



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JANUARY 26, 2021**

REMOTE MEETING ON ZOOM
PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/99475370068](https://bainbridgewa.zoom.us/j/99475370068)
OR TELEPHONE: 1- 253-215-8782
WEBINAR ID: 994 7537 0068

AGENDA

1. **CALL TO ORDER/ROLL CALL - 6:00 PM**
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
3. **PUBLIC COMMENT**
 - 3.A **(6:10 PM) Instructions for Providing Public Comment - City Clerk**, 15 Minutes
[Instructions for Providing Public Comment at Remote Meetings.docx](#)
4. **CITY MANAGER'S REPORT - 6:25 PM**
5. **FUTURE COUNCIL AGENDAS**
 - 5.A **(6:30 PM) Future Council Agendas**, 10 Minutes
[February 2 City Council Study Session.pdf](#)
[February 9 City Council Regular Business Meeting.pdf](#)
[February 16 City Council Study Session.pdf](#)
[February 23 City Council Regular Business Meeting.pdf](#)
6. **PRESENTATION(S)**
 - 6.A **(6:40 PM) COVID-19 Update - Community Based Test Site and Vaccine Distribution Efforts - Executive**, 10 Minutes
[COVID Update to Council 01262021.pdf](#)
7. **UNFINISHED BUSINESS**
 - 7.A **(6:50 PM) Resolution No. 2021-02 - Small Water System Policies - Public Works**, 5 Minutes
[Resolution 2021-02 Small Water System Policy](#)

8. NEW BUSINESS

- 8.A (6:55 PM) City Manager Finalist Deliberation and Decision - Council, 30 Minutes**

9. COUNCIL DISCUSSION

- 9.A (7:25 PM) Update on GARE Training and Possible Next Steps - Councilmember Fantroy-Johnson, 10 Minutes**
COBI-GARE Emails

- 9.B (7:35 PM) Process for Appointing Two New Race Equity Advisory Committee Members - Councilmember Fantroy-Johnson, 10 Minutes**
City Advisory Group Application Form (Race Equity Advisory Committee).doc

10. CONSENT AGENDA

- 10.A (7:45 PM) Agenda Bill for Consent Agenda, 5 Minutes**

- 10.B Accounts Payable and Payroll,**
AP Report to Council of Cash Disbursements 01-27-21.pdf
Payroll.pdf

- 10.C City Council Study Session Minutes, January 5, 2021**
City Council Study Session Minutes, January 5, 2021.pdf

- 10.D City Council Regular Meeting Minutes, January 12, 2021**
City Council Regular Business Meeting Minutes, January 12, 2021.pdf

- 10.E Special City Council Meeting Minutes, January 14, 2021, Continued to January 15, 2021**
Special City Council Meeting Minutes, January 14, 2021, Continued to January 15, 2021.pdf

- 10.F Resolution No. 2021-01 Relating to a Fee Schedule Update - Finance, 5 Minutes**
Resolution No. 2021-01 Relating to a Fee Schedule Update.docx

- 10.G Ford F150 Truck Procurement for Utilities (CIP 00982) - Public Works 5 Minutes**
Ford F150 Truck Quote_00982.pdf

- 10.H Ford F150 Truck Procurement for Utilities (CIP #00983) - Public Works, 5 Minutes**
Ford F150 Truck Quote_00983.pdf

- 10.I Ford F150 Truck Procurement for Streets (01110) - Public Works, 5 Minutes**
Ford F150 Truck Quote_01110.pdf

- 10.J Kubota Excavator and Trailer Procurement - Public Works, 5 Minutes**
Kubota Excavator Quote.pdf

[Trailer Quote.pdf](#)

- 10.K Bainbridge Parks Foundation Donation Agreement - Public Works,**
[Parks Foundation Donation Agreement 2-Plants.docx](#)
[Attachment A - Plant List.pdf](#)

- 10.L City of Bainbridge Island and Bainbridge Island Metropolitan Park and Recreation District – Trails Interlocal Agreement and Budget Amendment – Public Works, 5 Minutes**
[COBI Staff Memo-Trails ILA.docx](#)
[COBI - BIMPRD - Trail Sharing ILA.docx](#)
[Attachment A - Work Request.docx](#)

- 10.M Revisions to Governance Manual Related to Council Liaison Job Description - Councilmembers Schneider and Pollock, 5 Minutes**
[Councilmember Liaison Job Description amendments 01-26-21.pdf](#)

- 10.N Safe Routes To School Discussion - Public Works, 5 Minutes**
[Safer Routes to School Slides 011921.pptx](#)

11. COMMITTEE REPORTS - 7:50 PM

12. FOR THE GOOD OF THE ORDER - 7:55 PM

13. ADJOURNMENT - 8:05 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.

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

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



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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:10 PM) Instructions for Providing Public Comment - City Clerk,

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

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

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

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

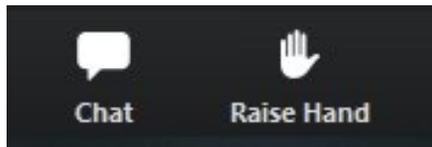
OFFICE OF THE CITY CLERK

SEPTEMBER, 2020

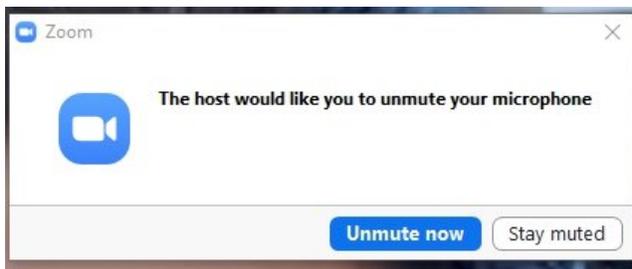
Members of the public are encouraged to submit written public comment to the City Council at any time by emailing Council at council@bainbridgewa.gov or the City Clerk at cityclerk@bainbridgewa.gov. Members of the public who wish to provide public comment during the remote meeting should follow the instructions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

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT IN REMOTE MEETINGS

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



4. Attendee clicks button "Unmute now" after they are called to speak by Meeting Chair.



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

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

6. Attendee provides their comment.
7. A timer on the screen will track your time.

8. Stop speaking when the timer reaches the 3-minute mark.
9. Attendee is returned to attendee group, and microphone is muted.
10. As always, public comment is simply received by the Council, with no response.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:30 PM) Future Council Agendas,

SUMMARY: Council will review future Council agendas.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[February 2 City Council Study Session.pdf](#)

[February 9 City Council Regular Business Meeting.pdf](#)

[February 16 City Council Study Session.pdf](#)

[February 23 City Council Regular Business Meeting.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION
TUESDAY, FEBRUARY 02, 2021**

REMOTE MEETING ON ZOOM

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
 - 2.A **(6:05 PM) 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, 45 Minutes**
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
4. **FUTURE COUNCIL AGENDAS**
 - 4.A **(x PM) Future Council Agendas, 10 Minutes**
 - 4.B **Discussion of Potential Future Council Agenda Items - Police/Court Facility Costs, 10 Minutes**
5. **PRESENTATIONS**
 - 5.A **WSDOT Presentation on the SR305 Adas Will/Agatewood Roundabout Project - Public Works, 15 Minutes**
[SR 305 COBI Pres 20201207 v3.pdf](#)
 - 5.B **(x PM) Proclamation Declaring February 2021 as "Black History Month" - Mayor Nassar, 5 Minutes**
[Black History Month Proclamation 2021](#)
6. **UNFINISHED BUSINESS**
 - 6.A **Interim Green Building Program - Planning, 10 Minutes**
[Green Building Staff Memo](#)
[Attachment 1 - Activity Log](#)
[Attachment 2 - GBTF Roster](#)

- Attachment 3 - City Green Building Policies
- Attachment 4 - GHG Inventory Fact Sheet.pdf
- Attachment 5 - GHG Target Charts
- Attachment 6 - Energy Demand & Conservation
- Attachment 7 - GBTF Road Map Recommendation
- Attachment 8 - First Steps Recommendation

6.B **Recommendations and Update from the Climate Change Advisory Committee,** 30 Minutes

7. **NEW BUSINESS**

8. **CITY COUNCIL DISCUSSION**

8.A **(8:20 PM) Feedback on Proposed Changes to Governance Manual - Council,** 10 Minutes

9. **FOR THE GOOD OF THE ORDER**

10. **ADJOURNMENT**

GUIDING PRINCIPLES

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CITY OF
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**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, FEBRUARY 09, 2021**

REMOTE MEETING ON ZOOM

AGENDA

1. CALL TO ORDER/ROLL CALL - 6:00 PM
2. EXECUTIVE SESSION
 - 2.A (6:05 PM) 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, 30 Minutes
3. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. PUBLIC COMMENT
5. CITY MANAGER'S REPORT
6. FUTURE COUNCIL AGENDAS
 - 6.A (x PM) Future Council Agendas, 10 Minutes
7. PRESENTATION(S)
8. PUBLIC HEARING(S)
9. UNFINISHED BUSINESS
 - 9.A Ordinance No. 2021-07, Amending the Tree and Vegetation Chapters of the Municipal Code, per the Landmark Tree Ordinance Work Plan - Planning, 10 Minutes
 - 9.B Ordinance No. 2021-09, Bonus FAR Interim Control, 6 Month Extension - Planning, 10 Minutes
10. NEW BUSINESS

- 10.A **(x PM) Schedule the Public Hearing on Ordinance 2021-03 Joint City Council/Planning Commission Land Use Subcommittee Phase I "Triage" Code Changes,** 20 Minutes
 Ordinance_No_2021-03_Triage_Code_Updates_HW edits
 Ord 2021-03 Exhibit A.docx
 ORD 2020-40 Planning Commission Recorded Motion 121020
 Background Planning Commission Workplan for Joint Land Use Subcommittee Recommendations
 Background Joint Land Use Subcommittee Memorandum Initial Recommendations
 Background Joint Land Use Subcommittee Attachment A Table
- 10.B **(x PM) Ordinance No. 2021-01 Amending Chapter 20.04 BIMC Relating to City Fire Code - Public Works,** 5 Minutes
 Fire Code 2021 Slides.pptx
 Ordinance No. 2021-01 Updating City Fire Code - Final for 2-9-21.docx
 UAC Fire Code Memo 050918.pdf
- 10.C **(x PM) Ordinance No. 2021-02 Amending Chapter 13.10 BIMC Relating to Regulation of Fire Hydrants & Water Mains - Public Works,** 5 Minutes
 Ordinance No. 2021-02 Ch 13.10 BIMC Fire Hydrants and Water Mains - Final for 2-9-21.docx
- 10.D **Ordinance No. 2021-04 Amending BIMC 15.04 Relating to City Building Code - Planning,** 5 Minutes
 Ordinance No. 2021-04 Building Code Update
- 10.E **(x PM) Ordinance No. 2021-05 (Formerly Ordinance No. 2020-04), Adopting Small Wireless Facility Design Standards,** 30 Minutes
 Ordinance No. 2021-05, Adopting Small Wireless Facility Design Standards - CC Public Hearing Draft
 Ordinance No. 2020-04, Adopting Small Wireless Facility Design Standards - PC Public Hearing Draft
 SWF Planning Commission Minutes 20201308
- 10.F **(x PM) Ordinance No. 2021 - 06, Terminating the Interim Wireless Communications Facilities Ordinance No. 2020-22** 5 Minutes
 Ordinance No. 2021-06 Terminating Interim Official Control SWFs.

11. CONSENT AGENDA

- 11.A **City Hall Repairs Change Order - Public Works,**

12. COMMITTEE REPORTS

13. FOR THE GOOD OF THE ORDER

14. ADJOURNMENT

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CITY OF
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**CITY COUNCIL STUDY SESSION
TUESDAY, FEBRUARY 16, 2021**

REMOTE MEETING ON ZOOM

AGENDA

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
 - 2.A **(6:05 PM) 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, 30 Minutes**
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
4. **FUTURE COUNCIL AGENDAS**
5. **PRESENTATIONS**
 - 5.A **Public Art Committee Update and Budget Request - Public Art Committee, 10 Minutes**
6. **UNFINISHED BUSINESS**
7. **NEW BUSINESS**
 - 7.A **Puget Sound Energy Franchise Agreement Proposed Timeline and Community Engagement Plan 15 Minutes**
8. **CITY COUNCIL DISCUSSION**
 - 8.A **Discussion of Joint City Council and Planning Commission Land Use Committee - Council, 30 Minutes**
9. **FOR THE GOOD OF THE ORDER**
10. **ADJOURNMENT**

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CITY OF
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**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, FEBRUARY 23, 2021**

REMOTE MEETING ON ZOOM

AGENDA

1. **CALL TO ORDER/ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
 - 2.A **(6:05 PM) 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, 30 Minutes**
3. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
4. **PUBLIC COMMENT**
5. **CITY MANAGER'S REPORT**
6. **FUTURE COUNCIL AGENDAS**
7. **PRESENTATION(S)**
8. **PUBLIC HEARING(S)**
 - 8.A **Ordinance 2021-03 Joint City Council/Planning Commission Land Use Subcommittee Phase I "Triage" Code Changes, Public Hearing 20 Minutes**
[Ordinance No 2021-03 Triage Code Updates.docx](#)
[Ord 2021-03 Exhibit A.docx](#)
[ORD 2020-40 Planning Commission Recorded Motion 121020.pdf](#)
[20201029 Planning Commission Workplan for Joint Land Use Subcommittee Recommendations.pdf](#)
[20201013_Joint_Land_Use_Subcommittee_Memorandum_Initial_Recommendations_Recovered.pdf](#)
[20201013 Joint Land Use Subcommittee Attachment A Table.pdf](#)
9. **UNFINISHED BUSINESS**
 - 9.A **Economic Recovery Grants - Finance, 15 Minutes**
[Bainbridge CARES - draft grant application v2.pdf](#)

10. NEW BUSINESS

- 10.A Sportsman Club/New Brooklyn Intersection Improvements Contract Award - Public Works** 10 Minutes
- 10.B Eagle Harbor Phase II Non-Motorized Improvements Contract Award - Public Works,** 10 Minutes
- 10.C Ordinance No. 2021-08, Amending the 2021 Budget to Carry Forward Funding for Work Funded in 2020 but to be Performed in 2021 - Finance,** 10 Minutes
Ordinance No. 2021-08 Amending the 2021 Budget to Carry Forward 2020 Items.docx
- 10.D Resolution 2021-03 - Designation of Fund Balance - \$600,000 High Priority Sustainable Transportation Projects - Finance,** 5 Minutes
- 10.E Resolution 2021-04 - Designation of General Fund balance - \$500,000 Climate Action Plan Implementation - Finance,** 5 Minutes
- 10.F Race Equity Welcoming Sign Approval and Budget Amendment** 10 Minutes

11. CONSENT AGENDA

- 11.A Chlorine Generator Replacement Contract - Public Works,** 5 Minutes
Contract ProForma.docx
- 11.B Police Vehicles Procurement** 5 Minutes

12. COMMITTEE REPORTS

13. FOR THE GOOD OF THE ORDER

14. ADJOURNMENT

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CITY OF
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City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:40 PM) COVID-19 Update - Community Based Test Site and Vaccine Distribution Efforts - Executive,

SUMMARY: The City of Bainbridge Island Emergency Management Coordinator will provide an update on the City's COVID-19 Community Based Testing Site and vaccine distribution.

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Safe City

FISCAL IMPACT:

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

BACKGROUND: The City has operated a community-based testing site at City Hall since November 4, 2020. Since that time, the City has been operating the testing site three days per week and has tested over 1,000 individuals.

Additionally, the City, in partnership with Bainbridge Prepares, the Bainbridge Island Fire Department, and numerous emergency management volunteers have been assisting the Bainbridge Island Community Pharmacy with vaccine distribution to eligible individuals based on the State's vaccine prioritization guidance.

ATTACHMENTS:

[COVID Update to Council 01262021.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

COVID-19 Update to Council

January 26, 2021

Anne LeSage, Emergency Management Coordinator

Healthy Washington - Roadmap to Recovery

Activities	Phase 1	Phase 2
Social and At-Home Gathering Size — Indoor	Prohibited	Max of 5 people from outside your household, limit 2 households
Social and At-Home Gathering Size — Outdoor	Max of 10 people from outside your household, limit 2 households	Max of 15 people from outside your household, limit 2 households
Worship Services	Indoor maximum 25% capacity	Indoor maximum 25% capacity
Retail Stores (includes farmers' markets, grocery and convenience stores, pharmacies)	Maximum 25% of capacity, encourage curbside pick-up	Maximum 25% of capacity, encourage curbside pick-up
Professional Services	Remote work strongly encouraged, 25% capacity otherwise.	Remote work strongly encouraged, 25% capacity otherwise.
Personal Services	Indoor maximum 25% capacity.	Indoor maximum 25% capacity.
Eating and Drinking Establishments (establishments only serving individuals 21+ and no food remain closed)	Indoor dining prohibited. Outdoor dining, 11 PM close, maximum 6 per table, limit 2 households per table	Indoor dining available 25% capacity, 11 PM close. Outdoor dining available, maximum 6 per table, limit 2 households per table
Weddings and Funerals	Ceremonies are limited to a total of no more than 30 people. Indoor receptions, wakes, or similar gatherings in conjunction with such ceremonies are prohibited.	Ceremonies and indoor receptions, wakes, or similar gatherings in conjunction with such ceremonies are permitted and must follow the appropriate venue requirements. If food or drinks are served, eating and drinking requirements apply. Dancing is prohibited.
Indoor Recreation and Fitness Establishments (includes gyms, fitness organizations, indoor recreational sports, indoor pools, indoor K-12 sports, indoor sports, indoor personal training, indoor dance, no-contact martial arts, gymnastics, climbing)	Low risk sports (including dance, no-contact martial arts, gymnastics, and climbing) permitted for practice and training only in stable groups of no more than 5 athletes. Appointment based fitness/training; 45-minute max session, no more than 1 customer/athlete per room or per 500/sq. ft. for large facilities.	Low and moderate risk sports competitions permitted (no tournaments). Fitness and training maximum 25% capacity.
Outdoor Sports and Fitness Establishments (outdoor fitness organizations, outdoor recreational sports, outdoor pools, outdoor parks and hiking trails, outdoor campsites, outdoor K-12 sports, outdoor sports, outdoor personal training, outdoor dance, outdoor motorsports)	Low and moderate risk sports permitted for practice and training only (no tournaments). Outdoor guided activities, hunting, fishing, motorsports, parks, camping, hiking, biking, running, snow sports, permitted.	Low, moderate, and high-risk sports competitions allowed (no tournaments), maximum 200 including spectators.
Indoor Entertainment Establishments (includes aquariums, indoor theaters, indoor arenas, indoor concert halls, indoor gardens, indoor museums, indoor bowling, indoor trampoline facilities, indoor cardrooms, indoor entertainment activities of any kind, indoor event spaces)	Private rentals/tours for individual households of no more than 6 people permitted. General admission prohibited.	Maximum 25% capacity. If food or drinks are served, eating and drinking requirements apply.
Outdoor Entertainment Establishments (includes zoos, outdoor gardens, outdoor aquariums, outdoor theaters, outdoor stadiums, outdoor event spaces, outdoor arenas, outdoor concert venues, rodeos)	Ticketed events only: Groups of 10, limit 2 households, timed ticketing required.	Groups of 15, limit 2 households per group, maximum 200 including spectators.

NOTE: Live entertainment is no longer prohibited but must follow guidance above for the appropriate venue. Long-term Care facilities, professional and collegiate sports remain governed by their current guidance/proclamations separate from this plan.

COMMUNITY-BASED TESTING SITE

- Opened to the community on November 4th outside City Hall - Town Square
 - Open Mondays, Wednesdays, Fridays 1 – 5 PM
- Beginning in February – will be open Mondays and Wednesdays from 1 – 5 PM
 - If individuals need testing on Fridays, the test site at Poulsbo City Hall is open
- Authorized to spend up to \$50,000 – spent \$22,000 to date

TESTING BY THE NUMBERS (As of 1/15)

- Total Tested - 1242
- Positive Cases – 14
- Less than 1% Positivity Rate

COVID-19 Vaccine Distribution

- City, BIFD, Bainbridge Prepares partnership supporting BI Community Pharmacy with vaccine distribution
 - BIFD is also committing staff time and funding for logistical support
- Schedule will vary week by week, depending on vaccine availability
- Other vaccine providers on BI: Member Plus Family Health, Virginia Mason

COVID-19 Vaccine Distribution

- Currently in Phase 1, Tier B-1
- Following State guidance on prioritization
- Updates posted every Monday
<https://www.bainbridgewa.gov/COVIDvaccine>



CITY OF
BAINBRIDGE ISLAND

Questions?



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:50 PM) Resolution No. 2021-02 - Small Water System Policies - Public Works,

SUMMARY: To adopt a resolution to move forward with expanding support to small water systems island-wide.

AGENDA CATEGORY: Resolution

PROPOSED BY: Public Works

RECOMMENDED MOTION: I move to forward Resolution No. 2021-02 for consideration of approval with the February 9, 2021 consent agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: At the direction of the City Council in 2020, City staff have been working with the Utility Advisory Committee (UAC) in regards to expanding support to small water systems island-wide, and has been considering options for facilitating consolidation of small water systems. The UAC completed its review in a Memorandum dated September 28, 2020 (attached), which recommends that the City depart from its past generally reactive approach toward interfacing with small water systems on Bainbridge Island and instead work on a more proactive and supportive effort moving forward.

The attached Resolution adopts a policy of providing active and consistent assistance, if requested, to the small water systems on Bainbridge Island.

Resolution No. 2021-02 provides that the Council shall consider steps to implement this policy in coordination with the development of the City's Groundwater Management Plan, and through the Winslow Water System Business Planning effort, both of which are funded in the 2021-22 Biennial Budget. It should be noted that the adoption of the policies outlined in the resolution are likely to result in the need for new long-term financial and resource capacity investments in the City's water utility.

ATTACHMENTS:

[Resolution 2021-02 Small Water System Policy](#)

[UAC Water System Memo 092320.pdf](#)

FISCAL DETAILS: Not determined, however, adoption of the policies outlined in the resolution are likely to result in the need for new long-term financial and resource capacity investments in the City's water utility.

Fund Name(s): Water Fund

Coding:

RESOLUTION NO. 2021-02

A RESOLUTION of the City Council of Bainbridge Island, Washington, establishing a policy for management support to non-City owned small water systems on the Island.

WHEREAS, the 2017 Comprehensive Plan includes the following goals and policies intended to safeguard the Island's water resources:

- Goal U-10. Ensure that city-managed and to the extent possible non-city managed utility services are sufficient, cost effective, reliable, and that safe water utility service is provided.
- Goal U-11: Require utilities to operate in a manner that preserves and protects the water resources of the Island.
- Policy U 11.6: Encourage and support water utilities to enter into cooperative activities, such as jointly managed operations, shared storage, and construction of interties, to manage water resources and systems more efficiently, economically, and safely.
- Policy U 11.7: Encourage and facilitate consolidation of water systems, with particular emphasis on mergers of contiguous and small systems, to manage water resources and systems more efficiently, economically, and safely.
- WR 3.2: The City may elect to facilitate small water system management services by applying to the Department of Health to be an approved Satellite Management Area (SMA).
- WR 3.3: New development in previously unclaimed water service areas may be required to dedicate public water systems to the City if the system meets City standards and the City determines it is appropriate to accept, own and operate such systems; and

WHEREAS, the City Council asked the Utility Advisory Committee ("UAC") to "study and recommend a process for facilitating consolidation of small water systems." The UAC completed its review in a Memorandum dated September 28, 2020; and

WHEREAS, there are 35 Group A (generally more than 14 connections) water systems on Bainbridge Island, and 135 Group B systems (generally 2-14 connections). Smaller Group A and Group B water systems commonly face the following problems: (1) lack of professional management; (2) outdated and deteriorating infrastructure; (3) lack of appropriate capital improvement planning and capability; (4) insufficient financial resources; (5) inadequate backup and support; and (6) limited fire suppression facilities; and

WHEREAS, the Washington State Department of Health (“DOH”) has encouraged small water systems to develop more “professional” planning, maintenance, financing, and staffing, and to consider consolidation with other water systems in order to jointly possess the resources to develop those attributes of effective water system management; and

WHEREAS, in the 2005 Kitsap County Coordinated Water System Plan it is stated that smaller water systems negatively impact the ability to accomplish water resource management made possible by larger interconnected water systems, and Group B water systems, which typically have shallow wells, are more likely to negatively impact stream flows; and

WHEREAS, in 1993, the City adopted a policy (Resolution No. 93-3) of providing assistance upon request to non-City owned water systems. This policy was partially implemented in the 1990’s, but the City’s involvement with other water systems lessened thereafter due to the lack of management focus, budget, and staffing; and

WHEREAS, the UAC Memorandum recommends the City depart from its past generally passive, reactive, and inconsistent approach toward interfacing with small water systems on Bainbridge Island.

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

Section 1. The City adopts a policy of providing active and consistent assistance, if requested, to the small water systems on Bainbridge Island, and of encouraging, if appropriate, voluntary consolidation of those systems into the City’s current water utility. Priority focus should be on the water systems within and adjacent to the City’s current county-assigned service areas.

Section 2. The Council shall consider steps to implement this policy in coordination with the development of the City’s Groundwater Management Plan, and through the Winslow Water System Business Planning effort, both of which are proposed to be funded in the 2021-22 Biennial Budget.

Section 3. The City should conduct outreach to small water systems and be prepared to offer advice and services to encourage consolidation and continued safe operation. This includes providing a forum to discuss common problems and to identify the needs for City assistance. Further, the City should apply to the State Department of Health to become an approved Satellite Management Agency (“SMA”).

Section 4. The City shall strive to update water system inventories and maps for use in the above efforts.

Section 5. This resolution shall take effect immediately.

PASSED by the City Council this _____ day of _____, 2021.

APPROVED by the Mayor this _____ day of _____, 2021.

Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

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

January 22, 2021
_____, 2021
2021-02

**MEMORANDUM REGARDING
THE CITY OF BAINBRIDGE ISLAND'S POLICIES
TOWARD SMALL WATER SYSTEMS**

Prepared by the City of Bainbridge Island
Utility Advisory Committee
September 23, 2020

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EXECUTIVE SUMMARY

In 2018, the City Council asked the Utility Advisory Committee (UAC) to “study and recommend a process for facilitating consolidation of small water systems.” The Council’s direction was driven by the City’s Comprehensive Plan, which generally calls for managing utility services in a manner that is efficient, effective, and safe, and preserves and protects the Island’s water resources.

As part of its work, the UAC developed four alternative models for a future City of Bainbridge Island (COBI) policy regarding facilitating the consolidation of small water systems:

- Minimal, hands-off role;
- Reactive to requests from water systems – which the UAC suggests summarizes the City’s current policy;
- Active assistance to water systems; and,
- Active assistance along with acquisition over time of small water systems.

The UAC believes it is time for the City to depart from its reactive and inconsistent approach towards interfacing with small water systems on Bainbridge Island. Accordingly, the UAC **recommends that the City adopt a policy of providing active and consistent assistance, if requested, to the small water systems on Bainbridge Island, and encourage, if appropriate, voluntary consolidation of those systems into the City’s current water utility.** Priority focus should be on the water systems within and adjacent to the City’s current county-assigned service areas.

The UAC encourages the Council to consider addressing this policy in coordination with the development of the City’s Groundwater Management Plan, and through the Winslow Water System Business Planning effort, both of which are proposed to be funded in the 2021-22 Biennial Budget.

COBI UTILITY ADVISORY COMMITTEE
MEMORANDUM REGARDING COBI'S POLICIES TOWARD
SMALL WATER SYSTEMS

I. INTRODUCTION

In 2018, the City Council asked the Utility Advisory Committee (UAC) to “study and recommend a process for facilitating consolidation of small water systems.” The council’s direction begins implementation of Comprehensive Plan Utilities Element Policy U-11.7, which is reproduced in the next section.

There are 35 Group A (the largest) water systems on Bainbridge Island, and 135 Group B systems (the smallest). COBI currently owns and manages two of the Group A systems (Winslow-Fletcher Bay and Rockaway Beach) and one Group B system (Casey Street).

The UAC gathered data on Island water systems, considered the history of water system management on the Island, and consulted with water system experts within state, county-wide, and city governments, and from the private sector.

The UAC then developed four alternative models for COBI policy regarding small water systems: (1) minimal, hands-off role; (2) reactive to requests from water systems – which the UAC suggests is an apt description of the City’s current policy; (3) active assistance to water systems; and (4) active assistance along with acquisition over time of small water systems. Descriptions of these alternatives are contained in this memo and on an attached matrix.

As discussed in this memorandum, the UAC believes it is time for the City to depart from its disengaged, reactive, and inconsistent attitude toward water management on Bainbridge Island. Accordingly, the UAC recommends that the City adopt a policy of providing active and consistent assistance, if requested, to the small water systems on Bainbridge Island, and encourage, if appropriate, voluntary consolidation of those systems into the City’s current water utility. Priority focus should be on the systems within and adjacent to the City’s current county-assigned service areas.

The primary reasons for this policy are to help ensure all Island residents have adequate, safe drinking water and to protect Island water resources.

II. BACKGROUND

A. Comprehensive Plan

In 2017, the City Council approved an update to the Comprehensive Plan, which included a newly revised Utilities Element. Among the goals and policies in the Utilities Element are the following pertinent to this subject (key clauses are identified by bold highlighting):

- Goal U-10. Ensure that city-managed and **to the extent possible non-city managed utility services** are sufficient, cost effective, reliable, and that safe water utility service is provided.

- Goal U-11: Require utilities to operate in a manner that **preserves and protects the water resources** of the Island.
- Policy U 11.6: **Encourage and support water utilities to enter into cooperative activities**, such as jointly managed operations, shared storage, and construction of interties, to manage water resources and systems more efficiently, economically, and safely.
- Policy U 11.7: **Encourage and facilitate consolidation of water systems**, with particular emphasis on mergers of contiguous and small systems, to manage water resources and systems more efficiently, economically, and safely.

The Comprehensive Plan also contains Policy U 11.9 which states as follows: “Conduct a study of consolidation of water systems owned by the City and Kitsap Public Utility District. Pursue long-term consolidation of larger water systems.” As is shown below, the City and KPUD own the three largest water systems on the Island, all of which are substantially larger than the remainder of Island water systems.

The UAC was not asked to study and recommend a process for implementing Policy 11.9 – but rather to focus on “small water systems.” The size of “small water systems” was not defined, but for purposes of this memo the UAC will consider “small” to be all systems other than the three largest owned by the City and KPUD.

The drinking water policies and goals in the afore-described 2017 Comprehensive Plan build on those already outlined in the Water Resources Element of the City’s 2004 Comprehensive Plan, namely:

- WR 3.2: The City may elect to facilitate small water system management services by applying to the Department of Health to be an approved Satellite Management Area (SMA).
- WR 3.3: New development in previously unclaimed water service areas may be required to dedicate public water systems to the City if the system meets City standards and the City determines it is appropriate to accept, own and operate such systems.

All of these goals and policies were adopted to help ensure that all island residents have safe drinking water.

B. Water Systems on Bainbridge Island

Potable water service is provided to residents of Bainbridge Island from private single or double¹ connection wells or public water systems classified by the Washington State Department of Health as Groups A or B, depending on the number of connections.

¹ The 2005 Kitsap Coordinate Water System Plan notes that normally only single-connection wells are considered “private,” but the Kitsap Public Health District has an exemption that allows double-connection residential wells meeting certain criteria to be classified as a “private well.”

- 1) Group A. Those water systems serving 15 or more connections or the general public are labeled Group A. There are 35 active Group A systems on Bainbridge Island which are listed below by number of connections, and shown on a map attached as Exhibit A. This data comes from the Washington State Department of Health, and can be accessed at this link: <https://fortress.wa.gov/doh/eh/portal/odw/si/Intro.aspx>.

Name/Owner	Connections	Population
Winslow/Fletcher Bay (COBI)	3165	7130
North Bainbridge (KPUD)	1894	4663
South Bainbridge (KPUD)	1245	2863
Meadowmeer (managed by KPUD)	311	897
Island Utility (KPUD)	255	590
Port Madison (managed by KPUD)	103	233
Bucklin (managed by WA Water Co)	103	272
Emerald Heights	92	250
Bill Point (managed by KPUD)	84	200
Rockaway Beach (COBI)	72	175
Eagle Harbor Marina	54	17
Phelps Road (managed by WA Water Co)	22	58
Harbor Crest (KPUD)	21	53
Rose Avenue	20	53
Place Eighteen (managed by KPUD)	18	32
Ferncliff (managed by KPUD)	18	40
Ravens Reach	16	42
Graham Place	15	34
Hidden Heights	14	36
Islandwood Estates	14	40
Walden Water	13	34
Derby Downs	13	30
Seabold Heights (managed by KPUD)	12	36
Bloedel Reserve	8	2
Battle Point Park	6	0
Montessori Country School	5	0
Strawberry Hill Park	5	0
COBI Public Works	4	0
Fort Ward Park	3	1
Carden County School	2	3
Eagledale Park	2	0
Hazel Creek Montessori	2	0
Fieldstone Memory Care	1	96
Island Center Community Center	1	0
Seabold Community Hall	1	0
Totals	7614	17,880

- 2) Group B. Those water systems serving 2 to 14 connections are classified by the State and Kitsap Health District as Group B. There are 135 Group B systems on Bainbridge Island, many of which are shown on a map attached as Exhibit A. A list of the Group B water systems provided by Kitsap Public Health District is attached at Exhibit B. The list indicates the Group B water systems have 540 connections. Assuming 2.1 residents per connection, the Group B systems serve 1134 residents.
- 3) Private Wells. Many properties owners obtain potable water for a single residence or business from a private well. These are not considered “public water systems,” and therefore are not addressed in detail in this analysis.
- 4) Statistical Analysis. The WA Department of Health and Kitsap Public Health District data indicates that the 35 *Group A* water systems on Bainbridge Island serve 7614 connections and 17,880 residents, and the 135 *Group B* water systems serve 540 connections and approximately 1134 residents.

There is no data indicating how many Bainbridge residents are served by *private wells*. But, it is possible to estimate that number. One method is to subtract the population served by Group A and B water systems (19,110) from the total Island population of 25,300². Doing so results in an estimate that 6286 of the Bainbridge population obtains water from private wells.³

Looking further at the 35 Group A systems, the three largest cannot be considered “small.” The City’s Winslow/Ferncliff system and KPUD’s North Bainbridge and South Bainbridge water systems together serve 6304 connections and a population of 14,656. Thus, the remaining 32 Group A water systems, which are truly small systems, in the aggregate serve 1310 connections and 3224 residents.

In summary, on a percentage basis, it is estimated that Bainbridge residents obtain water from:

Large Group A water systems	58 %
<i>City – Winslow/Fletcher</i>	28 %
<i>KPUD – No. & So. Bainbridge</i>	30 %
Small Group A water systems	12.5 %
Group B water systems	4.5 %
Private wells	24 %

² US Census, 2019.

³ It is important to note again that this is only an estimate. Another calculation method, based on parcels, yields a lower result. KPHD records indicate that approximately 2000 parcels of property on Bainbridge are served by private wells. Multiplying that number by 2.1 persons per connection tells us that 4200 people are served by private wells, which is approximately 2000 less than that above population method. But, if this method was to be used, it is unclear how to allocate those 2000 people among the Group A and B systems.

C. Ownership and Management of Water Systems

Water systems are owned by a variety of organizations: governments like COBI, for-profit corporations, non-profit organizations such as homeowner associations, and private individuals and businesses.

Many water systems, primarily very small ones, are self-managed. That is, the owners utilize volunteers or contractors to perform needed operational and administrative tasks.

In addition, two large organizations manage water systems owned by others pursuant to negotiated contracts of varying durations. They are Kitsap Public Utility District (KPUD) and Northwest Water Service, Inc.

KPUD owns and manages 4 Group A systems on Bainbridge Island: North Bainbridge, South Bainbridge, Island Utility, and Harbor Crest; and at least 3 Group B systems. See map at **Exhibit A**. KPUD also manages Group A water systems on Bainbridge Island owned by other entities, typically homeowner associations. Examples are Port Madison, Seabold Heights, Ferncliff, Place 18, and recently Bill Point and Meadowmeer.

Northwest Water Service, a private for-profit company headquartered in Port Orchard, manages 6 Group A and 16 Group B systems on Bainbridge Island. It manages 450 systems in Washington. Northwest Water generally does not provide complex engineering and construction services but may refer that work to KPUD or Washington Water.

Washington Water Service, a division of a publicly-traded California corporation with a local office in Gig Harbor, owns and manages three Group A water systems on the Island. It used to manage other water systems as well. However, in 2018, Washington Water changed its business model and will now only manage water systems it owns. The company thus withdrew from managing various Island small water systems unless and until they agreed to sell to Washington Water.

D. Service Areas

The 2005 Kitsap County Coordinated Water System Plan (CWSP) assigned “service areas” to Group A systems within the County. Most service areas contained just the properties currently being served by the Group A systems. The two largest water systems, COBI and KPUD, were also assigned properties that were not currently being served by that utility. This assignment essentially established that assigned water system as the primary future provider for the area.

Group B water systems do not have assigned “service areas” under CWSP. They do have the right to provide water service to the properties consistent with their approved water system plans.

The attached **Exhibit C** shows the assigned service areas on Bainbridge Island. COBI has three assigned areas: a large swath across the middle of the Island in which the Winslow-

Fletcher Bay system is located; the Rockaway Beach area which contains the Rockaway Beach system; and the northern tip of the Island in which neither COBI or any other Group A system operates a water system.

KPUD has two large service areas, resulting from its ownership of the North Bainbridge System and its relatively-recent acquisition of the South Bainbridge and Island Utility Systems.

There is an area on the south side of Eagle Harbor that is not within any assigned service area. It is wedged between the City's Winslow and Rockaway Beach systems, and adjacent to other small water systems.

E. Problems Identified with Small Water Systems

Beginning in the 1970's, the WA State Department of Health identified significant deficiencies with many small water systems throughout the state. Generally, many small water systems have some or all of the following problems: (1) lack of professional management; (2) outdated and deteriorating infrastructure; (3) lack of appropriate capital improvement planning and capability; (4) insufficient financial resources; (5) inadequate backup and support; and (6) limited fire suppression facilities.

For example, there are no requirements by either the State Office of Drinking Water or Kitsap Public health that Group B systems have reserves for improvements or repairs. The State Department of Health does require Groups A systems to have a capital reserve at the time they are initially created and approved. There is also a requirement that the amount of reserve be reviewed every 5 years during a Group A sanitary survey inspection, but this requirement is dependent on the State Department of Health's staffing. (Anecdotally, DOH did fail to review Meadowmeer's reserves at its last inspection due to new staff.) The lack of reserve requirements for Group B systems is becoming more significant because most water small water systems were developed during the 1960's and 1970's, and the equipment is reaching the end of its useful lives.

Small water systems also often rely on volunteer staff with little to no professional experience or knowledge of regulatory changes. Volunteers may also be reluctant to raise rates to make necessary safety improvements like backup generators for power outages, fire hydrants, interties with adjacent systems, and seismic improvements. These safety concerns are becoming more pressing due to the effects of global warming and the drier, longer summers Bainbridge is experiencing.

The Washington State Department of Health (DOH) has encouraged small water systems to develop more "professional" planning, maintenance, financing, and staffing, and to consider consolidation with other water systems in order to jointly possess the resources to develop those attributes of effective water system management. As noted above, the City's comprehensive plans have similarly called for consolidation.

Neither the City's Public Works Department nor the UAC has conducted a survey of the condition of the Group A and B systems on the Island, so we are not in a position to state which, if any, of the above-identified deficiencies are suffered by Island water systems. However, the

UAC has received complaints from customers of numerous small water systems about deficiencies in their systems and the need for assistance. Therefore, more data would be helpful.

Finally, as identified in the 2005 Kitsap County Coordinated Water System Plan, smaller water systems negatively impact the ability to accomplish water resource management made possible by larger interconnected water systems, and Group B water systems, which typically have shallow wells, are more likely to negatively impact stream flows.

F. Legal and Regulatory Authorities Pertinent to Small Water Systems

- 1) Federal: EPA Safe Water Drinking Act (1974). The Act protects public drinking water supplies throughout the United States. It sets regulatory limits for the amounts of certain contaminants in water provided by public water supply systems. The EPA also implements various financial programs to ensure drinking water safety. (See Title XIV of Public Health Service Act.)
- 2) State: Public drinking water is regulated at the State level by the Washington State Department of Health.
 - a. Group A systems (15 or greater connections or public access): The Washington State Department of Health (DOH) regulates Group A's under state law and a formal agreement with the US Environmental Protection Agency (EPA) for carrying out the federal Safe Drinking Water Act. DOH's Drinking Water Division's highest priority is responding to actual or potential public health emergencies. DOH's technical staff is available to water systems 24 hours a day. See Ch. 246-290 WAC.
 - b. Group B systems (2-14 connections): Group B systems are regulated under Chapter 246-291 of the Washington Administrative Code. Group B regulations suggest that new Group B owners should design their systems to comply with the more regulated Group A requirements like seismic safety, power outage, back-up systems, and capital reserves in order to allow for future consolidation into Group A's. Older Group B systems had no such requirements. Group B rules for ongoing oversight were amended in 2014 to be optional due to State budget cuts at DOH, so DOH does not provide oversight of Group B systems. See section 3) below for information about Kitsap Public Health District involvement with Group B systems.
 - c. Revolving Fund: The DOH makes funds available to Group A drinking water systems to pay for infrastructure improvements and consolidation of Class A systems or consolidation of Group B's into existing Group A systems through the Drinking Water State Revolving Fund. There was \$20 million available in the last cycle. The loan program is funded through state and federal money and is subject to state laws and additional federal regulations. These loans cover capital improvements that increase public health and compliance with drinking water regulations. They are for Public entities, so COBI and KPUD can apply for these loans, but private management agencies (like Washington Water) can not apply.

- d. State Loans: In implementation of the priority the State Department of Health places on the consolidation of Group A water systems, the State has created a loan and grant program. One such program offers \$25,000 grants to help public entities (like the City) investigate consolidation.
- e. DOH Priorities: One of the priorities of the DOH is to consolidate Groups A's (and possibly Group B's with Group A's or other B's) for the following reasons:
- Better economies of scale ensure better supervision and monitoring
 - Large systems are generally more reliable
 - Large systems reduce the administrative burden on the Health Department
 - Improved well head protection ensures aquifer protection for all
 - Improved fire safety
- 3) Kitsap Public Health District: Although often mis-identified as a Kitsap County department, Kitsap Public Health District (KPHD) is a separate district governed by a seven-person Board composed of the three county commissioners and the mayors of the four Kitsap cities, including Bainbridge Island.
- a. Group A's: KPHD defers to the State DOH to regulate Group A's, but assists State DOH with sanitary survey inspections/reports through a joint plan of responsibility agreement.
- b. Groups B's: KPHD initially inspects Group B systems when they are installed. In September 2018 the KPHD adopted the proposed ordinance 1999-6, now approved as Ordinance 2018-01 which regulates ongoing operation of Group B's. The new ordinance requires all Group B's to purchase an annual permit, have a sanitary service inspection every 5 years, and obtain a water status report from the Health District at the time of sale to be delivered to the purchaser. Between 2009 and 2018, due to lack of funding, no one was monitoring Group B's for potential acute health problems from bacteria, nitrates and poorly monitored well head protection.
- c. Wells: The KPHD publishes wellhead protection guidelines for owners of wells, but it is not clear whether these rules are well distributed or whether any government entity ensures that the rules are followed.
- 4) Kitsap County: As required by RCW 70.116, Kitsap County adopted its first Coordinated Water System Plan (CWSP) in 1992, and updated it in 2005. As mentioned previously, it is this document that assigns "service areas" within the County, and also establishes other policies and strategies.

As mentioned in Section F.2) e. above, for many decades the State encouraged the consolidation and professionalization of water systems. Kitsap County has followed those policies. The 2005 County Plan calls upon the County's water systems to coordinate and consolidate and to stop the proliferation of new small water systems. One of the principal points of the 2005 County Plan is to "provide improved coordination of new development and to restrict the proliferation of small public water systems." (See section 2-3.) The 2005 County Plan also called for "future growth planning" to be "in consideration and coordinated with the water service that it is in." (See Exhibit 2-4)

5) WUTC: The Washington Utilities and Transportation Commission regulates the rates charged by private water companies (such as Washington Water Co. and Northwest Water Inc.) operating within Washington State that have 100 or more connections or charges more than \$557 a year per customer.

G. History of COBI Policies and Activities Related to Island Water Systems

Prior to 1990, the City of Winslow owned and operated a water system to serve the Winslow area. The Winslow city limits were generally High School and Finch Roads. The water system was created in the 1940's and added to over the intervening years. By the 1970's, the major sources of Winslow's water were wells at the Head of the Bay and Fletcher Bay which fed a large reservoir at the High School – all of which were located outside the city limits.

The rest of Bainbridge Island was served by many private water systems, most of which were for-profit corporations or homeowner associations. One of the issues influencing the Home Rule movement in the late 1980's was a desire to better protect and manage the Island's water supply.

In 1991, the City of Winslow annexed the remainder of Bainbridge Island creating the City of Bainbridge Island. This had no direct effect on the ownership or management of water systems on the Island, but it did mean that the new COBI could begin to develop plans for water supply and system management. In February 1993, COBI adopted its first such planning document, Resolution 93-3., attached as **Exhibit D**. This document stated, among other things, that the City shall be prepared to, upon request from a water system, acquire a system, become a contract service provider for a system, or provide support assistance to a system.

In 1994, the Rockaway Beach Homeowner Association approached the City because its water system was failing. In implementation of the above policy, the City acquired the Rockaway Beach water system in 1996, and utilized the Local Improvement District (LID) process to construct a new well, reservoir, and distribution lines.

Regarding City assistance to Island water systems, it apparently provided limited support services as a Satellite System Agency (SMA) in the late 1990's to 19 small water systems. However, due to staffing concerns and other more pressing issues, in 2000, the City allowed the services contracts to expire. In 2002, the City revoked that portion of Resolution 93-3 regarding serving as an SMA.⁴In 2001, the North Bainbridge Water Company approached the City about purchasing its system. The City staff commenced negotiations, but the owner of the company ultimately sold it to KPUD. KPUD Board of Commissioner minutes indicate KPUD believed COBI had decided not to purchase the company. That is not correct, as the issue had never reached the City Council.

During 2010-13, the City considered selling its water system to KPUD or contracting with KPUD to manage the system. The City eventually chose not to do so.

⁴ The Resolution revoking SMA authority, Resolution 2002-25, indicates in its title that the entire Resolution 93-3 has been repealed. However, the content of Resolution 2002-25 states it is eliminating the SMA program only. Thus, there may be an ambiguity as to whether the remaining portion of Resolution 93-3 is still in effect.

In 2015, KPUD purchased the South Bainbridge Water Company and Island Water Company. These systems were sold to KPUD by their private owners without notice to the City despite an informal agreement between the City and KPUD that KPUD would not purchase any water systems within the City without first obtaining agreement from the City.

In the 2017 Comprehensive Plan, the City adopted the policies listed on the first page of this memorandum. (See Section I.A. above.)

In 2017, a small 8-customer Group B water system known as Casey Street approached the City about acquiring it. After consideration, the City chose to do so because: (1) it was located within the City's water service area; (2) it was located in the north Ferncliff area relatively close to the City's existing Winslow water system; (3) the City has periodically discussed constructing a new water pipeline from North Ferncliff to North Madison to "loop" the Winslow system, which would be directly adjacent to the Casey Street system; and (4) acquiring this system would be a "test case" about how COBI might manage assimilation of small systems in the future.

In 2018, two Group A systems, Bill Point and Place 18, were faced with changing managers when Washington Water Service Co. withdrew. COBI staff had preliminary discussions regarding assuming satellite management of the systems, which would require eventual approval from Washington DOH, but the water systems contracted with others.

In 2019-20, three larger Group A systems, Emerald Heights, Bill Point, and Meadowmeer, contacted UAC representatives and some City senior staff about possible assistance from COBI. In February 2020, the UAC recommended to the City Council and senior staff that COBI consult with the three systems regarding their needs and the assistance the City might be able to provide. Apparently, City representatives have not had such consultations (COVID limitations no doubt impacted the staff), and Bill Point and Meadowmeer have retained KPUD as manager for the time being.

The 2019-2020 budget called for the City to begin a Groundwater Management Plan (GMP). For a variety of reasons, this process did not begin. The UAC understands that during the 2021-22 budget deliberations the City Council will be re-engaging the discussion around the development of a GMP. The UAC further understands the planned first step in the GMP process was the hiring of a hydrogeologist to manage the plan. The UAC supports the development of a GMP, and suggests the work plan should be expanded to include implementation of many of the recommendations contained in this memorandum.

Finally, beginning with the City's first Comprehensive Plan in 1994 and then continuing in the two major updates in 2004 and 2017, many policies were adopted concerning water systems on Bainbridge Island. Some are listed in Section II.A above. Taken together, the policies call for:

- Ensuring reliable, safe, and cost-effective water for City and non-City managed utility service;
- Preserving and protecting water resources;
- Encouraging water utilities to enter into cooperative activities;
- Encouraging and facilitating consolidation with particular emphasis on mergers of contiguous and small systems;

- Applying to the Department of Health to become a satellite management agency (SMA); and;
- Requiring new development to build according to City standards (Group A standards) and dedicate water systems to the City when it is appropriate for the City to accept such system.

III ANALYSIS AND RECOMMENDATION

A. Overview

In the three decades since the small City of Winslow annexed the remainder of Bainbridge Island, thus becoming the City of Bainbridge Island, the City has had only limited focus on Island water systems that it did not own. This is surely because the City was focused on other more pressing issues, such as land use policies and transportation, and because Island water systems were in general not seeking assistance from the City as they were still newer and in better repair.

Historically, the City had not been involved with the smaller water systems, and the City's passage of Resolution 93-3 did not significantly change that position. The City has no direct regulatory authority over Island water systems, other than management of the City's rights-of-way. Therefore, the City has had only minor interactions with Island water systems since the late 1990's and did not "advertise" its availability as a resource for those systems. This is despite the City's Comprehensive Plan policies encouraging actions to improve water resource protection and management. Island water systems needing assistance had to turn to private water companies and KPUD out of necessity.

In the meantime, interest in preserving water resources and in improving water quality in aging systems has become a larger concern of most island citizens, particularly in light of the steadily increasing development of the island and increasing population. To meet this increasing concern, the City and others conducted studies of Island water resources and the various aquifers which exist beneath the island. Unfortunately, to date, no studies were conducted about how the multitude of water systems, either individually or in the aggregate, were effectively and efficiently managing the resource or whether small water systems were protecting the health of islanders by ensuring good water quality.

The import of local control of the water consumed by its citizens has been highlighted elsewhere in the country, such as Flint, Michigan. There, the State assumed control resulting in catastrophic consequences. Similarly, stories across the country of private entities controlling water supplies and charging exorbitant rates while failing to ensure water quality have increased.

The 2005 CWSP suggests that Bainbridge as a water purveyor should implement policies that ensure efficient and effective management of water resources for numerous reasons. The 2005 Plan also assigned responsibility to Bainbridge Island's water utilities to plan for water system development within its assigned water service areas, to require new development to be built to Group A standards to help facilitate connection at a later time, and to require new developments to record a covenant at the registry of deeds and note the covenant on a title report for subsequent owners. (See Section 5.3.3)

It is interesting, and perhaps meaningful, to note that the 2005 County Plan (section 1.2.11 and in section 9) projects population growth concentrated in Central and North Kitsap and suggests that it will be necessary to develop water sources in the other parts of the County and “establish transmission mains to move the water to where growth is occurring.” This argues for the City to be more involved in the water resources of the island to ensure that the City retains a seat at the table in any future discussions concerning use of water from Bainbridge Island wells in other areas in Kitsap County.

Given this situation, what should be the City’s role toward Island water systems? Should the City continue to ignore requests for help from smaller water purveyors like Emerald Heights, Bill Point, and Meadowmeer, and thus avoid the opportunity to cooperate with or even consolidate with those systems? Should it adopt a somewhat more active policy of providing assistance only when approached by a small water purveyor? Or more proactively still, should the City seek out water systems to assist in the management (and perhaps ownership) of their water systems, so as to encourage more professional management of them and more island-wide planning and cooperation? What should be the City’s role in ensuring Island residents have access to safe and adequate water?

Whatever policy is chosen, the focus of the City should be the long term. How do the citizens of Bainbridge Island want their water resource to be managed in 20, 30, 50, 75, 100 years? Is it through many, decentralized, small water systems, or by one or more large organizations? As stated, for many of the reasons outlined in this memo above, the State and County have made it clear that it believes consolidation over time is the best means for ensuring quality drinking water for all citizens.

B. City Relationship with KPUD

KPUD is a major provider of water service on the Island, owning four systems (two large and two small) and managing six others. This study effort by the UAC was specifically directed toward small water systems. The UAC was not asked to discuss or evaluate the present and future relationship between the City and KPUD. Thus, to a certain extent, this analysis and recommendation has been prepared while “avoiding the elephant in the room.”

However, prior to outlining alternatives available to the City and making its policy recommendation, the UAC believes it is appropriate to comment on the City’s relationship with KPUD.

The City and KPUD both serve approximately the same number of customers on the Island (approximately 7000 people or 30% of the Bainbridge population), and both have two large County-designated service areas. Yet there is no island-wide water resource and management planning being done by KPUD or the City, either separately or together.

At the current time, KPUD and the City exist as collaborating neighboring water utilities serving their own customers and cooperating in limited ways on planning and projects, while at the same time being competitors toward water systems they don’t own or manage.

At some point in the future, the City needs to develop a policy about how it intends to work with KPUD. Comprehensive Plan Policy U 11.9 anticipates that analysis, when it states:

“Conduct a study of consolidation of water systems owned by the City and Kitsap Public Utility District. Pursue long-term consolidation of larger water systems.”

Such a study *could* result in consolidation of one or more of the large water systems, but it could also result in collaborative activities such as construction of joint storage facilities and transmission lines, or preparation of island or sub-regional water resource planning. At a minimum, an interlocal agreement should be developed which outlines how and under what circumstances either utility will provide services to or assume ownership of water systems on the Island that they do not currently own. This will prevent the acquisition of water systems by either utility without knowledge of the other.

C. Policy Alternatives

The UAC suggests there are four policy alternatives for COBI’s relationship with the other water systems on Bainbridge Island.: minimal; reactive; active; and active plus acquisition over time. To aid in the consideration of the alternatives, the UAC prepared a discussion Matrix, attached as **Exhibit E** to this Memo. The matrix outlines possible levels of city action for water systems within COBI’s Current and Future Retail Service Areas as defined by the Kitsap County CWSP, and within small water systems that are not within COBI’s assigned service areas.

The matrix also differentiates between smaller Group B’s and the larger Group A systems, and posits that the City may establish different policies for them. Finally, the matrix provides pros and cons of the possible recommendations and provides examples of sample water systems that fit within the matrix sections.⁵

1) Minimal

In this situation, COBI decides it will have nothing to do with water systems on Bainbridge Island other than those it currently owns: Winslow-Fletcher Bay, Rockaway Beach, and Casey Street. COBI will defer entirely to other water purveyors/managers, primarily to KPUD and Northwest Water Company.

The City might do this because it takes the least effort, staff time, and cost, and allows it to focus fully on its current 2700 water customers. On the other hand, this policy abdicates any assistance to the vast majority of Bainbridge Island land and citizens, and likely gives up any long-term ability to consider, manage, and protect the entire Island water resource or protect the safety and adequacy of drinking water for Island citizens.

2) Reactive

This Is essentially the policy in Resolution 93-3, and describes what the City has been doing in the past 30 years. That is, on occasion, the City has provided assistance to small water systems or acquired them. This policy is the status quo – the City reacts to requests from other water systems and may respond consistent with staff time and interest.

⁵ Ex. E. does not detail the minimal alternative, since it is less than what the City is currently doing. Further, Active and Active Plus Acquisition alternatives are merged into one row for a simpler presentation.

This policy is slightly more energetic than the Minimal alternative discussed above, in that the City may decide to deal with the needs of other water systems if the city staff or council conclude that it can do so within existing resources. But, this reactive policy could lead to unfair practices, i.e., assistance to some water systems and not to others.

3) Active

Under this policy, the City reaches out to the small water systems and encourages assistance and cooperation. It does so by devoting sufficient City staff, time, and resources to determining the needs of the water systems and developing financial, engineering, and management solutions. This policy does not mandate that small water systems participate with the City in any way, but rather calls for the City to develop the resources that will attract cooperation from small systems.

This policy will enable COBI to become more actively engaged with managing and thus preserving and protecting Island water resources. This policy has the potential to increase revenue to the City's existing water utility, thus utilizing economies of scale to benefit both current City and small water system customers. Also, in the long term, this policy may be the most cost-effective means to protect Island water supplies and ensure safe and adequate drinking water for Island citizens.

Among those steps that could be taken are:

- to become a Satellite Management Agency (SMA) pursuant to WAC 246-295,
- to require new development within or adjacent to the City's designated service areas to either connect to the City water system or build to Group A standards to facilitate future connection.

The City could also begin implementation of the 2005 County Plan's directive to create a water system plan which includes a program of capital improvements required to provide the anticipated level of island-wide water service, and to ensure that Bainbridge's water utility plans respond to its own land use and comprehensive plan policies.

This active policy will, at least at the outset, require some investment by the City. There should be no doubt about this. A major reason the City has not been more involved with Island water systems and resources is that it has not had the budget to do so. To be effective, the City must hire staff and perhaps consultants, when needed. The UAC has not attempted to determine any details of the costs to implement this policy; the Public Works Department is best suited to do that.

It is possible the funding for this investment could be shared by the City's water utility and general fund accounts so as to not unduly burden the City's existing water customers. That is because there is a general island-wide purpose behind this policy (water resource protection) and also a potential COBI water utility benefit (economies of scale).

4) Active Plus Acquisition (over time)

This policy is essentially the same as the Active policy above, but with one significant change. That is, if a small water system requests assistance from the City with meeting its defined needs, be it management, testing, billing, reconstruction, etc., the City may agree to do

so on condition that the water system agree to be consolidated within the COBI water utility at some established time in the future. The UAC does not recommend a set period, leaving that to negotiation between the parties.

This policy is in furtherance of DOH's long-standing objective to consolidate small water systems within larger ones, and encourages long-range planning of water resource management.

D. UAC Recommendation

For the reasons outlined above, the UAC believes that the City should depart from its disengaged reactive, and inconsistent position toward other water systems on Bainbridge Island, and become more actively and consistently involved with managing the water resources on the Island.

Accordingly, the UAC recommends that the City adopt alternative #4 for small water systems within and adjacent to the City's assigned service areas. That is, the City should actively seek to provide assistance as needed by those systems, and in doing so there should be a plan for eventual consolidation within the City's water utility.

However, for the small water systems located outside the City's service areas, the UAC recommends adopting policy alternative #3. That is, the City should reach out to small water systems to offer assistance as needed.

The UAC emphasizes that under either alternative #3 or 4, the City will not be mandating any particular outcome for small water systems on Bainbridge Island. The City will be *encouraging* cooperation and consolidation when appropriate.

When implementing the above recommendations, the UAC suggests that the City start by focusing on the Group A systems not owned by KPUD that provide service to water customers (as opposed to the remaining Group A systems which primarily serve parks and facilities for the general public). Thereafter, the City could expand its outreach to the many Group B systems on the Island. However, due to their large number and likely limited incentive to seek professional assistance, the City should proceed with Group B systems much more slowly.

The UAC suggests an example of a circumstance that is ripe for City analysis and possible involvement and assistance exists at the southeast corner of Eagle Harbor. There, three adjacent small Group A water systems operate almost wholly independent of each other. They are the City-owned Rockaway Beach system with 72 connections, the Bill Point water system owned by the 84 members of its Homeowner Association, and the KPUD-owned Island Utility system with 255 connections. Also, nearby is the unassigned service area containing many very small Group A and B systems.

It is logical that the three systems should meet and discuss the current status of their systems and their short- and long-term needs, and then hopefully coordinate and cooperate with each other when implementing improvements. The UAC recommends that the City arrange for and facilitate such a dialogue and cooperative analysis.

E. Suggested Next Steps

If the Council is prepared to establish policies toward small water systems, the UAC suggests the following initial steps:

- 1) Create or assign one or more staff positions within the Public Works Department to focus on water systems and water resource policy, possibly combining that role with the staffing to develop a Groundwater Management Plan.
- 2) Coordinate – and to the extent practical, include – the recommended next steps on small water systems into the City’s development and implementation of upcoming work on a Groundwater Management Plan.
- 3) Update and fine tune its information about Island water system in a comprehensive inventory and map. There is data in a variety of locations about the water systems, which has been the basis for information provided in this memorandum, but there is no single collection of the information in one usable and up-to-date location.
- 4) Internally consider how COBI can provide management, assistance, and capital improvement services for small water systems. The idea is to develop a list of services the City may be able to provide to smaller water systems if needed, such as billing and other administrative tasks, equipment rental, emergency assistance, and inspection and testing.
- 5) Convene a meeting(s) of all small Group A and B systems to discuss problems, potential solutions, cooperation, consolidation, etc., and to advise of the availability of City resources to assist.
- 6) Following the meeting(s) described above, evaluate and then propose steps to solve identified problems in the attending small water systems, and consider and propose recommendations for a larger policy for the City toward small water systems and unassigned service areas. Priority should be given to Group A systems. Among the issues to consider when developing such steps and policies is the financial fees charged to support the City’s efforts, in alignment with the financial recommendations of Goals U-10 and Policies 11.6 and 11.7 of the Comprehensive Plan (reproduced on page 3 above).
- 7) Establish a common venue to enable small water systems to do water sampling, and providing an experienced City employee to assist volunteers with their questions about these and other operational tasks.
- 8) Apply to the State Department of Health to become an approved Satellite Management Agency (SMA).
- 9) Establish policies that make consolidation of systems less administratively burdensome and costly to the property owners and water systems. For example, consider requiring all new Group B systems to be constructed to Group A standards, thus more easily allowing future consolidation with Group A’s, and

consider requiring new building permits for private single-connection wells to consent to later connection to public water systems.

- 10) At the appropriate time, develop an established plan or pathway for the City to assume ownership of and provide capital improvements to systems which need assistance. Such planning would include necessary financing mechanisms, such as Local Improvement Districts (LID's) and state loans and grants.

IV. CONCLUSION

The UAC believes it is time for the City to depart from its disengaged, laissez faire attitude toward water management on Bainbridge Island. Accordingly, the UAC recommends that the City adopt a policy of providing active and consistent assistance to the small water systems on Bainbridge Island, and encourage voluntary consolidation over time of those systems within the City's current water utility. The UAC recommends the City prioritize its efforts and focus on Group A water systems and the small water systems within or adjacent to the City's current assigned service areas.

Adopted unanimously at UAC Meeting on September 23, 2020.

- Charles Averill
- Sheina Hughes
- Ted Jones, Co-Chair
- Andy Maron, Co-Chair
- Nancy Nolan
- Martin Pastucha (absent 9/23/20)
- Emily Sato

EXHIBITS

- Exhibit A: Map Group A and B Water Systems
- Exhibit B: List of Group B Systems
- Exhibit C: Map of Service Areas
- Exhibit D: COBI Resolution 93-3
- Exhibit E: UAC Discussion Matrix

Exhibit A: Group A and B Water Systems

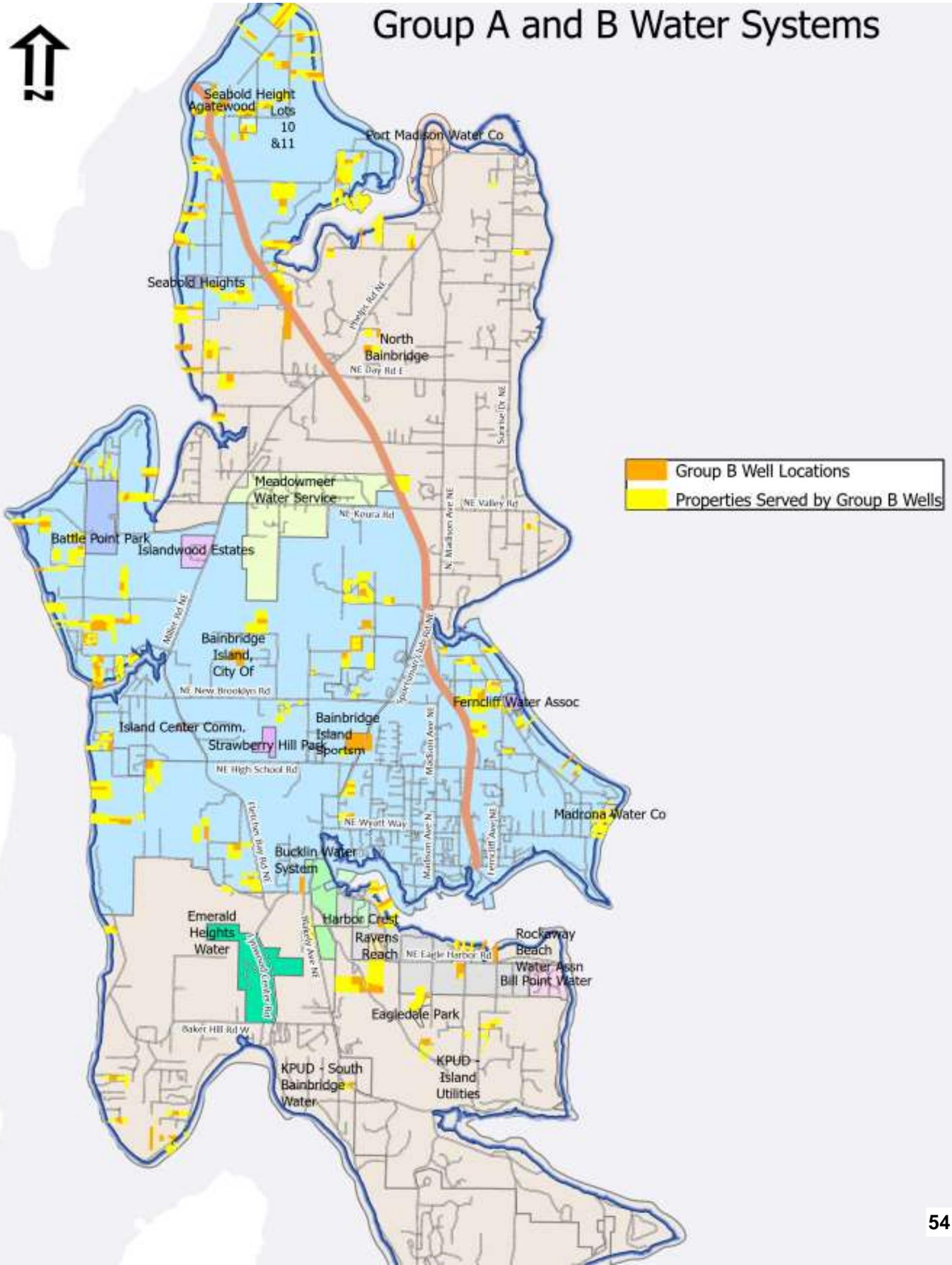
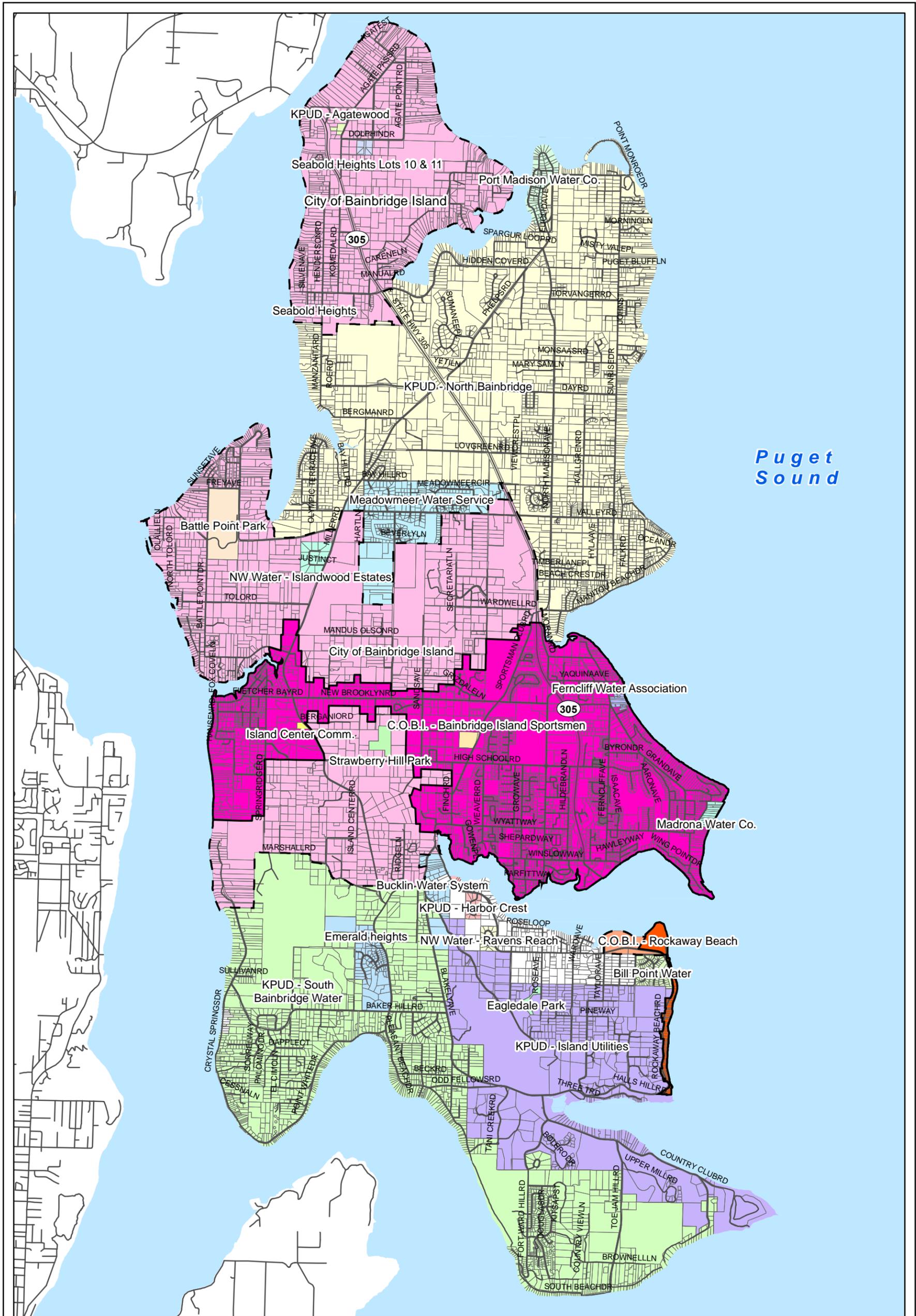


Exhibit B – List of Group B Water Systems on Bainbridge Island

Class	SystemName	ApprovedConnections	ConnectionCount
B	Agate Community	9	6
B	Agate Point	4	4
B	Agatewood	3	3
B	Alford Homes I Water System	8	8
B	Alice Kimball Water System	2	2
B	Amber Water Assoc.	9	9
B	Amis Water	0	3
B	Argonaut	6	3
B	Arrow Point Water	6	5
B	Backland Well System	6	5
B	Bainbridge Green	8	8
B	Bainbridge Is Saddle	1	1
B	Bainbridge Island Marina	2	1
B	Bainbridge Island Sportsmans Club	0	1
B	Battle Point Water System	4	2
B	Bbd Water System	7	6
B	Bennett-Upton Water	6	4
B	Bergstrom Farm	4	4
B	Bernhard Water	4	4
B	Bevins	4	4
B	Big Fir	6	2
B	Blakely	9	9
B	Boetter Water	5	4
B	Booth Water	0	0
B	Bpib	3	3
B	Bronte	4	4
B	Broomgerrie	7	5
B	Browning	3	3
B	Cala Woods	6	5
B	Carole/Swink	4	4
B	Casey Street Water Co. Llc	9	8
B	Cedar Lane Water	4	4
B	Cedar Ponds Water System	0	4
B	Cessna Water	4	4
B	Churchill Water Corp.	9	8
B	Clark Acres Water	0	6
B	Clear Water	6	6
B	Clementz First Edition	4	4
B	Davis Keith Cooperative	5	5
B	Dawson/Tallon	5	2
B	Day Road Water System	4	4
B	Dolphin	4	4
B	Douglas Water System	5	3
B	Eagledale Marina	0	1
B	Family Meadows Water	6	3
B	Fletcher Bay Water	5	5
B	Flora Water	3	3
B	Fox Cove Water	10	9
B	Gale-Blair	3	3
B	Gen-Don Water System	4	4
B	Gordon	6	5
B	Graham Estates	4	4
B	Green Spot Water	4	3
B	Greene Water System	2	2
B	Haley Water System	4	3
B	Hansen/Spellman	6	6
B	Heavenly Waters	6	5
B	Hemlock Street	6	6

B	Hendel	3	3
B	Henderson Road	3	2
B	Hidden Cove	9	7
B	Hidden Cove West Water Co	9	9
B	Holly Lane Gardens	2	1
B	Hooper Point	4	4
B	Hume Water System	4	4
B	Iwihy Inc	7	6
B	Johnston Well	9	9
B	Keeney Water	8	8
B	King, Carol/Ted Water	6	4
B	Kirk Ave Water	9	9
B	Laurelwood	5	5
B	Lazy Brook Farm	4	4
B	Lee Memorial Water Assn	6	1
B	Lightmoor	6	6
B	Little Manzanita Water	4	3
B	Little, Crista Water	6	4
B	Lone Eagle	7	7
B	Lustbader-Preston	4	4
B	Madrono Water Co	14	14
B	Manual Road	4	4
B	Manzanita Road	3	3
B	Martinson Water	0	3
B	McFarland Well	0	4
B	McFarlane Water System	4	2
B	McKeever Water System	6	6
B	McKenzie Water System	0	0
B	Moran Water	3	2
B	Murphys	4	3
B	Norris Sp 615 Water System	4	3
B	Olallie Water Sysem	2	2
B	Olympus Beach Water	8	7
B	Onorato	8	7
B	Park Place Water Company	4	3
B	Parsons	4	2
B	Peabody Water	6	4
B	Piper	9	9
B	Pleasant Lane Water	0	3
B	Port Madison Yacht Club	0	1
B	Puget Bluff Lane Water	6	7
B	Ralston Water System	3	3
B	Raven Ridge	5	5
B	Reese, Roy	6	3
B	Rippy Water System	4	2
B	Ruys Lane	4	4
B	Satterwhite	4	4
B	Schadel / Lewars	6	4
B	Schold - Crystal Springs	5	5
B	Seabold Acres Water Assoc.	4	4
B	Seabold Height Lots 10 &11	3	3
B	Seabold Water	8	7
B	Seattle Yacht Club	4	1
B	Skogen Eight	8	8
B	Skogen Lane	6	5
B	South Springridge Water	8	9
B	Spellman Water System	4	4
B	Springwood Lane	4	4
B	Springwood No. 1	4	4

B	Springwood No. 2	6	8
B	Stetson Acres	6	6
B	Stone-Erickson Water	0	3
B	Strawberry Water System	6	6
B	Sugar Mill	5	2
B	Sulu Water System	6	5
B	Sunset Heights Water	6	6
B	Thalberg Water System	8	8
B	Toad Holler	7	7
B	Tyee Yacht Club	1	1
B	Venice Water System	6	6
B	Wagener	3	3
B	Wallace	3	3
B	Waters, Owen Water System	4	4
B	Wendt Water System	6	4
B	West Port Madison	6	6
B	Wheeler West	5	5
B	Woodhaven Farm Water	3	3

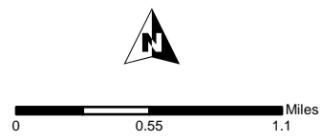


Puget Sound

Exhibit C. Service Areas

Legend

- Winslow RWSA
- Rockaway Beach RWSA
- Future Winslow RWSA
- Future Rockaway Beach RWSA
- Roads
- Parcels
- Water Body



Water System Plan
City of Bainbridge Island



Exhibit D – Resolution 93-03

RESOLUTION NO. 93-03

A RESOLUTION ESTABLISHING POLICIES TOWARD WATER SYSTEMS OUTSIDE HISTORIC WINSLOW AND WATER RESOURCES ON BAINBRIDGE ISLAND

WHEREAS:

1. The citizens of Bainbridge Island obtain their water from wells owned by private individuals and almost 200 different water purveyors. 42% of the island's population are served by 17 water systems, which serve 12 to 1000 customers. The remaining 58% of the population obtain water from individual systems or small systems developed to serve a few residents.
2. The City of Bainbridge Island owns and operates one system, that being the former City of Winslow's system which serves 1200 connections.
3. Strict new federal and state regulations for drinking water systems, rising water demands, and stringent environmental and resource conservation standards for new water supply projects are making it more difficult for small water systems managers to operate successful systems.
4. Customers of several water systems have approached the City requesting assistance with a variety of system deficiencies. It is expected that small system customers and operators will continue to request the City's help in solving water system problems.
5. The Growth Management Act mandates that the City's land use plans be developed with a consideration of the island's water resources. There is thus a need to inventory water supplies, investigate water resources, and begin comprehensive water planning.
6. All citizens and the City must take steps now to protect the Island's water resources and to insure high quality and quantity of water for our citizens, future generations, and the natural habitat of the Island.

IT IS THEREFORE RESOLVED:

7. The City of Bainbridge Island shall work with other governmental agencies, water purveyors, and citizens to preserve and protect the water resources of Bainbridge Island. The City shall assist citizens and water system purveyors to obtain reliable, high quality water service. In furtherance of this objective, the City shall be prepared to respond to requests to:
 - a. become a direct service provider through acquisition of water systems;
 - b. become a contract service provider to water system operators (performing such services as maintenance, billing, testing); and
 - c. provide support assistance (such as training and purchasing).

Revised 2-5-93

8. For existing water systems where the operators have expressed interest in relinquishing ownership to the City, the City shall respond actively to pursue system acquisition. The cost to bring the deficiencies of the water systems up to acceptable regulatory standards shall not be borne by the citizens of the City, but rather by the owners of the water system. The City may utilize the LID/ULID process to help finance the water system improvements.

9. The formation of new small water systems, the organization of new water purveyors, and the proliferation of new small wells shall be discouraged. Those persons desiring new or replacement water service are encouraged to hook-up to existing water systems. The City shall assume ownership of new water systems greater than a size to be determined by the Public Works Department when the systems are placed into service. The Public Works Department shall advise the council as to the size of new water systems that should be owned by the City.

10. The City shall develop a Water System Master Plan consistent with the Comprehensive Land Use Plan. The Water System Master Plan shall include issues of water quantity, quality, conservation, watershed, and well head protection. The City shall also work with water purveyors, other governmental agencies (like Kitsap County Public Utility District No. 1, Washington State Department of Ecology), and private citizens to provide education to the public about the Island's water resources and the benefits of conservation.

11. As part of the City's Water System Master Plan, the City may conclude that certain improvements will benefit the general public. These improvements may include new water sources, storage facilities, service lines, system interties, etc. Contrary to the situation described in paragraph 8, in which costs are paid by specific system owners, improvements which have general community benefit should be paid for by the City as a whole. Funding for these sorts of projects may come from a variety of sources, including general tax revenue, bonds, grants, matching funds, and may, consistent with the law, be allocated proportionate with the benefit.

12. As the City becomes involved with the water resource and water systems outside historic Winslow, in the manner described in the above paragraphs, it must be careful to consider the needs, benefits, and effects of its activities on those persons who obtain water from small private wells.

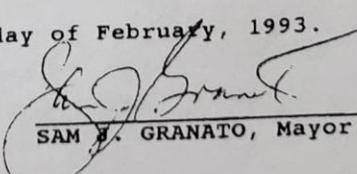
13. The City shall prepare a detailed inventory of all public water supplies on Bainbridge Island, and shall develop a well-monitoring program.

14. At the time annexation became effective, some water systems were actively working with Kitsap County Public Utility District No. 1, the City, and private contractors to improve their systems. The City shall continue to cooperate with these purveyors to accomplish the improvements.

15. The Public Works Department and Planning and Community Development Department shall advise the council by March 30, 1993 of the methods and means to implement this resolution and any proposed budget amendments necessary to do so.

PASSED BY THE CITY COUNCIL this 4th day of February, 1993.

APPROVED BY THE MAYOR this 4th day of February, 1993.


SAM J. GRANATO, Mayor

ATTEST/AUTHENTICATE:

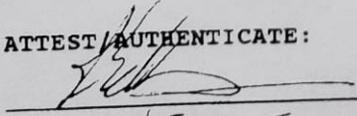

RALPH W. EELLS, FINANCE DIRECTOR

Exhibit E: COBI POLICY DISCUSSION MATRIX FOR ALL ON-ISLAND WATER SYSTEMS

updated: 9/18/2020

		Inside COBI Retail Service Area (RSA)			Outside COBI RSA				
Potential COBI Involvement	Public Group B Systems (3-14 connections)		Private Wells	Public Group A Systems (>14 conn.)	Public Group B Systems (3-14 connections)	Private Wells	Pros	Cons	
	Near current infrastructure	Distant from current infrastructure							
Example Systems	Casey Street	North Service Area (unserved now)		Bill Pt, Meadowmeer, Emerald Heights					
Reactive (Status Quo) current staffing	SM, SB and SS if owner and COBI agree and if system is in good shape for fee COBI 1st in line to acquire Rates may vary from contiguous system	Defer to KCHD, KPUD and private water companies for all services and support		SM, SB and SS if owner requests and if system is in good shape for fee COBI may acquire if cost effective and on border of COBI Service Area or infrastructure, if requested by the water system (as current staffing allows).	Defer to KPHD, KPUD and private water companies for all services and support		Little city cost, effort and liability No staff growth	Doesn't encourage consolidations as recommended by State and County Doesn't help protect citizens and aquifers from failing aging water systems Occasional acquisition costs	
Active (Reaching Out) increased staffing	SM, SB and SS if owner requests and if system is in good shape for fee In exchange for helping old system; require agreement that when COBI infrastructure is in reach, future source is COBI Opportunity to pay early connection fee (impact fees included) to get building permit approval LID, if needed may be prefunded Discourage new Group Bs in Current RSA - must connect to COBI, unless COBI cannot support New Group Bs must be built to Group A technical specs to facilitate future consolidation	Defer to KPHD, KPUD and private water companies Consider trading away service area if serving area is prohibitively costly	COBI not staffed to operate private wells Offer information about closest water system and about LID programs available For new wells; require agreement that when COBI infrastructure is in reach, future source is COBI Opportunity to pay early connection fee (impact fees included) to get building permit approval	SM, SB & SS if owner requests and if system is in good shape for fee In exchange for helping old system; require agreement that when COBI infrastructure is in reach, future source is COBI COBI may acquire if cost effective and on border of COBI Service Area or infrastructure, if requested by the water system. Short range partnering with large operators (mostly KPUD) on CWF at RSA boundaries and growth areas to create interties and looped supply Long range: Build-out Infrastructure Plan, including wells, storage, and fire fighting. Annual CIP or LIDs until built out.	Offer information about closest water system and about LID programs available New Group Bs must build to Group A technical specs to facilitate future consolidation Short range partnering with large operators (mostly KPUD) on CWF at RSA boundaries and growth areas to create interties and looped supply Long range: Build-out Infrastructure Plan, including wells, storage, and fire fighting. Annual CIP or LIDs until built out.	Defer to KPHD, KPUD and private water companies for all services and support Offer information about closest water system and about LID programs available	More cost effective, efficient, reliable and safe Clear rules for system owner/operators More protective of Groundwater Encourages and enables consolidation as required by State and County recommendations Protects citizens from aging water systems Approaches WA standards island-wide. Improve fire protection	More PW staff required More planning, acquisition and operations Periodic acquisition costs for interties and system wide improvements	

Key

CWF:
DOH:
KPHD:

KPUD: Kitsap Public Utility District
RSA: Retail Service Area
SB: Billing service

SM: Satellite management
SS: Sampling and reporting services



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (6:55 PM) City Manager Finalist Deliberation and Decision - Council,

SUMMARY: The City Council will discuss the City Manager candidates, and it is expected that the Council will authorize Ron Holifield of Strategic Government Resources to proceed with contract negotiations with a candidate that the Council will select as part of this agenda item.

AGENDA CATEGORY: Contract

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to authorize Ron Holifield of Strategic Government Resources to move forward with contract negotiations for the City Manager position with _____.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:25 PM) Update on GARE Training and Possible Next Steps - Councilmember Fantroy-Johnson,

SUMMARY: On January 7, 2021, an email was received from Roberto Montoya, West Region Manager, Government Alliance on Race and Equity where he stated that GARE could no longer offer the specific foundation training for Bainbridge Island.

GARE has decided to not take on any additional new training commitments, and as such our relationship with GARE is now in a pending status.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to authorize the Race Equity Advisory Committee (REAC) to explore new options for Race Equity training, and for the Committee to come back to the Council to report on recommended next steps.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[COBI-GARE Emails](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

From: [Roberto Montoya](#)
To: [Joe Deets](#)
Cc: [Ellen Schroer](#); [Brenda Fantroy-Johnson](#); [Rasham Nassar](#); [Kate Brown](#); [James Friday](#); [Peggi Erickson](#); [Ariana Flores](#)
Subject: Re: Follow-Up to COBI-GARE Dec. 18th Meeting
Date: Thursday, January 7, 2021 5:55:03 PM

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Hello all-

I hope this message finds you well, given all that is happening around us and the gross assault on our democracy that we witnessed yesterday. I want to apologize for the delay in getting back to you. The GARE team took a much needed break over the holidays, and we just got back into the office yesterday, and I am desperately trying to dig out of my inbox.

Sadly, after talking with my supervisor and Ariana Flores, our GARE Network Director, I am not going to be able to deliver specific training for Bainbridge Island. As a GARE team have decided not to take on any additional new training commitments outside of currently signed contracts, current learning communities/cohorts, and the national programming that is occurring via our GARE Foundations training. Our focus is on best supporting the entire GARE Network of over 300 jurisdictions. With that said, you will still have access to send people to the GARE Foundations training that is a part of your membership.

As discussed, we are currently working on restructuring the GARE team to provide additional support to the Pacific Northwest and working on implement a second Pacific Northwest cohort towards the end of the year.

We greatly appreciate your understanding. I have also copied Ariana if you have questions.

In Solidarity,

--

Roberto Montoya | pronouns: he/him
West Region Manager, Government Alliance on Race and Equity (GARE)

e rmontoya@raceforward.org

p [646.442.1451](tel:646.442.1451)

GARE Membership:

- [Membership Information](#)
- [Membership Application](#)
- [GARE Informational Session](#)

Access to GARE Portal:

- [Submit a prompt by answering these questions](#)

racialequityalliance.org | raceforward.org | colorlines.com
[Facebook](#) | [Youtube](#) | [Twitter](#) | [Instagram](#)

[Donate](#)

I'd love to connect. [Here's my calendar link](#) to make finding time easy.

From: Joe Deets <jdeets@bainbridgewa.gov>

Date: Thursday, January 7, 2021 at 9:13 AM

To: Roberto Montoya <Rmontoya@raceforward.org>

Cc: Ellen Schroer <eschroer@bainbridgewa.gov>, Brenda Fantroy-Johnson <bfantroy-johnson@bainbridgewa.gov>, Rasham Nassar <rnassar@bainbridgewa.gov>, Kate Brown <kbrown@bainbridgewa.gov>, James Friday <james.friday@cobicommittee.email>, Peggi Erickson <peggi.erickson@cobicommittee.email>

Subject: Follow-Up to COBI-GARE Dec. 18th Meeting

Please Note: This message was received from an external source. Do not click on any links or download any attachments unless you trust the sender.

Dear Roberto,

First off, Happy New Year! I wanted to follow up with you after our December 18th Zoom call, and seek you confirmation on next steps. You will recall that it was agreed that you will lead three GARE Foundation Training workshops of up to twenty five participants each. These would comprise of members of the City Council, the Race Equity Advisory Committee and Bainbridge Island City staff.

It was understood that the first workshop would be in the second half of January, with the second, and also perhaps the third, in February. The afternoon times were between a) 12:00 to 4:00, b) 1:00 to 5:00, and c) 2:00 to 6:00, with one workshop to be held in the evening (my notes make no reference to times in the evening that work for you). All times are PST.

What we need from you is your quick confirmation to this arrangement, and in particular, what dates and times work best for you to do the three workshops. Once we have that information from you, we will then fill in the spots with attendees from the three groups. The more time we have to do that scheduling the better.

We are all very excited about finally starting the GARE training. It is a great way to launch into 2021, and we look forward to hearing from you as soon as possible.

Again, best wishes to you and let me know if you have any questions or concerns regarding the above.

Best regards,

Joe

Joe Deets
Bainbridge Island City Council, District 7, North Ward
E-mail: jdeets@bainbridgewa.gov
Mobile: 206-473-1864

From: Roberto Montoya <Rmontoya@raceforward.org>
Sent: Wednesday, December 16, 2020 2:41 PM
To: Ellen Schroer <eschroer@bainbridgewa.gov>
Cc: Joe Deets <jdeets@bainbridgewa.gov>; Brenda Fantroy-Johnson <bfantroy-johnson@bainbridgewa.gov>; Rasham Nassar <rnassar@bainbridgewa.gov>; Kate Brown <kbrown@bainbridgewa.gov>; James Friday <james.friday@cobicommittee_email>
Subject: Re: City of Bainbridge Island - GARE check in

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Hello all-

Thanks again for scheduling time for us. Nevertheless, I want to be very clear, the next PNW cohort will not be implemented in the the first quarter of 2021. We have spent the last several months planning our GARE National calendar and we are fully committed with existing contracts and learning communities/cohorts for Q1 and Q2 for 2021. The earliest any new cohorts will take place is Q3 of 2021 most likely Q4. With that said, there are opportunities to participate in our GARE Foundations trainings in Q1 and Q2 of 2021 as we have talked about previously.

Best,

--

Roberto Montoya | pronouns: he/him
West Region Manager, Government Alliance on Race and Equity (GARE)

e rmontoya@raceforward.org

racialequityalliance.org raceforward.org colorlines.com
[Facebook](#) [Youtube](#) [Twitter](#) [Instagram](#)

[Donate](#)

I'd love to connect. [Here's my calendar link](#) to make finding time easy.

On Dec 16, 2020, at 3:16 PM, Ellen Schroer <eschroer@bainbridgewa.gov> wrote:

Please Note: This message was received from an external source. Do not click on any links or download any attachments unless you trust the sender.

Per the attached email, we are scheduling a time to discuss the potential of a Northwest Cohort in the first quarter of 2021 and the City of Bainbridge Island's participation in that cohort. Thank you - Ellen

Ellen Schroer is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://bainbridgewa.zoom.us/j/92591037021?pwd=OXRtQXhKR1dCL2pZbXdxUEVGenR3Zz09>

Meeting ID: 925 9103 7021

Passcode: 050371

One tap mobile

+12532158782,,92591037021# US (Tacoma)

+16699009128,,92591037021# US (San Jose)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 669 900 9128 US (San Jose)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington D.C)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 925 9103 7021

Find your local number: <https://bainbridgewa.zoom.us/j/abPAqPL9s>

<mime-attachment>



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:35 PM) Process for Appointing Two New Race Equity Advisory Committee Members - Councilmember Fantroy-Johnson,

SUMMARY: The Race Equity Advisory Committee ("REAC") has two new positions, added in 2021. The REAC would like to proceed to fill these positions.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to authorize the City Manager to open the application process for the newly created vacant Position 8 and Position 9 on the Race Equity Advisory Committee.

I move to authorize the City Manager to amend the City Advisory Group Application under 'Step One' of the online application on the City's website to include the following language: "We thank all applicants for their interest, however only those candidates selected for interviews will be contacted."

I move to approve the addition of the following language to the REAC member application: "What experience and/or training have you had in the area of race equity (skills, activities, training, education)?"

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[City Advisory Group Application Form \(Race Equity Advisory Committee\).doc](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Advisory Group Application

The City of Bainbridge Island welcomes the participation of volunteers in serving our Island community through advisory groups. Please complete the form below if you are interested in serving. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

I am interested in serving on the Race Equity Advisory Committee.

Application Deadline – at 4 pm. Applicants must be available in March for interviews

First Name: _____ Last Name: _____

Address: _____

Home Phone: _____ Work/Cell Phone: _____

Email: _____

Current Employer: _____ Position: _____

Have you served on any other City advisory group? (Please circle one) Yes No

What experience and/or training have you had in the area of race equity (skills, activities, training, education)?

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

Feel free to attach your resume (optional)

How did you hear about the volunteer opportunity? (Please circle one)

City Website

Notify Me (email notification)

City Manager's Report (e-newsletter)

COBI Connects

Social Media

Newspaper (Bainbridge Review or Bainbridge Islander)

Other : _____

Thank you for your interest!

Please return your application and resume to the Executive Department:

Email cityadmin@bainbridgewa.gov

Fax (206) 780-8600

Mail City of Bainbridge Island, Executive Department, 280 Madison Avenue North, Bainbridge Island, WA 98110

Feel free to contact us with any questions (206) 842-2545.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (7:45 PM) Agenda Bill for Consent Agenda,

SUMMARY: Consider approval of the following Consent Agenda items:

- B. Accounts Payable and Payroll
- C. City Council Study Session Minutes, January 5, 2021
- D. City Council Regular Meeting Minutes, January 12, 2021
- E. Special City Council Meeting Minutes, January 14, 2021, Continued to January 15, 2021
- F. Resolution No. 2021-01 Relating to a Fee Schedule Update - Finance
- G. Ford F150 Truck Procurement for Utilities (CIP 00982) - Public Works
- H. Ford F150 Truck Procurement for Utilities (CIP #00983) - Public Works
- I. Ford F150 Truck Procurement for Streets (01110) - Public Works
- J. Kubota Excavator and Trailer Procurement - Public Works
- K. Bainbridge Parks Foundation Donation Agreement - Public Works
- L. City of Bainbridge Island and Bainbridge Island Metropolitan Park and Recreation District – Trails Interlocal Agreement and Budget Amendment – Public Works
- M. Revisions to Governance Manual and Expectations for Council Liaisons - Councilmembers Schneider and Pollock
- N. Safe Routes To School Discussion - Public Works

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

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

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME:

AGENDA ITEM: Accounts Payable and Payroll,

SUMMARY: Consider approval of payroll and accounts payable.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with consent agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[AP Report to Council of Cash Disbursements 01-27-21.pdf](#)

[Payroll.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: January 11, 2021 - January 25, 2021
 CITY COUNCIL: January 12, 2021 - January 26, 2021

Last check from previous run: 355367 dated 01/13/2021 issued to Whistle Workwear for \$217.98.

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
VOID	09/09/20	354390	FIN/AFTS/Deposit error - void & reissue	N/A
VOID	12/09/20	355099	UB/Gartrell, James/UB refund error - void	N/A
Manual	1/13/21	355368	Allstream/Citywide phone services - January 2021	800.17
Manual	1/13/21	355369	FIN/AFTS/Financial services	203.92
Manual	1/13/21	355370	Bainbridge Disposal/Citywide disposal services - December 2020	2,260.13
Manual	1/13/21	355371	CenturyLink/Citywide telemetry - December 2020	4,044.14
Manual	1/13/21	355372	PW/EMP Industries/Deck fitting	100.67
Manual	1/13/21	355373	PW/Island Hands/Janitorial services - December 2020	21,873.11
Manual	1/13/21	355374	Pitney Bowes/Postage machine refill	10,000.00
Manual	1/13/21	355375	Puget Sound Energy/Citywide electricity services - December 2020	38,325.01
Manual	1/13/21	355376	Verizon Wireless/Citywide wireless services - January 2021	5,116.71
Manual	1/13/21	355377	US Bank/Credit card purchases - December 2020	38,319.36
Manual	1/20/21	355378	Bainbridge Disposal/Commons disposal services - December 2020	169.89
Manual	1/20/21	355379	CenturyLink/Citywide telemetry - January 2020	417.97
Manual	1/20/21	355380	Puget Sound Energy/Citywide electricity services - December 2020	37.61
Manual	1/20/21	355381	WA State L&I/Volunteer hours - Q4 2020	36.32

Total Manual Checks and Electronic Disbursements	121,705.01
---	-------------------

Regular Run	1/27/21	355382-355496	Total Regular Check Run	329,409.62
Total Disbursements				451,114.63

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

Prepared and Reviewed by  Carrie Freitas, 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.

 1/21/2021

Karl R. Shaw, Accounting Manager Date

01/08/2021 08:26
cfreitas

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

P 2
apcshdsb

CLERK: cfreitas

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	1	58									
APP	001-213000		01/08/2021	354390	VOID			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			181.80
APP	635-111100		01/08/2021	354390	VOID			CASH AP CASH DISBURSEMENTS JOURNAL		181.80	
APP	401-213000		01/08/2021	354390	VOID			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			11.06
APP	635-111100		01/08/2021	354390	VOID			CASH AP CASH DISBURSEMENTS JOURNAL		11.06	
APP	402-213000		01/08/2021	354390	VOID			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			11.06
APP	635-111100		01/08/2021	354390	VOID			CASH AP CASH DISBURSEMENTS JOURNAL		11.06	
GENERAL LEDGER TOTAL										203.92	203.92
APP	631-130000		01/08/2021	09/06/20	VOID			DUE TO/FROM CLEARING			203.92
APP	001-130000		01/08/2021	09/06/20	VOID			GENERAL - DUE TO/FROM CLEARING		181.80	
APP	401-130000		01/08/2021	09/06/20	VOID			DUE TO/FROM CLEARING		11.06	
APP	402-130000		01/08/2021	09/06/20	VOID			DUE TO/FROM CLEARING		11.06	
SYSTEM GENERATED ENTRIES TOTAL										203.92	203.92
JOURNAL 2021/01/58 TOTAL										407.84	407.84

01/08/2021 08:26
cfreitas

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 1	58	01/08/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	181.80	181.80
				FUND TOTAL	181.80	181.80
401 WATER OPERATING FUND 401-130000 401-213000	2021 1	58	01/08/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	11.06	11.06
				FUND TOTAL	11.06	11.06
402 SEWER OPERATING FUND 402-130000 402-213000	2021 1	58	01/08/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	11.06	11.06
				FUND TOTAL	11.06	11.06
631 CLEARING FUND 631-130000 635-111100	2021 1	58	01/08/2021	DUE TO/FROM CLEARING CASH	203.92	203.92
				FUND TOTAL	203.92	203.92

01/08/2021 08:26
cfreitas

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 4
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		181.80
401	WATER OPERATING FUND		11.06
402	SEWER OPERATING FUND		11.06
631	CLEARING FUND		
		203.92	
	TOTAL	203.92	203.92

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

Carrie Freitas

From: Debora Anstensen <debora.anstensen@afts.com>
Sent: Thursday, January 7, 2021 1:59 PM
To: Accounts Payable
Cc: cchristianson@bainbridgewa.gov
Subject: Your Check # 00354390 Payable to AFTS
Attachments: City of Bainbridge-Please reissue 2020-0914 Check.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

It came to my attention the attached check was returned because "image not readable."

Can you please void and re-issue the check. The original was destroyed some time ago.

If you have any questions, or if I can be of assistance, please let me know.

Thank you.

Best Regards,

Debora Anstensen

[Automatic Funds Transfer Services](#)

PO Box 34108 151 S. Lander St. Suite C Seattle, WA 98134

Phone: 206.521.5148 Fax: 206.254.0968

Confidentiality Notice: This e-mail message and any attachments are for the sole use of the intended recipient(s) and may contain confidential and privileged information.

Any unauthorized review, use, disclosure, duplication or distribution is prohibited. If you received this message in error, please notify me by phone or return e-mail, do not forward to any other person and permanently delete the foregoing message, all attachments and all copies immediately.

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE



**City of
Bainbridge Island**
280 Madison Avenue North
Bainbridge Island, WA 98110-1812
(206) 780-8617

UMPQUA BANK
Bainbridge Island, WA

Vendor Number: 4365
Check Date: 09/09/2020
Check Number: 00354390
VOID 180 DAYS AFTER CHECK DATE

ENDORSEMENT MUST
MATCH PAYEE NAME

\$203.92

Pay Two Hundred Three Dollars and 92 cents *****

To The
Order Of

AUTOMATIC FUNDS TRANSFER SVC
151 SOUTH LANDER STREET
SUITE C
SEATTLE WA 98134-1889



Authorized Signature

⑈00354390⑈ ⑆123205054⑆5980459677⑈

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

Check Number: 00354390

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
07/31/2020	BAIN2007028	FIN/JULY B&O	242514	\$181.80
08/07/2020	117335	FIN/FINAL BILL: PRINT & MAIL	242675	\$10.04
08/21/2020	117579	FIN/FINAL BILL: PRINT & MAIL	242677	\$12.08

Paul R. Shaw

VOID
1/13/21

CF

01/13/2021 09:09
cfreitas

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

1/19/2021

P 1
apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
INVOICE DTL DESC								
355099	12/09/2020	VOID	9605 GARTRELL, JAMES R	244385	90268		11/30/2020	-9.34
Invoice: 90268							UB 10894 1981 WILLOW AVENUE NE	
				-9.34	411	122100	WATER ACCOUNTS RECEIVABLE	
							CHECK 355099 TOTAL:	-9.34
							NUMBER OF CHECKS 1	*** CASH ACCOUNT TOTAL ***
							COUNT	AMOUNT
							TOTAL VOIDED CHECKS	1 9.34
							*** GRAND TOTAL ***	-9.34

Check was returned - glitch appears to have generated a refund for an old UB customer that was not due him. VOID check, Christy Shipman will retract the refund and fix so that it is going to the correct customer.

01/13/2021 09:09
cfreitas

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	1		95								
APP	401-213000		01/13/2021	355099	VOID			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			9.34
APP	635-111100		01/13/2021	355099	VOID			CASH AP CASH DISBURSEMENTS JOURNAL		9.34	
GENERAL LEDGER TOTAL										9.34	9.34
APP	631-130000		01/13/2021	12/06/20	VOID			DUE TO/FROM CLEARING			9.34
APP	401-130000		01/13/2021	12/06/20	VOID			DUE TO/FROM CLEARING		9.34	
SYSTEM GENERATED ENTRIES TOTAL										9.34	9.34
JOURNAL 2021/01/95 TOTAL										18.68	18.68

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
401 WATER OPERATING FUND 401-130000 401-213000	2021 1	95	01/13/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	9.34	9.34
				FUND TOTAL	9.34	9.34
631 CLEARING FUND 631-130000 635-111100	2021 1	95	01/13/2021	DUE TO/FROM CLEARING CASH	9.34	9.34
				FUND TOTAL	9.34	9.34

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FUND		DUE TO	DUE FROM
401	WATER OPERATING FUND		9.34
631	CLEARING FUND	9.34	
	TOTAL	9.34	9.34

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

From: [Christy Shipman](#)
To: [Carrie Freitas](#); [Kim Dunscombe](#)
Subject: refund that was wrong
Date: Wednesday, December 30, 2020 11:58:20 AM
Attachments: [image003.png](#)

We sent a refund to James Gartrel for \$9.34.

House is 1981 Willow.

Apparently, the house sold 3 years ago and the payments keep getting posted to his account instead of the new owner. I can't really figure out what is going on with the payments.

The screenshot shows a software window titled "Account History Summary". It contains a form for account details and a table for the history summary.

Account Details:

- AR category: 60 - Services - General
- Account: 10894
- Customer: 951
- Parcel: 41130010010102
- Name: GARTRELL, JAMES R
- Locaction #: 1981
- Str: WILLOW AVENUE NE
- City: BISL, State: WA, Zip: 98110
- Balance: -9.34

History summary table:

Date	Bill#	Type	Check#	Amount	Interest	Balance
12/23/2020		Payment		-9.34	.00	-9.34
11/30/2020		Refund		9.34	.00	.00
09/01/2020		Payment		-9.34	.00	-9.34
03/31/2020		Payment		.00	.00	.00
03/03/2020		Payment		.00	.00	.00
02/19/2020		Payment		.00	.00	.00
02/03/2020		Payment		.00	.00	.00
12/31/2019		Payment		.00	.00	.00
12/03/2019		Payment		.00	.00	.00
10/30/2019		Payment		.00	.00	.00

Kim can you look at them to figure out why it is posting to a closed account? **Now there is another credit.**

Account t# 10894

CID # 951

New owner is Ken Rothmuller

He doesn't want to send the check back. Can we just void it and transfer the credit to the current owner?



CHRISTY SHIPMAN

Senior Accounting Technician

Utility Billing and Accounts Receivable

www.bainbridgewa.gov

facebook.com/citybainbridgeisland/

206.780.8603 (office)

New Cell 206-580-6736



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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		
355368	01/13/2021	PRTD	8672 ALLSTREAM	245223	17250261			
			Invoice: 17250261			01/01/2021	M011321	800.17
				800.17	41637891	542100	CITYWIDE PHN SVCS JAN 2021	
							FIN - ALLOC TELEPHONE	
							CHECK 355368 TOTAL:	800.17
355369	01/13/2021	PRTD	4365 AUTOMATIC FUNDS TRAN	242514	BAIN2007028			
			Invoice: BAIN2007028			07/31/2020	M011321	181.80
				178.80	41011141	541100	FIN/JULY B&O	
				3.00	41011141	542500	FIN - C/E ADMIN PROF SERVICES	
							FIN-C/E-ADM-POSTAGE/SHIPPING	
			Invoice: 117335	242675	117335			10.04
				5.02	43411341	541100	FIN/FINAL BILL: PRINT & MAIL	
				5.02	43421351	541100	FIN - WATER ADMIN PROF SERVICE	
							FIN - SEWER ADMIN PROF SERVICE	
			Invoice: 117579	242677	117579			12.08
				6.04	43411341	541100	FIN/FINAL BILL: PRINT & MAIL	
				6.04	43421351	541100	FIN - WATER ADMIN PROF SERVICE	
							FIN - SEWER ADMIN PROF SERVICE	
							CHECK 355369 TOTAL:	203.92
355370	01/13/2021	PRTD	47 BAINBRIDGE DISPOSAL	245213	0001044370			
			Invoice: 0001044370			12/31/2020	M011321	1,834.21
				143.70	91011215	547900	CITYWIDE DISP SVCS DEC 2020	
				60.00	91111427	547900	GG-C/E-PD-GARBAGE	
				445.32	91011768	547900	GG-STREET-ROADSIDE-GARBAGE	
				518.70	91425358	547900	GG-C/E-PARKS-GARBAGE	
				646.53	91011897	547900	GG-WWTP-GARBAGE(NOT BIOSOLIDS)	
				19.96	91111427	547900	GG-C/E-O&M YARD FAC-GARBAGE	
							GG-STREET-ROADSIDE-GARBAGE	
			Invoice: 0001044562	245214	0001044562			346.96
				346.96	91011189	547900	CITY HALL DISP SVCS DEC2020	
							GG-C/E-CITY HALL-GARBAGE	
			Invoice: 0001044622	245215	0001044622			78.96
				78.96	91011189	547903	BIG BELLY DISP SVCS DEC 2020	
							BIG BELLY SOLAR GARBAGE CANS	
							CHECK 355370 TOTAL:	2,260.13
355371	01/13/2021	PRTD	551 CENTURYLINK	245216	0399DEC20			
			Invoice: 0399DEC20			12/23/2020	M011321	2,922.45
				1,556.65	91425358	542100	CITYWIDE TELEMETRY DEC 2020	
				774.07	91411891	542100	GG-WWTP-TELEPHONE/FAX	
				76.17	91011755	542100	GG-WTR-FAC-PHONE	
				155.05	91011189	542100	GG-C/E-COMMONS-PHONE	
				227.30	91011897	542100	GG-C/E-CITY HALL-PHONE	
							GG-C/E-O&M YARD FAC-PHONE	

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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		
355372	01/13/2021	PRTD	1625 EMP INDUSTRIES, INC	245217 16044	11/04/2020		M011321	100.67
	Invoice: 16044			100.67 73011757 531100		PW/DECK FITTING O&M-C/E-MARINA-SUPPLIES		
						CHECK	355372 TOTAL:	100.67
355373	01/13/2021	PRTD	8646 ISLAND HANDS	245219 17500	12/13/2020		M011321	13,665.11
	Invoice: 17500			13,255.16 73011183 54110000269		2020-2023 JANITORIAL CONTRACT JANITORIAL CONTRACT-PRO SVCS		
				409.95 73425358 54110000269		JANITORIAL CONTRACT-PRO SVCS		
	Invoice: 17501			245221 17501	12/13/2020		M011321	8,208.00
				7,961.96 73011183 54810101069		EMERGENCY JANITORIAL- COVID-19 COVID19-EXTRA JANITORIAL		
				246.04 73425358 54810101069		COVID19-SWR-EXTRA JANITORIAL		
						CHECK	355373 TOTAL:	21,873.11
355374	01/13/2021	PRTD	1565 PITNEY BOWES INC	245224 01/06/21	01/06/2021		M011321	10,000.00
	Invoice: 01/06/21			10,000.00 91011189 542500		POSTAGE MACHINE REFILL GG-C/E-CITY HALL-POSTAGE		
						CHECK	355374 TOTAL:	10,000.00
355375	01/13/2021	PRTD	1205 PUGET SOUND ENERGY	245222 CITY HALL DEC20	01/04/2020		M011321	5,373.26
	Invoice: CITY HALL DEC20			5,373.26 91011189 547100		CITY HALL DEC 2020 GG-C/E-CITY HALL-ELECTRIC		
	Invoice: 828DEC20			245225 828DEC20	01/04/2021		M011321	209.91
				209.91 91415345 547100		TAYLOR WELLS LID17 PH1 GG-ROCKAWAY BCH-UTILITIES		
	Invoice: IL3DEC20			245226 IL3DEC20	01/04/2021		M011321	24.47
				24.47 91111263 547100		ROUNDAABOUT HS/MADISON IMPR GG-STRT-STREET LIGHTING-UTIL		
	Invoice: 647DEC20			245227 647DEC20	01/04/2021		M011321	49.42
				49.42 91111263 547100		ST LIGHTS/TRAFFIC CONTR GG-STRT-STREET LIGHTING-UTIL		
	Invoice: IL9DEC20			245228 IL9DEC20	01/04/2021		M011321	76.51
				76.51 91111263 547100		MADISON AVE S GG-STRT-STREET LIGHTING-UTIL		
	Invoice: 285DEC20			245229 285DEC20	01/04/2021		M011321	342.86
				342.86 91421355 547100		SPS NORTHTOWN/SPORTSMAN GG-SWR-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: 735DEC20				245230	735DEC20			77.41
				77.41	91011768	547100	SHANNON DR/WFP DOCK GG-C/E-PARKS-ELECTRIC	
Invoice: 182DEC20				245231	182DEC20			67.85
				67.85	91011255	547100	MUNI COURT - METER E6 GG-C/E-COURT BLDG-ELECTRIC	
Invoice: 058DEC20				245232	058DEC20			72.30
				72.30	91011897	547100	NE HIDDEN COVE - PW SHOP GG-C/E-O&M YARD FAC-ELECTRIC	
Invoice: 973DEC20				245233	973DEC20			13.04
				13.04	91415345	547100	OC RESERVOIR LID17 PH2 GG-ROCKAWAY BCH-UTILITIES	
Invoice: 558DEC20				245234	558DEC20			3,195.86
				3,195.86	91011897	547100	7315 NE HIDDEN COVE RD GG-C/E-O&M YARD FAC-ELECTRIC	
Invoice: 336DEC20				245235	336DEC20			138.03
				138.03	91421355	547100	SLS-9 ISLAND TERRACE GG-SWR-ELECTRIC	
Invoice: IL11DEC20				245236	IL11DEC20			21.26
				21.26	91111263	547100	ST LIGHTS WW MAD TO 305 GG-STRT-STREET LIGHTING-UTIL	
Invoice: 520-330DEC20				245237	520-330DEC20			95.47
				95.47	91011768	547100	210 WINSLOW WAY E IRRIG GG-C/E-PARKS-ELECTRIC	
Invoice: 823DEC20				245238	823DEC20			11.05
				11.05	91011768	547100	BRIEN DR N/BOOTH EL PANEL GG-C/E-PARKS-ELECTRIC	
Invoice: 682-B-DEC20				245239	682-B-DEC20			31.24
				31.24	91111263	547100	MUNI PARKING LOT-MAD/MADR GG-STRT-STREET LIGHTING-UTIL	
Invoice: 736DEC20				245240	736DEC20			105.68
				105.68	91011768	547100	SHANNON DR/WFP RESTROOM GG-C/E-PARKS-ELECTRIC	
Invoice: 040-581DEC20				245241	040-581DEC20			173.47
				173.47	91421355	547100	3900 HALLS HILL ROAD PUMP GG-SWR-ELECTRIC	
Invoice: 884DEC20				245242	884DEC20			138.59
				138.59	91421355	547100	SLS FERRY TERMINAL GG-SWR-ELECTRIC	

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL			
Invoice: 111DEC20				245243	111DEC20	01/04/2021		M011321	550.82
				550.82	91011215 547100	POL STATION METER 2 GG-C/E-PD-ELECTRIC			
Invoice: 717DEC20				245244	717DEC20	01/04/2021		M011321	309.86
				309.86	91011215 547100	POL STATION - METER 1 GG-C/E-PD-ELECTRIC			
Invoice: 520-374DEC20				245245	520-374DEC20	01/04/2021		M011321	74.89
				74.89	91111264 547100	SIGNAL @ 108 OLY DR GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 520-136DEC20				245246	520-136DEC20	01/04/2021		M011321	2,113.46
				2,113.46	91411345 547100	HOB BOOSTER PUMP/WELL GG-WTR-ELECTRIC			
Invoice: IL5DEC20				245247	IL5DEC20	01/04/2021		M011321	108.70
				108.70	91111263 547100	COMMODORE OFF HS@ OLY GG-STRT-STREET LIGHTING-UTIL			
Invoice: 291DEC20				245248	291DEC20	01/04/2021		M011321	15.56
				15.56	91411345 547100	HEAD OF BAY WELL FIELD GG-WTR-ELECTRIC			
Invoice: 031DEC20				245249	031DEC20	01/04/2021		M011321	178.77
				178.77	91421355 547100	SLS-6 LOVELL LOWER GG-SWR-ELECTRIC			
Invoice: IL12DEC20				245251	IL12DEC20	01/04/2021		M011321	54.48
				54.48	91111263 547100	ST LTS WW 305-FERNCLIFF GG-STRT-STREET LIGHTING-UTIL			
Invoice: 573DEC20				245252	573DEC20	01/04/2021		M011321	13.26
				13.26	91411345 547100	COMMODORE/HS RESERVOIR GG-WTR-ELECTRIC			
Invoice: 040-714DEC20				245253	040-714DEC20	01/04/2021		M011321	11.27
				11.27	91021182 547100	7095 NW TWIN PONDS RD GG-OS-PROP MNGT-ELECTRIC			
Invoice: 206DEC20				245254	206DEC20	01/04/2021		M011321	469.01
				469.01	91421355 547100	4586 PT WHITE DR NE GG-SWR-ELECTRIC			
Invoice: 256DEC20				245255	256DEC20	01/04/2021		M011321	437.20
				437.20	91421355 547100	SLS-8 HWY 305/HARBORVIEW GG-SWR-ELECTRIC			
Invoice: 636DEC20				245257	636DEC20	01/04/2021		M011321	118.02
				118.02	91421355 547100	SLS-7 WING PT WAY GG-SWR-ELECTRIC			

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 888	DEC20			245258	888DEC20	01/04/2021		M011321	226.31
				226.31	91411345 547100	NE HS RD PUMP GG-WTR-ELECTRIC			
Invoice: 658	DEC20			245259	658DEC20	01/04/2021		M011321	76.30
				76.30	91421355 547100	SLS-4 IRENE/LOWER LAWLEY GG-SWR-ELECTRIC			
Invoice: 520-298	DEC20			245260	520-298DEC20	01/04/2021		M011321	348.26
				348.26	91421355 547100	SLS-5 WW/SUNDAY COVE GG-SWR-ELECTRIC			
Invoice: 640	DEC20			245261	640DEC20	01/04/2021		M011321	17.00
				17.00	91011768 547100	BRIEN DR S/BOOTH EL PANEL GG-C/E-PARKS-ELECTRIC			
Invoice: 983	DEC20			245262	983DEC20	01/04/2021		M011321	12.07
				12.07	91111264 547100	MILLER RD NE BEACON GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 067	DEC20			245263	067DEC20	01/04/2021		M011321	11.05
				11.05	91111263 547100	MADISON PARKING LOT GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL7	DEC20			245264	IL7DEC20	01/04/2021		M011321	65.81
				65.81	91111263 547100	MADISON PRJ HS TO WINSLOW II GG-STRT-STREET LIGHTING-UTIL			
Invoice: 466	DEC20			245265	466DEC20	01/04/2021		M011321	11.05
				11.05	91111264 547100	MADISON/HS RAINBRINGER GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 093	DEC20			245266	093DEC20	01/04/2021		M011321	2,783.01
				2,783.01	91411345 547100	FLETCHER BAY WELL FIELD GG-WTR-ELECTRIC			
Invoice: 444	DEC20			245267	444DEC20	01/04/2021		M011321	711.07
				711.07	91011755 547100	BI COMMONS GG-C/E-COMMONS-ELECTRIC			
Invoice: 461	DEC20			245268	461DEC20	01/04/2021		M011321	6,420.60
				6,420.60	91425358 547100	WWTP GG-WWTP-ELECTRIC			
Invoice: WW&305	DEC20			245269	WW&305DEC20	01/04/2021		M011321	336.65
				336.65	91111264 547100	WINSLOW WAY & 305 GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 831	DEC20			245270	831DEC20	01/04/2021		M011321	3,685.00
				3,685.00	91411345 547100	SANDS AVE WELL FIELD GG-WTR-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: 797DEC20				245271	797DEC20			218.53
				218.53	91011255	547100	MUNI COURT METER E3 GG-C/E-COURT BLDG-ELECTRIC	
Invoice: 247DEC20				245272	247DEC20			23.17
				23.17	91435838	547100	SSWM/DECANT FACILITY GG-DECANT-ELECTRIC	
Invoice: 143DEC20				245273	143DEC20			11.05
				11.05	91111264	547100	REITAN RD/WELCOME TO BI GG-STREET-TRAF CONTROL-UTILITY	
Invoice: IL1DEC20				245274	IL1DEC20			163.38
				163.38	91111263	547100	ERCKSN/MDSN/WNSLW/KNTCHL GG-STRT-STREET LIGHTING-UTIL	
Invoice: 710DEC20				245275	710DEC20			229.96
				229.96	91421355	547100	SLS-2 VILLAGE CENTER GG-SWR-ELECTRIC	
Invoice: 893DEC20				245276	893DEC20			745.76
				745.76	91111263	547100	MUNI STREET LIGHTING GG-STRT-STREET LIGHTING-UTIL	
Invoice: 040-751DEC20				245277	040-751DEC20			13.26
				13.26	91411345	547100	520 ERICKSEN AVE PRV GG-WTR-ELECTRIC	
Invoice: SPRINGDEC20				245278	SPRINGDEC20			36.71
				36.71	91111263	547100	SPRINGRIDGE RD/HANSEN HILL GG-STRT-STREET LIGHTING-UTIL	
Invoice: LYNCTRDEC20				245279	LYNCTRDEC20			57.45
				57.45	91111263	547100	BLOSSOM HILL GG-STRT-STREET LIGHTING-UTIL	
Invoice: BKLYN&MADDEC20				245280	BKLYN&MADDEC20			14.87
				14.87	91111263	547100	NEW BROOKLYN & MAD AVE ST LT GG-STRT-STREET LIGHTING-UTIL	
Invoice: 2360-MADDEC20				245282	2360-MADDEC20			14.87
				14.87	91111263	547100	2360 MAD AVE N - E ENTR ST LT GG-STRT-STREET LIGHTING-UTIL	
Invoice: MAD&ORDDEC20				245283	MAD&ORDDEC20			14.87
				14.87	91111263	547100	MAD AVE N, ORDWAY CROSS ST GG-STRT-STREET LIGHTING-UTIL	
Invoice: BKLYN&NTOWNDEC20				245284	BKLYN&NTOWNDEC20			14.87
				14.87	91111263	547100	BROOKLYN & N.TOWN ST LT GG-STRT-STREET LIGHTING-UTIL	

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL			
Invoice: WING&AZALEADEC20				245285	WING&AZALEADEC20	01/04/2021		M011321	12.35
				12.35	91111263 547100	WING PT & AZALEA AVE NE ST LT GG-STRT-STREET LIGHTING-UTIL			
Invoice: W.OFMAD-PH1DEC20				245286	W.OFMAD-PH1DEC20	01/04/2021		M011321	1,000.43
				1,000.43	91111263 547100	W.OF MADISON - BAINBRIDGE CO PH1 GG-STRT-STREET LIGHTING-UTIL			
Invoice: E.ODMAD-PH2				245287	E.ODMAD-PH2	01/04/2021		M011321	1,985.63
				1,985.63	91111263 547100	E. OF MADISON - BAINBRIDGE CO PH2 GG-STRT-STREET LIGHTING-UTIL			
Invoice: MAD&H.S.DEC20				245288	MAD&H.S.DEC20	01/04/2021		M011321	45.46
				45.46	91111263 547100	MADISON AVE/HS AVE ST LT GG-STRT-STREET LIGHTING-UTIL			
Invoice: 2665DEC20				245289	2665DEC20	01/04/2021		M011321	191.67
				191.67	91011768 547100	301 SHANNON DR - WFP GG-C/E-PARKS-ELECTRIC			
Invoice: 2681DEC20				245290	2681DEC20	01/04/2021		M011321	11.05
				11.05	91011768 547100	WFP BOOTH EL PANEL #4 GG-C/E-PARKS-ELECTRIC			
Invoice: 2996DEC20				245291	2996DEC20	01/04/2021		M011321	22.73
				22.73	91411345 547100	965 WEAVER RD NW GG-WTR-ELECTRIC			
Invoice: 3010DEC20				245292	3010DEC20	01/04/2021		M011321	11.05
				11.05	91011768 547100	WFP BOOTH EL PANEL #3 GG-C/E-PARKS-ELECTRIC			
Invoice: 3028DEC20				245293	3028DEC20	01/04/2021		M011321	12.61
				12.61	91011768 547100	WFP PARK BOOTH EL PANEL #2 GG-C/E-PARKS-ELECTRIC			
Invoice: 3044DEC20				245294	3044DEC20	01/04/2021		M011321	11.05
				11.05	91011739 547100	278 WINSLOW WAY E #KIOSK COMM EVENTS-ELECTRICITY			
Invoice: 3051DEC20				245295	3051DEC20	01/04/2021		M011321	11.05
				11.05	91011768 547100	WFP BOOTH EL PANEL #1 GG-C/E-PARKS-ELECTRIC			
Invoice: 5760DEC20				245296	5760DEC20	01/04/2021		M011321	105.13
				105.13	91421355 547100	TREATMENT PLANT LS #3 GG-SWR-ELECTRIC			
Invoice: 0909DEC20				245297	0909DEC20	01/04/2021		M011321	3,951.74
				3,951.74	71011183 54710000724	HARRISON BLDG - 8804 N MADISON PD/COURT BLDG NON CAP-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: 0120DEC20				245298	0120DEC20	01/04/2021	M011321	17.15
				17.15	91111263	547100	220 OLY DR SE - ST LTS GG-STRT-STREET LIGHTING-UTIL	
							CHECK 355375 TOTAL:	38,325.01
355376 01/13/2021 PRD	1485	VERIZON WIRELESS	245435	9870374937	01/01/2021		M011321	5,116.71
Invoice: 9870374937				3,794.50	91011189	542100	CITYWIDE WIRELESS SVCS JAN2021	
				1,322.21	91011189	54210001069	GG-C/E-CITY HALL-PHONE COVID19-ADD'L CELL PHONES	
							CHECK 355376 TOTAL:	5,116.71
							NUMBER OF CHECKS 9	*** CASH ACCOUNT TOTAL ***
								82,723.86
							COUNT	AMOUNT
							TOTAL PRINTED CHECKS 9	82,723.86
								*** GRAND TOTAL ***
								82,723.86

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YEAR PER	JNL	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	1	104									
APP 631-213000			01/13/2021	M011321	011321			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		800.17	
APP 635-111100			01/13/2021	M011321	011321			CASH AP CASH DISBURSEMENTS JOURNAL			82,723.86
APP 001-213000			01/13/2021	M011321	011321			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		54,757.20	
APP 401-213000			01/13/2021	M011321	011321			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		10,052.32	
APP 402-213000			01/13/2021	M011321	011321			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		11,998.59	
APP 101-213000			01/13/2021	M011321	011321			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		5,092.41	
APP 403-213000			01/13/2021	M011321	011321			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		23.17	
GENERAL LEDGER TOTAL										82,723.86	82,723.86
APP 631-130000			01/13/2021	M011321	011321			DUE TO/FROM CLEARING		81,923.69	
APP 001-130000			01/13/2021	M011321	011321			GENERAL - DUE TO/FROM CLEARING			54,757.20
APP 401-130000			01/13/2021	M011321	011321			DUE TO/FROM CLEARING			10,052.32
APP 402-130000			01/13/2021	M011321	011321			DUE TO/FROM CLEARING			11,998.59
APP 101-130000			01/13/2021	M011321	011321			STREETS - DUE TO/FROM CLEARING			5,092.41
APP 403-130000			01/13/2021	M011321	011321			DUE TO/FROM CLEARING			23.17
SYSTEM GENERATED ENTRIES TOTAL										81,923.69	81,923.69
JOURNAL 2021/01/104 TOTAL										164,647.55	164,647.55

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 1	104	01/13/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	54,757.20	54,757.20
				FUND TOTAL	54,757.20	54,757.20
101 STREET FUND 101-130000 101-213000	2021 1	104	01/13/2021	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	5,092.41	5,092.41
				FUND TOTAL	5,092.41	5,092.41
401 WATER OPERATING FUND 401-130000 401-213000	2021 1	104	01/13/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	10,052.32	10,052.32
				FUND TOTAL	10,052.32	10,052.32
402 SEWER OPERATING FUND 402-130000 402-213000	2021 1	104	01/13/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	11,998.59	11,998.59
				FUND TOTAL	11,998.59	11,998.59
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2021 1	104	01/13/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	23.17	23.17
				FUND TOTAL	23.17	23.17
631 CLEARING FUND 631-130000 631-213000 635-111100	2021 1	104	01/13/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	81,923.69 800.17	82,723.86
				FUND TOTAL	82,723.86	82,723.86

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		54,757.20
101	STREET FUND		5,092.41
401	WATER OPERATING FUND		10,052.32
402	SEWER OPERATING FUND		11,998.59
403	STORM & SURFACE WATER FUND		23.17
631	CLEARING FUND		
		81,923.69	
	TOTAL	81,923.69	81,923.69

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



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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		
355377	01/13/2021	PRTD	7314 US BANK	245299	12/01/20-JB	12/28/2020	USB1220	23.50
	Invoice: 12/01/20-JB			23.50	54025212 531100	POL/CAVALRY FLAGS/US FLAG FOR M8 MARINE - SUPPLIES		
	Invoice: 12/17/20-CB			245300	12/17/20-CB	12/28/2020	USB1220	25.00
				25.00	36011143 549100	EXCC/WAPRO/2021 MEMBERSHIP CLERK-DUES/SUBSCR/MEMBRSHPS		
	Invoice: 11/25/20-ZB			245302	11/25/20-ZB	12/28/2020	USB1220	18.63
				18.63	53011212 53110000962	POL/ZBONES/K9 GROOMING SUPPLIES TRACKING CANINE-SUPPLIES		
	Invoice: 11/30/20-ZB			245303	11/30/20-ZB	12/28/2020	USB1220	64.37
				64.37	53011212 53110000962	POL/CHEWY.COM/K9 FOOD TRACKING CANINE-SUPPLIES		
	Invoice: 12/04/20-ZB			245304	12/04/20-ZB	12/28/2020	USB1220	75.96
				75.96	53011212 53110000962	POL/FENIX/HEADLAMP TRACKING CANINE-SUPPLIES		
	Invoice: 12/07/20-BB			245305	12/07/20-BB	12/28/2020	USB1220	75.95
				75.95	53011212 531100	POL/AMAZON/DUTY ACCESSORIES PD-C/E-PATROL SUPPLIES		
	Invoice: 12/07/20-BB-A			245306	12/07/20-BB-A	12/28/2020	USB1220	46.07
				46.07	91029179 531100	WELLNESS/WILDERNEST/PRIZE GG-SELF INS-WELLNESS-SUPPLIES		
	Invoice: 12/07/20-BB-B			245307	12/07/20-BB-B	12/28/2020	USB1220	30.50
				30.50	51011211 531100	POL/AMAZON/WALL CALENDARS PD-C/E-ADM-SUPPLIES		
	Invoice: 12/10/20-BB			245308	12/10/20-BB	12/28/2020	USB1220	22.87
				22.87	51011191 531100	POL/AMAZON/WALL CALENDAR PD-C/E-PROP RM-SUPPLIES		
	Invoice: 12/14/20-BB			245309	12/14/20-BB	12/28/2020	USB1220	44.14
				44.14	91029179 531100	WELLNESS/WILDERNEST/PRIZE GG-SELF INS-WELLNESS-SUPPLIES		
	Invoice: 12/17/20-BB			245310	12/17/20-BB	12/28/2020	USB1220	65.22
				65.22	51011211 531100	POL/AMAZON/ATOMIC WALL CLOCKS PD-C/E-ADM-SUPPLIES		
	Invoice: 12/19/20-BB			245311	12/19/20-BB	12/28/2020	USB1220	44.14
				44.14	91029179 531100	WELLNESS/WILDERNEST/PRIZE GG-SELF INS-WELLNESS-SUPPLIES		
	Invoice: 12/19/20-BB-A			245312	12/19/20-BB-A	12/28/2020	USB1220	61.65
				61.65	52011212 541100	POL/SPEAKWRITE/TRANSCRIPTION SVCS POLICE - C/E INVEST PROF SVCS		

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL			
						DESC			
Invoice: 12/22/20-BB				245313	12/22/20-BB	12/28/2020		USB1220	342.00
				342.00	53011212 545000	POL/RELIABLE STORAGE/UNIT J28			
						POLICE - C/E PATROL RENTS			
Invoice: 11/30/20-MD				245314	11/30/20-MD	12/28/2020		USB1220	32.69
				32.69	81011881 535100	IT/ADOBE/CREATIVE CLOUD			
						IT - C/E COMPUTER SOFTWARE			
Invoice: 12/02/20-MD				245315	12/02/20-MD	12/28/2020		USB1220	1,721.83
				1,721.83	81011252 54110001069	IT/ZOOM/VIDEO CONF			
						IT PROF SVC - COVID-19			
Invoice: 12/04/20-MD				245316	12/04/20-MD	12/28/2020		USB1220	59.92
				59.92	81011881 535500	IT/AMAZON/LIGHT RING, SPEAKERS			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 12/08/20-MD				245317	12/08/20-MD	12/28/2020		USB1220	3,021.00
				3,021.00	81011252 54110001069	IT/FIREWALLS.COM/VPN SETUP			
						IT PROF SVC - COVID-19			
Invoice: 12/11/20-MD				245318	12/11/20-MD	12/28/2020		USB1220	30.95
				30.95	81011252 53510001069	IT/ZOOM/VIDEOCONF SVCS			
						COVID19-SOFTWARE			
Invoice: 12/14/20-MD				245319	12/14/20-MD	12/28/2020		USB1220	42.47
				42.47	81011881 531100	IT/AMAZON/PHONE CHARGERS			
						IT - C/E SUPPLIES			
Invoice: 12/14/20-MD-A				245321	12/14/20-MD-A	12/28/2020		USB1220	29.54
				29.54	81011252 53510001069	IT/ZOOM/VIDEOCONF SVCS			
						COVID19-SOFTWARE			
Invoice: 12/14/20-MD-B				245322	12/14/20-MD-B	12/28/2020		USB1220	44.64
				44.64	81011881 531100	IT/AMAZON/PLANNER			
						IT - C/E SUPPLIES			
Invoice: 12/18/20-MD				245323	12/18/20-MD	12/28/2020		USB1220	42.46
				42.46	81011881 531100	IT/AMAZON/PLANNER			
						IT - C/E SUPPLIES			
Invoice: 12/21/20-MD				245324	12/21/20-MD	12/28/2020		USB1220	75.00
				75.00	81011881 549100	IT/WAC/ACCIS MEMBERSHIP			
						IT - C/E MISCELLANEOUS			
Invoice: 12/21/20-MD-A				245325	12/21/20-MD-A	12/28/2020		USB1220	16.00
				16.00	81011881 531100	IT/AMAZON/PHONE CASE: DM			
						IT - C/E SUPPLIES			
Invoice: 12/21/20-MD-B				245326	12/21/20-MD-B	12/28/2020		USB1220	34.54
				34.54	81011881 531100	IT/AMAZON/PHN CASE, MICE			
						IT - C/E SUPPLIES			

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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			
				245327	12/28/20-MD		12/28/2020	USB1220	32.69
Invoice: 12/28/20-MD				32.69	81011881	535100	IT/ADOBE/CREATIVE CLOUD		
							IT - C/E COMPUTER SOFTWARE		
				245328	12/07/20-KD		12/28/2020	USB1220	87.19
Invoice: 12/07/20-KD				87.19	31011572	531100	EX/AMAZON/GINERBREAD COSTUME		
							EX-GF-OUTREACH-SUPPLIES		
				245329	12/08/20-KD		12/28/2020	USB1220	76.30
Invoice: 12/08/20-KD				76.30	31011572	549100	EX/CONSTANT CONTACT/CMR SUBX		
							OUTREACH DUES, SUBS& MEMBER		
				245330	12/15/20-KD		12/28/2020	USB1220	1.00
Invoice: 12/15/20-KD				1.00	31011572	531100	EX/CANVA/CMR GRAPHIC		
							EX-GF-OUTREACH-SUPPLIES		
				245331	12/17/20-KD		12/28/2020	USB1220	149.00
Invoice: 12/17/20-KD				149.00	31011572	443410	EX/GOV SOC MEDIA/WORKSHOP		
							EX-GF-OUTREACH-TRAINING		
				245332	12/18/20-JF		12/28/2020	USB1220	523.79
Invoice: 12/18/20-JF				523.79	53011212	531100	POL/MAGSHACK/AMMO		
							PD-C/E-PATROL SUPPLIES		
				245333	12/17/20-RL		12/28/2020	USB1220	19.85
Invoice: 12/17/20-RL				19.85	11011116	531100	CC/NAMETAG COUNTRY/FANTROY-JOHNSON		
							COUNCIL - SUPPLIES		
				245334	12/20/20-RL		12/28/2020	USB1220	68.58
Invoice: 12/20/20-RL				68.58	41011141	531100	FIN/AMAZON/CLEAR PROTECTORS		
							FIN - C/E ADMIN SUPPLIES		
				245335	12/08/20-AL		12/28/2020	USB1220	9,450.10
Invoice: 12/08/20-AL				9,450.10	31011256	531100	EX/SAFETY STORE/HUB MED BAGS		
							EX-GF-EMERG PREP-SUPPLIES		
				245336	12/10/20-AL		12/28/2020	USB1220	81.78
Invoice: 12/10/20-AL				81.78	31011229	53110001069	EX/ROTHYS/MASKS FOR TEST SITE		
							TESTING-COVID19-SUPPLIES		
				245337	12/10/20-AL-A		12/28/2020	USB1220	26.85
Invoice: 12/10/20-AL-A				26.85	31011256	531100	EX/AMAZON/OFFICE SUPPLIES		
							EX-GF-EMERG PREP-SUPPLIES		
				245338	12/11/20-AL		12/28/2020	USB1220	51.81
Invoice: 12/11/20-AL				51.81	31011229	53110001069	EX/PPE EXCHANGE/PPE FOR TEST SITE		
							TESTING-COVID19-SUPPLIES		
				245339	12/11/20-AL-A		12/28/2020	USB1220	356.24
Invoice: 12/11/20-AL-A				356.24	31011229	53110001069	EX/PPE EXCHANGE/TEST SITE PPE		
							TESTING-COVID19-SUPPLIES		

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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					
				245340	12/11/20-AL-B		12/28/2020	USB1220	4,063.41
Invoice: 12/11/20-AL-B				4,063.41	31011229 53110001069		EX/CORT RENTALS/TEST SITE TENT TESTING-COVID19-SUPPLIES		
				245341	12/11/20-AL-C		12/28/2020	USB1220	46.46
Invoice: 12/11/20-AL-C				46.46	31011229 53110001069		EX/COSTCO/TEST SITE SUPPLIES TESTING-COVID19-SUPPLIES		
				245342	12/14/20-AL		12/28/2020	USB1220	135.42
Invoice: 12/14/20-AL				135.42	31011229 53110001069		EX/COSTCO/TEST SITE SUPPLIES TESTING-COVID19-SUPPLIES		
				245343	12/14/20-AL-A		12/28/2020	USB1220	65.38
Invoice: 12/14/20-AL-A				65.38	31011229 53110001069		EX/COSTCO/TEST SITE SUPPLIES TESTING-COVID19-SUPPLIES		
				245344	12/14/20-AL-B		12/28/2020	USB1220	130.02
Invoice: 12/14/20-AL-B				130.02	31011256 531100		EX/AMAZON/OFFICE SUPPLIES EX-GF-EMERG PREP-SUPPLIES		
				245345	12/15/20-AL		12/28/2020	USB1220	251.56
Invoice: 12/15/20-AL				251.56	31011229 53110001069		EX/AMAZON/TEST SITE PPE TESTING-COVID19-SUPPLIES		
				245346	12/18/20-AL		12/28/2020	USB1220	87.18
Invoice: 12/18/20-AL				87.18	31011229 53110001069		EX/AMAZON/PPE FOR TEST SITE TESTING-COVID19-SUPPLIES		
				245347	12/21/20-AL		12/28/2020	USB1220	75.46
Invoice: 12/21/20-AL				75.46	31011229 53110001069		EX/AMAZON/TEST SITE SUPPLIES TESTING-COVID19-SUPPLIES		
				245348	12/21/20-AL-A		12/28/2020	USB1220	165.75
Invoice: 12/21/20-AL-A				165.75	31011229 53110001069		EX/AMAZON/TEST SITE SUPPLIES TESTING-COVID19-SUPPLIES		
				245349	12/21/20-AL-B		12/28/2020	USB1220	3,548.81
Invoice: 12/21/20-AL-B				3,548.81	31011256 531100		EX/SUMMIT STRUCTURES/HUB SHED EX-GF-EMERG PREP-SUPPLIES		
				245350	12/22/20-AL		12/28/2020	USB1220	150.76
Invoice: 12/22/20-AL				150.76	31011229 53110001069		EX/AMAZON/TEST SITE SUPPLIES TESTING-COVID19-SUPPLIES		
				245351	12/24/20-AL		12/28/2020	USB1220	283.38
Invoice: 12/24/20-AL				283.38	31011256 531100		EX/COSTCO/SHELVES FOR SS SHED EX-GF-EMERG PREP-SUPPLIES		
				245352	12/04/20-CL		12/28/2020	USB1220	30.31
Invoice: 12/04/20-CL				30.31	61011581 531100		PCD/AMAZON/PARTY SUPPLIES PCD - C/E ADMIN SUPPLIES		

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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: 12/04/20-CL-A				245353	12/04/20-CL-A			13.08
				13.08	61011581	531100	PCD/AMAZON/OARTY SUPPLIES PCD - C/E ADMIN SUPPLIES	12/28/2020 USB1220
Invoice: 12/11/20-CL				245354	12/11/20-CL			196.19
				196.19	62011252	53110001069	PCD/BEST BUY/PRINTER COVID19-SUPPLIES	12/28/2020 USB1220
Invoice: 12/11/20-CL-A				245355	12/11/20-CL-A			57.00
				57.00	61011581	531100	PCD/USPS/POSTAGE PCD - C/E ADMIN SUPPLIES	12/28/2020 USB1220
Invoice: 12/11/20-CL-B				245356	12/11/20-CL-B			196.19
				196.19	61011252	53110001069	PCD/BEST BUY/PRINTER COVID19-SUPPLIES	12/28/2020 USB1220
Invoice: 12/14/20-CL				245357	12/14/20-CL			62.12
				62.12	61011252	53110001069	PCD/BEST BUY/PRINTER INK COVID19-SUPPLIES	12/28/2020 USB1220
Invoice: 12/14/20-CL-A				245358	12/14/20-CL-A			62.12
				62.12	62011252	53110001069	PCD/BEST BUY/INK COVID19-SUPPLIES	12/28/2020 USB1220
Invoice: 12/16/20-CL				245359	12/16/20-CL			50.01
				50.01	61011581	531100	PCD/WALMART/PARTY SUPPLIES PCD - C/E ADMIN SUPPLIES	12/28/2020 USB1220
Invoice: 12/16/20-CL-A				245360	12/16/20-CL-A			256.79
				256.79	61011252	53110001069	PCD/AMAZON/PRINTER COVID19-SUPPLIES	12/28/2020 USB1220
Invoice: 12/16/20-CL-B				245361	12/16/20-CL-B			34.96
				34.96	63470586	544000	PCD/CLICK2MAIL/LEGAL NOTICES CUR-DEV-ZONING-ADV	12/28/2020 USB1220
Invoice: 12/18/20-CL				245362	12/18/20-CL			4.28
				4.28	61011581	531100	PCD/WALMART/PARTY SUPPLIES PCD - C/E ADMIN SUPPLIES	12/28/2020 USB1220
Invoice: 11/30/20-DM				245363	11/30/20-DM			28.39
				28.39	73637891	531100	PW/EVERGREEN PAC PUBLISHING/TIDE CALENDARS OFFICE SUPPLIES	12/28/2020 USB1220
Invoice: 12/09/20-DM				245364	12/09/20-DM			25.75
				25.75	73637891	531100	PW/AMAZON/PHONE CHARGERS OFFICE SUPPLIES	12/28/2020 USB1220
Invoice: 12/12/20-DM				245365	12/12/20-DM			70.41
				70.41	73111264	531100	PW/AMAZON/FUNNEL O&M-STREET-TRAF CONTROL-SUPPLY	12/28/2020 USB1220

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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: 12/14/20-DM-A				245366	12/14/20-DM-A			260.40
				260.40	73111264	531100	PW/AMAZON/FUEL FUNNEL O&M-STREET-TRAF CONTROL-SUPPLY	260.40
Invoice: 12/17/20-SM				245367	12/17/20-SM			11.70
				11.70	21011125	549100	CRT/WSBA/CC FEE COURT-DUES/SUBSCR/MEMBERSHIPS	11.70
Invoice: 12/17/20-SM-A				245368	12/17/20-SM-A			468.00
				468.00	21011125	549100	CRT/WSBA/JUDGE LIC COURT-DUES/SUBSCR/MEMBERSHIPS	468.00
Invoice: 12/18/20-SM				245369	12/18/20-SM			1,499.00
				1,499.00	21011125	443410	CRT/NBI SEMINARS/CE: SM COURT - TRAINING	1,499.00
Invoice: 12/11/20-AP				245370	12/11/20-AP			10.02
				10.02	65470597	531100	PCD/T&C/BATTERIES CODE - DEV OFFICE SUPPLIES	10.02
Invoice: 11/23/20-JR				245371	11/23/20-JR			501.65
				501.65	61011581	531100	PCD/TUNA GRAPHICS/SHIRTS PCD - C/E ADMIN SUPPLIES	501.65
Invoice: 12/01/20-JR				245372	12/01/20-JR			900.00
				900.00	61470581	545000	PCD/STORAGE98110/ARCHIVES PCD - DEV ADMIN RENTS & LEASES	900.00
Invoice: 12/03/20-JR				245373	12/03/20-JR			27.50
				27.50	61011252	53110001069	PCD/AMAZON/LAPTOP RISER COVID19-SUPPLIES	27.50
Invoice: 12/15/20-JR				245374	12/15/20-JR			72.00
				72.00	61011581	531100	PCD/BON BON/CANDY PCD - C/E ADMIN SUPPLIES	72.00
Invoice: 12/21/20-JR				245375	12/21/20-JR			50.04
				50.04	61011581	531100	PCD/AMAZON/PENS PCD - C/E ADMIN SUPPLIES	50.04
Invoice: 11/27/20-MS				245376	11/27/20-MS			24.50
				24.50	61011252	53110001069	PCD/AMAZON/SURGE PROTECTOR COVID19-SUPPLIES	24.50
Invoice: 12/04/20-MS				245377	12/04/20-MS			27.19
				27.19	61011581	531100	PCD/AMAZON/2021 CALENDAR PCD - C/E ADMIN SUPPLIES	27.19
Invoice: 12/16/20-MS				245378	12/16/20-MS			11.47
				11.47	61011581	531100	PCD/AMAZON/PEN REFILL PCD - C/E ADMIN SUPPLIES	11.47

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL			
						DESC			
Invoice: 12/17/20-MS				245379	12/17/20-MS	12/28/2020		USB1220	79.99
				79.99	61011581 531100	PCD/GUNNAR OPTICS/COMPUTER GLASSES			
						PCD - C/E ADMIN SUPPLIES			
Invoice: 12/18/20-MS				245380	12/18/20-MS	12/28/2020		USB1220	28.32
				28.32	61011252 53110001069	PCD/AMAZON/WIRELESS MOUSE, KEYBOARD			
						COVID19-SUPPLIES			
Invoice: 12/18/20-MS-A				245381	12/18/20-MS-A	12/28/2020		USB1220	28.32
				28.32	61011252 53110001069	PCD/AMAZON/ERGO MOUSE			
						COVID19-SUPPLIES			
Invoice: 12/18/20-MS-B				245382	12/18/20-MS-B	12/28/2020		USB1220	23.98
				23.98	61011252 53110001069	PCD/AMAZON/ERGO FOOTREST			
						COVID19-SUPPLIES			
Invoice: 12/21/20-MS				245383	12/21/20-MS	12/28/2020		USB1220	28.22
				28.22	61011252 53110001069	PCD/AMAZON/STORAGE OTTOMAN			
						COVID19-SUPPLIES			
Invoice: 12/21/20-MS-A				245384	12/21/20-MS-A	12/28/2020		USB1220	71.92
				71.92	61011252 53110001069	PCD/AMAZON/LAPTOP STAND			
						COVID19-SUPPLIES			
Invoice: 12/21/20-MS-B				245385	12/21/20-MS-B	12/28/2020		USB1220	20.56
				20.56	61011581 531100	PCD/AMAZON/PEN REFILL			
						PCD - C/E ADMIN SUPPLIES			
Invoice: 12/23/20-MS				245386	12/23/20-MS	12/28/2020		USB1220	184.77
				184.77	61011252 53110001069	PCD/COSTCO/COMP SUPPLIES: HW			
						COVID19-SUPPLIES			
Invoice: 12/23/20-MS-A				245387	12/23/20-MS-A	12/28/2020		USB1220	41.34
				41.34	61011252 53110001069	PCD/AMAZON/ERGO MOUSE			
						COVID19-SUPPLIES			
Invoice: 12/24/20-MS				245388	12/24/20-MS	12/28/2020		USB1220	21.79
				21.79	61011252 53110001069	PCD/AMAZON/WIRELESS KEYBOARD			
						COVID19-SUPPLIES			
Invoice: 12/23/20-WS				245389	12/23/20-WS	12/28/2020		USB1220	108.94
				108.94	53011212 531100	POL/GALLS/TASER HOLSTER			
						PD-C/E-PATROL SUPPLIES			
Invoice: 11/25/20-MT				245390	11/25/20-MT	12/28/2020		USB1220	30.57
				30.57	53011212 443410	POL/BAMBOO GREEN TERI/MEAL			
						POLICE - C/E PATROL TRAINING			
Invoice: 12/11/20-SW				245391	12/11/20-SW	12/28/2020		USB1220	40.42
				40.42	53011212 53910001079	POL/SAFEWAY/MEALS FOR OFFICERS			
						SPECIAL EVENT-PATROL-WKD MEALS			

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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: 12/11/20-SW-A				245392	12/11/20-SW-A			77.36
				77.36	53011212	53910001079	POL/WESTSIDE/MEALS FOR OFFICERS SPECIAL EVENT-PATROL-WKD MEALS	
Invoice: 12/21/20-CW				245394	12/21/20-CW			11.98
				11.98	71011189	531100	PW/AMAZON/MOUSE PW - C/E FACILITIES SUPPLIES	
Invoice: 12/03/20-KB				245395	12/03/20-KB			125.00
				125.00	33011161	544000	HR/NEOGOV/AD: BUILDING OFFICIAL HR-C/E-ADVERTISING	
Invoice: 12/03/20-KB-A				245396	12/03/20-KB-A			150.00
				150.00	33011161	544000	HR/ICMA/AD: BUILDING OFFICIAL HR-C/E-ADVERTISING	
Invoice: 12/04/20-KB				245397	12/04/20-KB			45.00
				45.00	33011161	544000	HR/CRAIGSLIST/AD: BUILDING OFFICIAL HR-C/E-ADVERTISING	
Invoice: 12/15/20-KB				245398	12/15/20-KB			75.00
				75.00	33011161	53110000302	HR/EAGLE HARBOR BOOKS/EE RECOG EMPLOYEE RECOG-HR-C/E-SUPPLIES	
Invoice: 12/15/20-KB-A				245399	12/15/20-KB-A			50.00
				50.00	33011161	53110000302	HR/T&C/EE RECOG EMPLOYEE RECOG-HR-C/E-SUPPLIES	
Invoice: 12/15/20-KB-B				245400	12/15/20-KB-B			625.00
				625.00	33011161	53110000302	HR/SAFEWAY/EE RECOG EMPLOYEE RECOG-HR-C/E-SUPPLIES	
Invoice: 12/16/20-KB				245402	12/16/20-KB			50.00
				50.00	33011161	53110000302	HR/BLACKBIRD/EE RECOG EMPLOYEE RECOG-HR-C/E-SUPPLIES	
Invoice: 12/18/20-KB				245403	12/18/20-KB			406.17
				406.17	33011161	544000	HR/LINKEDIN/AD: BUILDING OFFICIAL HR-C/E-ADVERTISING	
Invoice: 12/21/20-KB				245404	12/21/20-KB			125.00
				125.00	33011161	544000	HR/NEOGOV/AD: WWTP OPERATOR HR-C/E-ADVERTISING	
Invoice: 12/14/20-KJ				245405	12/14/20-KJ			1,187.60
				1,187.60	36011143	545000	EXCC/BI SELF STORAGE/OFFISTE UNIT CLERK-RENTS	
Invoice: 12/14/20-KJ-A				245406	12/14/20-KJ-A			594.10
				594.10	36011143	545000	EXCC/BI SELF STORAGE/OFFSITE UNIT CLERK-RENTS	

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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: 12/19/20-KJ				245407	12/19/20-KJ			8.75
				8.75	11011116	531100	12/28/2020 CC/DINN BROS/NAME PLATE: BF-J COUNCIL - SUPPLIES	USB1220
Invoice: 12/04/20-KS				245408	12/04/20-KS			35.00
				35.00	41011144	443410	12/28/2020 FIN/GFOA/COMPONENT KITS: KS FIN - C/E TRAINING	USB1220
Invoice: 12/17/20-KS				245409	12/17/20-KS			35.00
				35.00	41011144	443410	12/28/2020 FIN/GFOA/DEBT DISCLOSURES: KS FIN - C/E TRAINING	USB1220
Invoice: 12/02/20-KG				245410	12/02/20-KG			200.00
				200.00	72011321	549100	12/28/2020 ENG/AGCED/CESCEL: ME ENG - C/E ADMIN MISCELLENEOUS	USB1220
Invoice: 12/04/20-KG				245411	12/04/20-KG			215.00
				215.00	72011321	549100	12/28/2020 ENG/ASCE/CERTS: EC ENG - C/E ADMIN MISCELLENEOUS	USB1220
Invoice: 12/04/20-KG-A				245412	12/04/20-KG-A			245.00
				245.00	72011321	549100	12/28/2020 ENG/ASCE/CERTS: CM ENG - C/E ADMIN MISCELLENEOUS	USB1220
Invoice: 12/24/20-KG				245413	12/24/20-KG			82.48
				82.48	72011325	531100	12/28/2020 ENG/AMAZON/SUPPLIES: ME ENG - C/E FACIL SUPPLIES	USB1220
Invoice: 12/16/20-KG				245414	12/16/20-KG			50.00
				50.00	72011321	549100	12/28/2020 ENG/ENVISION/CERTS ENG - C/E ADMIN MISCELLENEOUS	USB1220
Invoice: 11/30/20-CK				245415	11/30/20-CK			103.50
				103.50	73638935	531100	12/28/2020 PW/AMAZON/SHOP SUPPLIES O&M-STD ALLOCATION-SUPPLIES	USB1220
Invoice: 12/01/20-CK				245416	12/01/20-CK			300.00
				300.00	73011189	545000	12/28/2020 PW/STORAGE98110/RENT: E204 O&M - C/E FACIL RENTS & LEASES	USB1220
Invoice: 12/02/20-CK				245417	12/02/20-CK			32.45
				32.45	73637891	531100	12/28/2020 PW/AMAZON/CELL SUPPLIES OFFICE SUPPLIES	USB1220
Invoice: 12/07/20-CK				245418	12/07/20-CK			45.40
				45.40	73425358	531100	12/28/2020 PW/EAGLE MOUNTAIN/WWTP PLUNGER ASSY O&M-WWTP-SUPPLIES	USB1220
Invoice: 12/07/20-CK-A				245419	12/07/20-CK-A			16.34
				16.34	73411345	549100	12/28/2020 PW/ADOBE/PRO SUBX DUES/SUBSCRIPTIONS	USB1220

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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: 12/09/20-CK				245420	12/09/20-CK			
				843.36	73421355	531100		
							12/28/2020	843.36
							USB1220	
							PW/MAJOR SAFETY/GAS DETECTOR	
							WIN COLL-SUPPLIES	
Invoice: 12/09/20-CK-A				245421	12/09/20-CK-A			
				803.51	73421355	531100		
							12/28/2020	803.51
							USB1220	
							PW/MAJOR SAFETY/GAS DETECTOR	
							WIN COLL-SUPPLIES	
Invoice: 12/14/20-CK				245422	12/14/20-CK			
				16.34	73411345	549100		
							12/28/2020	16.34
							USB1220	
							PW/ADOBE/PRO SUBX	
							DUES/SUBSCRIPTIONS	
Invoice: 12/14/20-CK-A				245423	12/14/20-CK-A			
				85.00	73637891	443410		
							12/28/2020	85.00
							USB1220	
							PW/EVERGREEN SAFETY/GLASS CLASS: MB	
							O&M-ALLOC ADM-TRAINING EXP	
							CHECK 355377 TOTAL:	38,319.36
				NUMBER OF CHECKS	1		*** CASH ACCOUNT TOTAL ***	38,319.36
							COUNT	AMOUNT
				TOTAL PRINTED CHECKS	1		38,319.36	
							*** GRAND TOTAL ***	38,319.36

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JOURNAL ENTRIES TO BE CREATED

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CLERK: cfreitas

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	1	105									
APP	001-213000		01/13/2021	USB1220	USBANK			GENERAL - ACCOUNTS PAYABLE		35,043.53	
APP	635-111100		01/13/2021	USB1220	USBANK			AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000		01/13/2021	USB1220	USBANK			CASH			38,319.36
APP	631-213000		01/13/2021	USB1220	USBANK			AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		01/13/2021	USB1220	USBANK			ACCOUNTS PAYABLE		944.98	
APP	402-213000		01/13/2021	USB1220	USBANK			AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		01/13/2021	USB1220	USBANK			ACCOUNTS PAYABLE		275.09	
APP	631-130000		01/13/2021	USB1220	USBANK			AP CASH DISBURSEMENTS JOURNAL			
APP	001-130000		01/13/2021	USB1220	USBANK			STREETS - ACCOUNTS PAYABLE		330.81	
APP	407-130000		01/13/2021	USB1220	USBANK			AP CASH DISBURSEMENTS JOURNAL			
APP	101-130000		01/13/2021	USB1220	USBANK			ACCOUNTS PAYABLE		1,692.27	
APP	402-130000		01/13/2021	USB1220	USBANK			AP CASH DISBURSEMENTS JOURNAL			
APP	401-130000		01/13/2021	USB1220	USBANK			ACCOUNTS PAYABLE		32.68	
								AP CASH DISBURSEMENTS JOURNAL			
								GENERAL LEDGER TOTAL		38,319.36	38,319.36
APP	631-130000		01/13/2021	USB1220	USBANK			DUE TO/FROM CLEARING		38,044.27	
APP	001-130000		01/13/2021	USB1220	USBANK			GENERAL - DUE TO/FROM CLEARING			35,043.53
APP	407-130000		01/13/2021	USB1220	USBANK			DUE TO/FROM CLEARING			944.98
APP	101-130000		01/13/2021	USB1220	USBANK			STREETS - DUE TO/FROM CLEARING			330.81
APP	402-130000		01/13/2021	USB1220	USBANK			DUE TO/FROM CLEARING			1,692.27
APP	401-130000		01/13/2021	USB1220	USBANK			DUE TO/FROM CLEARING			32.68
								SYSTEM GENERATED ENTRIES TOTAL		38,044.27	38,044.27
								JOURNAL 2021/01/105 TOTAL		76,363.63	76,363.63

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021	1	105	01/13/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	35,043.53	35,043.53
					FUND TOTAL	35,043.53	35,043.53
101 STREET FUND 101-130000 101-213000	2021	1	105	01/13/2021	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	330.81	330.81
					FUND TOTAL	330.81	330.81
401 WATER OPERATING FUND 401-130000 401-213000	2021	1	105	01/13/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	32.68	32.68
					FUND TOTAL	32.68	32.68
402 SEWER OPERATING FUND 402-130000 402-213000	2021	1	105	01/13/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,692.27	1,692.27
					FUND TOTAL	1,692.27	1,692.27
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2021	1	105	01/13/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	944.98	944.98
					FUND TOTAL	944.98	944.98
631 CLEARING FUND 631-130000 631-213000 635-111100	2021	1	105	01/13/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	38,044.27 275.09	38,319.36
					FUND TOTAL	38,319.36	38,319.36

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		35,043.53
101	STREET FUND		330.81
401	WATER OPERATING FUND		32.68
402	SEWER OPERATING FUND		1,692.27
407	BUILDING & DEVELOPMENT FUND		944.98
631	CLEARING FUND		
		38,044.27	
	TOTAL	38,044.27	38,044.27

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



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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		
355378	01/20/2021	PRTD	47 BAINBRIDGE DISPOSAL	245610	0001044334	12/31/2020	M012021	169.89
	Invoice: 0001044334			169.89	91011755	547900	PW/SS-COMMONS DISP SVCS GG-C/E-COMMONS-GARBAGE	
							CHECK 355378 TOTAL:	169.89
355379	01/20/2021	PRTD	551 CENTURYLINK	245613	8834JAN21	01/04/2021	M012021	69.99
	Invoice: 8834JAN21			69.99	91411891	542100	259 FERNCLIFF PRV TELEM GG-WTR-FAC-PHONE	
	Invoice: 4953JAN21			245628	4953JAN21	01/07/2021	M012021	69.99
				69.99	91421891	542100	310 MADISON AVE SLS TELEM GG-SWR-FAC-PHONE	
	Invoice: 5127JAN21			245629	5127JAN21	01/07/2021	M012021	186.96
				186.96	71011183	54210000724	8804 MADISON AVE PD/COURT BLDG NON CAP-PHONE	
	Invoice: 5996JAN21			245630	5996JAN21	01/07/2021	M012021	91.03
				91.03	91011757	542100	E-PHONE @ WFP DOCK GG-GF-WFP DOCK-PHONE	
							CHECK 355379 TOTAL:	417.97
355380	01/20/2021	PRTD	1205 PUGET SOUND ENERGY	245611	3319DEC20	01/08/2021	M012021	26.56
	Invoice: 3319DEC20			26.56	73416345	547100	PW/CASEY ST WATER CASEY STREET WTR-ELECTRICITY	
	Invoice: 9932DEC20			245612	9932DEC20	01/08/2021	M012021	11.05
				11.05	91011739	547100	184 WINSLOW WAY E COMM EVENTS-ELECTRICITY	
							CHECK 355380 TOTAL:	37.61
355381	01/20/2021	PRTD	176 WA ST DEPT OF LABOR	245627	2020-Q4	12/31/2020	M012021	36.32
	Invoice: 2020-Q4			3.86	72011494	52000000996	Q4 2020 VOLUNTEER HOURS	
				26.47	31011256	520000	2019-20 GW MNGT-BEN	
				5.15	55011757	520000	EX-GF-EMERG PREP-BEN	
				.84	91011176	520000	PD-HARBORMASTER-BENEFITS GG-C/E-WORKERS COMP SVC-ADMIN	
							CHECK 355381 TOTAL:	36.32

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NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL *** 661.79

	<u>COUNT</u>	<u>AMOUNT</u>
TOTAL PRINTED CHECKS	4	661.79

*** GRAND TOTAL *** 661.79

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CLERK: cfreitas

YEAR	PER	JNL	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
SRC	EFF	DATE	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT	LINE	DESC				
2021	1	163												
APP	001-213000	01/20/2021	M012021		012021				GENERAL - ACCOUNTS PAYABLE				495.25	
									AP CASH DISBURSEMENTS JOURNAL					
APP	635-111100	01/20/2021	M012021		012021				CASH					661.79
									AP CASH DISBURSEMENTS JOURNAL					
APP	401-213000	01/20/2021	M012021		012021				ACCOUNTS PAYABLE				96.55	
									AP CASH DISBURSEMENTS JOURNAL					
APP	402-213000	01/20/2021	M012021		012021				ACCOUNTS PAYABLE				69.99	
									AP CASH DISBURSEMENTS JOURNAL					
GENERAL LEDGER TOTAL												661.79	661.79	
APP	631-130000	01/20/2021	M012021		012021				DUE TO/FROM CLEARING				661.79	
APP	001-130000	01/20/2021	M012021		012021				GENERAL - DUE TO/FROM CLEARING					495.25
APP	401-130000	01/20/2021	M012021		012021				DUE TO/FROM CLEARING					96.55
APP	402-130000	01/20/2021	M012021		012021				DUE TO/FROM CLEARING					69.99
SYSTEM GENERATED ENTRIES TOTAL												661.79	661.79	
JOURNAL 2021/01/163 TOTAL												1,323.58	1,323.58	

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021 1	163	01/20/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	495.25	495.25
				FUND TOTAL	495.25	495.25
401 WATER OPERATING FUND 401-130000 401-213000	2021 1	163	01/20/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	96.55	96.55
				FUND TOTAL	96.55	96.55
402 SEWER OPERATING FUND 402-130000 402-213000	2021 1	163	01/20/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	69.99	69.99
				FUND TOTAL	69.99	69.99
631 CLEARING FUND 631-130000 635-111100	2021 1	163	01/20/2021	DUE TO/FROM CLEARING CASH	661.79	661.79
				FUND TOTAL	661.79	661.79

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		495.25
401	WATER OPERATING FUND		96.55
402	SEWER OPERATING FUND		69.99
631	CLEARING FUND		
		661.79	
	TOTAL	661.79	661.79

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



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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		
355382	01/27/2021	PRTD	5 ACE HARDWARE	245436	047941/1			
	Invoice: 047941/1					12/31/2020	01/24/21	28.17
				28.17	73421355	531100	PW/MX SUPPLIES WIN COLL-SUPPLIES	
	Invoice: 47954/1			245578	47954/1			
				19.61	73431835	531100	PW/GARDEN STAPLES OFFICE SUPPLIES	19.61
	Invoice: 47957/1			245579	47957/1			
				89.31	73425358	531100	PW/HOSES O&M-WWTP-SUPPLIES	89.31
	Invoice: 47969/1			245580	47969/1			
				45.75	73011255	531100	PW/SURGE TAP 3OUT WHITE O&M-C/E-COURT FAC-SUPPLIES	45.75
							CHECK 355382 TOTAL:	182.84
355383	01/27/2021	PRTD	7726 AIR MANAGEMENT SOLUT	245581	0001134228			
	Invoice: 0001134228					01/12/2021	01/24/21	531.38
				531.38	73011183	54810000707	PW/BOILER PUMP REPAIR CH HVAC-REPAIRS	
							CHECK 355383 TOTAL:	531.38
355384	01/27/2021	PRTD	9635 ALEXANDER, JEANETTE	245545	91406			
	Invoice: 91406					01/19/2021	01/24/21	55.57
				55.57	411	122100	UB 10203 1055 NAKATA AVENUE NW WATER ACCOUNTS RECEIVABLE	
							CHECK 355384 TOTAL:	55.57
355385	01/27/2021	PRTD	7166 AMERICAN MESSAGING	245582	W4104492VA			
	Invoice: W4104492VA					01/12/2021	01/24/21	94.68
				94.68	73637891	542100	PW/MESSAGING SERVICES O&M - ALLOC FACIL TELEPHONE	
							CHECK 355385 TOTAL:	94.68
355386	01/27/2021	PRTD	4710 ASSOCIATED PETROLEU	245437	0283899-IN			
	Invoice: 0283899-IN					12/29/2020	01/24/21	244.55
				244.55	73638893	532000	PW/79.3 GAL DIESEL O&M-FUEL USE-ALLOCATION	
	Invoice: 0283900-IN			245438	0283900-IN			
				778.59	73638932	532000	PW/367 GAL UNLEADED O&M-FUEL ALLOC TO OTH DEPTS	778.59
	Invoice: 0284601-IN			245439	0284601-IN			
				254.07	73638893	532000	PW/83.70 GAL DIESEL O&M-FUEL USE-ALLOCATION	254.07

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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: 0284602-IN				245440	0284602-IN	12/31/2020	01/24/21	550.92
				550.92	73638932	532000		
						PW/256 GAL UNLEADED		
						O&M-FUEL ALLOC TO OTH DEPTS		
						CHECK	355386 TOTAL:	1,828.13
355387	01/27/2021	PRTD	7821 AUS WEST LOCKBOX	245441	1992038711	12/17/2020	01/24/21	60.58
Invoice: 1992038711				60.58	73638893	589310		
						PW/LAUNDRY SERVICE		
						LAUNDRY SERVICES		
Invoice: 1992047888				245442	1992047888	12/24/2020	01/24/21	60.58
				60.58	73638893	589310		
						PW/LAUNDRY SERVICE		
						LAUNDRY SERVICES		
Invoice: 1992057137				245443	1992057137	12/31/2020	01/24/21	60.58
				60.58	73638893	589310		
						PW/LAUNDRY SERVICE		
						LAUNDRY SERVICES		
Invoice: 1992066510				245583	1992066510	01/07/2021	01/24/21	60.58
				60.58	73638893	589310		
						PW/LAUNDRY SERVICE		
						LAUNDRY SERVICES		
						CHECK	355387 TOTAL:	242.32
355388	01/27/2021	PRTD	4365 AUTOMATIC FUNDS TRAN	245444	BAIN2012028	12/31/2020	01/24/21	476.00
Invoice: BAIN2012028				476.00	41011141	541100		
						FIN/B&O DEC 2020		
						FIN - C/E ADMIN PROF SERVICES		
Invoice: BAIN2012983				245445	BAIN2012983	12/31/2020	01/24/21	410.00
				205.00	43411341	541100		
				205.00	43421351	541100		
						FIN/PHONE & WEB PMT SVCS		
						FIN - WATER ADMIN PROF SERVICE		
						FIN - SEWER ADMIN PROF SERVICE		
						CHECK	355388 TOTAL:	886.00
355389	01/27/2021	PRTD	9542 BACKFLOWS NORTHWEST,	245446	PAYREQ1-510	10/20/2020	01/24/21	4,086.95
Invoice: PAYREQ1-510				4,086.95	73411349	54110000510		
						2020 BACKFLOW TESTING CONTRACT		
						BACKFLOW TEST-PRO SVCS		
						CHECK	355389 TOTAL:	4,086.95
355390	01/27/2021	PRTD	9574 BAINBRIDGE LANDING L	245624	91484	01/20/2021	01/24/21	227.60
Invoice: 91484				227.60	411	122100		
						UB 13257 746 HANAMI LANE NE		
						WATER ACCOUNTS RECEIVABLE		
						CHECK	355390 TOTAL:	227.60

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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		
355391	01/27/2021	PRTD	55 SOUND PUBLISHING, IN	245448	8010493-2544299	12/31/2020	01/24/21	125.00
			Invoice: 8010493-2544299			PCD/NPM: FORT WARD PLN51750		
				125.00	63470586 544000	CUR-DEV-ZONING-ADV		
			Invoice: 8010493-2544304	245449	8010493-2544304	12/31/2020	01/24/21	125.00
				125.00	63470586 544000	PCD/NPM: MORAN SCHOOL PLN51840		
						CUR-DEV-ZONING-ADV		
						CHECK	355391 TOTAL:	250.00
355392	01/27/2021	PRTD	55 SOUND PUBLISHING, IN	245451	BIR916025	12/25/2020	01/24/21	136.80
			Invoice: BIR916025			PCD/ORD 2020-40 SEPA		
				136.80	61011581 544000	PCD - C/E ADMIN ADVERTISING		
						CHECK	355392 TOTAL:	136.80
355393	01/27/2021	PRTD	55 SOUND PUBLISHING, IN	245450	8010513-2547993	12/31/2020	01/24/21	55.50
			Invoice: 8010513-2547993			POL/CLASSIFIEDS: PROPERTY		
				55.50	51011191 544000	PD-C/E-PROP RM-ADVERTISING		
						CHECK	355393 TOTAL:	55.50
355394	01/27/2021	PRTD	57 BAY HAY & FEED	245584	1584847	01/07/2021	01/24/21	29.95
			Invoice: 1584847			PW/9.2 GAL PROPANE		
				29.95	73431835 531100	OFFICE SUPPLIES		
						CHECK	355394 TOTAL:	29.95
355395	01/27/2021	PRTD	5623 BHC CONSULTANTS	245452	0013196	12/30/2020	01/24/21	1,565.17
			Invoice: 0013196			REGULATORY AIR GAP PROJECT		
				1,565.17	73421355 54110001073	WWTP REG AIR GAP-PROF SVCS		
						CHECK	355395 TOTAL:	1,565.17
355396	01/27/2021	PRTD	7178 BAINBRIDGE ISL CHILD	245453	Q4 2020	12/31/2020	01/24/21	1,455.76
			Invoice: Q4 2020			2019-20 COMMUNITY SERVICES FUN		
				1,455.76	31017540 54110000297	EX-BI CHILD CARE/B&G CLUB		
						CHECK	355396 TOTAL:	1,455.76
355397	01/27/2021	PRTD	50 BAINBRIDGE ISLAND EL	245454	20200090	01/07/2021	01/24/21	6,023.10
			Invoice: 20200090			PW/PUMP STATION REPAIR		
				6,023.10	73421355 541100	WIN COLL-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 355397 TOTAL:	6,023.10
355398	01/27/2021	PRTD	971 BAINBRIDGE ISLAND HI	245455 967	01/11/2021		01/24/21	3,000.00
	Invoice: 967				2020-21 CULTURAL FUNDING: OPER			
				3,000.00	31011732 54110000297		EX-GF-CULTURAL ARTS & SCIENCES	
							CHECK 355398 TOTAL:	3,000.00
355399	01/27/2021	PRTD	2476 BISSC	245456 Q4-2020	01/13/2021		01/24/21	1,250.00
	Invoice: Q4-2020				2020-21 CULTURAL FUNDING: SENI			
				1,250.00	31011732 54110000297		EX-GF-CULTURAL ARTS & SCIENCES	
	Invoice: Q4-2020 HSF				245460 Q4-2020 HSF		12/31/2020 01/24/21	11,250.00
				11,250.00	31017690 54110000297		2019-20 COMMUNITY SERVICES FUN SEN CENTER-OPER SUPPORT	
	Invoice: Q4-2020 BIRD				245527 Q4-2020 BIRD		12/31/2020 01/24/21	2,625.00
				2,625.00	31017690 54110100297		2019-20 COMMUNITY SERVICES FUN SEN CENTER-BAIN RES NETWORK PR	
							CHECK 355399 TOTAL:	15,125.00
355400	01/27/2021	PRTD	7183 BI SPECIAL NEEDS FOU	245461 2766	12/31/2020		01/24/21	4,000.00
	Invoice: 2766				2019-20 COMMUNITY SERVICES FUN			
				4,000.00	31017686 54110000297		HOPE HS/BI SP NEEDS/ISLANDTIME	
							CHECK 355400 TOTAL:	4,000.00
355401	01/27/2021	PRTD	64 BAINBRIDGE ISLAND AR	245462 2033	01/04/2021		01/24/21	2,500.00
	Invoice: 2033				2020-21 CULTURAL FUNDING: OPER			
				2,500.00	31011732 54110000297		EX-GF-CULTURAL ARTS & SCIENCES	
							CHECK 355401 TOTAL:	2,500.00
355402	01/27/2021	PRTD	567 BAINBRIDGE ISLAND DO	245585 1954	01/12/2021		01/24/21	35,000.00
	Invoice: 1954				EX/MAINT ST TAX CONTRIBUTION 2021			
				35,000.00	31411573 54110000297		STATE MAIN STREET TAX CR PRGM	
							CHECK 355402 TOTAL:	35,000.00
355403	01/27/2021	PRTD	1341 BLUE SKY PRINTING	245586 2586	01/06/2021		01/24/21	86.63
	Invoice: 2586				POL/BUS CARDS			
				43.32	52011212 531100		POLICE - C/E INVEST SUPPLIES	
				43.31	53011212 531100		PD-C/E-PATROL SUPPLIES	

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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	355403	TOTAL:	86.63
355404	01/27/2021	PRTD	9262 BOULDER PARK INC	245466 3475	12/15/2020		01/24/21	5,067.35
	Invoice: 3475					BOIDLIDS MANAGEMENT/DISPOSAL		
				5,067.35	73425358	54790100551	BIOSOLIDS WASTE DISPOSAL	
					CHECK	355404	TOTAL:	5,067.35
355405	01/27/2021	PRTD	9626 STEPHANIE BOWER	245464 010721	01/07/2021		01/24/21	3,600.00
	Invoice: 010721					PW/WYATT WAY REVISIONS SKETCHES		
				252.00	72413434	64245000708	WYATT-MAD TO LOVELL-WTR-OUTREA	
				3,348.00	72321953	64245000708	WYATT-MAD TO LOVELL-OUTREACH	
					CHECK	355405	TOTAL:	3,600.00
355406	01/27/2021	PRTD	5016 BAINBRIDGE ISLAND BO	245465 Q42020	01/14/2021		01/24/21	8,750.00
	Invoice: Q42020					2019-20 COMMUNITY SERVICES FUN		
				8,750.00	31017540	54110000297	EX-BI CHILD CARE/B&G CLUB	
					CHECK	355406	TOTAL:	8,750.00
355407	01/27/2021	PRTD	360 BUILDERS FIRSTSOURCE	245467 82638889	12/29/2020		01/24/21	52.28
	Invoice: 82638889					PW/HYDRAULIC WATER-STOP		
				52.28	73421355	531100	WIN COLL-SUPPLIES	
	Invoice: 82639501							
				245468	82639501			60.54
				60.54	73421355	531100	PW/HYDRAULIC WATER-STOP, CEMENT	
							WIN COLL-SUPPLIES	
	Invoice: 82673596							114.36
				245587	82673596			
				114.36	73011755	531100	PW/MX SUPPLIES	
							O&M-COMMONS SUPPLIES	
	Invoice: 82680863							194.46
				245588	82680863			
				194.46	73011897	531100	PW/LUMBER	
							O&M-C/E-PWY FAC-SUPPLIES	
	Invoice: 82681037							32.69
				245589	82681037			
				32.69	73011897	531100	PW/HARDBOARD	
							O&M-C/E-PWY FAC-SUPPLIES	
					CHECK	355407	TOTAL:	454.33
355408	01/27/2021	PRTD	8253 CHS NORTHWEST	244429 39917	08/22/2020		01/24/21	.30
	Invoice: 39917					PW/INV#39917/H SHORT PMT		
				.30	73411345	531100	OFFICE SUPPLIES	

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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: 40809/H				245469 40809/H	12/17/2020		01/24/21	456.12
				456.12 73411345 531100	PW/SALT	OFFICE SUPPLIES		
Invoice: 40913/H				245471 40913/H	12/29/2020		01/24/21	456.12
				456.12 73411345 531100	PW/SALT	OFFICE SUPPLIES		
					CHECK	355408 TOTAL:		912.54
355409 01/27/2021 PRTD	102	CITY OF BAINBRIDGE I	245473	RETREQ3-911-2020	12/14/2020	20200031	01/24/21	1,050.31
Invoice: RETREQ3-911-2020				1,050.31 73011183 54810000911	2020 CITY HALL RPRS-RET	CH REPAIRS-REPAIRS		
					CHECK	355409 TOTAL:		1,050.31
355410 01/27/2021 PRTD	6639	CITY OF FORKS	245474	1810	01/04/2021		01/24/21	1,601.46
Invoice: 1810				1,601.46 51011236 551000	POL/PRISONER BOARD	POLICE - C/E PRISONER DETENT'N		
					CHECK	355410 TOTAL:		1,601.46
355411 01/27/2021 PRTD	7823	CIVICPLUS	245475	207997	12/28/2020		01/24/21	8,479.00
Invoice: 207997				8,479.00 64011582 535100	PCD/PRO UNLIMITED	LONG-C/E-SOFTWARE		
					CHECK	355411 TOTAL:		8,479.00
355412 01/27/2021 PRTD	9628	COHEN, DAVID & ALISA	245537	91399	01/19/2021		01/24/21	177.42
Invoice: 91399				177.42 411 122100	UB 11746 8034 FERNCLIFF AVENUE NE	WATER ACCOUNTS RECEIVABLE		
					CHECK	355412 TOTAL:		177.42
355413 01/27/2021 PRTD	9534	COLVOS CONSTRUCTION,	245476	PAYREQ3-911	12/14/2020	20200030	01/24/21	21,846.40
Invoice: PAYREQ3-911				21,846.40 73011183 54810000911	CITY HALL REPAIRS 2020	CH REPAIRS-REPAIRS		
					CHECK	355413 TOTAL:		21,846.40
355414 01/27/2021 PRTD	8564	WILLIAM E COOPER	245477	Q3-Q4 2020	12/31/2020		01/24/21	867.60
Invoice: Q3-Q4 2020				867.60 91029211 521500	LEOFF1 REIMB Q3-Q4 2020	POLICE - INS ADD MEDICAL COSTS		

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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	355414 TOTAL:	867.60
355415	01/27/2021	PRTD	4950 CORRECT EQUIPMENT IN	245478	42961	12/16/2020	01/24/21	510.95
	Invoice: 42961					PW/SERVICE CALL		
				510.95	73426355	54810000562	GRINDER PUMP MAINT CONTRACT	
	Invoice: 43087			245590	43087	01/05/2021	01/24/21	3,235.16
				3,235.16	73426355	54810000562	PW/ROCKAWAY DR - GRINDER PUMP MX GRINDER PUMP MAINT CONTRACT	
	Invoice: 43144			245591	43144	01/13/2021	01/24/21	1,023.58
				1,023.58	73426355	54810000562	PW/GRINDER PUMP MX GRINDER PUMP MAINT CONTRACT	
	Invoice: 43177			245592	43177	01/14/2021	01/24/21	1,015.92
				1,015.92	73426355	54810000562	PW/ROCKAWAY GRINDER PUMP MX GRINDER PUMP MAINT CONTRACT	
						CHECK	355415 TOTAL:	5,785.61
355416	01/27/2021	PRTD	6363 LN CURTIS & SONS	245479	INV450846	12/23/2020	01/24/21	586.35
	Invoice: INV450846					POL/UNIFORMS: LEDBETTER		
				586.35	53011212	520000	POLICE - C/E PATROL BENEFITS	
						CHECK	355416 TOTAL:	586.35
355417	01/27/2021	PRTD	7016 CUSTOM PRINTING	245480	9440	12/17/2020	01/24/21	315.59
	Invoice: 9440					PW/WINDOW ENV: HIDDEN COVE RTN		
				315.59	73637891	531100	OFFICE SUPPLIES	
						CHECK	355417 TOTAL:	315.59
355418	01/27/2021	PRTD	5060 DARREL EMEL'S TREE S	245484	3931	12/21/2020	01/24/21	5,368.25
	Invoice: 3931					PW/MAPLE TREE REMOVAL		
				5,368.25	73111427	54810000354	TREE PRES & REMOVAL-ROADS	
	Invoice: 3932			245485	3932	12/21/2020	01/24/21	5,368.25
				5,368.25	73111427	54810000354	PW/POPLAR TREE REMOVAL TREE PRES & REMOVAL-ROADS	
						CHECK	355418 TOTAL:	10,736.50
355419	01/27/2021	PRTD	9631 DEVENING, RANDOLPH &	245540	91402	01/19/2021	01/24/21	830.45
	Invoice: 91402					UB 10907 11610 WING POINT WAY NE		
				830.45	411	12210000510	WTR A/R-BACKFLOW TESTING	

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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	355419	TOTAL:	830.45
355420	01/27/2021	PRTD	9630 DORSEY, ERIKA	245539 91401	01/19/2021		01/24/21	36.88
	Invoice: 91401			36.88 411 122100	UB 10354	222 GROW AVENUE NW		
						WATER ACCOUNTS RECEIVABLE		
					CHECK	355420	TOTAL:	36.88
355421	01/27/2021	PRTD	1953 FERGUSON ENTERPRISES	245486 0948524	12/22/2020		01/24/21	419.24
	Invoice: 0948524			419.24 73411345 531100	PW/PVT AR4000			
						OFFICE SUPPLIES		
					CHECK	355421	TOTAL:	419.24
355422	01/27/2021	PRTD	9612 FRANK, ANDREW D	245536 91398	01/19/2021		01/24/21	352.76
	Invoice: 91398			352.76 411 122100	UB 11443	8305 SPRINGRIDGE ROAD NE		
						WATER ACCOUNTS RECEIVABLE		
					CHECK	355422	TOTAL:	352.76
355423	01/27/2021	PRTD	6940 FREMONT ANALYTICAL	245488 2012148	01/06/2021		01/24/21	3,237.13
	Invoice: 2012148			3,237.13 72637319 54110000809	CHEM/BIO & TECH SUPPORT SERVIC			
						WATER QUAL FLOW MONIT-PRO SVCS		
	Invoice: 2012271			245489 2012271	12/31/2020		01/24/21	2,093.12
				2,093.12 73011370 54110000261	PW/VINCENT LANDFILL TESTING			
						VINCENT RD DUMP-PROF SVCS		
					CHECK	355423	TOTAL:	5,330.25
355424	01/27/2021	PRTD	5062 FRIENDS OF THE FARMS	245487 Q4 2020	01/08/2021		01/24/21	18,000.00
	Invoice: Q4 2020			18,000.00 31011131 54110001019	Q4 2020			
						FOTF-FARM MNGT SVCS		
					CHECK	355424	TOTAL:	18,000.00
355425	01/27/2021	PRTD	7851 GEOTECH ENVIROMENTAL	245490 636544	12/30/2020		01/24/21	688.79
	Invoice: 636544			688.79 73011370 54500000261	PW/CABLE RENTAL, VFD CONTROLLER			
						VINCENT RD DUMP-RENTALS		
					CHECK	355425	TOTAL:	688.79
355426	01/27/2021	PRTD	253 HACH COMPANY	245491 12237533	12/09/2020		01/24/21	285.11
	Invoice: 12237533			285.11 73411345 531100	PW/DPD FREE BULK DISPENSERS			
						OFFICE SUPPLIES		

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 355426 TOTAL:	285.11
355427	01/27/2021	PRTD	8374 HEARING ADVANTAGE, I	245492	8506	12/31/2020		01/24/21	35.00
	Invoice: 8506			35.00	53011212 541100			POL/OCC HEALTH TESTING POLICE - C/E PATROL PROF SVCS	
								CHECK 355427 TOTAL:	35.00
355428	01/27/2021	PRTD	9629 HELIN, JON	245538	91400	01/19/2021		01/24/21	261.49
	Invoice: 91400			234.13	411 12210000510			UB 12934 352 WILLS LANE NW WTR A/R-BACKFLOW TESTING	
				27.36	411 122100			WATER ACCOUNTS RECEIVABLE	
								CHECK 355428 TOTAL:	261.49
355429	01/27/2021	PRTD	8514 HERITAGE-CRYSTAL CLE	245493	16577127	12/10/2020		01/24/21	1,037.90
	Invoice: 16577127			578.79	73638935 531100			PW/MX SUPPLIES	
				459.11	73111423 531100			O&M-STD ALLOCATION-SUPPLIES OFFICE SUPPLIES	
								CHECK 355429 TOTAL:	1,037.90
355430	01/27/2021	PRTD	9636 HOBSON, HOWARD	245546	91407	01/19/2021		01/24/21	11.80
	Invoice: 91407			11.80	411 122100			UB 10377 165 LOVELL AVENUE SW WATER ACCOUNTS RECEIVABLE	
								CHECK 355430 TOTAL:	11.80
355431	01/27/2021	PRTD	268 HOUSING RESOURCES BO	245494	8014	12/31/2020		01/24/21	700.00
	Invoice: 8014			700.00	31180592 54130400297			EX/DECEMBER RENT IMHP SPACE RENT DEFAULT	
				245594	8015	01/07/2021		01/24/21	700.00
	Invoice: 8015			700.00	31180592 54130400297			EX/JAN 2021 DEFAULT RENT IMHP SPACE RENT DEFAULT	
								CHECK 355431 TOTAL:	1,400.00
355432	01/27/2021	PRTD	4199 IAPE, INC.	245595	M21-32325	01/04/2021		01/24/21	50.00
	Invoice: M21-32325			50.00	51011211 549100			POL/DUES: COOPER PD-C/E-ADM-DUES/SUBCR/MEMBRSH	
				245596	M21-35572	01/04/2021		01/24/21	50.00
	Invoice: M21-35572			50.00	51011211 549100			POL/DUES: BURNS PD-C/E-ADM-DUES/SUBCR/MEMBRSH	

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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	355432	TOTAL:	100.00
355433	01/27/2021	PRTD	2228 IBS INCORPORATED	245495 744715-1	12/18/2020		01/24/21	1,173.56
		Invoice: 744715-1		1,173.56 73435838 531100	PW/SPHAG SORB LOOSE FILL	O&M-DECANT-SUPPLIES		
					CHECK	355433	TOTAL:	1,173.56
355434	01/27/2021	PRTD	9359 INTEGRAL CONSULTING	245625 18402	07/29/2020		01/24/21	12,129.86
		Invoice: 18402		12,129.86 72637319 54110000809	MANAGE SAMPLING DATA FOR WQFM	WATER QUAL FLOW MONIT-PRO SVCS		
		Invoice: 18409-A		245633 18409-A	07/31/2020		01/24/21	400.00
				400.00 72431832 53110000809	ENG/INVOICE 18409 1 OF 2	WTR QUAL & FLOW MONIT-SUPPLIES		
		Invoice: 18409-B		245634 18409-B	07/29/2020		01/24/21	7,944.52
				7,944.52 72637319 54110000809	2 OF 2 MANAGE SAMPLING DATA FOR WQFM	WATER QUAL FLOW MONIT-PRO SVCS		
					CHECK	355434	TOTAL:	20,474.38
355435	01/27/2021	PRTD	7184 ISLAND VOLUNTEER CAR	245497 2020-q4	01/05/2021		01/24/21	6,250.00
		Invoice: 2020-q4		6,250.00 31017690 54110200297	2019-20 COMMUNITY SERVICES FUN	ISLAND VOLUNTEER CAREGIVERS		
					CHECK	355435	TOTAL:	6,250.00
355436	01/27/2021	PRTD	8894 BAINBRIDGE ISLAND TH	245498 Q3-2020	09/30/2020		01/24/21	141.66
		Invoice: Q3-2020		141.66 31011732 54110000297	2020-21 CULTURAL FUNDING: 10-M	EX-GF-CULTURAL ARTS & SCIENCES		
					CHECK	355436	TOTAL:	141.66
355437	01/27/2021	PRTD	9627 JONES, BRYAN	245535 91397	01/19/2021		01/24/21	206.22
		Invoice: 91397		206.22 411 122100	UB 10473 271 MADISON AVENUE S #A	WATER ACCOUNTS RECEIVABLE		
					CHECK	355437	TOTAL:	206.22
355438	01/27/2021	PRTD	4740 KITSAP COUNTY PUBLIC	245506 10197	12/31/2020		01/24/21	1,249.25
		Invoice: 10197		1,249.25 72431832 54110000872	ENG/WSSOG 4TH QTR BILING	H2O/SSWM GROUP-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	355438	TOTAL:	1,249.25
355439	01/27/2021	PRTD	1505 KITSAP COUNTY TREASU	245499	DEC20	12/31/2020	01/24/21	42.47
	Invoice: DEC20			42.47	41612860	586000	DEC 2020 COURT OUT REMIT CRIME VICTIMS-OUT	
					CHECK	355439	TOTAL:	42.47
355440	01/27/2021	PRTD	338 KITSAP COUNTY SHERIF	245500	20200090	01/08/2021	01/24/21	57.90
	Invoice: 20200090			57.90	51011236	551000	POL/PRISONER BOARD: DEC POLICE - C/E PRISONER DETENT'N	
					CHECK	355440	TOTAL:	57.90
355441	01/27/2021	PRTD	1971 KELLEY CONNECT	245501	IN775015	01/08/2021	01/24/21	81.22
	Invoice: IN775015			81.22	61470581	545000	PCD/COPIER OVERAGE PCD - DEV ADMIN RENTS & LEASES	
	Invoice: IN775016			116.55	61470581	545000	PCD/COPIER OVERAGE PCD - DEV ADMIN RENTS & LEASES	116.55
					CHECK	355441	TOTAL:	197.77
355442	01/27/2021	PRTD	4584 KIDS DISCOVERY MUSEU	245504	Q4-2020	01/11/2021	01/24/21	3,125.00
	Invoice: Q4-2020			3,125.00	31011732	54110000297	2020-21 CULTURAL FUNDING: OPER EX-GF-CULTURAL ARTS & SCIENCES	
					CHECK	355442	TOTAL:	3,125.00
355443	01/27/2021	PRTD	8549 KINGWEST, LLC	245507	835275	12/22/2020	01/24/21	4,142.00
	Invoice: 835275			4,142.00	73111427	54810000354	PW/ALDER TREE REMOVAL TREE PRES & REMOVAL-ROADS	
					CHECK	355443	TOTAL:	4,142.00
355444	01/27/2021	PRTD	9565 KATHERINE L KIRKLAND	245597	004	01/12/2021	01/24/21	160.00
	Invoice: 004			160.00	31011492	54110001150	EX/WEB BANNER DESIGN: CAP CLIMATE ACTION PLAN-PROF SVCS	
					CHECK	355444	TOTAL:	160.00
355445	01/27/2021	PRTD	8398 KITSAP COMMUNITY RES	245508	Q4-2020	01/06/2021	01/24/21	8,035.28
	Invoice: Q4-2020			8,035.28	31017654	54110000297	2019-20 COMMUNITY SERVICES FUN KITSAP COMM RESOURCES-HOMELESS	

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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 355445 TOTAL:	8,035.28	
355446	01/27/2021	PRTD	309 KITSAP TIRE CENTER I	245509	INV051384		12/16/2020	01/24/21	317.46
							PW/TIRE VEH 240		
				317.46	73637959	53110000856	MECH P/U-20%GF,STR,WTR,SWR,SWM		
				245598	INV051535		01/04/2021	01/24/21	6.54
							POL/TIRE DISPOSAL		
				6.54	53011212	531100	PD-C/E-PATROL SUPPLIES		
							CHECK 355446 TOTAL:	324.00	
355447	01/27/2021	PRTD	6577 LAKESIDE INDUSTRIES	245511	146057		12/05/2020	01/24/21	518.62
							PW/GRAVEL		
				518.62	73111423	531100	OFFICE SUPPLIES		
				245512	146760		12/12/2020	01/24/21	2,742.17
							PW/STREET ASPHALT		
				2,742.17	990	141100	MERCHANDISE		
							CHECK 355447 TOTAL:	3,260.79	
355448	01/27/2021	PRTD	7849 LAW OFFICE OF THOMAS	245600	JAN21		01/12/2021	01/24/21	4,484.38
							LEGAL/PUB DEF SVCS JAN 2021		
				4,484.38	32011281	541113	LGL-PUBLIC DEFENDER		
							CHECK 355448 TOTAL:	4,484.38	
355449	01/27/2021	PRTD	5011 LEXISNEXIS RISK SOLU	245513	1272084-20201231		12/31/2020	01/24/21	163.50
							POL/DEC SUBX		
				163.50	52011212	549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH		
							CHECK 355449 TOTAL:	163.50	
355450	01/27/2021	PRTD	6006 LIFEGUARD SYSTEMS IN	245602	15328		01/01/2021	01/24/21	235.00
							POL/AQUATIC DEATH: NOEL		
				235.00	53011212	443410	POLICE - C/E PATROL TRAINING		
							CHECK 355450 TOTAL:	235.00	
355451	01/27/2021	PRTD	9632 MANCINI, DAREN & MOL	245541	91403		01/19/2021	01/24/21	142.67
							UB 12486 3394 POINT WHITE DRIVE NE		
				142.67	421	122100	SEWER ACCOUNTS RECEIVABLE		

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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	355451	TOTAL:	142.67
355452	01/27/2021	PRTD	9637 MAR, KAREN	245547	91408	01/19/2021		01/24/21	7.86
	Invoice: 91408			7.86	411	122100	UB 11348 5777 FOSTER ROAD NE		
						CHECK	355452	TOTAL:	7.86
355453	01/27/2021	PRTD	9397 MILLENNIAL BUILDERS	245615	91475	01/20/2021		01/24/21	385.90
	Invoice: 91475			385.90	411	122100	UB 13088 8641 RESERVE WAY		
						CHECK	355453	TOTAL:	385.90
355454	01/27/2021	PRTD	9397 MILLENNIAL BUILDERS	245617	91477	01/20/2021		01/24/21	356.54
	Invoice: 91477			356.54	411	122100	UB 13111 8650 RESERVE WAY		
						CHECK	355454	TOTAL:	356.54
355455	01/27/2021	PRTD	9397 MILLENNIAL BUILDERS	245618	91478	01/20/2021		01/24/21	116.50
	Invoice: 91478			116.50	411	122100	UB 13114 8617 RESERVE WAY		
						CHECK	355455	TOTAL:	116.50
355456	01/27/2021	PRTD	9397 MILLENNIAL BUILDERS	245619	91479	01/20/2021		01/24/21	132.78
	Invoice: 91479			132.78	411	122100	UB 13183 121 DUANE LANE NW		
						CHECK	355456	TOTAL:	132.78
355457	01/27/2021	PRTD	9397 MILLENNIAL BUILDERS	245620	91480	01/20/2021		01/24/21	27.34
	Invoice: 91480			27.34	411	122100	UB 13088 8641 RESERVE WAY		
						CHECK	355457	TOTAL:	27.34
355458	01/27/2021	PRTD	8642 MULTICARE CENTERS OF	245514	143314	01/04/2021		01/24/21	110.00
	Invoice: 143314			110.00	73411345	541100	PW/OCC HEALTH TESTING		
						CHECK	355458	TOTAL:	110.00

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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		
355459	01/27/2021	PRTD	9323 MURRAYSMITH, INC.	245515	19-2682.00-15	01/08/2021	01/24/21	11,130.00
	Invoice: 19-2682.00-15					WWTP UPGRADES STUDY		
				11,130.00	72425352	54110001009	WWTP TERTIARY STUDY-PROF SVCS	
						CHECK	355459 TOTAL:	11,130.00
355460	01/27/2021	PRTD	9643 NASHMAN, CRISTINA	245623	91483	01/20/2021	01/24/21	46.65
	Invoice: 91483					UB 10111 1305 KINGS PLACE NW		
				46.65	411	122100	WATER ACCOUNTS RECEIVABLE	
						CHECK	355460 TOTAL:	46.65
355461	01/27/2021	PRTD	6732 NAT'L ASSOC OF TOWN	245603	13240	01/07/2021	01/24/21	35.00
	Invoice: 13240					POL/ANNUAL MEMBERSHIP		
				35.00	51011211	54910000649	NAT'L NIGHT OUT-MEMBERSHIP	
						CHECK	355461 TOTAL:	35.00
355462	01/27/2021	PRTD	4111 OLYMPIC SPRINGS INC	245516	335104	12/31/2020	01/24/21	54.18
	Invoice: 335104					POL/PURIFIED WATER		
				54.18	51011215	531100	POLICE - C/E FACIL SUPPLIES	
				245517	335105	12/31/2020	01/24/21	43.33
	Invoice: 335105					PW/PURIFIED WATER		
				43.33	73425358	531100	O&M-WWTP-SUPPLIES	
						CHECK	355462 TOTAL:	97.51
355463	01/27/2021	PRTD	7925 OMNIPARK, INC	245604	122488	01/01/2021	01/24/21	379.32
	Invoice: 122488					POL/PARKING SYST SUPPORT		
				379.32	51011217	548500	PD-C/E-PARKING ENF-COMP SUPPOR	
						CHECK	355463 TOTAL:	379.32
355464	01/27/2021	PRTD	1754 OTIS ELEVATOR COMPAN	245605	100400212927	12/09/2020	01/24/21	2,363.88
	Invoice: 100400212927					PW/Q1 2021 MAINT SVCS		
				2,363.88	73011183	548100	O&M-C/E-CH FAC-REPAIRS	
						CHECK	355464 TOTAL:	2,363.88
355465	01/27/2021	PRTD	4129 OWEN EQUIPMENT COMPA	245518	00100141	12/11/2020	01/24/21	2,223.20
	Invoice: 00100141					PW/VACTOR SUPPLIES		
				2,223.20	73637941	531100	VACTOR R&M-SUPPLIES	

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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	355465 TOTAL:	2,223.20
355466	01/27/2021	PRTD	2623 PAPE MACHINERY	245519 12445496	01/06/2021		01/24/21	1,716.14
				1,716.14 73431835 531100	PW/ENGINE	OFFICE SUPPLIES		
				245520 12446284	01/07/2021		01/24/21	-218.00
				-218.00 73431835 531100	PW/CORE CREDIT	OFFICE SUPPLIES		
						CHECK	355466 TOTAL:	1,498.14
355467	01/27/2021	PRTD	9267 PAYGOV	245631 607	12/18/2020		01/24/21	3,103.63
				3,103.63 91011423 54110001069	FIN/NOV 2020 CC FEES	COVID19-CREDIT CARD PROC FEES		
				245632 626	01/19/2021		01/24/21	3,269.52
				3,269.52 91011423 54110001069	FIN/DEC 2020 CC FEES	COVID19-CREDIT CARD PROC FEES		
						CHECK	355467 TOTAL:	6,373.15
355468	01/27/2021	PRTD	6579 WILLIAM R PEACOCK	245606 2021ERICKSON	01/11/2021		01/24/21	20.00
				20.00 73421355 549100	PW/2021 CERT	WIN COLL-DUES/SUBCRIP		
						CHECK	355468 TOTAL:	20.00
355469	01/27/2021	PRTD	8922 REXEL USA INC.	245521 1D77362	12/31/2020		01/24/21	221.05
				221.05 73411345 531100	PW/MX SUPPLIES	OFFICE SUPPLIES		
				245522 1E03229	01/06/2021		01/24/21	265.74
				265.74 73411345 531100	PW/MX SUPPLIES	OFFICE SUPPLIES		
						CHECK	355469 TOTAL:	486.79
355470	01/27/2021	PRTD	9349 PROPANE NORTHWEST	245523 1502619863	12/01/2020		01/24/21	1.10
				1.10 91011897 547200	PW/PROPANE TANK RENTAL	GG-C/E-O&M YARD FAC-PROPANE		
				245524 1502748551	12/11/2020		01/24/21	606.92
				606.92 91011897 547200	PW/529.8 GAL PROPANE	GG-C/E-O&M YARD FAC-PROPANE		

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 355470 TOTAL:	608.02
355471	01/27/2021	PRTD	1864 PUGET SOUND CLEAN AI	245607	21-013	01/11/2021		01/24/21	26,266.00
			Invoice: 21-013						
				26,266.00	91011317 553000			2021 CLEAN AIR ASSESSMENT EXEC - C/E POLLUTION CONTROL	
								CHECK 355471 TOTAL:	26,266.00
355472	01/27/2021	PRTD	9633 SEBASTIAN, MICHAEL &	245543	91404	01/19/2021		01/24/21	262.13
			Invoice: 91404						
				262.13	415 122100			UB 11557 5066 ROCKAWAY BEACH ROAD NE ROCKAWAY WATER ACCOUNTS REC	
								CHECK 355472 TOTAL:	262.13
355473	01/27/2021	PRTD	9642 SHARKEY, CINDY & JIM	245622	91482	01/20/2021		01/24/21	168.92
			Invoice: 91482						
				168.92	411 122100			UB 12913 611 TWITCHITAW COURT NE WATER ACCOUNTS RECEIVABLE	
								CHECK 355473 TOTAL:	168.92
355474	01/27/2021	PRTD	8035 SHINE QUARRY, LLC	245525	0030865	12/10/2020		01/24/21	517.04
			Invoice: 0030865						
				517.04	73111423 531100			PW/GRAVEL OFFICE SUPPLIES	
								CHECK 355474 TOTAL:	517.04
355475	01/27/2021	PRTD	7173 SKILLINGS CONNOLLY I	245526	12670	01/06/2021		01/24/21	6,654.38
			Invoice: 12670						
				6,654.38	72321953 64110000715			SPORTSMAN CLUB & NEW BROOKLYN SP CLUB/NB INTERSECTN-DESIGN	
								CHECK 355475 TOTAL:	6,654.38
355476	01/27/2021	PRTD	8040 SOLENIS LLC	245528	131732718	12/17/2020		01/24/21	4,468.02
			Invoice: 131732718						
				4,468.02	73425358 531100			PW/PRAESTOL O&M-WWTP-SUPPLIES	
								CHECK 355476 TOTAL:	4,468.02
355477	01/27/2021	PRTD	9065 SOUNDWEST ENGINEERIN	245529	05-01-25	01/06/2021		01/24/21	2,067.50
			Invoice: 05-01-25						
				2,067.50	72111425 54110000781			COUNTRY CLUB BULKHEAD & CULVER CO CLUB RD BULKHEAD R&M-PRO SV	
								CHECK 355477 TOTAL:	2,067.50

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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											
355478	01/27/2021	PRTD	8132 SPECTRA LABORATORIES	245530	21-00027	01/05/2021		01/24/21	128.80		
	Invoice: 21-00027										
				128.80	73411345 54110000391	PW/HPC SIMPLATE TESTING: WYATT LAB SVCS-WATER					
				245531	21-00064	01/07/2021		01/24/21	211.60		
	Invoice: 21-00064										
				211.60	73411345 54110000391	PW/ECOLI TESTING LAB SVCS-WATER					
				245532	21-00065	01/07/2021		01/24/21	21.16		
	Invoice: 21-00065										
				21.16	73011897 54110000391	PW/ECOLI TESTING LAB SVCS-PWY FAC					
				245533	21-00066	01/07/2021		01/24/21	21.16		
	Invoice: 21-00066										
				21.16	73415345 54110000391	PW/ECOLI TESTING: ROCKAWAY LAB SVCS-WATER ROCKAWAY					
								CHECK	355478 TOTAL:		382.72
355479	01/27/2021	PRTD	9638 SPRIGGS, MELANIE	245548	91409	01/19/2021		01/24/21	228.18		
	Invoice: 91409										
				228.18	411 122100	UB 11234 733 KCLICKITAT PLACE NE WATER ACCOUNTS RECEIVABLE					
								CHECK	355479 TOTAL:		228.18
355480	01/27/2021	PRTD	2467 STAPLES	245534	8060845027	01/02/2021		01/24/21	143.69		
	Invoice: 8060845027										
				23.72	61011581 531100	PCD/OFFICE SUPPLIES					
				51.16	61011252 53110001069	PCD - C/E ADMIN SUPPLIES					
				17.57	61011581 531100	COVID19-SUPPLIES					
				51.24	61011581 531100	PCD - C/E ADMIN SUPPLIES					
								CHECK	355480 TOTAL:		143.69
355481	01/27/2021	PRTD	565 TACOMA SCREW PRODUCT	245550	14392853	12/11/2020		01/24/21	275.12		
	Invoice: 14392853										
				275.12	73411345 531100	PW/MARKING PAINT OFFICE SUPPLIES					
								CHECK	355481 TOTAL:		275.12
355482	01/27/2021	PRTD	6714 TOSHIBA FINANCIAL SE	245608	28541677	01/11/2021		01/24/21	239.26		
	Invoice: 28541677										
				239.26	61470581 545000	PCD/COPIER LEASE					
						PCD - DEV ADMIN RENTS & LEASES					
								CHECK	355482 TOTAL:		239.26

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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	355485	TOTAL:	4,160.55
355486	01/27/2021	PRTD	553 UTILITIES UNDERGROUN	245562 0120116	12/31/2020		01/24/21	207.69
	Invoice: 0120116				PW/DEC EXCAVATION NOTICES			
				207.69 73637893 54110000393	O&M ALLOC-LOCATING SVCS			
					CHECK	355486	TOTAL:	207.69
355487	01/27/2021	PRTD	9373 VISIT BAINBRIDGE ISL	245563 103	12/31/2020		01/24/21	16,597.44
	Invoice: 103				Q4 2020 LTAC			
				16,597.44 91140573 541100	GG-TOUR-PROF SERVICES			
					CHECK	355487	TOTAL:	16,597.44
355488	01/27/2021	PRTD	8896 VISIT KITSAP PENINSU	245564 11332	12/18/2020		01/24/21	3,000.00
	Invoice: 11332				2020 LTAC (LODGING & TOURISM M			
				3,000.00 91140573 541100	GG-TOUR-PROF SERVICES			
					CHECK	355488	TOTAL:	3,000.00
355489	01/27/2021	PRTD	9640 VITALE, DAVID & HOLL	245614 91474	01/20/2021		01/24/21	66.24
	Invoice: 91474				UB 11596 636 JANELLE PLACE NW			
				66.24 411 122100	WATER ACCOUNTS RECEIVABLE			
					CHECK	355489	TOTAL:	66.24
355490	01/27/2021	PRTD	4761 WA ST DEPT OF AGRICU	245576 WMRS-1883	01/04/2021		01/24/21	16.80
	Invoice: WMRS-1883				POL/EVIDENCE SCALE CALIB			
				16.80 52011212 541100	POLICE - C/E INVEST PROF SVCS			
					CHECK	355490	TOTAL:	16.80
355491	01/27/2021	PRTD	938 WA ST DEPT OF HEALTH	245577 44828	11/05/2020		01/24/21	1,122.00
	Invoice: 44828				PW/SANITARY SURVEY INSPECTION			
				1,122.00 73411345 541100	PROFESSIONAL SERVICES			
					CHECK	355491	TOTAL:	1,122.00
355492	01/27/2021	PRTD	2251 WA ST TREASURER	245565 DEC20 SBCC	12/31/2020		01/24/21	215.50
	Invoice: DEC20 SBCC				DEC20 COURT OUT REMIT SBCC			
				215.50 41652860 586000	SBCC BLDG.-OUT			
					245566 DEC20			
	Invoice: DEC20				DEC20 COURT OUT REMIT		01/24/21	2,456.21
				1,016.03 41611860 586000	PSEA 60% OUT			

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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										
					601.35	41610860	586000			
					38.38	41619860	586000			
					105.03	41616860	586000			
					36.66	41616860	586000			
					351.83	41614860	586000			
					52.32	41618860	586000			
					96.50	41618860	586000			
					20.24	41618860	586000			
					114.98	41618860	586000			
					22.89	41615860	586961			
								CHECK	355492	TOTAL: 2,671.71
355493	01/27/2021	PRTD	9634 WATERMAN, ANDREW		245544	91405		01/19/2021	01/24/21	103.76
			Invoice: 91405		103.76	411	122100	UB 12835 589 PIERCE COURT NW		
								WATER ACCOUNTS RECEIVABLE		
								CHECK	355493	TOTAL: 103.76
355494	01/27/2021	PRTD	8390 WEST HILLS FORD MAZD		245567	706425		12/31/2020	01/24/21	59.85
			Invoice: 706425		59.85	73421355	531100	PW/WIRE ASSY		
								WIN COLL-SUPPLIES		
								CHECK	355494	TOTAL: 59.85
355495	01/27/2021	PRTD	499 WESTBAY AUTO PARTS I		245568	595355		12/11/2020	01/24/21	19.40
			Invoice: 595355		19.40	73638935	531100	PW/DRUM WRENCH		
								O&M-STD ALLOCATION-SUPPLIES		
			Invoice: 596367		245569	596367		12/16/2020	01/24/21	31.03
					31.03	73421355	531100	PW/SPRAY GUN FILTER		
								WIN COLL-SUPPLIES		
			Invoice: 596418		245570	596418		12/16/2020	01/24/21	45.22
					45.22	73638935	531100	PW/HYDR FILTER		
								O&M-STD ALLOCATION-SUPPLIES		
			Invoice: 596627		245571	596627		12/17/2020	01/24/21	91.20
					91.20	73638935	531100	PW/GREASE CART, OIL & FUEL FILTERS		
								O&M-STD ALLOCATION-SUPPLIES		
			Invoice: 596630		245572	596630		12/17/2020	01/24/21	125.62
					125.62	73011321	531100	PW/BATTERY		
								O&M-C/E-ENG VEH WORK-SUPPLIES		
			Invoice: 596982		245573	596982		12/18/2020	01/24/21	50.28
					50.28	73111427	531100	PW/SOLENOID		
								OFFICE SUPPLIES		

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JOURNAL ENTRIES TO BE CREATED

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CLERK: cfreitas

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2021	1	170									
APP	402-213000		01/27/2021	01/24/21	012721			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		38,653.79	
APP	635-111100		01/27/2021	01/24/21	012721			CASH AP CASH DISBURSEMENTS JOURNAL			329,409.62
APP	403-213000		01/27/2021	01/24/21	012721			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		4,370.51	
APP	001-213000		01/27/2021	01/24/21	012721			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		153,154.94	
APP	401-213000		01/27/2021	01/24/21	012721			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		48,135.07	
APP	631-213000		01/27/2021	01/24/21	012721			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		29,275.19	
APP	407-213000		01/27/2021	01/24/21	012721			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		687.03	
APP	301-213000		01/27/2021	01/24/21	012721			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		10,002.38	
APP	101-213000		01/27/2021	01/24/21	012721			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		18,676.92	
APP	108-213000		01/27/2021	01/24/21	012721			AFFORD HSG - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,400.00	
APP	650-213000		01/27/2021	01/24/21	012721			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,714.18	
APP	901-213000		01/27/2021	01/24/21	012721			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		2,742.17	
APP	104-213000		01/27/2021	01/24/21	012721			CIVIC IMPR - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		19,597.44	
GENERAL LEDGER TOTAL										329,409.62	329,409.62
APP	631-130000		01/27/2021	01/24/21	012721			DUE TO/FROM CLEARING		300,134.43	
APP	402-130000		01/27/2021	01/24/21	012721			DUE TO/FROM CLEARING			38,653.79
APP	403-130000		01/27/2021	01/24/21	012721			DUE TO/FROM CLEARING		4,370.51	
APP	001-130000		01/27/2021	01/24/21	012721			GENERAL - DUE TO/FROM CLEARING			153,154.94
APP	401-130000		01/27/2021	01/24/21	012721			DUE TO/FROM CLEARING		48,135.07	
APP	407-130000		01/27/2021	01/24/21	012721			DUE TO/FROM CLEARING		687.03	
APP	301-130000		01/27/2021	01/24/21	012721			DUE TO/FROM CLEARING		10,002.38	
APP	101-130000		01/27/2021	01/24/21	012721			STREETS - DUE TO/FROM CLEARING		18,676.92	
APP	108-130000		01/27/2021	01/24/21	012721			AFFORD HSG DUE TO/FROM CLEAR'G		1,400.00	

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
APP 650-130000	01/27/2021	01/24/21	012721			DUE TO/FROM CLEARING			2,714.18
APP 901-130000	01/27/2021	01/24/21	012721			DUE TO/FROM CLEARING			2,742.17
APP 104-130000	01/27/2021	01/24/21	012721			CIVIC IMPR DUE TO/FROM CLEAR'G			19,597.44
	01/27/2021	01/24/21	012721						
SYSTEM GENERATED ENTRIES TOTAL								300,134.43	300,134.43
JOURNAL 2021/01/170 TOTAL								629,544.05	629,544.05

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2021	1	170	01/27/2021	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	153,154.94	153,154.94
					FUND TOTAL	153,154.94	153,154.94
101 STREET FUND 101-130000 101-213000	2021	1	170	01/27/2021	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	18,676.92	18,676.92
					FUND TOTAL	18,676.92	18,676.92
104 CIVIC IMPROVEMENT FUND 104-130000 104-213000	2021	1	170	01/27/2021	CIVIC IMPR DUE TO/FROM CLEAR'G CIVIC IMPR - ACCOUNTS PAYABLE	19,597.44	19,597.44
					FUND TOTAL	19,597.44	19,597.44
108 AFFORDABLE HOUSING FUND 108-130000 108-213000	2021	1	170	01/27/2021	AFFORD HSG DUE TO/FROM CLEAR'G AFFORD HSG - ACCOUNTS PAYABLE	1,400.00	1,400.00
					FUND TOTAL	1,400.00	1,400.00
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2021	1	170	01/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	10,002.38	10,002.38
					FUND TOTAL	10,002.38	10,002.38
401 WATER OPERATING FUND 401-130000 401-213000	2021	1	170	01/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	48,135.07	48,135.07
					FUND TOTAL	48,135.07	48,135.07
402 SEWER OPERATING FUND 402-130000 402-213000	2021	1	170	01/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	38,653.79	38,653.79
					FUND TOTAL	38,653.79	38,653.79
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2021	1	170	01/27/2021	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	4,370.51	4,370.51
					FUND TOTAL	4,370.51	4,370.51
407 BUILDING & DEVELOPMENT FUND	2021	1	170	01/27/2021			

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A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
407-130000				DUE TO/FROM CLEARING		687.03
407-213000				ACCOUNTS PAYABLE	687.03	
				FUND TOTAL	687.03	687.03
631 CLEARING FUND	2021 1	170	01/27/2021			
631-130000				DUE TO/FROM CLEARING	300,134.43	
631-213000				ACCOUNTS PAYABLE	29,275.19	
635-111100				CASH		329,409.62
				FUND TOTAL	329,409.62	329,409.62
650 AGENCY FUND	2021 1	170	01/27/2021			
650-130000				DUE TO/FROM CLEARING		2,714.18
650-213000				ACCOUNTS PAYABLE	2,714.18	
				FUND TOTAL	2,714.18	2,714.18
901 CITY-WIDE REPORTING FUND	2021 1	170	01/27/2021			
901-130000				DUE TO/FROM CLEARING		2,742.17
901-213000				ACCOUNTS PAYABLE	2,742.17	
				FUND TOTAL	2,742.17	2,742.17

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A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		153,154.94
101 STREET FUND		18,676.92
104 CIVIC IMPROVEMENT FUND		19,597.44
108 AFFORDABLE HOUSING FUND		1,400.00
301 CAPITAL CONSTRUCTION FUND		10,002.38
401 WATER OPERATING FUND		48,135.07
402 SEWER OPERATING FUND		38,653.79
403 STORM & SURFACE WATER FUND		4,370.51
407 BUILDING & DEVELOPMENT FUND		687.03
631 CLEARING FUND	300,134.43	
650 AGENCY FUND		2,714.18
901 CITY-WIDE REPORTING FUND		2,742.17
	TOTAL	300,134.43
		300,134.43

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

PAYROLL

PAYROLL CHECK RUN: 1 -20 - 2021

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	1/5/2021	49984 - 50108	Regular check run (Direct Dep)	341,907.23
Normal	1/5/2021	109528	Regular check run (Paper Checks)	2,759.16
Vendor	1/5/2021	109529 -109535	Vendor check run (Paper Checks)	129,545.57
EFTPS	1/5/2021	N/A	Federal Tax Electronic Transfer	129,648.22
			TOTAL:	603,860.18

Prepared and Reviewed by: *Brenda Landolt* Date 01/22/2021
 Brenda Landolt, Payroll Specialist

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 Date 01/22/2021
 Kimberly M. Dunscombe, Budget Manager



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME:

AGENDA ITEM: City Council Study Session Minutes, January 5, 2021

SUMMARY: Consider approval of meeting minutes.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with consent agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:

Ongoing Cost:

One-Time Cost:

Included in Current Budget?

BACKGROUND:

ATTACHMENTS:

[City Council Study Session Minutes, January 5, 2021.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL STUDY SESSION
TUESDAY, JANUARY 5, 2021

MEETING MINUTES

1) [CALL TO ORDER / ROLL CALL](#)

Mayor Schneider called the meeting to order at 6:00 p.m. on the Zoom webinar platform.

Mayor Schneider, Deputy Mayor Deets, and Councilmembers Carr, Fantroy-Johnson, Hytopoulos, Nassar and Pollock were present.

2) [APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE](#)

Councilmember Nassar moved and Deputy Mayor Deets seconded to approve the agenda as presented. The motion carried unanimously, 7-0. There were no conflicts of interest disclosed.

3) [MAYOR'S REPORT](#)

Mayor Schneider commented on her term as Mayor. She asked Interim City Manager Schroer to provide a City Manager's Report.

Interim City Manager Schroer provided an update on the Wastewater Treatment Plant, the Wyatt Way project, COVID-19 testing at City Hall, and two Climate Action Plan open houses.

4) [APPOINTMENT OF MAYOR AND DEPUTY MAYOR](#)

4.A [Nomination and Appointment of Mayor](#)
[Cover Page](#)

Mayor Schneider asked for nominations for Mayor.

MOTION: I nominate Councilmember Nassar to serve as Mayor for a one-year term.

Carr/Pollock The motion carried 4 – 3, following a discussion on the process and another nomination described below.

AYES: Carr, Fantroy-Johnson, Nassar, Pollock

NOES: Deets, Hytopoulos, Schneider,

ABSENT: None

ABSTAIN: None

Mayor Schneider nominated Deputy Mayor Deets to serve as Mayor, and Deputy Mayor Deets seconded the motion. Council discussed the process.

4.B Nomination and Appointment of Deputy Mayor

[Cover Page](#)

Mayor Nassar asked for nominations for the Deputy Mayor. Councilmember Pollock nominated himself as Deputy Mayor and stated that if that nomination does not prevail, he nominates Councilmember Carr. There was no second. Council discussed the process.

MOTION: I nominate Councilmember Hytopoulos for Deputy Mayor.

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

AYES: Carr, Deets, Fantroy-Johnson, Hytopoulos, Nassar, Pollock, Schneider

NOES: None

ABSENT: None

ABSTAIN: None

5) FUTURE COUNCIL AGENDAS

5.A Future Council Agendas

[Cover Page](#)

[January 12 City Council Regular Business Meeting.pdf](#)

[January 19 City Council Study Session.pdf](#)

[January 26 City Council Regular Business Meeting.pdf](#)

Mayor Nassar asked Deputy Mayor Hytopoulos to chair the remainder of the meeting.

Interim City Manager Schroer reviewed future Council agendas. Council discussed the addition of a proclamation honoring Martin Luther King, Jr., business recovery grants, Climate Change Advisory Committee updates, a Wastewater Treatment Plant update, and a discussion on whether to add an item regarding food trucks at City Hall to a future agenda. The discussion on the Ethics Program was postponed to a future meeting.

6) UNFINISHED BUSINESS

6.A Update on the Development Moratorium - Planning

[Cover Page](#)

[Moratorium Work Program Status Report](#)

[Development Moratorium Summary Effective 20201104.pdf](#)

[Ordinance No. 2020-29 Further Narrowing the Development Moratorium to Shoreline Properties within the WMPSA Approved 102720.pdf](#)

[Ordinance No. 2020-29 Exhibit B Winslow Master Plan Study Area Approved 102720.pdf](#)

[ORD NO. 2020-24 EXTENDING THE DEVELOPMENT MORATORIUM.pdf](#)

Senior Planner Sutton and Planning Director Wright provided an update to Council.

Council requested additional information on the results of the moratorium, and Councilmember Carr indicated that she will provide a more specific request regarding such information to Interim City Manager Schroer.

6.B Update from Joint City Council and Planning Commission Land Use Subcommittee - Councilmembers Hytopoulos and Pollock

[Cover Page](#)

Deputy Mayor Hytopoulos introduced the agenda item. Council discussed discontinuing the subcommittee and forming an affordable housing subcommittee at a future date.

6.C Staff Update on Joint City Council/Planning Commission Land Use Subcommittee Recommendations and Timeline, Phase I - Planning

[Cover Page](#)

[Staff Memo Joint Subcommittee Update](#)

[Background Memo, Initial Recommendations](#)

[Background Memo, Attachment A](#)

[Triage Phase I & II Planning Commission comments](#)

[Power Point Presentation - Staff Update](#)

Planning Director Wright and Senior Planner Sutton provided an update. There was consensus for the Planning Commission to continue to work on the Multifamily Property Tax Exemption (MFTE) program and for Council to consider other land use regulatory priorities as part of a larger work plan discussion at a future meeting.

6.D Policy Options for Lots Less than 12,500 Square Feet in the R-1, R-2 & R-0.4 Zoning District - Planning

[Cover Page](#)

[Council Member Carr Small Lots Regulatory Option Memo](#)

[Staff Memo Small Lots](#)

[Small Lots Discussion PPT](#)

Planning Director Wright provided a presentation. Arborist Snyder also joined the discussion.

MOTION: I move to direct the City Manager to add development regulation alternatives for small lots to the Planning and Community Development work plan, and I would add language to not limit the review of alternatives; to explore all alternatives.

Pollock/Carr: The motion carried unanimously, 7 – 0.

AYES: Carr, Deets, Fantroy-Johnson, Hytopoulos, Nassar, Pollock, Schneider

NOES: None

ABSENT: None

ABSTAIN: None

7) NEW BUSINESS

7.A Review Council Liaison Appointments to Local and City Committees - Council

[Cover Page](#)

[2020 Council Assignments.docx](#)

Interim City Manager Schroer introduced the agenda item. Council discussed and revised the liaison appointments to local and City committees as follows.

Councilmember Pollock will no longer be a liaison to the Green Building Task Force.

Councilmember Fantroy-Johnson will be a liaison to Kitsap Economic Development Alliance, Housing Kitsap, Public Art Committee, Cultural Funding Advisory Committee, Race Equity Advisory Committee (subject to confirmation by the committee), Sustainable Transportation Task Force, and the West Sound Alliance.

Councilmember Carr will be liaison to the Puget Sound Regional Council Growth Management Policy Board and the Kitsap Regional Coordinating Council Land Use Policy Board.

Deputy Mayor Hytopoulos will be liaison to the Kitsap Public Health Board and will join the Economic Recovery ad hoc committee.

Councilmember Schneider will be liaison to the Puget Sound Regional Council Transportation Board.

Deputy Mayor Hytopoulos will chair the Lodging Tax Advisory Board, and Councilmember Carr will serve as vice chair.

Council terminated the Safe Streets Council ad hoc committee, Youth Mental Health Council ad hoc committee, and the Mask Ordinance Council ad hoc committee.

8) FOR THE GOOD OF THE ORDER

Councilmember Deets invited two additional Council members to join his office hours for an affordable housing conversation.

Council discussed attendance at the upcoming City Manager open house for quorum purposes.

Councilmember Fantroy-Johnson inquired about the process for appointing new members to the Race Equity Advisory Committee, and Council discussed the process.

Councilmember Deets provided information on recent discussions with the Government Alliance on Race and Equity (GARE).

9) ADJOURNMENT

Deputy Mayor Hytopoulos adjourned the meeting at 8:58 p.m.

Rasham Nassar, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME:

AGENDA ITEM: City Council Regular Meeting Minutes, January 12, 2021

SUMMARY: Consider approval of meeting minutes.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with consent agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[City Council Regular Business Meeting Minutes, January 12, 2021.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JANUARY 12, 2021

MEETING MINUTES

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

Mayor Nassar called the meeting to order at 6:00 p.m. on the Zoom webinar platform.

Mayor Nassar, Deputy Mayor Hytopoulos, and Councilmembers Carr, Deets, Fantroy-Johnson, Pollock, and Schneider were present.

2) **EXECUTIVE SESSION**

2.A Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.
[Cover Page](#)

Mayor Nassar adjourned the meeting to an executive session pursuant to RCW 42.30.110(1)(i) at 6:01 p.m. Council extended the executive session at 6:35 p.m. by 15 minutes and at 6:50 p.m. by 10 minutes. Council returned from executive session at 6:57 p.m., and Mayor Nassar reconvened the meeting.

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

Mayor Nassar noted that there are additional items on the Consent Agenda to promote efficiency, and Council has the option of pulling any item for discussion. Interim City Manager Schroer noted that the state has delayed adoption of updates to the building code and asked to pull agenda items 9.A, 9.B and 11.J. Deputy Mayor Hytopoulos moved and Councilmember Carr seconded to approve the agenda as amended. The motion carried unanimously, 7-0. There were no conflicts of interest were disclosed.

4) **PUBLIC COMMENT**

4.A Instructions for Providing Public Comment - City Clerk
[Cover Page](#)
[Instructions for Providing Public Comment at Remote Meetings.docx](#)

Kierra Phifer commented on an upcoming Puget Sound Energy virtual workshop.

David Shaw spoke against allowing food trucks on City Hall property.

Salvatore DeRosalia commented on affordable housing and the Race Equity Advisory Committee.

Cindy Anderson commented on race equity training.

Pascal Schuback commented on emergency management and affordable housing.

Janice Etzold spoke in favor of the trail interlocal agreement.

5) CITY MANAGER'S REPORT

Interim City Manager Schroer reported on COVID testing, City closure for Dr. Martin Luther King, Jr. Day, Tree City USA designation, and the Climate Action Plan virtual public meetings.

6) FUTURE COUNCIL AGENDAS

6.A Future Council Agendas

[Cover Page](#)

[January 14 Special City Council Meeting - Executive Session.pdf](#)

[January 19 City Council Study Session.pdf](#)

[January 26 City Council Regular Business Meeting.pdf](#)

[February 2 City Council Study Session.pdf](#)

Interim City Manager Schroer reviewed upcoming agendas. Council discussed future Council agenda items, including an update on GARE (Government Alliance on Race and Equity) and clarifying how potential agenda items appear on the agenda.

7) PRESENTATION(S)

7.A Proclamation Recognizing Dr. Martin Luther King, Jr. Day on January 18, 2021 - Mayor Nassar

[Cover Page](#)

[MLK Day Bainbridge Island 2021.docx](#)

Councilmember Fantroy-Johnson read the proclamation recognizing Dr. Martin Luther King, Jr. Day.

7.B Proclamation Declaring January 2021 as "National Mentoring Month" - Mayor Nassar

[Cover Page](#)

[Proclamation for National Mentoring Month January 2021.docx](#)

Councilmember Deets read the proclamation.

MOTION: I move to authorize the Mayor to sign the proclamation declaring January 2021 as "National Mentoring Month."

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

7.C Update on Wastewater Treatment Plant Discharge - Public Works

[Cover Page](#)

Public Works Director Wierzbicki provided an update to Council.

8) UNFINISHED BUSINESS

8.A City of Bainbridge Island and Bainbridge Island Metropolitan Park and Recreation District – Trails Interlocal Agreement and Budget Amendment – Public Works

[Cover Page](#)

[COBI Staff Memo-Trails ILA.docx](#)

[COBI - BIMPRD - Trail Sharing ILA.docx](#)

[Attachment A - Work Request.docx](#)

Public Works Director Wierzbicki introduced the agenda item.

MOTION: I move to forward for consideration of approval as part of the January 26, 2021 consent agenda the City of Bainbridge Island and Bainbridge Island Metropolitan Park and Recreation District Interlocal Agreement for shared services, in substantially the form as included with this agenda item, and to authorize an accompanying General Fund budget amendment in the amount of \$20,000 for trail construction and maintenance and other activities related to the Interlocal Agreement.

Carr/Schneider: The motion carried 6 – 0, with Deputy Mayor Hytopoulos temporarily dropped from the meeting at 8:01 p.m.

AYES: Carr, Deets, Fantroy-Johnson, Nassar, Pollock, Schneider

NOES: None

ABSENT: Hytopoulos

ABSTAIN: None

Councilmember Hytopoulos rejoined the meeting at 8:02 p.m.

9) NEW BUSINESS

9.A Ordinance No. 2021-01 Amending Chapter 20.04 BIMC Relating to City Fire Code - Public Works

[Cover Page](#)

[Fire Code 2021 Slides.pptx](#)

[Ordinance No. 2021-01 Updating City Fire Code.docx](#)

[UAC Fire Code Memo 050918.pdf](#)

This item was pulled from the agenda.

9.B Ordinance No. 2021-02 Amending Chapter 13.10 BIMC Relating to Regulation of Fire Hydrants & Water Mains - Public Works

[Cover Page](#)

[Ordinance No. 2021-02 Ch 13.10 BIMC Fire Hydrants and Water Mains](#)

[\[For reference only\] Clean copy of Ch 13.10 BIMC Fire Hydrants and Water Mains](#)

This item was pulled from the agenda.

10) COUNCIL DISCUSSION

10.A Food Trucks on City Hall Property - Councilmember Carr

[Cover Page](#)

Councilmember Carr introduced the agenda item. Councilmember Carr moved and Mayor Nassar seconded to include at a future City Council meeting the discussion to allow food trucks on City Hall property. Councilmember Carr withdrew the motion following discussion.

11) CONSENT AGENDA

11.A Agenda Bill for Consent Agenda

[Cover Page](#)

11.B Accounts Payable and Payroll

[Cover Page](#)

[AP Report to Council of Cash Disbursements 12-23-20.pdf](#)

[Payroll 12-21-20.pdf](#)

Accounts payable: check number 355137 = \$654.00; manual check numbers 355138 – 355153 = \$123,051.06; regular check run numbers 355154 – 355273 = \$343,116.55. Total disbursement - \$466,167.61.

Payroll: check numbers (regular check run) 49736 – 49858 = \$326,486.92; regular check run 109508 = \$2,701.83; vendor check run 109509 – 109515 = \$123,873.10; EFTPS = \$118,726.66. Total disbursement = \$571,788.51.

[AP Report to Council of Cash Disbursements 01-13-21.pdf](#)

[Payroll 1-5-21.pdf](#)

Accounts payable: check number 355283 = \$75.00; ACH 418 – 420 = \$21,042.53; manual check numbers 355234 – 355286 = \$133,164.34; regular check run numbers 355287 – 355367 = \$1,008,429.20. Total disbursement = \$1,162,636.07.

Payroll: miscellaneous check number 49859 = 0.03; regular check run 49860 – 49983 = \$305,059.80; regular check run 109516 = \$1,990.81; vendor check run 109517 – 109527 = \$359,071.36; EFTPS = \$58.69; Federal Tax Electronic Transfer = \$112,006.41. Total disbursement = \$778,187.10.

11.C City Council Study Session Minutes, December 1, 2020

[Cover Page](#)

[City Council Study Session Minutes, December 1, 2020.pdf](#)

11.D Special City Council Meeting Minutes, December 2, 2020

[Cover Page](#)

[Special City Council Meeting Minutes, December 2, 2020.pdf](#)

11.E Special City Council Meeting Minutes, December 3, 2020

[Cover Page](#)

[Special City Council Meeting Minutes, December 3, 2020.pdf](#)

11.F Regular Business Meeting Minutes, December 8, 2020

[Cover Page](#)

[City Council Regular Business Meeting Minutes, December 8, 2020.pdf](#)

11.G City Council Study Session Minutes, December 15, 2020

[Cover Page](#)

[City Council Study Session Minutes, December 15, 2020.pdf](#)

- 11.H Special Joint City Council and Race Equity Advisory Committee Meeting Minutes, December 16, 2020**
[Cover Page](#)
[Special Joint City Council and Race Equity Advisory Committee Meeting Minutes, December 16, 2020.pdf](#)

- 11.I Utility Advisory Committee Recommendations on Small Water Systems and 2021 Work Plan Update**
[Cover Page](#)
[Utility Advisory Committee Water System_Annual Report and 2021 Work.pptx](#)
[COBI Water System Memo 102320.pdf](#)
[UAC 2020 Annual Report 11-16-20.docx](#)

- 11.J [Removed from the agenda] Ordinance No. 2021-04 Amending BIMC 15.04 Relating to City Building Code – Planning**
[Cover Page](#)
[Ordinance No. 2021-04 Building Code Update](#)

- 11.K Interlocal Agreement with Kitsap County Sheriff's Office for Mutual Aid and Traffic Safety Task Force – Police**
[Cover Page](#)
[2021-2026 Traffic Task Force ILA.docx](#)

- 11.L Inter-Agency Agreement with the Washington State Traffic Safety Commission in Support of Multi-jurisdictional Grant-funded High-visibility Emphasis Activities and Target Zero Campaigns – Police**
[Cover Page](#)
[2020-2021 Emphasis Patrols Agreement.pdf](#)

Councilmember Pollock moved and Councilmember Carr seconded to approve the Consent Agenda as amended with Item 11.J withdrawn. The motion carried unanimously, 7-0.

12) COMMITTEE REPORTS

Councilmember Deets mentioned an affordable housing discussion at his office hours and a Kitsap County Emergency Management meeting. Councilmember Fantroy-Johnson commented on the affordable housing discussion.

Deputy Mayor Hytopoulos mentioned the upcoming Climate Action Plan public workshops.

Councilmember Schneider mentioned the upcoming sustainable transportation education sessions. Councilmember Pollock moved and Deputy Mayor Hytopoulos seconded to notice the four sustainable transportation public workshops as special City Council meetings. The motion carried unanimously, 7-0.

13) FOR THE GOOD OF THE ORDER

Councilmember Deets mentioned his office hours on Saturday, January 16, 2021.

Councilmember Fantroy-Johnson will attend the Dr. Martin Luther King, Jr. Day celebration at Ebenezer Church.

Mayor Nassar mentioned an upcoming Puget Sound Energy community workshop. Councilmember Pollock moved and Councilmember Carr seconded to notice the Puget Sound Energy community workshop as a special City Council meeting. The motion carried unanimously, 7-0.

Mayor Nassar asked if Council members would like a copy of Robert's Rules of Order. Councilmember Deets, Deputy Mayor Nassar, Councilmember Schneider, and Councilmember Fantroy-Johnson requested a copy.

14) ADJOURNMENT

Mayor Nassar adjourned the meeting at 8:37 p.m.

Rasham Nassar, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME:

AGENDA ITEM: Special City Council Meeting Minutes, January 14, 2021, Continued to January 15, 2021

SUMMARY: Consider approval of meeting minutes.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with consent agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Special City Council Meeting Minutes, January 14, 2021, Continued to January 15, 2021.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING
THURSDAY, JANUARY 14, 2021
CONTINUED TO FRIDAY, JANUARY 15, 2021

MEETING MINUTES

1) CALL TO ORDER/ROLL CALL

Mayor Nassar called the meeting to order at 6:01 p.m. on the Zoom webinar platform.

Mayor Nassar, Deputy Mayor Hytopoulos, and Councilmembers Carr, Deets, Fantroy-Johnson, Pollock, and Schneider were present.

2) EXECUTIVE SESSION

2.A Pursuant to RCW 42.30.110(1)(g), to evaluate the qualifications of an applicant for employment or to review the performance of a public employee.

[Cover Page](#)

Mayor Nassar adjourned the meeting to an executive session pursuant to RCW 42.30.110(1)(g) at 6:01 p.m. Mayor Nassar, Deputy Mayor Hytopoulos, Councilmember Pollock, and Councilmember Schneider returned from executive session at 8:59 p.m. Mayor Nassar suspended the meeting and announced that the meeting would be continued on Friday, January 15, 2021 at 5:00 p.m.

Mayor Nassar reconvened the meeting on Friday, January 15, 2021 at 5:01 p.m. on the Zoom webinar platform.

Mayor Nassar, Deputy Mayor Hytopoulos, and Councilmembers Carr, Deets, Fantroy-Johnson, Pollock, and Schneider were present.

Mayor Nassar adjourned the meeting to an executive session for ninety minutes pursuant to RCW 42.30.110(1)(g) at 5:01 p.m. At 6:30 p.m., Council extended the executive session for an additional forty-five minutes. At 7:15 p.m., Council extended the executive session for an additional thirty minutes. At 7:45 p.m., Council extended the executive session for an additional fifteen minutes. Mayor Nassar, Deputy Mayor Hytopoulos, Councilmember Schneider, and Councilmember Carr returned from executive session at 8:03 p.m.

3) ADJOURNMENT

Mayor Nassar adjourned the meeting at 8:03 p.m. on January 15, 2021.

Rasham Nassar, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Resolution No. 2021-01 Relating to a Fee Schedule Update - Finance,

SUMMARY: This resolution incorporates a number of previous Council-approved changes into the fee schedule or updates fees to account for higher costs in 2021. This resolution does not implement any new fees.

AGENDA CATEGORY: Resolution

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION: Approve Resolution No. 2021-01 with the Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND: The Finance Department periodically updates the City fee schedule due to ordinances passed by the City Council, corrections, or missing items. The current update includes:

1. Updated water and sewer rates to reflect changes enacted by Ordinance No. 2019-14.
2. An increased Storm and Surface Water Management fee to reflect the Seattle-Tacoma-Bellevue CPI increase pursuant to Ordinance No. 2017-22.
3. An increased hourly Police Department security services fee.

ATTACHMENTS:

[Resolution No. 2021-01 Relating to a Fee Schedule Update.docx](#)

FISCAL DETAILS: Fiscal impacts on fund balances are estimated to be negligible.

Fund Name(s): Other

Coding:

RESOLUTION NO. 2021-01

A RESOLUTION of the City of Bainbridge Island, Washington, amending the City’s Fee Schedule related to various fee updates.

WHEREAS, the City of Bainbridge Island periodically updates the Fee Schedule to reflect City Council actions and the actual cost to the City of various services in accordance with state law; and

WHEREAS, on May 28, 2019, the City Council enacted Ordinance No. 2019-14 which updated certain water and sewer fees for 2021; and

WHEREAS, the City’s Storm and Surface Water Management (SSWM) fee is increased from \$194.00 to \$195.00 per impervious surface unit (ISU) in accordance with Ordinance No. 2017-22, which increased the City’s SSWM fee by the June-June CPI-U for the Seattle-Tacoma-Bellevue area in each year from 2018 through 2022; and

WHEREAS, the hourly rate for Police security services is periodically recalculated to ensure that costs are covered; and

WHEREAS, the City’s Fee Schedule needs to be updated to reflect these recent changes in fees.

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

Section 1. Section 11, Utility Fees, of the City’s Fee Schedule is hereby amended as follows:

WATER RATES FOR THE WINSLOW WATER SYSTEM AND CASEY STREET WATER SYSTEM
(Ordinance Nos. 82-20, 2011-26, 2012-21 and 2019-14, Resolution Nos. 2018-12, ~~and~~ 2020-01, and 2021-01)

CATEGORY 1 (Single Family) shall pay a monthly fixed base rate based on size of water meter as follows:

Up to 3/4"	\$12.02 <u>12.45</u>
1"	\$23.70 <u>24.55</u>
1.5"	\$43.20 <u>44.75</u>

Plus, a charge for consumption on an incremental basis as follows:

For the first 500 cubic feet	\$1.22 <u>1.26</u> per 100 cubic feet
For the next 700 cubic feet	\$1.96 <u>2.03</u> per 100 cubic feet
For the next 1,800 cubic feet	\$2.78 <u>2.88</u> per 100 cubic feet
For amounts over 3,000 cubic feet	\$3.78 <u>3.92</u> per 100 cubic feet

CATEGORY 2 (Multiple Dwellings) shall pay a monthly fixed base rate for each residential unit of: ~~\$5.37~~ \$5.38

Plus, a charge for consumption per 100 cubic feet \$1.11

IRRIGATION SYSTEMS shall pay a monthly base rate based on size of water meter as follows:

Up to 3/4"	\$4.09
1"	\$5.38
1.5"	\$7.53
2"	\$10.12 \$10.13
3"	\$16.99 \$17.00
4"	\$24.74 \$24.75
6"	\$46.26 \$46.28

Plus, a charge for consumption of: \$3.37
per 100 cubic feet

WATER RATES FOR THE ROCKAWAY BEACH AREA

CATEGORY 1 (Single Family Residence) shall pay a monthly fixed base rate based on size of water meter as follows:

Up to 3/4"	\$12.02 <u>12.45</u>
1"	\$23.70 <u>24.55</u>
1.5"	\$43.20 <u>44.75</u>

Plus, a charge for consumption on an incremental basis as follows:

For the first 500 cubic feet	\$1.22 <u>1.26</u> per 100 cubic feet
For the next 700 cubic feet	\$1.96 <u>2.03</u> per 100 cubic feet
For the next 1,800 cubic feet	\$2.78 <u>2.88</u> per 100 cubic feet
For amounts over 3,000 cubic feet	\$3.78 <u>3.92</u> per 100 cubic feet

SEWER RATES FOR USERS OF BOTH WATER AND SEWER
(Ordinance Nos. 82-20, 2009-39, 2011-25, 2012-22 and 2019-14)

CATEGORY 1 (Single Family) * \$42.69 per month plus
\$7.28 per 100 cu. ft. of water

CATEGORY 2 (Multi-Family) * \$37.39 per month/unit plus
\$7.28 per 100 cu. ft. of water

CATEGORY 3 (Commercial) ~~\$128.69~~ 131.26 per month plus

\$~~8.99~~ 9.90 per 100 cu. ft. of water

CATEGORY 4 (Industrial)

Set by individual contract

* Sewer billings for the three summer months of mid-June through mid-September for all customers in Category 1 only shall be set at the average of each property's billing for the prior months of mid-December through mid-May.

SEWER RATES FOR USERS WITHOUT WATER SERVICE

The following monthly sewer rates shall apply to billings for users who do not contract with the City for the provision of water services.

For Users served by the City's Sewer Treatment Plant, the following rates apply:

CATEGORY 1 (Single Family)

\$119.80 per month/unit
without meter

CATEGORY 3 (Commercial)

~~\$149.99~~ 160.89 per ERU

SEWER RATES FOR CUSTOMERS SERVED BY THE SEWER DISTRICT NO. 7 TREATMENT PLANT

(Ordinance Nos. 82-20 and 2009-39, Resolution Nos. 2018-01, ~~and~~ 2020-01, and 2021-01) (Kitsap County Sewer District No. 7 Resolution # 2019-02)

Property that contributes sewage to the Kitsap County Sewer District No. 7 Treatment Plant shall pay a monthly rate equal to the monthly rate applied to the City by Kitsap County Sewer District No. 7 per ERU (**presently \$60.77**) for treatment plus:

Properties with Grinder Pumps ~~\$26.58~~ 28.22 per ERU

Properties without Grinder Pumps ~~\$21.88~~ 23.23 per ERU

C. STORM AND SURFACE WATER RATES

(BIMC 13.24, Ordinance No. 2017-22, Resolution Nos. 2019-01, ~~and~~ 2020-0, and 2021-01)

Storm and Surface Water fees are billed on property tax bills.

CHARGE PER IMPERVIOUS SURFACE UNIT (ISU)

~~\$194.00~~ 195.00 annually

Section 2. Section 12, Miscellaneous Fees, of the City's Fee Schedule is hereby amended as follows:

POLICE SECURITY SERVICES
(Minimum 3 hours)

~~\$77.00~~ 88.00 per hour

Section 3. This resolution shall take effect immediately upon passage.

PASSED by the City Council this ____ day of January, 2021.

APPROVED by the Mayor this _____ day of January, 2021.

Rasham Nassar, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

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

January 22, 2021
January _____, 2021
2021-01



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Ford F150 Truck Procurement for Utilities (CIP 00982) - Public Works

SUMMARY: Public Works staff is requesting approval for a Ford F150 Truck purchase for maintaining the City's utilities.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: Approve purchase with the Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	\$50,684.59
Ongoing Cost:	
One-Time Cost:	\$50,684.59
Included in Current Budget?	Yes

BACKGROUND: Public Works has a need for a Ford F150 Truck for the maintenance of City utilities. This truck will replace an existing utilities truck.

Public Works vehicles typically follow a ten-year replacement schedule or 100,000 miles, depending on the amount of service and type of use. This proposed purchase replaces equipment number 28 and is listed on the Capital improvement Plan (CIP) for replacement.

The Public Works Department utilizes the State of Washington State bid program to purchase new vehicles whenever possible, making use of volume pricing discounts.

Public Works staff has worked with Colombia Ford using the Washington State Department of Enterprise Services for the purchase of a Ford F150 Truck in the amount of \$50,685 including sales tax. The budget available is \$56,000 (sewer fund) and \$14,000 (water fund). Additional funds will be used for upfit.

RCW 43.19.648 generally requires that, to the extent practicable, local governmental vehicles must be fueled by electricity or biofuel and this purchase meets that requirement due to a diesel engine which can accept biodiesel.

Upon City Council approval, Public Works Operations & Maintenance staff will move forward with a purchase order to acquire approved equipment purchase.

ATTACHMENTS:

[Ford F150 Truck Quote 00982.pdf](#)

FISCAL DETAILS: There is \$70,000 budgeted in 2021 and included in the Capital Improvement plan from 2020 for this purchase with \$56,000 budgeted in the sewer fund and \$14,000 in the water fund. The purchase of this vehicle totals \$50,685. The remaining \$19,315 will be used to place the vehicle into service (upfitting).

Fund Name(s): Other

Coding:

Contract Automobile Request System (CARS)

Organization Purchase Request Details

Organization Information

[Return to Org Requests](#)

Contract #: 05916 - Motor Vehicles	Quote #: 2020-12-506
Status: Submitted To Dealer	Submit Date: 12-17-2020
Organization: 21804 - BAINBRIDGE ISLAND, CITY OF - 21804	Order Date:
Order Contact: Joel Goodwin	Expected Delivery Date:
Contact Phone: 206-730-5164	Delivery Date:
Contact Email: jgoodwin@bainbridgewa.gov	Cancel Date:
	Organization Reference #: City of Bainbridge Island
Dealer: Columbia Ford - W403	Organization PO #:
Dealer Address: 700 7th Avenue Longview WA 98632	Dealer Contact: Marie Tellinghiusen
	Dealer Phone: (360) 423-4321 Ext: 187
	Dealer Email: orders@colford.com
Internal Notes:	
Comments To #998 Add AluRack ladder rack to 8ft long ARE V-series canopy. QuickClamp kit on one side only.	
Dealer: (DLR/LineX) \$1,416.00*specify clamping side in Comments to Dealer box on CARS order. #996 Add QuickClamp kit to other side of AluRack (so that ladder rack has clamps on both sides) (DLR/LineX) \$270.00 #999 Canopy modifications: Add acrylic headliner. Add foldable T-handle to side aluminum panel win-doors. Driver side toolbox add divider 10C. Passenger side toolbox add divider 7C. (DLR/LineX) \$497.00	
Dealer Reference #: 20-1044 K799	
Dealer Comments:	Please send a copy of your PO. 12/31/20 Switched Alu Rack to #909 for 6.5' bed. 12/21/20 Revised to add #012 EXTENDED Cab, 4WD, 145WB (X1E/100A/99B/44G/145WB/413) \$543.00, delete #013 EXTENDED Cab, 4WD, 163WB, (X1E/100A/995/44G/163WB/413) \$2,855.00. 12/18/20 Option question, email sent. Revised to add #002, #003, #010 - info only, add ARE canopy options #906, #907, #908

Color Options

Color Name	Quantity

Oxford White (YZ) 1

Tax Exempt: N

Vehicle Options

Order Code	Order Code Description	Qty	Unit Price	Ext. Price
2021-0830-001	2021 Ford F150 4WD	1	\$25,522.00	\$25,522.00
2021-0830-002	INFORMATION ONLY: Columbia Ford offers a \$300 prompt payment discount if payment is made within 20 days of vehicle delivery.	1	\$0.00	\$0.00
2021-0830-003	INFORMATION ONLY: Columbia Ford CARS Cancellation Fees: NO fee to cancel order if vehicle has not been scheduled for production and is able to be cancelled at factory. \$500 cancellation fee if vehicle has been serialized and is locked in for production by manufacturer. \$750 cancellation fee if vehicle has been delivered to customer and must be picked up by dealer and re-stocked into inventory. Absolutely NO cancellation if customer has licensed/registered vehicle. Upfits/Equipment ordered for vans, trucks, chassis cabs and police/fire vehicles will have a 10-30% re-stocking fee; custom bodies cannot be cancelled.	1	\$0.00	\$0.00
2021-0830-010	REGULAR Cab, 4WD, 122WB, 6.5ft Bed, 3.3L V6 PFDI (290HP) (18/23/20 MPG) (Flex Fuel Capability) with Auto Start-Stop Technology, Electronic Ten-Speed Automatic Transmission with Selectable Drive Modes, XL Trim Level, 6120# GVWR, 1730# Payload, 3.55 RAR, Electronic Shift-on-the-Fly, Skid Plates, P265/70Rx17 OWL AS/AT Tires (F1E/100A/99B/44G/122WB/413/TTAS) -- This is the BASE VEHICLE. Please review Vehicle Standard Specs to see complete description.	1	\$0.00	\$0.00
2021-0830-012	EXTENDED Cab, 4WD, 145WB, 6.5 ft Box, 3.3L V6 PFDI (290HP) (18/23/20 MPG) (FFV Capability) (6500# GVWR, 1770# Payload, 3.73 RAR) (X1E/100A/99B/44G/145WB/413)	1	\$543.00	\$543.00
2021-0830-026	Alternative Engine, 3.0L 4-Valve DOHC Power Stroke V6 Turbo DIESEL (B20) (in lieu of 3.3L V6 #99B) (Only available w/ Ext Cab 145WB or Crew Cab 145WB) (Includes Electronic 10-Speed Automatic Transmission with Selectable Drive Modes (includes Auto Start-Stop Technology) (3.31 Rear Axle Ratio) (MPG: 22 city / 30 hwy) (If ordered w/ Ext Cab, must also order XL Power Equipment Group #85A, XL High-Level Trim Upgrade #101A or XLT Trim Upgrade #300A) (Must also order Privacy Glass with Rear Window Defroster #924/57Q) (Not available with Reg Cabs, Ext Cab 163WB, Special Service Vehicle - SSV #66S, HD Payload Package #627, Tires #T7C or T8C, or 36-Gallon Fuel Tank #655) (EXT CAB 145WB: 7050#/1690#/3.31 RAR) (CREW CAB 145WB: 7050#/1660#/3.31 RAR) (991/44G)	1	\$4,773.00	\$4,773.00
2021-0830-030	Manual Regen Initiation with Active Regen Inhibitor (Must also order 3.0L Diesel Engine #991) (62R)	1	\$268.00	\$268.00
2021-0830-034	XL - Base Power Equipment Group #85A - Extended Cab (Includes manual-folding power glass sideview mirrors, illuminated entry, perimeter alarm, power locks with flip key/integrated keyless entry fob, power tailgate lock and power windows) (included with XL High Level Trim #101A and XLT Trim #300A) (Includes (4) RKE Fobs w/ Integrated Flip Keys) (Ext Cab/85A)	1	\$1,267.00	\$1,267.00

2021-0830-046	Cloth Seats: 40/Console/40 Front Seat with flow-through console and steering column mounted shifter) (Ext/Crew Cab Only) (Not available with Special Services Vehicle SSV #66S or XLT Trim) (TTWG)	1	\$283.00	\$283.00
2021-0830-047	8-Way Power Drivers Seat (includes power lumbar) (Must also order XL Power Group #85A, XL High Level Power Group #101A or XLT Trim Upgrade #300A) (Included with XLT Trim Upgrade #301A) (91P)	1	\$335.00	\$335.00
2021-0830-049	Reverse Sensing System (Must also order Class IV Trailer Hitch #53B, Trailer Tow Package #53A or Max Trailer Tow Package #53C) (Included w/ XLT Trim #300A) (76R)	1	\$264.00	\$264.00
2021-0830-056	Rear Window Fixed Privacy Glass and Defroster (Included with XLT Trim Level Upgrades) (924/57Q)	1	\$306.00	\$306.00
2021-0830-058	XL Only - Mirrors, TRAILER Tow, manual-folding, manually telescoping, power glass trailer tow mirrors with heat, turn signal, high-intensity LED security approach lamps, LED side-mirror spotlights and black skull caps (Must also order Rear Window Fixed Privacy Glass w/ Defroster #924/57Q) (If ordering w/ Extended Cab, must also order XL Power Equipment Group #85A or XL High-Level Trim Upgrade #101A) (Must also order Trailer Tow Pkg #53A or Max Trailer Tow Pkg #53C) (Not available with 3.3L V6 PFDI engine #99B or Regular Cab 122WB) (54Y/59S)	1	\$546.00	\$546.00
2021-0830-063	Spray-In Bedliner (factory) (96W)	1	\$570.00	\$570.00
2021-0830-077	Trailer Tow Package (53A) - to be ordered w/ XL Base Trim #100A only (includes Trailer Brake Controller, smart trailer tow connector, 4-pin/7-pin wiring, and Class IV trailer hitch receiver #53B) (53A/100A)	1	\$933.00	\$933.00
2021-0830-209	Floor Mats, HD Rubber Molded, Front (Weather Tech) (DLR)	1	\$120.00	\$120.00
2021-0830-210	Floor Mats, HD Rubber Molded, Rear (Weather Tech) (Ext/Crew Cabs) (DLR)	1	\$100.00	\$100.00
2021-0830-211	Mud flaps, Front (DLR)	1	\$75.00	\$75.00
2021-0830-212	Mud Flaps, Rear (DLR)	1	\$75.00	\$75.00
2021-0830-213	Flare Kit, 3-piece triangle with storage box, for roadside emergency use (DLR)	1	\$55.00	\$55.00
2021-0830-214	Fire Extinguisher, 2.5# Dry Chemical ABC Rated w/ Mounting Bracket, uninstalled (DLR)	1	\$40.00	\$40.00
2021-0830-216	Undercoating (Wheel Wells Only) (DLR)	1	\$125.00	\$125.00
2021-0830-217	Service Manual, CD (DLR)	1	\$221.00	\$221.00
2021-0830-218	Service Wiring Diagram, Paper (DLR)	1	\$87.00	\$87.00
2021-0830-421	AMBER: Basic Warning Package (All F150 Models): Installation of 2 amber grill lights, 2 amber led inserts in reverse lenses, and NROADS 17 inch amber lightbar mounted on roof or cabguard, and 6 button switch panel. Also includes single radio prewire (includes power and coax in roof). (DWS-F150-A-2) (DW421)	1	\$2,375.00	\$2,375.00
2021-0830-441	Console Radio Install: Complete installation of radio in console with antenna, power, coax, and microphone clip. (With Day Wireless lighting option only. Must specify radio model and frequency band) (DWS-RADIO INSTALL) (DW441)	1	\$90.00	\$90.00

2021-0830-501	V-series FIBERGLASS Canopy (Cab height, painted to match truck) (Standard includes front fixed window, rear window in 1/2 lift door, and 1/2 slider side windows) (Available with all bed lengths) (AR501)	1	\$1,810.00	\$1,810.00
2021-0830-504	V-series: Rear Door - solid aluminum panel with T-lock in lift door in lieu of glass (AR504)	1	\$203.00	\$203.00
2021-0830-506	V-series: Side Door - replace side sliding windows with lifting solid aluminum doors (AR506)	1	\$550.00	\$550.00
2021-0830-507	V-series: Toolboxes - add aluminum toolbox to each side (no dividers in toolbox) (Must also order side lifting doors AR505 or 506 in lieu of standard sliding window) (AR507)	1	\$405.00	\$405.00
2021-0830-508	V-series: Lighting - add 12V dome light with prop switch to rear of canopy and center LED rope lights (Opt 9) (AR508)	1	\$219.00	\$219.00
2021-0830-574	Cargo Glide XL HD Upgrade, 2200 lbs capacity, 100 percent of cargo tray slides out for total access to cargo (CG2200XL) (AR574)	1	\$2,530.00	\$2,530.00
2021-0830-906	Canopy modifications: Add acrylic headliner. Add foldable T-handle to side aluminum panel win-doors. Driver side toolbox add divider 10C. Passenger side toolbox add divider 7C. (DLR/LineX) (Bainbridge Q# 2020-12-506)	1	\$497.00	\$497.00
2021-0830-908	Add QuickClamp kit to other side of AluRack (so that ladder rack has clamps on both sides) (DLR/LineX) (Bainbridge Q# 2020-12-506)	1	\$270.00	\$270.00
2021-0830-909	Add AluRack ladder rack to 6ft long ARE V-series canopy. QuickClamp kit on one side only. (DLR/LineX) (Bainbridge Q# 2020-12-508)	1	\$1,300.00	\$1,300.00

Request Totals

Total Vehicles:	1
Sub Total:	\$46,757.00
8.4 % Sales Tax:	\$3,927.59
Request Total:	\$50,684.59





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Ford F150 Truck Procurement for Utilities (CIP #00983) - Public Works,

SUMMARY: Public Works has a need for a Ford F150 Truck for the maintenance of City utilities. This truck will replace an existing utilities truck.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: Approve purchase with the Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	\$48,153.45
Ongoing Cost:	
One-Time Cost:	\$48,153.45
Included in Current Budget?	Yes

BACKGROUND: Public Works has a need for a Ford F150 Truck for the maintenance of City utilities. This truck will replace an existing utilities truck.

Public Works vehicles typically follow a ten-year replacement schedule or 100,000 miles, depending on the amount of service and type of use. This proposed purchase replaces equipment number 60 and is listed on the 2020 CIP for replacement, CIP #00983.

The Public Works Department utilizes the State of Washington State bid program to purchase new vehicles whenever possible, making use of volume pricing discounts.

Public Works staff has worked with Colombia Ford using the Washington State Department of Enterprise Services for the purchase of a Ford F150 in the amount of \$48,153.45 including sales tax. The budget available is \$59,000 (water fund), and \$15,000 (sewer fund). Additional funds will be used for upfit.

RCW 43.19.648 generally requires that, to the extent practicable, local governmental vehicles must be fueled by electricity or biofuel and this purchase meets that requirement due to a diesel engine which can accept biodiesel.

Upon City Council approval, Public Works Operations & Maintenance staff will move forward with a purchase order to acquire approved equipment purchase.

ATTACHMENTS:

[Ford F150 Truck Quote 00983.pdf](#)

FISCAL DETAILS: There is \$74,000 budgeted in 2021 and included in the Capital Improvement carryover plan from 2020 for this purchase with \$15,000 budgeted in the sewer fund and \$59,000 in the water fund. The purchase of this vehicle totals \$48,153. The remaining \$25,847 will be used to place the vehicle into service (upfitting).

Fund Name(s): Water Fund

Coding:

Vehicle Purchase Request - 2020-12-508 - BAINBRIDGE ISLAND, CITY OF - 21804

Contract & Dealer Information

Contract #: 05916 - Motor Vehicles	
Dealer: Columbia Ford 700 7th Avenue Longview WA 98632	Dealer Contact: Marie Tellinghiusen Dealer Phone: (360) 423-4321 Ext: 187 Dealer Email: orders@colford.com

Organization Information

Organization: BAINBRIDGE ISLAND, CITY OF - 21804	Contact Email: jgoodwin@bainbridgewa.gov
Order Contact: Joel Goodwin	Organization Reference #: City of Bainbridge Island
Contact Phone: 206-730-5164	Quote #: 2020-12-508
Vehicle Location: BAINBRIDGE ISLAND	
#997 Add AluRack ladder rack to 6ft long ARE V-series canopy. QuickClamp kit on one side only. (DLR/LineX) \$1,300.00 #996 Add QuickClamp kit to other side of AluRack (so that ladder rack has clamps on both sides)	
Comments: (DLR/LineX) \$270.00 #999 Canopy modifications: Add acrylic headliner. Add foldable T-handle to side aluminum panel win-doors. Driver side toolbox add divider 10C. Passenger side toolbox add divider 7C. (DLR/LineX) \$497.00	

Color Options

Oxford White (YZ) - 1
Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2021-0830-001	2021 Ford F150 4WD	1	\$25,522.00	\$25,522.00
2021-0830-012	EXTENDED Cab, 4WD, 145WB, 6.5 ft Box, 3.3L V6 PFDI (290HP) (18/23/20 MPG) (FFV Capability) (6500# GVWR, 1770# Payload, 3.73 RAR) (X1E/100A/99B/44G/145WB/413)	1	\$543.00	\$543.00
2021-0830-026	Alternative Engine, 3.0L 4-Valve DOHC Power Stroke V6 Turbo DIESEL (B20) (in lieu of 3.3L V6 #99B) (Only available w/ Ext Cab 145WB or Crew Cab 145WB) (Includes Electronic 10-Speed Automatic Transmission with Selectable Drive Modes (includes Auto Start-Stop Technology) (3.31 Rear Axle Ratio) (MPG: 22 city / 30 hwy) (If ordered w/ Ext Cab, must also order XL Power Equipment Group #85A, XL High-Level Trim Upgrade #101A or XLT Trim Upgrade #300A) (Must also order Privacy Glass with Rear Window Defroster #924/57Q) (Not available with Reg Cabs, Ext Cab 163WB, Special Service Vehicle - SSV #66S, HD Payload Package #627, Tires #T7C or T8C, or 36-Gallon Fuel Tank #655) (EXT CAB 145WB: 7050#/1690#/3.31 RAR) (CREW CAB 145WB: 7050#/1660#/3.31 RAR) (991/44G)	1	\$4,773.00	\$4,773.00
2021-0830-034	XL - Base Power Equipment Group #85A - Extended Cab (Includes manual-folding power glass sideview mirrors, illuminated entry, perimeter alarm, power locks with flip key/integrated keyless entry fob, power tailgate lock and power windows) (included with XL High Level Trim #101A and XLT Trim #300A) (Includes (4) RKE Fobs w/ Integrated Flip Keys) (Ext Cab/85A)	1	\$1,267.00	\$1,267.00
2021-0830-046	Cloth Seats: 40/Console/40 Front Seat with flow-through console and steering column mounted shifter) (Ext/Crew Cab Only) (Not available with Special Services Vehicle SSV #66S or XLT Trim) (TTWG)	1	\$283.00	\$283.00
2021-0830-047	8-Way Power Drivers Seat (includes power lumbar) (Must also order XL Power Group #85A, XL High Level Power Group #101A or XLT Trim Upgrade #300A) (Included with XLT Trim Upgrade #301A) (91P)	1	\$335.00	\$335.00

2021-0830-049	Reverse Sensing System (Must also order Class IV Trailer Hitch #53B, Trailer Tow Package #53A or Max Trailer Tow Package #53C) (Included w/ XLT Trim #300A) (76R)	1	\$264.00	\$264.00
2021-0830-056	Rear Window Fixed Privacy Glass and Defroster (Included with XLT Trim Level Upgrades) (924/57Q)	1	\$306.00	\$306.00
2021-0830-058	XL Only - Mirrors, TRAILER Tow, manual-folding, manually telescoping, power glass trailer tow mirrors with heat, turn signal, high-intensity LED security approach lamps, LED side-mirror spotlights and black skull caps (Must also order Rear Window Fixed Privacy Glass with Defroster #924/57Q) (If ordering w/ Extended Cab, must also order XL Power Equipment Group #85A or XL High-Level Trim Upgrade #101A) (Must also order Trailer Tow Pkg #53A or Max Trailer Tow Pkg #53C) (Not available with 3.3L V6 PFDI engine #99B or Regular Cab 122WB) (54Y/59S)	1	\$546.00	\$546.00
2021-0830-063	Spray-In Bedliner (factory) (96W)	1	\$570.00	\$570.00
2021-0830-077	Trailer Tow Package (53A) - to be ordered w/ XL Base Trim #100A only (includes Trailer Brake Controller, smart trailer tow connector, 4-pin/7-pin wiring, and Class IV trailer hitch receiver #53B) (53A/100A)	1	\$933.00	\$933.00
2021-0830-209	Floor Mats, HD Rubber Molded, Front (Weather Tech) (DLR)	1	\$120.00	\$120.00
2021-0830-210	Floor Mats, HD Rubber Molded, Rear (Weather Tech) (Ext/Crew Cabs) (DLR)	1	\$100.00	\$100.00
2021-0830-211	Mud flaps, Front (DLR)	1	\$75.00	\$75.00
2021-0830-212	Mud Flaps, Rear (DLR)	1	\$75.00	\$75.00
2021-0830-213	Flare Kit, 3-piece triangle with storage box, for roadside emergency use (DLR)	1	\$55.00	\$55.00
2021-0830-214	Fire Extinguisher, 2.5# Dry Chemical ABC Rated w/ Mounting Bracket, uninstalled (DLR)	1	\$40.00	\$40.00
2021-0830-216	Undercoating (Wheel Wells Only) (DLR)	1	\$125.00	\$125.00
2021-0830-217	Service Manual, CD (DLR)	1	\$221.00	\$221.00
2021-0830-218	Service Wiring Diagram, Paper (DLR)	1	\$87.00	\$87.00
2021-0830-421	AMBER: Basic Warning Package (All F150 Models): Installation of 2 amber grill lights, 2 amber led inserts in reverse lenses, and NROADS 17 inch amber lightbar mounted on roof or cabguard, and 6 button switch panel. Also includes single radio prepwire (includes power and coax in roof). (DWS-F150-A-2) (DW421)	1	\$2,375.00	\$2,375.00
2021-0830-441	Console Radio Install: Complete installation of radio in console with antenna, power, coax, and microphone clip. (With Day Wireless lighting option only. Must specify radio model and frequency band) (DWS-RADIO INSTALL) (DW441)	1	\$90.00	\$90.00
2021-0830-501	V-series FIBERGLASS Canopy (Cab height, painted to match truck) (Standard includes front fixed window, rear window in 1/2 lift door, and 1/2 slider side windows) (Available with all bed lengths) (AR501)	1	\$1,810.00	\$1,810.00

2021-0830-504 V-series: Rear Door - solid aluminum panel with T-lock in lift door in lieu of glass (AR504)	1	\$203.00	\$203.00
2021-0830-506 V-series: Side Door - replace side sliding windows with lifting solid aluminum doors (AR506)	1	\$550.00	\$550.00
2021-0830-507 V-series: Toolboxes - add aluminum toolbox to each side (no dividers in toolbox) (Must also order side lifting doors AR505 or 506 in lieu of standard sliding window) (AR507)	1	\$405.00	\$405.00
2021-0830-508 V-series: Lighting - add 12V dome light with prop switch to rear of canopy and center LED rope lights (Opt 9) (AR508)	1	\$219.00	\$219.00
2021-0830-574 Cargo Glide XL HD Upgrade, 2200 lbs capacity, 100 percent of cargo tray slides out for total access to cargo (CG2200XL) (AR574)	1	\$2,530.00	\$2,530.00

Request Totals

Total Vehicles:	1
Sub Total:	\$44,422.00
8.400 % Sales Tax:	\$3,731.45
Request Total:	\$48,153.45



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Ford F150 Truck Procurement for Streets (01110) - Public Works,

SUMMARY: Public Works staff is requesting a Ford F150 Truck purchase for maintaining City streets.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: Approve purchase with the Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	\$42,722.61
Ongoing Cost:	
One-Time Cost:	\$42,722.61
Included in Current Budget?	Yes

BACKGROUND: Public Works has a need for a Ford F150 Truck for the maintenance of City streets.

Public Works vehicles typically follow a ten-year replacement schedule or 100,000 miles, depending on the amount of service and type of use. This proposed purchase replaces equipment number 15 and is listed on the 2021 CIP for replacement.

The Public Works Department utilizes the State of Washington State bid program to purchase new vehicles whenever possible, making use of volume pricing discounts.

Public Works staff has worked with Columbia Ford using the Washington State Department of Enterprise Services for the purchase of a Ford F150 in the amount of \$42,723 including sales tax. The budget available is \$66,000 (equipment rental and revolving fund). Additional funds will be used for upfitting the vehicle

RCW 43.19.648 generally requires that, to the extent practicable, local governmental vehicles must be fueled by electricity or biofuel and this purchase meets that requirement due to a diesel engine which can accept biodiesel.

Upon City Council approval, Public Works Operations & Maintenance staff will move forward with a purchase order to acquire approved equipment purchase.

ATTACHMENTS:

[Ford F150 Truck Quote 01110.pdf](#)

FISCAL DETAILS: There is \$66,000 set aside in the 2021 Equipment, rental and revolving fund for this purchase. The vehicle is listed in the CIP at \$66,000 in 2021 and the remaining \$23,277 funds will be used for costs to place the car into service.

Fund Name(s): Streets Fund

Coding:

Contract Automobile Request System (CARS) Washington State Department of Enterprise Services

Organization Purchase Request Details

Organization Information

[Return to Org Requests](#)

Contract #: 05916 - Motor Vehicles	Quote #: 2021-1-90
Status: Submitted To Dealer	Submit Date: 01-06-2021
Organization: 21804 - BAINBRIDGE ISLAND, CITY OF - 21804	Order Date:
Order Contact: Joel Goodwin	Expected Delivery Date:
Contact Phone: 206-730-5164	Delivery Date:
Contact Email: jgoodwin@bainbridgewa.gov	Cancel Date:
	Organization Reference #: City of Bainbridge Island
Dealer: Columbia Ford - W403	Organization PO #:
Dealer Address: 700 7th Avenue Longview WA 98632	Dealer Contact: Marie Tellinghiusen
	Dealer Phone: (360) 423-4321 Ext: 187
	Dealer Email: orders@colford.com
Internal Notes: I would like to add a ladder/pipe rack. I do not see that as an option. Please let me know if that is possible. If its not I will have the truck up fitted after delivery. Therefore, I will not need the side box options or cab guard.	
Comments To Dealer:	
Dealer Reference #: 21-0023 K923	
Dealer Comments: Please send a copy of your PO. 1/6/21 Revised to delete #332, 333, 363. Added #002, #003, #010 - info only	

Color Options

Color Name	Quantity
Oxford White (YZ)	1

Tax Exempt: N

Vehicle Options

Order Code	Order Code Description	Qty	Unit Price	Ext. Price

2021-0830-001	2021 Ford F150 4WD	1	\$25,522.00	\$25,522.00
2021-0830-002	INFORMATION ONLY: Columbia Ford offers a \$300 prompt payment discount if payment is made within 20 days of vehicle delivery.	1	\$0.00	\$0.00
2021-0830-003	INFORMATION ONLY: Columbia Ford CARS Cancellation Fees: NO fee to cancel order if vehicle has not been scheduled for production and is able to be cancelled at factory. \$500 cancellation fee if vehicle has been serialized and is locked in for production by manufacturer. \$750 cancellation fee if vehicle has been delivered to customer and must be picked up by dealer and re-stocked into inventory. Absolutely NO cancellation if customer has licensed/registered vehicle. Upfits/Equipment ordered for vans, trucks, chassis cabs and police/fire vehicles will have a 10-30% re-stocking fee; custom bodies cannot be cancelled.	1	\$0.00	\$0.00
2021-0830-010	REGULAR Cab, 4WD, 122WB, 6.5ft Bed, 3.3L V6 PFDI (290HP) (18/23/20 MPG) (Flex Fuel Capability) with Auto Start-Stop Technology, Electronic Ten-Speed Automatic Transmission with Selectable Drive Modes, XL Trim Level, 6120# GVWR, 1730# Payload, 3.55 RAR, Electronic Shift-on-the-Fly, Skid Plates, P265/70Rx17 OWL AS/AT Tires (F1E/100A/99B/44G/122WB/413/TTAS) -- This is the BASE VEHICLE. Please review Vehicle Standard Specs to see complete description.	1	\$0.00	\$0.00
2021-0830-012	EXTENDED Cab, 4WD, 145WB, 6.5 ft Box, 3.3L V6 PFDI (290HP) (18/23/20 MPG) (FFV Capability) (6500# GVWR, 1770# Payload, 3.73 RAR) (X1E/100A/99B/44G/145WB/413)	1	\$543.00	\$543.00
2021-0830-026	Alternative Engine, 3.0L 4-Valve DOHC Power Stroke V6 Turbo DIESEL (B20) (in lieu of 3.3L V6 #99B) (Only available w/ Ext Cab 145WB or Crew Cab 145WB) (Includes Electronic 10-Speed Automatic Transmission with Selectable Drive Modes (includes Auto Start-Stop Technology) (3.31 Rear Axle Ratio) (MPG: 22 city / 30 hwy) (If ordered w/ Ext Cab, must also order XL Power Equipment Group #85A, XL High-Level Trim Upgrade #101A or XLT Trim Upgrade #300A) (Must also order Privacy Glass with Rear Window Defroster #924/57Q) (Not available with Reg Cabs, Ext Cab 163WB, Special Service Vehicle - SSV #66S, HD Payload Package #627, Tires #T7C or T8C, or 36-Gallon Fuel Tank #655) (EXT CAB 145WB: 7050#/1690#/3.31 RAR) (CREW CAB 145WB: 7050#/1660#/3.31 RAR) (991/44G)	1	\$4,773.00	\$4,773.00
2021-0830-030	Manual Regen Initiation with Active Regen Inhibitor (Must also order 3.0L Diesel Engine #991) (62R)	1	\$268.00	\$268.00
2021-0830-036	XL - High Level Trim Upgrade #101A - Extended Cab [Includes XL Base Power Equipment Group #85A (manual-folding power glass sideview mirrors, illuminated entry, perimeter alarm, power locks with flip key/integrated keyless entry fob, power tailgate lock and power windows), cruise control and reverse sensing system] (Includes (4) RKE Fobs w/ Integrated Flip Keys) (Included with XLT Trim #300A) (Ext Cab/101A)	1	\$1,613.00	\$1,613.00
2021-0830-044	XL Only - Onboard 400W Outlets (Qty 3) (Must also order 40/console/40 seat #TTWG): 1st outlet in instrument panel, 2nd outlet in console, 3rd outlet in the bed (not available with 8ft bed) (Must also order Power Equipment Group #85A or XL High Trim Level #101A (Must also order Trailer Tow Package #53A or Max Trailer Tow Package #53C, plus Reverse	1	\$326.00	\$326.00

	Sensing System #76R) (Not available w/ Regular Cab) (Not available with 3.5L PowerBoost Full Hybrid Engine #99D) (471)			
2021-0830-046	Cloth Seats: 40/Console/40 Front Seat with flow-through console and steering column mounted shifter) (Ext/Crew Cab Only) (Not available with Special Services Vehicle SSV #66S or XLT Trim) (TTWG)	1	\$283.00	\$283.00
2021-0830-047	8-Way Power Drivers Seat (includes power lumbar) (Must also order XL Power Group #85A, XL High Level Power Group #101A or XLT Trim Upgrade #300A) (Included with XLT Trim Upgrade #301A) (91P)	1	\$335.00	\$335.00
2021-0830-056	Rear Window Fixed Privacy Glass and Defroster (Included with XLT Trim Level Upgrades) (924/57Q)	1	\$306.00	\$306.00
2021-0830-063	Spray-In Bedliner (factory) (96W)	1	\$570.00	\$570.00
2021-0830-078	Trailer Tow Package (53A) - to be ordered w/ XL High Trim #101A only (includes Trailer Brake Controller, smart trailer tow connector (if BLIS is also ordered, includes trailer tow coverage), 4-pin/7-pin wiring, Class IV trailer hitch receiver #53B) (53A/101A)	1	\$1,042.00	\$1,042.00
2021-0830-209	Floor Mats, HD Rubber Molded, Front (Weather Tech) (DLR)	1	\$120.00	\$120.00
2021-0830-210	Floor Mats, HD Rubber Molded, Rear (Weather Tech) (Ext/Crew Cabs) (DLR)	1	\$100.00	\$100.00
2021-0830-211	Mud flaps, Front (DLR)	1	\$75.00	\$75.00
2021-0830-212	Mud Flaps, Rear (DLR)	1	\$75.00	\$75.00
2021-0830-213	Flare Kit, 3-piece triangle with storage box, for roadside emergency use (DLR)	1	\$55.00	\$55.00
2021-0830-214	Fire Extinguisher, 2.5# Dry Chemical ABC Rated w/ Mounting Bracket, uninstalled (DLR)	1	\$40.00	\$40.00
2021-0830-216	Undercoating (Wheel Wells Only) (DLR)	1	\$125.00	\$125.00
2021-0830-217	Service Manual, CD (DLR)	1	\$221.00	\$221.00
2021-0830-218	Service Wiring Diagram, Paper (DLR)	1	\$87.00	\$87.00
2021-0830-223	SPRAY-IN Bedliner (Line-X) (DLR)	1	\$468.00	\$468.00
2021-0830-421	AMBER: Basic Warning Package (All F150 Models): Installation of 2 amber grill lights, 2 amber led inserts in reverse lenses, and NROADS 17 inch amber lightbar mounted on roof or cabguard, and 6 button switch panel. Also includes single radio prewire (includes power and coax in roof). (DWS-F150-A-2) (DW421)	1	\$2,375.00	\$2,375.00
2021-0830-441	Console Radio Install: Complete installation of radio in console with antenna, power, coax, and microphone clip. (With Day Wireless lighting option only. Must specify radio model and frequency band) (DWS-RADIO INSTALL) (DW441)	1	\$90.00	\$90.00

Request Totals

Total Vehicles:	1
Sub Total:	\$39,412.00
8.4 % Sales Tax:	\$3,310.61
Request Total:	\$42,722.61



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CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Kubota Excavator and Trailer Procurement - Public Works,

SUMMARY: Public Works staff is requesting a Kubota Excavator with associated trailer purchase for maintaining the City's streets and utilities. The Excavator is from Kubota and the associated upfitting of a trailer is from Trail King Industries, for a combined amount of \$159,510.28 including sales tax.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: Approve purchase with the Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	\$159,510.28
Ongoing Cost:	
One-Time Cost:	\$159,510.28
Included in Current Budget?	Yes

BACKGROUND: Public Works has a need for an excavator and associated trailer for the maintenance of the City's streets.

Public Works vehicles typically follow a ten-year replacement schedule or 100,000 miles, depending on the amount of service and type of use. This proposed purchase replaces asset #1 (Case backhoe) and is listed on the 2021 CIP for replacement.

Public Works staff worked with the Sourcewell Cooperative Purchasing Agreement for the purchase of a Kubota Excavator and associated Trailer for the combined amount of \$159,510.28 including sales tax. The 2021 CIP includes \$160,000 for this purchase. City staff recommends purchasing through the Sourcewell Cooperative Purchasing Agreement to take advantage of volume pricing and discounts.

RCW 43.19.648 generally requires that, to the extent practicable, local governmental vehicles must be fueled by electricity or biofuel and this purchase meets that requirement due to a diesel which can accept biodiesel.

Upon City Council approval, Public Works Operations & Maintenance staff will move forward with a purchase order to acquire approved equipment purchase.

ATTACHMENTS:

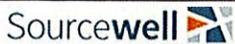
[Kubota Excavator Quote.pdf](#)

[Trailer Quote.pdf](#)

FISCAL DETAILS: There is \$160,000 in the 2021 Equipment Rental and Revolving Fund budget set aside for this purchase. This is also part of the 2021-26 Capital Improvement Plan.

Fund Name(s): Other

Coding:



Utility Tractors & Mowers - 062117
 CE and AG - 040319
 NJPA Arkansas 4600041718
 NJPA Delaware GSS-17673
 Nebraska 14777 (OC)
 Mississippi (CE Only) 820036654

KX080-4S2R3A WEB QUOTE #1860990

Date: 12/21/2020 1:33:25 PM

-- Customer Information --

Dave, Dave
 City of Bainbridge Island
 DMARQUIS@bainbridgewa.gov
 206-780-3587

Quote Provided By
 KITSAP TRACTOR & EQUIPMENT
 T.C. Moore
 9145 SILVERDALE WAY NW
 SILVERDALE, WA 98383
 email: tc@kitsap Kubota.com
 phone: 3603281902

-- Standard Features --

-- Custom Options --



K Series KX080-4S2R3A
 *** EQUIPMENT IN STANDARD MACHINE ***

FEATURES	ENGINE
Eco Plus System	V3307 Kubota DI CRS Turbo Tier 4
Auto Idler	Final Diesel Engine 4 Cylinder, 4
Rubber Or Steel Track Models	Cycle
Air Conditioned ROPS/OPG	66.6 Gross HP @ 2000 rpm (SAE
(Top Guard, Level I) Cab	J1995)
Cloth Suspension Seat	62.3 Net HP @ 2200 rpm (SAE
Kubota 2 Hydraulic Pump Load	J1349)
Sensing System	
2 Variable Displacement	OPERATIONAL
Pumps	DIMENSIONS
All Controls Hydraulic Pilot	Max Digging Depth 15' 1"
Controls	Max Digging Radius @ Ground
Two Operating Pattern	Level 23' 6.3"
Selection System	Max Vertical Digging Depth 12'
Accumulator	7.6"
Standard Front Dozer Blade w/	Max Dumping Height 17' 2.7"
Float	
Optional Float Angle Blade w/	DOZER BLADE
Bolt-on Cutting Edge	DIMENSIONS
360 Degree Full Rotation	Width 86.6"
70 Degree Left, 60 Degree	Height 19.7"
Right Boom Swing	Lift Above Ground 19.7"
17.6 gpm Adjustable Auxiliary	Drop Below Ground 19.7"
Hydraulics Port 1	PERFORMANCE
26.4 gpm Adjustable Auxiliary	Digging Force @ Bucket (K7427)
Hydraulics Port 2	Digging Force @ Dipper Arm
Thumb Bracket and Relief	Travel Speed (Low / High)
Valves	Climbing Ability
Five Second Quick Preheat	Lift Capacity
System	• Over Front
Key Switch Stop System	• Blade Grounded
Half Pitch Rubber Tracks	• 4.0 Ft. Load Point Height
Self-Bleed Fuel System	• 12.0 Ft. Load Radius
Auto-Downshift Two Speed	
Travel System	
Swivel Negative Brake	
Travel Negative Brake	
Third Line	

DIMENSIONS AND OPERATING WEIGHT

KX080-4S2R3A, Rubber Tracks, Air Conditioned ROPS/OPG (Top Guard, Level I) Cab, Angle Dozer Blade, Dipper Arm, Counter weight,
 Overall Length 21' 1.9"
 Overall Width 7' 2.6"
 Overall Height 8' 4"
 Operating Weight* 18,280 lbs.
 Ground Clearance 15.4"

* Includes operator's weight, 175 lbs.

KX080-4S2R3A Base Price: \$113,084.00

(1) 48" BOLT ON CUTTING EDGE	\$166.00
K7451A-48" BOLT ON CUTTING EDGE	
(1) 54" BOLT ON CUTTING EDGE	\$190.00
K7452A-54" BOLT ON CUTTING EDGE	
(1) 48" QA GRADING BUCKET	\$2,482.00
K7441A-48" QA GRADING BUCKET	
(1) 54" QA TILT GRADING BUCKET	\$7,652.00
K7444A-54" QA TILT GRADING BUCKET	
(1) KX080 24" QA TRENCHING BUCKET	\$2,169.00
K7427A-KX080 24" QA TRENCHING BUCKET	
(1) 18" MECHANICAL Q.A. TRENCHING BUCKET	\$1,815.00
K7426A-18" MECHANICAL Q.A. TRENCHING BUCKET	
(1) KX080-4S ADDITIONAL WEIGHT KIT	\$1,112.00
K7494-KX080-4S ADDITIONAL WEIGHT KIT	
(1) QUICK ATTACH COUPLER	\$1,636.00
K7402A-QUICK ATTACH COUPLER	
(1) HYDRAULIC THUMB KIT	\$4,281.00
K7405A-HYDRAULIC THUMB KIT	
(1) 30" MECHANICAL Q.A. TRENCHING BUCKET	\$2,355.00
K7428A-30" MECHANICAL Q.A. TRENCHING BUCKET	
(1) KX080-4S TRAVEL ALARM KIT	\$128.00
K7491-KX080-4S TRAVEL ALARM KIT	
(1) RETRACTABLE 3" SEAT BELT KIT	\$94.00
K9943A-RETRACTABLE 3" SEAT BELT KIT	
Configured Price:	\$137,164.00
Sourcewell Discount:	(\$32,919.36)
SUBTOTAL:	\$104,244.64
Dealer Assembly:	\$807.50
Freight Cost:	\$2,040.00
PDI:	\$250.00
ALLIED 1000C PLATE COMPACTOR	\$6,400.00
CERTIFIED LIFTING HOOKS 4X	\$1,800.00

Total Unit Price: \$115,542.14
 Quantity Ordered: 1
 Final Sales Price: \$115,542.14

Purchase Order Must Reflect the Final Sales Price

To order, place your Purchase Order directly with the quoting dealer

Sales tax 9%
 Sub - \$10,398.79
 Total - \$125,940.93

*All equipment specifications are as complete as possible as of the date on the quote. Additional attachments, options, or accessories may be added (or deleted) at the discounted price. All specifications and prices are subject to change. Taxes are not included. The PDI fees and freight for attachments and accessories quoted may have additional charges added by the delivering dealer. These charges will be billed separately. Prices for product quoted are good for 60 days from the date shown on the quote. All equipment as quoted is subject to availability.

To: CITY OF BAINBRIDGE
Attn: Joel Goodwin
Phone: 206-730-5164
Fax:
Email: jgoodwin@bainbridgewa.gov
PO #:

Issued:

Quote #: TK-67575.00
Ref: TKT40-City of Bainbridge
Contact: Chad Langis
Phone:
Fax:
Email:
Est.
Comp.
Expires: January 20, 2021
FOB:

TKT40LP Tilt Trailer; 40,000 lbs. capacity
11330-TKT40LP

11330 - STANDARD EQUIPMENT
 Tilted deck slope - 12 degree
 Structural steel main frame
 Rubber mounted sealed lights with sealed harness system
 Red and white conspicuity markings

Item #	Category	Description	Weight			Total
			(lbs)	Qty	Unit Price	
11330	Open Deck	TKT40LP Tilt Trailer; 40,000 lbs. capacity				
13914	Hitch	Standard pintle plate				
14485	Hitch	5' Tongue, pintle eye with adjustable coupler; 18.5" - 30" Hitch Height (Loaded)				
14487	Hitch	Safety chains with hooks				
14488	Hitch	Lockable tool box				
13993	Landing Gear	25k Single 2-speed				
13918	Deck Length	28' Overall deck (4' stationary and 24' tilt deck)				
14489	Deck Width	102" overall width				
11344	Deck Lock	Dual air deck locks operated with one switch (requires air supply)				
14491	Main Deck	33" Loaded deck height				
14493	Main Deck	4" Safety headboard				
14495	Main Deck	Two (2) Hydraulic cushioning cylinders 3.5 x 16 x 1.5				
14496	Main Deck	Floor plate on fold-down approach plate and underride protection				
15798	Main Deck	12" Manufactured I-beam Mainframe				
15800	Main Deck	4" Full width I-beam crossmembers 11" OC on Tilt Bed				
15802	Main Deck	7" Mill Channel Outer Rail				
11345	Decking	1-1/2" Oak (raised)				
13096	Tie Downs	6 Pair D-rings (2 stationary deck, 4 tilt deck)				
13939	Suspensions / Axles	H9700 Spring Suspension (TKT40 only)				
14499	Suspensions / Axles	(2) 22,500 lb. capacity axles				
14501	Axle Spacing	49" Axle spacing				
15734	Brakes	Air Brakes 4S2M (12 1/4 x 7 1/2)				
08182	Wheels (inside)	6.75 x 17.5 8-hole steel disc wheel		4		
08182	Wheels (outside)	6.75 x 17.5 8-hole steel disc wheel		4		

10058	Spare Wheel	No Spare Wheel				
16604	Tires	Continental 215/75R17.5 HTL2 - 18 ply (tire only) (per tire) ILO Std Provider 215/75R17.5 - 16 ply		8		
10059	Spare Tires	No spare tire				
14507	Flaps, Mud Guards & Fenders	Mudflaps				
14503	Lights / Electrical	Grote Electrical system (meets DOT regulations)				
14504	Lights / Electrical	LED lights				
14505	Lights / Electrical	3rd tail light package				
15753	Lights / Electrical	7 Pole round electrical plug (standard with air brakes)				
14508	Document Holder	Registration holder				
08009	Paint	Epoxy primer				
08024	Paint	S7203 Black with white decals				

11330-Additional Options

Item #	Category	Description	Weight (lbs)	Qty	Unit Price	Total
78897	Custom Options	78897 TKT40LP - Enclosed tongue with expanded metal				
11353	Miscellaneous	Air operated approach plates (requires air supply)				

TOTALS

Total:	\$33,158.00
Trade Discount (15%):	(\$4,973.70)
Discounted Net:	\$28,184.30
Unit Sale Price:	\$28,184.30
Pdi and local delivery:	\$950.00
Freight:	\$1,663.27
Total Unit Sale Price:	\$30,797.57
sales tax9%:	\$2,771.78
Total Sale Price:	\$33,569.35
Net Due:	\$33,569.35

Prices in US Dollars

Sign Here: _____

Date: _____

Terms and Conditions

- Prices effective 9/24/2018. Prices and specs subject to change without notice.
- Order pricing and specifications finalized at 16 week window.
- All orders and terms subject to credit approval.
- Federal Excise Tax calculated on selling price to non-exempt end user.
- Non-Standard production units require 20% down payment.
- Fifth-wheel trailers may require 10% down payment to secure production slot.
- Promised Date subject to change under following conditions:
 1. Change in customer credit status.
 2. Approval drawing not signed promptly.
 3. Down payment not received promptly.
 4. Customer change order modifying design, manufacturing or sourcing time.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME:

AGENDA ITEM: Bainbridge Parks Foundation Donation Agreement - Public Works,

SUMMARY: The Bainbridge Parks Foundation wishes to donate native trees and plants for placement along the Sound to Olympics Trail between Winslow Way and High School Road.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: Approve agreement as part of Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: This Agreement is between the City and the Bainbridge Parks Foundation to restore the landscaping along the Sound to Olympics Trail. See Attachment A for list of native trees and plants.

The donation consists of approximately 1,500 native trees, shrubs, and groundcover plants. The placement, which will also be donated, will occur along the SR305 right-of-way between Winslow Way and High School Road.

The City shall be responsible for maintenance of the Donation and will have the discretion to not replace the donated items if they are damaged or expire prior to the end of initial term of five year identified in the agreement.

ATTACHMENTS:

[Parks Foundation Donation Agreement 2-Plants.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

DONATION AGREEMENT

THIS DONATION AGREEMENT, entered into this ____ day of _____, 2021 (this “Agreement”), is by and between the City of Bainbridge Island, a Washington municipal corporation (the “City”), and the Bainbridge Parks Foundation, a Washington nonprofit corporation.

WHEREAS, the Donor and the City recognize the importance of public facilities and amenities; and

WHEREAS, the Donor has offered to donate native trees and plants to restore the landscape along the Sound to Olympics Trail.

NOW, THEREFORE, the City and the Donor, for the consideration and under the conditions and obligations described below, agree as follows:

Section 1. The donation, which consists of approximately 1,500 native trees, shrubs, and groundcover plants, is donated in its entirety to the citizens of Bainbridge Island to be hereafter owned by the City and managed on behalf of the citizens by the Department of Public Works.

Section 2. **Description:** The items are native plants as listed in Attachment A.

Space or Facility: Sound to Olympics Trail.

Location: Placed along the SR305 right-of-way between Winslow Way and High School Rd.

Additional information: Installation of the plants is a part of this donation.

Section 3. The initial term of this Agreement shall be five years from the date of this Agreement (the “Initial Term”). At the end of the Initial Term, the City may treat the Donation as it would any other City property similar in nature and may move, remove, and/or retire the Donation.

Section 4. The City shall be responsible for maintenance of the Donation, including any reasonable repairs, and will have the discretion to not replace and/or repair the Donation if it is deemed damaged beyond reasonable repair and/or replacement, suffers repeated vandalism, and/or expires prior to the end of Initial Term.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth above.

CITY OF BAINBRIDGE ISLAND

DONOR

By: _____

By: _____

Ellen Schroer, Interim City Manager

Bainbridge Parks Foundation
221 Winslow Way West, Suite 104
Bainbridge Island, WA 98110

ATTACHMENT A - PLANT LIST



Dec. 21, 2020

Bainbridge Island Parks Foundation

Plant List of improvements to the Sound to Olympic Trail

John Nelson Connector Trail

130 Salal, *Gaultheria shallon*, 1 gallon

150 Sword Fern, *Polystichum munitum*, 1 gallon

60 Snowberry, *Symphocarpus alba*, 1 gallon

5 Wood Rose, *Rosa gymnocarpa*, 1 gallon

2 Dogwood, *Cornus nutalli*, 1 1/2" caliper

150 Twinflower, *Linnaea borealis*, 4" pots

Infill Plants - along the entire length of the trail where needed

200 Salal (above) 1 gallon

50 Creeping Oregon Grape, *Mahonia nervosa*, 1 gallon

50 Evergreen Huckleberry, *Vaccinium ovatum*, 1 gallon

200 Sword Fern, (above), 1 gallon

100 Snowberry, (above), 1 gallon

50 Flowering Red Currant, *Ribes sanguineum*, 1 gallon

Thanks,

Bart



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: City of Bainbridge Island and Bainbridge Island Metropolitan Park and Recreation District – Trails Interlocal Agreement and Budget Amendment – Public Works,

SUMMARY: The Interlocal Agreement between the City of Bainbridge Island and the Bainbridge Island Metropolitan Park and Recreation District was developed to facilitate the sharing of resources between the agencies for the purposes of designing, constructing, and maintaining trails on City property and/or providing other maintenance activities.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	\$20,000
Ongoing Cost:	N/A
One-Time Cost:	N/A
Included in Current Budget?	No

BACKGROUND: Following up on the discussion with the City Council in 2020, both the City and the Park District desire to work together to plan, build, and maintain recreational trails on City property. The proposed Interlocal Agreement between the City of Bainbridge Island and the Bainbridge Island Metropolitan Park and Recreation District (made under the authority of the Interlocal Cooperation Act, Chapter 39.34 RCW) is intended to facilitate that partnership through the sharing of resources. The partnership will create efficiencies in performing certain trail construction and maintenance activities, native planting and shoreline restoration, landscaping, mowing, weeding, and other similar operations and functions. The Agreement was approved by the Parks Board in December 2020.

While the agreement is intended to be budget neutral, it is unclear at this time whether each of the parties will be able to perform work of equal value. That said, the staff is recommending a General Fund budget amendment in the amount of \$20,000 to be associated with the work of the ILA, and the staff will provide annual (or bi-annual) report on the status of the work received and/or performed.

Additional details on the ILA and the proposed expenditures can be found in the attached memo.

ATTACHMENTS:

[COBI Staff Memo-Trails ILA.docx](#)

[COBI - BIMPRD - Trail Sharing ILA.docx](#)

[Attachment A - Work Request.docx](#)

FISCAL DETAILS: A General Fund budget amendment of \$20,000 is proposed.

Fund Name(s): General Fund

Coding:



CITY OF
BAINBRIDGE ISLAND

Staff Memorandum

Date: December 29, 2020

Subject: Interlocal Agreement for Trail Construction, Trail Maintenance, and Other Services between the City of Bainbridge Island and Bainbridge Island Metro Park & Recreation District

By: Mark Epstein, Engineering Project Manager

The purpose of this Memorandum is to clarify assumptions and expectations of both the Bainbridge Island Metro Park & Recreation District (Parks) and the City of Bainbridge Island (City) to construct trails within City properties and rights-of-way, and for other services requested by one party from the other party through an Interlocal Agreement (Agreement).

A. Background

Throughout 2019 and 2020, Parks staff and City staff met regularly to discuss ways the two organizations could better serve island residents and to find efficiencies in resource allocation to achieve shared goals. With the assistance of Parks Foundation staff, we produced a map identifying existing and desired trails throughout the island, and identified key corridors and unopened rights-of-way where improvements could produce important connections to the active transportation system.

The City does not currently have the capacity to build identified trail connections that are on City property or within City right-of-way. Parks staff is better equipped and staffed to build and maintain trails more promptly and efficiently. This Agreement will allow the City and Parks to collaborate on trail construction and maintenance primarily, but it also allows the City to provide services to Parks that are more efficiently performed by the City.

The Agreement provides a process for each organization to request services from the other. The receiving party will estimate the cost for each work request and services will be provided at the discretion and schedule of the receiving party. The requesting party will compensate the receiving party for the services provided. The Agreement will expire in five years unless renewed prior to expiration.

B. Initial Trails for Construction

Parks and City staff identified the following City properties (or right-of-way) for potential trail construction in 2021:

- Planning and public engagement for Lost Valley trails;
- Lovgreen Rd to Day Rd;
- Wardwell Rd. (from northern terminus to Meigs Park);

C. Potential Services to be Provided

By Parks: trail construction; trail maintenance; mitigation planting and maintenance; and native plant and shoreline restoration.

By the City: stormwater catch-basin cleaning and roadside mowing.

The above-listed services are not exhaustive and other services may be provided as agreed by both parties per the terms of the Agreement.

D. General Assumptions

1. Trails will meet or exceed the most current City Design & Construction Standards for Connecting Pathways.
2. Trails shall meet requirements of the Americans with Disabilities Act (ADA) wherever practicable.
3. Trails and construction limits of work will be located entirely within the City property lines or rights-of-way.
4. Stormwater detention/flow control will utilize Low Impact Development best practices wherever practicable.
5. The City will be responsible for site investigation reports, community outreach, and permitting required for trail construction on City properties.

End of Memorandum

**INTERLOCAL AGREEMENT BETWEEN THE CITY OF BAINBRIDGE ISLAND AND
THE BAINBRIDGE ISLAND METROPOLITAN PARK AND RECREATION
DISTRICT FOR SHARED SERVICES**

THIS INTERLOCAL AGREEMENT is entered into between the City of Bainbridge Island, a Washington State municipal corporation, (“City”), and the Bainbridge Island Metropolitan Park and Recreation District, a Washington State municipal corporation, (“District”).

RECITALS

WHEREAS, the District may from time to time find it advantageous or desirable to ask the City to perform certain public works projects or to provide certain supplies or materials unrelated to a public works project; and

WHEREAS, the District and City desire to work together to plan, build, and maintain recreational trails on City property; and

WHEREAS, both organizations will benefit from cooperation in public works projects, use of certain specialized equipment, and procurement of certain supplies or materials unrelated to a public works project in this manner; and

WHEREAS, this Agreement is being made in order to more efficiently provide for the performance of certain trail construction and maintenance, native plant and shoreline restoration, landscaping, mowing, weeding, and other similar operations and functions; and

WHEREAS, this Agreement is made under the authority of the Interlocal Cooperation Act, Chapter 39.34 RCW.

AGREEMENT

NOW, THEREFORE, it is agreed by and between the City and the District (each a “Party” and collectively “the Parties”) as follows:

1. PURPOSES OF AGREEMENT

The purposes of this Agreement are those set forth in the above Recitals, which are incorporated herein by this reference.

2. SERVICES PROVIDED BY THE CITY

A. Services provided by the City may include, but are not limited to, the following: preliminary surveying; geotechnical or other pre-design investigations; community engagement; permit application and acquisition; right-of-way acquisition; and obtaining temporary construction easements.

B. The City may not perform any work, within the meaning of RCW 35.61.135(1), for the District with an estimated cost of more than \$20,000, except when an exemption to the requirements of RCW 35.61.135 applies.

C. The City may not sell any materials, supplies, or equipment to the District under this Agreement, except when an exemption to the requirements of RCW 35.61.135 applies.

D. The City may not provide any architectural and engineering services, within the meaning of RCW 39.80.020(5), to the District, except when an exemption to the requirements of Chapter 39.80 RCW applies.

3. SERVICES PROVIDED BY THE DISTRICT

A. Services provided by the District may include, but are not limited to, the following: trail construction; trail maintenance; mitigation planting and maintenance; and native plant and shoreline restoration.

B. The District may not perform any public work, within the meaning of RCW 39.04.010, for the City with an estimated cost of more than \$116,155, if more than one craft or trade is involved, or \$75,500, if a single craft or trade is involved, except when an exemption to the requirements of RCW 35.23.352 applies.

C. The District may not sell any materials, supplies, or equipment unrelated to a public works project to the City under this Agreement, except as needed to respond to an emergency.

D. The District may not provide any architectural and engineering services, within the meaning of RCW 39.80.020(5), to the City, except when an exemption to the requirements of Chapter 39.80 RCW applies.

4. TERM AND TERMINATION

A. This Agreement shall become effective upon execution by the Parties and shall continue in full force and effect for five (5) years, unless terminated earlier as provided below.

B. Either Party may terminate this Agreement at any time for any or no reason by delivering written notice to the other Party at least sixty (60) calendar days in advance of the date of termination. Notice shall be achieved under the terms stated in Section 12 of this Agreement. In the event of termination, each Party shall be compensated for costs incurred and services rendered through the date of termination.

5. REQUEST FOR SERVICES BY EITHER PARTY

To request services, the Party making the request (“the Requesting Party”) shall make a request of the other Party (“the Receiving Party”) through a form supplied by the City. **Attachment A** to this Agreement contains a sample request form, which the City may modify at its sole discretion.

6. REVIEW OF REQUEST FOR SERVICES

A. Upon receipt of a request for services, the Receiving Party shall review the request to determine whether it has available staff and equipment to fulfill the request. The Receiving Party shall have sole and final decision-making authority to determine whether it has available staff and equipment to fulfill the request.

B. If the Receiving Party determines that it has available staff and equipment to fulfill the request, then it will perform the requested services in the time and manner convenient to the receiving Party and in the manner specified in the request for services.

C. If the Receiving Party determines that it does not have available staff and equipment to fulfill the request, then it shall provide written notice to the Requesting Party that the request cannot be fulfilled at that time.

D. If the Receiving Party notifies the Requesting Party that a request cannot be fulfilled at that time, the Parties agree to consider a later time/date to perform the requested work/project if the work is not time sensitive.

E. The Parties expressly recognize that the Receiving Party shall never be obligated to fulfill requests for service where doing so would negatively impact the ability of the Receiving Party to perform its normal operations.

7. DISTRICT EMPLOYEES

District employees fulfilling requests from the City under this Agreement remain employees of the District at all times and shall perform the work requested under the sole supervision of the District.

8. CITY EMPLOYEES

City employees assigned to public works projects pursuant to this Agreement remain employees of the City at all times and shall perform the work requested under the sole supervision of the City.

9. FINANCIAL RESPONSIBILITY

Except as may be otherwise set forth in this Agreement, the Requesting Party shall be solely responsible for all costs pertaining to services requested under this Agreement and shall be responsible for administration of all grant funds, if any, related to the project. In addition, the

Requesting Party shall be solely responsible for all costs pertaining to the use of certain specialized equipment or the provision of certain supplies or materials unrelated to a public works project under this Agreement. The cooperative undertakings of the Parties shall be financed as provided herein. Each Party shall separately establish and maintain a budget for its own functions.

10. PAYMENT

The Requesting Party shall pay the Receiving Party for all costs of direct and indirect labor (including fringe benefits), administration, equipment rental, materials, and supplies provided when fulfilling a request under this Agreement. Following fulfillment of a request, the Receiving Party shall submit a written invoice to the Requesting Party. The Requesting Party shall pay all invoices by mailing a check to the address specified in Section 12 of this Agreement within sixty (60) calendar days of receipt of a proper invoice from the Receiving Party. The Receiving Party shall maintain time and expense records and provide them to the Requesting Party upon request.

11. CHOICE OF LAW; VENUE; FEES

This Agreement shall be governed by the laws of the State of Washington, both as to interpretation and performance. Any action at law, suit in equity, or other judicial proceeding for the enforcement of this Agreement shall be instituted in a court of competent jurisdiction in Kitsap County, Washington. In any legal action arising out of this Agreement, the substantially prevailing Party, as determined by the court, shall be entitled to recover its costs and reasonable attorney fees from the other Party.

This Section 11 shall survive termination of this Agreement.

12. NOTICES

All notices and other written communications required by this Agreement shall be in writing and, except as expressly provided elsewhere in this Agreement, shall be deemed delivered upon personal delivery, or at the time of mailing, if mailed by first class US Mail, postage pre-paid, addressed to the Party at the address provided below, or at such address as a Party may designate at any time in writing:

To the District: Dan Hamlin (or successor)
 Park Services Division Director
 7666 NE High School Road
 Bainbridge Is., WA 98110-1812
 (206) 245-7385

To the City: Dave Marquis (or successor)
 Public Works Supervisor
 7305 NE Hidden Cove Road
 Bainbridge Is., WA 98110-1812
 (206) 780-3587

13. NONDISCRIMINATION

Neither Party in the performance of this Agreement shall discriminate against any person on the basis of race, color, creed, religion, national origin, age, sex, marital status, sexual orientation, gender identity, veteran status, disability, or other circumstance prohibited by federal, state, or local law. The Parties shall comply with Title VI of the Civil Rights Act of 1964, P.L. 88 354 and Americans with Disabilities Act of 1990.

14. SEVERABILITY

If any provision of this Agreement is determined to be illegal, invalid or unconstitutional by any court or agency of competent jurisdiction, such determination shall have no effect on the validity of any other provision of this Agreement, and thereafter the remainder of this Agreement will remain in full force and effect.

15. COMPLETE AGREEMENT AND MODIFICATION

This Agreement represents the entire agreement of the Parties. No change, termination, or attempted waiver of any of the provisions of this Agreement shall be binding on either of the Parties unless executed in writing by authorized representatives of the Parties. This Agreement shall not be modified, supplemented, or otherwise affected by the course of dealing between the Parties.

16. INSURANCE

A. The City shall maintain in full force throughout the duration of this Agreement comprehensive general liability insurance with a minimum coverage of \$1,000,000 per occurrence, \$2,000,000 aggregate, for personal injury and property damage, and name the District as an additional insured thereon. This requirement shall be deemed satisfied by evidence of the City's membership in a municipal self-insurance pool, along with evidence of limits of coverage, exclusions, and limits of liability satisfactory to the District.

B. The District shall maintain in full force throughout the duration of this Agreement comprehensive general liability insurance with a minimum coverage of \$1,000,000 per occurrence, \$2,000,000 aggregate, for personal injury and property damage, and name the City as an additional insured thereon. This requirement shall be deemed satisfied by evidence of the District's membership in a municipal self-insurance pool, along with evidence of limits of coverage, exclusions, and limits of liability satisfactory to the City.

17. HOLD HARMLESS

A. The City shall defend, indemnify and hold harmless at the City's sole expense, the District, and the District's elected and appointed officials, officers, employees, volunteers, and agents, from and against any and all claims, actions, demands, losses, damages, liabilities and costs, including, but not limited to, attorney's fees and litigation costs, arising out of the performance of the City under this Agreement, whether the demand, loss or claim is due to the

negligence of the City or the City's elected and appointed officials, officers, employees, volunteers, or agents, except that in no event shall the City be liable for injury or damages to the extent caused by the negligence or willful misconduct of the District, its elected or appointed officials, officers, employees, volunteers or agents.

B. The District shall defend, indemnify and hold harmless at the District's sole expense, the City, and the City's elected and appointed officials, officers employees, volunteers, and agents, from and against any and all claims, actions, demands, losses, damages, liabilities and costs, including, but not limited to, attorney's fees and litigation costs, arising out of the District's performance under this Agreement, whether the demand, loss or claim is due to the negligence of the District or the District's elected and appointed officials, officers, employees, volunteers, or agents, except that in no event shall the District be liable for injury or damages to the extent caused by the negligence or willful misconduct of the City or the City's elected or appointed officials, officers, employees, volunteers, or agents.

This Section 17 shall survive termination of this Agreement.

18. WAIVER

Neither the waiver by either of the Parties hereto of a breach of or a default under any of the provisions of this Agreement, nor the failure of either of the Parties, on one or more occasions, to enforce any of the provisions of this Agreement or to exercise any right or privilege hereunder will thereafter be construed as a waiver of any subsequent breach or default of a similar nature, or as a waiver of any such provisions, rights or privileges hereunder.

19. FORCE MAJEURE

Nonperformance by a Party, other than payment of any amount due hereunder, shall not operate as a default under or breach of this Agreement to the extent and for so long as any such nonperformance is due to: strikes or other labor disputes; prevention or prohibition by law; the loss or injury to products in transit; an Act of God; or war or other cause beyond the control of such Party.

20. ASSIGNMENT

The rights, duties, and obligations of either Party may not be assigned, in whole or in part, to any third party without the prior written consent of the other Party.

21. COUNTERPARTS

This Agreement may be executed in any number of counterparts or, if mutually agreeable to the undersigned authorized signatories for the Parties, through the exchange by facsimile or other electronic means of duly-signed duplicates hereof, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

22. SECTIONS AND HEADINGS

The division of this Agreement into sections and subsections and the insertion of headings are for convenience of reference only and do not affect the interpretation of this Agreement. Unless otherwise indicated, references in this Agreement to a section, subsection, or attachment are to the specified section, subsection, or attachment to this Agreement.

23. NO THIRD-PARTY RIGHTS

Except as expressly provided herein, nothing in this Agreement shall be construed to permit anyone other than the Parties hereto and their successors and assigns to rely upon the covenants and agreements herein contained nor to give any such third party a cause of action (as a third-party beneficiary or otherwise) on account of any nonperformance hereunder.

24. PUBLIC RECORDS

A. Each Party shall be responsible for retaining public records it or its officers, employees, agents, or volunteers prepare, own, use, or retain under this Agreement in accordance with applicable records retention schedules.

B. All requests for public records under Chapter 42.56 RCW shall be handled by the Party receiving the request in accordance with that Party's own policies and state law. Any liability, damages, causes of action, or claims in connection with a public records request are the sole responsibility of the Party receiving the request.

25. INTERLOCAL COOPERATION ACT COMPLIANCE

This Agreement shall be listed by subject on the City's website or other electronically retrievable public source, pursuant to RCW 39.34.040. This Agreement does not establish or create a separate or joint board or any separate legal or administrative entity. To the extent that RCW 39.34.030(4) requires that an administrator be named to this Agreement, the City Manager shall be the Administrator. No joint real or personal property shall be acquired, held, or disposed of under this Agreement. Any real or personal property used in the joint or cooperative undertaking shall be considered to be and remain the property of the Requesting Party.

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

CITY OF BAINBRIDGE ISLAND

BAINBRIDGE ISLAND METROPOLITAN
PARK AND RECREATION DISTRICT

Date: _____

Date: _____

By: _____

By: _____

Ellen Schroer, Interim City Manager

Terry Lande, Executive Director

ATTACHMENT "A"

REQUEST AND AGREEMENT FOR WORK, EQUIPMENT, AND/OR MATERIALS AND SUPPLIES

The undersigned (Requesting Party) hereby requests that the

- City of Bainbridge Island
- Bainbridge Island Metro Park and Recreation District

(Receiving Party) perform the following described project and/or provide the following described supplies and materials to the agency shown below. It is understood that this request will be completed at the convenience of the Receiving Party and that the Requesting Party will reimburse all costs to the Receiving Party.

DESCRIPTION OF WORK, EQUIPMENT, AND/OR MATERIALS AND SUPPLIES REQUESTED:

Estimate Attached: Yes No

Projected Completion Date: _____

Total Cost Not to Exceed \$ _____

The undersigned certifies that sufficient budgeted funds are available to cover the cost of the requested work, equipment, and/or supplies and materials, and that payment to the Receiving Party will be made per the terms of the Interlocal Agreement.

Requesting Party: _____

Name (Please Print): _____

Title (Please Print): _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Action of Receiving Party:

Name (Please Print): _____

Title (Please Print): _____

Phone: _____ Email: _____

Signature: _____ Date: _____



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Revisions to Governance Manual Related to Council Liaison Job Description - Councilmembers Schneider and Pollock,

SUMMARY: Proposed revisions to the Council Liaison Job Description which will be added to the Governance Manual following approval.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Approve the amended Council Liaison Job Description with the Consent Agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND: On March 10, 2020, the Council approved the "Councilmember Liaison Job Description" document (see attached). The "Job Description" was approved by the Council, but it is not currently included in the Governance Manual. Attached are proposed revisions to the Councilmember Liaison Job Description.

As directed by the Council in the January 19, 2021 Council study session, the Council Liaison Job Description has been further revised to remove the sentence pertaining to quarterly reports.

ATTACHMENTS:

[Councilmember Liaison Job Description amendments 01-26-21.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Councilmember Liaison Job Description

Definition of Liaison

“Liaison”: a person who establishes and maintains communication for mutual understanding and cooperation (Merriam-Webster Dictionary).

Duties and Expectations of a Council Liaison

- 1 A Councilmember assigned as a liaison to a Council advisory committee or other body (a “Committee”) is expected to attend all meetings of that Committee. If a liaison is not able to attend a meeting, the liaison should notify the Committee Chair and make a good faith effort to find another Councilmember to provide substitute support (emergencies excepted).
- 12 A Councilmember acting as a liaison to a Council ~~advisory committee or other body (a “Committee”)~~ is not a member of the Committee. Rather, the Councilmember is a positive resource to support the Committee in the completion of its work subject to the rules stated below.
- 23 A Councilmember liaison is acting as a representative of the full Council and, as such, has no authority to provide any direction or guidance to the Committee other than ~~direction or guidance~~ that which clearly represents direction or guidance of the full Council. Any ~~critique-criticism~~ of ~~the Council actions should be discussed with the full Council and never with the Committee in the absence of full Council.~~
- 34 Generally put, the Councilmember liaison shall not attempt to influence the work or recommendations of the Committee. More specifically,
 - the Councilmember shall not take part in the Committee’s deliberations or discussions unless (a) the Committee requests the Councilmember’s participation in a particular discussion (in this situation, the Councilmember must expressly state that she or he is speaking for her or himself, not for the entire Council) or (b) the Councilmember determines that he or she must speak up in order to remind the Committee of Council direction, City policies, or laws including the Open Public Meetings Act and the Public Records Act; and
 - the Councilmember shall not take part in any votes or decision making of the Committee.
- 45 The Councilmember liaison shall work to ensure that the Committee is only taking actions or doing work that is within the scope of the Committee’s work as determined or

approved by Council. The liaison can do this by, for example, reminding the Committee as needed of the scope of work that the Council set for the Committee.

56 The Councilmember liaison shall bring to the Council any requests from the Committee, such as the following:

- (a) questions raised by a Committee about the Committee's scope of work;
- (b) requests from the Committee to change the Committee's scope of work;
- (c) requests for expenditures of City resources to further the Committee's work (money, staff time, or other resources); and
- (d) requests from the Committee to place an item on a Council meeting agenda.

67 The Councilmember liaison shall work to ensure that the Council is regularly updated on the work of the Committee. ~~To that end, the Council shall on a quarterly basis (151) revisit the work plan of each Committee and hear from each Committee's liaison a report on the Committee's progress on the work plan.~~

Committee Governance and Oversight

If a Committee member or member of the public feels that there is a problem with the manner in which the Committee is being managed or governed, the Committee member or member of the public should speak with the Committee Chair first. If the problem is not resolved by the Chair to the Committee member or member of the public's satisfaction, then the Committee member or member of the public can speak to the Councilmember liaison about her/his concern(s).

At that juncture, the Councilmember liaison's duty is to bring the concerns to the Mayor and Deputy Mayor rather than attempt to resolve the problem on her or his own. The Mayor, Deputy Mayor, and liaison shall then decide on what steps to take, if any. These steps could include, for example, deciding that they do not agree that there is a problem; discussing the issue with the Committee Chair; or bringing the issue to the full Council for discussion and a possible Council decision.

If the liaison has concerns with Committee actions, that liaison should express these concerns to the Committee Chair. If the concerns are not resolved by the Chair, then the Councilmember liaison's duty is to bring the concerns to the Mayor and Deputy Mayor, and subsequently to the full Council, if direction is needed. A liaison may not ever convey their own opinion that a committee member or Chair should be removed; only the full Council has this discretion.

Liaison Censure or Removal

If, after review and sufficient warnings by the full Council, a liaison fails to abide by these expectations, the full Council may vote to censure or remove the liaison from one or all committee assignments.

Governance Manual Provisions

Section 3.2.6 Council Liaison

With Council approval, a Councilmember may serve for a calendar year as the Council's Liaison (i.e. representative), to an organization. A Liaison is responsible for facilitating communication, collaboration, and coordination with the designated organization, and with regular reporting and accountability to the Council. There are typically Councilmember Liaisons to four types of organizations:

- A county-wide or regional policy or governing body or intergovernmental organization (such as the Kitsap Regional Coordinating Council)
- A community organization (such as an arts, business, or social service organization)
- A governing or inter-agency board functioning in the city (such as the Parks Board or the Intergovernmental Working Group – IGWG); and
- A citizen board, commission, or committee of the City, whether or not the charter calls for an ex officio Council member (such as the Utility Advisory Committee or Lodging Tax Advisory Committee)

Exhibit B, section (c) Liaison Procedures

Individual members of the Council may be assigned as liaisons whose duties involve keeping current with a group or activity by either attending meetings or conferring with members, and keeping Council informed. Liaisons may advocate Council actions on behalf of their assigned group or activity. Care must be taken to avoid an Appearance of Fairness Doctrine violation, or conflict of interest possibilities (i.e.: in the unusual case of a quasi-judicial proceeding). Liaisons' functions and duties may be further defined and/or directed by the Mayor or Mayor Pro Tem with concurrence of Council.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 26, 2021

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Safe Routes To School Discussion - Public Works,

SUMMARY: City staff will present proposed next steps for the "safer" routes to school plan as proposed by Squeaky Wheels at the December 15, 2020 City Council meeting.

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION: Approve with Consent Agenda.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

Amount:	\$7,500.00
Ongoing Cost:	N/A
One-Time Cost:	\$7,500.00
Included in Current Budget?	No

BACKGROUND: At the December 15, 2020 City Council meeting, Squeaky Wheels, a non-motorized advocacy group, proposed a plan that would ease congestion associated with the return-to-school plan that is anticipated in late January 2021. Staff have reviewed the plan elements that overlap with City responsibilities and facilities, and will present their findings and proposed next steps in a presentation to the Council (attached).

ATTACHMENTS:

[Safer Routes to School Slides 011921.pptx](#)

FISCAL DETAILS: \$7,500 is proposed to be used from the existing Council Contingency fund within the General Fund. The 2021 Adopted Budget includes \$200,000 in annual contingency fund, of which \$65,000 has been approved for support to Friends of the Farms.

The proposed expenditure of \$7,500 will reduce the amount of remaining contingency to \$127,500 for 2021.

Fund Name(s): General Fund

Coding:

“Safer” Routes to School Plan Evaluation

January 19, 2021



Evaluation focused on overlap with City processes and/or facilities:

- First Baptist Church Crosswalk
- Island Church/Sportsman pathway
- Grow Ave pathway/traffic calming
- *Day Road pathway (not considered)*

“Safer” Routes to School Overview



Temporary east-side barricaded pathway; add gravel and compact shoulder

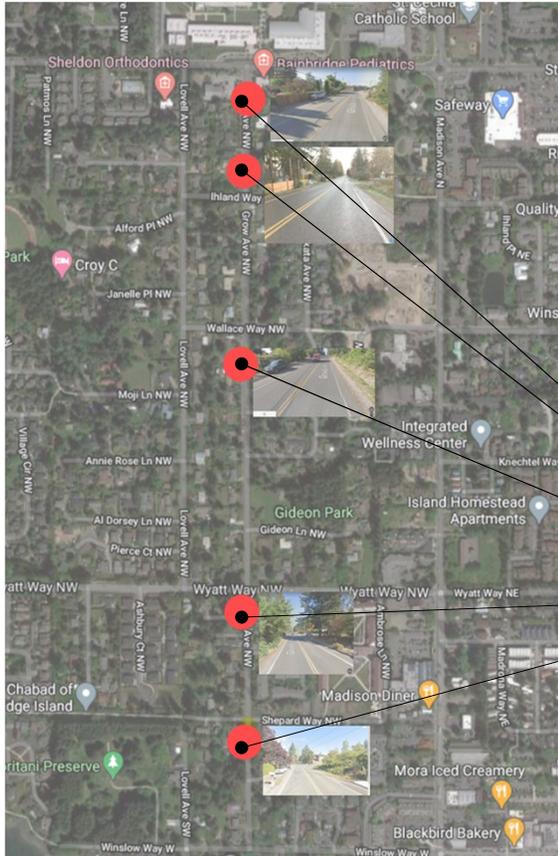
Mid-block crossing center-line ground-mount sign; flag existing signs

Flag existing crosswalk signs

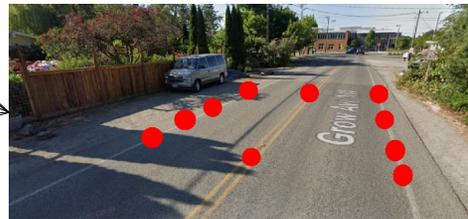
Mid-block crossing center-line ground-mount sign; flag existing signs

Mid-block crossing center-line ground-mount sign; flag existing signs

Grow Ave Traffic Calming



- 30-60 foot “constricted zone” using flexible delineators
- Use temporary delineators in **5** locations to start with radar feedback signs
- Convert to permanent based on performance and feedback
- Potential to add street-painted speed limit at each zone



Questions / Discussion

