing Overview, 2015

Advanced Risk Communication, 2015

Natural Resource Damage Assessment, 2014

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Advanced Munitions Response Site Management, 2014
8-hour HAZWOPER Refresher, 2014
CLC 222 Contracting Officer's Representative, 2014
Navy Executive Institute I, 2014
NAVFAC Source Selection, 2013
NAVFAC AE Contracting, 2013
NAVFAC Contracting Officer's Representative, 2013
ASTM Environmental Site Investigations, Phase 1 & 2, 2012
Landmark Worldwide Communication Course Series, 2012
Project Management – Military Program, 2011
USACE Budget Training, 2010
Managing Project Managers, 2010
LEED Implementation Workshop, 2009
Army Civilian Leader Basic, 2009
DAU Contracting Officers Representative, Dec 2008
Leadership and Emotional Intelligence, 2008
LEED Technical Workshop, 2005
Federal Appropriations Law Refresher, 2005
Design-Build Construction, 2004
Estimating for Construction Modifications, 2003
Construction Contract Administration, 2001
Project Management Fundamentals, 2001
Federal Appropriations Law, 2000
Security Engineering, 2000
Sustainable Design, 2000
Basic & Advanced Groundwater Investigations, 1999
Environmental Risk Assessment, 1999
Managing Environmental Quality Assurance, 1999
Principle Centered Leadership, 1998
Advanced Environmental Restoration, 1998
Environmental Negotiation, 1998
EPA Preliminary Assessments / Site Inspections, 1997
Health and Environmental Risk Communication, 1997
EPA Remedial Process, 1997
EPA Superfund Treatment Technologies, 1996
40 hour HAZWOPER (29 CFR 1910.120), 1995
AHERA Project Designer, 1995
Lead-Based Paint Worker, 1994
Erosion and Sediment Control, 1994

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, May 18, 2018 1:24:11 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name	Robert Shulock
Email	
Phone	
Address	
City	BAINBRIDGE IS
State	WA
Zip	98110
Current Employer	Bainbridge Structures Group LLC
Current Position	Principal Consultant
I am interested in serving on one of the following advisory groups (select all that apply):	Multi-Modal Transportation Advisory Committee
Experience & Qualifications	
Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	Multi Modal Transportation Advisory Group
Please share your qualifications for this appointment (skills,	MSCE Transportation; 45 yrs as WSDOT engineer and transportation and structures consulting engineer; avid hiker, walker, biker; 5 yrs on Policy Committee for Feet First

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Multi Modal Transportation Advisory Group; Senior Center
Member

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2018

How did you hear
about the volunteer
opportunity?

Other - See below

Other

Member of the Group for the past year

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, May 18, 2018 6:40:57 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Erin Thomasson

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position Retired

I am interested in serving on one of the following advisory groups (select all that apply): Multi-Modal Transportation Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: Ethics Committee Member and Chair

Please share your qualifications for this appointment (skills, • Demonstrated ability to successfully disseminate complex information across cultures, languages, and skill levels. • Recognized leadership skills with the ability to mobilize people to

activities, training, education) if any:

a cause and help them maintain their vision moving forward. • Accomplished speaker for diverse global audiences ranging in size from ten to over a thousand. • Known as an adept negotiator with experience in non-receptive, volatile, and hostile environments.

Please share your community interests (groups, committees, organizations) if any:

City of Bainbridge Island Ethics Committee Member Kitsap Humane Society: Board Member since 2013, Co-Chair Development Committee Meadowmeer Golf and Country Club: Board Member 2017 and 2018 (term ends Aug 2018)

Feel free to attach your resume (optional):

Type the Year

2018

How did you hear about the volunteer opportunity?

Other - See below

Other

Searched website

Email not displaying correctly? [View it in your browser.](#)

Summary

Accomplished senior management professional, possessing seventeen years of global leadership responsibility for an international Fortune 500 organization.

Skills

- Strategic market development, product placement/integration and sales skills.
- Demonstrated ability to successfully disseminate complex information across cultures, languages, and skill levels.
- Recognized leadership skills with the ability to mobilize people to a cause and help them maintain their vision moving forward.
- Accomplished speaker for diverse global audiences ranging in size from ten to over a thousand.
- Known as an adept negotiator with experience in non-receptive, volatile, and hostile environments.
- Valued member of a dynamic, entrepreneurial senior management team setting the course for a global Fortune 500 organization.

Community Involvement Since 2011 Retirement

- Board of Directors – Kitsap Humane Society July, 2013 to Present
 - Development Co-Chair for Current \$7,000,000 Capital Campaign
- Meadowmeer Golf and Country Club: Vice President October 2016 to Present
- City of Bainbridge Island Ethics Committee: January 2013 to July 2014

Professional Experience

Senior Vice President

Expeditors International of Washington, Inc.

December 2009 to April 2011 (retired)

- Direct management of four major product and service areas within Expeditors:
 - Risk Management & Insurance
 - Security & Safety
 - Expeditors Cargo Insurance Brokers, Inc. (ECIB)
 - Expeditors Assurance Company
- Mentoring and development for a staff of over fifty professionals, including, Vice President and Director level individuals throughout the organization and world.
- Liaison with key governmental contacts as it relates to supply chain security and health & safety.
- Senior manager responsible for integration of global screening of cargo bound for passenger aircraft in conjunction with US Government initiative
- Business leader for Foreign Corrupt Practices Act (FCPA) compliance
- Global Risk manager for the organization responsible for the design and operation of Expeditors' worldwide supply chain risk management execution, integration, marketing, and sales strategy.

- Operation of premier niche insurance services organization, ECIB, offering Expeditors international customers with a viable risk management and insurance alternatives.
- Direct manager for all branch operations of ECIB, including Dubai, London, Australia, and Mexico.
- Revenue responsibility for operations in excess of USD50,000,000 per year.
- Board member and Vice President for Expeditors Assurance of Vermont, Inc. overseeing all day-to-day operations of the company since its' inception.
- Complete responsibility for Expeditors global Safety and Security personnel, policy, and infrastructure.
- Spearhead for development and maintenance of a robust, formal and consistent program in the area of health and safety that included corporate ownership and metrics tracked over time.

Vice President – Insurance

Expeditors International of Washington, Inc.

June 1999 to December 2009

- Responsible for the design and operation of Expeditors' worldwide insurance programs,
- Operation of its' subsidiary insurance brokerage division,
- Direct management of a full service claims department,
- Risk manager for the organization.
- Development of insurance staff,
- Integration of Expeditors insurance programs globally,
- All direct negotiations with its multiple insurance vendors

Director – Insurance

Expeditors International of Washington, Inc.

November 1994 to June 1999

Education

- University of Washington, Seattle, Washington
 - Bachelor of Arts in Business Administration, June 1989
- Seattle University, Seattle, Washington
 - Executive Leadership Certificate Program,
 - Senior Level Leadership Augmentation Program, March 2010

Personal Details

- Native of Pittsfield, Massachusetts
- NCAA Divisions I Scholarship basketball player
- Proud USMS swimmer for local Master's team, Go BAM!
- Avid outdoors woman and golfer, aspiring tennis player
- Die hard NCAA Basketball fan

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, May 18, 2018 11:59:55 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Don Willott

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer retired

Current Position na

I am interested in serving on one of the following advisory groups (select all that apply): Multi-Modal Transportation Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: Please see attached resume.

Please share your qualifications for this appointment (skills, Please see attached resume.

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Please see my attached Statement of Qualifications. I value representing my neighbors and their variety of transportation needs through the work of the MTAC, as well as connecting colleagues with the information and people networks to help accomplish our work. I am most focused on community envisioning and the progressive realization of the Sound to Olympics (regional) Trail as a key element in the initiative to preserve / enhance a scenic corridor along SR 305 on Bainbridge, and extending across Kitsap to the Hood Canal Bridge. Although SR 305 is designated as a Scenic & Recreational Highway, active community planning is required to actually preserve and enhance a corridor with forest and habitat. A basic concept of the STO, and other regional trails is to provide an attractive place for active transportation & recreation in nature. The recently completed segment of STO in Winslow included extensive replanting of native trees and understory, where much of what had to be removed was invasive plants: including scotch broom, blackberry vine, ivy, holly, and other species which do not provide good habitat. I am actively working on assuring these new plantings and existing trees with understory are cared for, and that additional invasive plants, including ivy are removed and replaced with natives. My focus is not only on the STO itself, but also restoring (or providing new) connecting paths such as the trail between the STO & Ferncliff Avenue—to increase connectivity for both active transportation and nature. By far, the greatest use of the STO is and will be for Bainbridge residents as a spine route with many, many branches to make it easier to get around by foot, bike, wheelchair, transit, et cetera in a natural setting. Kitsap is the “missing link” in the Cross-state trail from Idaho border to the Pacific Ocean. That Cross-state trail includes the Burke-Gilman, John Wayne, and other regional trails in the Mountains to Sound Greenway, and the Olympic Discovery Trail on the Olympic Peninsula. Because the STO is part of a regional and statewide connection, it can have regional and statewide support to provide the resources to create our scenic corridor. But, we need to be telling our story. Currently and over years, I have been actively engaged with the other organizations who can give us that support, including the Mountains to Sound Greenway Trust and the Peninsula Trails Coalition, as well as Washington State Parks and Washington State Department of Transportation.

Feel free to attach your
resume (optional):

Type the Year

2018

How did you hear

Field not completed.

about the volunteer
opportunity?

Other

Administrative note re. term expiration

Email not displaying correctly? [View it in your browser.](#)

**Statement of Qualifications,
Donald J. Willott,
5-12-18**

Puget Sound Regional Council (PSRC)

With the **Puget Sound Regional Council, PSRC**, I have been a member of the **Bicycle/ Pedestrian Advisory Committee** for more than a decade. I have periodically attended other PSRC meetings, including the Transportation Policy Board, Executive Committee, Regional Staff Committee, and Prioritization Working Group. Over the last few years, I've observed most meetings of the Regional Project Evaluation Committee—which oversees grant criteria & competitions.

As a member, of the **Association of Pedestrian and Bicycle Professionals (APBP)**, I **facilitated a collaboration** of the Bicycle Alliance of Washington, Feet First, and SvR Design with PSRC **to host the monthly APBP Webinar series**.

In 2013 I was invited to serve on **PSRC's Transportation Alternatives Program Citizen's Advisory Committee**, which recommended grant criteria, application process, and project ranking for \$17 Million of FHWA funds designated for active transportation.

Bainbridge Island

On Bainbridge Island, in 2000, I served on the Goals and Policies Committee which developed & recommended the award-winning Non-Motorized Transportation Plan which was adopted by the **City of Bainbridge Island**. I have served on the City's **Non-Motorized Transportation Advisory Committee (NMTAC)**, now re-named the **Multimodal Transportation Advisory Committee**, continuously since it was created in 2003, including service as **Vice-chair and Chair**.

I initiated and led the NMTAC creation of the **City of Bainbridge Island Guide to Walking, Cycling, & Paddling (map)**, distributed to every household on Bainbridge Island. And I led design of well received **“Bainbridge Shares the Road” signs and related safety messaging**.

Between 2004 and 2008, I participated in several committees as part of the **Winslow Tomorrow** “congress” developing a vision for the Winslow downtown area. This major visioning process included consultation and presentations by numerous community design consulting experts. The Winslow Way Reconstruction Project was a result of Winslow Tomorrow.

I served as an appointed member of **Washington State Ferries' Bainbridge Island Ferry Terminal Advisory Committee** as part of an extensive public outreach process updating the Bainbridge Ferry Terminal Master Plan in 2005-6.

**Statement of Qualifications,
Donald J. Willott,
5-12-18**

As requested by the Bainbridge City Council's Chair of the Public Works Committee, I wrote the "concept" for what is now named the **Sound to Olympics (regional) Trail**, which was then recommended by the NMTAC and submitted by the City for inclusion in PSRC's Transportation 2040 in 2008.

In 2010, I collaborated with the COBI Public Works Engineering Manager in writing a successful **WSDOT Safety Program** grant for Madison Avenue, constructed in 2012.

In 2012 I collaborated with the COBI Public Works Engineering Manager, on a successful grant application through the **WSDOT Pedestrian and Bicycle Program** for a complete streets project to provide a section of the Sound to Olympics Trail, bike lanes, and wider sidewalks on SR 305 near the WSF terminal on Bainbridge. I served on the design committee which hired consultants and led community involvement. This project is now referred to as the Olympic Drive Project.

In 2013, I again collaborated with the COBI Engineering Manager on development of a Transportation Alternatives Program competitive grant application through PSRC for a "Sound to Olympics Trail/ SR 305 Corridor Enhancement Project, Phase II" to design a mile of shared-use path between Winslow Way and High School Road, and construct the first 1/3 mile. We subsequently again collaborated on writing a Surface Transportation Program (STP) grant application through PSRC in cooperation with Washington State Ferries to construct the STO for the remaining distance to High School Road. Both of these highly competitive grants were awarded to COBI. I again served on the design committee, which recommended a final design through extensive community involvement. Construction for these two grants was completed in 2018.

In 2016 I assisted with the successful PSRC grant application for a Pedestrian / Bicycle Bridge across SR305 and a Pedestrian Loading Bridge at the WSF Bainbridge Terminal. This included working with community groups who provided letters of support for the project. It was a remarkable accomplishment to have been awarded this grant, the only regional trail project in this competition for STP (Surface Transportation Project) federal funds.

In 2016, I assisted the COBI Engineering Manager with developing a Transportation Improvement Board grant application under the Urban Arterials Program for a section of Wyatt Way between Madison and Lovell to add sidewalks & bike lanes. The project was also funded, and I participated in selecting the design consulting team--in the process refining the scope of design. The project provides a key safety enhancement which improves the active transportation route intended to connect with the STO projects on SR 305.

This spring, I have participated in the creation of the **Bainbridge Mobility Alliance** along with representatives from Squeaky Wheels, Go Bainbridge, Climate Action Bainbridge, and Bainbridge Parks Foundation to identify & act on collaborations to promote a balanced &

**Statement of Qualifications,
Donald J. Willott,
5-12-18**

evolving set of activities toward providing a complete and sustainable transportation system on Bainbridge. I consider that I bring background and relationships including MTAC, NKTA, and Kitsap Audubon. The most visible product of this group has been the completion of a well regarded active transportation survey of Bainbridge residents.

In 2008, I participated in the community group which successfully supported a levy lid lift for the **Bainbridge Island Metropolitan Parks and Recreation District (BIMPRD)** in order to fund land purchases to add open space with trails and other facilities, and was asked to serve through 2011 as a Liason from the NMTAC to BIMPRD **Parkland Acquisition Committee** created to evaluate and recommend purchases to the Board of Commissioners.

In 2008, I served as an appointed member of the Stakeholder Group which produced with City staff and consultants the **Bainbridge Island Open Space Study**.

Kitsap County & Kitsap Regional Coordinating Council

Between 2009-10, I served on the **Kitsap Regional Coordinating Council's Trails Ad Hoc Committee** which produced the report, Looking for Linkage: Non-Motorized Facilities in Kitsap County, which "contains four main components that provide a context for policy decisions about priority use of federal funds in 2011 and beyond."

Since that time I have been observing the **KRCC Transportation Policy Committee** monthly meetings as an observer on a regular basis, and more recently have been observing the Transportation Technical Committee meetings as well.

In 2011, as a **Board Member of the Washington Coalition for Promoting Physical Activity (WCPPA)**, I proposed KRCC partner with WCPPA and the Kitsap Public Health District to host the **Kitsap Complete Streets Leadership Forum**, one of three complete streets events in the state--using Centers for Disease Control (CDC) funding as contracted with the Washington State Department of Health. KRCC staff and I planned and coordinated this event, which included elected officials, municipality staff, and active transportation stakeholders. This forum was regarded as very successful and had 100 attendees.

See below also my role in Kitsap Count feasibility studies determining the routes & basic design of the STO for Port Gamble and the "Divide Block," representing NKTA.

**Statement of Qualifications,
Donald J. Willott,
5-12-18**

North Kitsap Trails Association

Since 2006, I have been active with the **North Kitsap Trails Association**, was invited to serve on it's **Board**, and serve as **Vice-President**. I lead the NKTA's **Sound to Olympics Trail** planning.

I participated in the NKTA committee which wrote and **North Kitsap String of Pearls Trail Plan**, which was then adopted by the Kitsap County Board of Commissioners. Development of this plan included extensive outreach to community groups to help shape the plan.

I subsequently also participated in a **Kitsap County Non-Motorized Facilities Plan Advisory Committee**. That plan was also adopted by the Kitsap County BOC, which compliments what had already adopted with the North Kitsap Trail Plan.

In 2013 I participated in producing a NKTA **Birkenfeldt Heritage Trail grant application** through the Seattle Foundation seeking to preserve nearly two miles corridor for the Sound to Olympics Trail through the "Divide Property" block of Pope Resources land. This application formed the basis for the **North Kitsap Trail Feasibility Study**, which was commissioned by the Commissioners, and served as a member of the **Design Steering Committee**, which produced the report determining the route and basic design of approximately two miles of STO.

I am currently serving as a member **Steering Committee for the Port Gamble Feasibility Study** led by Kitsap County Public Works, which is near completion determining the route for more than six miles of Sound to Olympics Trail through the Port Gamble Heritage Park and easements through Pope Resources owned land.

Kitsap Forest & Bay Project

Since 2007--starting with it's inception, I been active in the **Kitsap Forest and Bay Coalition**. The KFBP is the initiative to preserve as open space with trails in several thousand acres of timber land owned by Pope Resources. Pope Resources, the Pt. Gamble S'Klallam Tribe, the Suquamish Tribe, Kitsap County, the Great Peninsula Conservancy, and Forterra were principals in this process. The NKTA and Kitsap Audubon Society have been among the most active of many community groups involved in this coalition. I represented Kitsap Audubon Society on the Kitsap Forest & Bay Campaign Steering Committee for this very successful Forterra campaign. This campaign was completed in December, 2017, raised three and a half million dollars, and purchased 4,000 acres which are now Kitsap County's Port Gamble Heritage Park.

I am now serving with essentially the same group of coalition partners on the **Port Gamble Stewardship Committee**, advisory to the Kitsap County Parks Department. This stewardship group coordinates planning, work parties, mapping, and other activities for this new park.

**Statement of Qualifications,
Donald J. Willott,
5-12-18**

Kitsap Audubon Society

I have been an active member of **Kitsap Audubon Society** for many years, and have participated in Board meetings since 2006, where I have advised the Board on matters relating to transportation and trails in support of habitat preservation and enhancement.

I am currently **Conservation Chair for KAS**. I am served as an appointed member of the Ann Sleight Memorial Endowment Committee, responsible for oversight of an endowment totaling more than 300 thousand dollars. I was co-recipient of the **2013 “Kingfisher Award,”** Kitsap Audubon’s highest award, given for outstanding service over a period of five or more years.”

Northwest Universal Design Council

I was active in the **Northwest Universal Design Council** for some years between about 2003-10, and participated in a working group which wrote Design Standards for Single Family Occupancy Residences. My focus was on accessible streetscape design. I have taken classes on **accessible pedestrian facility design relating to ADA standards and universal design**. On Bainbridge, I convened a **Universal Design Advisory Group** which reviewed and made recommendations on streetscape design for the Winslow Way Reconstruction Project which redesigned and rebuilt our main downtown street as part of a major utilities repair. Accessible design has been one focus for me as a member of the COBI Multimodal Committee. This includes networking with users who have and can articulate accessibility needs.

Group Health Cooperative of Puget Sound

Between the years of 1978 and 1990, I was highly involved in the governance of **Group Health Cooperative of Puget Sound**. I served on **several board committees** advising the Board of Trustees, including the Health Promotion and Evaluation Committee, Health Care Committee, Human Resources Committee, and Governance Committee. I was **Chair of the Cooperative Education Sub-Committee** of the Governance Committee for a period of years. I served on an ad hoc committee which developed a proposal to the Board of Trustees to create Regional Councils to oversee hospital, specialty care, and medical center facilities in Group Health’s three regions. I was elected to serve on the **Central Regional Council** for two terms, including service as **Vice-Chair**.

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, May 21, 2018 10:42:22 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Don Doman

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position Retired architect with 45 years of experience in Design and Planning

I am interested in serving on one of the following advisory groups (select all that apply): Planning Commission

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: Current Planning Commissioner

Please share your qualifications for this I have been serving on the Planning Commission since July, 2017. I look forward to continuing as a member.

appointment (skills, activities, training, education) if any:

Please share your community interests (groups, committees, organizations) if any:

See resume.

Feel free to attach your resume (optional):

Type the Year

2018

How did you hear about the volunteer opportunity?

Other - See below

Other

Currently serving

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DON DOMAN

LEED AP

B.A. Architecture, University of Washington

Washington State Architecture License, 1972 - present



PROFILE

Don Doman is a licensed architect, practicing in the Puget Sound region since 1972. He joined Mithun Architects in 1972, and was involved with housing, commercial, municipal, hotel, and mixed senior projects. In 2000, Don's work focused primarily on the design, remodel, and expansion of senior living projects such as Continuing Care Residential Communities (CCRCs), Assisted Living facilities, and Skilled Care Nursing facilities in Washington, Oregon, California, Montana, and Alaska. His client list includes both non-profit and for-profit clients whose representatives range from single individuals to large committees. More recently, Don has worked for Sage Arch Alliance and Perkins Eastman.

SKILLS AND EXPERIENCE

LEAD DESIGNER

As a lead designer, Don is involved in the initial client interview and orchestrates the design process through site and program analysis, master planning, conceptual design, schematic design, design development, construction documents, bidding, and value engineering.

DESIGN MANAGEMENT

As a manager, Don guides the design team's decisions regarding design, client requirements, and construction costs. These include LEED or "green" decisions and elements, interior design, landscape architecture, lighting, art, and mechanical and electrical engineering.

MASTER PLANNING

As a master planner, Don provides detailed program and client goals analysis coupled with development and analysis of alternative project schemes.

STATE AND LOCAL APPROVALS

Don has direct experience in obtaining specific state licensing approvals necessary for senior projects such as CCRCs, Assisted Living facilities, and Skilled Care Nursing facilities in Washington, Oregon, and California. This includes acquiring the necessary city zoning and development approvals.

REPRESENTATIVE SENIOR PROJECTS

Pacific School of Religion – Berkeley, CA, 265-unit CCRC (with Perkins Eastman)
Kisco Del Sur - San Diego, CA, new CCRC
The Sterling of Pasadena - Pasadena, CA, new CCRC
Redmond Senior Housing – Redmond, WA, new Independent Living facility (with Sage Arch Alliance)
Village at Northridge - Los Angeles, CA, new CCRC
Landmark on the Sound - Des Moines, WA, historic CCRC expansion and remodel
La Vida Real - Rancho San Diego, CA, new CCRC
Maravilla - Santa Barbara, CA, new CCRC
Mary's Woods – Lake Oswego, OR, historic convent remodel, expansion of new CCRC
Fountains at Pacific Regent – Bellevue, WA, CCRC expansion study
Sunrise of Beverly Hills – Beverly Hills, CA, new Assisted Living with dementia unit
Sunrise of Bellevue – Bellevue WA, new Assisted Living with dementia unit
Vencor Corporation's Northwest Facilities – Northwest locations, remodel existing Skilled Nursing Care
The Woodmark at Steel Lake – Federal Way, WA, new Assisted Living with dementia unit
Judson Park – Des Moines, WA, existing CCRC remodel
New Denali Skilled Care Nursing – Fairbanks, AK, new Skilled Care Nursing
Bethany of the Northwest – Everett, WA, new Skilled Care Nursing
Wesley Homes – Des Moines, WA, new Skilled Care Nursing

OTHER PROJECTS

The Salish Lodge - Snoqualmie Falls WA, new Hotel
IDEA – Seattle, WA, city block feasibility study (with Sage Arch Alliance)
Mayflower Park Hotel – Seattle WA, renovation of existing rooms
The Spa at Salish Lodge – Snoqualmie Falls WA, expansion of existing Hotel
Pacific Heights Residential Towers – Seattle WA, Condominium Towers
Harbor Village – Kenmore WA, waterfront Condominium
Winslow Condominiums – Bainbridge Island WA, waterfront Condominium
Yarrow Hill Townhouses – Kirkland WA, Townhouses
Sammamish Shores – Lake Sammamish WA, waterfront Condominium
Lockwood Townhomes – Bellevue WA, Townhouses
Williamson Landing – Bainbridge Island WA, waterfront Condominium
Bellefield Residential Park – Bellevue WA, Condominium
Duwamish Head Condominiums – Seattle WA, Condominium
Plaza Port West Shopping Mall – Ketchikan AK, Mall
Pacific First Plaza – Bellevue WA, 8 story Office Building
Fairwood Library – Renton WA

AWARDS/PUBLICATIONS

Mary's Woods

- AIA Design for Aging Review, winner, 2001
- Nursing Home Magazine, 2003
- Contemporary Long-Term Care Magazine, design award, 2003

Sterling of Pasadena

- AIA Design For Aging Review, 2009

La Vida Real

- AIA Design For Aging Review, 2003
- Building Industry of California Project of the Year, 2003
- National Association of Home Builders Platinum Winner, 2004
- National Association of Home Builders Memory Care Gold Winner, 2007

Maravilla

- Multifamily Magazine Project of the Year, 2004
- National Association of Home Builders Platinum Winner, 2005
- Contemporary Long Term Care Magazine Order of Excellence, 2005
- Pacific Coast Builder's Conference Gold Nugget Grand Award, 2005

CONTACT INFORMATION

From: noreply@civicplus.com
To: [Roz Lasso](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, April 24, 2018 4:55:30 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name	Jon Quitslund
Email	jon.quitslund@cobicommittee.email
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	retired
Current Position	Planning Commissioner
I am interested in serving on one of the following advisory groups (select all that apply):	Planning Commission

Experience & Qualifications

Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	2025 Growth Advisory Committee; Planning Commission (two terms)
Please share your qualifications for this appointment (skills,	My perspective as a long-time Island resident and a two-term veteran of the Planning Commission are primary qualifications. I also bring academic training and experience and expertise as a

activities, training, education) if any:	writer, an analytical reader, and an editor, familiar with both artful prose and regulatory language (good, bad and indifferent).
Please share your community interests (groups, committees, organizations) if any:	In past years I served on the Boards of the Historical Museum and Sustainable Bainbridge. I also support the B I Land Trust, Arts & Humanities Bainbridge, Bainbridge Performing Arts, etc.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2018
How did you hear about the volunteer opportunity?	City Announcement
Other	<i>Field not completed.</i>

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From: noreply@civicplus.com
To: [Roz Lasso](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, May 18, 2018 8:57:13 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name	Charles Averill
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Principal Global Investors
Current Position	Portfolio Manager
I am interested in serving on one of the following advisory groups (select all that apply):	Utility Advisory Committee
Experience & Qualifications	
Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	City Council (1990-97), City Planning Commission (2001-10), Health Housing & Human Services Council (2004-10)
Please share your qualifications for this appointment (skills,	Financial background (Chartered Financial Analyst). Eight years city council experience, so I'm familiar with basic utility structure and issues, though haven't been actively involved in recent

activities, training,
education) if any:

years. Winslow water/sewer customer since 1988.

Please share your
community interests
(groups, committees,
organizations) if any:

Member, Rotary Club of Bainbridge Island, since 1988; past president. Board member (treasurer), Bainbridge Island Historical Museum. Member, Helpline House Endowment committee. Past member & past president, Helpline House board of directors.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2018

How did you hear
about the volunteer
opportunity?

Other - See below

Other

Discussed by a current member of the committee

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From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, May 18, 2018 1:39:55 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Nancy K Nolan

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer n/a

Current Position n/a

I am interested in serving on one of the following advisory groups (select all that apply): Utility Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: Utility Advisory Committee

Please share your qualifications for this appointment (skills, I am an attorney and have served on this committee for the last 4 years.

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Field not completed.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2018

How did you hear
about the volunteer
opportunity?

Other - See below

Other

Already serving on this committee

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From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, May 17, 2018 9:44:33 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name	Gary Pettersen
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Email	
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Phone	
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Address	
---------	--

City	Bainbridge Island
------	-------------------

State	WA
-------	----

Zip	98110
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Current Employer	retired
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Current Position	retired from computer programmer position
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I am interested in serving on one of the following advisory groups (select all that apply):	Utility Advisory Committee
---	----------------------------

Experience & Qualifications

Have you served on any city advisory groups in the past?	Yes
--	-----

If so, please indicate which groups:	Have served two stints on the planning agency, once City of Winslow and once City of BI.
--------------------------------------	--

Please share your qualifications for this appointment (skills,	Computer programmer (retired) and a 35 year Bainbridge resident. My two stints on the planning agency have given me practice in dealing with the public. Lived in Holland for six years
--	---

activities, training, education) if any:	which has given me an appreciation how other cultures handle everyday matters.
Please share your community interests (groups, committees, organizations) if any:	Volunteer for the BI Land Trust, serving on the Stewardship committee. Volunteer for the City of BI, first Wednesday weeding. Am a member of the "Striders" walking group, which has made me familiar with all areas of our island.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2018
How did you hear about the volunteer opportunity?	Other - See below
Other	Jim Thrash contacted me, and urged that I volunteer

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GARY PETTERSEN

OBJECTIVE:

Utility Advisory Committee

WORK SUMMARY:

Experienced database programmer and project scheduler. Am an expert in **MS Access, Excel, Project** and **Word**. Familiar with **Outlook** and **PowerPoint**. Documentation is a special strength.

WORK HISTORY:

2014 Retired

2010-2014 The Boeing Company, Everett, WA

- Extensive improvements to existing Access databases including ODBC download and processing data from external SQL and Oracle databases.
- Developed Access metrics database using linked SQL tables and extensive security.

2003-2009 Imagenet LLC, Kent, WA

- Developed an Access/SQL "Production" database to for Imagenet whose business model is to convert paper documents to electronic copies and capture customized data in separate searchable web databases. This "Production" database tracked boxes of medical insurance documents as they entered the door and were processed through the various stages: prep, scan, upload for data capture, download, QC, upload data to web, box storage and shredding/return
- Developed Access "QC" front ends to SQL databases to perform checks on client data after the requested data has been lifted to insure correctness.

1986-2003 Bouillon, Inc., Lynnwood, WA

- Expert with **MS Word, MS Excel, MS Project** and **MS Outlook**.
- Responsible for project scheduling & manpower forecasting using PVS & Project.

1982-1986 John Graham Architect, Seattle, WA

- Shared system admin duties on networked Prime 9750/550/2250 system.
- Responsible for project scheduling & manpower forecasting.

1974-1980 RJBA Holland, The Hague Netherlands

- Headed one man computer department for firm of engineering consultants.

VOLUNTEER HISTORY:

2014-Present Striders Walking Group

- Have become familiar with most of the island due to the rotating schedule of 25 walks.

2016-Present Bainbridge Island Land Trust

- Am a regular participant in the first Wednesday weeding on BILT properties.
- Am on the Stewardship Committee where we discuss property problems/opportunities.

2007-2009 City of Bainbridge Island Planning Commission

- Served 3 years on the Planning Commission.

1986-1990 City of Winslow Planning Commission

- Served 5 years on the Planning Commission.

EDUCATION: UW Extension, Seattle, WA Software Development (9 month course)
ITT Technical Institute, Seattle, WA Data Processing (12 month course)
University of Washington, Seattle, WA Geography Major

ADDRESS:

From: noreply@civicplus.com
To: [Roz Lasso](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, May 18, 2018 9:33:37 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. 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.

Applicant Name Steve Saepoff

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Naval Facilities Engineering Command Northwest

Current Position Environmental Engineer

I am interested in serving on one of the following advisory groups (select all that apply):

Climate Change Advisory Committee , Environmental Technical Advisory Committee, Multi-Modal Transportation Advisory Committee, Utility Advisory Committee

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, WA State Professional Engineer focus on Environmental Engineering Former Coast Guard Officer Masters Degree in Environmental Engineering and Management Worked at Corps

activities, training, education) if any:	of Engineers as a Senior Project Manager for design and major construction projects Currently work on remediation of contaminated sites
Please share your community interests (groups, committees, organizations) if any:	Sustainability Participate with Climate Action Bainbridge
Feel free to attach your resume (optional):	
Type the Year	<i>Field not completed.</i>
How did you hear about the volunteer opportunity?	Other - See below
Other	Referral by friend

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KEY QUALIFICATIONS

- Project / Program Management
- Security Engineering
- Sustainable Design and Construction Management
- Public Administration
- Environmental Remediation
- Environmental Compliance
- Contract Management – A&E, Construction and Service
- Federal Acquisition Procedures and Quality Assurance
- Staff Training, Development and Supervision
- Program Analysis, Supervision
- Personnel, Finance and Safety Management
- Regulator & Stakeholder Relations Management
- Environmental Engineering
- Interagency Coordination

WORK EXPERIENCE

Supervisory Environmental Engineer / Contracting Officer's Representative **GS-0819-13** **2/2018 – 6/2018**
Naval Facilities Engineering Command Northwest Environmental Restoration (ER) Team Silverdale, WA
Supervisor: Dina Ginn 360-396-0016 Full-time 40 hours/week Salary: \$115,778
Temporary supervisor of 8 exempt Remedial Project Managers that manage ER at Naval Installations in Washington and Oregon. Oversaw the preparation of \$19,000,000 2019 ER budget submit to NAVFAC HQ. Developed Statement of Environmental Architect-Engineering Services for a \$30,000,000 contract solicitation and the technical solicitation documents and Government Cost Estimate for \$40,000,000 Environmental Services Indefinite Quantity Indefinite Delivery Contract. Performed internal quality review of all task order technical solicitation and cost estimates prepared by staff. Continue to perform other duties as COR.

Environmental Engineer / Contracting Officer's Representative (COR) **GS-0819-12** **7/2015 – Present**
Naval Facilities Engineering Command Northwest (NAVFAC) Environmental Restoration Team Silverdale, WA
Supervisor: Chris Generous 360-396-0014 Full-time 40 hours/week Salary: \$101,307
In addition to COR accomplishments listed below, managed the Five Year Review for the former Naval Air Facility Adak AK. Supported RPMs with semi-annual ER,N budget submit preparation to NAVFAC HQ. Served on Technical Evaluation Board for Environmental Multiple Award Contract Task Order source selection. Network with NAVFAC CORs nationwide to obtain capacity on multiple IDIQ contracts in support of project execution. Conduct peer bid-ability, operability and constructability QC review of all SOW and GE prior to submission to Acquisition Branch. Provide DOJ with technical support for Navy Potentially Responsible Party sites under CERCLA and RCRA, . Manage the Cooperative Agreement between the Navy and WA Department of Ecology.

Supervisory Environmental Engineer / Contracting Officer's Representative **GS-0819-13** **3/2015 – 7/2015**
Naval Facilities Engineering Command Northwest Environmental Restoration Team Silverdale, WA
Supervisor: Dina Ginn 360-396-0016 Full-time 40 hours/week Salary: \$115,778
Temporary supervisor of 4 exempt and 2 non-exempt staff. Initiated and completed employee performance evaluations. Conducted and recorded staff monthly safety training. Hired engineer as Remedial Project Manager. Managed and approved employee travel, overtime, payroll and leave. Managed development of the Spring 2015 ER,N budget submission. Networking with BRAC PMO, WA Department of Ecology and Department of Health Managers. Member, NAVFAC Risk Assessment Workgroup (RAW); Lead of the Radiation Risk Assessment Subcommittee, where I sponsored the development of a Navy Technical Report on Radiological Site Characterization and Risk Assessment and coordinated subcommittee review and input. Also as RAW Member, I reviewed and edited content regarding emerging contaminants for the NAVFAC Interim Perfluoroalkyl and Polyfluoroalkyl Substances Site Guidance for Remedial Project Managers. Member of the NAVFAC Naval Installation Restoration Information Solution (NIRIS) Workgroup.

Environmental Engineer / Contracting Officer's Representative **GS-0819-12** **12/2012 – 2/2015**
Naval Facilities Engineering Command Northwest Environmental Restoration Team Silverdale, WA
Supervisor: Dina Ginn 360-396-0016 Full-time 40 hours/week Salary: \$97,370
As COR, administered multiple environmental service and Architect-Engineer (A-E) Indefinite Delivery Indefinite Quantity (IDIQ) contracts and task orders with a cumulative value in excess of \$125M. Lead team of 2 Quality Assurance Field Representatives to monitor contractor execution of over 60 active task orders in Washington and Alaska. Implemented NAVFAC mandated COR and

STEVEN A. SAEPOFF, P.E.

CPARS procedural changes and trained RPM staff on requirements. Responded to contractor inquiries with technical interpretation and clarification of solicitation, contract and task order requirements. Oversaw development of solicitation technical requirements and chaired the Technical Evaluation Board for a \$30M environmental services IDIQ contract source selection and a \$30M A-E slate. Ensured prompt progress payment processing and timely contractor performance evaluations in CPARS. Conduct peer bid-ability, operability and constructability QC review of all SOW and GE prior to submission to Acquisition branch. Member, NAVFAC Risk Assessment Workgroup; Lead of the Radiation Risk Assessment Subcommittee.

Environmental Consultant

Environmental Coalition of South Seattle

4/2012 – 12/2012

Seattle, WA

Conducted a modified Phase 1 Environmental Site Assessment of two Seattle neighborhoods for local non-profit organization.

Chief, Military / HTRW / Inter-Agency Project Management (PM) Branch

GS-0340-14 Step 4

12/2008 – 2/2012

U.S. Army Corps of Engineers, Sacramento District

Sacramento, CA

Supervisor: Michael J. Rosnack, Chief, LMER, 916-557-5106

Full-time 40 hours/week

Salary: \$113,849

Direct supervisor to three (3) first line supervisors, two (2) administrative staff, and manager of 35+ PM staff. Strategic acquisition planning. Developed and executed annual Branch budget. Hired engineers as project managers. Established relationships with client organizations. Tracked status on hundreds of projects monthly and reported metrics to executive leadership.

- Led PM Branch in 2009 and 2010 to manage project teams resulting in award of over \$350M in construction, A-E and environmental service contracts and improved customer satisfaction based on annual customer survey results. Projects supported multiple programs to include Air Force and Army Military Construction (MILCON), Formerly Used Defense Sites, Environmental Restoration, Army and Air Force, Munition Response Program, CERCLA projects for EPA, and BRAC.

Senior Project / Program Manager

12/1999 - 12/2008

U.S. Army Corps of Engineers, Seattle District

Seattle, WA

Full-time 40 hours/week

Salary: \$95,878

➤ *MILCON Program Manager / Senior Project Manager.*

GS-0801-13 Step 6

Led project teams consisting of Corps staff or A-E firms that developed solicitation documents and managed construction of sustainable military facilities to include battalion complexes, fitness centers, family housing, aircraft hangar renovations, fire station, office spaces, a community activity center and maintenance facilities with an aggregate value in excess of \$550M, for the Army in Alaska and Washington and Air Force in Montana and Oregon. In response to Hurricane Katrina, deployed to Mississippi coast as a Debris Mission Specialist, worked 78 hours per week - placed 1,200 Quality Assurance Representatives in the field daily.

➤ *Superfund Program Manager / Environmental and Inter-agency Project Manager.*

GS-0819-12/ Temp 13

Oversaw five PMs execute a \$20M program supporting the EPA.

Managed the development of solicitation documents and contract award of the Upgrade, Operation and Maintenance Task Order Contract for the Water Treatment Plant at the Bunker Hill Superfund Site. Developed and negotiated all Task Order requirements. Managed Targeted Brownfield Assessment for EPA and two turnkey design/construction projects for the U. S. Customs and Border Protection that included real estate acquisition, NEPA compliance, and furnishing valued at \$12.5M.

- Led in-house teams that completed a Vulnerability Assessment of an Acid Mined Drainage Treatment Plant and provided engineering solutions to Seattle Public Utility to protect city waterworks against terrorist threats.
- To avoid critical performance failure, completed the first major cleanout and renovation of a 27 year old wastewater treatment plant at Bunker Hill on schedule by maintaining 24 hour operations for two weeks. Performed 12-hour night shift Quality Assurance duties.
- Led the project team that awarded the construction of the first northern Border Protection Sector HQ facility authorized under the Patriot Act.
- Managed the team that provided one year of contract administrative support to the US DOE Office of River Protection for a \$4B cost+ contract with Bechtel National Inc. for the design and construction of a Waste Treatment and Immobilization Plant using plasma arc incinerator technology for mixed waste.

➤ *Military Project Manager.*

GS-0801-12

Managed 8 MILCON design and construction projects, worth over \$130M for the Air Force in Montana and the Army in Washington. Specific duties include development of project management plans, scopes of work for A-E design, A-E

STEVEN A. SAEPOFF, P.E.

negotiations, budget development and management of project funds, and led in-house Request for Proposal preparation teams with an emphasis on sustainable design. Led planning and design charrettes and facilitated value engineering studies. Chaired source selection evaluation boards for Design-Build contracts. Monitored construction progress, coordinated modification approval with clients and managed project closeout.

Remedial Project Manager / Environmental Services Manager

GS-0819-12

7/1996 to 12/1999

Naval Facilities Engineering Command, Northwest.

Poulsbo, WA

Managed post Record of Decision Remedial Actions at Superfund sites on federal facilities, including converting a landfill into an integrated ecologically restored vegetative cover with a shoreline erosion protection component at NBK Bangor. Achieved remedy in-place status at three remedial action sites in one year. Coordinated public and regulatory agency partnering in support of environmental projects. Prepared cost estimates, negotiated, developed task order specifications and administered environmental remediation contracts. Established strategic project budgets in the Cost-To-Complete module of NORM. Evaluated remedial technologies and negotiated cleanup activities with state regulatory agencies. Peer reviewed draft Remedial Investigations/Feasibility Studies, Proposed Plans, Human Health and Ecological Risk Assessments, and draft Records of Decision. Obtained authorization and funding to manage over \$1M worth of hydro-geologic and eco-toxicologic studies and research performed by the US Geologic Survey.

- Co-sponsored the development of a *Natural Attenuation Guidance Publication for Navy and Marine Corps sites*.
- Participated in WA Brownfields / Total Petroleum Hydrocarbon Project Oversight Group and the Sediment Management Standards Implementation Committee, reviewed draft revisions to the Washington State Department of Ecology Model Toxics Control Act and Sediment Management Standard regulations and prepared formal Navy comments.
- Managed a \$4M Environmental Compliance Program and worked with environmental staffs from 6 naval installations to develop annual requirements, market NAVFAC resources, and coordinate project execution for projects supporting installation compliance with CWA, CAA, SDWA, ESA, RCRA and TSCA.
- Researched and implemented innovative technology to cleanup a PCB contaminated site resulting in a cost avoidance of over \$275K at SWFPAC.
- Successfully competed for \$250K in federal research & development funding to establish toxicity data on ordnance chemicals in the benthic environment. Drafted the Sampling and Analysis Plan. Collected marine sediment samples.

Hazardous Material Compliance Program Manager

GS-0819-12

6/1994 – 7/1996

89 Civil Engineering Squadron / 89 Environmental Flight

Andrews Air Force Base, MD

Oversaw base-wide environmental compliance with federal and state laws concerned with hazardous materials. Conducted environmental compliance audits and pollution prevention site assessments. Chaired contingency planning meetings and provided technical guidance to First Responders for cleanup of hazardous material spills.

- Prepared and submitted to EPA, installation's first Emergency Planning and Community Right-to-Know Act Section 311 and first two 312 reports, also known as Emergency and Hazardous Chemical Inventories.
- Managed contracts that drafted Facility Response Plan, Lead-Based Paint Management Plan, and surveyed 700 transformers for PCBs and replaced 23 - making the base PCB free.

U.S. Coast Guard Officer

5/1982 – 6/1994

EDUCATION / LICENSES / CERTIFICATES

- WA Environmental Professional Engineer, 1999
- DAWIA Level II Facilities Engineering
- MSE, Environmental Engineering and Management, The Catholic University of America, Washington, DC
- BS, Marine Sciences, U.S. Coast Guard Academy, New London, CT
- Holds Secret Security Clearance
- 40-hour HAZWOPER

Grants & Cooperative Agreements for Federal Personnel, 2017

Navy Executive Institute II, 2017

Ecological Risk Assessment, 2015

Basic HR Training for Supervisors Course, 2015

CLM 014 IPT Management & Leadership, 2015

CLE 008 Six Sigma: Concepts & Processes, 2015

CLC 108 Strategic Sourcing Overview, 2015

Advanced Risk Communication, 2015

Natural Resource Damage Assessment, 2014

STEVEN A. SAEPOFF, P.E.

Advanced Munitions Response Site Management, 2014
8-hour HAZWOPER Refresher, 2014
CLC 222 Contracting Officer's Representative, 2014
Navy Executive Institute I, 2014
NAVFAC Source Selection, 2013
NAVFAC AE Contracting, 2013
NAVFAC Contracting Officer's Representative, 2013
ASTM Environmental Site Investigations, Phase 1 & 2, 2012
Landmark Worldwide Communication Course Series, 2012
Project Management – Military Program, 2011
USACE Budget Training, 2010
Managing Project Managers, 2010
LEED Implementation Workshop, 2009
Army Civilian Leader Basic, 2009
DAU Contracting Officers Representative, Dec 2008
Leadership and Emotional Intelligence, 2008
LEED Technical Workshop, 2005
Federal Appropriations Law Refresher, 2005
Design-Build Construction, 2004
Estimating for Construction Modifications, 2003
Construction Contract Administration, 2001
Project Management Fundamentals, 2001
Federal Appropriations Law, 2000
Security Engineering, 2000
Sustainable Design, 2000
Basic & Advanced Groundwater Investigations, 1999
Environmental Risk Assessment, 1999
Managing Environmental Quality Assurance, 1999
Principle Centered Leadership, 1998
Advanced Environmental Restoration, 1998
Environmental Negotiation, 1998
EPA Preliminary Assessments / Site Inspections, 1997
Health and Environmental Risk Communication, 1997
EPA Remedial Process, 1997
EPA Superfund Treatment Technologies, 1996
40 hour HAZWOPER (29 CFR 1910.120), 1995
AHERA Project Designer, 1995
Lead-Based Paint Worker, 1994
Erosion and Sediment Control, 1994

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Ordinance No. 2018-21 Amending Chapter 5 of the Bainbridge Island Municipal Code Related to Business Licenses, AB 18-102 - Finance (Pg. 392)	Date: 6/26/2018
Agenda Item: CONSENT AGENDA - 9:25 PM	Bill No.: AB 18-102
Proposed By: Ellen Schroer, Director of Finance and Administrative Services	Referrals(s):

BUDGET INFORMATION

Department: Finance	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

Action Item:

Consider ordinance updating Chapter 5 of the Bainbridge Island Municipal Code relating to business licenses.

Background:

In 2017, the Washington state legislature passed Engrossed House Bill (EHB) 2005, which is intended to simplify the administration of municipal general business licenses for the applicants and improve the business climate. There are three required actions, including that all cities with business licenses administer their business licensing through the state's business license system (BLS) by 2027 or through the FileLocal system by 2020.

The City of Bainbridge Island requires business licenses for most businesses, as provided by Chapter 5 of the Bainbridge Island Municipal Code. In accordance with EHB 2005, the City has been working with the State of Washington to move administration of the City's business licenses to the state business license system (BLS). Our transition is slated for July of 2018.

The attached ordinance brings the BIMC into alignment with BLS business practices and is part of the City's compliance with the required changes.

Anticipated results of working with BLS include:

- A simplified process for businesses with locations in more than one jurisdiction as they can apply for all business licenses needed via one online location.
- A change from a calendar year license (Bainbridge Island current practice) to a rolling 12-month license (State of Washington practice).
- Elimination of a one-hour additional fee at time of application for marijuana businesses that is not supported by BLS.
- Elimination of the civil penalty for late payments. Instead, BLS imposes a delinquency fee.

RECOMMENDED ACTION/MOTION

Approve with Consent Agenda.

ATTACHMENTS:

Description	Type
▣ Ordinance No. 2018-21	Ordinance
▣ MRSC Background for 2017 business license legislation	Backup Material

ORDINANCE NO. 2018-21

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to business licenses and amending Chapters 5.04, 5.12, 5.16, 5.24, 5.28 and 5.40 of the Bainbridge Island Municipal Code (BIMC) to update items in accordance with the State of Washington business license system requirements.

WHEREAS, the City of Bainbridge Island requires certain businesses to obtain business licenses; and

WHEREAS, Engrossed House Bill (EHB) 2005 was passed by the Washington State Legislature with an effective date of July 23, 2017; and

WHEREAS, EHB 2005 is intended to simplify the administration of municipal general business licenses for the applicants and improve the business climate; and

WHEREAS, EHB 2005 requires that all cities with business licenses administer their business licensing through the state's business license system (BLS) by 2027 or through the FileLocal system by 2020; and

WHEREAS, the City of Bainbridge Island will administer its business licensing through BLS starting in 2018; and

WHEREAS, the BLS has requested changes to the BIMC to align with BLS business practices.

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

Section 1. Chapter 5.04 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

5.04.010 Purpose.

The provisions of this chapter are an exercise of the police and taxation powers of the city to license for revenue purposes and to govern the privilege of engaging in business in the city.

5.04.020 Definitions and presumption.

A. This chapter incorporates by reference all definitions set forth in Chapter 82.04 RCW, hereafter amended, except where a conflicting definition is stated in this chapter.

B. "Director" means the director of finance and administrative services for the city.

C. "Business Licensing Service" or "BLS" is the office within the Washington State Department of Revenue providing business licensing services to the city.

~~C.D.~~ Businesses or persons soliciting business within the city or using either a business telephone number or business address within the city shall be presumed to be engaged in business within the city.

5.04.030 License required.

Every person who engages in business activities within the city ~~shall apply for~~ must obtain ~~from the director a city business license for the privilege of engaging in business within the city for each calendar year or portion thereof.~~ The fee for the business license shall be in the amount established by resolution of the city council. No person shall engage in any business for which a business license is required under this chapter without being so licensed, regardless of the amount of income received, except as otherwise provided in this title.

5.04.040 License – Application and issuance.

A. Business licenses must be obtained and the fee paid before a business commences operation within the city. The license fee shall be considered delinquent if not paid when due.

~~B. The business license required by this chapter shall expire on December 31st of the year for which it is issued the date established by the Business Licensing Service, and must be renewed on or before that expiration date. A new license shall be required for each year and the fee paid on or before the last day of February.~~

C. Applications for business licenses ~~shall be made to and issued by the finance director on forms provided by the city, which shall state the residence of the applicant, the nature of each business activity in which the applicant desires to engage, and the place where the applicant proposes to conduct its business~~ must be submitted to the Business Licensing Service through the online license application or on a business license application form provided by BLS and must include all fees due, including the city license fee, the BLS handling fee required by RCW 19.02.075, and all fees for other licenses being requested on the application. The application information will be forwarded to the city for review. If the director finds that the application is complete and correct, that all required fees have been paid, and all laws and requirements have been complied with, the business license shall be ~~issued~~ approved for issuance through BLS.

D. The director shall, when appropriate, refer applications to the department of planning and community development, the department of public safety, the Bainbridge Island Fire Department, and other governmental agencies for their review.

~~E. Multiple business activities under common ownership may be conducted under a single license.~~

~~F.E.~~ Neither the filing of an application for a license, or the renewal thereof, nor the payment of any application or renewal fee, shall authorize a person to engage in or conduct a business until such license has been granted or renewed.

5.04.045 State marijuana license required for any marijuana business.

~~A. Businesses that are subject to the requirements of Chapter 314-55 WAC for marijuana businesses shall first obtain a valid business license (UBI Number) issued by the state of Washington under the aforesaid chapter before obtaining a city of Bainbridge Island business license or conducting a marijuana business in the city.~~

~~B.~~ A. Marijuana businesses subject to the requirements of Chapter 314-55 WAC Applicants applying for a city of Bainbridge Island business license must ~~provide the city a copy of the~~ have obtained a marijuana business license issued by the Washington State Liquor Control Board pursuant to ~~WAC Chapter 314-03-555 WAC~~ prior to ~~issuance~~ approval of ~~at the~~ city business license. For annual renewals of the city business license for operation of a marijuana business, the business must ~~provide a copy~~ continue to hold a valid marijuana license issued by the Washington State Liquor Control Board pursuant to Chapter 314-55 WAC to receive the city's approval of the business' city business license renewal application.

~~C. In addition to the standard business license fee, an application for a marijuana business license shall be accompanied by a one-hour fee, pursuant to the fees adopted under BIMC 1.28.035, to cover the city's additional relevant costs, including but not limited to coordination with the state, and research regarding required land use and distance separations.~~

~~D.~~ B. No person shall be deemed to have any entitlement or vested right to licensing under this chapter by virtue of having received any prior license or permit from the city, including, by way of example, any zoning permit, medical marijuana license, wholesale food manufacturer's license, or any other license. In order to lawfully engage in the business of producing, processing or selling recreational marijuana in the city, a person must qualify for and obtain a license in accordance with this chapter and Chapter 314-55 WAC.

~~E.~~ C. Prior to the city's issuance of the business license herein, the applicant shall obtain other required permits related to the operation of the business, including, without limitation, any development approvals or building permits required by this code, the building code and the zoning code and by BIMC 18.09.030.K.

~~F.~~ D. Upon receipt of a completed business license application, the city may circulate the application to all departments of the city to determine whether the application is in full compliance with all applicable laws, rules and regulations. By way of illustration and not limitation, these departments may include the city of Bainbridge Island department of community development, the Bainbridge Island fire department, and the Bainbridge Island police department.

~~G.~~ E. The city may, prior to issuance of the license, perform an inspection of the proposed licensed premises to determine compliance with any applicable requirements of this section or other provisions of the Bainbridge Island Municipal Code.

5.04.050 License – Nontransferable.

The business license issued under this chapter shall be personal and nontransferable and shall at all times be posted in the place of business for which it is issued. Where a licensee's place of business is changed, the licensee must notify the Business Licensing Service regarding issuance of~~shall return the license to the director and~~ a new license ~~shall be issued~~for the new place of business ~~without charge~~. A change of business location may require submission of a new business license application and payment of the respective fees. The city will be informed of the change of location and will review the new location before issuance of a new license. No licensee shall allow another person to operate a business under, or display, the license, nor shall another person operate under or display the license.

5.04.055 Standards of conduct.

Every licensee under this chapter shall:

- A. Permit reasonable inspections of the business premises by governmental authorities for the purpose of enforcing the provisions of this chapter;
- B. Comply with all federal, state, and city statutes, laws, ordinances, and regulations relating to the business premises and the conduct of the business thereon;
- C. Refrain from unfair or deceptive acts or practices, or consumer fraud, in the conduct of the business and avoid maintaining a public nuisance on the business premises;
- D. Refrain from operating the business after expiration of a license or during the period that the license may be suspended or revoked.

5.04.060 License – Suspension, denial or revocation.

- A. A business license may be suspended, denied, or revoked by the city without notice for any of the following causes:
 - 1. The licensee or any of its officers, directors, agents, or employees while acting within the scope of their duties has violated or failed to keep the building, structure, or equipment of the licensed premises in compliance with applicable health, building, fire, or safety laws, ordinances, or regulations;
 - 2. The licensee or any of its officers, directors, agents, or employees while acting within the scope of their duties has violated or failed to comply with the standards of conduct specified in this chapter;
 - 3. The license was procured by fraud or false representation of fact;
 - 4. The licensee or any of its officers, directors, agents, or employees has been convicted of a crime involving the business;
 - 5. The license was issued through mistake or inadvertence.

B. A business license may be revoked on 20 days' written notice to the licensee where the licensee fails to pay the annual license fee applicable business and occupation tax, together with any penalties due thereon, within six months after the fee or tax is due and owing. ~~The licensee shall have the right to full~~After revocation, reinstatement of the business license requires submitting a new application through the Business Licensing Service, if, within 10 days of such revocation, the licensee pays and also requires payment of all past amounts due and owing.

C. Upon suspension, denial or revocation of a license, the director shall, by certified mail, give written notice of such action to the applicant or licensee, including a written report summarizing the complaints, objections, and/or information received and considered by the director and further stating the reason for the action. Notice mailed to the mailing address on the application or most recent renewal shall be deemed received three days after mailing. Appeal of the director's decision shall follow the appeal procedures set forth in this chapter.

5.04.070 License – Multiple locations.

If business is transacted by one person at two or more separate locations within the city, a separate license shall be obtained and displayed in each location at which business is transacted.

5.04.075 License – Multiple businesses at the same location

A. Multiple business activities under common ownership and conducted at the same physical location may be conducted under a single license.

B. Except as provided in subsection A of this section, if more than one business is operated at the same location, each person operating a separate business must obtain and display their own license for their respective business at that location

5.04.080 Exempt activities.

The following activities shall be exempt from the licensing provisions of this chapter:

A. The exercise of governmental functions performed by any instrumentality of the United States, the state of Washington, or any political subdivision thereof;

B. Farmers or gardeners selling their own farm products raised and grown exclusively upon lands owned or occupied by them;

C. Garage sales conducted on residential premises in compliance with this code;

D. The mere delivery of goods or services to the customer or client by businesses where the sale occurred on business premises outside of the city, and was the only event occurring within the city except that the performance of contracting or subcontracting services is not an exempt activity; or

E. Any business activity which is owned and operated solely by a person under the age of 18, and which does not generate a gross income of more than \$2,500 per year.

5.04.090 Payment of license fees.

A. There shall be a license fee imposed for the privilege of doing business as set by resolution of the city council.

B. Payment of the fee imposed by this chapter shall be due on or before the commencement of business and ~~renewed on or before the last day of February of each successive year~~ for renewal of the license on or before the expiration date of the license.

C. On or before the due date, every person required to pay a license fee or a tax as set forth by this chapter shall file a license renewal with the Business Licensing Service, or, for taxes, with the city a written return with the city upon such form and including such information as the director shall require, together with the payment of the amount of the ~~fee~~tax.

D. Nonprofit activities carried on by religious, charitable, educational, benevolent, fraternal, or social organizations which have been determined by the Internal Revenue Service of the United States to be exempt from the payment of income tax shall be exempt from the license fee.

5.04.190 License – Fee additional to others.

The license imposed and levied by this chapter shall be in addition to any license fee or tax imposed or levied under any law or other ordinance of the city, except as otherwise expressly provided.

5.04.200 License fee – Collection.

The license fee imposed by this chapter, and all penalties assessed thereon by the city, shall constitute a debt to the city, and may be collected by court proceedings in the same manner as any other debt in like amount, which remedy shall be in addition to all other existing remedies. Any judgment entered in favor of the city shall include an award to the city of all court and collection costs including attorneys' fees. Amounts delinquent more than 90 days may be assigned to a third party for collection, in which case the amount of any collection charges shall be in addition to all other amounts owed. Amounts due shall not be considered paid until the city has received good funds for the full amount due or has discharged the amount due and not paid.

5.04.210 Over or underpayment of fees.

In the event that any person makes an overpayment, and within two years of the date of such overpayment makes application to the city for a refund or credit, the person's claim shall be allowed and a refund made by the city upon determination by the director that no other sums are owed by the person to the city. If a person determines that the fees have been underpaid and without notice by any party pays the amount due to the city, the amount underpaid and corrected by the person shall not be subject to a city penalty.

5.04.220 Appeal procedure.

A person who has had a license suspended, denied, or revoked or who has been aggrieved by the amount of the license fee determined to be due to the city by the director under the provisions of this chapter may appeal to the city council from such determination by filing a written notice of appeal with the city clerk within 20 days from the date on which such person is given notice of the license fee. The city council or a committee of the city council shall, as soon as practicable, fix a time and place for the hearing for such appeal. Notice of the hearing shall be given to the appellant by certified mail at least five days prior to the date of the hearing. The licensee may appear at the hearing and be heard in opposition to such denial, suspension or revocation or to the fee imposed. The decision of the city council or its committee shall be announced at the conclusion of the hearing and shall be final, subject only to a writ of certiorari being filed with the Kitsap County superior court within 14 days following the date of the decision of the city council or a committee of the city council.

5.04.230 License – Confidentiality of applications.

The applications made to the city pursuant to this chapter are subject to confidentiality governed by RCW 19.02.115, and shall not be made public, and shall not be subject to inspection except as allowed or only that emergency telephone numbers shall not be made public except ~~where required by law.~~

5.04.240 Duties of the director.

A. The director shall keep full and accurate records of all funds received under the provisions of this chapter. Upon receipt of any license fee or penalties collected under the provisions of this chapter, the director shall deposit the amounts collected into the current expense fund of the city.

B. In order to carry out the provisions of this chapter, the director shall have the power to adopt, publish and enforce rules and regulations consistent with this chapter.

5.04.250 Civil penalty.

~~In the event that any person fails to pay the license fee imposed by this chapter within 15 days of the due date, a civil penalty shall be imposed in the amount of 10 percent of the delinquent license fee plus any previously assessed and unpaid penalties under this chapter. For the purposes of calculating the penalty, each month that the amounts owed under this chapter are due and unpaid shall be considered a separate violation subject to penalty. Civil penalties shall be limited to not more than amount of the full license fee for each year for which a license is required and shall not commence until the business has been notified of the need for a license and failed to get one within thirty days. A fraction of a month shall be deemed a full month. In the event that a penalty has been wrongfully collected, the director shall refund the penalty.~~

5.04.260 Violation – Penalty.

A. It shall be a violation of this chapter:

1. For a person required to obtain a business license under this chapter to fail or refuse to secure the business license or to fail to pay the fee imposed;
2. For a person to make any false representation in connection with application for a business license under this chapter;
3. For a person to evade payment of the fee or any part thereof;
4. For a person to fail to appear and/or refuse to testify in response to a subpoena issued hereto;
5. For a person to testify falsely upon any investigation of the correctness of a return, or upon the heading of any appeal; or
6. For a person to in any manner hinder or delay the city or any of its officers in carrying out the provisions of this chapter.

B. It shall be unlawful for any person to conduct business within the city limits when not in compliance with this chapter.

C. A person violating any of the provisions of this chapter, upon conviction thereof, shall be punished by a fine of not more than \$500.00 or by imprisonment for not more than six months, or by both such fine and imprisonment. Each such person is guilty of a separate offense for each and every day during the portion of which any violation of any provision of this chapter is committed, continued or permitted by any such person and he is punishable accordingly.

5.04.270 Successor liability.

A. Whenever any person required to be licensed by this chapter quits business, or sells out, exchanges, or otherwise disposes of his/her business or stock of goods, any outstanding license fees or penalty payable to the city shall immediately become due and payable, and such person shall, within 30 days, file the required forms and pay the fees due. Any person who becomes a successor to such person shall become liable for the full amount of the prior owner's license fees and penalties due and owing and shall withhold from the purchase price a sum sufficient to pay any amount due from the seller until such time as the seller shall produce a receipt from the city clerk showing payment in full of any amount due or a certificate that no license fees are due. The payment of the fees by the successor shall, to the extent thereof, be deemed a payment upon the purchase price, and if such payment is greater than the purchase price, the amount of the difference shall become a debt due such successor from the seller. The successor's liability shall be limited to the purchase price or the fair market value of the business if no cash transaction took place.

B. No successor shall be liable for any license fees due from the person from whom he/she has acquired a business or stock of goods if he/she gives written notice to the city clerk or director of such acquisition, and no assessment is issued by the director within six months of receipt of such notice against the former operation of the business and a copy of the assessment mailed to the successor.

~~C. Each person's account will remain on an active status and be subject to all license fees and penalties until such time as the director is notified in writing that the person has discontinued business activity within the city.~~

5.04.280 Limitations on license.

Notwithstanding any provisions to the contrary, a license issued under this chapter shall not be issued to any person who uses or occupies or proposes to use or occupy any real property or otherwise conducts or proposes to conduct any business in violation of the provisions of an ordinance of the city of Bainbridge Island, specifically including the city's zoning laws, or of the laws of the state of Washington. The granting of a business license shall in no way be construed as permission or acquiescence in a prohibited activity or other violation. Because the issuance of a license under this chapter specifically denies the applicant authority to violate any law or regulation, the city shall not be held liable for the actions of any licensed business by virtue of having issued a license to conduct business.

Section 2. Section 5.12.010 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

5.12.010 License – Required.

It is unlawful for any person, firm or corporation to open, carry on, or maintain any business on which premises pool or billiard tables, foosball games and shuffleboards are maintained within the city without first obtaining a license therefor, in accordance with the provisions of this chapter. This license is in addition to any business license that may be required under Chapter 5.04 BIMC.

Section 3. Section 5.16.020 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

5.16.020 License – Required.

No person, firm or corporation shall open up, conduct, manage, operate or maintain a cabaret without having a license to do so issued by the city clerk in accordance with the provisions of this chapter. This license is in addition to any business license that may be required under Chapter 5.04 BIMC.

Section 4. Section 5.24.020 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

5.24.020 License – Required.

It is unlawful for any person, firm or corporation to operate within the city any game of skill without first obtaining a license therefor, in accordance with the provisions of this chapter. This license is in addition to any business license that may be required under chapter 5.04 BIMC.

Section 5. Section 5.28.020 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

5.28.020 License – Required.

It is unlawful for any person, firm or corporation to operate within the city, any coin-operated music box, commonly known as a jukebox, without first obtaining a license therefor in accordance with the provisions of this chapter. This license is in addition to any business license that may be required under Chapter 5.04 BIMC.

Section 6. This ordinance shall take effect and be in force on July 12, 2018.

PASSED by the City Council this ____ day of ____, 2018.

APPROVED by the Mayor this ____ day of ____, 2018.

/s/_____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

/s/_____
Christine Brown, City Clerk

FILED WITH THE CITY CLERK	June 8, 2018
PASSED BY THE CITY COUNCIL	2018
PUBLISHED:	2018
EFFECTIVE DATE:	2018
ORDINANCE NO:	2018-21

Is Your City Ready for the New Business Licensing Requirements?

April 17, 2018 by [Toni Nelson](#)

Category: [Revenues](#) , [Licensing and Regulation](#)



There are 281 incorporated cities and towns in Washington State and of those, 230 have business license requirements and 46 have adopted local business and occupation (B&O) tax regulations.

[EHB 2005](#), which was passed last year by the legislature, is intended to simplify the administration of municipal general business licenses for the applicant and improve the business climate. The legislation required three distinct actions by

those cities and towns with either business licenses requirements and/or local B&O tax regulations. These legislative actions are detailed in this blog post.

Business License Cities and Towns

EHB 2005 required cities and towns with business license regulations to establish a workgroup that would create a model business license with a minimum threshold and a definition of “engaging in business” by July 2018. The model business license created by the workgroup will be adopted by all cities who have business licensing regulations by January 1, 2019.

The City Business License workgroup has been meeting since last August to draft language for a model business license ordinance that includes both of the legislative requirements of defining the meaning of “engaging in business” and setting a minimum threshold. The results of this work have been released in draft form by the Association of Washington Cities (AWC) to all of its members earlier this month and it is **important** for cities to review and provide feedback on this draft.

The draft model business license language addresses:

- General business licenses, not regulatory licenses or other local B&O taxes;
- A new uniform definition of engaging in business; and

- Registration with no fee for businesses without a location in the city/town under a specified threshold. The current draft proposal sets this minimum threshold of \$1,000 per year

EHB 2005 also requires all cities and towns with business licenses to administer their business licensing through the state's business license system (BLS) by **2027** or through the FileLocal system by **2020**. Information on each system is as follows

- The BLS currently has over 70 cities/towns that use their system ([BLS City Partners](#)) and is in the process of onboarding 24 additional cities per the [2018-2019 Local Business Licensing Partnership Plan](#).
- The [FileLocal](#) system administers licenses and/or all local taxes and has 5 city partners (Seattle, Tacoma, Bellevue, Everett, and Lake Forest Park). It is adding several new cities during calendar year 2018.

B&O Tax Cities

EHB 2005 required that a task force on local B&O tax service apportionment under RCW 35.102.130 be established in order to report to the legislature by October 2018. A task force was formed and consists of 3 city representatives, 3 business representatives, and 1 member from the Department of Revenue who serves as a non-voting chair.

The task force must prepare a report with recommendations to simplify the 2-factor service income formula in [RCW 35.102.130](#) using a market-based model and information typically available in business.

The task force has been meeting monthly since August 2017 and has included tax apportionment models in other states as part of its analysis for reporting back to the legislature by October 31, 2018.

Business License Deadlines

Due to the fact that 82% of cities and towns in Washington State have a business license requirement of some form, the focus of this blog is to bring attention to some of the deadlines associated with these new business licensing requirements.

Review of draft model ordinance: The deadline to review the draft model ordinance developed by the AWC and the City Business License workgroup is fast approaching. If it is appropriate for your jurisdiction, providing feedback to AWC on this draft prior to the end of April will be important. The City Business License workgroup will finalize the draft model at its meeting on May 10th and this model will be presented at AWC's annual conference in Yakima, June 26–29th.

Based on results of the feedback received, the model ordinance will be finalized and AWC will distribute it to cities and towns in July. AWC will conduct outreach during the months of July–October to assist cities and towns with the new legislative requirements.

The Department of Revenue (DOR) will be providing [Business License workshops](#) for current BLS partner cities and those cities named in the [2018-2019 partnership plan](#) to discuss EHB 2005; the rollout of the Department's Tax and Licensing System Replacement (TLSR); the partner planning for 2018–2021; and to offer a demonstration of the Automated Tax and Licensing Administration System (ATLAS) during the month of June. As new partner cities are rolled into the BLS, there will be additional workshops and webinars provided.

Adoption of the new model business license ordinance: January 1, 2019, is the deadline for cities to adopt the new model ordinance, with one exception: For those BLS partner cities, the model business license ordinance will need to be adopted in October in order to meet the 75-day Notice of Changes to business license fees required by the BLS. This equates to **October 17, 2018**, if the city is changing any of its fee structure on January 1, 2019.

Selection of agency to administer business licensing: The legislation requires that all cities must use one of two systems for its business licensing administration. Due to the volume and complexities of establishing a centralized business licensing system under the BLS, the legislation provides for a phased enrollment between January 1, 2018, and December 31, 2021. If FileLocal is the option selected, it must be made by July 1, 2020.

A city or town that imposes a general business license requirement but has not partnered with the BLS by January 1, 2018, may continue to issue and renew its general business licenses until it partners with either the BLS or the FileLocal systems, but it **must adopt the new model business license ordinance by January 1, 2019, in order to do so.**

Questions? Comments?

If you have questions about the New Business Licensing Requirements, please feel free to contact me at tnelson@mrsc.org or (206) 625-0916 x109.

If you have questions about other local government issues, please use our [Ask MRSC form](#) or call us at (206) 625-1300 or (800) 933-6772.



About Toni Nelson

Toni has over 24 years of experience with Local Government finance and budgeting. Toni's area of expertise include "Cash Basis" accounting and reporting, budgeting, audit prep and the financial issues impacting small local government.

[VIEW ALL POSTS BY TONI NELSON](#) ▶

[Leave a Comment](#) ▼

Comments

2 comments on Is Your City Ready for the New Business Licensing Requirements?

"Hi Lisa - it is not too late to comment on the draft model business license ordinance. The committee does not meet again until May 10th and we encourage everyone to comment up until that time. Here is a direct link to the AWC email that was released last month. https://www.magnetmail.net/actions/email_web_version.cfm?ep=4wfwjJpyCFEcPlcbvxlFRJu4W2GsOmzTCB7EyrvyDXz_HJ67dahdOWTT5Y1xLmlKUKnnd-17gwZhkzyOsEBpOwFzF1Lcx4aU4LabbEA9VUOeaM60ttf9K-DkjoYhp9S"

Toni Nelson on May 2, 2018 9:05 AM

"Thanks for this information, Toni. It's the first we've heard about it. Of course now the comment period on the draft is past, but at least we know what's coming."

Lisa Stowe on May 1, 2018 1:19 PM

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City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Professional Services Agreement for City Hall HVAC System Software Upgrade, AB 18-104 – Public Works (Pg. 408)	Date: 6/26/2018
Agenda Item: CONSENT AGENDA - 9:25 PM	Bill No.: 18-104
Proposed By: Public Works Director Barry Loveless	Referrals(s):

BUDGET INFORMATION

Department: Public Works	Fund: 2018 City Hall HVAC Software Upgrade @ \$127,875 (\$51,376 of the \$127,875 is granted funded)	
Expenditure Req: \$104,173.00.	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

City Hall was built in 2000 and is in need of HVAC system software upgrades. The proposed work includes removing and replacing necessary controllers, thermostats, software, and main control system, as well as installing four new occupancy sensors. All materials and programming are included in the proposal. The installation of new wire and new thermostats will be performed by a separate electrical contractor.

In 2016, the City received a federal grant from the Department of Energy through the Washington State Department of Commerce in the amount of \$100,000. Approximately half of the grant funding was used to upgrade the City's street lights to LED. The Department of Commerce has authorized the remaining \$51,376 to be repurposed for the HVAC Software Upgrade project.

In accordance with RCW 39.04.270, the City solicited requests for proposals through the area newspapers, *Daily Journal of Commerce*, and the City's bids & awards webpage and listserv. The Public Works Department has reviewed the proposals and contractor's qualifications and recommends that the City Council award this contract to Johnson Controls, Inc., in the amount of \$104,173.00.

RECOMMENDED ACTION/MOTION

Approve with Consent Agenda.

ATTACHMENTS:

Description	Type
▣ Request for Proposal	Backup Material
▣ Grant	Backup Material
▣ Agreement for Professional Services with Johnson Controls, Inc.	Backup Material



CITY OF
BAINBRIDGE ISLAND

REQUEST FOR PROPOSALS

**CITY HALL
HVAC SOFTWARE UPGRADE**

APRIL 2018

1. INTRODUCTION

In accordance with RCW 39.04.270, the City of Bainbridge Island is soliciting requests for proposals to upgrade the HVAC software and controls at the City Hall site, as described in the scope of work attached as Exhibit A.

2. PROPOSAL SUBMISSION

Proposals shall be submitted no later than 9:00 am on May 4, 2018, to the City Clerk, City Hall, 280 Madison Ave North, Bainbridge Island, WA 98110. The City of Bainbridge Island shall assume no responsibility for delay in U.S. mail services, independent courier services, or any other circumstances resulting in late proposals. Late proposals will not be accepted. The City will not accept proposals submitted by email or facsimile transmission. The proposals will be opened at 9:30 am on May 4, 2018, at City Hall.

3. SCOPE OF WORK

The project is located at the City of Bainbridge Island City Hall in Kitsap County, Washington. The City is requesting proposals for the purchase and installation of software and control systems equipment, programming, and integration into the existing HVAC system.

The detailed scope of work for the HVAC software upgrade is in the attached Exhibit A.

4. PROPOSALS AT A MINIMUM SHALL CONTAIN THE FOLLOWING:

- Section 1-Project Team and Experience

Provide names, with their resumes, of all members of the team. Each team member's experience, background, and special skills shall be included.

Provide the details of experience and past performance of the company on comparable projects. This item should cover, at a minimum, the substantive nature of comparable projects. Companies are required to give sufficient information of their experience to permit the City to understand and verify the exact nature of the contributions made by the company to the projects listed.

- Section 2-Client References

Provide the name, title, locations, telephone number, and email of persons who can substantiate the company's referenced experience.

- **Section 3-Scope of Work**
Describe in a narrative form the company's approach and technical plan for accomplishing the work described in the attached scope of work. The company shall include information (cut sheets, specifications and operations manuals) about the proposed HVAC software and controls that would be installed. Provide a proposed schedule to complete the scope work. Describe the company's overall capabilities and provide assurances that it can meet its commitment to successfully complete these services.
- **Section 4-Cost Schedule**
Provide a completed cost schedule in the form shown in Exhibit B to perform the software/controls purchase and installation, programing, testing and integration.

5. SELECTION CRITERIA

The company with the highest number of points based on the table below shall enter into a contract for the scope of work based on the company's costs. Evaluation criteria and relative weights are as follows:

<u>Criterion</u>	<u>Maximum Points</u>
Overall Experience	20
HVAC Software and Controls Product	50
Project Understanding	20
Schedule	20
Total Costs	40
Total Possible Points	150
40 points will be awarded to the company with the lowest total cost, not including applicable sales and use taxes. Points will be given to other proposers in proportion to the ratio of their cost to the lowest total cost.	

Factors integral to the evaluation process include:

Qualifications:

- A. The company's ability, capacity, and skill to perform the work necessary. The company shall have experience and capabilities for municipal HVAC building software and integration disciplines.
- B. Company's prior performance. The company shall demonstrate that they have been involved in HVAC software and controls upgrades and service work for a minimum of ten (10) years in municipal facilities similar in size and complexity to the City of Bainbridge Island's City Hall.
- C. Sufficiency of company's financial resources to fulfill the contract.

HVAC Software and Controls.

The company's proposed HVAC software and controls will be compatible with the existing City components, provide electrical efficiencies and meet operational needs.

Familiarity with Bainbridge Island HVAC System.

The company's knowledge and understanding of the City's HVAC software and controls systems and other applicable factors as the City determines necessary or appropriate.

Project Schedule.

Proposed schedule shall be satisfactory to City.

Cost.

The labor rates and materials markup listed in Exhibit B shall be paid for actual quantities supplied in accordance with specific projects as negotiated and shall be good for one year.

6. PREVAILING WAGE RATES (Davis Bacon Act)

This is a Public Works contract, federally funded project and is subject to Labor and Industries prevailing wage rates. The Davis-Bacon Act U.S.C. 276a-276a-5, and related federal acts provide that all laborers and mechanics employed in the performance or work or services shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor. Certified payroll and statement of intent/affidavits are required for this project. Under WAC 296-127-025, the Contractor will be required to pay the higher of the state and federal prevailing wage rates for the work to be performed.

Current state prevailing wage rates can be found at <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>. Current federal prevailing wage rates can be found at: <https://www.wdol.gov/Index.aspx>.

EXHIBIT A

SCOPE OF WORK

The project is located at the City of Bainbridge Island City Hall in Kitsap County, Washington. The City is looking to upgrade the City Hall Johnson Controls building management system (BMS) or Metasys, N2 technology that manages a cooling tower, boiler, twenty-one heat pumps and exhaust fans for approximately 24,000 square feet. The City has replaced five heat pumps at City Hall within the last four years and the controllers for the new heat pumps do not communicate with the existing BMS. The original heat pumps periodically lose communication between the controller and the BMS and the inside/outside air economizers are not controlled effectively. The purpose of the City Hall HVAC software upgrade is to reduce electrical peak demand and consumption through improved scheduling, occupancy sensors, and effective economizing outside air while allowing the reliability of the new components.

The City will separately contract with a licensed electrical contractor for the installation of new thermostats and occupancy sensors. The Contractor shall design, inspect, and coordinate with the licensed electrical contractor throughout the project.

Bid Item 1: Safety Plan

The Contractor shall follow all laws to provide safety to employees and surrounding public. The Contractor shall submit for the City to review and approve a safety plan that details fall protection, personal protection equipment, lock out tag out procedures, work zone safety, etc.

Measurement: All work to complete the safety plan will be paid in a lump sum payment.

Payment: “Safety Plan” Lump Sum

Bid Item 2: HVAC Software

The Contractor shall purchase and install the current Metasys version 9.0 or approved equal. The Contractor shall program and integrate all system components to a central computer in City Hall and the ability to login remotely. The software shall have the ability to troubleshoot problems, modify schedules, and show trending information. The Contractor shall provide a submittal to the City for approval.

Measurement: The items of work for one BMS installed and integrated with all components by the Contractor’s crew onsite will be paid as a lump sum payment.

Payment: “HVAC Software” Lump Sum

Bid Item 3: Control Hub

The Contractor shall purchase and install the current version LN series controller or approved equal. The Contractor shall program and integrate all system components to the central control hub of all City Hall

HVAC components. The components include: boiler, cooling tower, heat pumps, exhaust fans, occupancy sensors, thermostats, and all sensors. The Contractor shall provide a submittal to the City for approval.

Measurement: The items of work for one LN series controller or approved equal installed and integrated into system will be paid as a lump sum.

Payment: “Control Hub” Lump Sum

Bid Item 4: Boiler & Cooling Tower Controls

The Contractor shall purchase and install two LN series controllers or approved equal for the boiler and cooling tower integrated into the control hub and software system. The Contractor shall provide a submittal to the City for approval.

Measurement: The items of work for two LN series controller or approved equal installed and integrated into system will be paid as a lump sum.

Payment: “Boiler & Cooling Tower Controls” Lump Sum

Bid Item 5: Heat Pump Controls

The Contractor shall purchase five heat pump controllers compatible with the LN series controllers and Metasys version 9.0. The heat pump controllers shall be integrated into the system and be fully functional. The Contractor shall provide a submittal to the City for approval.

Measurement: The items of work will be measured by one heat pump controller installed and integrated with all components by the Contractor’s crew onsite.

Payment: “Heat Pump Controls” Each

Bid Item 6: Thermostat Housing Replacement

The Contractor shall purchase and install twenty-one new thermostat housing covers to the existing Johnson Controls thermostats. The Contractor shall provide a submittal to the City for approval.

Measurement: The items of work will be measured by one Johnson Controls thermostat covers installed with all components by the Contractor’s crew onsite.

Payment: “Thermostat Housing Replacement” Each

Bid Item 7: Thermostat Controls Upgrade

The Contractor shall purchase, design, and inspect seven new primary thermostats and fifteen new secondary thermostats to be installed and integrated to the BMS. The thermostats shall be setup to average the primary and secondary thermostats to control the heat pumps for multiple rooms. The Contractor shall provide a plan and product submittal to the City for the purpose of bidding the electrical work with a licensed electrical contractor.

Measurement: The items of work will be measured by one primary or secondary thermostat with all components by the Contractor's crew onsite.

Payment: "Thermostat Controls Upgrade" Each

Bid Item 8: Occupancy Sensors

The Contractor shall purchase, design, and work with the City's contracted electrician to install occupancy sensors in four locations within City Hall. The occupancy sensors shall be programmed to an alternate setting when the space is unoccupied. The Contractor shall provide a plan and product submittal for the City to bid through a public works contract with a licensed electrician.

Measurement: The items of work will be measured by one occupancy sensor purchased, designed, and integrated with all components by the Contractor's crew onsite.

Payment: "Occupancy Sensors" Each

Bid Item 9: Programming, Integration, Startup, & Testing

The Contractor shall program and integrate all existing and new components to be fully functional to manufactures parameters and operating effectively. The Contractor shall coordinate with the City contact and City hired electrician for startup of the equipment and testing. The Contractor shall provide the City with redline asbuilts of all the HVAC components and new controls equipment. In addition, the Contractor shall provide the City with a complete operations and maintenance manual of the software and controls, and the Contractor shall provide eight hours of training to staff.

The City is responsible for obtaining all building permits and the City hired electrician for obtaining an electrical permit.

Measurement: The items of work will be for all administrative, overhead, permitting, programming, integration, startup, testing and training in order to complete the work paid as a lump sum.

Payment: "Programming, Integration, Startup & Testing" Lump Sum.

The project must be completed by October 31, 2018.

EXHIBIT B PROPOSAL

Item #	Items of Work / Materials to be Furnished	Est. Quantity	Unit	Unit Bid Price*	Total Price
Bid Items include Washington State Sales Tax at 9.0%					
1	Safety Plan	1	LS		
2	HVAC Software	1	LS		
3	Controls Hub	1	LS		
4	Boiler & Cooling Tower Controls	1	LS		
5	Heat Pump Controls	5	EA		
6	Thermostat Housing Replacement	21	EA		
7	Thermostat Controls Upgrade	22	EA		
8	Occupancy Sensors	4	EA		
9	Programming, Integration, Startup, & Testing	1	LS		
Subtotal Items that do not include Washington State Sales Tax					\$
Washington State Sales Tax @ 9.0%					\$
Grand Total (Subtotal and Sales Tax)					\$

Signature of Authorized Official / Date

Print – Name / Company Name

* Note: Include Washington State Retail Sales Taxes in the unit bid prices for all work for building, repairing, or improving streets, roads, etc.; including: non-motorized facilities, related storm drainage, and power for street lighting. See Section 1-07.2 for additional information.

EXHIBIT C

Page 8 of 18

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 [Name of Consultant], [a Washington State corporation] ("Consultant").

WHEREAS, the City needs professional services in connection with [summary of work to be done and location]; 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 A** 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 [Month and Day, 20__], 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 for such services: (check one)

[] Hourly, plus actual expenses, in accordance with **Attachment A**, but not more than a total of [write out the total payment for services] (\$_____);

[] Fixed Sum: a total amount of \$_____;

[] Other: \$_____, for all services performed and incurred under this Agreement, to be billed monthly in equal amounts.

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, 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 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. 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 insurance as follows:

☒ Commercial General Liability as described in **Attachment B**.

☒ Professional Liability as described in **Attachment B**.

☒ Automobile Liability as described in **Attachment B**.

☒ Workers' Compensation as described in **Attachment B**.

☐ None.

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: [Business name/address/contact person]

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.

[Business Name]

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Douglas Schulze, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

**ATTACHMENT A
SCOPE OF SERVICES**

ATTACHMENT B 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.



Department of Commerce

Innovation is in our nature.

Grant Agreement between:

The City of Bainbridge Island

and

The Washington State Department of Commerce

Energy Policy Unit

EECBG – Smaller Cities & Counties/Credit Enhancement Program

American Recovery and Reinvestment Act of 2009

For:

Project Name: Bainbridge Island Energy Challenge Credit Enhancement

Agreement Number: **F11-52112-007**

Washington State Department of Commerce
www.commerce.wa.gov



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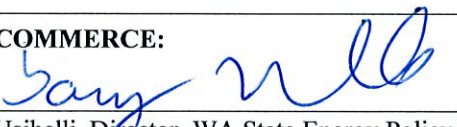
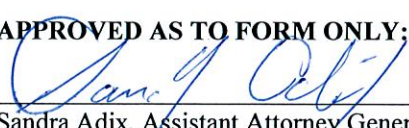
AGREEMENT FACE SHEET

Agreement Number: F11-52112-007

Energy Policy Unit

ARRA EECBG/Smaller Cities & Counties/Credit Enhancement Program

Federal USDOE Agreement No. DE-EE0000849

1. Grantee City of Bainbridge Island 280 Madison Ave. N, Bainbridge Island, WA 98110		2. Grantee Doing Business As (optional) N/A	
3. Grantee Representative Kelly Dickson Special Projects Planner Office - (206) 842-2545 Fax - (206) 780-8600 kdickson@ci.bainbridge-isl.wa.us		4. COMMERCE Representative Patti Miller-Crowley Energy Policy Specialist PO Box 42525 Olympia, WA 98504 Office - 360.725-3122 Fax 360.586.0049 patti.miller-crowley@commerce.wa.gov	
		CONTRACT Judy Hartman Energy Policy Specialist PO Box 42525 Olympia, WA 98504 Office - 360-725-3115 Judy.hartman@commerce.wa.gov	
5. Agreement Amount \$100,000	6. Funding Source Federal: ☒ State: ☐ Other: ☐	7. Start Date Date of last signature below	8. End Date Twenty (20) years from date of last signature below
9. Federal Funds (as applicable):		Federal Agency US Department of Energy	CFDA Number 81.128
10. Tax ID # 91-6001663	11. SWV # 0019249-00	12. UBI # 189002241	13. DUNS # 023277767
14. Agreement Purpose COMMERCE and Grantee have entered into this Agreement to establish Credit Enhancement(s) to promote leveraging of private funds through a revolving loan fund to make residential and commercial loans for under the American Recovery and Reinvestment Act of 2009. COMMERCE, defined as the WA State Department of Commerce, and the Grantee, as defined above, acknowledge and accept the terms of this grant Agreement and attachments and have executed this Agreement on the date below to start as of the date and year referenced above. The rights and obligations of both parties to this Agreement are governed by this Agreement and the following other documents incorporated by reference: Special Terms and Conditions; General Terms and Condition; Attachment A: Statement of Work; Attachment B: Estimated Budget; Attachment C: Additional Provisions under the ARRA of 2009; Attachment D: Certification Regarding Debarment, Suspension, and Other Responsibility Matters; Attachment E: Programmatic Agreement between the US Department of Energy, the WA State Department of Commerce and the WA State Historic Preservation Office Regarding EECBG, and WAP Undertakings; and Attachment F: US Department of Energy NEPA Guidance, NEPA Template for Categorical Exemptions, and Environmental Checklist.			
FOR GRANTEE:  Brenda Bauer, City Manager		FOR COMMERCE:  Tony Usibelli, Director, WA State Energy Policy Division	
Date 9.2.10		Date 9-16-10	
		APPROVED AS TO FORM ONLY:  Sandra Adix, Assistant Attorney General	
		Date 08-27-2010	

PART 1. SPECIAL TERMS AND CONDITIONS

1.1. AUTHORITY

COMMERCE has awarded the Grantee an Energy Efficiency Conservation Block Grant (EECBG) for an approved grant to loan project authorized in Title V, Subtitle E of the Energy Independence and Security Act (EISA), signed into Public Law 110-140 on December 19, 2007 United States Department of Energy, CFDA Number 81.128, Title: Energy Efficiency and Conservation Block Grant Program (EECBG) -; and the American Recovery and Reinvestment Act of 2009

1.2. DEFINITIONS

As used throughout this Energy Efficiency & Conservation Block Grant (EECBG) agreement, the following terms shall have the meaning set forth below:

“Agreement” shall mean this EECBG grant agreement under the American Recovery and Reinvestment Act of 2009 (American Recovery & Reinvestment Act).

“Borrower” shall mean the recipient or recipients of loans created under the EECBG Lending Program administered by the Lender and/or Grantee.

“COMMERCE” shall mean the Washington State Department of Commerce, and who is a Party to the Agreement and a recipient of the United States Department of Energy grant under the American Recovery & Reinvestment Act.

“Credit Enhancement” shall mean the financial mechanism described in the EECBG Lending Program and which is used by the Lender or/and Grantee to lower the Lender’s risk, or reduce the Borrower’s costs for undertaking a loan to pay for the Energy Efficiency Improvement Project costs. Credit enhancements mechanisms include but are not limited to the following:

- a. Loan Loss Reserve: Grantee and Lender may use grant funds awarded by this Agreement to establish an account from which the Lender may be reimbursed for losses incurred through Borrower loan defaults.
- b. Interest Rate Buy-down: Grantee may use grant funds awarded by this Agreement to purchase points in order to reduce the interest rate on loans offered by Lender to Borrower.
- c. Blended Interest Rate Loan: The Lender may employ a joint loan funding structure by combining Lender funds with grant funds awarded by this Agreement and thus create a blended interest rate for the Borrower, provided that the grant funds awarded by this Agreement portion does not exceed fifty percent (50%) of any given awarded loan made to Borrower.
- d. Other Credit Enhancement Mechanisms: Any other credit enhancement mechanism must be approved in writing by COMMERCE, prior to execution of this Agreement.

“Debt Service Reserve Accounts” shall mean, collectively, the accounts established by the Lender for each loan made pursuant to the EECBG Lending Program, into which grant funds shall be deposited to provide additional security for the payment of debt service on the loan(s).

“EECBG Lending Program” shall mean the program that Grantee and Lender will plan, design, and implement by employing one or more Credit Enhancement mechanisms in order to leverage lending funds for Energy Efficiency Improvement Project costs. The EECBG Lending Program shall be described in Attachment A: Scope of Work.

“Energy Contractor” shall mean any firm or person employed to oversee or provide the energy efficiency construction or repair work and/or services financed through the EECBG Lending Program.

“Energy Efficiency Improvement Project” shall mean the installation, repair, retrofit, or rehabilitation work or services provided by the Energy Contractor.

“Grantee” shall mean the grant recipient identified on the Agreement Face Sheet performing service(s) under this Agreement and who is a Party to the Agreement, and shall include all employees and agents of the Grantee.

“Grantee-Lender Agreement” shall mean the agreement between the Grantee and the Lender, to administer the EECBG Lending Program by providing financing and credit enhancement for Energy Efficiency Improvement Projects.

“Lender” shall mean the financial institution or institutions with which the Grantee contracts to develop and implement an EECBG Lending Program.

“Program Deposit Account” shall mean the account established with the Lender in the name of the Grantee into which the Grantee shall deposit grant funds, to be held until disbursed into Individual Debt Service Reserve Accounts.

“Program Services Agreement” shall mean the agreement between the Grantee and the Energy Contractor, for the performance of the energy efficiency construction or repair work and/or services financed through the EECBG Credit Enhancement grant.

“Project” shall mean all activities identified in Attachment A: Scope of Work, which include but are not limited to the development and implementation of the EECBG Lending Programs, and whose purpose is to leverage funding for Energy Efficiency Improvement Projects.

1.3. ROLES AND RESPONSIBILITIES

COMMERCE’s roles and responsibilities include but are not limited to the following:

- A. COMMERCE will report to Washington Legislature and to United States Department of Energy on the EECBG program progress.
- B. COMMERCE will manage this Agreement and disburse awarded grant funds in accordance with this Agreement.

- C. COMMERCE will review and approve any and all agreements between Grantee and Lender and the EECBG Lending Program(s) that result from this Agreement.
- D. COMMERCE will provide the form, format, and timing associated with reporting requirements as described in Section 1.15.

The Grantee's roles and responsibilities include but are not limited to the following:

- A. Grantee has the ultimate responsibility for the overall performance of the EECBG Lending Program, ensuring that the performance measures and the additional funding leverage described in Attachment A: Scope of Work are met.
- B. Grantee will market the EECBG Lending Program to the public and potential Borrowers.
- C. Grantee will enter into one or more agreements with one or more Lenders to develop and implement an EECBG Lending Program designed to leverage funding for energy efficiency services and projects, as described in Section 1.12.
- D. Grantee must require the Lender to leverage grant funds through one or more approved Credit Enhancement mechanisms to leverage financing for energy efficiency projects with Borrowers.
- E. Grantee will ensure that Lender, Borrower, and Energy Contractor comply with all federal and state laws, including but not limited to requirements of the American Recovery & Reinvestment Act.
- F. Grantee will ensure that Energy Contractors are bonded and licensed, and certified or approved to perform the work being contracted.
- G. Grantee will collect and ensure that all reporting information is timely and accurately submitted to COMMERCE, as described in Section 1.15.

1.4. PURPOSE

COMMERCE and Grantee have entered into this Agreement to undertake a Project that furthers the goals and objectives of EECBG program under the American Recovery & Reinvestment Act. The long-term goal of the EECBG grant is to attain a ten (10) to one (1) Lender funds leverage ratio by providing affordable financing for Borrowers to undertake Energy Efficiency Improvement Projects. The Project will be undertaken by the Grantee and will include the activities described in Attachment A: Scope of Work. The Project must be undertaken in accordance with the Special Terms and Conditions and the General Terms and Conditions included in this Agreement, and with all applicable federal, state, and local laws and ordinances, including but not limited to those specifically enumerated in Attachment C: Additional Provisions under the American Recovery and Reinvestment Act of 2009.

1.5. ACKNOWLEDGEMENT & DISCLAIMER IN ALL PUBLICATIONS

The Grantee is encouraged to publish or otherwise make publicly available the results of the work conducted under the award. The Grantee agrees that any publications (written, visual, or sound) but excluding press releases, newsletters, and issue analyses, issued by the Grantee describing programs or projects funded in whole or in part with federal funds under this Agreement, shall contain the following acknowledgement & disclaimer statements:

Acknowledgement: “This project was supported by Grant No. DE-EE0000849 awarded by US Department of Energy. Points of view in this document are those of the author and do not necessarily represent the official position or policies of the US Department of Energy. Grant funds are administered by the State Energy Office, Washington State Department of Commerce.”

and

Disclaimer: “This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.”

COMMERCE, as a recipient of American Recovery & Reinvestment Act funds, is legally obligated to meet accountability and reporting requirements under the American Recovery & Reinvestment Act. The state of Washington or the federal funding source may also identify additional requirements or other changes in requirements. Such requirements may be in statute, regulation, policy, or procedure. COMMERCE is responsible for incorporating these requirements into the performance of this Agreement. Although all requirements have not yet been identified, additional reporting requirements should be expected, to include, but not limited to, performance outcomes such as created or retained jobs.

1.6. ORDER OF PRECEDENCE

In the event of an inconsistency in this Agreement, the inconsistency shall be resolved by giving precedence in the following order:

- A. Applicable federal and state of Washington statutes, regulations, and guidance;
- B. Special Terms and Conditions including all the attachments to this Agreement;
- C. General Terms and Conditions.

1.7. GRANT AMOUNT

COMMERCE shall pay to the Grantee a grant amount not to exceed **\$100,000** for the performance of all things necessary for, or incidental to, the services as set forth in this Agreement and any task identified in Attachment A: Scope of Work.

1.8. TIME OF PERFORMANCE

Term of Agreement

The **term of this Agreement shall be from the date of contract execution plus twenty (20) years**, unless terminated sooner as provided herein. At end of this Agreement, the Grantee will return the unspent portion of the disbursed EECBG grant funds to COMMERCE. COMMERCE, at its discretion and upon United States Department of Energy approval, will decide how to utilize the returned funds. For the purpose of this Agreement, **unspent funds** shall mean any remaining funds not deposited in the Program Deposit Account(s).

No later than **December 31, 2011**, the Grantee and the Lender must have implemented the EECBG Lending Program(s) and met all the milestones and performance measures described in Attachment A: Scope of Work. Failure to meet milestones and performance measures may result in the revocation of EECBG funds.

Executed Grantee-Lender Agreements

No later than **ninety (90) days** after the execution of this Agreement, the Grantee must have executed the Grantee-Lender Agreements and Program Services Agreement (as described in Section 1.12) and have met all the grant disbursement requirements (as described in Section 1.9). This will enable COMMERCE to disburse to the Grantee the entire amount of the grant awarded under this Agreement, as identified in Section 1.7.

Yearly Performance Reports

No later than **September 30, 2010, and September 30 of each year thereafter for the entire term of this Agreement**, the Grantee must submit a Performance Report of the EECBG Lending Program to COMMERCE, as described in Section 1.15.

EECBG Lending Program Formal Reviews

At ten (10) years and fifteen (15) years from the date of the execution of this Agreement, COMMERCE will perform a detailed EECBG Lending Program review and, depending of the performance of the EECBG Lending Program, discuss reallocation of EECBG grant funds. The Grantee agrees that Grantee is ultimately responsible for the overall performance of the EECBG Lending Program and the leverage of additional funds for making loans to Borrowers.

Compliance with National Environmental Policy Act and Section 106 of the National Historic Preservation Act of 1966

Grantee will ensure that no Energy Efficiency Improvement Project activities begin until the Borrower complies with all provisions of Section 106 of the National Historic Preservation Act of 1966 and the National Environmental Policy Act, as described in Section 1.16 and Section 1.17 respectively.

Failure to meet Time of Performance within the time frames described in this section shall constitute default under this Agreement, and as a result, this Agreement may be terminated.

1.9. DISBURSEMENTS OF GRANT PROCEEDS

The availability of funds in the EECBG program is made available through the American Recovery & Reinvestment Act. If funding or appropriation is not available at the time the Grantee submits a request for a grant disbursement, the issuance of a warrant will be delayed or suspended until such time funds become available. Therefore, subject to availability of funds, warrants shall be issued to the Grantee for payment of allowable expenses incurred by the Grantee while undertaking and administering approved project activities in accordance with Attachment A: Scope of Work and Attachment B: Estimated Budget. In no case the total EECBG grant shall exceed one hundred percent (100%) of the grant amount as indicated in Section 1.7.

Only allowable expenses incurred by Grantee after **the execution date of this agreement**, are eligible for reimbursement.

Allowable expenses under this Agreement include incurred costs for:

- A. The Project activities described in Attachment A: Scope of Work and included in Attachment B: Estimated Budget.
- B. Administrative or operational activities undertaken by Grantee or its subcontractors to develop, market, and implement the EECE Lending Program, which can amount to no more than ten percent (10%) of the grant amount as listed in Section 1.7. The allowed administrative and operational costs must be identified in Attachment II: Estimated Budget.

COMMERCE and Grantee may adjust amounts in the Attachment B: Estimated Budget category line items, except the administrative and operational costs, by ten percent (10%) or less without a formal contract amendment by written mutual agreement by both parties. Written approval shall be through the following method:

- A. Written request to COMMERCE from the Grantee by email of the proposed variation;
- B. Review of the request by COMMERCE; and
- C. Written determination (approval/rejection) by the COMMERCE contract representative to the Grantee.

In no case shall grant funds be disbursed for EECBG Lending Program activities listed in the Attachment A: Scope of Work until the Grantee has met the following conditions:

- A. Grantee has provided evidence of insurance to COMMERCE (as described in Section 1.18);
- B. Grantee has executed the Grantee-Lender Agreement(s) and complied with all the requirements described in Section 1.12, and Grantee has provided COMMERCE with copy of such agreement and the Program Services Agreement for COMMERCE'S approval.

The disbursement of grant proceeds shall be initiated by the Grantee on a Washington State A19 Invoice Voucher form, which will be provided by COMMERCE upon Grantee's request. Disbursement requests must be supported by a copy of the **executed Grantee-Lender Agreement(s)** and Program Services Agreement (as described in Section 1.12). Disbursements for administrative or operational costs, as described in this section, may be reimbursed to the Grantee before a Grantee-Lender Agreement is executed, if they are already incurred by the Grantee and are evidenced by back-up documentation, such as invoices, receipts, statements, or computer printouts.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed Washington State A19 Invoices. Payment shall be sent to the address designated by the Grantee.

In the event that the Grantee receives reimbursement for costs that are later determined by COMMERCE to be ineligible, these funds shall be repaid to COMMERCE by payment to the Department of Commerce, or its successor, within thirty (30) days of written notification to the Grantee.

COMMERCE may, in its sole discretion, terminate this Agreement or withhold payments claimed by the Grantee for services rendered if the Grantee fails to satisfactorily comply with any term or condition of this Agreement.

Duplication of Billed Costs

The Grantee shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Grantee, if the Grantee is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Grantee is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its Lender, Borrower, or Energy Contractors.

1.10. FISCAL MANAGEMENT

Grantee shall have a budgeting, accounting, and reporting system that meet the standards of Washington State Chapter 43.88 RCW – Fiscal Management, and United States Department of Energy CFR Title 10 Part 600 – Financial Assistance Rules, demonstrating good internal control policies, procedures, and practices.

Grantee must segregate the obligations and expenditures related to funding under the American Recovery & Reinvestment Act. Financial and accounting systems should be revised as necessary to segregate, track, and maintain these funds apart and separate from other revenue streams. No part of the funds from the American Recovery & Reinvestment Act shall be commingled with any other funds or used for a purpose other than that of making payments for costs allowable for American Recovery & Reinvestment Act projects.

1.11. PROGRAM DEPOSIT ACCOUNT(S)

The Grantee must deposit the grant funds disbursed by COMMERCE and identified in Attachment B: Estimated Budget, in a deposit account with the Lender.

The Program Deposit Account will be used to administer the EECBG Lending Program employing the Credit Enhancement described in Attachment I: Scope of Work. If EECBG Lending Program described in Attachment A: Scope of Work identifies more than one Credit Enhancement mechanism to be employed by a single Lender, then the Grantee shall open a separate dedicated Program Deposit Account for each Credit Enhancement mechanism. The Grantee may move funds from one Program Deposit Account to another Program Deposit Account upon prior written approval from COMMERCE.

The Grantee acknowledges that if the Grantee is a state or local government entity, the grant funds disbursed under this Agreement may not be placed on deposit with a nonprofit financial institution, such as a credit union, or into a for-profit financial institution that is not a member of the Washington Public Deposit Protection Program (WPDDP).

If the Lender is a credit union or a financial institution that is not a WPDDP member, the Grantee may chose to place the EECBG funds into one or more Loan Loss Reserve accounts or any other types of accounts necessary for the administration of the EECBG Credit Enhancement(s) described in Attachment A: Scope of Work. Accordingly, any reference in this Agreement to the "Program Deposit Account(s)" shall mean the "Loan Loss Reserve Account(s)" or the account(s) necessary for the administration of the Credit Enhancement(s) described in Attachment A: Scope of Work.

All allowable deposit and withdrawal activities in and from the Program Deposit Account(s) must be identified and described in the Grantee-Lender Agreement(s).

Financial and accounting systems should be revised as necessary to segregate, track, and maintain all the Program Deposit Accounts apart and separate from each other and from other accounts. No part of the Program Deposit Account(s) shall be commingled with any other funds or used for a purpose other than that of making payments allowable under this Agreement and under the Grantee-Lender Agreement(s).

All interest earnings proceeds, if any, from the Program Deposit Account(s) may be used by Grantee to provide additional EECBG funds to the EECBG Lending Program or to pay for Grantee's administrative or operational costs that are in addition to the ten percent (10%) of the grant amount, as described in Section 1.9.

COMMERCE reserves the right to request the Grantee to provide copies of monthly and/or annual statements identifying all the activities in the Program Deposit Account(s).

The Grantee-Lender Agreement(s) must include a provision stating the rules for operating and maintaining the Program Deposit Account(s).

1.12. GRANTEE-LENDER AGREEMENT

No later than ninety (90) days after Agreement execution, Grantee will draft and execute the Grantee-Lender Agreement and the Program Services Agreement, that will outline in detail the development and implementation of the EECBG Lending Program.

- A. At a minimum, the Grantee-Lender Agreement will include provisions or descriptions for the following:
 - 1. Credit Enhancement Mechanism: The Grantee-Lender Agreement must describe in detail the financial mechanism used by the Lender to reduce risk and create credit enhancement for Borrowers.

2. Program Deposit Account(s): The Grantee-Lender Agreement must include a provision stating the rules for setting, operating, and maintaining the Program Deposit Account(s), as described in Section 1.11.
3. Risk Sharing: The Grantee-Lender Agreement must describe the plan for the Grantee and Lender to share the risk in mitigating Borrower loan defaults or loan losses.
4. Dispute Resolution: The Grantee-Lender Agreement must include a provision by which disputes between the Grantee and Lender are resolved.
5. Underwriting Procedures and Selection of Borrower: The Grantee-Lender Agreement must describe the underwriting procedures and selection process undertaken by Lender in order to select and award loans to Borrowers.
6. Insurance Requirements: The Grantee-Lender Agreement must include a provision requiring, at a minimum, evidence of Lender's Bankers Blanket Bond Fidelity insurance.

B. At a minimum, the Program Services Agreement will include provisions or descriptions for the following:

1. Time of Performance: The Program Services Agreement must include a detailed timeline outlining, at a minimum, the development, marketing, implementing, monitoring, and performance measuring of the EECBG Lending Program and the implementation of the Energy Efficiency Improvement Projects.
2. Marketing and Outreach: The Program Services Agreement must describe the activities to market and advertise the loan program resulting from the implementation of the EECBG Lending Program.
3. Dispute Resolution: The Program Services Agreement must include a provision by which disputes between the parties are resolved.
4. Preliminary Energy Audit: The Program Services Agreement must require that all Energy Efficiency Improvement Projects undergo a preliminary Energy Audit that outlines the steps necessary to improve energy efficiency and that estimate the energy savings resulting from the completion of the Energy Efficiency Improvement Project, as described in Section 1.14.
5. Environmental and Cultural Resources Review Process: The Program Services Agreement must include a provision requiring the Energy Contractor to ensure that all Borrowers comply with the National Environmental Policy Act and Section 106 of the National Historic Preservation Act, as described in Section 1.16 and Section 1.17 respectively.
6. Selecting and Monitoring the Energy Contractor: The Program Services Agreement must describe the selection process for the Energy Contractor and the process followed by the Grantee to ensure Energy Contractor's compliance with performance standards and licensing, as described in Section 1.20. The Program Services Agreement must also include a provision requiring compliance with all codes requirements, as described in Section 1.21.
7. Performance and Accountability Measures: The Program Services Agreement must indicate a preliminary estimate of energy savings and describe the process to measure the success of the EECBG Lending Program. The performance measures must be specific, measurable, and time limited.

8. Job Creation and Retention: The Program Services Agreement must indicate a preliminary estimate and describe the process to measure actual job creation and retention as a result of the implementation of the EECBG Lending Program.

C. Other Federal and State Requirements: The Program Services Agreement must include provisions for the following:

1. American Recovery and Reinvestment Act of 2009 Requirements: The Program Services Agreement must include provisions for all requirements of the Recovery Act, as described in Attachment C. Grantee shall ensure that all Borrowers, Energy Contractors, and any subcontractors hired as a result of this Agreement are in compliance with all federal and state laws, including compliance with all requirements of the Recovery Act.
2. Nondiscrimination Provision (as described in Section 1.19);
3. Performance Standards and Licensing (as described in Section 1.20);
4. Code Requirements (as described in Section 1.21);
5. Prevailing Wage Law (as described in Section 1.22);
6. Work Hours and Safety Standards (as described in Section 1.23);
7. Federal and State Requirements (as described in Section 1.24);
8. Record Keeping and Access to Records (as described in Section 1.25).

1.13. FINAL AMENDMENT AND CERTIFIED PROJECT COMPLETION REPORT

The Grantee shall initiate a Project Completion Amendment (Final Amendment) by submitting a Certified Project Completion Report when activities identified in Attachment A: Scope of Work are complete or in twenty (20) years from the execution of this Agreement, whichever comes first. COMMERCE will supply the Grantee with the Certified Project Completion Report forms upon request.

In the Certified Project Completion Report, the Grantee will provide the following information to the COMMERCE:

- A. A certified statement of the actual dollar amounts spent in completing the Project as identified in Attachment A: Scope of Work and budgeted for in Attachment B: Estimate Budget;
- B. A summary of all activities in the Program Deposit Account(s);
- C. Evidence documenting compliance with financial audit requirements, as described in Section 1.35.

At the end of this Agreement, if there are funds, including interest earned, remaining in the Program Deposit Account(s), these funds will be utilized consistent with the Energy Efficiency & Conservation Block Grant purpose, subject to approval by COMMERCE.

1.14. PRELIMINARY ENERGY AUDITS

To create energy savings, the Grantee must ensure that a preliminary energy audit will be performed and recorded prior to any loans being made to Borrower for energy efficiency improvements to a property. The energy audit findings will be used as a benchmark for future energy audits that may be required to measure obtained energy savings.

The Grantee shall include these requirements in the Grantee-Lender Agreement(s) and/or Program Services Agreement, as described in Section 1.12.

1.15. REPORTS

The Grantee, at such times and on such forms as COMMERCE and/or the United States Department of Energy may require, must furnish energy audit reports and submit quarterly, and/or yearly progress reports, the Certified Project Completion Report, and other reports as may be requested.

No later than **September 30, 2010, and September 30 of each year thereafter for the entire term of this Agreement**, the Grantee must submit a Performance Report of the EECBG Lending Program to COMMERCE. The Performance Report must be accompanied by a statement summarizing the activities in the Program Deposit Account(s). The form and format of the Performance Report will be provided by COMMERCE.

All grantees, sub-recipients and their partners, contractors, and/or vendors are responsible for reporting pursuant to **Section 1512** of the American Recovery & Reinvestment Act (as described in Attachment C). COMMERCE, as a prime recipient of American Recovery & Reinvestment Act funds, must comply with the American Recovery & Reinvestment Act's extensive reporting requirements, including quarterly financial and programmatic reporting. COMMERCE will require quarterly reports from the Grantee in order to fulfill its obligation. All sub-recipient receiving American Recovery & Reinvestment Act funds may expect that a standard form(s) and/or reporting mechanism will be made available to help streamline the process. The Grantee agrees to provide to COMMERCE all reports, documentation, or other information, as may be required to meet reporting obligations under the American Recovery & Reinvestment Act. The Grantee's receipt of funds is contingent on meeting the Section 1512 reporting requirements, which is subject to change without notice.

Additional instructions and guidance regarding the required reporting will be provided as they become available. For planning purposes, however, Grantee should be aware of the current American Recovery & Reinvestment Act section 1512(c) requirements.

Sub-recipient (Grantee and Lender) Reports

Not later than **five (5) days after the end of each calendar quarter** (January 5, April 5, July 5, and October 5 throughout the Agreement period), the Grantee must submit a report to COMMERCE that contains, but is not limited to, the following:

- A. Financial data;
- B. Sub-recipient (and if applicable, vendor) full-time employees: jobs created or retained reported as single number; jobs directly funded by American Recovery & Reinvestment Act;
- C. Project activity milestones (based on Attachment A: Scope of Work);
- D. Energy savings on a per dollar invested basis;
- E. Energy saved (kwh, therms, gallons, BTUs, etc.);
- F. Renewable energy capacity installed;
- G. Greenhouse gas emissions reduced;
- H. Other funds leveraged;
- I. Data related to vendors paid more than \$25,000 in a single purchase;
- J. Key metrics that will vary by project type per United States Department of Energy guidance.

Failure to file periodic reports as requested in this section may result in termination of this Agreement.

1.16. HISTORICAL AND CULTURAL ARTIFACTS

The Grantee acknowledges that all Energy Efficiency Improvement Projects funded by this Agreement are subject to Section 106 of the National Historic Preservation Act of 1966, unless an exemption has been obtained under a programmatic agreement. Grantee acknowledges receipt of the "Programmatic Agreement between the United States Department of Energy, the Washington State Department of Commerce and the Washington State Historic Preservation Office Regarding EECBG, and WAP Undertakings," dated February 5, 2010, as included in Attachment D: Programmatic Agreement between the United States Department of Energy, the Washington State Department of Commerce and the Washington State Historic Preservation Office Regarding EECBG, and WAP Undertakings.

Grantee agrees that Grantee is legally and financially responsible for compliance with all laws, regulations, and agreements related to the preservation of historical or cultural artifacts, and agrees to hold harmless the State of Washington in relation to any claim related to such historical or cultural artifacts discovered, disturbed, or damaged as a result of Grantee's Project or the Energy Efficiency Improvement Projects funded under this Agreement.

If historical or cultural artifacts are discovered during any construction work resulting from this Agreement, the Grantee must ensure that Borrower shall immediately stop construction, and implement reasonable measures to protect the discovery site from further disturbance, take reasonable steps to ensure confidentiality of the discovery site, restrict access to the site, and notify the concerned tribe's cultural staff or committee and the state's historical preservation officer at the Washington State Department of Archaeology and Historic Preservation (DAHP). If human remains are uncovered,

Grantee must ensure that Borrower reports the presence and location of the remains to the coroner and local enforcement immediately, then contact both DAHP and the concerned Tribe's cultural staff or committee.

The Grantee shall require this provision to be contained in all contracts between Borrower and Energy Contractor for work or services related to or resulting from Attachment A: Scope of Work. In no case shall any construction or repair activities begin until all provisions of Section 106 of the National Historic Preservation Act of 1966 have been complied with.

In addition to the requirements set forth in this Agreement, the Grantee must ensure that Borrower complies with Revised Code of Washington (RCW) 27.44 regarding Indian Graves and Records; RCW 27.53 regarding Archaeological Sites and Resources; RCW 68.60 regarding Abandoned and Historic Cemeteries and Historic Graves; and Washington Administrative Code (WAC) 25-48 regarding Archaeological Excavation and Removal Permits.

The Grantee shall include these requirements in the Grantee-Lender Agreement(s) and/or Program Services Agreement, as described in Section 1.12.

1.17. NATIONAL ENVIRONMENTAL POLICY ACT

The Grantee acknowledges that all Energy Efficiency Improvement Projects funded by this Agreement are subject to National Environmental Policy Act (NEPA) requirements, unless a categorical exemption has been obtained. The Grantee acknowledges receipt of United States Department of Energy NEPA guidance, dated May 27, 2010, as included in Attachment VII: United States Department of Energy NEPA Guidance, NEPA Template for Categorical Exemptions, and Environmental Checklist.

The Grantee shall include these requirements in the Grantee-Lender Agreement(s) and/or Program Services Agreement, as described in Section 1.12.

1.18. INSURANCE

The Grantee must provide insurance coverage as set out in this section. The intent of the required insurance is to protect COMMERCE, should there be any claims, suits, actions, costs, damages, or expenses arising from any loss, or negligent or intentional act, or omission of the Grantee or its Lender, or agents of either, while performing under the terms of this Agreement.

The insurance required shall be issued by an insurance company authorized to do business within the State of Washington. Except for Professional Liability or Errors and Omissions Insurance, the insurance shall name the State of Washington, its agents, officers, and employees as additional insureds under the insurance policy. All policies shall be primary to any other valid and collectable insurance. The Grantee shall instruct the insurers to give COMMERCE thirty (30) calendar days advance notice of any insurance cancellation, non-renewal, or modification.

The Grantee shall submit to COMMERCE, within fifteen (15) calendar days of the Agreement execution date, a certificate of insurance that outlines the coverage and limits defined in this insurance section. During the term of this Agreement, the Grantee shall submit renewal certificates not less than thirty (30) calendar days prior to the expiration of each policy required under this section.

The Grantee shall provide insurance coverage that shall be maintained in full force and effect during the term of this Agreement, as follows:

- A. Commercial General Liability Insurance Policy. Provide a Commercial General Liability Insurance Policy, including contractual liability, written on an occurrence basis, in adequate quantity to protect against legal liability arising out of Agreement activity but no less than \$1,000,000 per occurrence. Additionally, the Grantee is responsible for ensuring that its Lender provide adequate insurance coverage for the activities arising out of the Grantee-Lender Agreement(s), as described in Section 1.12.
- B. Automobile Liability. In the event that performance pursuant to this Agreement involves the use of vehicles, owned or operated by the Grantee or its Lender, automobile liability insurance shall be required. The minimum limit for automobile liability is \$1,000,000 per occurrence, using a Combined Single Limit for bodily injury and property damage.
- C. Professional Liability, Errors and Omissions Insurance. The Grantee shall maintain Professional Liability or Errors and Omissions Insurance. The Grantee shall maintain minimum limits of no less than \$1,000,000 per occurrence to cover all activities by the Grantee and licensed staff employed or under contract to the Grantee. The State of Washington, its agents, officers, and employees need not be named as additional insureds under this policy.
- D. Fidelity Insurance. Every officer, director, employee, or agent who is authorized to act on behalf of the Grantee for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks, or other instruments of payment for program costs shall be insured to provide protection against loss:
 - a. The amount of fidelity coverage secured pursuant to this Agreement shall be \$100,000 or the highest of planned reimbursement for the Agreement period, whichever is lowest. Fidelity insurance secured pursuant to this paragraph shall name COMMERCE as beneficiary.
 - b. The Lender or any subcontractors that receive \$10,000 or more per year in funding through this Agreement shall secure fidelity insurance as noted above. Fidelity insurance secured by Lender and subcontractors pursuant to this paragraph shall name the Grantee as beneficiary.
 - c. The Grantee shall provide, at COMMERCE's request, copies of insurance instruments or certifications from the insurance issuing agency. The copies or certifications shall show the insurance coverage, the designated beneficiary, who is covered, the amounts, the period of coverage, and that COMMERCE will be provided thirty (30) days advance written notice of cancellation.

Additional Provisions

The above insurance policy shall include the following provisions:

- A. Additional Insured. The State of Washington, COMMERCE, its elected and appointed officials, agents and employees shall be named as an additional insured on all general liability, excess, umbrella, and property insurance policies. All insurance provided in compliance with this Agreement shall be primary as to any other insurance or self-insurance programs afforded to or maintained by the State.

- B. Identification. The policy must reference COMMERCE's Agreement number and the State agency name.
- C. Insurance Carrier Rating. All insurance and bonds should be issued by companies admitted to do business within the State of Washington and have a rating of A-, Class VII or better in the most recently published edition of Best's Reports. Any exception shall be reviewed and approved by COMMERCE's Risk Manager, or the Risk Manager for the State of Washington, before the Agreement is accepted or work may begin. If an insurer is not admitted, all insurance policies and procedures for issuing the insurance policies must comply with Chapter 48.15 RCW and 284-15 WAC.
- D. Excess Coverage. By requiring insurance herein, COMMERCE does not represent that coverage and limits will be adequate to protect Grantee and such coverage and limits shall not limit Grantee's liability under the indemnities and reimbursements granted to COMMERCE in this Agreement.

Local Government Grantees that Participate in a Self-Insurance Program

With prior approval from COMMERCE, the Grantee may provide the coverage above under a self-insured/liability pool or self-insured risk management program. In order to obtain permission from COMMERCE, the Grantee shall provide: (1) a description of its self-insurance program, and (2) a certificate and/or letter of coverage that outlines coverage limits and deductibles. All self-insured risk management programs or self-insured/liability pool financial reports must comply with Generally Accepted Accounting Principles (GAAP) and adhere to accounting standards promulgated by: (1) Governmental Accounting Standards Board (GASB), (2) Financial Accounting Standards Board (FASB), and (3), the Washington State Auditor's annual instructions for financial reporting. Grantee's participating in joint risk pools shall maintain sufficient documentation to support the aggregate claim liability information reported on the balance sheet. The State of Washington, its agents, and employees need not be named as additional insured under a self-insured property/liability pool, if the pool is prohibited from naming third parties as additional insured.

Grantee shall provide annually to COMMERCE a summary of coverages and a letter of self insurance, evidencing continued coverage under Grantee's self-insured/liability pool or self-insured risk management program. Such annual summary of coverage and letter of self insurance will be provided on the anniversary of the start date of this Agreement.

1.19. NONDISCRIMINATION PROVISION

During the performance of all work and services resulting from this Agreement, the Grantee shall comply with all federal and state nondiscrimination laws, including, but not limited to Chapter 49.60 RCW, Washington's Law Against Discrimination, and 42 U.S.C. 12101 et seq., the Americans with Disabilities Act (ADA).

In the event of the Grantee's noncompliance or refusal to comply with any applicable nondiscrimination law, regulation, or policy, this Agreement may be rescinded, canceled, or terminated in whole or in part, and the Grantee may be declared ineligible for further contracts with COMMERCE. The Grantee shall, however, be given a reasonable time in which to cure this noncompliance.

The Grantee shall include these requirements in the Grantee-Lender Agreement(s) and/or Performance Services Agreement, as described in Section 1.12.

1.20. PERFORMANCE STANDARDS AND LICENSING

The Grantee shall comply with all applicable local, state, and federal licensing and accrediting requirements/standards, and any other standard or criteria established by COMMERCE to assure quality of services necessary for the performance of all work and services resulting from this Agreement and additional requirements contained in all documents incorporated by reference in the Agreement.

The Grantee shall include these requirements in the Grantee-Lender Agreement(s) and/or Performance Services Agreement, as described in Section 1.12.

1.21. CODE REQUIREMENTS

The Grantee must ensure that all construction and rehabilitation projects resulting from this Agreement satisfy the requirements of applicable local, state, and federal building, mechanical, plumbing, fire, energy, and barrier-free codes. Compliance with the Americans with Disabilities Act of 1990, 28 C.F.R. Part 35 will be required, as specified by the local building department.

The Grantee shall include these requirements in the Grantee-Lender Agreement(s) and/or Performance Services Agreement, as described in Section 1.12.

1.22. PREVAILING WAGE LAW, DAVIS-BACON ACT

The Grantee must ensure that all laborers and mechanics contracting for work on a construction project funded through this Agreement shall comply with prevailing wage laws by paying the federal prevailing wages as specified below.

Section 1606 of the American Recovery & Reinvestment Act requires that all laborers and mechanics employed as a result of this Agreement on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to the American Recovery & Reinvestment Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of the chapter 31 of title 40, United States Code.

Pursuant to Reorganization Plan No 14 and the Copeland Act, 40 U.S.C. 3145, the Department of Labor has issued regulations at 29 CFR parts 1, 3, and 5 to implement the Davis-Bacon and related Acts. Regulations in 29 CFR 5.5 instruct agencies concerning application of the standard Davis-Bacon contract clauses found in 29 CFR 5.5 (a) are incorporated in any resultant covered contracts that are in excess of \$2,000 for construction, alternation or repair (including painting and decorating).

The Davis-Bacon Act, 40 U.S.C. 276a-276a-5, and related federal acts provide that all laborers and mechanics employed in the performance or work or services resulting from this Agreement shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary of Labor. Individual homeowners receiving loans under a revolving loan fund program are not required to comply with Davis-Bacon Act.

The Grantee shall include these requirements in the Grantee-Lender Agreement(s) and/or Performance Services Agreement, as described in Section 1.12.

1.23. WORK HOURS AND SAFETY STANDARDS

The Grantee must ensure that, where applicable, all contracts resulting from this Agreement awarded in excess of \$100,000 for construction and other purposes that involve the employment of mechanics or laborers must include a provision for compliance with Section 102 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR part 5). Under Section 102 of the Act, each contractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic is required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

The Grantee shall include these requirements in the Grantee-Lender Agreement(s) and/or Performance Services Agreement, as described in Section 1.12.

1.24. FEDERAL AND STATE REQUIREMENTS

In performing under this Agreement, the Grantee shall comply with all applicable laws, ordinances, codes, regulations, and policies of local, state and federal governments. The Grantee also assures compliance with all applicable provisions of the American Recovery & Reinvestment Act as enacted and as hereafter amended. The Grantee shall include these requirements in the Grantee-Lender Agreement(s) and/or Program Services Agreement.

1.25. RECORDING KEEPING AND ACCESS TO RECORDS

These terms supersede the terms in Section 1.57. Records Maintenance in General Terms and Conditions.

COMMERCE, the COMMERCE agents, and duly authorized officials of the state and federal governments shall have full access and the right to examine, copy, excerpt, or transcribe any pertinent documents, papers, records, and books of the Grantee and of persons, firms, or organizations with which the Grantee may contract, involving transactions related to this Project and this Agreement.

The Grantee agrees to retain these records for a period of **twenty-six (26) years** from the date of Agreement execution. This includes but is not limited to financial reports. If any litigation, claim or audit is started before the expiration of the twenty-six (26) year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.

The Grantee shall include these requirements in the Grantee-Lender Agreement(s), as described in Section 1.12.

1.26. AMENDMENTS, MODIFICATIONS, AND WAIVERS

These terms supersede the terms in Section 1.30. Amendments in General Terms and Conditions and Section 2.41. Waiver.

The Grantee may request an amendment of this Agreement for the purpose of modifying the Attachment A: Scope of Work or for extending the time of performance as provided for in Section 1.8. Any revision to the scope of work must be approved by COMMERCE. No modification or amendment resulting in an extension of time shall take effect until a request has been received and approved by COMMERCE.

No conditions or provisions of this Agreement may be waived unless approved by COMMERCE in writing. No waiver of any default or breach by any party shall be implied from any failure to take action upon such default or breach, if the default or breach persists or repeats.

1.27. TERMINATION FOR CONVENIENCE

These terms supersede the terms in Section 1.66. Termination for Convenience in General Terms and Conditions.

COMMERCE may terminate this Agreement in the event that federal or state funds are no longer available to COMMERCE, or are not appropriated for the purpose of meeting COMMERCE's obligations under this Agreement. COMMERCE shall notify the Grantee in writing of its determination to terminate and the reason for such termination. The effective date of the termination will be determined by the COMMERCE. If this Agreement is so terminated, COMMERCE shall be liable only for payment required under the terms of this Agreement for services rendered or goods delivered prior to the effective date of termination. Nothing in this section shall affect Grantee's obligations to repay the unused balance of the grant or the unspent funds as defined in Section 1.8.

PART 2. GENERAL TERMS AND CONDITIONS

1.28. DEFINITIONS

As used throughout this Agreement, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "Grantee" shall mean the entity identified on the face sheet performing service(s) under this Agreement, and shall include all employees and agents of the Grantee.
- C. "COMMERCE" shall mean the Department of Commerce, or its successor agency.
- D. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- E. "State" shall mean the state of Washington.
- F. "Subgrantee" shall mean one not in the employment of the grantee, who is performing all or part of those services under this Agreement under a separate contract with the Grantee. The terms "subgrantee" and "subgrantees" mean subgrantee(s) in any tier.

1.29. ALL WRITINGS CONTAINED HEREIN

This Agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto.

1.30. AMENDMENTS

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

1.31. AMERICANS WITH DISABILITIES ACT (ADA)

The Grantee must comply with the ADA, which provides comprehensive civil rights protection to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications.

1.32. APPROVAL

This Agreement shall be subject to the written approval of COMMERCE's Authorized Representative and shall not be binding until so approved. The Agreement may be altered, amended, or waived only by a written amendment executed by both parties.

1.33. ASSIGNMENT

Neither this Agreement, nor any claim arising under this Agreement, shall be transferred or assigned by the Grantee without prior written consent of COMMERCE.

1.34. ATTORNEYS' FEES

Unless expressly permitted under another provision of the Agreement, in the event of litigation or other action brought to enforce Agreement terms, each party agrees to bear its own attorneys fees and costs.

1.35. AUDIT

A. General Requirements

Grantees are to procure audit services from the State Auditor's Office based on the following guidelines under the Single Audit Act.

The Grantee shall maintain its records and accounts so as to facilitate the audit requirement and shall ensure that Subgrantees also maintain auditable records.

The Grantee is responsible for any audit exceptions incurred by its own organization or that of its Subgrantees.

COMMERCE reserves the right to recover from the Grantee all disallowed costs resulting from the audit.

As applicable, Grantees required to have an audit must ensure the audits are performed in accordance with Generally Accepted Auditing Standards (GAAS); Government Auditing Standards (the Revised Yellow Book) developed by the Comptroller General.

Responses to any unresolved management findings and disallowed or questioned costs shall be included with the audit report. The Grantee must respond to COMMERCE requests for information or corrective action concerning audit issues within thirty (30) days of the date of request.

B. Federal Funds Requirements - OMB Circular A-133 Audits of States, Local Governments and Non-Profit Organizations

Grantees expending \$500,000 or more in a fiscal year in federal funds from all sources, direct and indirect, are required to have an audit conducted in accordance with Office of Management and Budget (OMB) Revised Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations." Revised OMB A-133 requires the Grantee to provide the auditor with a schedule of Federal Expenditure for the fiscal year(s) being audited. The Schedule of State Financial Assistance must be included. Both schedules include:

Grantor agency name
Federal agency
Federal program name

Other identifying agreement numbers
Catalog of Federal Domestic Assistance (CFDA) number
Grantor agreement number
Total award amount including amendments (total grant award)
Beginning balance
Current year revenues
Current year expenditures
Ending balance
Program total

If the Grantee is a state or local government entity, the Office of the State Auditor shall conduct the audit. Audits of nonprofit organizations are to be conducted by a certified public accountant selected by the Grantee in accordance with OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."

The Grantee shall include the above audit requirements in any subcontracts.

In any case, the Grantee's financial records must be available for review by COMMERCE.

C. Documentation Requirements

The Grantee must send a copy of any required audit Reporting Package as described in OMB Circular A-133, Part C, Section 320(c) no later than nine (9) months after the end of the Grantee's fiscal year(s) to:

Department of Commerce
ATTN: Audit Review and Resolution Office
906 Columbia Street SW, Fifth Floor
PO Box 48300
Olympia WA 98504-8300

In addition to sending a copy of the audit, when applicable, the Grantee must include:

- Corrective action plan for audit findings within three (3) months of the audit being received by COMMERCE.
- Copy of the Management Letter.

1.36. CERTIFICATION REGARDING DEBARMENT, SUSPENSION OR INELIGIBILITY AND VOLUNTARY EXCLUSION—PRIMARY AND LOWER TIER COVERED TRANSACTIONS

A. Grantee, defined as the primary participant and its principals, certifies by signing these General Terms and Conditions that to the best of its knowledge and belief that they:

- 1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

- 2) Have not within a three-year period preceding this Agreement, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public or private agreement or transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
 - 3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this section; and
 - 4) Have not within a three-year period preceding the signing of this Agreement had one or more public transactions (Federal, State, or local) terminated for cause of default.
- B. Where the Grantee is unable to certify to any of the statements in this Agreement, the Grantee shall attach an explanation to this Agreement.
- C. The Grantee agrees by signing this Agreement that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by COMMERCE.
- D. The Grantee further agrees by signing this Agreement that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," as follows, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

LOWER TIER COVERED TRANSACTIONS

- 1) The lower tier grantee certifies, by signing this Agreement that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 - 2) Where the lower tier grantee is unable to certify to any of the statements in this Agreement, such grantee shall attach an explanation to this Agreement.
- E. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, person, primary covered transaction, principal, and voluntarily excluded, as used in this section, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact COMMERCE for assistance in obtaining a copy of these regulations.

1.37. CONFIDENTIALITY/SAFEGUARDING OF INFORMATION

- A. "Confidential Information" as used in this section includes:

- 1) All material provided to the Grantee by COMMERCE that is designated as "confidential" by COMMERCE;

- 2) All material produced by the Grantee that is designated as “confidential” by COMMERCE; and
 - 3) All Personal Information in the possession of the Grantee that may not be disclosed under state or federal law. “Personal Information” includes but is not limited to information related to a person’s name, health, finances, education, business, use of government services, addresses, telephone numbers, social security number, driver’s license number and other identifying numbers, and “Protected Health Information” under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- B. The Grantee shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Grantee shall use Confidential Information solely for the purposes of this Agreement and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Grantee shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Grantee shall provide COMMERCE with its policies and procedures on confidentiality. COMMERCE may require changes to such policies and procedures as they apply to this Agreement whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Grantee shall make the changes within the time period specified by COMMERCE. Upon request, the Grantee shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Grantee against unauthorized disclosure.
- C. Unauthorized Use or Disclosure. The Grantee shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

1.38. CONFORMANCE

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

1.39. COPYRIGHT PROVISIONS

Unless otherwise provided, all Materials produced under this Agreement shall be considered “works for hire” as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered “works for hire” under the U.S. Copyright laws, the Grantee hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

“Materials” means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. “Ownership” includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Agreement, but that incorporate pre-existing materials not produced under the Agreement, the Grantee hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Grantee warrants and represents that the Grantee has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Grantee shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Agreement, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Agreement. The Grantee shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Grantee with respect to any Materials delivered under this Agreement. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Grantee.

1.40. DISALLOWED COSTS

The Grantee is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its SubGrantees.

1.41. DISPUTES

Consistent with RCW 43.17.320-.340, the parties shall make every effort to resolve disputes arising out of or relating to this Agreement through discussion and negotiation. Should discussion and negotiation fail to resolve a dispute arising under this Agreement, the parties shall select a dispute resolution team to resolve the dispute. The team shall consist of a representative appointed by the director of each party and a third party mutually agreed upon by the director of each party. The team shall attempt, by majority vote, to resolve the dispute. If the dispute cannot be resolved in this fashion, either party may request assistance from the Governor pursuant to RCW 43.17.330.

1.42. DUPLICATE PAYMENT

The Grantee certifies that work to be performed under this Agreement does not duplicate any work to be charged against any other Agreement, subcontract, or other source.

1.43. ETHICS/CONFLICTS OF INTEREST

In performing under this Agreement, the Grantee shall assure compliance with the Ethics in Public Service Act (Chapter 42.52 RCW) and any other applicable state or federal law related to ethics or conflicts of interest.

1.44. GOVERNING LAW AND VENUE

This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

1.45. INDEMNIFICATION

To the fullest extent permitted by law, the Grantee shall indemnify, defend, and hold harmless the state of Washington, COMMERCE, all other agencies of the state and all officers, agents and employees of the state, from and against all claims or damages for injuries to persons or property or death arising out of or incident to the Grantee's performance or failure to perform the Agreement. The Grantee's obligation to indemnify, defend, and hold harmless includes any claim by the Grantee's agents, employees, representatives, or any Subgrantee or its agents, employees, or representatives.

The Grantee's obligation to indemnify, defend, and hold harmless shall not be eliminated by any actual or alleged concurrent negligence of the State or its agents, agencies, employees and officers. Subcontracts shall include a comprehensive indemnification clause holding harmless the Grantee, COMMERCE, the state of Washington, its officers, employees and authorized agents.

The Grantee waives its immunity under Title 51 RCW to the extent it is required to indemnify, defend and hold harmless the State and its agencies, officers, agents or employees.

1.46. INDEPENDENT CAPACITY OF THE GRANTEE

The parties intend that an independent contractor relationship will be created by this Agreement. The Grantee and its employees or agents performing under this Agreement are not employees or agents of COMMERCE. The Grantee will not hold itself out as or claim to be an officer or employee of COMMERCE, nor will the Grantee make any claim of right, privilege or benefit which would accrue to such officer or employee under law. Conduct and control of the work will be solely with the Grantee.

1.47. INDUSTRIAL INSURANCE COVERAGE

The Grantee shall comply with all applicable provisions of Title 51 RCW, Industrial Insurance. If the Grantee fails to provide industrial insurance coverage or fails to pay premiums or penalties on behalf of its employees as may be required by law, COMMERCE may collect from the Grantee the full amount payable to the Industrial Insurance Accident Fund. COMMERCE may deduct the amount owed by the Grantee to the accident fund from the amount payable to the Grantee by COMMERCE under this Agreement, and transmit the deducted amount to the Department of Labor and Industries, (L&I) Division of Insurance Services. This provision does not waive any of L&I's rights to collect from the Grantee.

1.48. LAWS

The Grantee shall comply with all applicable laws, ordinances, codes, regulations, and policies of local, state, and federal governments, as now or hereafter amended, including, but not limited to:

United States Laws, Regulations and Circulars (Federal)

- A. American Recovery and Reinvestment Act (American Recovery & Reinvestment Act) of 2009
- B. Audits

Office of Management and Budget (OMB) Revised Circular A-133 “Audits of States, Local Governments, and Non-Profit Organizations.”

C. Labor and Safety Standards

Convict Labor, 18 U.S.C. 751, 752, 4081, 4082. Drug-Free Workplace Act of 1988, 41 USC 701 et seq. Federal Fair Labor Standards Act, 29 U.S.C. 201 et seq., Work Hours and Safety Act of 1962, 40 U.S.C. 327-330 and Department of Labor Regulations, 29 CFR Part 5.

D. Laws against Discrimination

Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. 6101-07, 45 CFR Part 90
Nondiscrimination in Federally Assisted Programs.

Americans with Disabilities Act of 1990, Public Law 101-336.

Equal Employment Opportunity, Executive Order 11246, as amended by Executive Order 11375 and supplemented in U.S. Department of Labor Regulations, 41 CFR Chapter 60.

Executive Order 11246, as amended by EO 11375, 11478, 12086 and 12102.

Handicapped Employees of Government Lenders, Rehabilitation Act of 1973, Section 503, 29 U.S.C. 793.

Handicapped Recipients of Federal Financial Assistance, Rehabilitation Act of 1973, Section 504, 29 U.S.C. 794.

Minority Business Enterprises, Executive Order 11625, 15 U.S.C. 631.

Minority Business Enterprise Development, Executive Order 12432, 48 FR 32551.

Nondiscrimination and Equal Opportunity, 24 CFR 5.105(a).

Nondiscrimination in benefits, Title VI of the Civil Rights Act of 1964, Public Law 88-352, 42 U.S.C. 2002d et seq, 24 CFR Part 1.

Nondiscrimination in employment, Title VII of the Civil Rights Act of 1964, Public Law 88-352.

Nondiscrimination in Federally Assisted Construction Contracts, Executive Order 11246, 42 U.S.C. 2000e, as amended by Executive Order 11375, 41 CFR Chapter 60.

Section 3, Housing and Urban Development Act of 1968, 12 USC 1701u (See 24 CFR 570.607(b)).

E. Office of Management and Budget Circulars

Notwithstanding the fact that LENDER is a private for profit entity, it must comply with the following federal requirements:

- Uniform Administrative requirements for Grants and Other Local Agreements with Institutions of Higher Education, Hospitals and Other NonProfit Organizations, OMB Circular 110;
- Cost Principles for Nonprofit Organizations, OMB Circular A-122; and
- Office of Management and Budget (OMB) Revised Circular A-133 “Audits of States, Local Governments, and Non-Profit Organizations.

Cost Principles for State, Local and Indian Tribal Governments, OMB Circular A 87, 2 CFR, Part 225.

Cost Principles for Nonprofit Organizations, OMB Circular A 122 (if the Grantee is a nonprofit organization).

Grants and Cooperative Agreements with State and Local Governments, OMB Circular A 102 (if the Grantee is a local government or federally recognized Indian tribal government).

F. Other

Anti-Kickback Act, 18 U.S.C. 874; 40 U.S.C. 276b, 276c; 41 U.S.C. 51-54.

Governmental Guidance for New Restrictions on Lobbying; Interim Final Guidance, Federal Register 1, Vol. 54, No. 243\Wednesday, December 20, 1989.

Hatch Political Activity Act, 5 U.S.C. 1501-8.

Internal Revenue Service Rules, August 31, 1990.

Lobbying and Disclosure, 42 USC 3537a and 3545 and 31 USC 1352 (Byrd Anti-Lobbying Amendment). 31 U.S.C. 1352 provides that Grantees who apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or other award covered by 31 U.S.C. 1352. Each tier must disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

Non-Supplanting Federal Funds.

Section 8 Housing Assistance Payments Program.

G. Privacy

Privacy Act of 1974, 5 U.S.C. 552a.

H. Washington State Laws and Regulations

1) Affirmative action, RCW 41.06.020 (11).

- 2) Boards of directors or officers of non-profit corporations – Liability - Limitations, RCW 4.24.264.
- 3) Disclosure-campaign finances-lobbying, Chapter 42.17 RCW.
- 4) Discrimination-human rights commission, Chapter 49.60 RCW.
- 5) Ethics in public service, Chapter 42.52 RCW.
- 6) Office of minority and women’s business enterprises, Chapter 39.19 RCW and Chapter 326-02 WAC.
- 7) Open public meetings act, Chapter 42.30 RCW.
- 8) Public records act, Chapter 42.56 RCW.
- 9) State budgeting, accounting, and reporting system, Chapter 43.88 RCW.

1.49. LICENSING, ACCREDITATION AND REGISTRATION

The Grantee shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Agreement.

1.50. LIMITATION OF AUTHORITY

Only the Authorized Representative or Authorized Representative’s designee by writing (designation to be made prior to action) shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clause or condition of this Agreement.

1.51. NONCOMPLIANCE WITH NONDISCRIMINATION LAWS

During the performance of this Agreement, the Grantee shall comply with all federal, state, and local nondiscrimination laws, regulations and policies. In the event of the Grantee’s non-compliance or refusal to comply with any nondiscrimination law, regulation or policy, this Agreement may be rescinded, canceled or terminated in whole or in part, and the Grantee may be declared ineligible for further Agreements with COMMERCE. The Grantee shall, however, be given a reasonable time in which to cure this noncompliance. Any dispute may be resolved in accordance with the “Disputes” procedure set forth herein.

1.52. POLITICAL ACTIVITIES

Political activity of Grantee employees and officers are limited by the State Campaign Finances and Lobbying provisions of Chapter 42.17 RCW and the Federal Hatch Act, 5 USC 1501 - 1508. No funds may be used for working for or against ballot measures or for or against the candidacy of any person for public office.

1.53. PROCUREMENT STANDARDS FOR FEDERALLY FUNDED PROGRAMS

A Grantee which is a local government or Indian Tribal government must establish procurement policies and procedures in accordance with OMB Circulars A-102, Uniform Administrative Requirements for Grants in Aid for State and Local Governments, for all purchases funded by this Agreement.

A Grantee which is a nonprofit organization shall establish procurement policies in accordance with OMB Circular A-110, Uniform Administrative Requirements for Grants and Agreements with Nonprofit Agencies, for all purchases funded by this Agreement.

The Grantee's procurement system should include at least the following:

A. A code or standard of conduct that shall govern the performance of its officers, employees, or agents engaged in the awarding of contracts using federal funds.

B. Procedures that ensure all procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition.

C. Minimum procedural requirements, as follows:

- 1) Follow a procedure to assure the avoidance of purchasing unnecessary or duplicative items.
- 2) Solicitations shall be based upon a clear and accurate description of the technical requirements of the procured items.
- 3) Positive efforts shall be made to use small and minority-owned businesses.
- 4) The type of procuring instrument (fixed price, cost reimbursement) shall be determined by the Grantee, but must be appropriate for the particular procurement and for promoting the best interest of the program involved.
- 5) Contracts shall be made only with reasonable subgrantees who possess the potential ability to perform successfully under the terms and conditions of the proposed procurement.
- 6) Some form of price or cost analysis should be performed in connection with every procurement action.
- 7) Procurement records and files for purchases shall include all of the following:
 - a) Grantee selection or rejection.
 - b) The basis for the cost or price.
 - c) Justification for lack of competitive bids if offers are not obtained.
 - d) A system for Agreement administration to ensure Grantee conformance with terms, conditions and specifications of this Agreement, and to ensure adequate and timely follow-up of all purchases.

D. Grantee and Subgrantee must receive prior approval from COMMERCE for using funds from this Agreement to enter into a sole source Agreement or an Agreement where only one bid or proposal is received when value of this Agreement is expected to exceed \$5,000.

Prior approval requests shall include a copy of proposed contracts and any related procurement documents and justification for non-competitive procurement, if applicable.

1.54. PROHIBITION AGAINST PAYMENT OF BONUS OR COMMISSION

The funds provided under this Grant shall not be used in payment of any bonus or commission for the purpose of obtaining approval of the application for such funds or any other approval or concurrence under this Grant provided, however, that the reasonable fees or bona fide technical consultant, managerial, or other such services, other than actual solicitation are not hereby prohibited if otherwise eligible as project costs.

1.55. PUBLICITY

The Grantee agrees not to publish or use any advertising or publicity materials in which the state of Washington or COMMERCE's name is mentioned, or language used from which the connection with the state of Washington's or COMMERCE's name may reasonably be inferred or implied, without the prior written consent of COMMERCE.

1.56. RECAPTURE

In the event that the Grantee fails to perform this Agreement in accordance with state laws, federal laws, and/or the provisions of this Agreement, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

1.57. RECORDS MAINTENANCE

The Grantee shall maintain all books, records, documents, data and other evidence relating to this Agreement and performance of the services described herein, including but not limited to accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. Grantee shall retain such records for a period of six years following the date of final payment. If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been finally resolved.

1.58. REGISTRATION WITH DEPARTMENT OF REVENUE

If required by law, the Grantee shall complete registration with the Washington State Department of Revenue.

1.59. RIGHT OF INSPECTION

At no additional cost all records relating to the Grantee's performance under this Agreement shall be subject at all reasonable times to inspection, review, and audit by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, in order to monitor and evaluate performance, compliance, and quality assurance under this Agreement. The Grantee shall provide access to its facilities for this purpose.

1.60. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Agreement and prior to normal completion, COMMERCE may terminate the Agreement under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Agreement may be amended to reflect the new funding limitations and conditions.

1.61. SEVERABILITY

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement that can be given effect without the invalid provision, if such remainder conforms to the requirements of law and the fundamental purpose of this Agreement and to this end the provisions of this Agreement are declared to be severable.

1.62. SUBCONTRACTING

The Grantee may only subcontract work contemplated under this Agreement if it obtains the prior written approval of COMMERCE.

If COMMERCE approves subcontracting, the Grantee shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Grantee to amend its subcontracting procedures as they relate to this Agreement; (b) prohibit the Grantee from subcontracting with a particular person or entity; or (c) require the Grantee to rescind or amend a subcontract.

Every subcontract shall bind the Subgrantee to follow all applicable terms of this Agreement. The Grantee is responsible to COMMERCE if the Subgrantee fails to comply with any applicable term or condition of this Agreement. The grantee shall appropriately monitor the activities of the Subgrantee to assure fiscal conditions of this Agreement. In no event shall the existence of a subcontract operate to release or reduce the liability of the Grantee to COMMERCE for any breach in the performance of the Grantee's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subgrantee's performance of the subcontract.

1.63. SURVIVAL

The terms, conditions, and warranties contained in this Agreement that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Agreement shall so survive.

1.64. TAXES

All payments accrued on account of payroll taxes, unemployment contributions, the Grantee's income or gross receipts, any other taxes, insurance or expenses for the Grantee or its staff shall be the sole responsibility of the Grantee

1.65. TERMINATION FOR CAUSE / SUSPENSION

In event COMMERCE determines that the Grantee failed to comply with any term or condition of this Agreement, COMMERCE may terminate the Agreement in whole or in part upon written notice to the Grantee. Such termination shall be deemed "for cause." Termination shall take effect on the date specified in the notice.

In the alternative, COMMERCE upon written notice may allow the Grantee a specific period of time in which to correct the non-compliance. During the corrective-action time period, COMMERCE may suspend further payment to the Grantee in whole or in part, or may restrict the Grantee's right to perform duties under this Agreement. Failure by the Grantee to take timely corrective action shall allow COMMERCE to terminate the Agreement upon written notice to the Grantee.

"Termination for Cause" shall be deemed a "Termination for Convenience" when COMMERCE determines that the Grantee did not fail to comply with the terms of the Agreement or when COMMERCE determines the failure was not caused by the Grantee's actions or negligence.

If the Agreement is terminated for cause, the Grantee shall be liable for damages as authorized by law, including, but not limited to, any cost difference between the original Agreement and the replacement Agreement, as well as all costs associated with entering into the replacement Agreement (i.e., competitive bidding, mailing, advertising, and staff time).

1.66. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Agreement, COMMERCE may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Agreement, in whole or in part. If this Agreement is so terminated, COMMERCE shall be liable only for payment required under the terms of this Agreement for services rendered or goods delivered prior to the effective date of termination.

1.67. TERMINATION PROCEDURES

After receipt of a notice of termination, except as otherwise directed by COMMERCE, the Grantee shall:

- A. Stop work under the Agreement on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities related to the Agreement;
- C. Assign to COMMERCE all of the rights, title, and interest of the Grantee under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts. Any attempt by the Grantee to settle such claims must have the prior written approval of COMMERCE, and
- D. Preserve and transfer any materials, Agreement deliverables and/or COMMERCE property in the Grantee's possession as directed by COMMERCE.

Upon termination of the Agreement, COMMERCE shall pay the Grantee for any service provided by the Grantee under the Agreement prior to the date of termination. COMMERCE may withhold any amount due as COMMERCE reasonably determines is necessary to protect COMMERCE against potential loss or liability resulting from the termination. COMMERCE shall pay any withheld amount to the Grantee if COMMERCE later determines that loss or liability will not occur.

The rights and remedies of COMMERCE under this section are in addition to any other rights and remedies provided under this Agreement or otherwise provided under law.

1.68. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Agreement unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

ATTACHMENT A: STATEMENT OF WORK

ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT SMALLER CITIES AND COUNTIES

Grant Recipient: **City of Bainbridge Island**

Contact Name: **Kelly Dickson**

Contact address, Email, Phone: **280 Madison Avenue North, Bainbridge Island, WA 98110
(206) 780-3725**

Project Summary:

This project will capitalize a loan loss reserve (or other credit enhancement(s) subject to advance approval by COMMERCE) to support the leverage of additional funds through a revolving loan program to make energy efficiency upgrades to residences. The project also includes Positive Energy home reports and electric vehicle charging station(s) that are capitalized through a separate contract.

SCOPE OF WORK

Activity/Tasks/Deliverables	Description	Start Date	End Date
Activity 1	Create a credit enhancement mechanism to provide eligible residents with access to affordable financing for energy efficiency upgrades to their homes. The City of Bainbridge Island is partnering with Kitsap County, Puget Sound Energy, and a local financial institution in developing an energy efficiency financing/loan loss reserve program.	2/1/2010	4/1/2012
Task 1.1	Prepare metrics for evaluation and performance monitoring, including: - Estimating average loan of \$6600, 15 residential loans projected - Energy savings - Financial savings - Leveraged funding - Jobs created - Emissions reduced	2/1/2010	3/1/2010
Task 1.2	Issue RFP for financial institutes to create financing mechanism (if necessary)	3/1/10	4/30/10
Task 1.3	Work with chosen financial institute to create energy efficiency financing/loan loss reserve program plan, including specific terms, criteria and qualifications. This shall be documented in a Grantee-Lender Agreement.	5/1/10	7/1/10
Performance Measure & Milestone Deadline	Grantee-Lender and Program Service Agreement submitted to and approved by Commerce		Within 90 days of execution of this agreement

Task 1.4	Conduct outreach to community through City website and <i>Bainbridge Island Energy Challenge</i> outreach program	6/1/2010	4/1/2012
Deliverables	Quarterly Progress Report to DOC	10/5/10	7/5/2012
Task 1.5	Financing institution begins accepting and processing loan applications.	9/1/2010	4/1/2012
Task 1.6	Evaluate energy efficiency financing/loan loss program on a quarterly basis using performance measures from Task 1.1. Adjust credit enhancement strategy as necessary based upon loan uptake record. Credit enhancements other than loan loss reserve will require advance approval by COMMERCE.	12/1/2010	4/1/2012
Performance Measure & Milestone Deadline	Credit enhancement (loan loss reserve or other) has generated \$100,000 in loans/private residential expenditures for energy efficiency improvements		12/31/2011
Deliverables	Annual reports to DOC.		Through term of contract
Deliverable 1.4	Final completion report to DOC		At 20 years from execution or upon completion of project

ATTACHMENT B: ESTIMATED BUDGET

Agreement Number: F10-52110-029

Project Name: Whatcom County Smaller Cities Credit Enhancement

GRANT TITLE:	EECBG - Energy Efficiency & Conservation Block Grant Program			
Fed. Grant No.	DE-EE0000849			
COM Point of Contact	Patti Miller-Crowley			
Funding TYPE	ARRA	X	EECBG Grant	X

PROJECT NAME:	Bainbridge Island Energy Challenge Credit Enhancement		
COM Agreement No.	F10-52110-016		
Applicant Name	City of Bainbridge Island		
Address	280 Madison Avenue North Bainbridge Island, WA 98110		
Sub-recieipient POC	ATTN:	Kelly Dickson, 206.780-3725	

		GRANT		MATCH		Total Costs
Categories	OBJ	EECBG	Fed	Kitsap EECBG		
Salaries and Wages	A					0.00
Benefits	B					0.00
Contractual	C					0.00
Goods And Services	E					0.00
(Supplies/Commodities)						
Travel	G					0.00
Capital Outlay	JH					0.00
*Equipment-Capitalized	J (Other)					0.00
**Other - Loan Loss Reserve		\$100,000.00		\$250,000.00		\$350,000.00
Total Direct Costs		\$100,000.00		\$250,000.00		\$350,000.00
*** (opt) Admin. Support Costs						
Method 1 - as % of direct costs OR	0.0%			0.00		0
Method 2 - as a hard cost entry						0
Total Admin Costs						0
Total All Costs		\$ 100,000		250,000.00		690000
Percentage (Total Contract)		29%		71%		100.00%
TOTAL MATCH:						250,000.00 71%

ATTACHMENT C: ADDITIONAL PROVISIONS UNDER THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009

Public Law 111-5

1. American Recovery and Reinvestment Act of 2009 Reporting Requirements; Section 1512(c) of the American Recovery & Reinvestment Act

Grantee acknowledges and agrees that the American Recovery and Reinvestment Act of 2009, hereinafter "American Recovery & Reinvestment Act" places great emphasis on accountability and transparency in the use of taxpayer dollars. Among other things, it creates a new Recovery Accountability and Transparency Board and a new website -- Recovery.gov -- to provide information to the public, including access to detailed information on grants and contracts made with American Recovery & Reinvestment Act funds.

COMMERCE, as a recipient of American Recovery & Reinvestment Act funds, must comply with the American Recovery & Reinvestment Act's extensive reporting requirements, including quarterly financial and programmatic reporting due within 10 calendar days after the end of each calendar quarter.

COMMERCE will require periodic reports from its sub-recipients in order to fulfill its reporting obligations. Grantees receiving American Recovery & Reinvestment Act funds may expect that a standard form(s) and/or reporting mechanism will be made available at a future date.

Grantee agrees to provide to COMMERCE all reports, documentation, or other information, as may be required by COMMERCE to meet reporting obligations under the American Recovery & Reinvestment Act. Grantee's receipt of funds is contingent on Grantee meeting the reporting requirement of Section 1512.

Additional instructions and guidance regarding the required reporting will be provided as they become available. For planning purposes, however, Grantees receiving American Recovery & Reinvestment Act funds should be aware that American Recovery & Reinvestment Act section 1512(c) provides:

Recipient Reports- Not later than 10 days after the end of each calendar quarter, each recipient that received recovery funds from a Federal agency shall submit a report to that agency that contains—

- (1) The total amount of recovery funds received from that agency;
- (2) The amount of recovery funds received that were expended or obligated to projects or activities; and
- (3) A detailed list of all projects or activities for which recovery funds were expended or obligated, including:
 - (a) The name of the project or activity;
 - (b) A description of the project or activity;
 - (c) An evaluation of the completion status of the project or activity;
 - (d) An estimate of the number of jobs created and the number of jobs retained by the project or activity; and
 - (e) For infrastructure investments made by State and local governments, the purpose, total cost, and rationale of the agency for funding the infrastructure investment with funds made available under this Act, and name of the person to contact at the agency if there are concerns with the infrastructure investment.
- (4) Detailed information on any subcontracts or subgrants awarded by the recipient to include the data elements required to comply with the Federal Funding Accountability and Transparency Act of 2006 (Public Law 109-282), allowing aggregate reporting on awards below \$25,000 or to individuals, as prescribed by the Director of the Office of Management and Budget.

2. Section 1512 of the American Recovery & Reinvestment Act: Registration with Central Lender Registration (CCR)

Recipients of funds under the American Recovery & Reinvestment Act shall register with the Central Lender Registration (CCR) database at www.ccr.gov. This ensures consistent reporting of data about each entity and thereby makes data more useful to the public. In order to register in CCR, a valid Data Universal Numbering System (DUNS) Number is required and should be inserted in Box # 13 of the Face Sheet of this Agreement.

3. Section 1602 of the American Recovery & Reinvestment Act: Preference for Quick-Start Activities (if applicable)

Section 1602 of the American Recovery & Reinvestment Act provides:

In using funds made available in this Act for infrastructure investment, recipients shall give preference to activities that can be started and completed expeditiously, including a goal of using at least 50 percent of the funds for activities that can be initiated not later than 120 days after the date of the enactment of this Act. Recipients shall also use grant funds in a manner that maximizes job creation and economic benefit.

3. Section 1604 of the American Recovery & Reinvestment Act: Limit on Funds

Section 1604 of the American Recovery & Reinvestment Act provides:

None of the funds appropriated or otherwise made available in this Act may be used by any State or local government, or any private entity, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

4. Required Use of American Iron, Steel, and Manufactured Goods—Section 1605 of the American Recovery & Reinvestment Act

Section 1605 of the American Recovery & Reinvestment Act provides:

Use of American Iron, Steel, and Manufactured Goods.

(a) None of the funds appropriated or otherwise made available by this Act may be used for a project for the construction, alteration, maintenance, or repair of a **public building** or **public work** unless all of the iron, steel, and manufactured goods used in the project are produced in the United States.

(b) Subsection (a) shall not apply in any case or category of cases in which the head of the Federal department or agency involved finds that:

- (1) applying subsection (a) would be inconsistent with the public interest;
- (2) iron, steel, and the relevant manufactured goods are not produced in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or
- (3) inclusion of iron, steel, and manufactured goods produced in the United States will increase the cost of the overall project by more than 25 percent.

(c) If the head of a Federal department or agency determines that it is necessary to waive the application of subsection (a) based on a finding under subsection (b), the head of the department or agency shall publish in the Federal Register a detailed written justification as to why the provision is being waived.

(d) This section shall be applied in a manner consistent with United States obligations under international agreements.

Grantee shall comply with Section 1605 of the American Recovery & Reinvestment Act unless compliance has been waived by the Federal Agency providing the funds and when compliance with the American Recovery & Reinvestment Act does not conflict with an international trade agreement.

Grantee shall provide COMMERCE with information and applicable supporting data as may be required by COMMERCE, to support any request for waiver of compliance with Section 1605 of the American Recovery & Reinvestment Act.

Contracts for the procurement of goods and services in the amount of \$528,000 or more and for constructions services in the amount of \$7,443,000 or more are covered by an international trade agreement and are therefore not subject to Section 1605.

If this Agreement involves an award of American Recovery & Reinvestment Act funds for construction, alteration, maintenance of a public building or public work that does not involve iron, steel, and/or manufactured goods covered under international trade agreements, the following provision applies:

(a) Definitions. As used in this award term and condition:

“Manufactured good” means a good brought to the construction site for incorporation into the building or work that has been:

- (1) Processed into a specific form and shape; or
- (2) Combined with other raw material to create a material that has different properties than the properties of the individual raw materials.

“Public building” and “public work” means a public building of, and a public work of, a governmental entity (the United States; the District of Columbia; commonwealths, territories, and minor outlying islands of the United States; State and local governments; and multi-State, regional, or interstate entities which have governmental functions). These buildings and works may include, without limitation, bridges, dams, plants, highways, parkways, streets, subways, tunnels, sewers, mains, power lines, pumping stations, heavy generators, railways, airports, terminals, docks, piers, wharves, ways, lighthouses, buoys, jetties, breakwaters, levees, and canals, and the construction, alteration, maintenance, or repair of such buildings and works.

“Steel” means an alloy that includes at least 50 percent iron, between .02 and 2 percent carbon, and may include other elements.

(b) Domestic preference.

- (1) This award term and condition implements Section 1605 of the American Recovery & Reinvestment Act of 2009 by requiring that all iron, steel, and manufactured goods used in the project are produced in the United States except as provided in paragraph (b)(3) and (b)(4) of this term and condition.

- (2) This requirement does not apply to the material excepted by Federal Government.

- (3) The award official may add other iron, steel, and/or manufactured goods to the list in paragraph (b)(2) of this term and condition if the Federal Government determines that:

- (i) The cost of the domestic iron, steel, and/or manufactured goods would be unreasonable. The cost of domestic iron, steel, or manufactured goods used in the project is unreasonable when the cumulative cost of such material will increase the cost of the overall project by more than 25 percent;

- (ii) The iron, steel, and/or manufactured good is not produced, or manufactured in the United States in sufficient and reasonably available quantities and of a satisfactory quality; or

- (iii) The application of the restriction of section 1605 of the American Recovery & Reinvestment Act would be inconsistent with the public interest.

(c) Request for determination of inapplicability of Section 1605 of the American Recovery & Reinvestment Act.

- (1)(i) Any recipient request to use foreign iron, steel, and/or manufactured goods in accordance with paragraph (b)(3) of this term and condition shall include adequate information for Federal Government evaluation of the request, including—

- (A) A description of the foreign and domestic iron, steel, and/or manufactured goods;

- (B) Unit of measure;

- (C) Quantity;
 - (D) Cost;
 - (E) Time of delivery or availability;
 - (F) Location of the project;
 - (G) Name and address of the proposed supplier; and
 - (H) A detailed justification of the reason for use of foreign iron, steel, and/or manufactured goods cited in accordance with paragraph (b)(3) of this term and condition.
- (ii) A request based on unreasonable cost shall include a reasonable survey of the market and a completed cost comparison table in the format in paragraph (d) of this term and condition.
 - (iii) The cost of iron, steel, and/or manufactured goods material shall include all delivery costs to the construction site and any applicable duty.
 - (iv) Any recipient request for a determination submitted after American Recovery & Reinvestment Act funds have been obligated for a project for construction, alteration, maintenance, or repair shall explain why the recipient could not reasonably foresee the need for such determination and could not have requested the determination before the funds were obligated. If the recipient does not submit a satisfactory explanation, the award official need not make a determination.
- (2) If the Federal government determines after funds have been obligated for a project for construction, alteration, maintenance, or repair that an exception to section 1605 of the American Recovery & Reinvestment Act applies, the award official will amend the award to allow use of the foreign iron, steel, and/or relevant manufactured goods. When the basis for the exception is nonavailability or public interest, the amended award shall reflect adjustment of the award amount, redistribution of budgeted funds, and/or other actions taken to cover costs associated with acquiring or using the foreign iron, steel, and/or relevant manufactured goods. When the basis for the exception is the unreasonable cost of the domestic iron, steel, or manufactured goods, the award official shall adjust the award amount or redistribute budgeted funds by at least the differential established in 2 CFR 176.110(a).
 - (3) Unless the Federal Government determines that an exception to section 1605 of the American Recovery & Reinvestment Act applies, use of foreign iron, steel, and/or manufactured goods is noncompliant with section 1605 of the American Recovery and Reinvestment Act.
- (d) Data. To permit evaluation of requests under paragraph (b) of this term and condition based on unreasonable cost, the Recipient shall include the following information and any applicable supporting data based on the survey of suppliers:

FOREIGN AND DOMESTIC ITEMS COST COMPARISON			
Description	Unit of Measure	Quantity	Cost (Dollars)*
Item 1:			
Foreign steel, iron, or manufactured good	_____	_____	_____
Domestic steel, iron, or manufactured good			
Item 2:			
Foreign steel, iron, or manufactured good			
Domestic steel, iron or manufactured good			

[List name, address, telephone number, email address, and contact for suppliers surveyed.]
[Attach copy of response; if oral, attach summary.]
[Include other applicable supporting information.]
[*Include all delivery costs to the construction site.]

5. Wage Rate Requirements under Section 1606 of the American Recovery & Reinvestment Act – Davis-Bacon Act

All laborers and mechanics employed by grantees and subgrantees on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to the American Recovery & Reinvestment Act, shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (Davis-Bacon Act). With respect to the labor standards specified in this section, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan numbered 14 of 1950 (64 Stat. 1267, 5 U.S.C. App.) and section 3145 of title 40 United States Code. See U.S. Department of Labor, Wage and Hour Division website at <http://www.dol.gov/esa/whd/contracts/dbra.htm> . Wage determinations can be found at <http://www.wdol.gov>.

The Grantee shall include this provision and require this provision to be contained in all subcontracts for work performed under this Agreement.

The work performed by this Agreement may also be subject to the State's prevailing wage laws, Chapter 39.12 RCW. The Grantee is advised to consult with the Washington State Department of Labor and Industries to determine the prevailing wages that must be paid.

6. Non-supplanting of State and Local Funds

Grantees must use federal funds to supplement existing State and local funds for program activities and must not replace (supplant) State or local funds that they have appropriated or allocated for the same purpose. Potential supplanting will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties. For additional guidance regarding supplanting, refer to the information provided at <http://www.ojp.usdoj.gov/recovery/supplantingguidance.htm>.

7. Protection of Whistleblowers

Prohibition on Reprisals: An employee of any non-Federal employer receiving covered funds under the American Recovery & Reinvestment Act may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing, including a disclosure made in the ordinary course of an employee's duties, to the Accountability and Transparency Board, an inspector general, the Comptroller General, a member of Congress, a State or Federal regulatory or law enforcement agency, a person with supervisory authority over the employee (or other person working for the employer who has the authority to investigate, discover or terminate misconduct,) a court or grant jury, the head of a Federal agency, or their representatives information that the employee believes is evidence of:

- Gross mismanagement of an agency agreement, contract or grant relating to covered funds;
- Gross waste of covered funds;
- Substantial and specific danger to public health or safety related to the implementation or use of covered funds;
- Abuse of authority related to the implementation or use of covered funds; or

- Violation of law, rule, or regulation related to an agency agreement (including the competition for or negotiation of a contract) or grant, awarded or issued relating to covered funds.

Any employer receiving covered funds shall post notice of the rights and remedies provided under this section. The recommended written notice is attached as “Know Your Rights under the American Recovery & Reinvestment Act.” The Grantee shall require this provision in contracts with all contractors, subcontractors, engineers, vendors, and any other entity for work or services listed in Attachment A: Scope of Work.

Any employer receiving ARRA funds shall post notice of the rights and remedies provided under this section.

8. Listing American Recovery & Reinvestment Act Jobs with the Washington State Employment Security Department

This Agreement is funded with federal stimulus funds (under the American Recovery & Reinvestment Act), which has strict reporting requirements for funds spent and jobs created or retained. All job openings created by the Grantee for this project must be listed with the WorkSource system (an affiliate of the Employment Security Department) before hiring; all hiring decisions also must be reported to WorkSource. In addition, all Subgrantees hired by the Grantee also must be required to list jobs and report hiring results to WorkSource. Existing Grantee or Subgrantee employees who are retained using funds from this project also must be reported to WorkSource.

WorkSource will pre-screen and refer qualified job candidates for the Grantee’s or Subgrantee’s consideration. The Grantee and Subgrantee also have the discretion to use other, additional recruitment systems and retain the right to make all hiring decisions.

To begin the listing and reporting process, contact the Employment Security Department ARRA Business Unit at 877-453-5906 (toll-free), 360-438-4849, or ARRA@esd.wa.gov.

INSTRUCTIONS ON HOW TO LIST AMERICAN RECOVERY & REINVESTMENT ACT JOBS WITH THE EMPLOYMENT SECURITY DEPARTMENT WORKSOURCE SYSTEM

How to list ARRA jobs with the Employment Security (ESD) WorkSource system

To help with the increased transparency and accountability that are required under the American Recovery & Reinvestment Act (ARRA), ESD's ARRA Business Unit will be the central point of contact for state agencies and their contractors for listing and tracking ARRA-funded jobs.

Step 1: State agencies notify ESD about ARRA-funded contracts

Within 2 days after awarding an ARRA-funded contract, state agencies should provide the following information to Employment Security's ARRA Business Unit:

- Name, phone number and address of contractor
- Title or short description of the contract

Report this information to ESD's ARRA Business Unit at ARRA@esd.wa.gov, 877-453-5906 (toll-free) or 360-438-4849. (Employment Security will use the information to verify that contractors comply with the requirement stated in Step 2.)

Step 2: List ARRA-funded jobs with ESD's WorkSource system

State agencies, contractors and sub-contractors should contact the ARRA Business Unit to begin the process of listing their ARRA-funded jobs with the WorkSource system. The ARRA Business Unit may be reached at 877-453-5906 (toll-free), 360-438-4849 or ARRA@esd.wa.gov.

Here's what we'll do with the information: The ARRA Business Unit will relay the information to a business outreach lead at a WorkSource office in the employer's community. The business outreach lead will contact the employer to obtain the information necessary to list the job/s (create a "job order"), and to discuss the employer's recruitment needs and the services available through WorkSource.

The WorkSource business outreach lead will search the agency's database for qualified applicants (based on job-skill requirements), screen potential applicants, and refer selected candidates to the employer for consideration. (Employers retain the right to use other or additional recruitment systems, and they make all hiring decisions.)

Step 3: Report hiring information

After completing the hiring process, the employer should contact the WorkSource business outreach lead to "close" the job order and provide the following information:

- Job title
- Number of people hired
- Starting wage and hours

This information will be used in reports and status updates to the governor, the federal government and the public.



Frequently asked questions for ARRA employers

Q1. What services can I get when I list jobs with WorkSource?

- A.** WorkSource staff screens and refers job seekers based on how well their skills meet your job requirements. The screening is done broadly or narrowly, depending on how many people you want to interview.

WorkSource also can help you with free job advertising, pay-rate information, tax credits and information on employment laws and regulations. We're committed to helping your business succeed.

Q2. What screening and assessment of skills does WorkSource conduct?

- A.** We conduct a variety of screening and assessment. Contact your local WorkSource center to ask what assessment services are provided.

Q3. If the position requires a certain skill level, can WorkSource test applicants for math and reading levels or typing speed?

- A.** WorkSource staff will pre-screen applicants based on the qualifications that you need. Ask your WorkSource staff person about their ability to assess certain skills required for the position.

Q4. Can we conduct interviews at WorkSource?

- A.** You can use space at WorkSource for mass application sessions, one-on-one interviews, or even group orientations. Contact your local WorkSource to check availability.

Q5. What is the anticipated hiring time?

- A.** We recommend you plan ahead (7-10 days), although you may hire when you choose. The job will be listed for you right away.

Q6. What if WorkSource doesn't have job seekers with the skills and abilities that match our needs?

- A.** WorkSource staff will look first for qualified local applicants. If no one is available, then the search is expanded to include other areas to see if applicants are willing to commute or relocate. During this recession, there is an unprecedented pool of qualified applicants. Our matching system has the unique capabilities to match skilled job seekers with available jobs.

Q7. Is WorkSource able to coordinate job fairs or hiring events?

- A.** Yes, WorkSource often coordinates large job fairs and targeted hiring events. Your local WorkSource staff can arrange the details such as date, availability of space, and the amount of time they need to help coordinate your hiring event.
- Q8. Do I have to list jobs and report hiring information to WorkSource?**
- A.** Yes. Even if you hire someone who already works for you in a different position, report the hire for contract requirements.
- Q9. Can I list my job opening with other sources like temp agencies or run a classified ad in the newspaper at the same time?**
- A.** You may recruit as broadly as you like. Just remember that a requirement of your contract is to post contract-funded job openings with your WorkSource business representative and report all hiring information.
- Q10. What information is being tracked by WorkSource?**
- A.** WorkSource tracks information about jobs listed, job candidates referred and the job openings filled.
- Q11. Who is the information being provided to?**
- A.** Participation and performance information is provided by the Employment Security Department to the U.S. Department of Labor. It also is being reported to the Governor, who is required by the federal Office of Management and Budget to report about jobs preserved and created during the recession.
- Q12. How long after placing the job order with WorkSource will it take before I can interview applicants?**
- A.** It could happen the same day if there are interested, qualified job seekers who apply right away. Typically, it may take a few days.
- Q13. What if I already have a job candidate (or a list of candidates), why do I have to list my jobs with WorkSource?**
- You can hire anyone you want, but you need to report it to us. Listing your stimulus-funded jobs with WorkSource enables us to track how many jobs are created and filled. We will relay the information to the governor and the federal government, who are documenting the effects of the stimulus funding.

**ATTACHMENT D:
CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND
OTHER RESPONSIBILITY MATTERS**



The prospective participant certifies to the best of its knowledge and belief that it and the principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction: violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
- (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be ground for rejection of this proposal or termination of the award. In addition, under 18 USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

Brenda Bauer 9.2.10

Print Name

Date

☐

I am unable to certify to the above statements. My explanation is attached.

**ATTACHMENT E:
PROGRAMMATIC AGREEMENT BETWEEN THE UNITED STATES
DEPARTMENT OF ENERGY, THE WASHINGTON STATE
DEPARTMENT OF COMMERCE AND THE WASHINGTON STATE
HISTORIC PRESERVATION OFFICE REGARDING EECBG, AND
WAP UNDERTAKINGS**

This attachment includes the following:

1. Letter dated May 24, 2010, from Tony Usibelli, Director, Washington State Energy Office, Department of Commerce.
2. The Programmatic Agreement between the United States Department of Energy, the Washington State Department of Commerce and the Washington State Historic Preservation Office Regarding EECBG, and WAP Undertakings, dated February 5, 2010.



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

906 Columbia St SW • PO Box 43173 • Olympia, Washington 98504-3173 • (360) 725-3122

DATE: May 24, 2010

TO: EECBG, SEP, & Sub-Award Recipients with projects in unspecified locations/buildings

FROM: Tony Usibelli, Director, Washington State Energy Office *Tony Usibelli*

We are providing you with a copy of the Programmatic Agreement between Washington State Department of Commerce, the Department of Archaeology & Historic Preservation and the Department of Energy Northwest. This agreement was developed to more efficiently and effectively fulfill the requirements of Section 106 of the National historic Preservation Act, 16 U.S.C. 470f (NAHP) and its implementing regulations at 36 CFR part 800.

One of Commerce's roles and responsibilities under this agreement is to ensure that the provisions of the Programmatic Agreement apply to sub-awards for the DOE grants we administer. However, some sub-awards, such as yours, will be funding activities not specifically identified by location or will expend federal funds many years into the future. Examples include proposed weatherization for low-income households within a given community or establishing a revolving loan to provide energy efficiency upgrades for commercial and residential buildings.

In these cases this responsibility rests with you as a sub-recipient to ensure Section 106 compliance. Appendix A and Appendix B, Category 1 of the Programmatic Agreement identify undertakings and procedures with no potential to cause effects on historic properties. Appendix B, Category 2 identifies standards that if practiced and reviewed by a Qualified Professional (as set forth in 36 CFR, Part 61, appendix A) will avoid adverse effects on historic properties. Finally Attachment A identifies standard mitigation measures for activities that would cause adverse effect(s). Please call your Program Manager for work that falls under Appendix B, Category 2 or Attachment A.

You may wish to incorporate all or portions of this agreement into contracts of these kind of work/activities that are funded by Energy Efficiency Conservation Block Grant (EECBG) and State Energy Planning (SEP). Likewise you may wish to pre-determine specific activities that will be funded for eligible historic (50+ years old) properties. If you have questions



STATE OF WASHINGTON
DEPARTMENT OF COMMERCE

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or would like to discuss options further, please contact the Commerce
Program Manager for your sub-award.

**PROGRAMMATIC AGREEMENT
BETWEEN
THE UNITED STATES DEPARTMENT OF ENERGY, THE WASHINGTON STATE
DEPARTMENT OF COMMERCE AND
THE WASHINGTON STATE HISTORIC PRESERVATION OFFICE
REGARDING EECBG, SEP AND WAP UNDERTAKINGS
February 5, 2010**

WHEREAS, the United States Department of Energy (DOE) administers the following financial assistance programs: *the Energy Efficiency and Conservation Block Grant Program* under the Energy Independence and Securities Act of 2007 (EECBG); *the State Energy Plan* under the Energy Policy and Conservation Act of 1975 and the State Energy Efficiency Programs Improvement Act of 1990 (SEP); and *the Weatherization Assistance Program (WAP)* for Low-Income Persons under Title IV of the Energy Conservation and Production Act, the Energy Policy Act of 2005, the Energy Independence and Security Act of 2007, and the American Recovery and Reinvestment Act of 2009 (ARRA); collectively referred to as the "Programs";

WHEREAS, the unprecedented levels of funding available to the Programs, due in large measure to ARRA, has created a large volume of projects requiring expedited historic preservation reviews to ensure the timely obligation of funds, that create new jobs, and improve local and state economies;

WHEREAS, the Washington State Historic Preservation Officer (SHPO) and Director of the Washington Department of Archeology and Historic Preservation (DAHP) is experiencing unprecedented numbers of requests for historic preservation review of undertakings funded by all Federal Agencies, including undertakings funded by the Programs;

WHEREAS, the Washington Department of Commerce (Recipient) is receiving financial assistance from DOE to carry out the Programs;

WHEREAS, the projects funded by the Programs are undertakings subject to review under Section 106 of the National Historic Preservation Act, 16 U.S.C 470f (NHPA) and its implementing regulations at 36 CFR part 800 and include rehabilitation, energy efficiency retrofits, renewables, and weatherization (undertakings);

WHEREAS, DOE has determined that these undertakings may adversely affect properties that are listed in or eligible for listing in the National Register of Historic Places (National Register) and subject to the requirements of the National Historic Preservation Act (NHPA);

WHEREAS, in accordance with 36 CFR 800.14(b)(4), the Advisory Council on Historic Preservation (the ACHP) has designated this Agreement as a Prototype Programmatic Agreement (PA), which does not require the participation or signature of the ACHP;

WHEREAS, DOE, the ACHP, and the National Conference of State Historic Preservation Officers (NCSHPO) have determined that the requirements of Section 106 can be more effectively and efficiently fulfilled if a programmatic approach is used to stipulate roles and responsibilities, exempt undertakings from Section 106 review, establish tribal protocols, facilitate identification and evaluation of historic properties, establish treatment and mitigation measures, and streamline the resolution of adverse effects;

WHEREAS, by memorandum dated August 28, 2009 (attached as Appendix C), DOE delegated certain tasks necessary for compliance with Section 106 of the NHPA to grantees and sub-grantees of funding from the Programs (Recipients);

WHEREAS, according to the August 28, 2009 memorandum, the Recipients are authorized, to initiate Section 106 compliance in accordance with 36 CFR 800.2 (c)(4);

WHEREAS, the undertakings covered under this PA are not located on Tribal lands and are primarily smaller scale activities and routine projects, without the potential for adversely affecting historic properties, rather than complex undertakings with a greater potential to adversely affect historic properties, which would require completion of the typical Section 106 review process;

WHEREAS, DOE and the ACHP were guided by the principles set forth in the ACHP's Affordable Housing Policy statement, adopted on November 9, 2006, in negotiating this Programmatic Agreement upon which this PA is based;

NOW, THEREFORE, DOE, the Washington Department of Commerce and the Washington SHPO agree that the Programs shall be administered in accordance with the following stipulations to satisfy DOE's Section 106 responsibilities for all individual undertakings of the Programs:

STIPULATIONS

DOE, the Recipient, and the SHPO shall ensure that the following stipulations are carried out:

- I. Roles and Responsibilities
 - A. DOE shall be responsible for providing oversight of the PA, executing PAs with SHPOs, participating in the resolution of disputes between the SHPO and the Recipient, and providing technical assistance and guidance as needed. DOE shall be responsible for government-to-government consultation with Indian tribes, unless the Indian tribe agrees to the delegation of this responsibility to a Recipient.
 - B. The Recipient shall be responsible for consulting with consulting parties and conducting Section 106 reviews in a timely manner, preparing documentation for the SHPO and DOE, and maintaining records on undertakings. Undertakings that involve properties greater than 45 years old and are not listed on either Appendices A or B shall be submitted to the SHPO for review in accordance with this agreement.
 - C. Recipient shall ensure that the provisions of this PA apply to its sub-awards.

- D. The Recipient is encouraged to use qualified professionals in conducting their Section 106 requirements.
- E. The SHPO shall be responsible for reviewing project documentation and participation in consultation as set forth in this PA.
- F. The ACHP shall be responsible for providing technical guidance, participating in dispute resolutions if appropriate, and monitoring the effectiveness of this PA.

II. Tribal Review

- A. Execution of this PA presumes that DOE will conduct its government-to-government responsibilities with federal recognized Indian tribes or its Section 106 consultation requirements with Native Hawaiian Organizations (NHO) consistent with Federal laws and regulations. The Recipient shall not substitute for DOE in matters related to potential effects on historic properties of cultural and religious significance to Indian tribes, except with the concurrence of the Indian tribe or NHO.
- B. DOE acknowledges that Indian tribes possess special expertise in assessing the National Register eligibility of properties with tribal religious and cultural significance, and requires the Recipient to consult with them, as appropriate, in identifying historic properties listed in or eligible for listing in the Area of Potential Effect (APE) of program areas.
- C. If the Recipient notifies DOE that an undertaking may result in an adverse effect on cultural resources with tribal religious and cultural significance, DOE shall notify Indian tribes of individual undertakings that may result in an adverse effect on cultural resources with tribal religious and cultural significance and invite them to participate in consultations. Indian tribes and the Recipient may develop a bi-party agreement that outlines their review procedures for undertakings covered in a PA. Such agreements will be submitted to DOE for review and approval, and a copy sent to the ACHP for its records.

III. State Interagency Agreements

The Recipient may review an undertaking in accordance with the terms of an interagency agreement, in lieu of the other terms of this PA, if:

- A. The interagency agreement was executed by the Recipient and the SHPO on or before February 5, 2010, and will be executed no later than February 19, 2010;
- B. The Recipient and SHPO both agree through execution of this PA that the interagency agreement applies to the undertaking and provides a historic preservation review process that is similar to that provided by the other terms of this PA; and
- C. DOE does not object to the use of the interagency agreement to fulfill the requirements of Section 106 of the NHPA for the undertakings.

IV. Exemptions from Section 106 review

- A. The Recipient shall not submit to the SHPO undertakings listed in Appendices A or B as they do not have the potential to cause effects on historic properties even when historic properties may be present. The Recipient and the SHPO may agree to modify Appendix A and/or Appendix B, with advance notification of such modifications to the ACHP and DOE. Recipient will maintain file records with verification that undertakings were determined to be exemptions for a period of three (3) years from

project completion and make them available for review if requested by DOE or the ACHP.

- B. If a property has been determined to be ineligible for inclusion in the National Register within the last five (5) years from the date the Recipient made its application for DOE financial assistance, then no further review is required under this PA.
- C. Recipients of any of the Programs may utilize either Appendix A or Appendix B in identifying exempt undertakings, regardless of whether the Exhibit on which the undertaking relates to another federally funded program.

V. Review Procedures for Non-exempt Undertakings

- A. *For undertakings not exempted under Stipulation III or IV, if the Recipient has an executed Section 106 Agreement per 36 CFR part 800 for Community Development Block Grants (CDBG) with the SHPO that 1) is still in effect; 2) covers the same undertakings as the DOE grant programs; and 3) is up to date with reporting to the SHPO, no separate Section 106 review is needed.*
- B. Otherwise, the Recipient shall review the undertaking in accordance with Stipulations VI through X below, or consistent with SHPO approved historic preservation protocols. The Recipient and/or sub-grantees may make use of the DAHP EZ 1, EZ 2, and EZ 3 form series to aid in fulfilling its Identification, Evaluation, and Treatment consultation requirements as described in Stipulations VI and VII.

VI. Identification and Evaluation

- A. The Recipient shall establish the Area of Potential Effect (APE) for all program undertakings defined in the DOE grant agreement for the State.
- B. The Recipient shall complete the identification and evaluation of historic properties utilizing existing information including the National Register, state surveys, and county and local surveys. In addition, the Recipient and SHPO may use or develop protocols with 36 CFR Section 800.4 for the review of consensus determinations of eligibility.
- C. The Recipient shall consult with Indian tribes or NHOs to determine if there are historic properties of religious or cultural significance that were not previously identified or considered in surveys or related Section 106 reviews, as appropriate.
- D. Archaeology surveys are required only for new ground disturbing project undertakings and shall be limited in scope subject to the concurrence of Indian tribes or NHOs that may attach religious or cultural significance to historic properties in the project area. Project undertakings requiring more than minimal ground disturbance shall be forwarded to the SHPO and THPOs or Indian tribes or NHOs concurrently for review.
- E. In order to avoid potential delays, prior to initiating undertakings the SHPO may review the Recipient's scopes of work for above ground surveys and archaeology surveys that are deemed necessary to administer the Recipient's Programs and to implement the terms of this PA.
- F. The Recipient shall refer disputes regarding determinations of eligibility to DOE for review and referral to the Keeper of the National Register in accordance with 800.4(c)(2).

VII. Treatment of Historic Properties

- A. When the Recipient and the SHPO concur that an undertaking is designed and planned in accordance with the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (36 CFR Part 68, July 12, 1995 *Federal Register*) (Standards), that undertaking will not be subject to further Section 106 review.
- B. The Recipient and SHPO will make best efforts to expedite reviews through a finding of "No Adverse Effect with conditions" when the Recipient and the SHPO concur that plans and specifications or scopes of work can be modified to ensure adherence to the Standards. If the undertaking cannot meet the Standards or would otherwise result in an adverse effect to historic properties, the Recipient will proceed in accordance with Stipulation VIII.

VIII. Resolution of Adverse Effects

- A. The Recipient shall consult with the SHPO, and Indian tribes or NHOs as appropriate, to resolve adverse effects. The Recipient will notify DOE of the pending consultation, and DOE will participate through its designated representative.
- B. The Recipient may use standard stipulations included in Attachment A of this PA, or as negotiated as part of this PA between the SHPO and the Recipient, or if the project warrants, use of an alternate PA due to the complexity of the project activity.
- C. Consultation shall be coordinated to be concluded in 45-days or less to avoid the loss of funding. In the event the consultation extends beyond this period, DOE shall formally invite the ACHP to participate in consultation. The ACHP will consult with DOE regarding the issues and the opportunity to negotiate a Memorandum of Agreement (MOA). The purpose of this MOA is to avoid, minimize, or mitigate the adverse effect of the project on historic properties. Within seven (7) days after notification, the ACHP will enter consultation and provide its recommendation for either concluding the Section 106 review through an MOA or Chairman's comment from the ACHP to the Secretary of DOE within 21 days.
- D. In the case of an ACHP Chairman comment, DOE may proceed once DOE provides its response to the ACHP.

IX. Emergency Situation Undertakings

- A. When an emergency undertaking is required for historic properties associated with the undertakings, the Recipient shall allow the SHPO five (5) business days to respond, if feasible. Emergencies exist when there is a need to eliminate an imminent threat to health and safety of residents as identified by local or County building inspectors, fire department officials, or other local or County officials.
 - 1. The Recipient shall forward documentation to the SHPO for review immediately upon notification that an emergency exists. Documentation should include a) nature of the emergency; b) the address of the historic property involved; c) photographs showing the current condition of the building; and d) the time-frame allowed by local officials to respond to, or correct, the emergency situation.
 - 2. The Recipient shall consider mitigation measures recommended by the SHPO and implement them, if feasible.

- X. Public and Consulting Party Involvement
- A. The Recipient shall maintain a list of undertakings and shall make the documentation available to the public. The Recipient shall notify the SHPO if its notified of other consulting parties or public interest in any undertakings covered under the terms of the PA.
 - B. The Recipient, independently or at the recommendation of the SHPO, may invite interested persons to participate as consulting parties in the consultation process for adverse effects in accordance with Stipulations VI, VII, and VIII.
- XI. Administrative Coordination
- A. The Recipient, in consultation with the SHPO, may develop procedures allowing for the use of local reviews conducted by Certified Local Governments (CLG) when such procedures avoid the duplication of efforts.
 - B. The Recipient, in consultation with the SHPO, may determine that an undertaking has already been reviewed under an existing Section 106 effect determination or agreement document, then no further Section 106 review under this PA is required.
 - C. The SHPO shall provide comments to the Recipient within thirty (30) days, unless otherwise agreed upon by the SHPO and the Recipient, for reviews required under the terms of this PA with the exception of emergency undertakings. In the event that the SHPO fails to comment within the established period, the Recipient can assume the SHPO has concurred, and proceed.
 - D. The Recipient shall advise sub-grantees in writing of the provisions in Section 110 (k) of the Act and will advise the sub-grantees that Section 106 reviews may be compromised when project undertakings are initiated prematurely.
 - E. The SHPO and the Recipient shall make every effort to expedite Section 106 reviews for a period of less than the 30-day review when consistent with the terms of the DOE grant agreements and the Recipient intends to utilize the services of qualified professionals.
 - F. For projects that will require either an Environmental Assessment or an Environmental Impact Statement under the National Environmental Policy Act (NEPA), nothing contained in this PA shall prevent or limit the Recipient and DOE from utilizing the procedures set forth in 36 CFR 800.8 to coordinate and conduct the historic preservation review in conjunction with the NEPA review.
- XII. Discoveries
- If historic properties are discovered or unanticipated effects on historic properties located within a project's APE after the undertaking has been initiated, the Recipient will implement the following procedures.
- A. The Recipient shall immediately cease all operations for the portion of the undertaking with the potential to affect historic property.
 - B. The subgrantee shall advise the Recipient of the National Register eligibility of the historic property and the potential of the undertaking to impact its qualifying characteristics and an explanation of whether the SHPO or Indian tribes and NHOs concur with proposed avoidance, treatment plan or mitigation plan;
 - C. The Recipient or DOE shall notify Indian tribes or NHOs of any discoveries that have the potential to adversely affect sites or buildings of religious or cultural significance

to them. After reviewing such discoveries, the Indian tribes or NHOs can request further consultation on the project by notifying DOE, ACHP, and the SHPO in writing.

- D. The Recipient or subgrantee shall implement the avoidance, treatment or mitigation plan and advise the Recipient and DOE, if appropriate, of the satisfactory completion of the approved work. Once the approved work is complete the subgrantee may resume the activities that were halted to address the discovery situation.

XII. Dispute Resolution

- A. Should the SHPO object within the time frames outlined in this PA to any project undertakings, the Recipient shall consult further with the SHPO to attempt to remove the basis for the SHPO's objection. In the event that the SHPO's objection is not withdrawn, then the Recipient shall refer the matter to DOE. The Recipient shall forward all documentation relevant to DOE, who will notify and consult with the ACHP.
- B. The ACHP will provide its recommendations, if any, within 21 days following receipt of relevant documentation. DOE will take into account the ACHP's recommendations or formal comments in reaching a final decision regarding the dispute.

XIII. Reporting and Monitoring

- A. DOE, the ACHP, and the SHPO may monitor any undertakings carried out pursuant to this PA. The ACHP may review undertakings, if requested by DOE. DOE shall be entitled to address and make determinations on overall policy or administrative issues related to the implementation of these Programs.
- B. The Recipient shall adhere to DOE's established protocols for ARRA reporting program undertakings.
- C. DOE will submit annual reports to ACHP and NCSHPO commencing October 15, 2010 summarizing the Programs' undertakings, to include data on number of undertakings, the number of exempt undertakings, and reviews conducted under this PA.

XIV. Amendments

DOE, the SHPO, or the Recipient may request that this PA be amended, whereupon DOE and the SHPO, and the ACHP, if involved, will consult to consider such an amendment. Any such amendments shall be developed and executed among DOE, the Recipient, and the SHPO in the same manner as the original PA, and pertain only to this State PA.

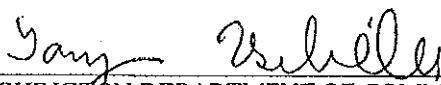
XV. Duration of Agreement

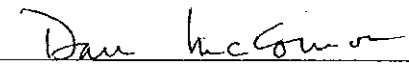
This PA will be valid for three (3) years from the date of execution, as verified with DOE filing the PA with the ACHP.

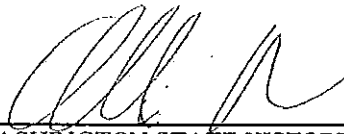
XVI. Termination of Agreement

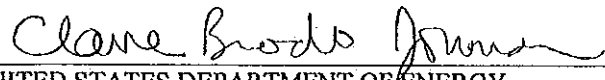
DOE, the SHPO, or the Recipient may terminate the PA, provided that the party proposing termination notifies the other signatories and the ACHP in writing explaining the reasons for termination and affording the other signatories at least thirty (30) days to consult and seek alternatives to termination.

Signatories:

 4/19/2010
WASHINGTON DEPARTMENT OF COMMERCE Date
Tony Usibelli, Director, Washington State Energy Office

 4/21/10
WASHINGTON DEPARTMENT OF COMMERCE Date
Dan McConnon, Assistant Director, Community Services and Housing Division

 4/21/10
WASHINGTON STATE HISTORIC PRESERVATION OFFICER Date

 5/6/10
UNITED STATES DEPARTMENT OF ENERGY Date
OFFICE OF ENERGY EFFICIENCY AND RENEWABLE ENERGY
OFFICE OF WEATHERIZATION AND INTERGOVERNMENTAL PROGRAMS

APPENDIX A—WAP AND SEP OR EECBP PROJECTS THAT ARE USING WAP PROCEDURES UNDERTAKINGS EXEMPT FROM SECTION 106 REVIEW

All undertakings will be done in accordance with applicable local building codes or the International Building Code, where applicable. In accordance with 36 CFR 800.3(a)(1), the following undertakings have been determined to have no potential to cause effects on historic properties:

A. Exterior Work

- 1) Air sealing of the building shell, including caulking, weather-stripping, and other air infiltration control measures on windows and doors, and installing thresholds in a manner that does not harm or obscure historic windows or trim.
- 2) Thermal insulation, such as non-toxic fiberglass and foil wrapped, in walls, floors, ceilings, attics, and foundations in a manner that does not harm or damage historic fabric.
- 3) Blown in wall insulation where no holes are drilled through exterior siding.
- 4) Removable film on windows (if the film is transparent), solar screens, or window louvers, in a manner that does not harm or obscure historic windows or trim.
- 5) Reflective roof coating in a manner that closely resembles the historic materials and form, or with materials that restore the original feature based on historic evidence, and in a manner that does not alter the roofline, or where not on a primary roof elevation or visible from the public right-of-way.
- 6) Storm windows or doors, and wood screen doors in a manner that does not harm or obscure historic windows or trim.
- 7) In-kind replacement or repair of primary windows, doors and door frames that closely resemble existing substrate and framing
- 8) Repair of minor roof and wall leaks prior to insulating attics or walls, provided repairs closely resemble existing surface composite

B. Interior Work

Special Note: Undertakings to interior spaces where the work will not be visible from the public right of way; no structural alterations are made; no demolition of walls, ceilings or floors occurs; no drop ceilings are added; or no walls are leveled with furring or moved, should be automatically excluded from SHPO review. This work includes:

- 1) *Energy efficiency work within the building shell:*
 - a. Thermal insulation in walls, floors, ceilings, attics, crawl spaces, ducts and foundations
 - b. Blown in wall insulation where no decorative plaster is damaged.
 - c. Plumbing work, including installation of water heaters
 - d. Electrical work, including improving lamp efficiency
 - e. Sealing air leaks using weather stripping, door sweeps, and caulk and sealing major air leaks associated with bypasses, ducts, air conditioning units, etc.

- f. Repair or replace water heaters
- g. Adding adjustable speed drives such as fans on air handling units, cooling tower fans, and pumps
- h. Install insulation on water heater tanks and water heating pipes
- i. Install solar water heating systems, provided the structure is not visible from the public right of way
- j. Install waste heat recovery devices, including desuperheater water heaters, condensing heat exchangers, heat pump and water heating heat recovery systems, and other energy recovery equipment
- k. Repair or replace electric motors and motor controls like variable speed drives
- l. Incorporate other lighting technologies such as dimmable ballasts, day lighting controls, and occupant controlled dimming

2) *Work on heating and cooling systems:*

- a. Clean, tune, repair or replace heating systems, including furnaces, oilers, heat pumps, vented space heaters, and wood stoves
- b. Clean, tune repair or replace cooling systems, including central air conditioners, window air conditioners, heat pumps, and evaporative coolers
- c. Install insulation on ducts and heating pipes
- d. Conduct other efficiency improvements on heating and cooling systems, including replacing standing pilot lights with electronic ignition devices and installing vent dampers
- e. Modify duct and pipe systems so heating and cooling systems operate efficiently and effectively, including adding return ducts, replace diffusers and registers, replace air filters, install thermostatic radiator controls on steam and hot water heating systems
- f. Install programmable thermostats, outdoor reset controls, UL listed energy management systems or building automation systems and other HVAC control systems

3) *Energy efficiency work affecting the electric base load of the property:*

- a. Convert incandescent lighting to more energy efficient lighting, such as, fluorescent, LED, etc.
- b. Add reflectors, LED exit signs, efficient HID fixtures, and occupancy (motion) sensors
- c. Replace refrigerators and other appliances

4) *Health and safety measures:*

- a. Installing fire, smoke or carbon dioxide detectors / alarms
- b. Repair or replace vent systems on fossil-fuel-fired heating systems and water heaters to ensure that combustion gasses exhaust safely to outside

- c. Install mechanical ventilation, in a manner not visible from the public right of way, to ensure adequate indoor air quality if house is air-sealed to building airflow standard.

APPENDIX B – SEP AND EECBG UNDERTAKINGS EXEMPT FROM SECTION 106 REVIEW

A. Category 1 - No Consultation Required

In addition to the undertakings provided in *Exhibit A (WAP Undertakings exempt from Section 106 Review)*, DOE and the SHPO have concluded that the following undertakings do not have the potential to cause effects on historic properties per 36 CFR § 800.3(a)(1):

1. General efficiency measures not affecting the exterior of the building:

- a. Energy audits and feasibility studies
- b. Weatherization of mobile homes and trailers
- c. Caulking and weather-stripping around doors and windows in a manner that does not harm or obscure historic windows or trim.
- d. Water conservation measures – like low flow faucets, toilets, shower heads, urinals – and distribution device controls
- e. Repairing or replacing in kind existing driveways, parking areas, and walkways with materials of similar appearance
- f. Excavating to gain access to existing underground utilities to repair or replace them, provided that the work is performed consistent with previous conditions
- g. Ventilating crawl spaces
- h. Replacement of existing HVAC equipment including pumps, motors, boilers, chillers, cooling towers, air handling units, package units, condensers, compressors, heat exchangers that do not require a change to existing ducting, plumbing, electrical, controls or a new location, or if ducting, plumbing, electrical and controls are on the rear of the structure or not visible from any public right of way.
- i. Adding or replacing existing building controls systems including HVAC control systems and the replacement of building-wide pneumatic controls with digital controls, thermostats, dampers, and other individual sensors like smoke detectors and carbon monoxide detectors (wired or non-wired)
- j. New installation of non-hard wired devices including photo-controls, occupancy sensors, carbon dioxide, thermostats, humidity, light meters and other building control sensors, provided the work conforms with applicable state and local permitting requirements
- k. Adding variable speed drive motors
- l. Insulation of water heater tanks and pipes
- m. Furnace or hot water tank replacement that does not require a visible new supply or venting

2. Insulation measures not affecting the exterior of the building:

- a. Thermal insulation installation in walls, floors and ceilings (excluding spray foam insulation and insulation installed through holes drilled in siding)
- b. Duct sealing, insulation, repair or replacement in unoccupied areas
- c. Attic insulation with proper ventilation; if under an effective R8 - add additional R-19 up to R-38 (fiberglass bat only)
- d. Band joist insulation - R-11 to R19 as applicable
- e. Water heater tank and pipe insulation

3. Electric base load measures not affecting the exterior of the building:

- a. Appliance replacement (upgrade to EnergyStar appliances)
- b. Compact fluorescent light bulbs
- c. Energy efficient light fixtures, including ballasts (Replacement)
- d. LED light fixtures and exit signs (Replacement)
- e. Upgrade exterior lighting (replacement with metal halide bulbs, LEDs, or others) along with ballasts, sensors and energy storage devices not visible from any public right of way.

B. Category 2 - No Consultation Required when SOI Standards are Adhered to and Verified by Qualified Staff, if Applicable

The following undertakings may have effects on historic properties as defined in 36 CFR Part 800.5. However, if the activity or undertakings meet the Secretary of the Interior's *Standards for the Treatment of Historic Properties* (36 CFR Part 68, July 12, 1995 *Federal Register*) (Standards) specified below then, DOE and the SHPO agree that the undertakings will have no adverse effect upon historic properties and DOE/Recipients shall not be required to further consult with the SHPO if reviews are conducted by Qualified Professionals, as defined in the *Secretary of Interior's Professional Qualifications Standards* set forth in 36 CFR Part 61, Appendix A.

Based on the above, the following work will not meet the Criteria of Adverse Effect when it adheres to the recommended approaches in the Standards and does not involve following significant spaces: entrances, entry halls, lobbies, areas for public gathering and circulation. Alternatively, if the following undertakings occur in a significant space, work will have not adverse effect on historic properties as long as it does not damage historic materials or finishes and new wiring, piping, and ductwork are concealed. All building undertakings under this section will be done in accordance with the Standards, or conditions and modifications proposed by the SHPO.

1. Efficiency and repair measures:

- a. Painting over previously painted exterior surfaces, provided destructive surface preparation treatments are not used (such as water-blasting, sandblasting and chemical removal)
- b. Installation or replacement of downspout extensions, provided that the color of the extensions is historically appropriate for the period and style of the property
- c. Repairing or upgrading electrical or plumbing systems and installing mechanical equipment, in a manner that does not permanently change the appearance of the interior or exterior of the building
- d. Installation of new HVAC equipment (such as pumps, motors, boilers, chillers, cooling towers, air handling units, package units, condensers, compressors, or heat exchangers) in a manner that does not permanently change the appearance of the building.
- e. Integrated shingle-style or thin film solar systems on the rear roof of the structure, behind the parapet or not visible from the public right of way.
- f. Solar systems (including photovoltaic and solar thermal) not visible from the public right of way and if ground-mounted can be installed without ground disturbance and if roof-mounted will not require new building reinforcement.
- g. Wind system additions to existing wind power facilities that will not require ground disturbance and if building mounted will not require building reinforcement.
- h. Lead-based paint abatement in accordance with the Standards and Preservation Brief #37
- i. Building cleaning in accordance with the Standards and Preservation Briefs #1, #6, and #10
- j. Repairing masonry, including re-pointing and rebuilding chimneys in accordance with the Standards and Preservation Brief # 2
- k. New lighting controls including photo-sensors and shading elements if not visible from the public right of way
- l. New metering devices in a manner that does not permanently change the appearance of the interior or exterior of the building, or if the addition is on the exterior of the structure and is not visible from the public right of way
- m. New water efficient fixtures and fittings in a manner that does not permanently change the appearance of the interior or exterior of the building

2. Installation or repair of roofing, siding, and ventilation:

- a. White Roofs, Cool Roofs, Green Roofs, Sod or Grass Roofs not visible from the public right-of-way
- b. Rainwater catches and/or gray water systems not viewable from the public right of way
- c. Repair or replacement of existing exterior siding provided that new siding matches the existing siding in dimension, profile and texture

- d. Flat or shallow pitch roof replacement (shallow pitch is defined as a pitch with a rise-to-run ratio equal to or less than 3" to 12") with no part of the surface of the roof visible from the ground
- e. Roof repair or replacement with materials that closely resemble the historic materials and form, or with replacement materials that are close to the original in color, texture, composition and form to restore the original feature based on historic evidence, and in a manner that does not alter the roofline
- f. Installing vents (such as continuous ridge vents covered with ridge shingles or boards, roof vents, bath and kitchen vents, soffit and frieze board vents or combustion appliance flues) if not located on a primary roof elevation or not visible from the public right-of-way
- g. Installing foundation vents, if painted or finished to match the existing foundation material.

3. *Windows and doors:*

- a. Installing storm windows, storm doors or wood screen doors in a manner that does not harm or obscure historic windows, doors or trim
- b. Installing insulated exterior replacement doors where the door openings are not altered and are not visible from the public right-of-way
- c. Window or glazing treatments that do not change the appearance of the interior or exterior of the building, or if the addition is on the exterior of the structure

ATTACHMENT A: STANDARD MITIGATION MEASURES FOR ADVERSE EFFECTS

The Recipient and the SHPO may develop and execute an Agreement that includes one or more of the following Standard Mitigation Measures, as may be modified to a particular activity, with the concurrence of both parties, for undertakings determined to have an adverse effect on listed or eligible historic resources. The ACHP will not be a party to these Agreements. However, the Recipient must submit a copy of each signed Agreement to the SHPO, and the ACHP within 30 days after it is signed by the Recipient and the SHPO.

1. Blanket/Programmatic Mitigation

The Recipient, in consultation with the SHPO and other local historic preservation agencies or non-profit organizations, may agree to implement a blanket or programmatic mitigation measure. If all parties are amenable to this approach, other standard mitigation measures as identified below are encouraged, but not required, to be completed in fulfillment of the Agreement. Examples of blanket/programmatic measures that may undertaken include, but are not limited to: completion of a survey of historic properties; preparation of a National Register of Historic Places nomination of an eligible property or district; preparation of a historic context or preservation planning document; undertaking preservation/rehabilitation of a National Register listed or eligible property; conveyance of a lump-sum donation to a qualified historic preservation agency or organization for undertaking historic preservation activities. As with all mitigation measures in this document, the activity shall be carried out by professionals meeting the National Park Service Professional Qualifications as defined in 36 CFR Part 61. Any mitigation funds will come from the grantee's funds.

2. Recordation

The Recipient shall ensure that the historic property is recorded prior to its alteration in accordance with methods or standards established in consultation with the SHPO. The SHPO shall identify appropriate archive locations for the deposit of recordation materials and the Recipient shall be responsible for submitting required documentation to identified archive locations. The Recipient and the SHPO may mutually agree to waive the recordation requirement in situations where the integrity of the building has been compromised or other representative samples of similar historic resources have been previously recorded.

3. Architectural Salvage

The Recipient, in consultation with the SHPO, shall identify significant architectural features that

can be salvaged and appropriate parties to receive the salvaged features. The Recipient shall ensure that any architectural features identified for salvage are salvaged prior to initiation of undertakings and properly stored and curated. When feasible, and determined appropriate in consultation with SHPO, salvaged architectural features shall be reused in other preservation projects.

4. Rehabilitation

The Recipient shall ensure that the treatment of historic properties which the SHPO has determined do not meet the *Standard*, or SHPO approved design guidelines, are carried out in accordance with treatments agreed upon by the Recipient and the SHPO and are incorporated in the final plans and specifications. The final plans and specifications shall be approved by the SHPO prior to initiating the undertaking.

5. New Construction

The Recipient shall ensure that the design of new buildings, or additions, which the SHPO has determined do not meet the *Standards*, or SHPO approved design guidelines, are carried out in accordance plans and specifications reviewed and approved by the SHPO prior to finalization and initiation of the undertaking.

Exhibit C---August 28, 2009 Delegation Memorandum
(next page)

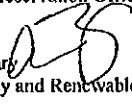


Department of Energy
Washington, DC 20585

August 28, 2009

MEMORANDUM

TO: State Historic Preservation Officers
Tribal Historic Preservation Officers

FROM: Catherine R. Zoi 
Assistant Secretary
Energy Efficiency and Renewable Energy

SUBJECT: Memorandum from EERE Regarding Delegation of Authority for Section 106 Review of Undertakings, Assisted by the U. S. Department of Energy, Office of Energy Efficiency and Renewable Energy

The Department of Energy (DOE), through the Office of Energy Efficiency and Renewable Energy (EERE), provides financial assistance to states, U.S. territories, units of local government, and Indian Tribes through the Energy Efficiency and Conservation Block Grant (EECBG) Program, Weatherization Assistance Program (Weatherization), and State Energy Program (SEP). Attached hereto is a one-page summary of the three programs. Additional program information is available at the following links: <http://www.eecbg.energy.gov/>; <http://apps1.eere.energy.gov/wip/weatherization.cfm>; http://apps1.eere.energy.gov/state_energy_program/.

Through this memorandum, DOE intends to formalize the role of the States and DOE's award recipients (Applicants) to assist DOE in carrying out its Section 106 compliance responsibilities. In order to streamline DOE's compliance with Section 106 and its implementing regulations, "Protection of Historic Properties" (36 CFR Part 800), EERE is authorizing its Applicants under the EECBG, Weatherization, and SEP programs to initiate consultation pursuant to 36 CFR § 800.2(c) (4). Effective immediately, EERE Applicants and their authorized representatives may consult with the State Historic Preservation Officers (SHPOs) and Tribal Historic Preservation Officers (THPOs) to initiate the review process established under 36 CFR Part 800 and to carry out some of its steps. Specifically, EERE Applicants are authorized to gather information to identify and evaluate historic properties, and to work with consulting parties to assess effects. EERE retains responsibility to document its findings and determinations in order to appropriately conclude Section 106 review.

EERE also remains responsible for initiating government-to-government consultation with federally recognized Indian Tribes. EERE's responsibility to consult on a government-to-government basis with Indian Tribes as sovereign nations is established through specific authorities and is explicitly recognized in 36 CFR Part 800. Accordingly, EERE may not delegate this responsibility to a non-federal party without



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ATTACHMENT F:
UNITED STATES DEPARTMENT OF ENERGY NEPA GUIDANCE,
NEPA TEMPLATE FOR CATEGORICAL EXEMPTIONS, AND
ENVIRONMENTAL CHECKLIST

This attachment includes the following:

1. Letter dated May 27, 2010, from United States Department of Energy, regarding NEPA conditions pertaining to the programs.
2. NEPA template for categorical exemptions.
3. Environmental Checklist, which shall be used for Energy Efficiency Improvement Projects that do not qualify under the NEPA template for categorical exemptions.



NATIONAL ENERGY TECHNOLOGY LABORATORY

Albany, OR - Morgantown, WV - Pittsburgh, PA



May 27, 2010

Washington Department of Commerce
Attn: Ms. Cory Plantenberg
906 Columbia Street SW
P O Box 43173
Olympia, WA 98504-3173

SUBJECT: National Environmental Policy Act (NEPA) Conditions for Award No. DE-EE0000139

Dear Ms. Plantenberg:

In accordance with the Special Terms and Conditions Article entitled "NATIONAL ENVIRONMENTAL POLICY ACT (NEPA)," approval is hereby granted for the State of Washington to perform the following previously prohibited project activities under the subject award:

- Energy Efficiency Credit Enhancement Program – activities related to the Washington Credit Enhancement project;
- Energy Efficiency and Renewable Energy Loans and Grants Program – activities related to the Clarke Public Utilities project; and
- Energy Efficiency and Renewable Energy Loans and Grants Program – activities related to work performed with Harold LeMay Enterprises, Inc.

As a result of this authorization, please provide any updates to your Annual Plan, if necessary, to the DOE Project Officer identified in Block 15 of the Assistance Agreement Cover Page, within ten (10) days of receipt of this letter. These updates will be incorporated through an amendment to the agreement. In addition, please continue to work with the Project Officer to address NEPA on the remaining conditioned activities.

If you move forward with activities that are not authorized for Federal funding by the DOE Contracting Officer in advance of the final NEPA decision, you are doing so at risk of not receiving Federal funding and such costs may not be recognized as allowable cost share.

Should you have any questions or concerns regarding this approval, please contact the Contract Specialist, Sue Miltenberger (304) 285-4083.

Sincerely,

Jeffrey S. Kooser
Contracting Officer
Acquisitions and Assistance Division

cc T. Fuller, GFO
Award No. DE-EE0000139

3610 Collins Ferry Road, P.O. Box 880, Morgantown, WV 26507

TEMPLATE

By signing below, State of Washington provides assurance that the attached projects to award sub-grants under DE-EE0000849, as detailed in the EECBG Activity Worksheet entitled Competitive sub-grants to cities & counties fall within the categories in Part I below and, moreover, are consistent with the limitations prescribed therein. To assist DOE in satisfying its NEPA obligations, Commerce provides the attached spreadsheet describing the scope of work for each project and a GO EF1 environmental questionnaire that for all projects that fall within the bounded categories. Individual GO-EF1 environmental checklists for each of these projects are on file with the Department of Commerce, along with other documentation necessary to demonstrate compliance with Part II requirements and conditions below.

Part I – Bounded Categories

1. Conducting residential and commercial building energy audits, which Projects include hiring technical consultants for such work.
2. Establishment of financial incentive programs for energy efficiency improvements.
3. Provision of grants to nonprofit organizations and governmental agencies for the purpose of performing energy efficiency retrofits, provided that:
 - Projects Are Limited To: installation of insulation; installation of efficient lighting; heating, venting, and air conditioning (HVAC) and high-efficiency shower/faucet upgrades; weather sealing; the purchase and installation of ENERGY STAR appliances; installation of solar powered appliances with improved efficiency; and replacement of windows and doors.
4. Development and implementation of energy efficiency and conservation programs for buildings and facilities within the jurisdiction of the entity, provided that:
 - Projects Are Limited To: design and operation of the programs; identifying the most effective methods for achieving the maximum participation and efficiency rates; public education, measurement and verification protocols; and identification of energy efficient technologies.
5. Development and implementation of programs to conserve energy used in transportation, provided that:
 - Projects Are Limited To: use of flex time by employers; use of satellite work centers; development and promotion of zoning guidelines or requirements which promote energy efficient development; and synchronization of traffic signals.

6. Development and implementation of building codes and inspection services, and associated training and enforcement of such codes in order to support code compliance and promote building energy efficiency.
7. Projects to increase participation and efficiency rates for material conservation programs.
8. Replacement of traffic signals and street lighting with energy efficient technologies.
9. Development, implementation, and installation on or in any government building of onsite renewable energy technology that generates electricity from renewable resources, provided that:
 - Projects Are Limited To:
 - Solar Electricity/Photovoltaic - appropriately-sized system or unit on existing rooftops and parking shade structures; or a 60 KW system or smaller unit installed on the ground within the boundaries of an existing facility.
 - Wind Turbine - 20 KW or smaller.
 - Solar Thermal - system must be 20 KW or smaller.
 - Solar Thermal Hot Water - such as appropriately sized for small buildings.
 - Ground Source Heat Pump - 5.5-ton capacity or smaller, horizontal/vertical, ground, closed-loop system.
 - Combined Heat and Power System - boilers sized appropriately for the buildings in which they are located.
 - Biomass Thermal - 3 MMBTUs per hour or smaller system with appropriate Best Available Control Technologies (BACT) installed and operated.

Part II - Integral Element Requirements and Other Conditions

State of Washington shall award sub-grants only for Projects that would not:

- (1) Threaten a violation of applicable statutory, regulatory, or permit requirements for environment, safety, and health, including requirements of DOE and/or Executive Orders;
- (2) Require siting and construction or major expansion of waste storage, disposal, recovery, or treatment facilities (including incinerators);
- (3) Disturb hazardous substances, pollutants, contaminants, or CERCLA-excluded petroleum and natural gas products that preexist in the environment such that there would be uncontrolled or unpermitted releases; or

(4) Adversely affect environmentally sensitive resources. Environmentally sensitive resources include, but are not limited to:

- (i) Property (e.g., sites, buildings, structures, objects) of historic, archeological, or architectural significance designated by Federal, state, or local governments or property eligible for listing on the National Register of Historic Places;
- (ii) Federally-listed threatened or endangered species or their habitat (including critical habitat), Federally- proposed or candidate species or their habitat, or state-listed endangered or threatened species or their habitat;
- (iii) Wetlands regulated under the Clean Water Act (33 U.S.C. 1344) and floodplains;
- (iv) Areas having a special designation such as Federally- and state-designated wilderness areas, national parks, national natural landmarks, wild and scenic rivers, state and Federal wildlife refuges, and marine sanctuaries;
- (v) Prime agricultural lands;
- (vi) Special sources of water (such as sole-source aquifers, wellhead protection areas, and other water sources that are vital in a region); and
- (vii) Tundra, coral reefs, or rain forests.

Waste Stream Conditions

Washington State shall obtain a waste management plan addressing waste generated by a proposed Project prior to awarding a sub-grant for that Project. This waste management plan will describe the Sub-recipient's plan to dispose of any sanitary or hazardous waste (e.g., construction and demolition debris, old light bulbs, lead paint, lead ballasts, piping, roofing material, discarded equipment, debris, and asbestos) generated as a result of the proposed Project. shall make the waste management plan and related documentation available to DOE on DOE's request (for example, during a post-award audit). Washington State shall ensure through specific contract terms that the Sub-recipient complies with all Federal, state and local regulations for waste disposal.

NHPA Conditions

Prior to awarding a sub-grant for a Project, Washington State and the Sub-recipient shall comply with Section 106 of the National Historic Preservation Act (NHPA). If applicable, the Sub-recipient must contact the State Historic Preservation Officer (SHPO), and the Tribal Historic Preservation Officer (THPO). Washington State shall retain sufficient documentation, from the Sub-recipient or other sources, to demonstrate that the Sub-recipient has received required approval(s) from the SHPO or THPO for the Project. Washington State shall deem compliance with Section 106 of the NHPA

complete only after it has this documentation. Washington State shall make this documentation available to DOE on DOE's request (for example, during a post-award audit).

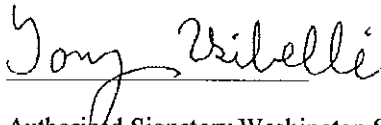
Cumulative Impacts, Connected Actions and Extraordinary Circumstances

DOE's CXs are not absolute. CXs do not apply to Projects that involve "extraordinary circumstances," connected actions, or cumulative impacts that may have significant environmental impacts. *See* 10 C.F.R. § 1021.410(b). If DOE grants a CX based on descriptions in the State's RFP for EECBG grants, DOE will base its decision on the lack of such "extraordinary circumstances" and significant impacts. Washington State shall review section 1021.410 and must immediately contact DOE if it identifies a Project that may involve "extraordinary circumstances," cumulative impacts or connected actions that could have significant environmental impacts. Typically, DOE will either subject the sub-grant for the Project to NEPA review or the State will elect not to proceed with awarding the sub-grant.

Part III

On the basis of Washington State's assurances in this Project Activity Worksheet, DOE intends to apply one or more CXs to the State's sub-grants for all Projects described in the State's RFP. However, because DOE has only recently started employing this approach to categorically excluding sub-grants, there may be unforeseen circumstances that make it inappropriate to apply a CX to a Project(s) that meets all the Part I and Part II requirements. DOE does not waive its discretion to decline to apply a CX for EECBG sub-grants.

By signing below, Washington State acknowledges the preceding paragraph, agrees to all conditions in Parts I, II and III, and provides its assurance that all statements in the Project Activity Worksheet and attachments are accurate to the best of its knowledge.



Authorized Signatory Washington State

U.S. DEPARTMENT OF ENERGY
GOLDEN FIELD OFFICE



ENVIRONMENTAL CHECKLIST
(To Be Completed by Potential Recipient)

The Department of Energy (DOE) is required by the National Environmental Policy Act (NEPA) of 1969 as amended (42 U.S.C. 4332(2), 40 CFR parts 1500-1508) and DOE implementing regulations (10 CFR 1021) to consider the environmental effects resulting from federal actions, including providing financial assistance. Please provide the following information to facilitate DOE's environmental review. DOE needs to evaluate the requested information as part of your award negotiation.

Instructions and Handbook: Terms that appear in blue have more detailed information available to assist you in completing the form. Save the form to your local directory. Leave your internet browser open and open the form in Word from the local directory. Click on the blue term and it will automatically open the handbook at the appropriate place. Click on the back button to return to your form. Or, you may click [here](#) to open the handbook.

PART I: General Information

Project Title: Competitive Sub-Grants to Cities and Counties

Solicitation Number: DE-FOA-0000849

1. Please describe the intended use of DOE funding in your proposed project. For example, would the funding be applied to the entire project or only support a phase of the project? Describe the activity as specifically as possible, i.e. planning, feasibility study, design, data analysis, education or outreach activities, construction, capital purchase and/or equipment installation or modification. This checklist is for the 40 projects that I have determined fall within the parameters of the template. By signing the attached template, Commerce's agrees to the bounds of the attached template.

2. Does any part of your project require review and/or permitting by any other federal, state, regional, local, environmental, or regulatory agency? ☐ Yes ☐ No
If yes, please provide a list of required reviews and permits in the appropriate item number in Part II.

3. Has any review (e.g., SEPA, NEPA documentation, permits, agency consultations) been completed? ☐ Yes ☐ No
If yes, is a finding or report available and how can a copy be obtained?

4. Is the proposed project part of a larger scope of work? ☐ Yes ☐ No If yes, please describe.

Do you anticipate requesting additional federal funding for subsequent phases of this project? ☐ Yes ☐ No
If yes, please describe.

5. Does the scope of your project **only** involve one or more of the following:
☐ Information gathering such as literature surveys, inventories, audits,
☐ Data analysis including computer modeling,
☐ Document preparation such as design, feasibility studies, analytical energy supply and demand studies, or
☐ Information dissemination, including document mailings, publication, distribution, training, conferences, and informational programs.

If the scope of your project is **limited to** the block(s) checked above, please skip to Part III, otherwise, continue to Part II.

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 Johnson Controls, Inc. ("Consultant").

WHEREAS, the City needs professional services in connection with the upgrade of City Hall's HVAC controls system; 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 A** 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, 2018, 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 for such services: (check one)

[] Hourly, plus actual expenses, in accordance with **Attachment A**, but not more than a total of [write out the total payment for services] (\$_____);

[X] Fixed Sum: a total amount of One Hundred Four Thousand One Hundred Seventy-Three Dollars \$104,173.00.

[] Other: \$_____, for all services performed and incurred under this Agreement, to be billed monthly in equal amounts.

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, 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 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. 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 insurance as follows:

- ☒ Commercial General Liability as described in **Attachment B**.
- ☒ Professional Liability as described in **Attachment B**.
- ☒ Automobile Liability as described in **Attachment B**.
- ☒ Workers' Compensation as described in **Attachment B**.
- ☐ None.

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: Johnson Controls, Inc.
 22745 29th Drive SE, Suite 100
 Bothell, WA 98021
 Attention: Josh Morse

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.

JOHNSON CONTROLS, INC.

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Douglas Schulze, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

ATTACHMENT A SCOPE OF SERVICES

The project is located at the City of Bainbridge Island City Hall in Kitsap County, Washington. The City is looking to upgrade the City Hall Johnson Controls building management system (BMS) or Metasys, N2 technology that manages a cooling tower, boiler, twenty-one heat pumps and exhaust fans for approximately 24,000 square feet. The City has replaced five heat pumps at City Hall within the last four years and the controllers for the new heat pumps do not communicate with the existing BMS. The original heat pumps periodically lose communication between the controller and the BMS and the inside/outside air economizers are not controlled effectively. The purpose of the City Hall HVAC software upgrade is to reduce electrical peak demand and consumption through improved scheduling, occupancy sensors, and effective economizing outside air while allowing the reliability of the new components.

The City will separately contract with a licensed electrical contractor for the installation of new thermostats and occupancy sensors. The Contractor shall design, inspect, and coordinate with the licensed electrical contractor throughout the project.

Bid Item 1: Safety Plan

The Contractor shall follow all laws to provide safety to employees and surrounding public. The Contractor shall submit for the City to review and approve a safety plan that details fall protection, personal protection equipment, lock out tag out procedures, work zone safety, etc.

Measurement: All work to complete the safety plan will be paid in a lump sum payment.

Payment: "Safety Plan" Lump Sum

Bid Item 2: HVAC Software

The Contractor shall purchase and install the current Metasys version 9.0 or approved equal. The Contractor shall program and integrate all system components to a central computer in City Hall and the ability to login remotely. The software shall have the ability to troubleshoot problems, modify schedules, and show trending information. The Contractor shall provide a submittal to the City for approval.

Measurement: The items of work for one BMS installed and integrated with all components by the Contractor's crew onsite will be paid as a lump sum payment.

Payment: "HVAC Software" Lump Sum

Bid Item 3: Control Hub

The Contractor shall purchase and install the current version LN series controller or approved equal. The Contractor shall program and integrate all system components to the central control hub of all City Hall HVAC components. The components include: boiler, cooling tower, heat pumps, exhaust fans, occupancy sensors, thermostats, and all sensors. The Contractor shall provide a submittal to the City for approval.

Measurement: The items of work for one LN series controller or approved equal installed and integrated into system will be paid as a lump sum.

Payment: “Control Hub” Lump Sum

Bid Item 4: Boiler & Cooling Tower Controls

The Contractor shall purchase and install two LN series controllers or approved equal for the boiler and cooling tower integrated into the control hub and software system. The Contractor shall provide a submittal to the City for approval.

Measurement: The items of work for two LN series controller or approved equal installed and integrated into system will be paid as a lump sum.

Payment: “Boiler & Cooling Tower Controls” Lump Sum

Bid Item 5: Heat Pump Controls

The Contractor shall purchase five heat pump controllers compatible with the LN series controllers and Metasys version 9.0. The heat pump controllers shall be integrated into the system and be fully functional. The Contractor shall provide a submittal to the City for approval.

Measurement: The items of work will be measured by one heat pump controller installed and integrated with all components by the Contractor’s crew onsite.

Payment: “Heat Pump Controls” Each

Bid Item 6: Thermostat Housing Replacement

The Contractor shall purchase and install twenty-one new thermostat housing covers to the existing Johnson Controls thermostats. The Contractor shall provide a submittal to the City for approval.

Measurement: The items of work will be measured by one Johnson Controls thermostat covers installed with all components by the Contractor’s crew onsite.

Payment: “Thermostat Housing Replacement” Each

Bid Item 7: Thermostat Controls Upgrade

The Contractor shall purchase, design, and inspect seven new primary thermostats and fifteen new secondary thermostats to be installed and integrated to the BMS. The thermostats shall be setup to average the primary and secondary thermostats to control the heat pumps for multiple rooms. The Contractor shall provide a plan and product submittal to the City for the purpose of bidding the electrical work with a licensed electrical contractor.

Measurement: The items of work will be measured by one primary or secondary thermostat with all components by the Contractor’s crew onsite.

Payment: “Thermostat Controls Upgrade” Each

Bid Item 8: Occupancy Sensors

The Contractor shall purchase, design, and work with the City's contracted electrician to install occupancy sensors in four locations within City Hall. The occupancy sensors shall be programmed to an alternate setting when the space is unoccupied. The Contractor shall provide a plan and product submittal for the City to bid through a public works contract with a licensed electrician.

Measurement: The items of work will be measured by one occupancy sensor purchased, designed, and integrated with all components by the Contractor's crew onsite.

Payment: "Occupancy Sensors" Each

Bid Item 9: Programming, Integration, Startup, & Testing

The Contractor shall program and integrate all existing and new components to be fully functional to manufactures parameters and operating effectively. The Contractor shall coordinate with the City contact and City hired electrician for startup of the equipment and testing. The Contractor shall provide the City with redline asbuilts of all the HVAC components and new controls equipment. In addition, the Contractor shall provide the City with a complete operations and maintenance manual of the software and controls, and the Contractor shall provide eight hours of training to staff.

The City is responsible for obtaining all building permits and the City hired electrician for obtaining an electrical permit.

Measurement: The items of work will be for all administrative, overhead, permitting, programming, integration, startup, testing and training in order to complete the work paid as a lump sum.

Payment: "Programming, Integration, Startup & Testing" Lump Sum.

The project must be completed by October 31, 2018.

Item #	Items of Work / Materials to be Furnished	Est. Quantity	Unit	Unit Bid Price*	Total Price
Bid Items include Washington State Sales Tax at 9.0%					
1	Safety Plan	1	LS	\$685	\$685
2	HVAC Software	1	LS	\$13,935	\$13,935
3	Controls Hub	1	LS	\$10,840	\$10,840
4	Boiler & Cooling Tower Controls	1	LS	\$3,680	\$3,680
5	Heat Pump Controls	5	EA	\$2,363	\$11,816
6	Thermostat Housing Replacement	21	EA	\$249	\$5,234
7	Thermostat Controls Upgrade	22	EA	\$1,087	\$23,902
8	Occupancy Sensors	4	EA	\$910	\$3,640
9	Programming, Integration, Startup, & Testing	1	LS	\$21,840	\$21,840
Subtotal Items that do not include Washington State Sales Tax					\$95,572
Washington State Sales Tax @ 9.0%					\$8,601.48
Grand Total (Subtotal and Sales Tax)					\$104,173.000

Signature of Authorized Official / Date

Print – Name / Company Name

* Note: Include Washington State Retail Sales Taxes in the unit bid prices for all work for building, repairing, or improving streets, roads, etc.; including: non-motorized facilities, related storm drainage, and power for street lighting. See Section 1-07.2 for additional information.

ATTACHMENT B 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.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Request for Proposals for 2019 Lodging Tax Awards, AB 18-100 - Executive (Pg. 518)	Date: 6/26/2018
Agenda Item: CONSENT AGENDA - 9:25 PM	Bill No.: 18-100
Proposed By: Councilmembers Matt Tirman and Rasham Nasser	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund: Civic Improvement Fund
Expenditure Req: \$260,000	Budgeted? Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:
City Manager:	Legal: Yes Finance:

DESCRIPTION/BACKGROUND

The City of Bainbridge Island annually solicits proposals for eligible projects to receive funding from the City's Civic Improvement Fund. The City Council appoints members to the Lodging Tax Advisory Committee (LTAC), which reviews project proposals and provides the City Council with recommendations on project funding.

For 2019, the City expects to provide \$260,000 in funding for eligible projects related to tourism marketing, marketing and operations of special events or festivals, the operation of tourism related facilities, and capital expenses for a tourism related facility.

The City plans to issue a Request for Proposals (RFP) in July, 2018, for project activities in 2019. The Lodging Tax Advisory Committee will meet in September and October to review proposals and provide a funding recommendation for City Council consideration.

A draft of the proposed 2019 RFP is provided for Council review and discussion.

As part of the planning for this upcoming funding cycle, the Council will be asked to consider whether City staff should prepare a proposal for a City of Bainbridge Island project to submit to the Lodging Tax Advisory Committee for funding consideration. If so, this proposal would be submitted to the LTAC for consideration, and would be evaluated for funding alongside other submitted proposals.

RECOMMENDED ACTION/MOTION

Approve with Consent Agenda.

ATTACHMENTS:

Description	Type
▣ DRAFT - 2019 LTAC RFP	Backup Material
▣ LTAC Fund Balance - 1 June 2018	Backup Material



CITY OF BAINBRIDGE ISLAND

REQUEST FOR PROPOSALS 2019 LODGING TAX / TOURISM FUND (CIVIC IMPROVEMENT FUND)

The City of Bainbridge Island is seeking proposals for projects to receive funding under the Civic Improvement Fund, which is established through Chapter 67.28 of the Revised Code of Washington (“RCW”) and Section 3.65.040 of the Bainbridge Island Municipal Code. Proposals must be for tourism marketing projects, marketing and operations of special events or festivals, the operation of eligible tourism-related facilities,¹ or capital expenses for an eligible tourism-related facility.²

For 2019, there are approximately \$260,000 in Civic Improvement funds (also known as Lodging Tax funds) available for distribution to support selected projects. The City Council has approved funding within a wide range, to encourage innovative projects of all sizes that recognize and promote the exciting – and expanding – tourism trends and opportunities happening on Bainbridge Island. Applicants may seek a minimum award of \$2,000 and a maximum award of \$130,000 (to reflect 50% of total available funds).

Funds must be used for: tourism marketing; marketing and operations of special events and festivals designed to attract tourists; operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district; or operations of tourism-related facilities owned or operated by nonprofit organizations. The City does not make multi-year commitments with Lodging Tax funds; however, service providers are not limited nor are applicants prohibited from making repeat annual requests of a similar nature.

Successful applicants will be required to enter into a professional services agreement with the City to provide the services or products outlined in their proposals. Payment by the City will be made only when documentation of delivery of contracted services or products is provided to the City. The City will not provide payment in advance of delivery of goods or services.

All project activities must be identified in promotional and other business materials as having been funded by the City of Bainbridge Island Civic Improvement Fund.

¹ To be eligible for *operating* expenses, the tourism-related facility must be owned or operated by a municipality, or a public facilities district, or a nonprofit recognized by the Internal Revenue Service under 26 U.S.C. Sec. 501(c)(3) or 26 U.S.C. Sec. 501(c)(6). See, RCW 67.28.1816.

² To be eligible for *capital* expenses, the tourism-related facility must be owned or operated by a municipality or a public facilities district. See, RCW 67.28.1816.

Project and Applicant Eligibility

- Applicants seeking funding for capital expenditures for a tourism-related facility must be a municipality or a public facilities district created under Chapters [35.57](#) and [36.100](#) RCW.
- Applicants seeking funding for operating expenditures for a tourism-related facility must be a municipality or a public facilities district, or be recognized by the Internal Revenue Service as a nonprofit under 26 U.S.C. Sec. 501(c)(3) or 26 U.S.C. Sec. 501(c)(6).
- Applicants, other than municipalities or a public facilities district, must be registered with the Washington Secretary of State as a Washington State Corporation.
- Individual persons are not eligible for funding.
- For-profit, private businesses are not eligible for funding.
- Proposals must comply with federal, state, and City of Bainbridge Island laws and requirements.
- Funding may be used for expenses incurred during January 1 – December 31, 2019. Funding requests for goods or services to be provided in 2018 or beyond calendar year 2019 will not be considered.
- Proposals from organizations with a board member, officer, or staff member serving on the Lodging Tax Advisory Committee are not eligible for funding and will not be considered.
- Proposals involving special events, signs, building or construction, impacts to public property, or other activities that require permits under City code or state or federal law must demonstrate that the applicant has researched the appropriate permit regulations, confirmed the viability of the proposed activities, and incorporated permit fees in the project budget.

Policy Background

Bainbridge Island Municipal Code – [Section 3.65.040 Civic Improvement Fund](#)

[Revised Code of Washington \(RCW\) Chapter 67.28 RCW](#) – PUBLIC STADIUM, CONVENTION, ARTS, AND TOURISM FACILITIES

Definition of Terms

(Per RCW 67.28.080)

“Operation” includes, but is not limited to, operation, management, and marketing.

“Tourism” means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.

“Tourism promotion” means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.

“Tourism-related facility” means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a)(i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501(c)(3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501(c)(6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Application Requirements

- Each proposal must **ADDRESS AND REFERENCE** the questions listed on the attached LTAC 2019 Proposal Form **IN THE ORDER IN WHICH THEY APPEAR**.
- Proposal must be presented in minimum 11-point font and may not exceed ten pages in total length (including the Cover Sheet).
- The City will only accept proposals in electronic format. **Proposals must be submitted as a single document that includes a Cover Sheet and any attachments, preferably using a pdf format.** Submit the proposal via email to:

cityadmin@bainbridgewa.gov

- Proposals are due **no later than 4:00 pm, Friday, September 14, 2018**. Late proposals will not be accepted. Applicants are solely responsible for ensuring that proposals are submitted and received on time.
- Each selected Service Provider (i.e., Lodging Tax funding recipient) will be required to submit to the City a final report on project results by January 17, 2020. **Per RCW 67.28.1816, and the reporting guidelines provided by the Washington State Joint Legislative Audit and Review Committee (JLARC), final reports must include the following information related to the activity:**

The projected and actual data for each of the following categories:

- a) Overall attendance for the activity;*
- b) The number of people who traveled more than 50 miles to attend the activity;*
- c) The number of people from outside the state or outside the country who attended the activity;*
- d) The number of people who attended the activity and paid for overnight lodging;*
- e) The number of people who attended the activity without paying for overnight lodging, and*
- (f) Total number of paid lodging nights (one lodging night = one or more persons occupying one room for one night).*

Additional information is available via JLARC's "[Instructions For Reporting Lodging Tax Expenditures](#)" document. See also the City's [Lodging Tax Advisory Committee](#) webpage to view JLARC data from prior years.

Review Process

Lodging Tax Advisory Committee (LTAC)

(Appointed by the City Council on June XX, 2018)

Matt Tirman, Chair	City Councilmember
Rasham Nasser, Vice-chair, non-voting	City Councilmember
TBD	Eligible lodging business representative
TBD	Eligible lodging business representative
TBD	Eligible recipient organization representative
TBD	Eligible recipient organization representative

Proposals will be provided to the City's Lodging Tax Advisory Committee (LTAC) for review and comment. Applicants will have an opportunity to meet with the LTAC to provide additional information about their proposals, at a time and date to be identified by the committee. Applicant participation in this LTAC briefing is not mandatory, but is strongly encouraged. The format for this briefing will be determined by the committee and applicants will be notified in advance of any particulars related to presentation materials, format, and time allowed.

All meetings of the LTAC will be open to the public, and advance notification of LTAC meetings will be provided by the City Clerk.

The LTAC will provide its recommendation for 2019 awards to the City Council for a final funding decision. The committee recommendation will include a list of candidate projects and recommended amounts of funding, which the City Council will consider for final approval.

Selection Criteria

The LTAC will use the following criteria in evaluating project proposals. Other relevant factors, such as availability of funds, may also guide the decision process.

Lodging Fund Project Evaluation – Basic Criteria
A. Encourages tourism from visitors traveling more than 50 miles, and from visitors traveling from outside Washington state or outside the country.
B. Expected impact on increase in overnight stays in paid accommodations on the island.
C. Expected increase in tourism. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
D. Potential to draw visitors to the Island and increase overnight stays during the off-season, October 1 until Memorial Day.
E. The applicant's demonstrated history of organizational and project success, including but not limited to previous LTAC-funded projects.
F. The project reflects partnerships with other organizations and businesses, to encourage cooperative tourism marketing and minimize duplication of services.
G. The project goals and/or results can be objectively assessed.
H. The project will leverage award funds with additional matching funds or donated in-kind goods or services.

**CITY OF BAINBRIDGE ISLAND
2019 LODGING/TOURISM FUND PROPOSAL
COVER SHEET**

Project Name:

Name of Applicant Organization:

Applicant Organization IRS Chapter 501(c)(3) or 501(c)(6) Status and Tax ID Number:

Date of Incorporation as a Washington State Corporation and UBI Number:

Primary Contact:

Mailing Address:

Email(s): _____

Day phone: _____ Cell phone: _____

Please indicate the type of project described in your proposal:

✓	Project Type
☐	Tourism marketing
☐	Marketing and operations of special events and festivals designed to attract tourists
☐	Supporting the operations of a tourism-related facility owned or operated by a nonprofit organization*
☐	Supporting the operations and/or capital expenditures of a tourism-related facility owned or operated by a municipality or a public facilities district*

*If the proposal requests funds for a tourism-related facility, please indicate the legal owner of that facility:

LODGING/TOURISM FUND APPLICATION

Applicant Information

Please respond to each of these questions in the order listed. If the proposal includes multiple partners, please include the requested information for each organization.

1. Describe the applicant organization's mission, history, and areas of expertise. Describe the applicant's experience in tourism promotion on Bainbridge Island and its demonstrated ability to complete the proposed project.

Alternate question for event or facility funding:

Describe the event or facility proposed including its purpose, history, and budget. Include past attendance history if applicable, and estimate the number of tourists drawn to the event or facility/year. Please estimate total attendance and the number of tourists estimated to attend for 2019. How has the activity been promoted in the past (if applicable) and what promotion is planned for 2019?

2. If appropriate, please identify any project partners and briefly describe the involvement of each. Please note that the maximum award of \$130,000 will apply to any single project, even if proposed by a team of partners.
3. If appropriate, please list each project and amount of funding awarded and utilized from the Lodging Tax (Civic Improvement) Fund within the last five years (2014-2018).
4. If any previous projects by the applicant were funded through the Lodging Tax (Civic Improvement) Fund and were not completed and/or if reports were not submitted to the City as requested, please explain:

LODGING/TOURISM FUND APPLICATION

Project Information

1. Describe the proposed project.

- a. **Scope:** Identify the Project's main objectives and how each will be achieved. Be as specific as possible about the proposed services, measurable impacts, distribution method, and costs.
- b. **Budget:** Include a detailed budget for the proposed project with itemized expenses and income. Include the amount requested from the Lodging Tax Fund and identify other sources of funding anticipated or obtained, including matching funds, as well as any in-kind contributions necessary to complete the project.
- c. **Schedule:** Provide a project timeline that identifies major milestones.

If applicable, please describe the project's scalability. How would the project scope and budget be adjusted should the full amount of the LTAC funding request not be awarded? Please provide specifics.

2. Provide a brief narrative statement to address each of the selection criteria:

- a. Expected impact on increased tourism in 2019. Please provide specific estimates of how the project will impact the number of people traveling fifty miles or more to Bainbridge Island for the activity, or who will travel from another country or state outside of Washington State to attend the activity. If appropriate, compare/contrast this impact to the actual or estimated number of tourists at your event/facility in 2017 and estimates for 2018.
- b. Expected impact on, or increase in, overnight stays on the island. Please include actual or estimated numbers of tourists who will stay overnight in paid accommodations in Bainbridge Island lodging establishments in 2019 as a result of the proposed activities. Please include the basis for any estimates.
- c. Projected economic impact on Bainbridge Island businesses, facilities, events, and amenities, including sales of overnight lodging, meals, tours, gifts, and souvenirs (helpful data may be found on the Washington State Department of Commerce website).
- d. The project's potential to draw visitors to the Island and increase overnight stays during the off-season, i.e., October 1 until Memorial Day.
- e. The applicant's demonstrated history of organizational and project success.
- f. Describe any partnerships with other organizations and businesses in the proposed project – including efforts to minimize duplication of services where appropriate and encourage cooperative marketing.
- g. Describe the degree to which the project goals and/or results can be objectively assessed.
- h. Describe the degree to which the project will leverage award funds with additional matching funds or donated in-kind goods or services.

LODGING/TOURISM FUND APPLICATION

Supporting Documentation

1. Provide your organization's 2017 income/expense summary.
2. Provide your organization's 2018 budget and an estimate of actual 2018 revenue and expenses.
3. Letters of Partnership – Include letters from any partnering organizations committing to joint sponsorship of the application and specifying their intended activities.

UPDATE on

CIVIC IMPROVEMENT FUND (LTAC) BALANCE:

As of June 1, 2018

	Amount
Balance as of Jan 1, 2018	\$294,950
2017 Project Awards	(\$273,00)
Estimated 2017 Revenue	\$ 240,000
Estimated Balance as of 12/31/18:	\$261,950

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Marine Access Committee Regular Meeting Minutes, May 14, 2018 - Councilmember Peltier (Pg. 531)	Date: 6/26/2018
Agenda Item: COMMITTEE REPORTS - 9:30 PM	Bill No.:
Proposed By: Councilmember Peltier	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

ATTACHMENTS:

Description	Type
☐ Marine Access Committee Regular Meeting Minutes, May 14, 2018	Backup Material



MARINE ACCESS COMMITTEE
REGULAR MEETING MINUTES
MONDAY, MAY 14, 2018

The meeting was **CALLED TO ORDER** at 5:32 PM by Co-Chair Frank Ostrander. Minutes were recorded by Anthony Oddo. In attendance were Committee Members Paula Elliot, Peter Hill, Anthony Oddo, Frank Ostrander, Greg Spils and Elise Wright. Harbor Steward Mark Leese, Council Liaison Ron Peltier, Deputy City Manager Morgan Smith, and Engineering Project Manager Mark Epstein were also present. The following members were absent: Fred Grimm.

A **motion** was made (Hill) and seconded (Wright) to accept the meeting agenda. No modifications were proposed.

No **CONFLICTS** were reported.

A **motion** was made (Oddo) and seconded (Hill) to approve the **MINUTES** of the Regular Marine Access Committee Meeting on April 9, 2018. The minutes were approved unanimously without modifications or objections.

REPORTS

City: Councilmember Peltier did not prepare any Marine Access Committee-related updates.

Morgan Smith and Mark Epstein were present to respond to the memo (dated April 9, 2018) regarding proposed improvements to the City Dock and Waterfront Park:

#1 Clean up the shoreline adjacent to the dock: Mark noted that work on the clean-up is underway including the removal of construction debris and invasive vegetation. This work will finish by the end of the month. Morgan noted that the City is also in the process of removing the old wooden benches and will replacing them based on recommendations from the MAC.

The City will also be repairing the current interpretive signs at the edge of Eagle Harbor as part of the bench installation, which will improve overall access to visitors. There currently is no plan to smooth or improve the pathway heading East from Waterfront Park toward the ferry maintenance yard.

#2 Install two of the four benches: See above. No plans to install a bench on the bluff overlooking the water as this would obstruct views and create additional maintenance issues.

#3 Make the dock more welcoming to visiting boaters/other users through signage: Mark noted there are currently signs on the first piling toward shore as well as one facing out toward the water at the end of the dock. Frank inquired about a more seasonal banner (e.g., the one that hangs over Winslow Way announcing community events) that could welcome boaters and visitors. Morgan responded that it

could be a possibility in the future; however, the City's preference is to wait and see how the dock is used throughout the summer and consider it for future seasons.

#4 Provide a signage system that will guide visitors to the Waterfront Park/City Dock: Mark and Morgan agreed that the idea is a good one, but would need to be part of a larger City's initiative for wayfinding signage implementation.

Harbor Stewards: Mark is working with Tami and members of the Eagle Harbor Yacht Club to develop/update the Bainbridge Island boater's guide. He has been in contact with Kristen Drew (COBI Communications) regarding dissemination of the guide.

Mark also noted that he has received complaints about the lack of a dinghy dock at the new City Dock for visiting boaters and liveaboards. Mark Epstein responded that while there is no specific space set aside for dinghy parking, there is a portion of the western edge meant to accommodate dinghies and other human-powered craft. Mark Leese again reiterated that the dedicated portion is still too high off the water and presents a safety issue.

Mark Leese also commented about the rough grating/surface covering of the dock. He suggested that it presents a safety issue should someone fall or trip. Mark Epstein noted that the surface needed to be rough to ensure multi-use safety standards. The City does expect the coating to wear down, however, due to use.

Finally, Mark Leese noted that the "Felicity Ann," a wooden sloop sailed by Ann Davison in the first trans-Atlantic crossing by a woman will be on display during the Boater's Fair on July 1.

Harbormaster: The Committee reviewed the submitted report from April 2018. No further comment or discussion.

ACTION/DISCUSSION ITEMS

Road End Sites Map: Anthony presented the content of his memo that he prepared for a list of suggestions and improvements to the City's road ends webpage. Peter suggested that additional features of the City's harbors also be incorporated into an improved map and posted to the City's website. Anthony will incorporate the recommendations and present the final version during the June regular meeting.

A **motion** was made (Spils) and seconded (Elliot) to approve the changes once finalized and send to Morgan and City staff for review.

Fletcher Bay Dock: Peter noted that the City has approved the Hansen dock in Fletcher Bay. Discrepancies that were previously noted by Peter have been resolved.

Participation in Dock Opening Celebration: The City Dock Grand Opening Celebration will be on Saturday, June 2 from 3:00 PM – 5:00 PM. Elise will provide a short speech about the history of the dock and has asked for volunteers from the committee to be present to staff an information booth.

Next action re Dave Ullin Open Water Marina: Morgan will be available to meet with members of the sub-committee once additional information becomes available regarding timing of the survey. Ron will also introduce the item for discussion with Council during the next planned Study Session.

Review 2018 Work Plan: The Committee reviewed the following Work Plan items with Morgan Smith:

- Viewing Platform at the Ferry Terminal: added to the CIP in 2017. The item will be discussed in June by the Council, but currently no project manager has been assigned. Morgan recommended that if this is an item the Committee would like to continue to champion, it should make public comment and continue to work with Ron and others to push for moving the item forward.
- Construction Limit Line Expansion: Frank will follow-up with Morgan regarding the Committee's proposal to adopt construction limit lines (as currently exist in Eagle Harbor) across the island. He will provide a summary of the recommendations and Morgan will connect it to the correct contacts in Public Works/Planning.
- Adjudication Process for Road End Encroachments: Morgan asked that the Committee propose a meeting for the sub-committee with Joe Levan and Morgan to discuss this project.
- Morgan also noted that the "pipeline" for a big MAC project is now empty with the completion of the Fletcher Bay Road End. She suggested that the committee consider and evaluate its next "big" item (could be the Viewing Platform). She also encouraged the committee to look again at the Ward Avenue Road End as a potential project.

Review 2018 Work Plan Assignments: The Committee is moving forward with recommendations and other projects associated with the Work Plan. A further review is planned for the regular May meeting.

Memo re Dave Ullin Open Water Marina (OWM): The Committee reviewed a draft memo prepared by Elise regarding the OWM. The memo addressed reconfiguration of the moorage buoys in the OWM to accommodate a total of 16 boats/liveaboards (up from the current nine). The removal of the Linear Moorage System and transition to single-point mooring presents an opportunity for the City to reconfigure the OWM and expand capacity.

Anthony suggested that the memo be modified to focus on the City's obligation under the lease with DNR rather than focus on the affordable housing benefits associated with the OWM (per the mandate of the MAC). He also noted that as a shared resource, the City must balance the needs of all Eagle Harbor users and protect the ability for safe navigation following the reconfiguration of the OWM buoys.

Frank suggested that rather than submitting the memo as-written, a more specific ask be drawn up and developed as a set of recommendations/proposals for a meeting with Morgan. A **motion** (Ostrander) was made and seconded (Elliot) to form a sub-committee to study the issue further and develop action items for the City. The sub-committee will be composed of Elise (chair), Anthony, and Paula. They will schedule a time to meet in the coming weeks.

FOLLOW-UP/FUTURE ITEMS

Review Preparations for Police Boat Ride-along: Elise will contact Tami/COBI PD to determine available dates and timing for the committee ride-along.

Boater's Fair: The Boater's Fair was originally scheduled for August 7, 2018. It will now be held on July 1, 2018 from 4:00 PM – 7:00 PM.

NEXT MEETING: Monday, June 11, 2018.

The meeting was **ADJOURNED** at 7:03 PM.



Frank Ostrander, Co-Chair June 11, 2018



Elise Wright, Co-Chair June 11, 2018