



**CITY OF
BAINBRIDGE ISLAND**

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JUNE 11, 2019**

BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N.
BAINBRIDGE ISLAND, WASHINGTON

AGENDA

- 1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - 6:00 PM**
- 2. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
- 3. PUBLIC COMMENT - 6:05 PM**
- 4. MAYOR'S REPORT - 6:20 PM**
- 5. CITY MANAGER'S REPORT - 6:25 PM**
- 6. PRESENTATIONS**
 - 6.A (6:30 PM) Proclamation Declaring June 15, 2019 as the "Day to Celebrate Juneteenth 2019" - Mayor Medina, 5 Minutes
[Juneteenth Proclamation 2019](#)
- 7. PUBLIC HEARING(S)**
 - 7.A (6:35 PM) Public Hearing on Ordinance No. 2019-15, Interim Official Control Adopting Small Wireless Facilities Design Standards - Executive, 15 Minutes
[Ordinance No. 2019-15, Interim Official Control Adopting Small Wireless Facilities Design Standards](#)
[MRSC Article](#)
 - 7.B (6:50 PM) Public Hearing on Ordinance No. 2019-17, Extending the Duration of the Interim Official Control Related to the Preservation of Landmark Trees - Planning, 15 Minutes
[Ordinance No. 2019-17 Extending Landmark Tree Regulations](#)
[Exhibit A to Ordinance No. 2019-17 \(Updated Work Program\)](#)
- 8. UNFINISHED BUSINESS**

- 8.A (7:05 PM) Ordinance No. 2019-13, Adopting Kitsap Humane Society's Recommended Updates to the City's Animal Control Code - Executive, 20 Minutes
[Kitsap Humane Society's Animal Control Code Recommendations](#)
[Ordinance No. 2019-13, Adopting Kitsap Humane Society's Recommended Updates to the City's Animal Control Code](#)
[Table - How Each Section of Ordinance No. 2019-13 Corresponds to KHS' Recommendations](#)
- 8.B (7:25 PM) Tyler Moniz Bench Donation Agreements - Public Works, 5 Minutes
[Waterfront Park Restroom Bench Agreement - Wording Change](#)
[Waterfront Park Restroom Bench - Attachments A, B, & C](#)
[Madison Plaza Bench Agreement - Wording Change](#)
[Madison Plaza Bench - Attachments A, B, & C](#)

9. NEW BUSINESS

- 9.A (7:30 PM) 2019 Road Striping Contract - Public Works, 10 Minutes
[2019 Road Striping Contract-Apply-A-Line.docx](#)
[2019 Road Striping Bid Form.docx](#)
[Attachment A - 2019 Road Marking](#)
- 9.B (7:40 PM) Funding Opportunity - Emergency Management Program Grant (EMPG) - Executive, 5 Minutes
- 9.C (7:45 PM) Kitsap County Department of Emergency Management (KCDEM) Request for Annual Funding - Executive, 15 Minutes
[Memo re: KCDEM Agreement May 2019.docx](#)
- 9.D (8:00 PM) 2019 Amendments to the Kitsap Regional Coordinating Council Interlocal Agreement - Mayor Medina, 10 Minutes
[2019 Amended KRCC ILA - Clean](#)
[2019 Amended KRCC ILA - Redline](#)
- 9.E (8:10 PM) Discuss Administration of Moratorium Regarding Adjustments to An Approved Site Plan Review - Planning, 10 Minutes
[Ordinance_No._2019-10_Extending_the_Development_Moratorium_Approved_032619.pdf](#)
[Development_Moratorium_Summary_Effective_20190403 \(1\).docx](#)

10. CITY COUNCIL DISCUSSION

- 10.A (8:20 PM) Continue Discussion from Council Retreat on Potential Changes to Council Advisory Committees, 15 Minutes
[Proposed Changes - Council Committees.pdf](#)
- 10.B (8:35 PM) Race Equity Task Force Next Steps - Councilmembers Nassar, Deets and Tirman, 15 Minutes
[RETF Scope of Work Draft for CC 06112019](#)

- 10.C (8:50 PM) Appointments to the Climate Change Advisory Committee, Cultural Funding Advisory Committee, Design Review Board, Environmental Technical Advisory Committee, Ethics Board, Historic Preservation Commission, Lodging Tax Advisory Committee, and Planning Commission - Mayor Medina, 10 Minutes
 - [Citizen Advisory Group Recommendations \(June 11, 2019 Agenda Packet\).pdf](#)
 - [Climate Change Advisory Committee.pdf](#)
 - [Cultural Funding Advisory Committee.pdf](#)
 - [Design Review Board.pdf](#)
 - [Environmental Technical Advisory Committee.pdf](#)
 - [Ethics Board.pdf](#)
 - [Historic Preservation Commission.pdf](#)
 - [Lodging Tax Advisory Committee.pdf](#)
 - [Planning Commission.pdf](#)

- 10.D (9:00 PM) Appointment of Deputy Mayor for July 2019 through December 2019 - Mayor Medina, 5 Minutes

11. CONSENT AGENDA

- 11.A (9:05 PM) Agenda Bill for Consent Agenda, 5 Minutes

- 11.B Accounts Payable and Payroll
 - [Report to Council of Cash Disbursements 06-12-19.pdf](#)
 - [Payroll.pdf](#)

- 11.C City Council Regular Business Meeting Minutes, May 28, 2019
 - [CCMIN 052919 BUSINESS.pdf](#)

- 11.D Rockaway Beach Drive Watermain Intertie Project Contract - Public Works 5 Minutes
 - [Proposed Contract with Liden Land Development Bid Form](#)

- 11.E Consider Additional Term-Limited Positions for Public Works and Planning and Community Development 5 Minutes

- 11.F Engagement Letter with the State Auditor's Office for the 2018 Audit of the City - Finance, 5 Minutes
 - [Bainbridge- Engagement Letter 2018 Audit dated 04292019](#)

12. COMMITTEE REPORTS

- 12.A (9:10 PM) Committee Reports, 5 Minutes
 - [Race Equity Task Force Minutes, May 2, 2019](#)

13. FOR THE GOOD OF THE ORDER - 9:15 PM

14. ADJOURNMENT - 9:25 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:30 PM) Proclamation Declaring June 15, 2019 as the "Day to Celebrate Juneteenth 2019" - Mayor Medina,

STRATEGIC PRIORITY: Healthy and Attractive Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Presentation

PROPOSED BY: City Council

RECOMMENDED MOTION:

I move to authorize the Mayor to sign the Proclamation Declaring June 15, 2019, as the "Day to Celebrate Juneteenth 2019" and to add this proclamation to the list of annual proclamations that may be signed without further City Council action.

SUMMARY:

The attached proclamation declares June 15, 2019, as the "Day to Celebrate Juneteenth 2019."

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Juneteenth Proclamation 2019](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



PROCLAMATION

A PROCLAMATION by the Mayor of the City of Bainbridge Island, Washington, declaring June 15, 2019, as the “Day to Celebrate Juneteenth 2019.”

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

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

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

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

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

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

WHEREAS, Juneteenth 2019 will be celebrated in Kitsap County at Freedom Fest, to be held at Evergreen Park in Bremerton on Saturday, June 15, 2019, from 11:00 AM to 4 PM;

NOW, THEREFORE, I, Kol Medina, Mayor of the City of Bainbridge Island, on behalf of the City Council do hereby proclaim June 15 as a day to celebrate Juneteenth 2019, and urge all citizens to join in this celebration.

DATED this 11th day of June, 2019.

Kol Medina, Mayor



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:35 PM) Public Hearing on Ordinance No. 2019-15, Interim Official Control Adopting Small Wireless Facilities Design Standards - Executive,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

Hold public hearing on Ordinance No. 2019-15.

SUMMARY:

On May 14, 2019, the City Council adopted Ordinance No. 2019-15, an interim official control setting design standards for small wireless facilities ("SWFs") on Bainbridge Island. Ordinance No. 2019-15 took effect immediately on May 14, 2019, and will remain in effect for six months unless terminated earlier or subsequently extended by the City Council. A public hearing on Ordinance No. 2019-15 must be held within 60 days of adoption.

FISCAL IMPACT:

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

BACKGROUND:

The Federal Communications Commission ("FCC") has taken the position that some local aesthetic requirements for small wireless facilities ("SWFs") are preempted by federal law. Specifically, the FCC has decided that aesthetic requirements are not preempted if they are: (1) reasonable; (2) no more burdensome than those applied to other types of infrastructure deployments; and (3) published in advance.

Staff have consulted attorneys from the law firm Ogden Murphy Wallace ("OMW") regarding what aesthetic requirements the City could adopt related to SWFs. Attorneys from OMW have advised dozens of jurisdictions

in Washington on these issues and have worked to develop model code language for local governments in Washington State.

Staff and OMW have collaborated to draft the interim design standards contained in Ordinance No. 2019-15, which draw extensively from OMW's model code and experience from other jurisdictions. Ordinance No. 2019-15 amends Title 18 BIMC to adopt interim design standards for SWFs. In addition to setting general standards for all SWFs, the interim design standards include specific standards for SWFs:

>Located on existing or replacement non-wooden light poles or utility poles;

>Located on existing or replacement wooden poles;

>Attached to existing buildings;

>Strung on cables between existing utility poles;

>Mounted on new poles; and

>Installed in certain design zones located within the City.

Following the adoption of Ordinance No. 2019-15 by the City Council on May 14, 2019, the next step would be for the Council to hold a public hearing on the interim design standards. Following the public hearing, staff will begin development of permanent design standards. Under the City Code, Planning Commission review and recommendation is required, including a public hearing before the Planning Commission. Residents, wireless providers, and other interested parties will have the opportunity to submit comments at either of the public hearings or during regular public comment at City Council and Planning Commission meetings. For additional background regarding small wireless facilities and the FCC's recent actions, please see the attached article from MRSC.

ATTACHMENTS:

[Ordinance No. 2019-15, Interim Official Control Adopting Small Wireless Facilities Design Standards](#)

[MRSC Article](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2019-15

AN ORDINANCE of the City of Bainbridge Island, Washington, concerning wireless communications facilities; Amending Title 18 of the Bainbridge Island Municipal Code to add a new Chapter 18.10A BIMC, authorizing and establishing design and concealment standards for small wireless facilities; Amending BIMC 18.10.030 regarding definitions; Revising BIMC 18.10.010 to adopt applicability section; Repealing and replacing in full Chapter 18.11 BIMC concerning eligible facilities requests; Adopting findings in support of the foregoing; Requiring a post-adoption public hearing on the foregoing; Providing for severability; Declaring a public emergency and establishing an immediate effective date.

WHEREAS, the Federal Communications Commission (“FCC”) recently adopted a Declaratory Ruling, Order, and Regulation (“FCC Order”), which imposes limitations on local municipalities including the City of Bainbridge Island (“City”) regarding processing and review of all permits associated with the deployment of small wireless facilities; and

WHEREAS, the City Council finds that the existence of the federal regulations requires the immediate enactment of administrative procedures and processes which can comply with the FCC Order; and

WHEREAS, the aesthetic design and concealment standards that govern deployment of small wireless facilities will become part of Chapter 18.10A BIMC; and

WHEREAS, contemporaneous with the consideration of this ordinance, the City Council enacted amendments to its existing master permit code provisions, Chapter 19.02 BIMC, and adopted a new Chapter 19.10 BIMC in order to provide a clear permitting procedure for the deployment of small wireless facilities; and

WHEREAS, the adoption of aesthetic standards for deployment of small wireless facilities and utilization of a concurrent process emphasizing administrative review enables compliance with the federal presumptively reasonable time limits for review; and

WHEREAS, the City was required to enact administrative procedures and process to comply with the new presumptive federal safe harbors on or before January 14, 2019; and

WHEREAS, separately, federal law and regulation sets time limits on the processing of applications for eligible facility requests to expand existing structures which do not substantially change the height or profile of the structures used to collocate wireless communications facilities, and which regulations will replace Chapter 18.11 BIMC; and

WHEREAS, the City is authorized by state law, including RCW 36.70A.390, to expeditiously adopt interim official control ordinances due to a public emergency for the protection of the public peace, safety, or health while permanent regulations are developed, vetted, and processed through the City’s standard legislative procedures; and

WHEREAS, the City Council finds that the adoption of this interim official control ordinance will allow the City to put in place standards to come into compliance with the FCC Order, while providing a meaningful opportunity for its citizens to provide input regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by use of an interim official control ordinance; and

WHEREAS, the City Council finds that adopting interim official control as set forth herein for up to six (6) months is necessary for the immediate preservation of the public peace, health, or safety.

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

Section 1. Purpose. The purpose of this ordinance is to adopt and establish interim aesthetic requirements and revisions to the City’s wireless communications facilities code provisions in response to the FCC Order for a period of six (6) months, or until such earlier time as permanent regulations may be adopted.

Section 2. Findings. The recitals set forth above are hereby adopted as the City Council’s initial findings of fact in support of the interim official control established by this ordinance. The City Council further finds that this ordinance is necessary, in conjunction with Ordinance No. 2019-11, to address potential applications for small wireless facilities within the presumptive safe harbor review periods prescribed by the FCC Order. As such, a public emergency exists requiring that this ordinance take effect immediately upon passage.

Section 3. Amendment of BIMC 18.10.010. Section 18.10.010 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

18.10.010 – Purpose. General Provisions.

A. This chapter addresses the issues of location and appearance associated with wireless communication facilities (“WCFs”). It provides adequate siting opportunities through a wide range of locations and options which minimize safety hazards and visual impacts sometimes associated with wireless communications technology. The chapter encourages siting of facilities on existing buildings or structures, co-location of several providers’ facilities on a single support structure, and visual mitigation measures to maintain neighborhood appearance and reduce visual clutter in the city.

B. Applicability

1. Applicability. The provisions of this chapter shall apply to all new WCFs located within the boundaries of the City, and for any modification to an existing WCF that is not governed by Chapter 18.11 BIMC, provided that this chapter shall not apply to small wireless facilities that are permitted under Chapter 19.10 BIMC and are subject to Chapter 18.10A BIMC.
2. Permit Required. Any person who desires to place any WCF within the boundaries of the city must apply to the city for the appropriate wireless communication facility permit.
3. Lease Required. In addition to the requirement of obtaining the appropriate wireless communication facility permit, if all or a portion of the WCF will be located upon a city-owned structure, or upon non-right-of-way property which is either city-owned or city-leased, the applicant shall be required to enter into a lease agreement with the city for the use of the city property.
4. Master Permit Required. In addition to the requirement of obtaining the appropriate wireless communication facility permit, if all or a portion of the WCF will be located within the city's right-of-way, the applicant shall be required to obtain a master permit, consistent with Chapters 19.02 and 19.04 BIMC, from the city for the use of the city's right-of-way.

Section 4. Amendment of Table 18.09.020. The Utility and Telecommunications section of Table 18.09.020 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

UTILITY AND TELECOMMUNICATIONS																				
Note: Utility and telecommunications uses may be subject to additional requirements in BIMC 16.12.030.C.7.																				
ZONING DISTRICT USE CATEGORY/TYPE	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-1	Use-Specific Standards BIMC 18.09.030
											CC	MA	EA	Gate	Ferry [1]					
Monopole or Lattice Tower	P																P			
Small Wind Energy Generator	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	P/C	P/C	P/C	F-1
Utility, Primary	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	P	C	F-2
Public Communications Tower	P	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	P	A	F-3
Wireless Communication Facilities, Facility I	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Wireless Communication Facilities, Facility II	P																			
Wireless Communication Facilities, Facility III	P																	P	P	
Small Wireless Facilities	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>B-5</u>										

Section 5. Amendment of BIMC 18.09.030. Section 18.09.030 of the Bainbridge Island Municipal Code is hereby amended to include a new Subsection 18.09.030.B.5, to read as follows:

5. Small wireless facilities. Except for locations in the right-of-way, small wireless facilities are prohibited on any property containing a residential use in the residential zones.

Section 6. Adoption of New Chapter 18.10A BIMC. Title 18 of the Bainbridge Island Municipal Code is hereby amended to include a new Chapter 18.10A BIMC, to read as follows:

**Chapter 18.10A
USE REGULATIONS - SMALL WIRELESS FACILITIES**

- 18.10A.010 Purpose.
- 18.10A.020 Applicability.
- 18.10A.030 Definitions.
- 18.10A.040 Design Zones.
- 18.10A.050 Design and Concealment standards for small wireless facilities.
- 18.10A.060 New poles for small wireless facilities and installations in a Design Zone.

18.10A.010 Purpose.

The purposes of this chapter are to set forth regulations for the placement and development of small wireless facilities. Among the purposes included are to:

- A. Manage reasonable access to the right-of-way of the City for communication purposes on a nondiscriminatory basis.
- B. Conserve the limited physical capacity of the public rights-of-way held in public trust by the City.
- C. Ensure that all service providers maintaining facilities or providing services within the City comply with the ordinances, rules, and regulations of the City.
- D. Reduce unnecessary local regulation of providers and services.
- E. Ensure that the City can continue to fairly and responsibly protect the public health, safety, and welfare.
- F. Encourage the provision of advanced and competitive telecommunications, on the widest possible basis to the businesses, institutions and residents of the City.
- G. Minimize potential adverse visual, aesthetic, and safety impacts of small wireless facilities.
- H. Encourage the design of such small wireless facilities to be aesthetically and architecturally compatible with the surrounding built and natural environments where possible.

I. Encourage the collocation or attachment of small wireless facilities on existing support structures to help minimize the total number and impact of such structures throughout the community.

J. Reserve to the City and provide for the fullest exercise possible of the authority and discretion of the City to require that:

1. Facilities are installed and maintained within the public rights-of-way in such manner and at such points so as not to inconvenience the public use of the public rights-of-way or to adversely affect the public, safety and welfare; and

2. All non-City users of the rights-of-way shall be required to reimburse and hold harmless the City for the actual costs incurred by the City by reason of the construction or presence in the public rights-of-way of the facilities of such other users.

18.10A.020 Applicability.

Any application for a small wireless facility both inside and outside of the right-of-way shall comply with the following application requirements for a small wireless facility permit described in this chapter. Applications must also comply with the requirements of Chapter 19.10 BIMC. For small wireless facilities inside the right-of-way, the applicant must also comply with the requirements of Chapters 19.02 and 19.04 BIMC.

18.10A.030 Definitions.

For the purpose of this chapter, the following terms, phrases, words, and abbreviations shall have the meanings given herein. Words not otherwise defined shall have their common and ordinary meaning:

A. “Antenna” means an apparatus designed for the purpose of emitting radiofrequency (“RF”) radiation, to be operated or operating from a fixed location pursuant to FCC authorization, for the provision of personal wireless service and any commingled information services. For purposes of this definition, the term antenna does not include an unintentional radiator, mobile station, or device authorized under 47 CFR Part 15.

B. “Applicant” means any person or corporation submitting an application for a small wireless facility permit.

C. “City property” means any real property owned by City, whether in fee or other ownership estate of interest.

D. “Collocation” means (1) mounting or installing an antenna facility on a pre-existing structure, and/or (2) modifying a structure for the purpose of mounting or installing an antenna facility on that structure. Provided that, for purposes of Eligible Facilities Requests, “collocation” means the mounting or installation of transmission equipment on an eligible support structure for the purpose of transmitting and/or receiving radio frequency signals for communications purposes.

E. “Director” means the Director of Planning and Community Development or his/her designee.

F. “FCC” or “Federal Communications Commission” means the federal administrative agency, or lawful successor, authorized to regulate and oversee telecommunications carriers, services and providers on a national level.

G. “Grantee” means a person holding a master permit.

H. “Light Pole” means a pole used primarily for lighting streets, parking areas, parks or pedestrian paths.

I. “Master Permit” means the authorization granted by the City to an operator of a telecommunications system, under this title, giving the operator the nonexclusive right to occupy the space, or use facilities upon, across, beneath, or over any public right-of-way in the City, to provide a specified service within a master permit area. Such master permit shall not include or be a substitute for:

1. Any other permit or authorization required for the privilege of transacting and carrying on a business within the City required by the ordinances and laws of the City;

2. Any permit, agreement or authorization required in connection with operations on or in public streets or property, including, by way of example and not limitation, street cut permits;

3. Any permits or agreements for occupying any other property of the City or private entities to which access is not specifically granted by the master permit including, without limitation, permits and agreements for placing devices on or in poles, conduits, other structures, or railroad easements, whether owned by the City, or a private entity; or

4. The right to place devices in the right-of-way, such as pay telephones, for end user use in terminating or originating transmissions.

By way of example, and without limiting the foregoing, this title shall not be read to diminish or in any way affect the authority of the City to control the use of the City’s real estate, fixtures or personal property. Therefore, any person who desires to use such property must obtain additional approvals, or agreements for that purpose, as may be required by the City.

J. “Public right-of-way” or “right-of-way” means land acquired or dedicated for public roads and streets but does not include:

1. State highways;

2. Land dedicated for road, streets, and highways not opened and not improved for motor vehicle use by the public;

3. Structures, including poles and conduits, located within the right-of-way;

4. Federally granted trust lands or forest board trust lands;

5. Lands owned or managed by the state parks and recreation commission; or
6. Federally granted railroad rights-of-way acquired under 43 U.S.C. Sec 912 and related provisions of federal law that are not open for motor vehicle use.
- K. “Service provider” is defined consistently with RCW 35.99.010(6). Service provider shall include those infrastructure companies that provide telecommunications services or equipment to enable the deployment of telecommunication services.
- L. “Small wireless” and “small wireless facility” shall have the same meaning as a “small wireless facility” as set forth in 47 CFR 1.6002.
- M. “Structure” means a pole, tower, base station, or other building, whether or not it has an existing antenna facility, that is used or to be used for the provision of telecommunications service (whether on its own or comingled with other types of services).
- N. “Telecommunications facilities” means the plant, equipment and property including, but not limited to, cables, wires, conduits, ducts, pedestals, electronics, and other appurtenances used or to be used to transmit, receive, distribute, provide or offer wireline or wireless telecommunications service.
- O. “Telecommunications service” means the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means for hire, sale, or resale to the general public. For the purpose of this subsection, “information” means knowledge or intelligence represented by any form of writing, signs, signals, pictures, sounds, or any other symbols. For the purpose of this chapter, telecommunications service excludes the over-the-air transmission of broadcast television or broadcast radio signals.
- P. “Traffic Signal Poles” means a pole that supports equipment used for controlling traffic, including but not limited to traffic lights, rapid flashing beacons, speed radar, and school zone flashers.
- Q. “Transmission equipment” means equipment that facilitates transmission for any FCC-licensed or authorized wireless communication service, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, and regular and backup power supply. The term includes equipment associated with wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.
- R. “Unified enclosure” means a small wireless facility providing concealment of antennas and equipment within a single enclosure.
- S. “Utility pole” means a structure designed and used primarily for the support of electrical wires, telephone wires, television cable, traffic signals, or lighting for streets, parking areas, or pedestrian paths.
- T. “Wireline” means services provided using a physically tangible means of transmission, including without limitation wire or cable, and the apparatus used for such transmission.

18.10A.040 Design Zones.

A. The following areas, as defined in Chapter 18.06 BIMC, are designated as Design Zones for the purpose of siting small wireless facilities:

1. Mixed Use Town Center;
2. Neighborhood Service Centers;
3. HS Road zoning districts; and
4. In the right-of-way of State Highway 305 from Harborview Drive SE to High School Road.

B. Any applicant who desires to place a small wireless facility in a Design Zone must first establish that the applicant cannot locate the small wireless facility outside of the Design Zone. Applications for small wireless facilities in a Design Zone may be approved if the applicant demonstrates that due to technical infeasibility the applicant cannot locate the proposed small wireless facility on an existing or replacement pole within 500 feet of the proposed site and outside of the Design Zone.

C. Applications for small wireless facilities within Design Zones are approved or denied by the Director and must comply with a concealment element design described in BIMC 18.10A.060 below.

18.10A.050 Design and Concealment standards for small wireless facilities.

Small wireless facility deployments permitted inside or outside the right-of way shall conform to the following design standards:

A. Small wireless facilities attached to existing or replacement non-wooden light poles or utility poles in the right-of-way or non-wooden light poles or utility poles outside of the right-of-way shall conform to the following design criteria:

1. Upon adoption of a City standard small wireless facility pole design(s) within the Design and Construction Standards, an applicant is encouraged to first consider using or modifying the standard pole design to accommodate its small wireless facility without substantially changing the outward visual and aesthetic character of the design. The applicant, upon a showing that use or modification of the standard pole design is either technically or physically infeasible, or that the modified pole design will not comply with the City's ADA, sidewalk clearance requirements and/or would violate electrical or other safety standards, may deviate from the adopted standard pole design and use the design standards as adopted in this subsection A.
2. The applicant shall minimize to the extent possible the antenna and equipment space and shall use the smallest amount of enclosure possible to fit the necessary equipment. The antennas and equipment shall be located using one of the following methods:

(a) Concealed completely within the pole or pole base. Antennas and the associated equipment enclosures (including disconnect switches and other appurtenant devices) shall be fully concealed within the pole, unless such concealment is otherwise technically infeasible, or is incompatible with the pole design. If within the pole base, the base shall meet the ADA requirements and not impact the pedestrian access route.

(b) Located on a pole. If located on a pole, antennas and the associated equipment enclosures (including disconnect switches and other appurtenant devices) must be camouflaged to appear as an integral part of the pole or flush mounted to the pole, meaning for antennas no more than twelve (12) inches off of the pole and for associated equipment no more than six (6) inches off the pole, and must be the minimum size necessary for the intended purpose, but in no event shall any antenna exceed three (3) cubic feet in volume. The equipment enclosure and all other wireless equipment associated with the pole (including but not limited to conduit), including wireless equipment associated with the antenna and any pre-existing associated equipment on the pole, may not exceed twenty-eight (28) cubic feet. If the equipment enclosure is permitted on the exterior of the pole, the applicant is required to place the equipment enclosure behind any banners or road signs that may be on the pole, provided that such location does not interfere with the operation of the banners or signs or the equipment itself. The applicant may propose a side mounted canister antenna, so long as the inside edge of the antenna is no more than six (6) inches from the surface of the pole. All cables shall be concealed either within the canister antenna or within a sleeve between the antenna and the pole.

(c) Underground in a utility vault. If located underground, the access lid to the equipment enclosure shall be located outside the footprint of any pedestrian curb ramp and shall have a nonskid surface meeting ADA requirement if located within an existing pedestrian access route.

(d) On private property. If located on private property, the applicant shall submit a copy of a letter of authority from the private property owner prior to the small wireless facility permit issuance.

3. The furthest point of any equipment enclosure may not extend more than twenty-eight (28) inches from the face of the pole. Any equipment or antenna enclosures must meet WSDOT height clearance requirements.

4. All conduit, cables, wires and fiber must be routed internally in the non-wooden pole. Full concealment of all conduit, cables, wires and fiber is required within mounting brackets, shrouds, canisters or sleeves if attaching to exterior antennas or equipment.

5. An antenna on top of an existing pole may not extend more than six (6) feet above the height of the existing pole and the diameter may not exceed sixteen (16) inches, measured at the top of the pole, unless the applicant can demonstrate that more space is technically needed. The antennas shall be integrated into the pole design so that it appears as a continuation of the original pole, including colored or painted to match the pole, and shall be shrouded or screened to blend with the pole except for canister antennas which shall not require screening. All cabling and mounting hardware/brackets from the bottom of the antenna to the top of the pole shall be fully concealed and integrated with the pole.

6. Any replacement pole shall substantially conform to the design of the pole it is replacing or the neighboring pole design standards utilized within the contiguous right-of-way. Any replacement pole shall be placed as close to the original pole as possible, but no more than five (5) feet from the existing pole location.

7. The height of any replacement pole may not extend more than six (6) feet above the height of the existing pole or the minimum additional height technically necessary; provided, that the height of the replacement pole cannot be extended further by additional antenna height.

8. The diameter of a replacement pole shall comply with the City's setback and sidewalk clearance requirements and shall, to the extent technically feasible, not be more than a twenty (20) inches measured at the base of the pole, unless additional diameter is needed in order to conceal equipment within the base of the pole, and shall comply with the requirements in subsection E.4 below.

9. The use of the pole for the siting of a small wireless facility shall be considered secondary to the primary function of the pole. If the primary function of a pole serving as the host site for a small wireless facility becomes unnecessary, the pole shall not be retained for the sole purpose of accommodating the small wireless facility and the small wireless facility and all associated equipment shall be removed.

B. Wooden pole design standards. Small wireless facilities located on wooden poles shall conform to the following design criteria:

1. The wooden pole at the proposed location may be replaced with a taller pole for the purpose of accommodating a small wireless facility; provided, that the replacement pole shall not exceed a height that is a maximum of ten (10) feet taller than the existing pole, unless a further height increase is required and confirmed in writing by the pole owner and that such height extension is the minimum extension possible to provide sufficient separation and/or clearance from electrical and wireline facilities.

2. A pole extender may be used instead of replacing an existing pole but may not increase the height of the existing pole by more than ten (10) feet, unless a further height increase is required and confirmed in writing by the pole owner and that such height increase is the minimum extension possible to provide sufficient separation and/or clearance from electrical and wireline facilities. A “pole extender” as used herein is an object affixed between the pole and the antenna for the purpose of increasing the height of the antenna above the pole. The pole extender shall be painted to approximately match the color of the pole and shall substantially match the diameter of the pole measured at the top of the pole.
3. Replacement wooden poles must either match the approximate color and materials of the replaced pole or shall be the standard new wooden pole used by the pole owner in the City.
4. Antennas, equipment enclosures, and all ancillary equipment, boxes and conduit shall be colored or painted to match the approximate color of the surface of the wooden pole on which they are attached.
5. Antennas shall not be mounted more than twelve (12) inches from the surface of the wooden pole.
6. Antennas should be placed in an effort to minimize visual clutter and obtrusiveness. Multiple antennas are permitted on a wooden pole provided that each antenna enclosure shall not be more than three (3) cubic feet in volume.
7. A canister antenna may be mounted on top of an existing wooden pole, which may not exceed the height requirements described in subsection B.1 above. A canister antenna mounted on the top of a wooden pole shall not exceed sixteen (16) inches, measured at the top of the pole, and shall be colored or painted to match the pole. The canister antenna must be placed to look as if it is an extension of the pole. In the alternative, the applicant may propose a side mounted canister antenna, so long as the inside edge of the antenna is no more than twelve (12) inches from the surface of the wooden pole. All cables shall be concealed either within the canister antenna or within a sleeve between the antenna and the wooden pole.
8. The furthest point of any antenna or equipment enclosure may not extend more than twenty-eight (28) inches from the face of the pole. Any equipment or antenna enclosures must meet WSDOT height clearance requirements.
9. An omni-directional antenna may be mounted on the top of an existing wooden pole, provided such antenna is no more than four (4) feet in height and is mounted directly on the top of a pole or attached to a sleeve made to look like the exterior of the pole as close to the top of the pole as technically feasible. All cables shall be concealed within the sleeve between the bottom of the antenna and the mounting bracket.

10. All related equipment, including but not limited to ancillary equipment, radios, cables, associated shrouding, microwaves, and conduit which are mounted on wooden poles shall not be mounted more than six (6) inches from the surface of the pole, unless a further distance is technically required, and is confirmed in writing by the pole owner.

11. Equipment for small wireless facilities shall be attached to the wooden pole or placed in accordance with subsection E.1. For equipment placed on the pole, the equipment must be placed in the smallest enclosure possible for the intended purpose. The equipment enclosure and all other wireless equipment associated with the utility pole, including wireless equipment associated with the antenna and any pre-existing associated equipment on the pole, may not exceed twenty-eight (28) cubic feet. Multiple equipment enclosures may be acceptable if designed to more closely integrate with the pole design and does not cumulatively exceed twenty-eight (28) cubic feet. The applicant is encouraged to place the equipment enclosure behind any banners or road signs that may be on the pole, provided that such location does not interfere with the operation of the banners or signs or the equipment itself.

12. An applicant who desires to enclose both its antennas and equipment within one unified enclosure may do so, provided that such enclosure is the minimum size necessary for its intended purpose and the enclosure and all other wireless equipment associated with the pole, including wireless equipment associated with the antenna and any pre-existing associated equipment on the pole does not exceed twenty-eight (28) cubic feet. The unified enclosure may not be placed more than twelve (12) inches from the surface of the pole. To the extent possible, the unified enclosure shall be placed so as to appear as an integrated part of the pole or behind banners or signs, provided that such location does not interfere with the operation of the banners or signs.

13. The visual effect of the small wireless facility on all other aspects of the appearance of the wooden pole shall be minimized to the greatest extent possible.

14. The use of the wooden pole for the siting of a small wireless facility shall be considered secondary to the primary function of the pole. If the primary function of a pole serving as the host site for a small wireless facility becomes unnecessary, the pole shall not be retained for the sole purpose of accommodating the small wireless facility and the small wireless facility and all associated equipment shall be removed.

15. The diameter of a replacement pole shall comply with the City's setback and sidewalk clearance requirements and shall not be more than a 25% increase of the existing utility pole measured at the base of the pole, unless additional diameter is needed for structural integrity of the pole, and shall comply with the requirements in subsection E.4 below.

16. All cables and wires shall be routed through conduit along the outside of the pole. The outside conduit shall be colored or painted to match the pole. The number of conduit shall be minimized to the number technically necessary to accommodate the small wireless facility.

C. Small wireless facilities attached to existing buildings, shall conform to the following design criteria:

1. Small wireless facilities may be mounted to the sides of a building if the antennas do not interrupt the building's architectural theme.
2. The interruption of architectural lines or horizontal or vertical reveals is discouraged.
3. New architectural features such as columns, pilasters, corbels, or other ornamentation that conceal antennas may be used if it complements the architecture of the existing building.
4. Small wireless facilities shall utilize the smallest mounting brackets necessary in order to provide the smallest offset from the building.
5. Skirts or shrouds shall be utilized on the sides and bottoms of antennas in order to conceal mounting hardware, create a cleaner appearance, and minimize the visual impact of the antennas. Exposed cabling/wiring is prohibited.
6. Small wireless facilities shall be colored, painted and textured to match the adjacent building surfaces, unless otherwise technically infeasible.
7. Small wireless facilities must meet the height requirement of the underlying zoning district.
8. Feed lines and coaxial cables shall be located below the parapet of the rooftop.
9. If a cabinet enclosure cannot be located within the building where the wireless communication facilities will be located, then the City's first preference is for the wireless telecommunication carrier to locate the equipment on the roof of the building. If the equipment can be screened by placing the equipment below the parapet walls, no additional screening is required. If screening is required, the proposed screening must be consistent with the existing building in terms of color, design, architectural style, and material. If the cabinet equipment cannot be located on the roof or within the building then it shall be located underground consistent with subsection E.1.

D. Small wireless facilities mounted on cables strung between existing utility poles shall conform to the following standards.

1. Each strand mounted facility shall not exceed three (3) cubic feet in volume.
2. Only one strand mounted facility is permitted between any two existing poles.
3. The pole must be able to support the necessary load requirements of the strand mounted facility.

4. The strand mounted devices shall be placed as close as possible to the nearest utility pole, in no event more than five (5) feet from the pole unless a greater instance technically necessary or is required by the pole owner for safety clearance.
5. No strand mounted device shall be located in or above the portion of the roadway open to vehicular traffic.
6. Ground mounted equipment to accommodate a shared mounted facility is not permitted except when placed in pre-existing equipment cabinets.
7. Pole mounted equipment shall comply with the requirements of subsections A or B above, as applicable.
8. Such strand mounted devices must be installed to cause the least visual impact and without excess exterior cabling or wires (other than the original strand).
9. Strand mounted facilities are only permitted on poles that have existing overhead wirelines.

E. General requirements.

1. Ground mounted equipment in the rights of way is prohibited, unless such facilities are placed under ground or the applicant can demonstrate that pole mounted or undergrounded equipment is technically infeasible. If ground mounted equipment is necessary, then the applicant shall submit a concealment element plan. Generators located in the rights of way are prohibited.
2. No equipment shall be operated so as to produce noise in violation of Chapter 16.16 BIMC.
3. Small wireless facilities are not permitted on traffic signal poles unless denial of the siting could be a prohibition or effective prohibition of the applicant's ability to provide telecommunications service in violation of 47 USC §§ 253 and 332.
4. Replacement poles and new poles shall comply with the Americans with Disabilities Act (ADA), City construction and sidewalk clearance standards, City ordinance, and state and federal laws and regulations in order to provide a clear and safe passage within the rights-of-way. Further, the location of any replacement or new pole must: be physically possible, comply with applicable traffic warrants, not interfere with utility or safety fixtures (e.g., fire hydrants, traffic control devices), and not adversely affect the public welfare, health or safety.
5. No signage, message or identification other than the manufacturer's identification or identification required by governing law is allowed to be portrayed on any antenna or equipment enclosure. Any permitted signage shall be located on the equipment enclosures and be of the minimum amount possible to achieve the intended purpose (no larger than 4x6 inches); provided, that signs are permitted as concealment element techniques where appropriate.

6. Antennas and related equipment shall not be illuminated except for security reasons, required by a federal or state authority, or unless approved as part of a concealment element plan.
7. Side arm mounts for antennas or equipment must be the minimum extension necessary and may not create a gap of more than twelve (12) inches for wooden poles and no more than six (6) inches for non-wooden poles between the pole and the antennas or equipment.
8. The preferred location of a small wireless facility on a pole is the location with the least visible impact.
9. Antennas, equipment enclosures, and ancillary equipment, conduit and cable, shall not dominate the structure or pole upon which they are attached.
10. Except for locations in the right-of-way, small wireless facilities are prohibited on any property containing a residential use in the residential zones.
11. The City may consider the cumulative visual effects of small wireless facilities mounted on poles within the rights-of-way when assessing proposed siting locations so as to not adversely affect the visual character of the City. This provision shall not be applied to limit the number of permits issued when no alternative sites are reasonably available nor to impose a technological requirement on the applicant.
12. These design standards are intended to be used solely for the purpose of concealment and siting. Nothing herein shall be interpreted or applied in a manner which dictates the use of a particular technology. When strict application of these requirements would effectively prohibit the applicant from providing a wireless service, alternative forms of concealment or deployment may be permitted which provide similar or greater protections from negative visual impacts to the streetscape.

18.10A.060 New poles for small wireless facilities and installations in a Design Zone.

- A. New poles for small wireless facilities or for installations of small wireless facilities in a Design Zone are only permitted if the applicant can establish that:
 1. The proposed small wireless facility cannot be located on an existing utility pole or light pole, electrical transmission tower, or on a site outside of the public rights of way such as public non-park property, a building, a transmission tower, or in or on a non-residential use in a residential zone whether by roof or panel-mount or separate structure;
 2. The proposed small wireless facility complies with the applicable requirements of BIMC 18.10A.050;
 3. The proposed small wireless facility receives approval for a concealment element design, as described in subsection C below;

4. The proposed small wireless facility also complies with Shoreline Management Act, SEPA, and any other relevant law or regulation if applicable; and
 5. No new poles shall be located in a critical area or associated buffer or setback required by Chapter 16.20 BIMC except when determined to be exempt pursuant to Chapter 16.20 BIMC.
- B. An application for a new pole or installation in a Design Zone is subject to review and approval or denial by the Director.
- C. The concealment element design shall include the design of the screening, fencing, or other concealment technology for a tower, pole, or equipment structure, and all related transmission equipment or facilities associated with the proposed small wireless facility, including but not limited to fiber and power connections.
1. The concealment element design should seek to minimize the visual obtrusiveness of the small wireless facility. The proposed pole or structure should have similar designs to existing neighboring poles in the rights-of-way, including similar height to the extent technically feasible. If the proposed small wireless facility is placed on a replacement pole in a Design Zone, then the replacement pole shall be of the same general design as the pole it is replacing, unless the Department of Planning and Community Development otherwise approves a variation due to aesthetic or safety concerns. Any concealment element design for a small wireless facility should attempt to mimic the design of such pole and integrate the small wireless facility into the design of the pole. Other concealment methods include, but are not limited to, integrating the installation with architectural features or building design components, utilization of coverings or concealment devices of similar material, color, and texture - or the appearance thereof - as the surface against which the installation will be seen or on which it will be installed, landscape design, or other camouflage strategies appropriate for the type of installation. Applicants are required to utilize designs in which all conduit and wirelines are installed internally in the structure.
 2. If the Director has already approved a concealment element design either for the applicant or another small wireless facility along the same public right-of-way or for the same pole type, then the applicant shall utilize a substantially similar concealment element design, unless it can show that such concealment element design is not physically or technologically feasible, or that such deployment would undermine the generally applicable design standards.
- D. Even if an alternative location is established pursuant to BIMC 18.10A.060.A.1, the Director may determine that a new pole in the right-of-way is in fact a superior alternative based on the impact to the City, the concealment element design, the City's Comprehensive Plan and the added benefits to the community.

E. Prior to the issuance of a permit to construct a new pole or ground mounted equipment in the right-of-way, the applicant must obtain a site-specific agreement from the City to locate such new pole or ground mounted equipment. The requirement also applies to the placement of replacement poles when the replacement is necessary for the installation or attachment of the small wireless facility, the replacement structure is higher than the replaced structure, and the overall height of the replacement structure and the wireless facility is more than sixty (60) feet.

F. These design standards are intended to be used solely for the purpose of concealment and siting. Nothing herein shall be interpreted or applied in a manner which dictates the use of a particular technology. When strict application of these requirements would unreasonably impair the function of the technology chosen by the applicant, alternative forms of concealment or deployment may be permitted which provide similar or greater protections of the street scape.

Section 7. Repeal and Replacement of Chapter 18.11 BIMC. Chapter 18.11 of the Bainbridge Island Municipal Code is hereby repealed in its entirety and replaced by the following:

**Chapter 18.11
Eligible Facilities Requests**

- 18.11.010 Definitions.
- 18.11.020 Application.
- 18.11.030 Qualification as an Eligible Facilities Request.
- 18.11.040 Timeframe for Review.
- 18.11.050 Tolling of the Time Frame for Review.
- 18.11.060 Determination That Application Is Not an Eligible Facilities Request.
- 18.11.070 Failure to Act.
- 18.11.080 Enforcement

18.11.010 Definitions

The following definitions shall apply to Eligible Facilities Requests only as described in this Chapter 18.11 BIMC.

A. “Base Station”: A structure or equipment at a fixed location that enables FCC-licensed or authorized wireless communications between user equipment and a communications network. The term does not encompass a tower as defined herein nor any equipment associated with a tower. Base Station includes, without limitation:

1. Equipment associated with wireless communications services as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.
2. Radio transceivers, antennas, coaxial or fiber-optic cable, regular and backup power supplies, and comparable equipment, regardless of technological configuration (including Distributed Antenna Systems (“DAS”) and small wireless networks).

3. Any structure other than a tower that, at the time the relevant application is filed (with jurisdiction) under this section, supports or houses equipment described in subparagraph (i) and (ii) above that has been reviewed and approved under the applicable zoning or siting process, or under another State or local regulatory review process, even if the structure was not built for the sole or primary purpose of providing that support.

4. The term does not include any structure that, at the time the Eligible Facilities Request application is filed with the City, does not support or house equipment described in subparagraph 1.a and 1.b above.

B. “Collocation”: The mounting or installation of transmission equipment on an eligible support structure for the purpose of transmitting and/or receiving radio frequency signals for communication purposes.

C. “Eligible Facilities Request”: Any request for modification of an existing tower or base station that does not substantially change the physical dimensions of such tower or base station, involving:

1. Collocation of new transmission equipment;
2. Removal of transmission equipment; or
3. Replacement of transmission equipment.

D. “Eligible support structure”: Any tower or base station as defined in this section, provided that it is existing at the time the relevant application is filed with the City.

E. “Existing”: A constructed tower or base station is existing if it has been reviewed and approved under the applicable zoning or siting process, or under another State or local regulatory review process, provided that a tower that has not been reviewed and approved because it was not in a zoned area when it was built, but was lawfully constructed, is existing for purposes of this definition.

F. “Substantial Change”: A modification substantially changes the physical dimensions of an eligible support structure if it meets any of the following criteria:

1. For towers other than towers in the public rights-of-way, it increases the height of the tower by more than 10% or by the height of one additional antenna array with separation from the nearest existing antenna not to exceed twenty (20) feet, whichever is greater; for other eligible support structures, it increases the height of the structure by more than 10% or more than ten (10) feet, whichever is greater;
2. For towers other than towers in the public rights-of-way, it involves adding an appurtenance to the body of the tower that would protrude from the edge of the tower more than twenty (20) feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater; for other eligible support structures, it involves adding an appurtenance to the body of the structure that would protrude from the edge of the structure by more than six (6) feet;

3. For any eligible support structure, it involves installation of more than the standard number of new equipment cabinets for the technology involved, but not to exceed four cabinets; or, for towers in the public rights-of-way and Base Stations, it involves installation of any new equipment cabinets on the ground if there are no pre-existing ground cabinets associated with the structure, or else involves installation of ground cabinets that are more than 10% larger in height or overall volume than any other ground cabinets associated with the structure;

4. It entails any excavation or deployment outside the current site;

5. It would defeat the concealment elements of the eligible support structure; or

6. It does not comply with conditions associated with the siting approval of the construction or modification of the eligible support structure or base station equipment, provided, however, that this limitation does not apply to any modification that is non-compliant only in a manner that would not exceed the thresholds identified above.

G. “Tower”: Any structure built for the sole or primary purpose of supporting any FCC-licensed or authorized antennas and their associated facilities, including structures that are constructed for wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul and the associated site.

H. “Transmission equipment”. Equipment that facilitates transmission for any FCC-licensed or authorized wireless communication service, including, but not limited to, radio transceivers, antennas, coaxial or fiber-optic cable, and regular and backup power supply. The term includes equipment associated with wireless communications services including, but not limited to, private, broadcast, and public safety services, as well as unlicensed wireless services and fixed wireless services such as microwave backhaul.

18.11.020 Application.

The Director shall prepare and make publicly available an application form used to consider whether an application is an Eligible Facilities Request. The application may not require the applicant to demonstrate a need or business case for the proposed modification. Prior to the issuance of an Eligible Facilities Request permit, the applicant shall pay a permit fee in an amount as determined by the City Council and adopted by resolution.

18.11.030 Qualification as an Eligible Facilities Request.

Upon receipt of an application for an Eligible Facilities Request, the Director shall review such application to determine whether the application qualifies as an Eligible Facilities Request.

18.11.040 Timeframe for Review.

Within sixty (60) days of the date on which an applicant submits an Eligible Facilities Request application, the Director shall approve the application unless it determines that the application is

not covered by this Chapter 18.11 BIMC.

18.11.050 Tolling of the Time Frame for Review.

A. The sixty (60) day review period begins to run when the application is filed and may be tolled only by mutual agreement by the Director and the applicant or in cases where the Director determines that the application is incomplete. .

1. To toll the timeframe for incompleteness, the Director shall provide written notice to the applicant within thirty (30) days of receipt of the application, clearly and specifically delineating all missing documents or information required in the application.
2. The timeframe for review begins running again when the applicant makes a supplemental submission in response to the Director’s notice of incompleteness.
3. Following a supplemental submission, the Director will notify the applicant within ten (10) days that the supplemental submission did not provide the information identified in the original notice delineating missing information. The timeframe is tolled in the case of second or subsequent notices pursuant to the procedures identified in this subsection. Second or subsequent notice of incompleteness may not specify missing documents or information that was not delineated in the original notice of incompleteness.

18.11.060 Determination That Application Is Not an Eligible Facilities Request.

If the Director determines that the applicant’s request does not qualify as an Eligible Facilities Request, the Director shall deny the application.

18.11.070 Failure to Act.

In the event the Director fails to approve or deny a request for an Eligible Facilities Request within the timeframe for review (accounting for any tolling), the request shall be deemed granted. The deemed grant does not become effective until the applicant notifies the Director in writing after the review period has expired (accounting for any tolling) that the application has been deemed granted.

18.11.080 Enforcement.

Compliance with the provisions of this chapter is mandatory. Any violation of this chapter shall be enforced, and penalties assessed, in accordance with Chapter 1.26 BIMC.

Section 8. Public Hearing. Pursuant to RCW 36.70A.390, the City Council shall hold a public hearing at a City Council meeting within 60 days of adoption of this ordinance in order to take public testimony. Pursuant to RCW 36.70A.390, the City Council may adopt additional legislative findings in support of this ordinance at the conclusion of said hearing.

Section 9. Corrections. The City Clerk and codifiers of the ordinance are authorized to make necessary corrections to this Ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

Section 10. Severability. If any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance is declared unconstitutional or invalid for any reason, such invalidity shall not affect the validity or effectiveness of the remaining portions of this Ordinance.

Section 11. Declaration of Emergency; Effective Date; Duration. This ordinance, as a public emergency ordinance necessary for the protection of the public health, public safety, public property, and public peace, shall take effect and be in full force immediately upon passage. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support this emergency declaration are included in the "Whereas" clauses above, all of which are adopted by reference as findings of fact as if fully set forth herein. This interim official control shall take effect immediately and shall remain effective for six (6) months, unless terminated earlier by the City Council. Provided, that the Council may, at its sole discretion, renew the interim official control for one or more six month periods in accordance with state law.

PASSED by the City Council this 14th day of May, 2019.

APPROVED by the Mayor this 14th day of May, 2019.

By:  _____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:


Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	May 10, 2019
PASSED BY THE CITY COUNCIL:	May 14, 2019
PUBLISHED:	May 17, 2019
EFFECTIVE DATE:	May 14, 2019
ORDINANCE NUMBER:	2019-15

FCC's Declaratory Ruling on 5G Small Cell Wireless Facilities

January 8, 2019 by [Laura Crandall](#)
Category: [Telecommunications](#)



The Federal Communications Commission (FCC) recently issued a 2-part Declaratory Ruling with the intent to streamline the deployment of Fourth Generation (4G) and Fifth Generation (5G) mobile communication system infrastructure. Key points of the ruling are listed and briefly discussed in this post.

The ruling is scheduled to take effect on January 14, 2019, and litigation brought by governments and by service providers is underway in

multiple courts on a variety of the ruling's points. The FCC offers a 1-page [Fact Sheet](#) or the full [Declaratory Ruling](#). Additional resources for local governments are available at the end of this post.

Features of 5G Deployments

5G deployments, also known as small cell wireless facilities (SWF), feature equipment that is smaller and more densely sited than 4G and macro wireless facilities and is primarily located in the right-of-way. 5G equipment is comprised of an antenna less than 3 cubic feet, an equipment box, and wiring, or 'fiber.' Antennae and equipment may be shrouded or enclosed, and in some cases an entire pole is an enclosure for 5G equipment. Small cell wireless facilities must be less than 50 feet tall. Photo examples are available in the slide deck below.



Equipment Enclosure. Photo credit, Elana Zana

(The slide

deck can be viewed in this page or opened in another browser window by hovering over the top right corner of the photo and making your selection.)

Key Points

The 2-part Declaratory Ruling offers the following key points:

- Establishes two new “presumptively reasonable” permit review timelines (referred to as *shot clocks*)
- Clarifies the use of the term *collocation*
- Publishes *safe harbor* fees for the use of city-owned infrastructure
- Establishes guidelines for imposing aesthetic standards that must be
 - reasonable
 - no more burdensome than those applied to other types of infrastructure deployments
 - objective and published in advance
- Interprets the term *effectively prohibit*. See Sections 253 and 332(c)(7) of the Communications Act for discussion of state and/or local law as regards effective prohibition

Shot clocks

Shot clocks are the FCC’s new permit review times for small wireless facilities, including:

1. A 60-day review period for collocation of small wireless facilities
2. A 90-day review period for construction of new small wireless facilities

These are shown in the chart below, along with existing and new FCC shot clocks.

FCC Review Shot Clock Types and Times	
Type of Review	Shot Clock
Franchise	120 days
ROW Permit	30 days
Collocation of small wireless facilities*	60 days
Collocations of facilities other than small wireless**	90 days
Construction of new small wireless facilities*	90 days
Construction of new facilities other than small wireless**	150 days
Eligible Facilities Requests (6409(a))	60 days
Eligible Facilities Requests Application Review	60 days (deemed granted if not acted upon)

*Green-shaded shot clocks are new

**Previously existed but were not codified. FCC codifies them in the Declaratory Ruling.

For collocation and new construction of SWF's, the shot clock begins to run when an application is submitted, not when it is deemed complete. However, the clock pauses if an application is considered incomplete and the applicant notified within 10 days to submit supplemental information. Once the missing information has been submitted, the shot clock resets and starts anew. It can be paused again if the

resubmission does not include the information requested in the initial notice.

The FCC stated: "Missing shot clock deadlines would presumptively have the effect of unlawfully prohibiting service in that such failure to act can be expected to materially limit or inhibit the introduction of new services or the improvement of existing services." (Paragraph 119)

Mandatory pre-application requirements

Pre-application requirements and procedures do not delay or suspend the clocks. The FCC takes the position that having pre-application requirements or procedures would negate the intent of shot clocks. Shot clocks are addressed in paragraphs 141-147.

Collocation

Collocation is the attachment or installation of an antenna and associated antenna equipment to existing poles, structures, and infrastructure in the public right-of-way, whether it currently holds such equipment or not. It also includes the modification of a structure for the purposes of installing an antenna and antenna equipment. The 90-day shot clock applies.

Fees

The FCC has suggested "presumptively reasonable" safe harbor application and use fees but has not placed caps on fees. Local governments are not prevented from charging fees higher than the suggested amounts, but should a carrier choose to litigate over a government's higher fees, the local government must demonstrate that its fees are based on a reasonable approximation of its costs and that its costs are "reasonable" and no higher than fees charged to "similarly-situated competitors in similar situations." (Paragraph 50)

The safe harbor fees can be found in paragraph 79 and are:

- \$500 for non-recurring fees, including a single up-front application that includes up to five SWF's, with an additional \$100 for each SWF beyond five

- \$1,000 for non-recurring fees for a new pole (not a collocation) intended to support one or more SWF's
- \$270 per SWF per year for all recurring fees, including any possible ROW access fee or fee for attachment to municipally-owned structures in the ROW

The *reasonableness* of these fees is in litigation, as cities cite their current fees for similar use, which in many cases are higher than those suggested by the FCC. Cities also state that the FCC's safe harbor fees do not cover costs. If your jurisdiction determines it should set different fee levels based on costs, keep the *reasonableness* test in mind, check with your attorney, and document how those fees were determined.

Aesthetic Standards

The FCC addresses aesthetics in *Section C. Other State and Local Requirements that Govern Small Facilities Deployment*. The discussion of aesthetics takes place in the context of "effective prohibition of service", with [paragraph 86](#) stating:

Given these differing perspectives and the significant impact of aesthetic requirements on the ability to deploy infrastructure and provide service, we provide guidance on whether and in what circumstances aesthetic requirements violate the Act. This will help localities develop and implement lawful rules, enable providers to comply with these requirements, and facilitate the resolution of disputes. We conclude that aesthetics requirements are not preempted if they are (1) reasonable, (2) no more burdensome than those applied to other types of infrastructure deployments, and (3) published in advance. (emphasis added)

Some cities in Washington State have recently drafted and adopted codes addressing aesthetics and fees in anticipation of the FCC ruling's effective date. Sample codes and ordinances are at the bottom of this post, along with brief descriptions. All codes are from 2018 and are provided as examples.

In the embedded slide deck, we have included some examples of codes as well as examples of what to be aware of regarding your existing ROW aesthetics and how those may be applied to establish "no more burdensome" aesthetic requirements for placement of 5G equipment on poles. When working with design standards, keep in mind the three points from the ruling: standards are reasonable, no more burdensome than those in place for similar types of deployments, and must be published in advance.

Effective Prohibition: A Term to Remember

With each of the points discussed above in this post, the overarching concept to keep in mind is that of effective prohibition. The FCC cites its own 1997 [California Payphone Opinion and Order](#) when interpreting an effective prohibition, and it is discussed in each section of the ruling that discusses fees, aesthetics, and shot clocks. According to the FCC, a jurisdiction's actions, processes, codes, or fees, may be deemed an effective prohibition if it "materially inhibits" small wireless facility deployment.

[Paragraph 37](#) of the ruling states:

As explained in California Payphone and reaffirmed here, a state or local legal requirement will have the effect of prohibiting wireless telecommunications services if it materially inhibits the provision of such services. We clarify that an effective prohibition occurs where a state or local legal requirement materially inhibits a provider's ability to engage in any of a variety of activities related to its provision of a covered service. This test is met not only when filling a coverage gap but also when densifying a wireless network, introducing new services or otherwise improving service capabilities.

The FCC has declared that a state or local government need only “materially inhibit” a small wireless facility deployment in order for its action to constitute an “effective prohibition” under Section 253 or 332(c)(7) of the Communications Act.

More Information and Resources

MRSC will continue to track small cell wireless deployment issues and regulations that may affect local governments. At the time of this writing, at least 20 state legislatures have passed legislation restricting local zoning authority for 5G deployment. Please send any codes, procedures, or practices that your jurisdiction has developed via email to lcrandall@mrsc.org.

General Resources

- [American Planning Association's *FCC Decision on 5G Wireless Raises Flags for Local Planning*](#)
- [FCC Fact Sheet and Declaratory Ruling](#)
- [National League of Cities *Small Cell Wireless Technology in Cities*](#), which includes graphics of small and macro cell facilities, a discussion of federal and state policies regarding municipal siting processes, and city examples of aesthetic provisions; business process improvements to address the speed of broadband and small cell application processing; the use of citizen advisory committees; and six strategies for city leadership
- [City and County of Denver *Small Cell Infrastructure Guidelines*](#), which includes illustrations of what the city will and won't allow. Colorado passed state regulations
- [*Cities prepare for 5G small-cell wireless, amid worries about local control and tight timelines*](#), MLT News

Litigation

- [Appeals of Small Cell Order Consolidated in Tenth Circuit](#)

Codes and Ordinances

- [City of Burien Ordinance 700](#), adopted December 2018
- [City of Mountlake Terrace Ordinance 2722](#), adopted April 2018
- [City of Renton Ordinance 5876](#), adopted January 2018
- [City of Bellingham Ordinance 2018-09-014](#), adopted in September 2018 and developed by the city, this code provides structure without being overly descriptive or prescriptive
[Federal Way Revised Code Chapter 19.256](#) is a new chapter, adopted in June 2018, that includes both small cell facilities and wireless communication facilities and requires a 'concealment element plan' as part of extensive design guidelines for new and existing structures
- The City of Spokane Valley added [Chapter 22.120](#) to its Municipal Code in 2018. The brief and succinct code includes what must be included in application submittals and has design standards that address type of equipment and the surrounding in which it is place.



About Laura Crandall

Laura Crandall joined MRSC as a Public Policy and Finance Analyst in August 2018.

Previously, she worked as a Management Analyst with the City of Burien and as an Analyst in the Finance Department with the City of Tukwila. Laura has an MPA from Seattle University with a focus in local government. She was selected for an ICMA Local Government Management Fellowship after graduating.

Laura served as executive director of a nonprofit for six years, and has experience in organizational and program development, staff management and mentoring, budgeting, and benefits.

She has a Bachelor of Arts in German Language and Literature from the University of Washington, and enjoys learning languages.

[VIEW ALL POSTS BY LAURA CRANDALL](#) ▶

Comments

0 comments on FCC's Declaratory Ruling on 5G Small Cell Wireless Facilities

Blog post currently doesn't have any comments.

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CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:50 PM) Public Hearing on Ordinance No. 2019-17, Extending the Duration of the Interim Official Control Related to the Preservation of Landmark Trees - Planning,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

Conduct public hearing.

SUMMARY:

This agenda item is to conduct the public hearing on proposed Ordinance No. 2019-17 related to extending the interim official control regulations regarding the preservation of Landmark Trees.

FISCAL IMPACT:

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

BACKGROUND:

On May 7, 2019, the City Council discussed generally the potential for future revisions to Chapter 16.32 BIMC as part of a presentation from two arborists summarizing their report, "City of Bainbridge Island Tree Resource Code and Policy Recommendations." Proposed Ordinance No. 2019-17 would extend for an additional six months the interim control governing the preservation, protection, and retention of Landmark Trees in effect since June 26, 2018 (Ordinance No. 2018-25) to allow more time to consider and potentially adopt revisions to Chapter 16.32 BIMC.

Since the adoption of Ordinance No. 2018-25, 35 landmark tree removal permit applications have been received. City action on these applications include:

32 approved

2 under review

1 denied

An appeal of the City's decision to deny the one landmark tree permit application was filed on May 24, 2019. A hearing date in front of the City's Hearing Examiner is in the process of being scheduled.

To implement the updated work plan included with proposed Ordinance No. 2019-17, staff anticipates the following next steps:

Bringing forward key policy considerations to receive City Council direction; including, for example, use of tree canopy in permit review, use of substitute mitigation, and allowance for stewardship plans. Staff is prepared to support Council discussion of key policy considerations at an August study session.

Moving forward with an ordinance as recommended in the May 7, 2019 staff memorandum, including revisions to BIMC 16.18, 18.15, and 18.32 incorporating policy direction received from the Council and recommendations from the "City of Bainbridge Island Tree Resource Code and Policy Recommendations" report and staff; and

Developing permit assistance materials and other educational resources.

ATTACHMENTS:

[Ordinance No. 2019-17 Extending Landmark Tree Regulations](#)

[Exhibit A to Ordinance No. 2019-17 \(Updated Work Program\)](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2019-17

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 36.70A.390; amending the interim official control, codified as Chapter 16.32 of the Bainbridge Island Municipal Code; leaving the effective date of the interim official control unchanged; updating the work plan; and extending the duration of the interim official control until December 26, 2019.

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

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

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

WHEREAS, land clearing and development activities have resulted in the removal and loss of Landmark Trees on Bainbridge Island and the City has received numerous public comments expressing concern regarding the loss of Landmark Trees on Bainbridge Island; and

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

WHEREAS, the Planning Commission, Design Review Board, and the Ad Hoc Tree/LID Committee have expressed concern regarding the loss of trees on Bainbridge Island and the preservation of trees is a community value supported by the policies and goals of the City’s Comprehensive Plan; and

WHEREAS, on June 26, 2018, the City Council adopted Ordinance No. 2018-25, which imposed an interim official control in the form of Chapter 16.32 BIMC, *Preservation of Landmark Trees*, which designates Landmark Trees based on size and species, requires a permit to remove any Landmark Tree, and imposes fines if a Landmark Tree is removed without a permit; and

WHEREAS, on August 14, 2018, the City Council held a public hearing on Ordinance No. 2018-25; and

WHEREAS, the City Council has previously amended the interim official control adopted by Ordinance No. 2018-25 on August 21, 2018 (via Ordinance No. 2018-32), October 9, 2018 (via Ordinance 2018-42), and on December 11, 2018 (via Ordinance 2018-45); and

WHEREAS, on October 16, 2018, the City Council authorized the City Manager to contract with a team of arborists to review and make recommendations on City regulations governing tree and vegetation removal, including Chapter 16.32 BIMC; and

WHEREAS, on November 27, 2018, the City Council first discussed Ordinance No. 2018-45; and

WHEREAS, in response to comments and input that City staff and the City Council received regarding implementation and application of the landmark tree regulations, including comments from many property owners and Puget Sound Energy about difficulty in meeting the requirements of the regulations, City staff proposed amendments to the regulations to add exceptions for the type of landmark tree removal that would be approved through permit review; and

WHEREAS, in response to that input, on December 11, 2018, the City Council held a public hearing on Ordinance No. 2018-45, and considered and adopted Ordinance No. 2018-45 and the work plan that was provided as Exhibit A to that ordinance; and

WHEREAS, the above described team of arborists provided their report and recommendations to City staff, and the City Council discussed that report and those recommendations at a Council study session on May 7, 2019; and

WHEREAS, additional time is needed for the City Council to review the recommendations and consider the potential adoption of such recommendations that are consistent with the vision and goals of the City's Comprehensive Plan; and

WHEREAS, on May 28, 2019, the City Council first discussed this ordinance, Ordinance No. 2019-17; and

WHEREAS, on June 11, 2019, the City Council held a public hearing on this ordinance, Ordinance No. 2019-17, and considered and adopted this ordinance and the updated work plan that is provided as Exhibit A to this ordinance; and

WHEREAS, the interim official control promotes the public good and is necessary for the protection of public health, property, safety and welfare, and the public emergency on which the interim official control was imposed continues to exist and this ordinance does not change the basis for the that declaration of emergency nor the effective date of the interim official control, which is June 26, 2018.

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council's initial findings of fact in support of the interim official control, as initially established by Ordinance No. 2018-25 and as subsequently amended by Ordinance Nos. 2018-32, 2018-42, and 2018-45.

Section 2. Duration of Interim Official Control Extended. The interim official control is hereby amended, as also stated in Section 6 below, to extend the duration of the interim official control until December 26, 2019, six months beyond the current expiration date which, without this amendment, would be June 26, 2019.

Section 3. Interpretive Authority. The City of Bainbridge Island Director of Planning and Community Development, or designee, is hereby authorized to issue official interpretations arising under or otherwise necessitated by this ordinance.

Section 4. Interim Official Control Work Plan and Hearing. As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew an interim official control for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made, and the City is hereby extending the interim official control as described herein based on the updated work plan that has been developed and is attached and incorporated herein as Exhibit A to this ordinance, the public hearing that is being held related to this ordinance, and the findings of fact that have been made in this ordinance and the previous ordinances related to this interim official control.

Section 5. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 6. No Change to Basis for Declaration of Emergency or Effective Date; Extension of Duration. This ordinance shall take effect and be in force five days from and after its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the emergency declaration stated in Ordinance No. 2018-25, which preceded this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support this emergency declaration were included in the “Whereas” clauses in Ordinance Nos. 2018-25, 2018-32, 2018-42, and 2018-45 and those “Whereas” clauses are adopted as findings of fact. This ordinance amending the interim official control shall extend the duration of the interim official control for an additional six-month period, until December 26, 2019, unless terminated earlier by the City Council. This ordinance does not change the effective date of the interim official control, which is June 26, 2018. The Council may, at its sole discretion, renew the interim official control for one or more six-month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED BY THE CITY COUNCIL this ___ day of _____, 2019.

APPROVED BY THE MAYOR this ___ day of _____, 2019.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	May 24, 2019
PASSED BY THE CITY COUNCIL:	June _____, 2019
PUBLISHED:	June _____, 2019
EFFECTIVE DATE:	June _____, 2019
ORDINANCE NUMBER:	2019-17
ATTACHED:	Exhibit A

EXHIBIT A



PROTECTION OF LANDMARK TREES

UPDATED WORK PROGRAM FOR INTERIM REGULATIONS (May 28, 2019)

ORDINANCE 2018-25 PROTECTION OF LANDMARK TREES:

On June 26, 2018, the City Council adopted Ordinance No. 2018-25, which imposed an interim official control governing the preservation, protection, and retention of Landmark Trees located on Bainbridge Island. The interim official control created a new chapter of the municipal code: Chapter 16.32 BIMC, Protection of Landmark Trees. The interim official control took effect immediately and will be extended until December 26, 2019, via the adoption of this current ordinance, Ordinance No. 2019-17, unless terminated earlier or extended by the City Council.

Since being adopted, the City Council has amended the interim official control adopted by Ordinance No. 2018-25 three previous times: first on August 21, 2018 (via Ordinance No. 2018-32), on October 9, 2018 (via Ordinance 2018-42), and on December 11, 2018 (via Ordinance 2018-45).

The City has developed and is proceeding based on the Updated Work Program described below to address the issues related to preservation of larger trees raised by the adoption of the interim regulations set forth in Ordinance Nos. 2018-25, 2018-32, 2018-42, and 2018-45, as well as this current ordinance, Ordinance No. 2019-17.

Fall 2018

On October 16, 2018, the City Council authorized the City Manager to contract with a team of arborists led by Katy Bigelow and John Bornsworth to review and make recommendations on City regulations governing tree and vegetation removal, including Chapter 16.32 BIMC. The City Manager negotiated and executed a contract with the team of arborists, and the team's recommendations were received in December 2018.

May 2019

The City Council reviewed the final report and recommendations from the consultant arborists. The Council is in the process of considering and providing policy direction to staff about which recommendations to pursue. A possible result of that Council consideration could be proposed code changes, first reviewed by the Planning Commission, and/or recommendations not related to the code such as improved outreach and education materials.

July-August 2019

After the City Council provides policy direction to City staff, the Planning Commission would review any drafted code changes (via a draft ordinance). After holding a public hearing, the Planning Commission would make recommendations to the Council on a tree preservation, protection, and retention ordinance.

August-October 2019

The City Council would then review and take action on the proposed ordinance.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:05 PM) Ordinance No. 2019-13, Adopting Kitsap Humane Society's Recommended Updates to the City's Animal Control Code - Executive,

STRATEGIC PRIORITY: Safe City

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to forward Ordinance No. 2019-13 for approval with the June 25, 2019 Consent Agenda.

SUMMARY:

The City contracts with the Kitsap Humane Society (KHS) to enforce the City's Animal Control Code. Based on its experience, KHS has proposed several recommended changes to the City's Animal Control Code for the City Council to consider.

FISCAL IMPACT:

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

BACKGROUND:

On December 12, 2017, the City Council authorized the City Manager to enter into a contract with the Kitsap Humane Society for animal control services for a new three-year term beginning on January 1, 2018.

On January 2, 2018, the City and the Kitsap Humane Society executed a contract for animal control services for a three-year term ending on December 31, 2020.

Under the terms of the contract, the City has designated the Kitsap Humane Society to act as the Animal Control and Impounding Authority for the City in accordance with Title 6 BIMC. The Kitsap Humane Society has

previously performed these services for the City and performs similar services for other municipalities in Kitsap County.

One of the City Council's top priorities for 2018 was code enforcement. On June 4, 2018, the Kitsap Humane Society provided the City with a number of recommended changes to the City's Animal Control Code based on the Kitsap Humane Society's experience in other jurisdictions. Such recommendations were provided as part of a larger City-wide effort to evaluate what improvements related to code enforcement could be made to the City Code.

On September 18, 2018, the City Council first considered the Kitsap Humane Society's recommendations as part of a larger code enforcement discussion.

On March 12, 2019, representatives from the Kitsap Humane Society presented the recommendations to the City Council and the City Council directed staff to prepare an ordinance to adopt the Kitsap Humane Society's recommendations.

Attached for Council's consideration is proposed Ordinance No. 2019-13, adopting the Kitsap Humane Society's recommendations. Also attached is a table outlining which sections of Ordinance No. 2019-13 correspond to the specific recommendations from the Kitsap Humane Society.

ATTACHMENTS:

[Kitsap Humane Society's Animal Control Code Recommendations](#)

[Ordinance No. 2019-13, Adopting Kitsap Humane Society's Recommended Updates to the City's Animal Control Code](#)

[Table - How Each Section of Ordinance No. 2019-13 Corresponds to KHS' Recommendations](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

**COBI ANIMAL CODE
RECOMMENDED CHANGES**
Submitted by Kitsap Humane Society
June 4, 2018

City of Bainbridge Island officials asked Kitsap Humane Society’s Animal Control Division to submit recommendations for amending the City’s animal ordinances to be more consistent with surrounding jurisdictions (e.g. Kitsap County Code). Our recommendations are consistent with best practices in animal welfare and animal control. This page provides an executive summary of the proposed changes. Additional pages provide specific code language illustrations.

Category/Section	Rationale for Change	Summary of Specific Proposed Changes
1. Potentially Dangerous Animals	Restrictions on Potentially Dangerous Animals are intended to protect public safety. COBI’s enforcement options against owners of Potentially Dangerous Animals (PDA) who do not comply with restrictions previously placed on the animal(s) are more limited than elsewhere. Proposed changes are consistent with Kitsap County’s code and would provide a stronger deterrent for failure to comply with restrictions.	Proposes amending BIMC 6.04.053, Failure to control an animal declared potentially dangerous. Consistent with Kitsap County Code, give Animal Control the authority to impound an animal(s) where the owner has failed to comply with PDA restrictions.
2. Adding various infractions and enforcement options	COBI’s current code does not include infractions for various offenses that are illegal in other jurisdictions, specifically: <ul style="list-style-type: none"> • Owning an excess number of dogs or cats • Operating or maintaining a “hobbyist” facility without a valid license, or operating such facility in a fashion contrary to code requirements • Failure to license a cat or dog • Animal bites (separate from a PDA) • Failure to notify the Animal Control Authority of change of ownership, custody or residence of an animal that has been declared Potentially Dangerous or Dangerous • Sale, barter or transfer of pets in public places, unless sanctioned • Failure to provide adequate care for pets or livestock • Confinement of an animal in a wheeled vehicle (where the pet’s life is at risk) • Pets chasing livestock 	Proposes additional infractions under Chapter 6.04 BIMC, for the items listed to the left, consistent with the Kitsap County Code.
3. Disposition of impounded animals not redeemed	Only 25% of stray animals brought to the Kitsap Humane Society shelter get redeemed (reclaimed) by their owner. Of those animals who are redeemed, most redemptions occur in the first two days after impoundment, reflecting the attachment most owners have with their pet. But for pets not reclaimed within a day or two, KHS takes on the humane and costly responsibility of trying to adopt out each pet. Several years ago, Kitsap County reduced the time that an adult animal could be redeemed from 96 hours to 72 hours, to allow those animals to find a new home sooner. At the same time, animals with a license are held for 7 days to allow KHS more time to locate the owner.	Reduces the redemption period from 96 hours to 72 hours, but increases the redemption period for animals that are licensed.
4. Pet licensing	Standardization (i.e. per Kitsap County and other local jurisdictions) would make pet licenses required for cats as well as dogs. Currently, a pet license for a cat is “optional” per the code. Very few lost cats are returned to their owners – licenses and microchips would help increase the success rate.	Remove “optional” from licensing of cats.

SECTION 1: POTENTIALLY DANGEROUS ANIMALS – RECOMMENDED CHANGE

THESE WOULD TAKE THE PLACE OF COBI CODE CHAPTER 6.04.053 – FAILURE TO CONTROL AN ANIMAL DECLARED POTENTIALLY DANGEROUS

THIS LANGUAGE IS FROM KITSAP COUNTY’S CODE – CHAPTER 7.12.020

NOTE: BI’s approach to Potentially Dangerous Animals is somewhat different from Kitsap County, in that that the BI Code defines different levels of PDA, with different specified restrictions, e.g. physical restraints, liability insurance, secure enclosures (i.e. fencing, muzzling, etc. COBI may wish to review the entire Kitsap County code section on PDA’s and consider whether it wants to revamp the entire section to be consistent. If so, here is the link to the Kitsap County section on PDA: <http://www.codepublishing.com/WA/KitsapCounty/#!/Kitsap07/Kitsap0712.html#7.12>

KHS immediate focus/recommendations: KHS Animal Control’s more immediate concern is effective enforcement of PDA restrictions. Restrictions that accompany a PDA are intended to ensure public safety. We have seen many situations where public safety has been placed at risk because owners have failed to fully comply with restrictions. Our recommendations are intended to provide Animal Control with the additional option of a more direct and immediate consequence for failure to comply with PDA restrictions. We believe this will also serve as a deterrent to owners who avoid or skirt restrictions.

Recommendation #1: Add a section that allows for the Animal Control Authority to impound the animal(s). Kitsap County Code Chapter 7.12.010(n) states the following:

(n) Failure to Abide by Restraints. Failure on the part of the owner(s) of a potentially dangerous animal to abide by the restraints placed upon the owner(s) or their animal by the animal control authority, hearing examiner, or district court may result in impoundment of the potentially dangerous animal by the animal control authority, pursuant to Section [7.12.020\(c\)](#).

Recommendation #2: We recommend the code language contain a more clear statement that a misdemeanor may be charged directly through the BI Code for failure to comply with PDA restrictions. Kitsap County Code Chapter 7.12.020 states the following:

7.12.020 Failure to control an animal declared potentially dangerous – Declaration of animal as dangerous. 

(a) Misdemeanor. When an animal has been declared potentially dangerous pursuant to Section [7.12.010](#), the owner of the potentially dangerous animal shall be guilty of a misdemeanor if such animal is thereafter found:

- (1) At large;
- (2) To have, when unprovoked, inflicted a bite(s) upon a human, pet, or livestock either on public or private property;

(3) To have chased or approached a person upon the streets, side-walks, or any other public grounds in such a manner as to significantly threaten the safety of humans, pets, or livestock; or

(4) To have caused injury to or otherwise threatened the safety of humans, pets, or livestock. This section shall not preclude immediate criminal prosecution under RCW [16.08.100](#) in a first bite situation causing severe injury or death of any human.

Recommendation #3: We recommend under Section 2 below that COBI adds an infraction for Animal Bites. The relevance to the PDA issue is that the BI Code defines an animal as a Level 3 PDA if it has bitten a human or domestic animal. A more typical practice in Animal Control enforcement is that if an animal has no prior history of biting, and it is a first offense, and the bite is mild versus a severe attack, officers will have discretion to enforce the violation at a level that is below the severity of a Potentially Dangerous Animal declaration. Kitsap County Code has the following ordinance under Section 7.14.030(12):

7.14.030 Infractions.

The following are declared to be Class 1 civil infractions

(12) Animal Bites. To own a pet or livestock that bites a person while such person is on public property or lawfully on private property;

Recommendation #4: We believe there are situations where it is warranted to remove a PDA label from an animal. Oftentimes, the PDA is as much, if not more, the result of poor owner management. We found language in a code in Clallam County that speaks to this. We intend to propose such amendments to the County, the City of Bremerton and other local jurisdictions:

17.03.130 Inactive potentially dangerous dog.

If, after 24 months, no violations of this title or the Clallam County Code have occurred, the owner of a potentially dangerous dog may request review of the designation. The request shall be made in writing and submitted to the County Animal Control Authority.

Review and notification to the owner of the outcome will be made within 30 days of the written request.

Reclassification of a potentially dangerous dog means that it will no longer have to be restrained as required in CCC [17.03.060](#) nor will it have to be licensed per CCC [17.03.040](#). The requirements of CCC [17.03.080](#) still apply.

Any dog on the inactive potentially dangerous list that violates the reasons to declare a dog potentially dangerous will be immediately reclassified to potentially dangerous and may be reclassified to dangerous per CCC [17.03.020](#)(3).

SECTION 2: Adding various infractions and enforcement options

THESE WOULD ADD INFRACTIONS UNDER COBI CHAPTER 6,04.

THIS LANGUAGE IS FROM KITSAP COUNTY'S CODE – CHAPTER 7.14.030

We would be glad to provide more discussion on WHY it is beneficial for the community to have these infractions be listed as unlawful activity.

7.14.030 Infractions.

The following are declared to be Class 1 civil infractions:

- (8) Excess Number of Cats and/or Dogs. To own five or more adult cats and/or dogs at the same place or residence without a valid commercial pet facility, animal welfare facility, hobbyist or enthusiast license;
- (9) No Valid License. To operate or maintain a hobbyist (i.e. hobby kennel under COBI) facility without a valid license;
- (10) Failure to License. To fail to license a cat or dog as required by Section [7.08.010](#);
- (11) Regulatory Violations. To operate a hobbyist (i.e. hobby kennel under COBI) facility in a fashion contrary to that required by Sections [7.08.050](#) and [7.08.065](#);
- (12) Animal Bites. To own a pet or livestock that bites a person while such person is on public property or lawfully on private property;
- (14) Failing to Notify Animal Control Authority of Change of Ownership, Custody, and/or Residence. For any owner of an animal that has been declared dangerous or potentially dangerous to sell, barter, or otherwise transfer the ownership, custody, or residence of such an animal without notifying the animal control authority within fourteen calendar days of the change as required by Section [7.12.010](#)(n) or to otherwise fail to comply with the requirements of that section;
- (15) Sale, Barter, or Other Transfer of Pets in Public Places Prohibited. It is unlawful to sell, barter, or otherwise transfer for the purpose of changing ownership any pet in an area open to the public, unless such activity is pursuant to Section [7.08.040](#), or occurs at a sanctioned dog or cat show;
- (16) Failure to Provide Adequate Care. For any owner of a pet or livestock to fail to:
 - (A) Provide adequate food and water for any pet or livestock, as defined in Section [7.04.020](#)(1);
 - (B) Provide adequate shelter for any pet or livestock, as defined in Section [7.04.020](#)(2), except as may be appropriate for short term medical requirements or generally accepted livestock husbandry practices such as swine farrowing;
 - (C) Provide appropriate habitat and medical care; or
 - (D) Maintain facilities housing pets in a healthful, sanitary, and safe manner;

(17) Confinement of an animal in a wheeled vehicle. No person shall confine any pet or livestock in a wheeled vehicle in such a manner that places the animal in a life- or health-threatening situation by exposure to a prolonged period of heat or cold, without proper ventilation or other protection from such heat or cold. In order to protect the health and safety of such animal, an animal control authority employee or law enforcement officer who has probable cause to believe that this section is being violated shall have the authority to enter such vehicle to remove such animal by any reasonable means under the circumstances after making a reasonable effort to locate the owner. No law enforcement officer or animal control authority employee shall be held liable for any damage to property resulting from actions taken under this section or pursuant to Chapter [16.52](#) RCW;

(19) Pets Chasing Livestock. For the owner of a pet to permit that animal to harass or chase another owner's livestock, when not engaged in the specific work of herding approved by the owner of the livestock;

SECTION 3: DISPOSITION OF IMPOUNDED ANIMALS NOT REDEEMED – RECOMMENDED CHANGE
THESE WOULD TAKE THE PLACE OF COBI CODE CHAPTERS 6.12.050, 060, 070)
THIS LANGUAGE IS FROM KITSAP COUNTY'S CODE – CHAPTER 7.10.010(f)

RATIONALE: The best practice in animal welfare is to find a permanent, loving home for all lost pets, with the exception of pets too sick or injured to be saved, or animals too dangerous to adopt out. Our initial goal is to find the existing owner of a lost pet. Unfortunately, less than 25% of stray animals that come to KHS get reclaimed by their owners. And among the animals that do get reclaimed (redeemed) by their owners, most come to find their pet within a day or two after that pet has arrived at KHS. If an owner does not show up in 2-3 days, and we do not have contact information regarding the owner, it is a more humane practice to attempt to adopt that animal out as soon as possible, rather than have the pet languish in the shelter waiting for an owner that is not showing up. Several years ago, we worked with Kitsap County and other jurisdictions to agree to reduce the time that an adult animal could be redeemed from 96 hours to 72 hours, to allow those animals to find a new home sooner. At the same time, we allow for animals with a current pet license to be held up to 7 days – so that we can attempt to find the owner via the identifying information from the license. As a result, this law provides a greater incentive for pet owners to license their pet – it is an added “insurance policy.” The following is the current language from the Kitsap County Code

(f) Disposition of Impounded Animals Not Redeemed.

(1) When a pet is not redeemed within the following time periods, the animal control authority may give or adopt the animal to an animal welfare organization or qualified person, or euthanize the animal.

(A) Seventy-two hours for unlicensed adult cats and dogs.

(B) Seven days for licensed adult cats and dogs.

(C) Forty-eight hours for juvenile cats or dogs.

(D) Twenty-four hours for litters of juvenile cats or dogs under seven weeks of age.

(2) Impounded horses, mules, donkeys, or cattle shall be addressed as set forth by Chapter [16.24](#) RCW. When all other livestock is not redeemed, no sooner than seventy-two hours following impoundment, the animal control authority may give or adopt the animal to an animal welfare organization or qualified person, or may commence to auction the animal to the highest bidder that can provide the animal with a suitable environment, or euthanize the animal. Notice of the auction and a description of the livestock to be auctioned shall be published at least seven calendar days prior to the sale in the official county newspaper. Such notice shall also be mailed to the owner of the livestock, if known.

(3) When a feral cat is not redeemed, no sooner than twenty-four hours following impoundment, the animal control authority may give or adopt the animal to an animal welfare organization or qualified person, or euthanize the animal.

By adding the new stray hold for “feral cat”, BI would need to add a definition of feral cat to your definitions section. This is what Unincorporated KC has under their definitions:

(13) “Feral cat” means any cat that has no apparent owner or identification and is apparently wild, untamed, unsocialized, unmanageable, and unable to be approached or handled. A feral cat is not considered a pet per this title.

SECTION 4 : DISPOSITION OF IMPOUNDED ANIMALS NOT REDEEMED – RECOMMENDED CHANGE

THESE WOULD AMEND COBI CHAPTER 6.08 – LICENSING OF DOGS AND CATS – TO BE CONSISTENT WITH ALL OTHER JURISDICTIONS IN KITSAP COUNTY

COBI makes it optional (Chapter 6.08.010) for owners of cats to have a pet license for their cat. BI is the only local jurisdiction to make that distinction.

ORDINANCE NO. 2019-13

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to animal control; amending Title 6 of the Bainbridge Island Municipal Code (BIMC) to update the City's Animal Control Code to incorporate best practices recommended by the City's animal control authority.

WHEREAS, on December 12, 2017, the City Council authorized the City Manager to enter into a contract with Kitsap Humane Society for animal control services for a new three-year term beginning on January 1, 2018; and

WHEREAS, on January 2, 2018, the City and the Kitsap Humane Society executed a contract for animal control services for a three-year term ending on December 31, 2020; and

WHEREAS, under the terms of the contract, the City has designated the Kitsap Humane Society to act as the Animal Control and Impounding Authority for the City in accordance with Title 6 BIMC; and

WHEREAS, the Kitsap Humane Society has previously performed these services for the City and performs similar services for other municipalities in Kitsap County; and

WHEREAS, one of the City Council's top priorities for 2018 was code enforcement; and

WHEREAS, on June 4, 2018, the Kitsap Humane Society provided the City with a number of recommended changes to the City's Animal Control Code; and

WHEREAS, such recommendations were provided as part of a larger City-wide effort to evaluate what improvements related to code enforcement could be made to the City Code; and

WHEREAS, on September 18, 2018, the City Council first considered the Kitsap Humane Society's recommendations as part of a larger code enforcement discussion; and

WHEREAS, on March 12, 2019, representatives from the Kitsap Humane Society presented the recommendations to the City Council and the City Council directed staff to prepare an ordinance to adopt the Kitsap Humane Society's recommendations; and

WHEREAS, on June 11, 2019, the City Council first considered and discussed proposed Ordinance No. 2019-13.

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

Section 1. Subsection 6.04.010.6 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

6. “~~Animal rescue league~~ Animal welfare organization” means any association or nonprofit corporation which routinely obtains unwanted dogs or cats, the primary goal of which is to place the dogs or cats into adoptive homes, as long as the dogs or cats are neutered.

Section 2. Subsection 6.04.050.F of the Bainbridge Island Municipal Code is hereby amended to read as follows:

F. Hearing Before Director of Animal Control or Designee. Upon receiving the written notice of appeal, the director of animal control, or her or his designee, shall promptly schedule an appeal hearing and provide written notice of the hearing to the appellant. At the hearing, the animal control authority shall have the burden of proving that the animal is potentially dangerous by a preponderance of the evidence. The director of animal control, or her or his designee, shall issue a written decision to the appellant which either sustains or reverses the animal control authority’s declaration. The decision shall be the final decision of the animal control authority. If the declaration is sustained, the appellant shall be notified of the right to an appeal.

Section 3. Section 6.04.050 of the Bainbridge Island Municipal Code is hereby amended to include a new Subsection 6.04.050.L to read as follows:

L. Reconsideration of Potentially Dangerous Animal Declaration.

1. No sooner than 24 months from the date that the animal was declared to be potentially dangerous, any owner of a potentially dangerous animal may request that the animal control authority reconsider the potentially dangerous animal declaration. Such a request shall be submitted in writing to the animal control authority and shall include facts and the specific steps that the owner has taken to effectively and safely manage the animal. Within 60 days of the request, the animal control authority shall respond to the owner in writing and take one of the following actions:

- a. Deny the request for reconsideration; or
- b. Rescind the potentially dangerous animal declaration; or
- c. Reclassify the potentially dangerous animal to a different level, as described in BIMC 6.04.050.A.

2. A owner of a potentially dangerous animal cannot make a request under BIMC 6.04.050.L.1 more than once every 12 months.

3. The animal control authority may, on its own initiative, rescind a potentially dangerous animal declaration for good cause.

Section 4. Subsection 6.04.053.A of the Bainbridge Island Municipal Code is hereby amended to read as follows:

A. ~~Violation~~ Failure to Control an Animal Declared Potentially Dangerous.

1. Misdemeanor. When an animal has been declared potentially dangerous pursuant to BIMC 6.04.050, the owner of the potentially dangerous animal shall be guilty of a misdemeanor, in accordance with BIMC 6.04.140, if such animal is thereafter found:

a. At large;

b. To have, when unprovoked, inflicted a bite upon a human, pet, or livestock either on public or private property;

c. To have chased or approached a person upon the streets, sidewalks, or any other public grounds in such a manner as to significantly threaten the safety of humans, pets, or livestock; or

d. To have caused injury to or otherwise threatened the safety of humans, pets, or livestock.

This section shall not preclude immediate criminal prosecution under RCW 16.08.100 in a first bite situation causing severe injury or death of any human.

~~After an animal is declared potentially dangerous pursuant to this chapter, the owner of the potentially dangerous animal shall be guilty of a violation of this chapter if the animal runs at large, chases or approaches a person upon the streets, sidewalks or other public grounds in a menacing fashion or apparent attitude of attack, causes injury to or otherwise threatens the safety of a human or domestic animal, or bites a human or domestic animal. This section shall not preclude criminal prosecution under RCW 16.08.100(3) in a first bite situation causing severe injury or death to a human.~~

2. Failure on the part of any owner of a potentially dangerous animal to abide by the restraints placed upon the owner(s) or their animal by the animal control authority or municipal court may result in impoundment of

the potentially dangerous animal by the animal control authority pursuant to Chapter 6.12 BIMC.

Section 5. Subsection 6.04.053.F of the Bainbridge Island Municipal Code is hereby amended to read as follows:

F. Hearing Before Director of Animal Control or Designee. Upon receiving the written notice of appeal, the director of animal control, or her or his designee, shall promptly schedule an appeal hearing and provide written notice of the hearing to the appellant. At the hearing, the animal control authority shall have the burden of proving that the animal is dangerous by a preponderance of the evidence. The director of animal control, or her or his designee, shall issue a written decision to the appellant which either sustains or reverses the animal control authority's declaration. The decision shall be the final decision of the animal control authority. If the declaration is sustained, the appellant shall be notified of the right to an appeal.

Section 6. Chapter 6.04 of the Bainbridge Island Municipal Code is hereby amended to include a new Section 6.04.065 to read as follows:

6.04.065 Animal bites.

A. It is unlawful to own a pet or livestock that bites a person while such person is on public property or lawfully on private property.

B. For the purposes of this section, the term "livestock" means animals including, but not limited to, all equine (horse, mule), bovine (cattle), porcine (swine), caprine (goats), ovine (sheep), camelid (camel, llama, alpaca), ratitae (ostrich, emu, rhea), domesticated poultry, game birds and waterfowl (as authorized by the state of Washington), or federally permitted fowl and other pen raised fowl, or other animals raised primarily for use as food or fiber for human utilization or consumption.

C. For the purposes of this section, the term "pet" means any animal maintained by a person or entity for the primary purpose of personal enjoyment, exhibition, companionship, or service including, but not limited to, domesticated animals, such as cats and dogs, and non-domesticated animals suitable to living in companionship with humans, such as some birds and mammals.

Section 7. Chapter 6.04 of the Bainbridge Island Municipal Code is hereby amended to include a new Section 6.04.085 to read as follows:

6.04.085 Pets Chasing Livestock.

A. It is unlawful for any owner of a pet to permit that animal to harass or chase another owner's livestock, when not engaged in the specific work of herding approved by the owner of the livestock.

B. For the purposes of this section, the term “pet” shall have the same meaning as provided in BIMC 6.04.065.C.

C. For the purposes of this section, the term “livestock” shall have the same meaning as provided in BIMC 6.04.065.B.

Section 8. Section 6.04.113 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

6.04.113 Selling animals from puppy or kitten mills prohibited.

A. Definitions. To supplement the definitions found at BIMC 6.04.010, for the purposes of this section the following words shall have the following meanings unless the context indicates otherwise. If there is a conflict between a definition in this section and a definition in BIMC 6.04.010, the definition in this section shall control for the purposes of this section:

1. “Offer for sale” means to sell, offer for sale or adoption, advertise for the sale of, barter, auction, give away, or otherwise dispose of a dog or cat.
2. “Pet shop” means a retail establishment where dogs and cats are sold, exchanged, bartered, or offered for sale as pet animals to the general public at retail. Such definition shall not include an animal shelter or ~~animal rescue league, as defined~~ animal welfare organization.

B. Restrictions on the Sale of Animals.

1. A pet shop may offer for sale only those dogs and cats that the pet shop has obtained from or displays in cooperation with an animal shelter or an ~~animal rescue league~~ animal welfare organization.
2. A pet shop shall not offer for sale a dog or cat that is younger than eight weeks old.

C. Record Keeping and Disclosure. A pet shop shall maintain records stating the name and address of the animal shelter or ~~animal rescue league~~ animal welfare organization that each cat or dog was obtained from for at least two years following the date of acquisition. Such records shall be made available, immediately upon request, to the city or animal control authority. Each pet shop shall display on each cage a label stating the name and address of the animal shelter or ~~animal rescue league~~ animal welfare organization of each animal kept in the cage.

Section 9. Chapter 6.04 of the Bainbridge Island Municipal Code is hereby amended to include a new Section 6.04.127 to read as follows:

6.04.127 Failure to Provide Adequate Care.

A. It is unlawful for any owner of a pet or livestock to fail to:

1. Provide adequate food and water for any pet or livestock.
2. Provide adequate shelter for any pet or livestock, except as may be appropriate for short term medical requirements or generally accepted livestock husbandry practices such as swine farrowing;
3. Provide appropriate habitat and medical care; or
4. Maintain facilities housing pets in a healthful, sanitary, and safe manner.

B. For the purposes of this section, the term “pet” shall have the same meaning as provided in BIMC 6.04.065.C.

C. For the purposes of this section, the term “livestock” shall have the same meaning as provided in BIMC 6.04.065.B.

Section 10. Chapter 6.04 of the Bainbridge Island Municipal Code is hereby amended to include a new Section 6.04.128 to read as follows:

6.04.128 Sale, Barter, or Other Transfer of Pets in Public Places

A. It is unlawful to sell, barter, or otherwise transfer for the purpose of changing ownership any pet in an area open to the public, except sales or transfers of pets by an animal welfare organization or by an animal shelter.

B. For the purposes of this section, the term “pet” shall have the same meaning as provided in BIMC 6.04.065.C.

Section 11. Section 6.08.010 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

6.08.010 License – Required for dogs and cats – ~~Optional for cats.~~

To facilitate reuniting pets with their owners, it is unlawful for any person to own, keep, or have control of any dog or cat over the age of six months within the city unless the person has procured a license for the dog or cat as provided in this chapter. ~~The owner of a cat over the age of six months may procure a license for the cat as provided in this chapter.~~

Section 12. Subsection 6.08.032.J of the Bainbridge Island Municipal Code is hereby amended to read as follows:

J. Exemption. An ~~animal rescue league~~ animal welfare organization foster home which has been issued a permit under BIMC 6.08.034 shall be exempt from hobby kennel license requirements; provided that all personally owned animals shall be licensed in accordance with this chapter.

Section 13. Subsections 6.08.034.A and B of the Bainbridge Island Municipal Code are hereby amended to read as follows:

A. Permit Required. A person must obtain a foster home permit from the animal control authority or a designee of the animal control authority, which may be an ~~animal rescue league~~ animal welfare organization.

B. Standards. The animal control authority shall establish standards for foster homes and shall consider recommendations for such standards submitted by an ~~animal rescue league~~ animal welfare organization operating in the city.

Section 14. Section 6.08.090 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

6.08.090 Violation – Penalty.

A. ~~Any person who refuses, fails to comply with, or violates, Section 6.08.010 of this chapter, is guilty of a civil infraction, and shall upon conviction be fined in an amount not to exceed \$300.00.~~ Any person violating any of the provisions of this chapter shall be guilty of a Class 1 civil infraction under RCW 7.80.120 and shall, upon conviction, be fined in an amount not to exceed \$250.00.

B. In addition to any civil penalty that may be imposed, ~~Any~~any person who refuses, fails to comply with, or violates, Sections 6.08.031, 6.08.032, or 6.08.033 of this chapter shall be guilty of a misdemeanor and shall be punished by a fine not to exceed \$500.00 or by imprisonment of not more than ninety 90 days, or by both such fine and imprisonment.

Section 15. Section 6.12.050 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

6.12.050 Redemption of a licensed dog or cat ~~dog, cat or other animal~~.

A. The owner of a licensed dog or cat ~~dog, cat or other animal~~ impounded pursuant to this chapter may redeem the licensed dog or cat ~~dog, cat or other animal~~ within ~~96 hours~~ seven days from the time of impounding by paying to the animal control authority a redemption fee together with any unpaid applicable license fee. An additional charge per day or part thereof may be imposed.

B. If an impounded licensed dog or cat ~~dog, cat or other animal~~ is not redeemed by the owner within ~~96 hours~~ seven days of the time of impoundment, the licensed dog or cat ~~dog, cat or other animal~~ may be adopted by another person or ~~ethanized~~ ethanized.

~~C. An animal so impounded which is less than two months of age may be adopted or ethanized at any time after animal control at the discretion of the animal control authority.~~

Section 16. Chapter 6.12 of the Bainbridge Island Municipal Code is hereby amended to include a new Section 6.12.055 to read as follows:

6.12.055 Redemption of an unlicensed dog or cat, or other domestic animal.

A. The owner of an unlicensed dog or cat, or other domestic animal, impounded pursuant to this chapter may redeem the unlicensed dog or cat, or other domestic animal, within 72 hours from the time of impounding by paying the animal control authority a redemption fee together with any unpaid applicable license fee. An additional charge per day or part thereof may be imposed.

B. If an impounded unlicensed dog or cat, or other domestic animal, is not redeemed by the owner within 72 hours of the time of impoundment, the unlicensed dog or cat, or other domestic animal, may be adopted by another person or euthanized.

C. An animal so impounded which is less than two months of age may be adopted or euthanized at any time at the discretion of the animal control authority.

D. If a feral cat is not redeemed within 24 hours from the time of impounding, then the animal control authority may give or adopt the feral cat to an animal welfare organization, animal shelter, or qualified person, or, alternatively, euthanize the animal. For the purposes of this subsection, “feral cat” means any cat that has no apparent owner or identification and is apparently wild, untamed, unsocialized, unmanageable, and unable to be approached or handled.

Section 17. Section 6.12.060 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

6.12.060 Redemption of horse, cow, goat, or other livestock domestic animal.

The owner of a horse, cow, goat, or other livestock domestic animal impounded pursuant to this chapter may redeem the animal within 48 hours from the time of impoundment by paying the animal control authority a fee for each day or part thereof that the animal is detained, plus an impound fee which shall include costs of care and feeding the animal for the days impounded. An additional fee shall be paid to the animal control authority for transportation of animals requiring the use of special equipment for impounding.

Section 18. Section 6.12.070 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

6.12.070 Sale of unclaimed horse, cow, goat, or other livestock.

A horse, cow, goat, or other livestock not claimed and released upon required payment shall at the expiration of 48 hours be sold at a public auction upon five days notice. The notice shall be published in the city’s official newspaper and shall state the time and place of the public auction, and the name of the owner, if known, and if the name of the owner is not known, a statement to that effect. A copy of the notice shall be served upon the owner, if the identity of the owner is known to the animal control authority and the owner can be found in the city, at least one day prior to the public auction. The animal control authority shall deduct from the proceeds of sale all expenses of feeding and caring for the animal and all expenses of advertising and selling the animal, and shall retain the balance in reserve for six months from the date of the sale. If the balance is unclaimed at the expiration of six months, the balance shall revert to the animal control authority for operation of the animal shelter. No such money shall be paid any claimant except upon proof satisfactory to the animal control authority that the claimant is entitled to the same. As an alternative to selling the animal at public auction, the animal control authority may give or adopt the animal to an animal welfare organization, animal shelter, or qualified person or, alternatively, may euthanize the animal.

Section 19. Section 6.04.140 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

6.04.140 Violation – Penalty.

A. ~~In addition to any civil penalty that may be imposed, Any~~any person violating Sections 6.04.050, 6.04.053, 6.04.055, or 6.04.110 of this chapter shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine not to exceed \$1000 or by imprisonment of not more than 90 days ~~for a period not to exceed one year~~, or by both such fine and imprisonment. For each violation of this chapter of a continuing nature, each day of violation may be considered a separate offense.

B. Any person violating any of the provisions of this chapter, or who creates, keeps, or maintains a nuisance as defined in this chapter, is guilty of a Class 1 civil infraction under RCW 7.80.120; and ~~shall~~ upon conviction, shall be fined in an amount not to exceed \$250.00.~~\$300.00~~; ~~provided, that the violation of Sections 6.04.050, 6.04.053, 6.04.055, and 6.04.110 constitute criminal offenses.~~

Section 20. This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED by the City Council this ____ day of _____, 2019.

APPROVED by the Mayor this ____ day of _____, 2019.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

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

2019-13

Ordinance No. 2019-13 Section:	Kitsap Humane Society Recommendation(s) Addressed:	Notes:
1	Section 2 (Adding Various Infractions and Enforcement Options)	Updated terminology to correspond with language used in proposed new civil infraction related to the sale, barter, or transfer of pets in public places.
2	N/A	Housekeeping change to further clarify that the Director of Animal Control may designate someone to hold hearings in his/her stead.
3	Section 1, Recommendation 4 (Related to Effective Enforcement of Potentially Dangerous Animal Restrictions)	Creates a process for reconsideration and rescission of a potentially dangerous animal declaration.
4	Section 1, Recommendation 1 (Impoundment of potentially dangerous animal) Section 1, Recommendation 2 (Related to Effective Enforcement of Potentially Dangerous Animal Restrictions)	Further clarify that failure to comply with restrictions on potentially dangerous animals is a misdemeanor offense. In addition, authorizes the impoundment of a potentially dangerous animal if restrictions are not followed.
5	N/A	Housekeeping change to further clarify that the Director of Animal Control may designate someone to hold hearings in his/her stead.
6	Section 1, Recommendation 3 (Related to Effective Enforcement of Potentially Dangerous Animal Restrictions) Section 2 (Adding Various Infractions and Enforcement Options)	Creates a civil infraction related to animal bites.

7	Section 2 (Adding Various Infractions and Enforcement Options)	Creates a civil infraction related to pets chasing livestock.
8	Section 2 (Adding Various Infractions and Enforcement Options)	Updated terminology to correspond with language used in proposed new civil infraction related to the sale, barter, or transfer of pets in public places. (Related to Section 1 of Ordinance No. 2019-13.)
9	Section 2 (Adding Various Infractions and Enforcement Options)	Creates a civil infraction related to failure to provide adequate care for a pet or for livestock.
10	Section 2 (Adding Various Infractions and Enforcement Options)	Creates a civil infraction related to the sale or transfer of pets in public places, except by animal welfare organizations or by animal shelters. (Introduces new defined term, necessitating the changes outlined in Sections 1, 8, and 12 of Ordinance No. 2019-13.)
11	Section 4 (Required Licensing for Cats)	Implements mandatory licensing of cats.
12	Section 2 (Adding Various Infractions and Enforcement Options)	Updated terminology to correspond with language used in proposed new civil infraction related to the sale, barter, or transfer of pets in public places. (Related to Sections 1 and 8 of Ordinance No. 2019-13).
13	Section 2 (Adding Various Infractions and Enforcement Options)	Updated terminology to correspond with language used in proposed new civil infraction related to the sale, barter, or transfer of pets in public places. (Related to Sections 1, 8, and 12 of Ordinance No. 2019-13.)
14	Section 2 (Adding Various Infractions and Enforcement Options)	Chapter 6.08 BIMC outlines the various animal licensing requirements under the City Code. In general, the current penalty for a violation of this chapter is a misdemeanor. The proposed changes would allow such violations to be enforced as a civil infraction.
15	Section 3 (Reducing Delay in Finding Homes for Impounded Animals Not Redeemed)	Revises the time periods that the animal control authority must wait before trying to find a home for an impounded and licensed dog or cat.

16	Section 3 (Reducing Delay in Finding Homes for Impounded Animals Not Redeemed)	Sets the time periods that the animal control authority must wait before trying to find a home for an impounded and unlicensed dog or cat or other domestic animal.
17	N/A	Housekeeping change to align language used in BIMC 6.12.060 with language used in BIMC 6.12.070.
18	Section 3 (Reducing Delay in Finding Homes for Impounded Animals Not Redeemed)	Incorporates alternatives to public auction that the animal control authority may pursue related to unclaimed impounded livestock.
19	Section 2 (Adding Various Infractions and Enforcement Options)	Updating civil infraction language in accordance with state law. Housekeeping changes to criminal penalty required under state law.
20	N/A	Sets effective date of the ordinance, in accordance with state law requirements.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (7:25 PM) Tyler Moniz Bench Donation Agreements - Public Works,

STRATEGIC PRIORITY: Healthy and Attractive Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move to approve the two revised Tyler Moniz Bench Donation Agreements that are included with this agenda item, and to authorize the City Manager to execute the agreements in substantially the form as included with this agenda item.

SUMMARY:

The Tyler Moniz project proposes placement of four (4) bench donations at various locations on the Island. The proposed benches were approved by the City Council at their May 28, 2019 Business Meeting. Since the approval, the wording on two of the donated bench plaques has been changed for the benches at Waterfront Park and at the Madison Avenue South road end. The agreements that were previously approved by the Council have been revised accordingly and are included for the Council's consideration and approval, pursuant to the City's Donation Policy.

FISCAL IMPACT:

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

BACKGROUND:

In accordance with the City's Donation Policy, this item is included for the City Council's consideration to ensure that the Council agrees with wording changes that are proposed related to plaques on benches that the Council approved previously.

The Tyler Moniz project has proposed to place donated benches in four locations on the Island for the public's use and enjoyment. The proposed benches and wording on their respective plaques were approved by Council at their May 28, 2019 Business Meeting. The plaques on two of the benches has changed from what was approval by the Council, so the Donation Agreements have been revised accordingly and are included for the Council's consideration and approval.

The wording changes are as follows:

Eagle Harbor Waterfront Park - Plaque reads: "Conversation Bench. I don't need you to fix me, I just need you to listen to me." The previously approved wording was: "Conversation Bench. Sam's Bench 1994-2018"

Madison Avenue South Road-end - Plaque reads: "Conversation Bench. In memory of Nancy Paxton live, laugh, love." The previously approved wording was: "Conversation Bench. I don't need you to fix me, I just need you to listen to me."

ATTACHMENTS:

[Waterfront Park Restroom Bench Agreement - Wording Change](#)

[Waterfront Park Restroom Bench - Attachments A, B, & C](#)

[Madison Plaza Bench Agreement - Wording Change](#)

[Madison Plaza Bench - Attachments A, B, & C](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

DONATION AGREEMENT

THIS DONATION AGREEMENT (“Agreement”) is entered into between the City of Bainbridge Island, a Washington state municipal corporation (“City”), and The Tyler Moniz Project, a Washington state nonprofit corporation (“Donor”).

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

WHEREAS, the Donor desires to formally donate benches to encourage discussions about mental health and emotional well-being; and

WHEREAS, the City Council accepted this donation at its meeting on _____, 2019.

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

Section 1. The donation, known as the *Tyler Moniz Project Conversation Bench* (“Donation”), as described below and in the attached Attachments A, B, and C, which are incorporated herein, is donated in its entirety to the citizens of Bainbridge Island to be hereafter owned by the City of Bainbridge Island and managed on behalf of the citizens by the Department of Public Works.

Section 2. **Description:** The item is the Transit Bay model bench from Urban Accessories, blue color, with custom lettering as shown in Attachment A.

Space or Facility: Eagle Harbor Waterfront Park.

Location: Placed in front of the restroom at Waterfront Park, as depicted in Attachment B.

Additional information: A plaque on the bench will have wording, as shown in Attachment C, stating: “Conversation Bench. I Don’t Need You to Fix Me. I Just Need You to Listen to Me.”

Section 3. The City reserves the right to move, remove, or retire the donation if the donation interferes with site safety, maintenance, or construction activities, or for other reasons deemed appropriate by the City, at the City’s sole discretion.

Section 4. The City shall be responsible for the reasonable maintenance, repair, or replacement of the Donation. However, any and all maintenance, repair, or replacement of the Donation will be at the City’s sole discretion.

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

CITY OF BAINBRIDGE ISLAND

DONOR

Date: _____

Date: _____

By: _____

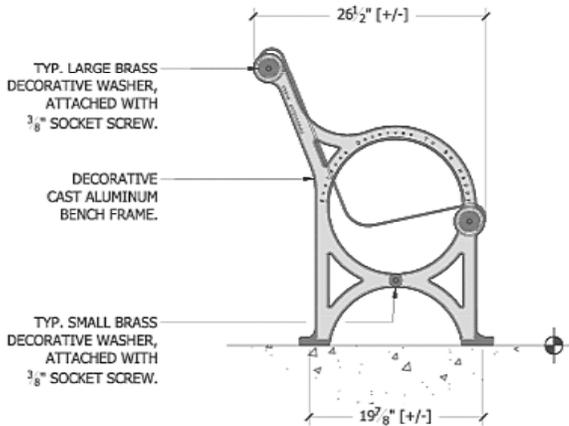
By: _____

Title: _____

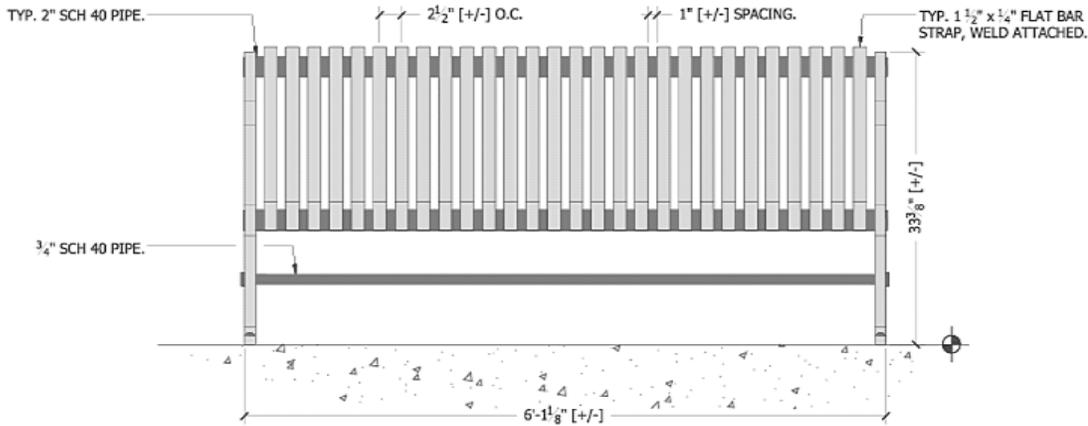
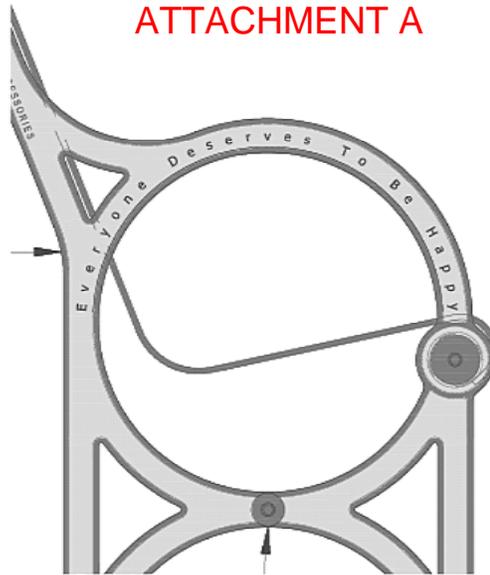
Morgan Smith, City Manager
City of Bainbridge Island
280 Madison Avenue N.
Bainbridge Island, WA 98110

The Tyler Moniz Project
10468 Barkentine Road
Bainbridge Island, WA 98110

ATTACHMENT A



Side View



Front View

SPECIFICATIONS

- Cast components will be of 100% recycled aluminum; ASTM B261.
- Castings will be squared and flat, free of burrs, slag, air pockets, blow holes, flashing, and grinding or welding on exposed surfaces. Excessive warping or shrinkage is not acceptable.
- Fabricated components will be mild carbon steel, ASTM A36.
- All visible welds to be ground smooth on outside edges.
- Fabrication will be true to square, or diameter and sized within 1/8".
- Finish to be powder coat, standard UA color and applied per UA specifications. If alternate color or finish is required, please provide all finish information for UA approval.
- Dimensions shown are nominal.
- For cases of "or equal" consideration, our finished, full size product should be compared with the alternative product for general quality, surface finish, precise pattern work, metal characteristics, and overall design aesthetics.

Bench - Custom
Transit Bay 6ft
Surface Mount

Page: 1 of 1 Date: 6/4/18



465 E. FIFTEENTH ST. sales@urbanaccessories.com
 TACOMA, WA 98421 www.urbanaccessories.com
 (877) 487-0488

Supply

ATTACHMENT B

BENCH LOCATION





ATTACHMENT B

ATTACHMENT C

Conversation Bench

**I DON'T NEED YOU TO FIX ME.
I JUST NEED YOU TO LISTEN TO ME.**

DONATION AGREEMENT

THIS DONATION AGREEMENT (“Agreement”) is entered into between the City of Bainbridge Island, a Washington state municipal corporation (“City”), and The Tyler Moniz Project, a Washington state nonprofit corporation (“Donor”).

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

WHEREAS, the Donor desires to formally donate benches to encourage discussions about mental health and emotional well-being; and

WHEREAS, the City Council accepted this donation at its meeting on _____, 2019.

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

Section 1. The donation, known as the *Tyler Moniz Project Conversation Bench* (“Donation”), as described below and in the attached Attachments A, B, and C, which are incorporated herein, is donated in its entirety to the citizens of Bainbridge Island to be hereafter owned by the City of Bainbridge Island and managed on behalf of the citizens by the Department of Public Works.

Section 2. **Description:** The item is the Transit Bay model bench from Urban Accessories, blue color, with custom lettering as shown in Attachment A.

Space or Facility: Madison Avenue South road end.

Location: Placed in the plaza at the south end of Madison Avenue South, as depicted in Attachment B.

Additional information: A plaque on the bench will have the wording, as shown in Attachment C, stating: “Conversation Bench. In memory of Nancy Paxton live laugh, love.”

Section 3. The City reserves the right to move, remove, or retire the donation if the donation interferes with site safety, maintenance, or construction activities, or for other reasons deemed appropriate by the City, at the City’s sole discretion.

Section 4. The City shall be responsible for the reasonable maintenance, repair, or replacement of the Donation. However, any and all maintenance, repair, or replacement of the Donation will be at the City’s sole discretion.

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

CITY OF BAINBRIDGE ISLAND

DONOR

Date: _____

Date: _____

By: _____

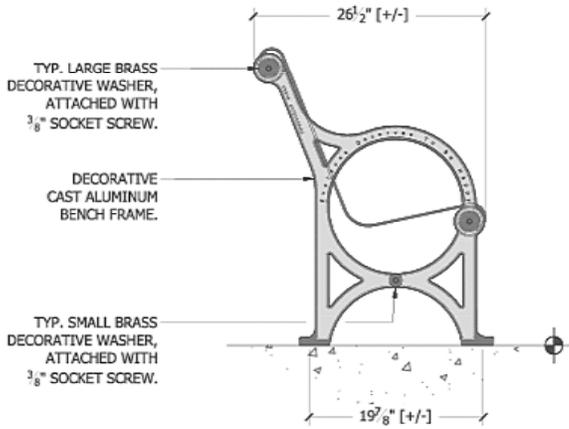
By: _____

Title: _____

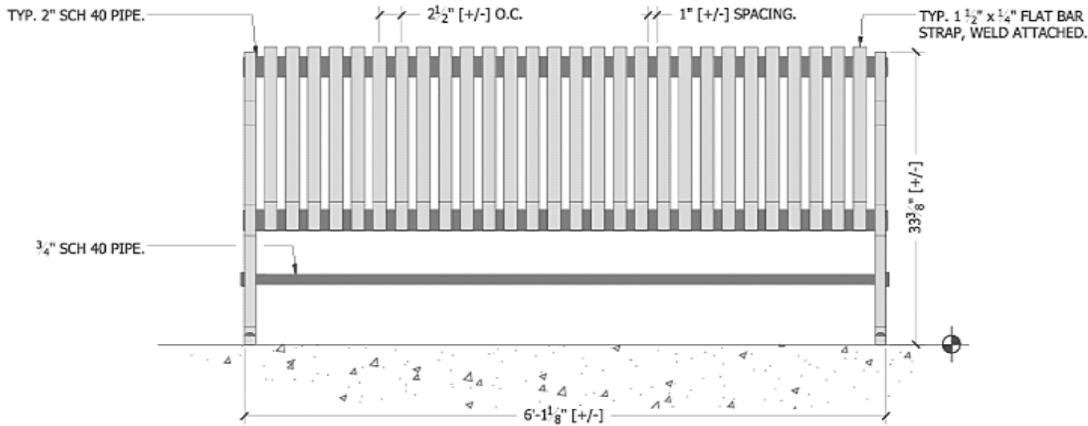
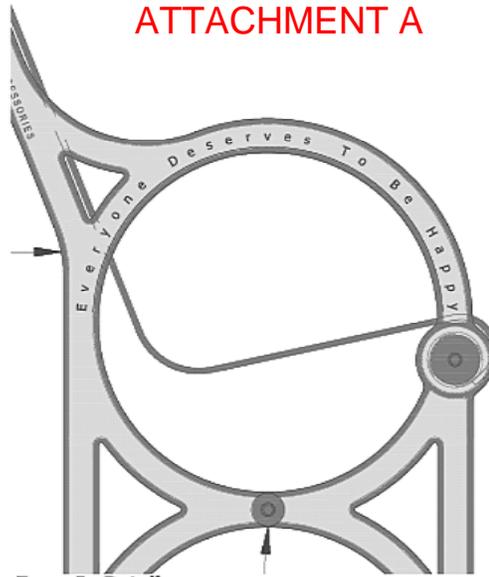
Morgan Smith, City Manager
City of Bainbridge Island
280 Madison Avenue N.
Bainbridge Island, WA 98110

The Tyler Moniz Project
10468 Barkentine Road
Bainbridge Island, WA 98110

ATTACHMENT A



Side View



Front View

SPECIFICATIONS

- Cast components will be of 100% recycled aluminum; ASTM B261.
- Castings will be squared and flat, free of burrs, slag, air pockets, blow holes, flashing, and grinding or welding on exposed surfaces. Excessive warping or shrinkage is not acceptable.
- Fabricated components will be mild carbon steel, ASTM A36.
- All visible welds to be ground smooth on outside edges.
- Fabrication will be true to square, or diameter and sized within 1/8".
- Finish to be powder coat, standard UA color and applied per UA specifications. If alternate color or finish is required, please provide all finish information for UA approval.
- Dimensions shown are nominal.
- For cases of "or equal" consideration, our finished, full size product should be compared with the alternative product for general quality, surface finish, precise pattern work, metal characteristics, and overall design aesthetics.

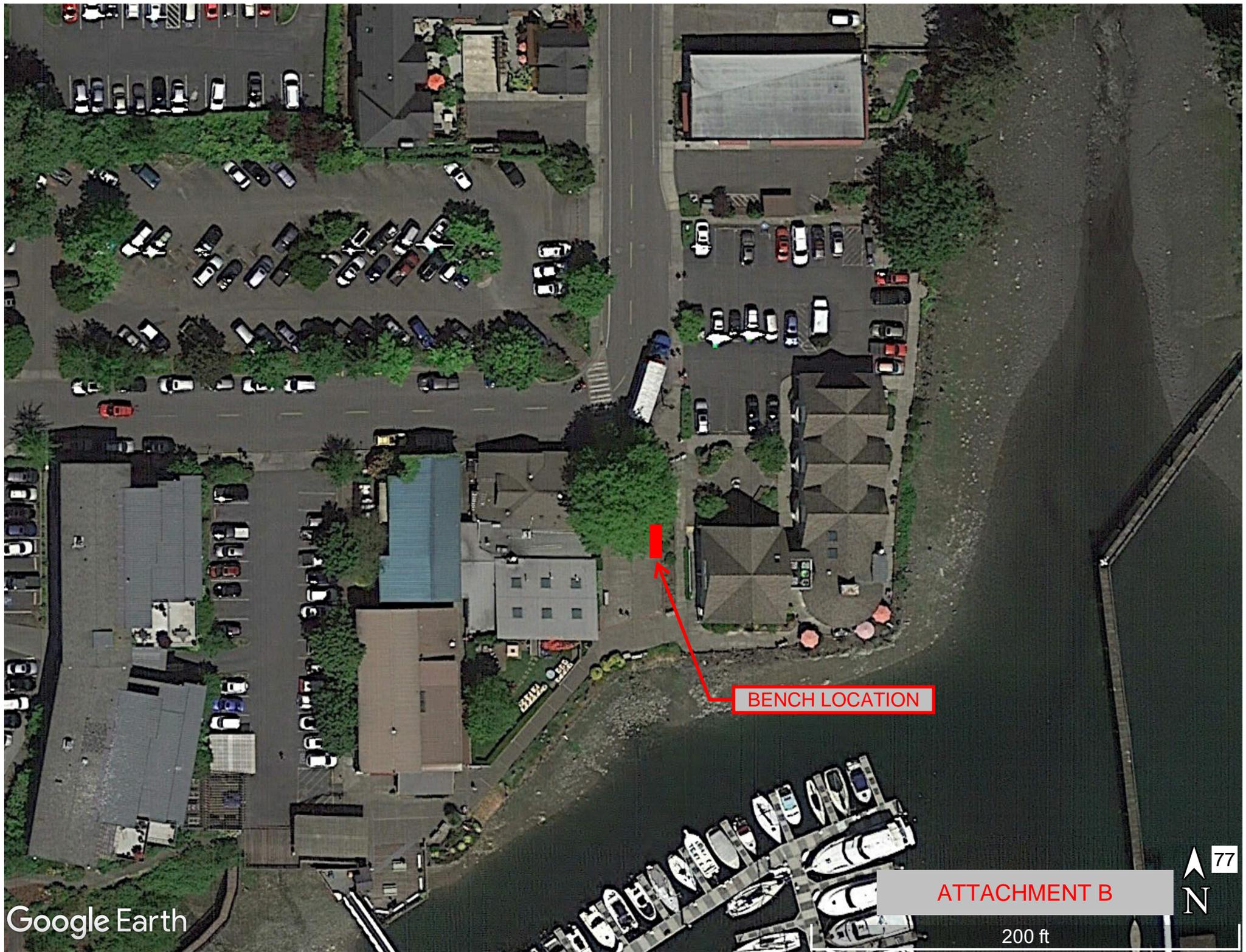
Bench - Custom
Transit Bay 6ft
Surface Mount

Page: 1 of 1 Date: 6/4/18



465 E. FIFTEENTH ST. sales@urbanaccessories.com
 TACOMA, WA 98421 www.urbanaccessories.com
 (877) 487-0488

Supply



Google Earth

BENCH LOCATION

ATTACHMENT B

200 ft





ATTACHMENT B

ATTACHMENT C

Conversation Bench
In memory of Nancy Paxton
live, laugh, love



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:30 PM) 2019 Road Striping Contract - Public Works,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move that the City Council approve the contract with Apply-A-Line in the amount of \$189,605.02 and approve a budget amendment in the amount of \$15,000 from the Roads Program fund thereby increasing the spending authority for this project; and forward to the June 25, 2019 consent agenda.

SUMMARY:

The 2019 Road Striping project is an annual striping of various roads on the Island.

FISCAL IMPACT:

Amount:	\$189,605.02
Ongoing Cost:	
One-Time Cost:	\$189,605.02
Included in Current Budget?	Yes

BACKGROUND:

The Public Works Operations & Maintenance Division's 2019 budget included the Annual Road Striping project from the Repair and Maintenance Street Fund in the amount of \$175,100.00. The work includes: road striping on approximately 80 miles of roadway totaling 1,013,648 linear feet of paint stripe and other miscellaneous traffic marker improvements. See Attachment A for list of roads to be striped.

Bids were solicited through the area newspapers, Daily Journal of Commerce, City's bids & awards webpage, and listserv.

The bid opening was held on June 4, 2019 and two bids were received. The apparent low bidder is Apply-A-Line is the bid amount of \$189,605.02.

City staff reviewed the bid results and the contractor's qualifications and recommends that the City Council award this contract to Apply-A-Line in an amount not to exceed \$189,605.02. Upon Council approval, a proposed budget amendment in the amount of \$15,000.00 will be included in the 2nd quarter budget adjustment reporting.

ATTACHMENTS:

[2019 Road Striping Contract-Apply-A-Line.docx](#)

[2019 Road Striping Bid Form.docx](#)

[Attachment A - 2019 Road Marking](#)

FISCAL DETAILS: Repair & Maintenance Fund

Fund Name(s): Streets Fund

Coding:

Contract

CONTRACT FOR CONSTRUCTION

THIS CONSTRUCTION CONTRACT (“Contract”), made the __, day of _____, 2019, by and between the City of Bainbridge Island (“City” and/or “CONTRACTING AGENCY”) and Apply-A-Line, LLC (“CONTRACTOR”).

WITNESSETH:

WHEREAS, the CONTRACTING AGENCY has caused the Project Manual, Specifications, Drawings, and other contract documents to be prepared for certain Work as described therein, known as the **2019 ROAD STRIPING PROJECT**, and

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

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the CONTRACTOR hereby agrees that the foregoing recitals are true and correct and are incorporated into this Contract and to complete the Work at the price and on the terms and conditions herein contained. The CONTRACTING AGENCY agrees to pay the CONTRACTOR the contract price of One Hundred Eighty-Nine Thousand, Six Hundred Five Dollars and 02/100. (\$189,605.02) (“Contract Price”) for the fulfillment of the Work and the performance of the covenants set forth herein.

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

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

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

CONTRACTOR’s Initials: _____

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

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

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

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

CONTRACTOR:
Apply-A-Line, LLC

By: _____

Its: _____

Date: _____

CITY OF BAINBRIDGE ISLAND:

By: _____

Morgan Smith, City Manager

Date: _____



CITY OF
BAINBRIDGE ISLAND

PROJECT NAME: 2019 Road Striping Project

Bid Opening Date: June 4, 2019, Due 10:00 AM – Open 10:30 AM

Room: Council Conference Room

Note: Bids Are Opened in Order Received. Bids Solicited by: <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> Small Works Roster The Engineers Estimate is: \$200,000 - \$210,000	Apply-A-Line, LLC	Stripe Rite, Inc.	
Proposal	X	X	
Signature Page	X	X	
Addenda Acknowledged () (N/A if no addenda)	N/A	N/A	
Non-Collusion Declaration	X	X	
5 % Bid Deposit / Bond	X	X	
Statement of Bidder's Qualifications	X	X	
Statement of Proposed Subcontractors	X	X	
Base Bid Amount	\$189,605.02	\$262,621.16	
WA State Sales Tax @ 9.0%	n/a	n/a	
Grand Total Bid Amount	\$189,605.02	\$262,621.16	

A total of 2 bids were received. The apparent low bidder is Apply-A-Line, LLC in the bid amount of \$ 189,605.02.

ATTACHMENT A - 2019 ROAD STRIPING LIST

ROAD NAME	Center Stripe (LF)	Edge Line (LF)	Painted Wide Line (LF)	RPM Type 1 (EA)	RPM Type 2 (EA)	Recessed Pavement Marker Type 2 (EA)	Removing Paint Line (LF)	Remove Raised Pavement Marker (EA)	Remove Plastic Crosswalk Line (Per SQ FT)	Removing Plastic Traffic Marker (EA)
Agate Pass Road	3,485	0	0	0	0	0	0	0	0	0
Agatewood Road	1,600	0	0	0	0	0	0	0	0	0
Agate Point Road	3,229	0	0	0	0	0	0	0	0	0
Arrow Point Drive	9,504	0	0	0	0	0	0	0	0	0
Baker Hill Road	10,666	21,332	0	0	0	0	0	0	0	0
Battle Point Drive	10,930	0	0	0	0	0	0	0	0	0
Bayhill Road	350	0	0	0	0	0	0	0	0	0
Bergman Road	2,817	0	0	0	0	0	0	0	0	0
Bjune Drive	302	1,641	0	0	0	0	0	0	0	0
Blakely Avenue	15,840	31,680	0	0	394	0	0	0	0	0
Blakely Hill Road	4,224	100	0	0	0	0	0	0	0	0
Brien Drive	0	988	0	0	0	0	0	0	0	0
Bucklin Hill Road	5,333	10,666	3,900	0	127	0	0	0	0	0
Byron Drive	1,297	0	0	0	0	0	0	0	0	0
Cherry Avenue	2,400	0	0	0	0	0	0	181	0	0
Commodore Lane	324	0	0	0	0	0	0	0	0	0
County Park Road	0	0	0	0	0	0	0	0	0	0

ATTACHMENT A - 2019 ROAD STRIPING LIST

ROAD NAME	Center Stripe (LF)	Edge Line (LF)	Painted Wide Line (LF)	RPM Type 1 (EA)	RPM Type 2 (EA)	Recessed Pavement Marker Type 2 (EA)	Removing Paint Line (LF)	Remove Raised Pavement Marker (EA)	Remove Plastic Crosswalk Line (Per SQ FT)	Removing Plastic Traffic Marker (EA)
Country Club Road	7,392	0	0	0	0	0	0	0	0	0
Crystal Springs Drive	9,194	0	0	0	0	0	0	0	0	0
Day Road	12,461	24,922	0	0	0	0	0	0	0	0
Dingley Road	774	1,548		0	0	0	0	0	0	0
Dolphin Drive	2,640	0	0	0	0	0	0	0	0	0
Eagle Harbor Drive	12,725	25,450	0	0	209	0	0	0	0	0
Ericksen Avenue	2,600	10,750	4,992	0	0	0	0	0	114	0
Euclid Avenue E	7,603	0	0	0	0	0	0	0	0	0
Falk Road	2,763	0	0	0	0	0	0	0	0	0
Ferncliff Avenue	8,818	9,874	7,300	0	0	0	0	0	0	0
Fletcher Bay Road	12,091	22,722	1,460	0	400	0	0	0	0	0
Finch Road	2,640	3,822	1,600	0	0	0	0	0	0	0
Fort Ward Hill Road	2,693	4,934	0	0	0	0	0	0	0	0
Foster Road	1,954	0	0	0	0	0	0	0	0	0
Frey Road	1,320	0	0	0	0	0	0	0	0	0
Grand Avenue	4,752	7,104	2,520	0	0	0	0	0	0	0
Grow Avenue	4,150	8,300	0	0	0	0	0	0	0	0

ATTACHMENT A - 2019 ROAD STRIPING LIST

ROAD NAME	Center Stripe (LF)	Edge Line (LF)	Painted Wide Line (LF)	RPM Type 1 (EA)	RPM Type 2 (EA)	Recessed Pavement Marker Type 2 (EA)	Removing Paint Line (LF)	Remove Raised Pavement Marker (EA)	Remove Plastic Crosswalk Line (Per SQ FT)	Removing Plastic Traffic Marker (EA)
Halls Hill Road	3,854	0	0	0	0	0	0	0	0	0
Harborview Drive	2,587	0	0	0	0	0	0	0	0	0
Henderson Road	4,013	0	0	0	0	0	0	0	0	0
Hidden Cove Rd	11,088	22,176	0	0	0	0	0	0	0	0
High School Road	7,260	16,592	9,355	100	25	0	0	0	256	15
Ihland	0	0	0	0	0	0	0	55	0	0
Komedal Road	2,429	0	0	0	0	0	0	0	0	0
Koura Road	7,248	16,684	0	0	0	0	0	0	0	0
Lafayette Avenue	3,960	7,920	0	0	0	0	0	0	0	0
Lofgren Road	1,901	3,802	0	0	0	0	0	0	0	0
Lovegren Road	2,563	0	0	0	0	0	0	0	0	0
Lovell Avenue	2,640	5,280	0	0	0	0	0	0	0	0
Lynnwood Center Road	6,653	10,660	2,646	0	227	0	0	0	0	0
Madison Avenue & Madison Ave. N	21,798	35,452	15,984	0	125	0	0	20	60	10
Mandus Olson	2,590	0	0	0	0	0	0	0	0	0
Manitou Beach Road	8,501	17,002	0	0	0	0	0	0	0	0
Manzanita Avenue	5,280	0	0	0	0	0	0	0	0	0

ATTACHMENT A - 2019 ROAD STRIPING LIST

ROAD NAME	Center Stripe (LF)	Edge Line (LF)	Painted Wide Line (LF)	RPM Type 1 (EA)	RPM Type 2 (EA)	Recessed Pavement Marker Type 2 (EA)	Removing Paint Line (LF)	Remove Raised Pavement Marker (EA)	Remove Plastic Crosswalk Line (Per SQ FT)	Removing Plastic Traffic Marker (EA)
McDonald Avenue	2,323	0	0	0	0	0	0	0	0	0
Miller Road	15,101	30,202	0	0	0	503	300	0	0	0
Moran Road	2,904	5,808	0	0	0	0	0	0	0	0
Murden Cove	1,848	0	0	0	0	0	0	0	0	0
Nakata Place	0	0	0	0	0	0	0	106	0	0
New Brooklyn Road	10,666	19,373	1,959	0	290	0	0	0	0	0
New Sweden Avenue	3,907	0	0	0	0	0	0	0	0	0
Nicholson Place	0	0	0	0	0	0	0	56	0	0
North Street	528	0	0	0	0	0	0	0	0	0
Oddfellow Road	2,904	5,808	0	0	0	0	0	0	0	0
Old Creosote Drive	3,653	0	0	0	0	0	0	0	0	0
Old Mill Road	5,280	0	0	0	0	0	0	0	0	0
Olympic Terrace	2,798	0	0	0	0	0	0	0	0	0
Parfitt Way	3,640	0	0	0	0	0	0	70	0	0
Park Avenue	1,742	3,484	0	0	0	0	0	0	0	0
Peterson Hill Road	1,320	0	0	0	0	0	0	0	0	0
Phelps Road	8,026	16,052	6,060	0	0	0	0	0	0	0

ATTACHMENT A - 2019 ROAD STRIPING LIST

ROAD NAME	Center Stripe (LF)	Edge Line (LF)	Painted Wide Line (LF)	RPM Type 1 (EA)	RPM Type 2 (EA)	Recessed Pavement Marker Type 2 (EA)	Removing Paint Line (LF)	Remove Raised Pavement Marker (EA)	Remove Plastic Crosswalk Line (Per SQ FT)	Removing Plastic Traffic Marker (EA)
Pleasant Beach Drive	6,970	13,940	920	0	0	0	0	0	0	0
Point White Drive	8,026	16,052	0	0	0	0	0	0	0	0
Ralston Road	581	0	0	0	0	0	0	0	0	0
Rockaway Beach Road	5,280	0	0	0	0	0	0	0	0	0
Rose Avenue	1,584	0	0	0	0	0	0	0	0	0
Sands Avenue	2,534	0	0	0	0	0	0	0	0	0
Seabold Road	400	0	0	0	0	0	0	0	0	0
Seabold Church Road	581	0	0	0	0	0	0	0	0	0
South Beach Road	2,112	0	0	0	0	0	0	0	0	0
Sportsman Club Road	7,022	17,212	0	0	330	0	0	0	0	0
Springridge Road	5,966	0	0	0	0	0	0	0	0	0
Sunrise Drive	15,787	31,574	0	0	0	0	0	0	0	0
Taylor Avenue	6,791	0	0	0	0	0	0	0	0	0
Toe Jam Hill Road	7,920	0	S	0	0	0	0	0	0	0
Tolo Road	326	0	0	0	0	0	0	0	0	0
Torvanger Road	1,320	0	0	0	0	0	0	0	0	0
Valley Road	2,587	5,174	0	0	0	0	0	0	0	0

ATTACHMENT A - 2019 ROAD STRIPING LIST

ROAD NAME	Center Stripe (LF)	Edge Line (LF)	Painted Wide Line (LF)	RPM Type 1 (EA)	RPM Type 2 (EA)	Recessed Pavement Marker Type 2 (EA)	Removing Paint Line (LF)	Remove Raised Pavement Marker (EA)	Remove Plastic Crosswalk Line (Per SQ FT)	Removing Plastic Traffic Marker (EA)
Vincent Road	2,734	0	0	0	0	0	0	0	0	0
Wallace Way	1,320	2,640	0	0	0	0	0	72	0	0
Wardwell Road	286	572	0	0	0	0	0	0	0	0
Washington Avenue	0	0	0	0	0	0	0	0	0	0
Weaver Road	3,117	0	0	0	0	0	0	0	0	0
West Port Madison Road	5,333	0	0	0	0	0	0	0	0	0
Wing Point Way	6,500	4,500	3,240	0	0	0	0	0	0	0
Wing Point Road	1,145	2,290	0	0	0	0	0	0	0	0
Winther Road	1,320	0	0	0	0	0	0	0	0	0
Winslow Way	3,676	2,774	1,900	0	0	0	0	0	0	4
Wood Avenue	1,742	0	0	0	0	0	0	0	0	0
Wyatt Way	5,280	30,768	1,500	0	54	0	0	0	132	0
Yaquina Avenue	0	0	0	0	0	0	0	0	0	0
3-T Road	890	0	0	0	0	0	0	0	0	0
Total	439,006	529,624	65,336	100	2,181	503	300	560	562	29



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (7:40 PM) Funding Opportunity - Emergency Management Program Grant (EMPG) - Executive,

STRATEGIC PRIORITY: Safe City

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to forward, for approval with the June 25, 2019 Consent Agenda, authorization for the Emergency Management Coordinator to submit a grant application to the Washington State Emergency Management Division for \$13,553 in Emergency Management Program Grant (EMPG) Funding.

SUMMARY:

The City of Bainbridge Island is eligible to apply for Emergency Management Program Grant (EMPG) funding through the Washington State Emergency Management Division. Prior to 2019, the City was not eligible for this funding but, now that the City has established its own Emergency Management Organization, the City is now eligible to apply. The FY19 allocation for the City is \$13,553. This funding may be used to support various emergency management activities, including preparedness materials, training courses, communications equipment, and emergency supply purchases.

FISCAL IMPACT:

Amount:	13,553
Ongoing Cost:	
One-Time Cost:	\$13,553 (revenue)
Included in Current Budget?	No

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

If approved, the City is eligible for reimbursement of expenses up to \$13,553. There is a matching requirement of 50%, which the City will satisfy through the cost associated with the salary for the Emergency Management Coordinator. If awarded, the grant funds must be used to supplement planned eligible expenditures within the City's existing emergency management activities. Given which, acceptance of this grant would be expected to require a future increase in the emergency management budget in an amount equivalent to the grant funds.

Fund Name(s): General Fund

Coding: 31011256



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (7:45 PM) Kitsap County Department of Emergency Management (KCDEM) Request for Annual Funding - Executive,

STRATEGIC PRIORITY: Safe City

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to direct staff to prepare an interlocal agreement with the Kitsap County Department of Emergency Management to provide services as discussed.

SUMMARY:

The Kitsap County Department of Emergency Management (KCDEM) is requesting funding support from the City to provide emergency management support for training, exercises, and planning activities.

FISCAL IMPACT:

Amount:	10,000
Ongoing Cost:	22,000
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND:

In 2018, the City Council withdrew from ILA KC-496-13 with the Kitsap County Department of Emergency Management (KCDEM). This decision established the City of Bainbridge Island as a separate emergency management organization, as recognized by Chapter 38.52 RCW. One of the first tasks assigned to the new Emergency Management Coordinator was to evaluate the decision to withdraw from ILA KC-496-13 and determine if the City would benefit from additional emergency management services provided by KCDEM.

In May 2019, Elisabeth Klute, Director of KCDEM, submitted a formal funding request to the Emergency Management Coordinator in the amount of \$27,000 to provide planning, training, exercise, and administrative

support. Upon careful consideration of this request, the Emergency Management Coordinator believes that \$22,000 a year is an appropriate amount for the City to provide for support services.

ATTACHMENTS:

[Memo re: KCDEM Agreement May 2019.docx](#)

FISCAL DETAILS:

In 2019, the City expects to pay \$10,000 for a partial year of support services and \$22,000 in 2020 for a full year of support services.

In 2018 the City paid KCDEM \$35,760 for emergency management services. This amount included funding to support the County as the emergency management administrative organization for the City. With the withdrawal from ILA KC-496-13, the County is no longer the lead administrator for City emergency management. However, there are some services that the City can benefit from through a new contract with the County.

Fund Name(s): General Fund

Coding:



CITY OF
BAINBRIDGE ISLAND

Executive Department Memorandum

Date: May 13, 2019
To: Morgan Smith, City Manager
From: Anne LeSage, Emergency Management Coordinator
Subject: Emergency Management Agreement with Kitsap County Department of
Emergency Management

BACKGROUND

In 2018, the City Council withdrew from ILA KC-496-13 with the Kitsap County Department of Emergency Management (KCDEM). This decision established the City of Bainbridge Island as a separate emergency management organization, as recognized by RCW 38.52.

One of my first tasks as the new Emergency Management Coordinator for the City, was to evaluate the decision to withdraw from ILA KC-496-13 and determine if the City would benefit from additional emergency management services provided by KCDEM.

STAFF RECOMMENDATION

I have assessed our relationship with KCDEM and have concluded the following:

- Withdrawal from the agreement with KCDEM (ILA KC-496-13) was the right decision. With the hiring of a full time Emergency Management Coordinator and establishment of a dedicated budget for emergency management activities, the City is well-positioned to implement a comprehensive emergency management program. The decision to establish the City as its own emergency management organization also supports the City Council 2016 proclamation that the City of Bainbridge Island will be a recognized leader in preparedness in Washington State
- At the same time, the City should continue a limited relationship with KCDEM. I believe that there are three key areas of support that KCDEM can provide to supplement our growth. These are:
 - a. Planning Support
 - b. Training Support
 - c. Table Top/Functional Exercise Support

In April 2019, I communicated this information with Elisabeth Klute, Director of the Kitsap County Department of Emergency Management. Elisabeth, in turn, responded with a formal funding request of \$27,000 to provide the following services:

- 25% (\$6,750) Planning support – review of City CEMP & coordination with KCDEM CEMP updates, support for Mitigation Plan and participation in other County planning efforts that can benefit the City (Debris Management, Recovery, etc.)
- 30% (\$8,100) Training support – Participation in County training opportunities (ICS 300/400, MGT, G/L/E courses, etc.)
- 35% (\$9,450) Exercise support – County support/coordination in Regional/Statewide Exercises, such as Cascadia Rising 2022
- 10% (\$2,700) Technical Program Support and Administration

While it is difficult to fully assign value to these services; I feel comfortable supporting this request at an amount of \$10,000 for the remainder of 2019 and \$22,000 for 2020. Part of what we are paying for is supporting the relationship itself with KCDEM. If we choose to not enter into an agreement with KCDEM, our ability to integrate our plans, training, and exercises with the County will be limited. Specifically, our ability to participate in County training opportunities will be limited to available space only, versus having spots reserved for City attendees. We will not have exercise design support and a coordinated response effort with the County for Regional and Statewide exercises, such as Cascadia Rising 2022. And more importantly, we will not be included in the County planning process. This means that the City will be responsible for developing separate hazard mitigation, recovery, and debris management plans. Each of these plans, represent a significant undertaking that would be difficult to complete with our current staffing level.

One additional important consideration in deciding whether to contract with KCDEM for emergency management services is staffing. I do not believe KCDEM currently has the staffing capacity to provide these support services. However, they intend to hire an additional full time Emergency Management Planner and this position is currently posted for recruitment. I believe that entering into an agreement with County needs to be contingent upon KCDEM filling this position.

ATTACHMENTS:

Chapter 38.52.070 RCW

Emergency Management Policy Conflict, Dated April 5, 2018

KCDEM Funding Request Letter from Elisabeth Klute, Dated May 7, 2019



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:00 PM) 2019 Amendments to the Kitsap Regional Coordinating Council Interlocal Agreement - Mayor Medina,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Interlocal Agreement

PROPOSED BY: City Council

RECOMMENDED MOTION:

I move to forward the Kitsap Regional Coordinating Council Interlocal Agreement, as amended, for approval with the June 25, 2019 Consent Agenda.

SUMMARY:

Consideration of amendments to the Kitsap Regional Coordinating Council ("KRCC") Interlocal Agreement, as proposed by the KRCC Board.

FISCAL IMPACT:

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

BACKGROUND:

The Kitsap Regional Coordinating Council ("KRCC") is a regional forum for regional deliberations and cooperative decision-making by the region's elected officials in order to bring about a continuous and comprehensive planning process and foster cooperation and mediate differences among governments throughout the region.

The KRCC was formed by, and operates under, an interlocal agreement executed by KRCC member agencies, including the City of Bainbridge Island. For more information regarding KRCC, see the KRCC website: <http://www.kitsapregionalcouncil.org/>.

The KRCC Executive Board has proposed amendments to the interlocal agreement. Attached is a redlined version of the interlocal agreement showing the proposed changes.

ATTACHMENTS:

[2019 Amended KRCC ILA - Clean](#)

[2019 Amended KRCC ILA - Redline](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Kitsap Regional Coordinating Council

KITSAP REGIONAL COORDINATING COUNCIL INTERLOCAL AGREEMENT

THIS AGREEMENT is made and entered into by and between the undersigned parties pursuant to provisions of the Interlocal Cooperation Act of 1967, Chapter 39.34 RCW.

WHEREAS, the undersigned members recognize the need and desirability to participate in a forum for intergovernmental coordination, cooperation, and consultation among member agencies in order to bring about a continuous and comprehensive regional planning process and efficient service delivery; and

WHEREAS, the undersigned members desire jointly to undertake continuous, cooperative study and planning of regional and governmental issues of mutual interest, including but not limited to development, land use, housing, capital facilities, service, utilities, finances, public buildings, water supply, water distribution and drainage, air and water pollution, parks and recreation, transportation planning, and economic development; and

WHEREAS, it is the belief of the undersigned members that regional deliberations, planning, and review can best be achieved with the creation of a separate legal entity whose function and activities are subject to policy direction from the undersigned member agencies according to the provisions of this Agreement; and

WHEREAS, the State Growth Management Act (GMA) requires local jurisdictions to coordinate and ensure consistency when developing comprehensive land use plans and the undersigned members desire to establish the Kitsap Regional Coordinating Council as a separate legal entity to facilitate coordination and consistency of comprehensive land use plans as required by the GMA; and

WHEREAS, the undersigned members desire to use the Kitsap Regional Coordinating Council for developing County-wide Planning Policies (CPPs) under the GMA as a framework to guide Kitsap County and cities situated within the County in developing their comprehensive land use plans.

THEREFORE, in consideration of mutual promises and covenants herein it is hereby agreed:

I. NAME

This Agreement establishes the KITSAP REGIONAL COORDINATING COUNCIL (“Council”), a separate legal entity since 2001.

II. DURATION

The Agreement shall remain in force and effect perpetually or until terminated by vote of the member agencies.

III. DEFINITIONS

For the purpose of this Interlocal Agreement, the following terms have the meaning prescribed to them in this section unless the context of their use dictates otherwise:

- A. “*Member agency*” means a voting and dues paying municipal or other government entity located within Kitsap County which is a party to this Agreement.
- B. “*State*” means the State of Washington.
- C. “*Region*” means the territory physically lying within the boundaries of Kitsap County.
- D. “*Kitsap Regional Coordinating Council*” or “*Council*” means the separate legal entity established by this Agreement to represent member agencies to carry out those powers and managerial and administrative responsibilities delegated pursuant to the provisions of this Agreement.
- E. “*Executive Board*” shall mean the representatives of member agencies of the Kitsap Regional Coordinating Council identified in Article IV.B. of this Agreement.
- F. “*Cost Allocation*” means annual dues (the annual allocation among Member agencies of the cost of Council operations determined by the Executive Board for the purposes of calculating members’ obligations to contribute to the funding of Council operations for the year, and for the purposes of calculating obligations and distributions in the event of withdrawal or termination).
- G. “*Ex Officio Member*” means a non-voting, non-dues paying member of the Council that is not a party to this Agreement.
- H. “*Associate Member*” means a non-voting, dues paying member of the Council that is not a party to this Agreement.

IV. MEMBERSHIP AND REPRESENTATION

- A. Membership. Membership (except for Associate Members and Ex Officio Members) is established by execution of this Agreement and payment of any required cost allocation as established by the Executive Board. New Members may be added through an ILA Amendment.
- B. Executive Board. The Executive Board is comprised of the following representatives of member agencies:

- 1. County Government: three (3) members of the Kitsap County Board of Commissioners;

2. City Governments:
 - a. The Mayor of each city having a population of 10,000 persons or less;
 - b. The Mayor and one (1) member of the City Council of each city having a population between 10,001 persons and 30,000 persons;
 - c. The Mayor and two (2) members of the City Council of each city having a population greater than 30,000 persons;
 - d. A city with a Council/Manager form of government may select one (1) member of the City Council instead of a Mayor. The number of additional City Council members representing the city shall be as described in 2(a-c) above.
 - e. Population will be determined by the most recent annual population estimate of cities and towns prepared by the Washington State Office of Financial Management.
3. Port of Bremerton: one (1) representative consisting of a Port Commissioner.
4. Kitsap Transit: one (1) representative consisting of a member selected by the Kitsap Transit Board of Commissioners.
5. City Council, Kitsap Transit and Port of Bremerton representatives may be selected by whatever means established by each specific member agency.

D. New membership. A municipal or government entity or a federally recognized Indian Tribe that desires to become an Ex Officio Member or an Associate Member must obtain permission to do so by the Executive Board. Associate Members must also present a draft agreement for the Executive Board's consideration, establishing the proposed terms, duties, powers and privileges for Associate Member status.

V. POWER, AUTHORITY, AND PURPOSE

This Agreement does not confer additional substantive powers or authorities on member agencies. The powers and authorities conferred herein are limited to the powers that each member agency is authorized by law to perform. The Council has the following power, authority, and purpose:

A. Provide a regional forum for regional deliberations and cooperative decision-making by the region's elected officials in order to bring about a continuous and comprehensive planning process, and foster cooperation and mediate differences among governments throughout the region.

- B. Consistent with the GMA, coordinate and ensure consistency when developing comprehensive land use plans.
- C. Consistent with the GMA, develop CPPs to be used as a framework to guide the County and the Cities in developing their comprehensive land use plans;
- D. Coordinate actions to provide for the distribution of state and federal grant funds, including but not limited to federal transportation funding, community development block grants, and low-income housing grants.
- E. Undertake continuous, cooperative study and planning of regional and governmental problems of mutual interest, including but not limited to development, land use, housing, capital facilities, services, utilities, finances, public buildings, water supply, water distribution and drainage, air and water pollution, parks and recreation and transportation planning.
- F. Coordinate actions to provide for a sustainable economy and environment for the region.
- G. Carry out such other planning and coordinating activities authorized by the Council including participation in other forums and organizations.
- H. Establish Bylaws, to be amended from time to time, that govern the procedures of the Council. The Bylaws, as may be amended, are incorporated into this Agreement by this reference as if fully set forth herein.
- I. Contract for administrative services and enter into other agreements as deemed appropriate and/or necessary to implement this Agreement.
- J. Purchase, receive, lease, take by gift, or otherwise acquire, own, hold, improve, use and otherwise deal in and with real or personal property, or any interest therein, in the name of the Council.
- K. Sell, convey, mortgage, pledge, lease, exchange, transfer, and otherwise dispose of its property and assets.
- L. Sue and be sued, complain and defend, in all courts of competent jurisdiction in the Council's name.
- M. To engage in any other activity necessary to further the Council goals and purposes to the extent authorized by chapter 39.34 RCW.
- N. Apply for such federal, state, or private funding of any nature as may become available to assist the organization in carrying out its purposes and functions.

O. Identify and examine issues such as governance, growth policies, development standards, service provision, revenue-cost sharing and municipal annexations in urban growth areas.

P. Strive to represent the consensus of views on growth management and planning issues among member agencies. The Council makes recommendations on behalf of those jurisdictions to multi-county regional agencies and State government on behalf of member agencies, on proposed changes to multi-county regional plans, state plans and laws.

Q. Represent the views or position of member agencies within the County on issues of consistency or the resolution of conflicts related to the multi-county regional growth strategy and transportation plan.

R. Make appointments to committees and boards of multi-county regional organizations (e.g. Puget Sound Regional Council, Peninsula Regional Transportation Planning Organization) where appointments are requested to represent more than one member agency of the Council. Members appointed to such committees and boards shall represent the consensus of the views of the Council. If consensus is not reached on a particular issue, the members appointed to such committees and boards shall represent the majority and minority views of the Council, in order to accurately portray the status of discussions on that issue.

S. Review this Interlocal Agreement no fewer than every 10 years with the assistance of legal counsel.

VI. FINANCING

A. Cost Allocation. All members shall pay the annual cost allocation as described in the Bylaws. If payment by a member is not paid timely after notice of the cost allocation is received, the member is subject to having its membership status revoked by the Executive Board.

B. Local Government Accounting. All services and transfers of property to the Kitsap Regional Coordinating Council shall be paid and accounted for in accordance with RCW 43.09.210.

VII. FISCAL YEAR AND BUDGET

A. The Fiscal Year. The fiscal year shall coincide with the calendar year.

B. Adoption of Budget. By September of each year the Executive Board shall adopt a draft annual work program, budget, and cost allocation for the ensuing fiscal year that identifies anticipated activities, goals, revenues, and expenditures for completing the work program. The final work program, budget, and cost allocation for the ensuing year shall be adopted by the Executive Board no later than November of each year. No increase or decrease to the final budget shall occur without the approval of the Executive Board.

C. Notice of Budget. On or before September 30, the Executive Board shall provide written notice of the ensuing year's draft budget, work plan, and cost allocation to the designated

representative(s) of each member agency. On or before November 30, the Executive Board shall provide written notice of the final budget, work plan, and cost allocation adopted for the ensuing fiscal year to the designated representative(s) of each member agency.

D. Accounting, Budgeting, and Reporting. The Council shall be subject to the Budgeting Accounting & Reporting System (BARS) applicable to Category 1 local governments.

E. Fiscal Agent. The Council may retain a fiscal agent. The fiscal agent may be a member agency who shall serve and be subject to removal, pursuant to the terms and conditions as established by agreement between the fiscal agent and the Council.

F. Contracting. All contracts made by or on behalf of the Council shall be in accordance with state law, including, but not limited to: Chapter 39.04 RCW, and Chapter 42.23 RCW, and Chapter 42.24 RCW.

VIII. WITHDRAWAL FROM AGREEMENT

Any member agency has the right to withdraw from this Interlocal Agreement by giving the Executive Board six (6) months prior written notice. Unless otherwise provided by future agreement, any member agency that withdraws shall remain responsible for its financial and other obligations with regard to Council activities until the effective date of withdrawal and with regard to agreements to which the Council is a party and which exist at the time of such notice of withdrawal. Withdrawal by one member agency to this Interlocal Agreement shall not terminate the Agreement as to any other remaining member agencies. Except as provided in Article IX of this Agreement, any member agency that withdraws from this Agreement forfeits any rights it may have to the Council's assets; provided, however, such forfeiture shall not take effect if the Council dissolves within one (1) year of the date of the withdrawal notice.

IX. DISPOSAL OF ASSETS

Upon dissolution of the Council, any Council assets, after payment of all liabilities, costs, expenses, and charges validly incurred under this Agreement, shall be distributed to member agencies which are members of the Council on the date of dissolution. Distribution of assets shall be in proportion to the funding formula for cost allocation as described in the Bylaws, in accordance with Article VI.B. of the Agreement, and existing at the time of dissolution. The debts, liabilities, and obligations of the Council shall not constitute a debt, liability, or obligation of any member agency. If assets cannot reasonably be distributed in proportion to the funding formula, the Council shall declare the assets to be surplus, and shall offer the assets for sale according to the requirements of chapter 43.19 RCW, and shall distribute the proceeds from the sale in proportion to the funding formula established by the Executive Board in accordance with Article VI.B. of this Agreement.

X. LIABILITY AND INSURANCE

A. Any loss or liability to third parties resulting from negligent acts, errors, or omissions of the Council, Member agencies (excluding Associate Members), Ex Officio Members, and/or employees while acting within the scope of their authority under this

Agreement shall be borne by the Council exclusively, and the Council shall defend such parties, at its cost, upon request by the member agency, ex officio agency, and/or employee.

B. The Executive Board shall obtain commercial general liability, and auto liability insurance coverage for the Council, Executive Board, and any staff employed by the Council, at levels no less than \$1 million single occurrence and \$2 million aggregate for each type of liability that is insured. The policy shall name each member agency, and their respective elected officials, officers, agents, and employees as additional insured's. The Executive Board shall annually evaluate the adequacy of the Council's insurance coverage.

C. The Executive Board shall require that all contractors and subcontractors utilized by the Council obtain insurance coverage consistent with Article X.B.

XI. LEGAL REPRESENTATION

The Council may retain legal counsel. Legal counsel may be an employee of a member agency, an outside entity, or an individual. In the event of a conflict of interest, the Council may retain substitute or additional legal counsel. Additionally, Council may retain outside legal counsel concerning any matter the Council deems appropriate. Retained counsel shall serve, and be subject to removal, pursuant to the terms and conditions established by agreement between legal counsel and the Council. An adjustment in cost allocation to Members will be made if the Council retains outside legal counsel.

XII. ENTIRE AGREEMENT

This Agreement supersedes all previous Kitsap Regional Coordinating Council interlocal agreements and all prior discussions, representations, contracts, and/or agreements between the parties relating to the subject matter of this Agreement and constitutes the entire contract between the parties.

XIII. MODIFICATION

Except as provided by Article XIX, the terms of this Agreement shall not be altered or modified unless agreed to in writing by all member agencies and such writing shall be executed with the same formalities as are required for the execution of this document.

XIV. WAIVER

The failure of any party to insist upon strict performance of any of the terms and conditions of this Agreement shall not be construed to be a waiver or relinquishment of same, but the same shall be and remain in full force and effect.

XV. NOTICE

Except as provided in Article XVIII of this Agreement, any notice required by this Agreement shall be made in writing to the representative(s) identified in Article IV.B. of this

Agreement. Notice is effective on the third day following deposit with the U.S. Postal Service, regular mail.

XVI. SEVERABILITY

If any of the provisions of this Agreement are held illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

XVII. CHOICE OF LAW AND VENUE

This Agreement shall be governed by the laws of the State of Washington, both as to its interpretation and performance. Any action at law, suit in equity, or other judicial proceeding arising in connection with this Agreement may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington.

XVIII. CLAIMS

A. Any claim for damages made under chapter 4.96 RCW shall be filed with the Chair of the Kitsap Regional Coordinating Council, c/o the Clerk of the Kitsap County Board of Commissioners, 614 Division Street, MS-4, Port Orchard, Washington, 98366.

B. Upon receipt of a claim for damages, or any other claim, a copy of the claim will be provided by the Clerk of the Board to each member of the Executive Board.

XIX. EXECUTION AND FILING

A. Counterparts. The parties agree that there shall be multiple original signature pages of this Agreement distributed for signature by the necessary officials of the parties. Upon execution, the executed original signature pages of this Agreement shall be returned to the Clerk of the Kitsap County Board of Commissioners, who shall file an executed original of this Agreement with the Kitsap County Auditor. The Clerk of the Board shall distribute duplicate conformed copies of the Agreement to each of the parties.

B. Later Approval and Filing. Later approval and filing of this Agreement by additional parties as set forth in Article IV, Section D, shall be deemed an authorized amendment to the Agreement already on file with the Kitsap County Auditor, without the need for reconsideration and approval by parties that have already approved and executed the Agreement.

XX. EFFECTIVE DATE

This Agreement shall go into effect among and between the parties upon its execution by all of the parties, as evidenced by the signatures and dates affixed below and upon its filing with the County Auditor as provided in Article XIX.

IN WITNESS WHEREOF, this Agreement has been executed by each party on the date set forth below:

Signatures on following pages

Executed this ___ day of _____, 2019.

CITY OF BAINBRIDGE ISLAND

Approved as to form

Bainbridge Island City Attorney

Morgan Smith, City Manager

Executed this ___ day of _____, 2019.

CITY OF BREMERTON

Approved as to form

Bremerton City Attorney

Greg Wheeler, Mayor

Executed this ___ day of _____, 2019.

CITY OF PORT ORCHARD

Approved as to form

Port Orchard City Attorney

Robert Putaansuu, Mayor

Executed this ___ day of _____, 2019.

CITY OF POULSBO

Approved as to form

Poulsbo City Attorney

Becky Erickson, Mayor

Executed this ___ day of _____, 2019.

PORT OF BREMERTON

Approved as to form

Port of Bremerton Attorney

Larry Stokes, President

Executed this ___ day of _____, 2019.

Approved as to form

KITSAP TRANSIT

Kitsap Transit Attorney

John Clauson, Executive Director

Executed this _____ day of _____, 2019.

**KITSAP COUNTY BOARD OF
COMMISSIONERS**

EDWARD E. WOLFE, Chair

CHARLOTTE GARRIDO, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

ROBERT GELDER, Commissioner

Deputy Prosecuting Attorney



Kitsap Regional Coordinating Council

KITSAP REGIONAL COORDINATING COUNCIL INTERLOCAL AGREEMENT

THIS AGREEMENT is made and entered into by and between the undersigned parties pursuant to provisions of the Interlocal Cooperation Act of 1967, Chapter 39.34 RCW.

WHEREAS, the undersigned members recognize the need and desirability to participate in a forum for intergovernmental coordination, cooperation, and consultation among member agencies in order to bring about a continuous and comprehensive regional planning process and efficient service delivery; and

WHEREAS, the undersigned members desire jointly to undertake continuous, cooperative study and planning of regional and governmental issues of mutual interest, including but not limited to development, land use, housing, capital facilities, service, utilities, finances, public buildings, water supply, water distribution and drainage, air and water pollution, parks and recreation, transportation planning, and economic development; and

WHEREAS, it is the belief of the undersigned members that regional deliberations, planning, and review can best be achieved with the creation of a separate legal entity whose function and activities are subject to policy direction from the undersigned member agencies according to the provisions of this Agreement; and

WHEREAS, the State Growth Management Act (GMA) requires local jurisdictions to coordinate and ensure consistency when developing comprehensive land use plans and the undersigned members desire to establish the Kitsap Regional Coordinating Council as a separate legal entity to facilitate coordination and consistency of comprehensive land use plans as required by the GMA; and

WHEREAS, the undersigned members desire to use the Kitsap Regional Coordinating Council for developing County-wide Planning Policies (CPPs) under the GMA as a framework to guide Kitsap County and cities situated within the County in developing their comprehensive land use plans.

THEREFORE, in consideration of mutual promises and covenants herein it is hereby agreed:

I. NAME

This Agreement establishes the KITSAP REGIONAL COORDINATING COUNCIL (“Council”), a separate legal entity since 2001.

II. DURATION

The Agreement shall remain in force and effect perpetually or until terminated by ~~majority~~ vote of the member agencies.

III. DEFINITIONS

For the purpose of this Interlocal Agreement, the following terms have the meaning prescribed to them in this section unless the context of their use dictates otherwise:

A. “*Member agency*” means a voting and dues paying municipal or other government entity located within Kitsap County which is a party to this Agreement.

B. “*State*” means the State of Washington.

C. “*Region*” means the territory physically lying within the boundaries of Kitsap County.

D. “*Kitsap Regional Coordinating Council*” or “*Council*” means the separate legal entity established by this Agreement to represent member agencies to carry out those powers and managerial and administrative responsibilities delegated pursuant to the provisions of this Agreement.

~~E. “*Majority vote*” means more than one half of the votes cast when a quorum is present and must include a majority of votes from County commissioners and a majority of votes from the representatives of at least two separate cities.~~

EF. “*Executive Board*” shall mean the representatives of member agencies of the Kitsap Regional Coordinating Council identified in Article IV.B. of this Agreement.

FG. “*Cost Allocation*” means annual dues (the annual allocation among Member agencies of the cost of Council operations determined by the Executive Board for the purposes of calculating members’ obligations to contribute to the funding of Council operations for the year, and for the purposes of calculating obligations and distributions in the event of withdrawal or termination).

GH. “*Ex Officio Member*” means a non-voting, non-dues paying member of the Council that is not a party to this Agreement.

~~I. “*Two-thirds majority vote*” means a majority vote and also requires a majority of votes from County commissioners and a majority of votes from the representatives from at least two separate cities.~~

HJ. “*Associate Member*” means a non-voting, dues paying member of the Council ~~which that is not a party to this Agreement and who enters into a separate agreement with the Council that establishes the Associate Member’s level of participation in Council activities.~~

IV. MEMBERSHIP AND REPRESENTATION

A. Membership. Membership (except for Associate Members and Ex Officio Members) is established by execution of this Agreement and payment of any required cost allocation as established by the Executive Board. New Members may be added through an ILA Amendment.

B. Executive Board. The Executive Board is comprised of the following representatives of member agencies:

1. County Government: three (3) members of the Kitsap County Board of Commissioners;
2. City Governments:
 - a. The Mayor of each city having a population of 10,000 persons or less;
 - b. The Mayor and one (1) member of the City Council of each city having a population between 10,001 persons and 30,000 persons;
 - c. The Mayor and two (2) members of the City Council of each city having a population greater than 30,000 persons;
 - d. A city with a Council/Manager form of government may select one (1) member of the City Council instead of a Mayor. The number of additional City Council members representing the city shall be as described in 2(a-c) above.
 - e. Population will be determined by the most recent annual population estimate of cities and towns prepared by the Washington State Office of Financial Management.
3. Port of Bremerton: one (1) representative consisting of a Port Commissioner.
4. Kitsap Transit: one (1) representative consisting of a member selected by the Kitsap Transit Board of Commissioners.
5. City Council, Kitsap Transit and Port of Bremerton representatives may be selected by whatever means established by each specific member agency for a two (2) year term.

~~C. The determination of the population of cities will be the most recent annual population estimate of cities and towns prepared by the Washington State Office of Financial Management.~~

D. New membership. A municipal or government entity or a federally recognized Indian Tribe that desires to become an Ex Officio Member or an Associate Member of the

~~Council~~ must obtain permission to do so by ~~majority vote of~~ the Executive Board. ~~The required permission applies to any entity that wishes to become a Member or Ex Officio Member. Associate Members~~ A municipal or government entity or a federally recognized Indian tribe that wishes to become an Associate Member must obtain permission to do so by a majority vote of the Executive Board, and must also present a draft agreement for the Executive Board's consideration, establishing the proposed terms, duties, powers and privileges for Associate Member status.

V. POWER, AUTHORITY, AND PURPOSE

This Agreement does not confer additional substantive powers or authorities on member agencies. The powers and authorities conferred herein are limited to the powers that each member agency is authorized by law to perform. The Council has the following power, authority, and purpose:

A. Provide a regional forum for regional deliberations and cooperative decision-making by the region's elected officials in order to bring about a continuous and comprehensive planning process, and foster cooperation and mediate differences among governments throughout the region.

B. Consistent with the GMA, coordinate and ensure consistency when developing comprehensive land use plans.

C. Consistent with the GMA, develop CPPs to be used as a framework to guide the County and the Cities in developing their comprehensive land use plans;

D. Coordinate actions to provide for the distribution of state and federal grant funds, including but not limited to federal transportation funding, community development block grants, and low-income housing grants.

E. Undertake continuous, cooperative study and planning of regional and governmental problems of mutual interest, including but not limited to development, land use, housing, capital facilities, services, utilities, finances, public buildings, water supply, water distribution and drainage, air and water pollution, parks and recreation and transportation planning.

F. Coordinate actions to provide for a sustainable economy and environment for the region.

G. Carry out such other planning and coordinating activities authorized by ~~majority vote of~~ the Council including participation in other forums and organizations.

H. Establish Bylaws, to be amended from time to time, that govern the procedures of the Council. The Bylaws, as may be amended, are incorporated into this Agreement by this reference as if fully set forth herein.

I. Contract for administrative services and enter into other agreements as deemed appropriate and/or necessary to implement this Agreement.

J. Purchase, receive, lease, take by gift, or otherwise acquire, own, hold, improve, use and otherwise deal in and with real or personal property, or any interest therein, in the name of the Council.

K. Sell, convey, mortgage, pledge, lease, exchange, transfer, and otherwise dispose of its property and assets.

L. Sue and be sued, complain and defend, in all courts of competent jurisdiction in the Council's name.

M To engage in any other activity necessary to further the Council goals and purposes to the extent authorized by chapter 39.34 RCW.

N. Apply for such federal, state, or private funding of any nature as may become available to assist the organization in carrying out its purposes and functions.

O. Identify and examine issues such as governance, growth policies, development standards, service provision, revenue-cost sharing and municipal annexations in urban growth areas.

P. Strive to represent the consensus of views on growth management and planning issues among member agencies. The Council makes recommendations on behalf of those jurisdictions to multi-county regional agencies and State government on behalf of member agencies, on proposed changes to multi-county regional plans, state plans and laws.

Q. Represent the views or position of member agencies within the County on issues of consistency or the resolution of conflicts related to the multi-county regional growth strategy and transportation plan.

R. Make appointments to committees and boards of multi-county regional organizations (e.g. Puget Sound Regional Council, Peninsula Regional Transportation Planning Organization) where appointments are requested to represent more than one member agency of the Council. Members appointed to such committees and boards shall represent the consensus of the views of the Council. If consensus is not reached on a particular issue, the members appointed to such committees and boards shall represent the majority and minority views of the Council, in order to accurately portray the status of discussions on that issue.

S. Review this Interlocal Agreement no fewer than every 10 years with the assistance of legal counsel.

VI. FINANCING

A. Cost Allocation. All members shall pay the annual cost allocation as described in the Bylaws. If payment by a member is not paid timely after notice of the cost allocation is received, the member is subject to having its membership status revoked by ~~majority vote of the~~ Executive Board.

B. Local Government Accounting. All services and transfers of property to the Kitsap Regional Coordinating Council shall be paid and accounted for in accordance with RCW 43.09.210.

VII. FISCAL YEAR AND BUDGET

A. The Fiscal Year. The fiscal year shall coincide with the calendar year.

B. Adoption of Budget. By September of each year the Executive Board shall adopt a draft annual work program, budget, and cost allocation for the ensuing fiscal year that identifies anticipated activities, goals, revenues, and expenditures for completing the work program. The final work program, budget, and cost allocation for the ensuing year shall be adopted by the Executive Board no later than November of each year. No increase or decrease to the final budget shall occur without the approval of the Executive Board.

C. Notice of Budget. On or before September 30, the Executive Board shall provide written notice of the ensuing year's draft budget, work plan, and cost allocation to the designated representative(s) of each member agency. On or before November 30, the Executive Board shall provide written notice of the final budget, work plan, and cost allocation adopted for the ensuing fiscal year to the designated representative(s) of each member agency.

D. Accounting, Budgeting, and Reporting. The Council shall be subject to the Budgeting Accounting & Reporting System (BARS) applicable to Category 1 local governments.

E. Fiscal Agent. The Council may retain a fiscal agent. The fiscal agent may be a member agency who shall serve and be subject to removal, pursuant to the terms and conditions as established by agreement between the fiscal agent and the Council.

F. Contracting. All contracts made by or on behalf of the Council shall be in accordance with state law, including, but not limited to: Chapter 39.04 RCW, and Chapter 42.23 RCW, and Chapter 42.24 RCW.

VIII. WITHDRAWAL FROM AGREEMENT

Any member agency has the right to withdraw from this Interlocal Agreement by giving the Executive Board six (6) months prior written notice. Unless otherwise provided by future agreement, any member agency that withdraws shall remain responsible for its financial and other obligations with regard to Council activities until the effective date of withdrawal and with regard to agreements to which the Council is a party and which exist at the time of such notice of withdrawal. Withdrawal by one member agency to this Interlocal Agreement shall not terminate the Agreement as to any other remaining member agencies. Except as provided in Article IX of this Agreement, any member agency that withdraws from this Agreement forfeits any rights it may have to the Council's assets; provided, however, such forfeiture shall not take effect if the Council dissolves within one (1) year of the date of the withdrawal notice.

IX. DISPOSAL OF ASSETS

Upon dissolution of the Council, any Council assets, after payment of all liabilities, costs, expenses, and charges validly incurred under this Agreement, shall be distributed to member agencies which are members of the Council on the date of dissolution. Distribution of assets shall be in proportion to the funding formula for cost allocation as described in the Bylaws, in accordance with Article VI.B. of the Agreement, and existing at the time of dissolution. The debts, liabilities, and obligations of the Council shall not constitute a debt, liability, or obligation of any member agency. If assets cannot reasonably be distributed in proportion to the funding formula, the Council shall declare the assets to be surplus, and shall offer the assets for sale according to the requirements of chapter 43.19 RCW, and shall distribute the proceeds from the sale in proportion to the funding formula established by the Executive Board in accordance with Article VI.B. of this Agreement.

X. LIABILITY AND INSURANCE

A. Any loss or liability to third parties resulting from negligent acts, errors, or omissions of the Council, Member agencies (excluding Associate Members), Ex Officio Members, and/or employees while acting within the scope of their authority under this Agreement shall be borne by the Council exclusively, and the Council shall defend such parties, at its cost, upon request by the member agency, ex officio agency, and/or employee.

B. The Executive Board shall obtain commercial general liability, and auto liability insurance coverage for the Council, Executive Board, and any staff employed by the Council, at levels no less than \$1 million single occurrence and \$2 million aggregate for each type of liability that is insured. The policy shall name each member agency, and their respective elected officials, officers, agents, and employees as additional insured's. The Executive Board shall annually evaluate the adequacy of the Council's insurance coverage.

C. The Executive Board shall require that all contractors and subcontractors utilized by the Council obtain insurance coverage consistent with Article X.B.

XI. LEGAL REPRESENTATION

The Council may retain legal counsel. Legal counsel may be an employee of a member agency, an outside entity, or an individual. In the event of a conflict of interest, the Council may retain substitute or additional legal counsel. Additionally, Council may retain outside legal counsel concerning any matter the Council deems appropriate. Retained counsel shall serve, and be subject to removal, pursuant to the terms and conditions established by agreement between legal counsel and the Council. An adjustment in cost allocation to Members will be made if the Council retains outside legal counsel.

XII. ENTIRE AGREEMENT

This Agreement supersedes all previous Kitsap Regional Coordinating Council interlocal agreements and all prior discussions, representations, contracts, and/or agreements between the parties relating to the subject matter of this Agreement and constitutes the entire contract between the parties.

XIII. MODIFICATION

Except as provided by Article XIX, the terms of this Agreement shall not be altered or modified unless agreed to in writing by all member agencies and such writing shall be executed with the same formalities as are required for the execution of this document.

XIV. WAIVER

The failure of any party to insist upon strict performance of any of the terms and conditions of this Agreement shall not be construed to be a waiver or relinquishment of same, but the same shall be and remain in full force and effect.

XV. NOTICE

Except as provided in Article XVIII of this Agreement, any notice required by this Agreement shall be made in writing to the representative(s) identified in Article IV.B. of this Agreement. Notice is effective on the third day following deposit with the U.S. Postal Service, regular mail.

XVI. SEVERABILITY

If any of the provisions of this Agreement are held illegal, invalid or unenforceable, the remaining provisions shall remain in full force and effect.

XVII. CHOICE OF LAW AND VENUE

This Agreement shall be governed by the laws of the State of Washington, both as to its interpretation and performance. Any action at law, suit in equity, or other judicial proceeding arising in connection with this Agreement may be instituted and maintained only in a court of competent jurisdiction in Kitsap County, Washington.

XVIII. CLAIMS

A. Any claim for damages made under chapter 4.96 RCW shall be filed with the Chair of the Kitsap Regional Coordinating Council, c/o the Clerk of the Kitsap County Board of Commissioners, 614 Division Street, MS-4, Port Orchard, Washington, 98366.

B. Upon receipt of a claim for damages, or any other claim, a copy of the claim will be provided by the Clerk of the Board to each member of the Executive Board.

XIX. EXECUTION AND FILING

A. Counterparts. The parties agree that there shall be multiple original signature pages of this Agreement distributed for signature by the necessary officials of the parties. Upon execution, the executed original signature pages of this Agreement shall be returned to the Clerk of the Kitsap County Board of Commissioners, who shall file an executed original of this Agreement with the Kitsap County Auditor. The Clerk of the Board shall distribute duplicate conformed copies of the Agreement to each of the parties. ~~Parties that sign on as Members at a later date will provide original signature pages of this Agreement to the Clerk of the Kitsap~~

~~County Board of Commissioners, who shall file the signature pages provided with the Kitsap County Auditor. The Clerk of the Board shall distribute duplicate conformed copies of the signature pages filed later, to each of the parties. Addition of parties at a later date will not constitute a modification under Section XIII of this Agreement.~~

B. Later Approval and Filing. Later approval and filing of this Agreement by additional parties as set forth in Article IV, Section D, shall be deemed an authorized amendment to the Agreement already on file with the Kitsap County Auditor, without the need for reconsideration and approval by parties that have already approved and executed the Agreement.

XX. EFFECTIVE DATE

This Agreement shall go into effect among and between the parties upon its execution by all of the parties, as evidenced by the signatures and dates affixed below and upon its filing with the County Auditor as provided in Article XIX.

IN WITNESS WHEREOF, this Agreement has been executed by each party on the date set forth below:

Signatures on following pages

Executed this ___ day of _____, 201~~92~~.

CITY OF BAINBRIDGE ISLAND

Approved as to form

Bainbridge Island City Attorney

~~Morgan Smith~~~~Debbi Lester~~, ~~Mayor~~
City Manager

Executed this ___ day of _____, 201~~92~~.

CITY OF BREMERTON

Approved as to form

Bremerton City Attorney

Greg Wheeler~~Patty Lent~~, Mayor

Executed this ___ day of _____, 201~~92~~.

CITY OF PORT ORCHARD

Approved as to form

Port Orchard City Attorney

Robert Putaansuu~~Tim Matthes~~, Mayor

Executed this ___ day of _____, 201~~92~~.

CITY OF POULSBO

Approved as to form

Poulsbo City Attorney

Becky Erickson, Mayor

Executed this ___ day of _____, 201~~92~~.

PORT OF BREMERTON

Approved as to form

Port of Bremerton Attorney

Larry Stokes, President

Executed this ____ day of _____, 2019.

KITSAP TRANSIT

Approved as to form

Kitsap Transit Attorney

John Clauson, Executive Director

Executed this _____ day of _____, 201~~9~~².

**KITSAP COUNTY BOARD OF
COMMISSIONERS**

~~EDWARD E. WOLFE~~**ROBERT GELDER**, Chair

CHARLOTTE GARRIDO, Commissioner

ATTEST:

Dana Daniels, Clerk of the Board

~~ROBERT GELDER~~**JOSH BROWN**,
Commissioner

Deputy Prosecuting Attorney



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:10 PM) Discuss Administration of Moratorium Regarding Adjustments to An Approved Site Plan Review - Planning,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

Discussion.

SUMMARY:

Approved site plan and design reviews often request adjustments to change the siting and location of a building, and may request a change in the density or character of the use. The Planning Department has recently seen an increase in these requests. New Major Site Plan and Design Reviews are subject to the Moratorium. To date, the Department has allowed requests for both minor and major adjustments to proceed.

FISCAL IMPACT:

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

BACKGROUND: The moratorium language (see attached) does not speak to either minor or major adjustments.

BIMC 2.16.040 (H) describes adjustments to an approved site plan as follows:

1. Minor adjustments to an approved site plan and design review may be made after review and approval by the ¹²¹director. Minor adjustments are those that include minor changes in dimensions or siting of structures or the

location of public amenities, but do not include changes to the intensity or character of the use. Minor adjustments are processed through a written request from the applicant and a written response from department staff. The city response is placed in the project file and is effective to modify the approval as described in the response.

2. Adjustments other than minor adjustments to an approved site plan and design review require a new or amended application as determined by the director. Major adjustments are those that change the basic design, intensity, density, or character of the use.

An example of a minor adjustment includes a proposal to reduce the size of a proposed building. An example of a major adjustment may include the merging two buildings into one for a different use.

To date, the Department has allowed adjustments -- both minor and major -- to proceed. The purpose of this discussion is to provide the City Council with that information and to receive Council feedback.

ATTACHMENTS:

[Ordinance No. 2019-10 Extending the Development Moratorium Approved 032619.pdf](#)

[Development Moratorium Summary Effective 20190403 \(1\).docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2019-10

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; amending Ordinance No. 2018-43; providing for severability; leaving the effective date of the moratorium unchanged; and extending the moratorium for six months until October 3, 2019.

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

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

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

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

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

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

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

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

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

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

WHEREAS, regulations for critical areas within the City's shoreline jurisdiction are in the process of being updated through an amendment of the City's shoreline master program consistent with the Shoreline Management Act and that amendment process was ongoing as of July 9, 2018, which was the original date that the moratorium was set to expire, and that process continues to be ongoing; and

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

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

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

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

WHEREAS, on April 2 and 23, May 7 and 21, June 4 and 18, August 6 and 20, September 4 and 17, and October 15, 2018, the City's Design Review Board discussed alternatives for revisions to the City's land use review procedures and/or subdivision design guidelines; and

WHEREAS, on March 22, May 10, June 7, 14, and 21, July 12 and 26, August 9, 23, and 30, September 13 and 27, October 25, November 8 and 29, and December 13, 2018, as well as on January 10, and February 13 and 28, 2019, the City's Planning Commission discussed alternatives for revisions to the City's land use review procedures, subdivision design guidelines, and/or subdivision standards; and

WHEREAS, the City provided legal background on the roles of land use bodies, presented in a memorandum from attorney James E. Haney (outside legal counsel for the City) entitled, “*Roles of City Council, Planning Commission, Design Review Board, and Hearing Examiner in Land Use Permits*,” dated June 1, 2018, and the City Council had a special workshop related to land use review procedures on August 27, 2018; and

WHEREAS, the City’s Planning Commission completed their review of land use review procedures and forwarded their recommendations on those issues to the City Council, and on December 11, 2018, the Council enacted Ordinance No. 2018-20 related to revisions and updates to the City’s land use review procedures; and

WHEREAS, as part of the Planning Commission’s review and consideration of the City’s subdivision review procedures, design guidelines, and standards, the Commission has been considering a proposed ordinance, Ordinance No. 2019-03; and

WHEREAS, on February 13, 2019, and continuing to February 28, 2019, the Planning Commission conducted a public hearing on Ordinance No. 2019-03, and subsequently forwarded the proposed ordinance and their recommendations to the City Council; and

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

WHEREAS, the City Council reviewed and considered proposed updates to the City’s subdivision regulations at regularly scheduled meetings on September 4 and 11, October 9, and December 4, 2018, and January 22, 2019; and

WHEREAS, the City Council is in the process of considering the Planning Commission’s recommendations related to proposed updates to the City’s subdivision regulations as included in Ordinance No. 2019-03, including at the Council’s meeting on March 19, 2019, and the Council will consider those subdivision regulations further at subsequent meetings; and

WHEREAS, City staff is working with the Design Review Board and a consultant team related to updating the City’s Design Guidelines (BIMC 18.18.030) more generally (i.e., the design guidelines that aren’t included in the separate effort described above related to design guidelines for subdivisions), and that work is not expected to be completed until the end of July 2019; and

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

WHEREAS, on July 24, 2018, the Affordable Housing Task Force (“AHTF”) presented its final report to the City Council and the Council discussed the recommendations more thoroughly on August 21, 2018; and

WHEREAS, on October 2 and December 4, 2018, the City Council received a project update on the economic market analysis from the consultant (ECONorthwest/Forterra) related to inclusionary zoning and possible updates to the City’s Transfer of Development program; and

WHEREAS, on February 19, 2019, the City Council reviewed and provided direction to staff related to the ECONorthwest/Forterra final report and the AHTF report recommendations, and the Council discussed the status of the Council’s Affordable Housing Ad Hoc Committee; and

WHEREAS, City staff members are currently working on prioritizing and organizing work on the inclusionary zoning and other AHTF report recommendations which were endorsed by the Council at its February 19, 2019, meeting and work is ongoing in this effort; and

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

WHEREAS, on April 10, May 22, June 5, June 19, July 17, August 21, September 4 and 18, October 2 and 16, November 6 and 20, and December 4, 2018, as well as on January 15, February 5 and 19, and March 5 and 19, 2019, the City Council was provided further moratorium work program status report updates; and

WHEREAS, on June 26, 2018, the City Council held a public hearing and approved Ordinance 2018-23, extending the development moratorium for another 90 days until October 9, 2018; and

WHEREAS, on September 25, 2018, the City Council held a public hearing and approved Ordinance 2018-41, and thereby extended the development moratorium for another six (6) months, and in so doing narrowed the moratorium to remove two-lot short subdivisions in which there is an existing single-family residence from the moratorium; and

WHEREAS, on October 16, 2018, the City Council discussed integrating critical area regulations into the Shoreline Master Program (Chapter 16.12 BIMC) and made the policy decision to not apply new Aquifer Recharge Protection Area regulations (BIMC 16.20.100) within the City’s shoreline jurisdiction areas; and

WHEREAS, as a result of that policy decision, and the City Council’s affirmation on October 23, 2018, that the moratorium should be narrowed in that manner, the Council directed staff to prepare an ordinance to entirely remove Section 3.B. (which, in effect, applied the Aquifer Recharge Protection Area regulations in the City’s shoreline jurisdiction areas) from the moratorium; and

WHEREAS, on October 23, 2018, the City Council discussed additional revisions to the development moratorium, including related to excluding from the moratorium certain permit applications for development in the Business/Industrial zoning district, and the Council directed staff to prepare an ordinance to narrow the moratorium accordingly; and

WHEREAS, on October 23, 2018, the City Council also discussed potentially further narrowing provisions of the moratorium related to applications for new short subdivisions that the Council had previously narrowed, and the Council decided to not take such action at that time pending the Planning Commission's ongoing but not yet completed work related to subdivisions, including new subdivision design guidelines and revised subdivision standards and review procedures; and

WHEREAS, on October 23, 2018, the City Council also discussed issues related to making condominiums out of accessory dwelling units ("ADUs") and common ownership of ADUs, and the Council directed staff to work on possible revisions to the BIMC to allow the Council to further consider the common ownership issue related to ADUs; and

WHEREAS, given that the Washington State Legislature is considering in the current legislative session bills that would impact the regulation of ADUs, the City is awaiting possible action by the Legislature because such action could impact the City's efforts on this issue; and

WHEREAS, on November 13, 2018, the City Council approved Ordinance 2018-43, and thereby narrowed the moratorium as requested by the Council and described above related to entirely removing Section 3.B. (which, in effect, applied the Aquifer Recharge Protection Area regulations in the City's shoreline jurisdiction areas) from the moratorium, and broadening an exclusion related to certain Major Site Plan and Design Review and Major Conditional Use Permit proposals to include in that exclusion such proposals for properties located in the Business/Industrial District; and

WHEREAS, although the City has been working to address the land use issues identified in the development moratorium, as described above, the work is ongoing and not yet completed; and

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

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

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council’s initial findings of fact in support of the moratorium, as established by Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, 2018-41, and 2018-43.

Section 2. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council conducted a public hearing on this extension of the moratorium at its meeting on March 26, 2019, and took public testimony and considered further findings of fact.

Section 3. Moratorium Amended. The moratorium is hereby amended, as also stated in Section 6 below, to extend the moratorium until October 3, 2019, which is six (6) months beyond the current duration of the moratorium, based on an effective date of this ordinance of April 3, 2019.

Section 4. Moratorium Work Plan. As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew a moratorium for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made, and the City has thereby previously extended the moratorium as described herein based on the work plan that has been developed and the findings of fact that have been made in this ordinance and the previous ordinances related to this moratorium, and the City is hereby renewing and extending the moratorium for an additional six months based on an updated work plan (see attached Exhibit A), conducting another public hearing, and adopting additional findings of fact as stated in this ordinance.

Section 5. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 6. No Change to Basis for Declaration of Emergency; Effective Date; Duration. This ordinance shall take effect and be in force five (5) days from and after its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the emergency declarations stated in the moratorium ordinances which preceded this ordinance, Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, 2018-41, and 2018-43, except as described in the “Whereas” clauses of this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support the emergency declarations adopted as part of the enactment of this moratorium were included in the “Whereas” clauses of Ordinance No. 2018-02 and Ordinance No. 2018-03, and were restated and supplemented in Ordinance No. 2018-05 and Ordinance No. 2018-09, and Ordinance Nos. 2018-14, 2018-23, 2018-41, and 2019-43, as well as in this ordinance, and those “Whereas” clauses are adopted as findings of fact. This ordinance amending the moratorium shall remain effective for the updated period as established for the moratorium, which is currently scheduled to expire based on this ordinance on October 3, 2019, unless terminated earlier by the City Council. This ordinance does not change the effective date of the moratorium, which is January 9, 2018. The Council may, at its sole discretion, renew the

moratorium for one or more six (6) month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED by the City Council this 26th day of March, 2019.

APPROVED by the Mayor this 26th day of March, 2019.



Kol Medina, Mayor

ATTEST/AUTHENTICATE:



Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK	March 15, 2019
PASSED BY THE CITY COUNCIL	March 26, 2019
PUBLISHED:	March 29, 2019
EFFECTIVE DATE:	April 3, 2019
ORDINANCE NO:	2019-10

Attached: Exhibit A (Work Plan)

Exhibit A

Moratorium on Certain Developments Work Plan Schedule, Ordinance No. 2019-10 (April – October 2019)

Work Program Item	Description
Subdivision Standards	Revise the subdivision standards to result in residential development that reflects Comprehensive Plan goals and policies included in the land use, housing, and environmental elements.
Design Guidelines	Update and improve the design guidelines and review process to result in higher quality development that reflects the Island's values and character.
Conditional Use / Site Plan Decision Criteria	Revise criteria to reduce subjectivity in decision-making and better ensure outcomes consistent with the Comprehensive Plan.
Affordable Housing	Develop an affordable housing work program in response to Inclusionary Zoning / Transfer of Development Rights and Affordable Housing Task Force reports.

April 3, 2019

DEVELOPMENT MORATORIUM SUMMARY: Effective beginning January 9, 2018 until October 3, 2019. (Ordinance No. 2018-02, amended by Ordinance Nos. 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, 2018-41, 2018-43 and 2019-10).

Development Activity PROHIBITED During the Moratorium:

- A. All applications for new short subdivisions (BIMC 2.16.070), except two-lot short subdivisions in which there is an existing single-family residence, new preliminary long subdivisions (BIMC 2.16.125), and new large lot subdivisions (BIMC 2.16.080).
- B. Major Site Plan and Design Review and Major Conditional Use Permit proposals that are not otherwise subject to this moratorium and that did not, before the effective date of the moratorium, have a pre-application conference on the Planning Department's calendar. Provided, that the moratorium does not apply to Major Site Plan and Design Review and Major Conditional Use Permit proposals for properties located in the Mixed Use Town Center/Central Core Overlay District or the Business/Industrial District.

EXCEPTIONS to the Above Development Activities Prohibited During the Moratorium:

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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (8:20 PM) Continue Discussion from Council Retreat on Potential Changes to Council Advisory Committees,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION:

Motion #1 -MAC, MTAC

For the Marine Access Committee and Multi-Modal Transportation Advisory Committee, I move the City Council (1) request the committee members for each committee take up as a final task the creation of a report to the City Council that will provide information on the work and accomplishments of the committee and recommendations for what remaining actions are needed by the City, and (2) discontinue the committee upon completion of this report or by December 31, 2019.

Motion #2 - CCAC, ETAC, UAC

For the Climate Change Advisory Committee, Environmental Technical Advisory Committee, and Utility Advisory Committee, I move the City Council replace each standing committee with a task force for which the Council will, at a later date, specify the task force charge, term, Council liaison, and staff support and complete membership appointments.

Motion #3 - CF, HSF

For the Cultural Funding Advisory Committee and Human Services Advisory Committee, I move the City Council replace the standing committee with a task force for which the Council will, at a later date, specify the task force charge, term, Council liaisons, and staff support and complete membership appointments.

Motion #4 - PSC

I move the members of the Public Safety Committee develop a recommendation to the full Council on options to replace the current structure.

Motion #5 - Housekeeping

I move the City Council direct staff to bring forward changes to the Bainbridge Island Municipal Code to reflect the decisions made by Council regarding various standing advisory committees.

SUMMARY:

At the City Council retreat on May 31, the Council reviewed the nineteen existing advisory committees and commissions, and discussed potential changes to some of these groups. The proposed changes are

presented in the attached matrix.

At the City Council study session on June 4, the Council reviewed the proposed changes and scheduled time at this meeting to continue their discussion and consider action on these changes. The proposed motions are intended to reflect the next steps for Council to consider in order to move forward the changes as discussed.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Proposed Changes - Council Committees.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

**CITY OF BAINBRIDGE ISLAND
Current City Council Committees**

Name	Proposed Change	Charge or Function
Climate Change Advisory Committee	Establish task force	Complete Climate Action Plan (CAP)
Cultural Funding Advisory Committee	Establish task force	Complete funding recommendation
Design Review Board	None – continues as standing committee	Provides external design review of projects
Environmental Technical Advisory Committee	Establish task force	Support development of Groundwater Management Plan (GWMP)
Ethics Board	TBD – Council discussion planned for June	Accountability, intake process for complaints
Historic Preservation Commission	None – continues as a standing committee	Provide external preservation review of projects, allows City access to State grant funds
Human Services Funding Advisory Committee	Establish task force	Complete funding recommendation
Island Center Subarea Plan Steering Committee	None – continues as task force	Produce draft Subarea Plan

CITY OF BAINBRIDGE ISLAND
Current City Council Committees

Name	Proposed Change	Charge or Function
Marine Access Committee	Discontinue – <ul style="list-style-type: none"> • <i>City staff responsibility for projects and maintenance, and for resolution of legal/encroachment issues</i> • <i>PCD will expand public information on dock and buoy permit requests</i> 	
Multi-Modal Transportation Advisory Committee	Discontinue – <ul style="list-style-type: none"> • <i>Stakeholder/workgroup for Sustainable Transportation will convene and will deliver recommendations for future options/needs</i> 	
Public Art Committee	TBD – Council discussion planned for Aug/Sep	
Public Safety Committee	TBD – PSC will develop recommendation to Council <ul style="list-style-type: none"> • <i>City staff could provide information on complaints and use of force to full Council on a quarterly basis</i> 	
Race Equity Task Force	None – continues as task force* <i>*Council will consider in June whether to extend duration</i>	TBD if terms are extended
Utility Advisory Committee	Establish task force	Support significant projects such as utility and rate studies



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (8:35 PM) Race Equity Task Force Next Steps - Councilmembers Nassar, Deets and Tirman,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION:

I move to forward for approval with the June 25, 2019 Consent Agenda extension of the term of the Race Equity Task Force to December 31, 2019, approval of the scope of work as presented, and approval of the proposed approach to identify a candidate to recommend to fill the vacancy.

SUMMARY:

The Race Equity Task Force (RETF) was established earlier this year and held its first meeting in March 2019. The task force is comprised of seven community members and two Council liaisons. The RETF requests Council action on three items:

1. Approval to extend the task force's term beyond the original end date of June 30 to December 31, 2019;
2. Approval of the attached scope of work; and
3. Approval for the task force Council liaisons to review the pool of previous task force applicants in order to select a recommended candidate for the Council to appoint to fill the current task force vacancy.

FISCAL IMPACT:

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

BACKGROUND:

The purpose of the Race Equity Task Force is to provide advice and counsel to the City Council on matters of identifying programmatic, community, and legislative options to ensure that Bainbridge Island lives up to its commitment of an open and welcoming community for all.

Originally contemplated as a short-term task force with an end date of June 30, 2019, the RETF requests that the City Council extend the term of the task force to allow time for additional efforts on the scope of work, as attached.

ATTACHMENTS:

[RETF Scope of Work Draft for CC 06112019](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



RACE EQUITY TASK FORCE

Scope of Work

1. Develop a series of events through the end of the year designed to promote awareness and raise the community's level of engagement around race and to encourage a dialogue between Bainbridge Islanders and its elected officials on this topic.
2. Task Force will invite the Government Alliance on Race and Equity (GARE) and the People's Institute Northwest to first come and meet with the task force and then we will have a study session discussion.
3. Task Force to provide a series of recommendations to City Council on ways in which we can become a more inclusive and responsive community when it comes to addressing racial inequities.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:50 PM) Appointments to the Climate Change Advisory Committee, Cultural Funding Advisory Committee, Design Review Board, Environmental Technical Advisory Committee, Ethics Board, Historic Preservation Commission, Lodging Tax Advisory Committee, and Planning Commission - Mayor Medina,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to forward for approval with the June 25, 2019 Consent Agenda the recommended appointments as shown on the attached spreadsheet.

SUMMARY:

A call for participation was issued for volunteers to serve on the Climate Change Advisory Committee, Cultural Funding Advisory Committee, Design Review Board, Environmental Technical Advisory Committee, Ethics Board, Historic Preservation Commission, Lodging Tax Advisory Committee, and Planning Commission. This agenda item includes completed applications and resumes where provided by the applicant. A series of interviews were conducted. Mayor Medina recommends the appointments identified in the attached spreadsheet and that those appointments be forwarded to the June 25 business meeting for Council confirmation.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Citizen Advisory Group Recommendations \(June 11, 2019 Agenda Packet\).pdf](#)

[Climate Change Advisory Committee.pdf](#)

[Cultural Funding Advisory Committee.pdf](#)

[Design Review Board.pdf](#)

[Environmental Technical Advisory Committee.pdf](#)

[Ethics Board.pdf](#)

[Historic Preservation Commission.pdf](#)

[Lodging Tax Advisory Committee.pdf](#)

[Planning Commission.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Citizen Advisory Group Recommendations

Interview Team	Recommended Appointments	Applicants
<p>Mayor Kol Medina</p> <p>Council Liaison Joe Deets</p> <p>Chair David McCaughey</p>	<p>Climate Change Advisory Committee</p> <p>Position 5 Julie Matthews – June 2022 Position 6 Jens Boemer – June 2022 Position 7 Deborah Rudnick – June 2022 (Reappoint)</p>	<p>Jens Boemer Deborah Rudnick* Julie Matthews Michelle McClure*</p>
<p>Mayor Kol Medina</p> <p>Council Liaisons Rashman Nassar Leslie Schneider</p>	<p>Cultural Funding Advisory Committee – (Appoint through end of 2-year funding cycle -12/31/2021)</p> <p>Position 1 Sal DeRosalia Position 2 Jim Cash Position 3 Tara DeCoster Position 4 Diane Walker Position 5 Steve Rabago Position 6 Becky Crook Position 7 Diana Urbaite-Sosonkina</p>	<p>Virginia Brewer James Cash* Becky Crook* Tara DeCoster Sal DeRosalia Jen Kochenash* Kami Lee* James Quitslund Steve Rabago Diana Urbaite-Sosonkina Diane Walker*</p>
<p>Mayor Kol Medina</p> <p>Council Liaison Ron Peltier</p> <p>Chair Joe Dunstan</p>	<p>Design Review Board</p> <p>Position 2 Laurel Wilson – June 2020 Position 5 Shawn Parks – June 2022 Position 6 Todd Thiel – June 2022 Position 7 Michael Loverich – June 2022</p>	<p>Pamela Cole Matthew Dekker Michael Loverich Shawn Parks Todd Theil Laurel Wilson</p>
<p>Mayor Kol Medina</p> <p>Council Liaison Rasham Nassar</p> <p>Chair Charlie Kratzer</p>	<p>Environmental Technical Advisory Committee</p> <p>Position 5 Michelle McClure – June 2022 Position 6 Jane Hannuksela – June 2022 Position 8 Melanie Keenan – June 2022 (Reappoint)</p>	<p>Jane Hannuksela Melanie Keenan* Michelle McClure</p>

*Reapplied

Citizen Advisory Group Recommendations

Interview Team	Recommended Appointments	Applications
<p>Mayor Kol Medina</p> <p>Council Liaison Sarah Blossom</p> <p>Chair Suzanne Keel-Eckmann</p>	<p>Ethics Board</p> <p>Position 5 Jennifer Hodges – June 2022</p>	<p>Sue Coble Bunn Margo Dannemiller Jennifer Hodges Lisa Neal Joseph Wolfe</p>
<p>Mayor Kol Medina</p> <p>Council Liaison Sarah Blossom</p> <p>Co-Chair Megan Luce</p>	<p>Historic Preservation Commission</p> <p>Position 1 Eric Kortum – June 2020 Position 5 Lori Weise – June 2022 Position 6 Sandra Burke – June 2022 (Reappoint) Position 7 Susan Hughes – June 2022</p>	<p>Sandra Burke * Susan Hughes Eric Kortum Colleen McTague Lori Weise Laurel Wilson Joseph Wolfe</p>
<p>No Interviews Held</p>	<p>Lodging Tax Advisory Committee (Appoint through end of funding cycle - 12/31/2019)</p> <p>Position 1 Susie Burdick (Eligible Business Representative) Position 2 Dominique Cantwell (Eligible Business Representative) Position 3 John Dinsmore (Eligible Business Recipient) Position 4 Nancy Fortner (Eligible Business Recipient)</p>	<p>Susie Burdick* Dominique Cantwell* John Dismore* Nancy Fortner*</p>
<p>No Interviews Held</p>	<p>Planning Commission</p> <p>Position 5 William Chester – June 2022 (Reappoint) Position 6 Lisa Macchio – June 2022 (Reappoint) Position 7 Joe Paar – June 2022 (Reappoint)</p>	<p>John Ballard Thangam Chandrasekaran William Chester* Elizabeth Doran (also DRB, Ethics, MTAC) Scott Hamilton Lisa Macchio* Colleen McTague (also HPC) Timothy Miller Lisa Neal (also Ethics Board) Lori Weise (also HPC)</p>

*Reapplied

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Sunday, April 28, 2019 11:00:04 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Jens C Boemer
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Electric Power Research Institute (EPRI)
Current Position	Principal Technical Leader
I am interested in serving on one of the following advisory groups (select all that apply):	Climate Change Advisory Committee
Experience & Qualifications	
Have you served on any city advisory groups in the past?	No
If so, please indicate which groups:	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills,	I am a Principal Technical Leader in the Grid Operations and Planning group at the Electric Power Research Institute (EPRI). EPRI is a nonprofit corporation that conducts research and

activities, training, education) if any:

development relating to the generation, delivery, and use of electricity for the benefit of the public. I am leading EPRI's strategic research on integrated transmission & distribution planning and operations, including projects on the grid integration of renewable and distributed energy resources with a focus on power system stability issues. I have a unique skill set to balance power system aspects from a technical viewpoint with stakeholder interests to create practical solutions for the overall benefit of society. This enables me to support technical and regulatory decision making with solid technical foundation. I joined EPRI in November 2014 with 10 years of experience in technical and regulatory requirements that helped to facilitate the German "Energiewende" (energy transition). In 2013/2014 I studied at Delft University of Technology, The Netherlands, in the Intelligent Electrical Power Grids group of the Electrical Sustainable Energy department from where I obtained a Ph.D. degree in 2016. Until October 2012 I was Senior Consultant in the Power Systems and Markets Group at Ecofys in Berlin, Germany. I received my Dipl.-Ing. in Electrical Engineering from Technical University of Dortmund, Germany, in 2005 where I specialized on power systems and renewable energies. I am member of the professional engineer associations IEEE, CIGRÉ, and VDE. For more information, please refer to <http://integratedgrid.com/author/jens-boemer/>.

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

Since I moved to Bainbridge Island with my wife and daughter (now in 1st grade) in the summer of 2014, I have been working for about five years with two dozens of utilities around the U.S. Recently, I have become interested in leveraging my knowledge and skill set for the benefit of my by-choice home on Bainbridge Island. I have followed the discussions around 'island power' through the BI Climate and Energy Forum and am interested in exploring this and other options that would make the island's electricity supply more sustainable in the short- to mid-term. I would like to contribute to developing a sound, sustainable, and socially equitable 'Plan B' in advance of the 2020/2021 negotiations with Puget Sound Energy over the renewal of our island electric utility provider franchise agreement to create the highest leverage for the City of Bainbridge to achieve the 100% clean, renewable electrical energy sourcing.

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

James Rufo-Hill encouraged me to apply

Curriculum Vitae

Personal information

First name(s) / Surname(s) **Jens C. Boemer, Ph.D.**

Work experience

Name and address of employer	Electric Power Research Institute, 3420 Hillview Avenue, Palo Alto, CA 94304, UNITED STATES
Dates	since November 2014
Occupation or position held	Principal Technical Leader “Transmission Operations and Planning”
Main activities and responsibilities	Leading strategic research on integrated transmission & distribution planning and operations, including projects on the grid integration of renewable and distributed energy resources <ul style="list-style-type: none">- Leading the timely revision of IEEE interconnection standards 1547.x and 2800.x.- Leading research on distributed energy resource modeling for transmission planning studies and related impact assessment for bulk system reliability- Leading Transmission & Distribution Operations & Planning Coordination, TSO/DSO and Tx/Dx Planning Interaction, Processes, and Data Exchange research and technology transfer.- Key contributor to various industry working groups, including IEEE, CIGRE, and NERC.
Type of business or sector	Non-profit research institute in the electric power sector
Name and type of organization providing education and training	Electrical Sustainable Energy Department, Faculty of Electrical Engineering, Mathematics and Computer Science, Delft University of Technology, THE NETHERLANDS
Dates	November 2012 – October 2014
Title of qualification awarded	Ph.D. Candidate / Researcher at Delft University of Technology
Principal subjects/occupational skills covered	Refer to section Education and training on page 2
Name and address of employer	Ecofys Germany GmbH, Am Karlsbad 11, D-10785 Berlin, GERMANY
Dates	September 2007 – October 2012
Occupation or position held	Senior Consultant “Power Systems and Markets”
Main activities and responsibilities	Consulting of national ministries, network operators, NGOs and project developers, Expert for grid integration of renewable energy generators <ul style="list-style-type: none">- Supporting the German Government in the development of the German Ancillary Services Ordinance for Wind Power Plants (“SDLWindV”)- Supporting the German TSOs and Solar Industry Association in the development of solutions to prevent negative impacts on Continental Europe network stability from photovoltaic generators in low-voltage networks (the so-called “50,2 Hz – problem”) as requested by ENTSO-E- Assessment and development of (national) Network Codes, esp. w.r.t. technical conditions for grid connection of distributed and renewable energy generators (e.g. wind turbines, photovoltaic panels)- Analyzing power systems with high penetration of distributed and renewable energy generators (i.e. for the Irish “All Island Facilitation of Renewables Studies” covering frequency stability, voltage stability, transient stability, and network loading)
Type of business or sector	Private Consulting in the field of distributed and renewable generation in power systems and markets

Name and address of employer	German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, Stresemannstraße 128-130, D-10117 Berlin, GERMANY
Dates	January 2006 – December 2007
Occupation or position held	Consultant
Main activities and responsibilities	Support of the Division for Hydropower, Wind Energy and Grid Integration of Renewable Energies <ul style="list-style-type: none"> - Connecting the ministry with the European and international wind energy community - Supporting the ministry with technical expertise on grid integration of wind power plants - Preparing and realising an European Policy Workshop on Offshore Wind Power Deployment during the German EU-Presidency with more than 100 participants, drafting and negotiating of a final declaration among five leading EU member states (DE, DK, NL, EN, SE)
Type of business or sector	Independent Consulting in the field of distributed and renewable generation in power systems

Education and training

Name and type of organization providing education and training	Electrical Sustainable Energy Department, Faculty of Electrical Engineering, Mathematics and Computer Science, Delft University of Technology, THE NETHERLANDS
Dates	Oct. 2008 – Oct. 2012 in parallel with employment at Ecofys; full-time at TU Delft Nov. 2012 – Oct. 2014; from Nov. 2014 until graduation in July 2016 in parallel with employment at EPRI.
Title of qualification awarded	Doctorate (Ph.D., Dr.-Ing.)
Principal subjects/occupational skills covered	Thesis Title ' <i>On Stability of Sustainable Power Systems: Network Fault Response of Transmission Systems with High Penetration of Distributed Generation</i> ', research that aimed at critically reviewing the necessity and the specification of current and proposed grid connection requirements with regard to the network fault response of transmission systems with very high penetration of distributed generation and to propose changes where needed.

Name and type of organization providing education and training	Robert Bosch Foundation and German National Academic Foundation („Studienstiftung des deutschen Volkes“) in cooperation with the German Federal Foreign Office, GERMANY
Dates	August 2005 – January 2006 (early cessation in favor of contract with German Environment Ministry)
Title of qualification awarded	Postgraduate Program in International Affairs (1 out of 20 selected from more than 450 applicants in a two stage process)
Principal subjects/occupational skills covered	Internship (8 weeks) in the Division for UN Institutions, in particular UNEP and CSD, Cooperation with Developing Countries and Newly Industrialized Countries at the German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, GERMANY, and internship (4 weeks) in the Division Environmental Planning and Sustainability Strategies, Section Renewable Energies, at the German Federal Environment Agency, GERMANY
	Obtained trainings / courses (12 weeks) <ul style="list-style-type: none"> - European and international institutions (various trainers), 3 weeks - Advanced negotiation skills (trainer: Mark Young, Rational Games, Inc), 1 week - Advanced English (Southampton English Language Centre), 3 weeks - Others

Name and type of organization providing education and training	Institute of Power Systems and Power Economics, Technical University of Dortmund, GERMANY
Dates	October 1999 – May 2005
Title of qualification awarded	Graduate engineer (Dipl.-Ing.) in Electrical Engineering
Principal subjects/occupational skills covered	Thesis Title ' <i>Provision of Ancillary Services by Distributed Generation</i> ', Simulation based research that proposed new paradigms for system operation that continuously become mainstream nowadays Courses attended (selection) <ul style="list-style-type: none"> - Operation and control of power systems - Electricity Markets - Wind Turbines - Power Electronics Including a half-year study period abroad at Universidad de Chile, Santiago de Chile, CHILE

Volunteering & awards

Organization	Institute of Electrical and Electronics Engineers (IEEE)
Membership	Member of the Power & Energy Society since 2008
Key contribution	Thought leadership on Distributed Energy Resources Integration into Bulk Power Systems
Main activities and responsibilities	<ul style="list-style-type: none"> - Secretary, IEEE Standards Coordinating Committee 21 - Secretary, Energy Development & Power Generation (EDPG) Committee's Wind and Solar Power Plant Interconnection and Design Subcommittee - Chair, ED&PG Wind and Solar Plant Interconnection Working Group - Chair, IEEE P2800 Standard for Interconnection and Interoperability of Inverter-Based Resources Interconnecting with Associated Transmission Electric Power Systems - Vice-Chair, IEEE P1547 Standard for Interconnection and Interoperability of Distributed Energy Resources with Associated Electric Power Systems Interfaces - Contributor, IEEE Power System Dynamic Performance Committee, Wind and Solar Working Group, Task Force on Contribution to Bulk System Control and Stability by DERs connected at Distribution Networks

Organization	International Council on Large Electric Systems (CIGRE)
Membership	Member since 2016
Key contribution	Author, chapter on Aggregate Distributed Energy Resources Modeling for Bulk Power Systems
Main activities and responsibilities	<ul style="list-style-type: none"> - CIGRE JWG C4/C6.35/CIRED Modeling and dynamic performance of inverter-based generation in power system transmission and distribution studies (report published in 2018)

Organization	Energy Systems Integration Group (ESIG)
Membership	Invited panel speaker and tutorial instructor since 2011
Key contributions	<ul style="list-style-type: none"> - Sharing of lessons learned from Germany's 50.2 Hz retrofit program for distribution-connected PV systems - Progress updates on revision / new DER interconnection requirements from IEEE Std 1547-2018 - Transmission & Distribution Operations and Planning Coordination, including TSO-DSO
Awards	ESIG 2018 Achievement Award for "Contributions to building the foundation for bulk system reliability contributions from distributed resources in the update of IEEE 1547"

Personal skills & competences

Mother tongue(s) **German**

Other language(s)

Self-assessment

European level ()*

English

Spanish

Understanding

Speaking

Writing

Listening

Reading

Spoken interaction

Spoken production

C2 Proficient user				
B2 Independent user				

(*) [Common European Framework of Reference for Languages](#)

Social skills and competences

- **Leadership and team work:** I have deepened EPRI's involvement in the revision of IEEE standards 1547.x and 2800.x, started the EPRI research on DER modeling for transmission planning studies, initiated research and technology transfer for Transmission & Distribution Operations & Planning Coordination, and supported in hiring of new staff to sustain these activities. I have worked in teams of up to 30 persons (group or division level), managed projects with teams of up to 10 persons or subcontractors, and have become known to facilitate cross-group collaboration to improve research results; I naturally observe where team members have their strengths which allows me to lead their work in a way that creates high motivation and results in optimal output; my personal goal is to deliver high quality results aiming at transforming our electricity system into a sustainable future while maintaining distribution grid safety and bulk system reliability;

- Social skills and competences (continued)
- **Intercultural skills:** Being married to an U.S. American wife and having worked for a number of North American and European clients, I am experienced in a Trans-Atlantic dimension; having lived in Chile and travelled to several Latin-American countries, I am also familiar with variations in work culture; therefore, I am able to ask other persons for due action while still respecting their different cultural background;
 - **Communication skills:** I am known for being a pro-active communicator to address risks early on and prevent crises in difficult situations (when necessary) and as a critical peer who values constructive feedback (both in giving and receiving); I am learning to improve my listening skills and moderate my contributions to be most effective while respecting other opinions and approaches.
- Organizational skills and competences
- **Working under pressure and managing my priorities:** whilst working at the German Environment Ministry and at Ecofys I delivered on a regular basis high-quality and accessible documents and briefings within short deadlines; especially whilst working for the Ministry I had to manage numerous coordination and reconciliation processes among Divisions (internal) as well as Ministries (external) in parallel; as Senior Consultant at Ecofys I was leading up to four projects and clients at the same time; as Researcher at TU Delft I was responsible for the timely delivery of milestones within my research project; as Principal Technical Leader at EPRI, I am leading a multitude of collaborative research projects across various groups and clients to deliver research results in a timely and reliably manner.
 - **Mediating skills:** I have gained reputation among North American energy industry stakeholders for leading the timely revisions of IEEE Standards 1547 and 1547.1. through effectively creating technical consensus among very diverse Working Group members;
 - **Monitoring, analysis and reporting:** I continuously follow discussions within my area of expertise through various channels, including e-mails, phone calls, newsletters, news articles, and, where needed, scientific conference and journal articles; I collect and structure that information using a citation and knowledge database that creates a repository for my technical analyses; I regard a common terminology as a foundational requirement to maintain consistency in technical understanding and technology/knowledge transfer.
- Computer skills and competences
- Proficient user of the complete MS-Office Professional Package (Outlook, Word, PowerPoint, Excel, Access, Visio; OneNote);
 - simulating power systems with DlgSILENT PowerFactory including the use of DSL and DPL;
 - using MATLAB for analysis and visualization of simulation results;
 - managing institutional and personal knowledge with Citavi reference tool;
 - ability to gather information effectively and efficiently on the internet and through the use of personal networks of professional contacts.
- Other skills and competences
- I possess a unique interdisciplinary skill set with technical, regulatory and political expertise and I am very familiar with governmental and institutional decision making processes.
 - My five years of professional experience in the North American electricity sector allowed me to build a large network including many transmission utilities, including RTOs/ISOs (e.g., PJM, MISO, ISO NE, ERCOT, AEP, TVA, Southern Company), and distribution utilities (e.g., FirstEnergy, Exelon Utilities, ConEd, Dominion, SCE, PG&E, SCL) as well as regulatory entities (e.g., FERC, NERC) and the U.S. Department of Energy (e.g., OE, SETO).
 - My nine years of professional experience in the European electricity sector allowed me to build a large network including professional contacts to national ministries and regulatory bodies of EU member states (e.g. German Federal Network Agency), Industry Associations (e.g. German Association for Electrical, Electronic & Information Technologies, European Wind Energy Association, German Wind Energy Association and Solar Industry Association) and transmission system operators (e.g. EnBW Transportnetze, TenneT TSO, 50 Hertz Transmission, Amprion, Eirgrid).

Annexes List of publications

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, April 29, 2019 1:43:41 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Julie Matthews

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer none

Current Position Retired environmental attorney

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, I have extensive expertise in Environmental law and policy having worked for over 30 years as an environmental attorney for the US Environmental Protection Agency. I retired in December

activities, training, education) if any:

2019. In this position my responsibilities included enforcing and implementing the federal environmental laws, (with a focus on the Clean Air Act, pesticides, toxics, hazardous and solid waste and public records laws). Duties included reviewing federal state and local regulations, policies, permits and agency actions for consistency with applicable legal requirements and policy; providing advise and recommendations to others through EPA; developing cases and pursuing enforcement actions against environmental violators; developing new regulations and reviewing/responding to public comments; providing training to federal, state, or local environmental regulators; assisting with outreach materials and participating in a multitude of other activities as necessary to implement the EPA's goals to protect the public health and environment. The past few years I was a managing attorney, supervising other staff attorneys in the office and member of the management team. Education: University of Oregon, 1978, BS in Outdoor Education/Recreation and Park Management; Geography and a secondary education Teaching Certificate. University of Utah School of Law JD 1987. Licensed to practice in Washington State.

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

My family and I have lived on Bainbridge since 1989 moving from the Poulsbo area where we lived for about 12 years. This is such a wonderful place to live and raise a family and I have a strong interest in continuing to provide service to the Bainbridge community. I was a Board Member for the Bainbridge Island Land Trust for six years and continue my participation on a standing committee and other Land Trust projects and activities. Over the years, I have volunteered for a host of activities such as reading in the classroom at Ordway, providing adult support for other school related activities, helped with set up for the recent Open Streets event, and lots of participation in invasive species weed pulls and rotary auction. Now that I am retired, I look forward to the opportunity for additional involvement and ways to more actively support the community. Thank you.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

Friends on the Island

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, April 26, 2019 8:15:32 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Michelle M McClure
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	NOAA -- Pacific Marine Environmental Laboratory
Current Position	Director
I am interested in serving on one of the following advisory groups (select all that apply):	Climate Change Advisory Committee, Environmental Technical Advisory Committee
Experience & Qualifications	
Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	Climate Change Advisory Committee
Please share your qualifications for this appointment (skills,	My experience in climate change is largely oriented around evaluating the effects of this change on natural systems (fisheries and endangered species). Currently, I am leading a lab

activities, training, education) if any:

that conducts research into the atmospheric and oceanographic effects of climate change and ocean acidification. I have also taken a week-long training in Climate Change policy at the Harvard Kennedy School of Gov't. I have a Ph.D. in biology.

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

I am currently a member of the CCAC. If it makes more sense for the city, I am would be willing to serve on either the Environmental Technical Advisory Committee or continue on the CCAC. I have two kids in the public schools, and have been involved with various sports organizations as they have moved through them. I am a member of the League of Women Voters, and swim with the Bainbridge Aquatic Masters program.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

Reminder at CCAC meeting

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Saturday, April 13, 2019 9:44:52 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Deborah Rudnick

Email

Phone

Address

City Bainbridge Is

State WA

Zip 98110

Current Employer Bainbridge Island School District

Current Position K-5 Science Coordinator

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

Experience & Qualifications

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

If so, please indicate which groups: ETAC and CCAC

Please share your qualifications for this appointment (skills, PhD Environmental Science UC Berkeley, focus on aquatic ecology and invasive species; Climate Reality Leadership Training 2017; Certified Senior Ecologist, Ecological Society of

activities, training, education) if any: America; Chair, Bainbridge Island Watershed Council 2005-present

Please share your community interests (groups, committees, organizations) if any: CCAC, Bainbridge Island Watershed Council 2005- Present; Board member, Bainbridge Island Land Trust, 2014-present; Co-Chair, Rotary Auction Green Team, 2013-present; 2018 ABC Environmental Conference planning committee; Bainbridge Island Beach Cleanup planning committee, 2016-present

Feel free to attach your resume (optional): *Field not completed.*

Type the Year 2019

How did you hear about the volunteer opportunity? Social Media

Other *Field not completed.*

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Saturday, April 27, 2019 4:44:16 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Virginia Brewer

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position Retired

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, 1. Skills - critical thinking, working with groups of diverse people, listening, writing clearly and effectively 2. Activities - attending board meetings, working with city staff, producing documents,

activities, training, education) if any:

facilitating retreats 3. Training - working with non-profits, classroom teaching (adult ESL) at Olympic College 4. Education - Masters in Education degree with an emphasis in adult education

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

Over the past 40 years as a citizen of Bainbridge island, I have participated in a number of non-profit boards - from PTO president to the Multicultural Council of the school district, board member for six years on the Arts and Humanities Council (two years as president of the board), member and chair of the Public Art Committee and, most recently, board member for nine years on Friends of the Farms, including three years as president. I very much value the cultural component of Bainbridge Island and have an interest in working with the city to serve our cultural groups.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Newspaper

Other

Field not completed.

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, April 23, 2019 10:03:28 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name James Cash

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer N/A

Current Position Retired

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

Cultural Funding Advisory Committee

Experience & Qualifications

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

If so, please indicate which groups: Cultural Funding Advisory Committee; Infrastructure Ballot Measure Task Force

Please share your qualifications for this appointment (skills, Former Civil Servant (Buyer- City of Santa Ana, CA; Supervisor, Stores/Property - City of Long Beach Gas Dept. -CA); former non-profit Operations Manager (Mama*s Kitchen -San Diego,

activities, training, education) if any: CA); MBE/DBE liaison; negotiations; Former CPM; President, Regional Los Angeles/Long Beach (CA) President, Professional Organization (CA Public Purchasing Organization CAPPO); Conference Chair 75th Annual Conference - (Long Beach CA); Event Organizer (First Annual Long Beach (CA) Pride Parade and Festival (1984).

Please share your community interests (groups, committees, organizations) if any: Kitsap County Council on Human Rights; Kitsap County Homeless Services Grant Recommendation Committee; Bainbridge Pride; Scholarship reviewer for: GSBA, Pride Foundation, Thurgood Marshall Foundation; Community Theater Volunteer/participant; Human Rights Campaign; Southern Poverty Law Center; ACLU; Community Organizer

Feel free to attach your resume (optional): *Field not completed.*

Type the Year 2019

How did you hear about the volunteer opportunity? Other - See below

Other Former/present(?) member

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, April 26, 2019 12:39:53 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Becky Crook

Email

Phone

Address

City Bainbridge Island

State Washington

Zip 98110

Current Employer Self Employed

Current Position Literary Translator

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

Experience & Qualifications

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

If so, please indicate which groups: Cultural Funding Advisory Group

Please share your qualifications for this appointment (skills, - Founder and former editor in chief for SAND, a literary arts journal in Berlin, Germany - Creative Editor for The Other Journal in Seattle - former Communications Manager at Saint Mark's

activities, training, education) if any: Cathedral - Workshop leader for creative writing classes in Delft, the Netherlands - Literary Translator (including poetry accompanied by fine art)

Please share your community interests (groups, committees, organizations) if any: Previously: - Crisis Line Phone Volunteer (4 years) - EarthCorps volunteer - MS Research volunteer - Fallen Soldiers volunteer (poetry with veterans) -

Feel free to attach your resume (optional): *Field not completed.*

Type the Year *Field not completed.*

How did you hear about the volunteer opportunity? Other - See below

Other Word of mouth

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, April 22, 2019 5:05:16 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Tara DeCoster

Email

Phone

Address

City Bainbridge Island

State Washington

Zip 98110

Current Employer Washington State Convention Center

Current Position Admissions

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, I have a lifelong interest in the arts - both performing and visual. I regularly attend and support a number of theaters (stage and screen) and museums/galleries. A recent empty-nester, I've also

activities, training, education) if any:

been a "stage mother" for my performer/production daughter for more than a decade. My educational background is in the liberal arts. I have a BA in Comparative Literature and an MLIS in Library and Information Science. As a student and since, I have volunteered with arts organizations in a variety front end roles. My MLIS senior project involved archiving documentation for the sunseting City of Seattle Neighborhood Planning Office - which was a layered and extensive lesson in how public funding is applied to citizen-driven efforts, very much including the arts. That was followed up by a term-limited position with the Seattle Department of Neighborhoods where I maintained a database tracking implementation of the urban village/urban center growth management plans and supported the Neighborhood Matching Fund Program which provides funding for citizen-proposed projects for community improvements. These days I split my time, in my work life, between contract record management projects and intermittent admissions/guest services work.

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

I'm new to Bainbridge Island; my partner and I moved to Winslow last Fall. Over the last 20 or so years since I returned to the Seattle area from the East Coast, I've been involved as a volunteer with neighborhood planning efforts, urban forestry initiatives (read: street tree maintenance and planting), the Washington Talking Book and Braille Library (I am a certified literary Braille transcriber), the Seattle International Film Festival and a long list of theater and dance productions both indoor and outdoor. I value the time spent working on community projects and have a special place in my heart for the arts.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

Word of Mouth

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, April 29, 2019 1:04:25 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Salvatore DeRosalia

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Bainbridge Strength

Current Position Owner/Trainer

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

Cultural Funding Advisory Committee, Ethics Board , Lodging Tax Advisory Committee , Race Equity Task Force (NOT RECRUITING AT THIS TIME)

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, I have lived on Island for nearly two decades and have owned a business on Bainbridge for at least 15 of those. I am a founding member of the newly formed Race Equity Network of Bainbridge

activities, training, education) if any:

Island and have dedicated my personal and professional life to pursuing a diverse and inclusive Bainbridge Island for everyone. By serving on the task force/committee, I would work to advance that cause by being a representative for people of color as well as making sure Race Equity had a seat at the table.

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

I faithfully served as a volunteer FF/EMT at BIFD for 7 years. I recently provided tech support and web development to the Bainbridge Island Sportsmen's Club. Before that I served on the boards of Make Some Noise, Cure for Cancer and Bainbridge Youth Services. As a lifelong volunteer, I look to serve the community I live in as part of my regular life.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Social Media

Other

Field not completed.

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Saturday, April 6, 2019 5:33:57 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Jen Kochenash

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Self employed

Current Position Mom and volunteer

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

Experience & Qualifications

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

If so, please indicate which groups: The BI Cultural Advisory Committee 2018-19

Please share your qualifications for this appointment (skills, I thoroughly enjoyed the opportunity to serve on this committee in 2018. I enjoy the cultural offerings of unique communities. I started what became an annual Old House Fair in my historic

activities, training, education) if any:

Pittsburgh neighborhood and was a trained Art Docent (a 2-year accreditation) at the Carnegie Museum of Fine Art. My masters degree is in art education, culture and aesthetics. As a volunteer I helped run the BISD Art Docent Program for three years creating training and standardizing expectations to meet state Early Academic Learning Requirements for 5 BISD schools. As a citizen I enjoy our community gardens, trails, parks, galleries, museums, learning opportunities and so much more.

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

I have been an avid volunteer for more than 20 years serving those in need (Dress for Success), boosting the experience of living on Bainbridge (NorthTownWoods natural playground design and implementation, Bainbridge Island Girls Night Out, helping the BI Downtown Association get Main Street accreditation), working to provide a safe future (Bainbridge Prepares Child Safety and Family Reunification Co-Chair) and volunteering with kids (PTO Co-Chair, overnight outdoor ed chaperone, and am in the classrooms many times a week). I give my time with intention and full commitment. My participation in the Cultural Funding Advisory Committee was especially gratifying. It is a wonderful treat to see one's efforts and expertise be put to use right away.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

An email from Roz Lassoff

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, April 16, 2019 8:09:32 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Kami Amestoy Lee

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer N/A

Current Position Retired

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

Cultural Funding Advisory Committee, Ethics Board , Race Equity Task Force (NOT RECRUITING AT THIS TIME)

Experience & Qualifications

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

If so, please indicate which groups: Cultural Funding Advisory Committee

Please share your qualifications for this appointment (skills, Masters degree + extensive travel and intercultural relations

activities, training,
education) if any:

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

IVC volunteer, volunteer interpreter with KIAC, LWV, Indivisible,
Bainbridge Island Women's Club, BIMA & SAM & BIHM member,
BPA board member

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2019

How did you hear
about the volunteer
opportunity?

Other - See below

Other

Roz Lassoff emailed me

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, April 19, 2019 8:50:34 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name James A Quitslund

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired since 2010 from a construction business in Redmond

Current Position Retired

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

Experience & Qualifications

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

If so, please indicate which groups: Infrastructure Ballot Measure Task Force

Please share your qualifications for this appointment (skills, I am a classical pianist initially trained on Bainbridge Island starting in the late 1940s. Though classical music is still my single most important avocation, my formal education was in

activities, training, education) if any: history and literature. I spent several decades on the East Coast, teaching and in university administration, and returned to Bainbridge Island in 1990. In the 1990s I had a wonderful opportunity to teach in the International Studies program at the UW. I have a strong interest in public policy and the interplay between the public and private sectors in support of the arts and arts education.

Please share your community interests (groups, committees, organizations) if any: I became involved with Bainbridge Performing Arts in the early 1990s and served as board president for two terms. I also was the volunteer manager of the Bainbridge Symphony for many years leading up to the year 2005. I had an interesting period of involved with the Arts & Humanities Council as a member of several juries.

Feel free to attach your resume (optional): *Field not completed.*

Type the Year 2019

How did you hear about the volunteer opportunity? Other - See below

Other Morgan Smith's weekly letters

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, April 19, 2019 10:47:34 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Steven Rabago
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Self
Current Position	Public Art Committee
I am interested in serving on one of the following advisory groups (select all that apply):	Cultural Funding Advisory Committee
Experience & Qualifications	
Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	Public Art Committee
Please share your qualifications for this appointment (skills,	I have served on city serving committees and boards for the past three years on Bainbridge and in other cities where I have lived. I have served on foundation boards and non-profit boards and

activities, training, education) if any:

company boards and I was elected as a school board member in California. I am an artist, business owner and currently serve on the Public Art Committee.

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

I am on the Public Art Committee, a Chamber of Commerce member, and artist with an active studio. I am also the President of a Philanthropic Foundation here on the island.

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

City Manager e-newsletter

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I. Introductory Bio

Steve Rabago is a seasoned advisor, entrepreneur and professional CEO with over 40 years of experience in financial services, oil production, mobility, location technology, education and consulting. He brings a wealth of expertise with particular strengths in areas such as strategy, execution, leadership, turn around management, family offices, family owned business, audit committee, board governance, family boards, complex systems, mergers and acquisitions (M&A), initial public offerings (IPO), financial strategy and long term budgetary oversight, investment policy and strategy, capital allocation, equity financing, debt financing, and software licensing (domestic and international). He has a deep understanding of fleet management, mobility, location services, fuel, oil production, loan management software, Software as a Service (SaaS), cloud computing, and lending, commercial banking and deposit gathering strategies. Specialties: Start-ups, high growth company leadership and management, emerging trends, finance, acquisitions, due-diligence, international licensing, software licensing, branding and identity, union negotiations, non-profit leadership, debt-financing, and investment analysis. Steve is also an accomplished stone sculptor and artist.

II. Current & Past Work

Currently Steve oversees a cloud-based loan and payment automation and management system called Zimple, Inc. He started Zimple in 2008. ZimpleMoney.com is the automated back office for lenders (private and corporate) used to manage loan accounting and payment processing. Steve is the majority shareholder and CEO.

And he owns and manages “Large Art Studios” located at Day Road Industrial Park on Bainbridge Island, WA. “LAS” is an atelier of artist working in different mediums, sharing work space, ideas, and the shared passion of art and creativity.

He has worked with more than 20 companies ranging from small scale start-ups to mid and large size corporations, offering financial consulting services across an array of industries including manufacturing, distribution,

Steven Rabago, Bio

software development, transportation, real estate, and professional services.

Under Steve's direct leadership or as an advisor, he was responsible for advancing new market strategies and initiatives that propelled sales and business growth from 40% - 100% compounded annually.

As a board member, lead advisor, and CEO he has managed and overseen acquisitions and financings of location services companies, fleet management companies, oil field service companies, refineries, and brown field real property.

He managed the turnaround and sold an oil field services company for a private family. The company had approximately 120 employees, both remote and in a headquarters environment, operating in California between Santa Paula to the North and Imperial County to the South.

He spent 19 years as a consultant arranging debt financing and providing turn-around and strategic management services to owner and families. He has run, as its managing director, a California State Regulated Bank and was a Senior Regional Credit Officer a California Regional bank.

III. Boards and Advisory Roles

In addition to his entrepreneurial and professional career, Steve serves on several advisory boards, boards of directors and consults with hedge funds investors interested in fleet management, location services and mobility.

He was on the board and audit committee of Telogis, Inc., and is the former CEO and Chairman. In July 2016 Telogis was sold to Verizon.

He is on the family board of Signal Hill Petroleum, Inc. and its related companies.

He is a member of the Arts and Humanities Bainbridge's Public Art Committee on Bainbridge Island.

Steven Rabago, Bio

He serves as an advisor to PathSense.io and Cal-X Stars Business Accelerator.

Steve was also elected to a California State office, as a member of the board of governors at the Laguna Beach Unified Schools District (1996-2000). Upon completing his term, he led the community wide bond campaign that raised \$60 Million dollars of capital funds. During his tenure he led negotiations with local land developers that increase revenue to the district by \$7 Million annually.

He has been a guest lecturer at UCI's entrepreneurial program.

IV. Education & Certifications

Steve has his Bachelors of Science in Management with a specialization in Finance and an emphasis in Investment from California State University at Long Beach, 1978.

Laguna College of Art+Design, Stone Sculpting Student (2009-2014).

V. What Steve Enjoys Most

Steve is a stone sculptor of figurative and abstract works. He has sold his work to collectors and continues to study art, drawing and sculpture. His studio is on Bainbridge Island WA and he is a member of the Northwest Stone Sculpture Association.

His work has been sold and displayed at:

Laguna College of Art+Design, 2012
Laguna College of Art+Design, 2013
Rosario Resort – America Figurehead, 2016
Seattle Erotic Art Festival - 2018

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, April 29, 2019 11:43:47 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Diana Urbaite-Sosonkina

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer N/A

Current Position Publicity advisor and travel planner to my husband, Mikhail Sosonkin

I am interested in serving on one of the following advisory groups (select all that apply): Cultural Funding Advisory Committee, Ethics Board

Experience & Qualifications

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

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

Please share your qualifications for this For Ethics Board 1. I earned a BA (Hons) degree in Public Relations studies and big part of PR is managing reputations by following ethics code. 2. Part of the Ethics Board member role is

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

to train city officials and other committee members. I gained some training experience when I led internal training sessions on organisational skills and time management at Marcus Evans Group, financial training division. 3. I always had an interest in etiquette and ethics. Although these are two separate subjects, they do at times converge, and they are highly applicable to individuals who run the city. For Cultural Funding Advisory Committee 1. Growing up in Europe and later living in Washington DC for few years, I was exposed to many different wonderful galleries, museums and festivals - from Uffizi gallery in Florence, to Smithsonian museums in DC, to Fashion Week in London - I've seen first hand how wonderfully culturally-rich cities can be. 2. Haven travelled extensively, I also have a good idea of what kind of cultural attractions bring the desirable tourists. 3. Bainbridge islanders are dedicated to children's education, and since I plan to have children in the future, I would love to contribute my innovative ideas as to how the island can be improved for children's sake.

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

I am a firm believer that a good citizen should take upon themselves at least as many responsibilities and obligations, as the city affords him or her the civic rights and privileges. Joining a citizen advisory group or two would allow me to serve my community and find ways to be helpful. On top of that, I would love to work alongside people who are dedicated to making this island an even better place to live. Recently I have joined the League of Women Voters - Bainbridge Unit, because I want to take part in improving political discourse, and I also belong to the Seattle Downtowners Toastmasters club to help me brush up on my public speaking skills.

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

COBI Connects

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EMPLOYMENT HISTORY

- 2016 – present Publicity advisor and travel planner to my husband, Mikhail Sosonkin.
- Mentor and advice Mikhail on media skills. He has appeared on CNBC News, Vice News, participated on a panel in Money20/20 conference and given multiple talks at conferences.
 - Plan frequent trips for business and leisure; arrange entertainment such as experience of driving a real tank or spending a night in a Sami hut within Arctic circle.
- 2015 – 2016 Classroom Assistant, **Lee Montessori** (public charter school), Washington DC
- Observed and recorded children’s behaviour and progress.
- 2011 – 2013 Marketing and public relations manager, **ACF Direct** (finance broker firm), Cheltenham, UK
- Rebranded the company from Associated Commercial Finance to ACF Direct.
 - Executed successful marketing campaigns.
 - Designed marketing materials: brochures, leaflets, coasters and more.
- 2010 – 2011 Senior financial training adviser, **Marcus Evans Group**, London, UK (paid 1 year placement)
- Conducted continued extensive research on current and key topics in financial markets.
 - Worked closely with decision makers from the leading European banks to develop high level financial training courses.
 - Led internal training sessions on organisational skills and time management.
 - Sold over £20,000 worth of training courses within the first 3 months of starting this position.
- 2008 – 2009 Tutor and mentor, **Central Technology College**, Gloucester, UK
- Assisted teachers in mathematics and business classes.
 - Mentored three eleven-grade boys and helped them to apply, and be accepted into, a university of their choice.
- Summer 2008 Executive assistant to Director, **United Claims Centre LTD** (accident claims firm), Boston, UK
- Managed and monitored corporate documents. Obtained signatures and controlled files.
 - Coordinated and managed claims’ documentation of the company’s clients.
 - Ensured business continuity by performing general business administration duties.

EDUCATION

- 2009 - 2012 **University of Gloucestershire**, UK
BA (Hons) Public Relations studies
- Global Team Leader working on Airbus brief to create and pitch global communications campaign. Coordinated 20 team members from 11 countries, 5 continents using online communication tools.
 - Member of the winning team of ‘Cheltenham Countdown’ local communication campaign working alongside Gloucestershire police.
- 2006 - 2008 **Boston College**, UK
A-Levels in Mathematics, Media, Business.
- Awarded the ‘Excellence Award’ in A-levels category.
 - Took initiative to organise the first ‘Boston College Prom Party’.

ADDITIONAL SKILLS

- Languages: English - fluent, Italian - basic, Russian - basic, Lithuanian - native.
IT Skills: MS Office, PhotoShop, LaTeX, proficient at internet-based research.

INTERESTS

- Memberships: League of Women Voters - Bainbridge Unit, Seattle Downtowners Toastmasters Club.
Events: Took initiative to organise ‘Question Time’ with Cheltenham’s prospective parliamentary candidates prior to United Kingdom’s 2010 general election.
Exercise: Run in FortWard park daily and often go on bigger hikes or kayaking trips.

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, April 9, 2019 9:38:24 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Diane Walker

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer self

Current Position artist/writer/station manager

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

Cultural Funding Advisory Committee

Experience & Qualifications

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

If so, please indicate which groups: CFAC

Please share your qualifications for this appointment (skills, I am an artist and a writer (English major, graduate of Mount Holyoke College), but I also have 25 years of management experience -- 15 of them in non-profits -- and a certificate in

activities, training, education) if any:

organizational behavior. I've lived on Bainbridge for 18 years, working as an artist and a writer: I have shown work at BIMA and the Art Project and a variety of other local venues, and have artwork permanently installed at the Fire Station and at the Virginia Mason Medical Center. I've also had plays produced by Island Theatre (and served on their board for two years) and by the Jewel Box in Poulsbo, and have had poems in Exhibition magazine, Poetry Corners, and Ars Poetica. For the last two years I've used my background in non-profit and hi-tech marketing to run Bainbridge Community Broadcasting. In that role I've served over a hundred non-profits on the island, so I've come to know them well, but I will be retiring from BCB in July and returning to art and writing; it's time to get back to my roots.

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

Full-time volunteer station manager for BCB; former board member, Island Theatre; actress at BPA, Island Theatre and Lesser Known Players; I read every three months or so for the VIP program; I've given art talks on the ferry and at Madrona House and Wyatt House; I've sung at Madrona and Wyatt with the Community Singers; I designed the Bainbridge Bag; I've done marketing for the Bainbridge Bargain Boutique; I judge photography for the high school art contest; and 3 years ago I served on the CFAC.

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

Email from Roz Lassoff

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

DIANE R. WALKER

AREAS OF EXPERTISE

- Marketing communications, including writing, layout, design, strategy, identity, and PR
- Management/organizational skills for both paid and volunteer staff
- Non-profit experience including grantwriting, speechwriting, public speaking, social media

CORE ACCOMPLISHMENTS

- **As Director of Communications for the Episcopal Church in Western Washington:**
Built an award-winning communications program for the Episcopal Diocese of Western Washington. Worked with leadership to develop positioning and vision statements; produced, wrote and edited a monthly newspaper, newsletters, brochures, promotional materials, manuals, directories and presentations.
- **As Program Manager for DTSS, Inc.:**
Managed branding, design, implementation and release of PC-based remote software distribution package. Wrote business plan, hired staff, set budgets and pricing. Conducted focus groups, developed product specifications, marketing strategies and messages. Supervised marketing, advertising and documentation.
- **As Public Relations Account Executive for Boston's Clarke&Company:**
Developed public relations campaigns for Apollo, Computervision, Intermetrics, Softbridge and others. Wrote articles and speeches to promote expertise of corporate executives. Met with administrative and engineering managers to assess product strengths and develop consistent messaging strategies.
- **As an independent communications professional:**
Wrote and edited software documentation; produced brochures, ads, PR, direct mail programs, and newsletters for real estate, hi-tech corporations, and several non-profit agencies. Wrote grant applications, set up and managed social media promotions, designed logos and signage.

FREELANCE COMMUNICATIONS CONSULTING

Work with hi-tech, small business and non-profit clients to assess communications needs for specific vertical markets. Write and edit copy for web pages, ads, brochures, social media, newsletters, press releases and product manuals. Manage product marketing activities, develop positioning strategies, supervise preparation of market surveys and launch materials. Create product and corporate identity and informational signs and fliers. Write and edit PR articles for publication; write grant applications and speeches.

PROFESSIONAL EXPERIENCE

Director of Communications

Managed communications activities for Episcopal Diocese of 103 congregations. Responsible for writing, editing, design, layout and production of 16-20 page monthly tabloid newspaper (circ. 19,000). Won national awards for feature stories, layout and photography. Responsible for all written materials, including brochures, manuals, directories, budget materials, press releases, and policy statements. Served as copyeditor for national news service at two national Episcopal General Conventions. Managed staff, developed and led communications training workshops; generated annual budget, policy and procedures; established employee performance appraisal system.

Diocese of Olympia, Seattle

Product Marketing Manager

Aldus Corporation, Seattle

Managed marketing activities for simultaneous release of Aldus FreeHand, a computerized drawing program for Mac and PC. Developed positioning strategy, created and analyzed market surveys; wrote copy for packaging, brochures, demos, ads and press releases; proofed and tested manuals.

Program Manager

DTSS Inc., Hanover, NH

Led cross-functional product team for design, implementation and release of PC-based remote software distribution package. Developed business plan, hired staff, set budgets and pricing, conducted customer focus groups, defined product specifications and supervised marketing and documentation teams.

Public Relations Account Exec

Clarke&Company, Boston, MA

Managed public relations campaigns for Apollo, Computervision, Intermetrics, Softbridge and others. Ghost-wrote articles for publication to promote products and executives. Won Bellringer award for designing pop-up invitation to join Walter Cronkite for New York product introduction.

Product Manager

DTSS Inc., Hanover, NH

Managed release of new operating system, including documentation and training materials, promotional materials and activities. Developed customer and market surveys, analyzed qualitative and quantitative data. Created direct mail, ads, PR, corporate newsletter; wrote presentations for product introduction.

Documentation Manager

DTSS Inc., Hanover, NH

Managed documentation team, writing and editing manuals for software products, including mainframe operating system, communications and graphics packages, database management, word processing and more. Responsible for final editing and proofing; established company stylebook, tone and voice.

Supervisor of Public Services

Howe Library, Hanover, NH

Managed circulation desk, publicity and display. Trained and supervised paid and volunteer staff. Responsible for promotion of collections, programs and services. Instituted new circulation system, wrote staff and volunteer manuals, conducted statewide workshops on publicity and display; prepared statewide promotions for National Library Week.

EDUCATION

AB, *Cum Distinctionem*, Mount Holyoke College; majored in English composition

Certificate in Public Library Techniques, University of NH

Certificate in Organizational Development, Antioch Univ. Center for Creative Change

VOLUNTEER/COMMUNITY ACTIVITIES

Steering Committee/Publicist for Bainbridge Community Broadcasting

Former board member/secretary/webmaster, Island Theatre

Read for the blind, Bainbridge Island VIP program

Marketing Consultant, Seattle Children's Hospital Thrift Store

Exhibitions Director, ECVA.org

Daily blogger, ContemplativePhotography.com

Former Librarian, Shaw Island Library

Former board member, Episcopal Communicators

Former board member, Ecunet (international ecumenical internet provider)

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, April 23, 2019 3:27:12 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Pamela Cole

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer US Department of Justice - Antitrust Division

Current Position Attorney

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, As an antitrust attorney for over 25 years I am experienced in reviewing complex business plans and regulations. As a person in a wheelchair, I am also familiar with accessibility issues and

activities, training, education) if any:

how design can impact individuals with disabilities.

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

I am the president of my home owners association at Grow. I am also the graduate alumni liaison for the Pacific Northwest Chapter of the service dog organization "Canine Companions for Independence".

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

Through a current DRB member

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, April 10, 2019 9:18:27 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Matthew Dekker

Email

Phone

Address

City Bainbridge Island

State Wa

Zip 98110

Current Employer Gauge Design Group

Current Position Owner and CEO

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, My name is Matthew Dekker and I am the owner and CEO of an architectural woodworking and metal fabrication company (www.gaugegroup.com) based in Seattle with roughly 20

activities, training, education) if any:

employees. We provide services in ultra-high-end residential and specialty commercial environments and have worked in many of the most architecturally significant homes on the west coast. We work primarily in the Seattle area, Hawaii, and northern California markets, though we have performed work nationwide and internationally. I have developed a reputation for my company as the regional go-to for complex projects that others decline. We are experts at turning one off architectural fantasies into buildable realities and excel at bridging the gap between architects and builders. My company is recognized as staircase design experts and I have consulted through active participation in a staircase manufacturers trade organization on the International Building Code (IBC) and International Residential Code (IRC). In addition to design and fabrication revenue through my company, I provide paid consulting services for staircase structural design and value engineering and have provided those services for many of the large corporate headquarters that have been built in the Seattle area in the last 5 years. I additionally provide consulting services in staircase building code interpretation for many local contractors. I am passionate about architectural design and construction and tend to read building science and engineering literature in my free time.

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

My family and I have lived on Bainbridge Island for nearly two years and are actively rehabilitating our 1892 home, where we plan on staying for the foreseeable future, back to a livable state. My wife, Erin, and I have two sons, ages 9 and 6, who attend Blakely Elementary School and we love the community that we have built on Bainbridge Island. Erin and I are currently working toward becoming licensed foster parents in the state of Washington as a way to serve our community. I serve on the board of directors for the Bainbridge Island Little League in addition to coaching my older son's team.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Newspaper

Other

Field not completed.

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, April 29, 2019 3:55:15 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Michael Loverich

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer The Bittertang Farm, Michael Loverich Buildings

Current Position Principal

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

Experience & Qualifications

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

If so, please indicate which groups: Island Center Subarea Planning

Please share your qualifications for this appointment (skills, I have a Masters degree in Architecture. I have taught and practiced architecture for the past 15 years.

activities, training,
education) if any:

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

Field not completed.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2019

How did you hear
about the volunteer
opportunity?

Other - See below

Other

Word of mouth

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Sunday, April 28, 2019 11:23:41 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Shawn Parks

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Self

Current Position Artist and Designer

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, I am a practicing studio and public artist living on Bainbridge Island since December, 2017. I have served on multiple panels for Seattle Office of Arts and Culture for selecting public artists

activities, training, education) if any:

awarded a project. I have a BFA in textiles from Rhode Island School of Design. I have been a design director for bag and luggage brands for over 10 years.

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

I am on the board for Seattle Pridefest and a volunteer at The Henry museum.

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

City Website

Other

Field not completed.

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

SHAWN PARKS

EXHIBITS + INSTALLATIONS

SEATTLE OFFICE OF ARTS AND CULTURE FEBRUARY 2019

King Street Station, Seattle, WA 98104

Panelist for AMP Temporary Artists

HELLO WATERFRONT, GOODBYE VIADUCT NOVEMBER 2017

Viaduct, Seattle, WA 98101

Performance art installation for closing of Viaduct

EL ENCANTO ARTIST RESIDENCY APRIL 2018

Santa Cruz De Miramar, Nayarit, Mexico

Week long art residency in Mexico

SOUND TRANSIT ART PROGRAM MARCH 2018

401 S. Jackson Street, Seattle, WA 98104

Accepted into SStart (Sound Transit Art) Artist Pool Expansion

SEATTLE OFFICE OF ARTS AND CULTURE NOVEMBER 2017

700 5th Ave, Suite 1766, Seattle, WA 98104

Panelist for Art in the Parks Temporary Art and Activations Program

MIGHTY TIETON AUGUST 2017

608 Wisconsin Avenue, Tieton, WA 98947

10 x 10 x 10 x Tieton Exhibit

ART INTERRUPTIONS AUGUST – DECEMBER 2017

Delridge Greenway, Seattle, WA 98106

Temporary public art installation supported by SDOT and SOAC

FOODART COLLECTION JUNE 2017

1111 E Pike St, Seattle, WA 98122

Group exhibit curated by Jeremy Buben

SEATTLE OFFICE OF ARTS AND CULTURE FEBRUARY 2017

700 5th Ave #1766, Seattle, WA 98104

Public Art Boot Camp

CALYPTE GALLERY JULY 2016

1107 East Denny Way #A2, Seattle, WA 98122

Works with yarn

CAIRO GALLERY JUNE 2015

507 E Mercer St, Seattle, WA 98102

Queer artist exhibit

EDUCATION

RHODE ISLAND SCHOOL OF DESIGN

BFA in Textiles, 2004

VOLUNTEER

SEATTLE PRIDEFEST JUNE 2013 – PRESENT

BOARD MEMBER

WORK

CREATIVE CONSULTANT JANUARY 2014 – Present www.shawnparks.net

OWNER

CLIENTS

Malibu x Missoni: Designed hand-woven beach totes for SS19.

Orvis: Refresh design on their Safe Passage luggage line for 2019.

Velouria boutique: Created and installed window concepts, bi-monthly pop-up installations, signage, displays and 4 artist workshops to generate new clientele and a stronger community presence in Pioneer Square.

Nirmal's Indian restaurant: Designed interior space including floorplan, kitchen, palette, materials, lighting and furniture.

Pacific Market International: Developed 2016 and 2017 global trend deck for their Specialty Coffee travel drink ware division and internal brands Aladdin®, Stanley®, and Migo® to inform product direction for following year.

Haiku Bags: Trend, color and art direction for 2016 - 2018 seasonal themes. Directed catalog concept, layout, photography styling, location and graphic direction. 2017 saw 15%+ growth over previous year.

PACSAFE MARCH 2016 – MAY 2018 www.pacsafe.com

U.S. DESIGN MANAGER

Focus on developing relevant and competitive product in U.S. markets. Create SMU programs and build relationships with key retailers. Act as a communication bridge between Hong Kong corporate and U.S. sales teams. Co-manage product development team in Hong Kong.

ACCOUNTS

eBags® - 5 exclusive styles on track to exceed \$1M in 2018.

HSN® - Opening new channel with successful quarterly TV airings of SMU products.

Costco® - Designed pallet fixture program for Roadshow program touring 40+ stores in the US.

BLACKSTONE INVESTMENT GROUP SEPTEMBER 2012 – JUNE 2014 www.blackstoneusa.net

CREATIVE DIRECTOR – RECREATIONAL BRANDS

Responsible for Creative Services budget across three brands. Drove creative team, corporate branding, marketing and sales campaigns, product design, development, and all creative functions for Blackstone's private-label and in-house bag brands.

Oversaw six employees, multiple external designers and production teams in US and Asia.

BRANDS

www.carrygear.com

www.detours.us

www.haikubags.com

DETOURS BICYCLE BAGS SEPTEMBER 2010 – OCTOBER 2012 www.detours.us

GENERAL MANAGER - DESIGN DIRECTOR

CARRY GEAR SOLUTIONS JANUARY 2007 – AUGUST 2010 www.carrygear.com

SENIOR DESIGNER

IZOD G JULY 2004 - JULY 2006

MENSWEAR DESIGNER

ILLUMINATIONS MARCH 1997 - DECEMBER 2001

LEAD VISUAL MERCHANDISER, NEW STORES

SMITH AND HAWKEN OCTOBER 1995 – JANUARY 1997

VISUAL MANAGER, FLAGSHIP STORE

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, April 29, 2019 11:55:17 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name todd thiel

Email

Phone

Address

City bainbridge island

State WA

Zip 98110

Current Employer OAC services, inc.

Current Position Design Director

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, As a practicing architect for over twenty-five years, my civic design experience spans from a new U.S. Courthouse in an underutilized area of a small midwestern city, to a contemporary

activities, training, education) if any:

boathouse for the largest not-for-profit rowing club in the country. Recently, I have been involved in realizing four new ground-up housing projects: Three sustainably-oriented, mixed-use multi-family developments that enhance existing community patterns and help to relieve a shortage of attainable housing, as well as, our own home on the Island. Through these projects, I have become well acquainted with the responsibility inherent in developing new buildings in cherished communities. Attaining a dual degree in Architecture and the History of Architecture and Urban Development has instilled in me a reverence for the past and an optimism for the future. I believe it is just as crucial to analyze what has come before, as it is critical to evaluate what is appropriate for how we live today while having the confidence to design for a sustainable and resilient future. Serious design work requires open communication and collaboration from all stakeholders. Collaboration requires the entire team, from developers to those entrusted with enhancing the public realm, to understand and respect the expertise, needs, and motivations of each team member, while acknowledging that good ideas come from all sources. It builds trust when each member of the team is working towards the overall success of a mission and not individual interests. In projects I have managed, I strive for true integration, where it is difficult to determine which individuals are responsible for specific innovations and ideas; the organizational lines are blurred, and everyone is 100% accountable for everything. The best ideas are then carried forward and built upon by gathering input from the collective experience of the team. Innovative ideas and creative solutions are born when the entire team is working together to find a solution that is balanced to meet the project needs. Each project stakeholder brings something different to the discussion. As a Design Review Board member, I believe it is our role to ask good questions, listen actively, effectively communicate the complete picture, and provide the necessary information to make critical decisions for the benefit of our community. The unprecedented growth on Bainbridge Island is an opportunity for thoughtful development. The updating of the Design Review Guidelines, will provide a welcome document for design professionals and the review board to reference as we collectively strive for continuous improvement of our public realm. As a member of the Design Review Board, I believe it is important that rigorous, honest, and collaborative public dialogue must be had to insure thoughtful, appropriate development on the island.

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

While I've presented in front of, and taken part in many public review processes, this position on the Design Review Board would be my first appointment to a civic committee. I am excited to bring the design, design management, and communication skills that I have honed in my professional career to the benefit our community. From Bainbridge Prepares to Sustainable Bainbridge, the breadth, complexity, and sophistication of the

civic minded interest groups and organizations on the Island is impressive. I have been searching for an opportunity to work for our community and believe my contributions would be most valuable to the Design Review Board. I would be honored to give of my time and expertise to ensure that Bainbridge Island remains a thriving family-oriented community, striving to become even more resilient and sustainable.

Feel free to attach your resume (optional):

Type the Year 2019

How did you hear about the volunteer opportunity? Newspaper

Other *Field not completed.*

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

Todd Thiel, AIA, LEED AP

Over twenty-five years of diverse experience in design, project, and practice management focused on the development and maintenance of systems, procedures, and habits necessary to sustain an environment conducive to high quality design and profitable project delivery.

A proactive leader who relies on strong communication skills, design confidence, depth of experience, and a commitment to integrating operational excellence into a Design-first practice to maintain a positive firm ethos based on cooperation. The cultivation of humor, humility, and respect inform a sense of perspective and foster the ability to readily adapt to constantly changing operational needs resulting in frequent reprioritization of multiple competing agendas.

EXPERIENCE

OAC services

2200 1st Ave. S, Seattle, Washington

October 2018 – Present

Design Director

As Design Director I lead our expanding architectural group and ensure OAC supports the architects with whom we collaborate in our construction management led design process. Outreach to the architectural and architectural education community, as well as, identifying new collaborative opportunities allow me to be involved in the dialogue that is changing the way we design and build.

Additionally, as a member of our innovation team, I am part of a cross-functional design, construction management, and contractor team who are looking to go beyond an integrated delivery process and leverage technology to redefine project delivery, based on predictability, cost and schedule certainty and above all, thoughtful and serious design work.

I am currently managing a system wide accessibility upgrade for TriMet, Portland, extensive modernizations for the Port of Seattle at SeaTac International Airport, as well as completing upgrades at twenty-one properties for the Seattle Housing Authority.

DiMella Shaffer Associates

1511 3rd Avenue, Seattle, Washington

August 2016 – October 2018

281 Summer Street, Boston, Massachusetts

February 2013 – July 2016

Associate Principal / Director of Operations

Manage the day-to-day operations of a seventy-person firm with offices in Boston and Seattle. Full immersion in both the culture of the firm and the strategic decision-making of the Principals enables the optimization of processes that maximize business effectiveness while reinforcing the essence our design-focused culture.

Instrumental in establishing a new focus on open design dialogue and team building through facilitating increased internal design communication, strategic hires, and the belief that solutions are enhanced through a non-hierarchical, integrated design environment in which design leadership promotes collaborative design.

Coordinate, oversee, and advocate for the individuals responsible for non-design functions and ensure a high level of effectiveness as they work collectively to support the purpose of the practice.

Neurological Surgery Lab, University of Washington, Seattle, Washington
Managed the design of the renovation of the Neurological Surgery Lab to meet the needs of a state-of-the-art research facility for new research tenants. The lab is designed such that today's functionality may be adapted to future research needs. Along with adaptability, a strong identity was developed that create a cohesive, light filled environment.

One East Pleasant, Amherst, Massachusetts
Oversaw the management, design, and document production of the third design build, sustainable, multifamily, mixed-use, podium construction project for a private client in Amherst. These projects realize the planning goals of our client and the City of Amherst through emphasis on sustainable buildings with increased density, respect for their environment and financial performance. 1EP is on track to achieve Gold LEED for Homes Multifamily/Midrise.

Olympia Place, Amherst, Massachusetts [Link](#)
Kendrick Place, Amherst, Massachusetts [Link](#)

These two projects, privately developed and delivered through the Design Build process, have redefined innovative student living in the college town market. With these projects 250 low-impact, premium quality Units, housing 485 people, have been added to the rental market. Both have achieved LEED Gold for Homes and Multi-family/Midrise.

Anmahian Winton Architects

650 Cambridge Street, Cambridge, Massachusetts

August 2005 – March 2013

Senior Associate – Project Manager

Design direction from project inception through project delivery, primary client contact, consultant team management, contract negotiation, project scheduling and budgeting, code/permitting analysis, document production supervision, specification coordination, bid review, value management, and oversight of CA.

Participated in general office management processes including: business development, marketing, presentations, QA/QC reviews, project staffing, staff reviews, staff bonus/salary evaluation, staff hiring and mentoring.

Söğütözü Office Tower, Ankara, Turkey [Link](#)

Directed local and international consultant team. Responsible for overall project management including project scheduling and budget control for a technologically advanced mid-rise speculative office building that integrates environmental design strategies with state-of-the-art IT infrastructure. The project has redefined the standards of Ankara's international leasable office market.

Harry Parker Boathouse, Brighton, Massachusetts [Link](#)

Design and management of the 30,000 sf \$11m boathouse on the Charles River. The boathouse houses Community Rowing, the largest non-profit, public rowing organization in the country, with boat storage space, offices, training facilities and classrooms. Occupying a highly visible site on public green space, the boathouse serves as an activity center for an underserved urban neighborhood. In addition to national recognition, the boathouse received the Harleston Parker Award for "the most beautiful building in Boston."

Holyoke Center, Harvard University, Cambridge, Massachusetts
Re-envisioning of a 15,000 sf floor plate as the nexus of the student-focused departments of Advising Programs Office and General Education. The project represented a significant departure from existing accommodations in more traditional university buildings. This transformation necessitated sensitive client handling to facilitate the transition to a more modern expression of the College.

Koetter, Kim & Associates, Inc.

344 Bolyston Street, Boston, Massachusetts

February 2000 – August 2005

Associate - Project Manager

Wishcamper Center, University of Southern Maine, Portland, Maine [Link](#)

Accountable for primary client contact and management of project team, as well as directed the design for the transformation of underutilized urban commercial land into a model of sustainable design. The project includes 25,000 sf Osher Institute of Lifelong Learning classroom building, and a 40,000 sf administration office / classroom facility for the Muskie School of Public Service with a total construction budget of \$35m. The project has been certified LEED Gold.

Stanley J. Roszkowski U.S. Courthouse, Rockford, Illinois

Responsible for the design of a new 198,000 sf \$58m U.S. Courthouse, the project is one of the first to be designed incorporating post 9/11 security guidelines as well as earning LEED Gold certification. Involved from directing the design of the winning GSA Competition entry through the CD. Guided all aspects of the design and management of the project including primary contact with architect of record.

Project Manager

Amgen Campus, Seattle, Washington

Chair of Interface Design Coordination Team, managed interdisciplinary involvement of site-wide design for implementing the Strategic Development Plan. Responsible for maintaining design intent throughout the 30-acre site.

Amgen, Strategic Development Plan: Pier 89, Seattle, Washington

Worked with a small team in designing the expansion of the Amgen campus to the adjacent Pier. Produced feasibility study, alternative site plans, massing models, and final report to the City of Seattle, as the basis for a Master Use Permit.

Project Architect

Lab Buildings A, B, C, and D, Amgen, Seattle, Washington

Developed pre-schematic to design development documents for a state-of-the-art biotech lab and associated office support building. Provided oversight of the CD development team through completion of the drawings.

Kallmann McKinnell and Wood Architects, Inc.

939 Bolyston Street, Boston, Massachusetts

August 1995 – February 2000

Project Architect

James H. Quillen U.S. Courthouse, Greeneville, Tennessee

Involved from pre-schematic to construction documents of a 154,000 sf courthouse for the G.S.A. Managed scope and production of drawing sets, staff utilization, and project scheduling. Reviewed specifications, estimates, and value engineering strategies. Main contact for consultant team and Federal agencies.

Senior Designer / Job Captain

Knight Center, Washington University, St. Louis, Missouri

Managed production of fast-track project documents, structured team responsibilities, formulated team objectives and scheduling, and led consultant coordination. Extensive client contact and design responsibilities from schematic design through construction administration.

Alvin Goldfarb Hall, Washington University, St. Louis, Missouri

Involved in development of project from schematic design through construction. Responsible for technical design and coordination of building exterior. Managed production work utilizing both traditional drafting and computer methods.

Kyu Sung Woo Architect, Inc.

488 Green Street, Cambridge, Massachusetts

August 1994 – August 1995

Designer/ Job Captain

Hae Un Dae Mixed-use High-rise, Pusan, Korea

Managed SD and DD phases of 17 story waterfront *officetel* / retail structure.

Intern Architect

National Museum of Korea, Seoul, Korea International Competition

Co-produced design development and presentation drawings.

Boston Gateway, special feature in The Boston Globe Magazine

Designed *An Ivy Covered Gate*, invited exposition investigating imaginative options to the termination of the Massachusetts Turnpike in Allston.

Shinhan Building, Boon Dahng, Korea

Developed DD set for speculative office building with stringent UD guidelines.

Atelier Jullian Pendleton

21 Pier 7 Charlestown, Massachusetts

January 1994 – July 1994

Intern Architect

Chisa 50, Rome, Italy

Collaborated with Guillermo Jullian de la Fuente in the design of the competition for a new church in Rome. Produced conceptual collages, study models, and presentation boards.

Casa Loubejac, Colina, Chile

Produced study drawings and models for a house sited in an abandoned lettuce field outside Santiago. The project was published in *GA Houses 45*.

REGISTRATION

Washington State Board of Architects, License Number 12390
Commonwealth of Massachusetts, License Number 10716

SOCIETIES

American Institute of Architects, Seattle Chapter
SCUP: Society of Campus and University Planners, SCUP, Pacific Region
Design Build Association of America, Northwest Chapter
NAIOP, Washington State Chapter
The Belden Club, Seattle

HONORS
professional

AIA Residential Design Award, Student Housing, 2018, AIA, Olympia Place
International Architecture Award, 2018 Chicago Athenaeum, Ankara Tower
Citation, Built Projects, 2017, AIA Portland, Oregon, Olympia Place
DBIA Gold, 2017, New England Design Build Institute of America, Olympia Place
Architecture MasterPrize, 2017, Architecture Design / Tall Buildings
DBIA Silver, 2016, New England Design Build Institute of America, Kendrick Place
Institute Honor Award, 2014, AIA, CRI Boathouse
R+D Citation, 2010, Architect Magazine, CRI Boathouse
Honor Award, Design Excellence, 2009, Boston Society of Architects, CRI Boathouse
Harleston Parker Award, 2009, Boston Society of Architects, CRI Boathouse
American Architecture Award, 2008, Chicago Athenaeum, CRI Boathouse
Progressive Architecture Award, 2008, Architecture Magazing, CRI Boathouse
AIA Scholarship, 2003 MARMOMACC Conference, Verona, Italy
Rotch Traveling Scholarship, 2002, Boston Society of Architects

academic

Editor, *The Cornell Journal of Architecture 5*
Henry Adams Medal, awarded by the AIA

ACADEMIC

Visiting Juror
Massachusetts Institute of Technology, Cambridge, Massachusetts
Cornell University, Ithaca, New York and Rome, Italy
University of Pennsylvania, Philadelphia, Pennsylvania
Rhode Island School of Design, Providence, Rhode Island
Rodger Williams University, Bristol, Rhode Island
Harvard University, GSD, The New American Courthouse

EDUCATION

Cornell University, Ithaca, New York
Bachelor of Architecture
Bachelor of Science, History of Architecture & Urban Development

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, April 26, 2019 2:37:26 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Laurel Wilson

Email

Phone

Address

City Bainbridge Is

State WA

Zip 98110

Current Employer Arcstudio

Current Position Architecture / Design / Strategy

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

Experience & Qualifications

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

If so, please indicate which groups: Allied Arts in 1990s. Bainbridge Public Arts Council in early 2000s. Waypoint public art juror, 2018.

Please share your qualifications for this appointment (skills, Twenty years professional work in architecture, planning and design. Former principal of OPA Design, principal of Arcstudio. Ten years engagement as university design faculty (NJIT &

activities, training, education) if any:	Parsons School of Design). M.Arch degree (Yale University).
Please share your community interests (groups, committees, organizations) if any:	Co-founder of Space.City, a non-profit org dedicated to issues in arts, architecture and planning. Board-director, 25 years. (1995 to present) TEDx licensee and organizer (TEDxElliottBayWomen & TEDxBainbridge 2009-12)
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2019
How did you hear about the volunteer opportunity?	Other - See below
Other	Planner and board member Jane Rein

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Sunday, April 14, 2019 3:13:45 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Jane Hannuksela

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer retired

Current Position retired

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, I was a lawyer with the National Oceanic and Atmospheric Administration (NOAA) for over 32 years. I represented the National Marine Fisheries Service, and worked on issues related

activities, training, education) if any:

to fish protection at dams, and habitat protection. I participated in settlement negotiations for hydropower licenses, involving many parties with differing positions; and worked on development of habitat conservation plans and biological opinions under the Endangered Species Act. I participated in licensing of ocean energy projects, including consideration of their potential effects on marine mammals and fish. I contributed to development of environmental legislation and regulations at the federal level. I was an oceanographer with NOAA before law school, and worked on baseline studies in Alaska before oil exploration began. My educational background is a BS in geology from Tufts University in 1972; MS in oceanography from University of New Hampshire in 1978; and JD from University of Wisconsin in 1983.

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

I am currently involved in the following local citizen scientist projects: green crab monitoring; salmon stream monitoring; and sea star wasting disease monitoring. I am a Kitsap County Beach Naturalist, and participate in beach explorations on Bainbridge.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

Recent City newsletter

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



Form Center

By [signing in or creating an account](#), some fields will auto-populate with your information and your submitted forms will be saved and accessible to you.

Citizen Advisory Group Application

Steps

1. [Step One](#)
2. [Experience & Qualifications](#)

Step One

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name*

Email*



Form Center

By [signing in or creating an account](#), some fields will auto-populate with your information and your submitted forms will be saved and accessible to you.

Citizen Advisory Group Application

Steps	Experience & Qualifications	
Step One	<p>Have you served on any city advisory groups in the past?*</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>	
2. Experience & Qualifications	<p>If so, please indicate which groups:</p>	<p>ETAC</p>
	<p>Please share your qualifications for this appointment (skills, activities, training, education) if any:</p> <p>Licensed Geologist Hydrogeologist in the State of Washington</p> <p>See attached resume</p>	

- Project Geologist/Hydrogeologist, ATEC Associates Inc., 1990 to 1993.
- Hydrogeologist and Computer Graphics Manager, Levine Fricke, 1987 to 1990.
- Geologist, Land Status Researcher, Draftsman, Various Mining Companies, 1983 to 1987.

REGISTRATION

Washington Professional Geologist and Hydrogeologist #1722, August 2002.

SPECIALIZED TRAINING

OSHA 40-Hour Health and Safety Training – 29 CFR 1910

2009: OSHA 8-hour Health and Safety Refresher Training

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

Co author of the Sole Source Aquifer Designation Petition for Bainbridge Island.
Wyckoff Citizen Committee Group
Founder and officer of Bainbridge Island Water Resource Group

Feel free to attach your resume (optional):

no file selected

Type the Year

2019

By typing the year in this box, you verify that you are a legitimate user.

How did you hear about the volunteer opportunity?

Other - See below

Other

currently serving

Please specify

Receive an email copy of this form.

Email address

This field is not part of the form submission.

| [Go Back](#)

* indicates a required field

Phone*

Address*

City*

State*

Zip*

Current Employer*

Current Position*

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

- | | |
|---|---|
| <input type="checkbox"/> Civil Service Commission (NOT RECRUITING AT THIS TIME) | <input type="checkbox"/> Lodging Tax Advisory Committee |
| <input type="checkbox"/> Climate Change Advisory Committee | <input type="checkbox"/> Marine Access Committee |
| <input type="checkbox"/> Cultural Funding Advisory Committee | <input type="checkbox"/> Multi-Modal Transportation Advisory Committee |
| <input type="checkbox"/> Design Review Board | <input type="checkbox"/> Planning Commission |
| <input checked="" type="checkbox"/> Environmental Technical Advisory Committee | <input type="checkbox"/> Public Access Television Advisory Committee (NOT RECRUITING AT THIS TIME - Advisory to Bremerton Council, Mayor & Kitsap County Commissioners) |
| <input type="checkbox"/> Ethics Board | <input type="checkbox"/> Race Equity Task Force (NOT RECRUITING AT THIS TIME) |
| <input type="checkbox"/> Historic Preservation Commission | <input type="checkbox"/> Utility Advisory Committee |
| <input type="checkbox"/> LEOFF 1 Disability Board | |

* indicates a required field

Melanie Keenan, LG, LHG

DUE DILIGENCE

HYDROGEOLOGIC STUDIES

EXPERIENCE SUMMARY

Ms. Keenan is a professional geologist and hydrogeologist with extensive experience in environmental geology and water resource management. She has conducted many Phase I and II environmental site assessments on behalf of Fortune 500 companies and Seattle law firms, and provided third party oversight for hydrogeologic investigations and contaminant characterization. She has served as a technical investigator and writer for several municipal ground water management plans in King County in western Washington. Additionally, she is accomplished in the presentation of scientific information utilizing computer graphics software.

KEY EXPERIENCE

- Co-author of the U.S. Environmental Protection Agency (EPA) Sole Source Designation Petition for Bainbridge Island, which was accepted and codified in 2013.
- Managed or assisted with remediation of numerous commercial/industrial sites in California and Washington employing a variety of remedial technologies, and targeting cleanup of various contaminants including metals, petroleum hydrocarbons, and chlorinated solvents.
- Managed subsurface field investigations of various duration and complexity in California, Washington, and Montana.
- Provided chemical and hydrogeological data analysis for litigation cases in Washington and Southern California.
- Served as a technical investigator and contributing author of the South King County Groundwater Management Plan.

SELECTED PROJECTS

Independent Hydrogeologist, Sole Source Aquifer Petition for U.S. Environmental Protection Agency, Bainbridge Island, Washington. In the field of groundwater supply, in 2008-2009 served as co-author of the petition to the U.S. EPA Region 10 for the Sole Source Aquifer (SSA) Designation for Bainbridge Island, Washington, which was accepted and codified in 2013. This volunteer work included a detailed compilation of historic and current island-wide water supply and water quality conditions. The SSA designation is assigned to those areas where groundwater supplies at least 50 percent of the total drinking water. EPA designated Bainbridge Island as a Sole Source Aquifer after 4 years of stewarding the process to completion.

Project Hydrogeologist, Contamination Assessment Oversight, Seattle, Washington. Conducted oversight of soil and ground water contamination assessment projects on behalf of downtown Seattle property owners for sites undergoing condemnation by Sound Transit as part of the Light Rail system construction. Oversight required detailed documentation of investigative activities and scrutiny of quality assurance procedures.

Project Hydrogeologist, Ground Water Management Plan Preparation, Renton, Washington. Compiled and edited draft reports for 6 plus years of input and data from the South King County Ground

Water Advisory Committee. Managed the publication of the final South King County Ground Water Management Plan, which was developed to meet this area's ground water protection needs. The final plan includes: an area characterization report, identification and description of threats to ground water, recommended strategies that remedy or reduce these threats, and an implementation process and public involvement.

Project Hydrogeologist, Ground Water Management Plan Preparation and Hydrogeologic Studies, East King County, Washington. Technical contributor to the compilation and state approval of comprehensive water system plans for small water systems (e.g., Ames Lake Water System Plan in Redmond, and Sallal Water Association in North Bend). Plans include system description; water supply and water demand analysis and forecasting; evaluation of system reliability and source water protection; development of an operations & maintenance program and system improvement program; and description of funding of ongoing operations.

Conducted Ground Water under the Influence (GWI) Investigation for Riverbend Homeowners Association in North Bend. Studies assessed temperature, pH, conductivity, bacteria, and related water chemistry parameters of ground water and nearby surface water bodies to determine if surface water is adversely affecting groundwater drinking water supplies.

Project Hydrogeologist, Monitoring Well Network Installation, Tacoma, Washington. Project hydrogeologist in charge of monitoring well network placement, installation and soil and ground water sampling at a site equipped with a petroleum-contaminated soil thermal desorption unit. Chlorinated solvent contamination in ground water from a former Washington Department of Transportation facility on site was assessed. The project was completed in accordance with the requirements set forth by the Washington Department of Ecology, enabling quarterly monitoring of the treatment facility operations as well as the solvent plume.

Project Hydrogeologist, Regulatory Research, Hanford Nuclear Reservation, Richland, Washington. As part of the resolution of overarching contamination issues at Hanford, conducted regulatory research and examined nationwide radionuclide sites such as Rocky Flats, Fernald, Monticello, and Savannah River, in order to evaluate lessons learned at other facilities farther along in the cleanup and redevelopment process. Findings aided Department of Energy in budgeting and re-definition of long-term objectives.

EDUCATION

- 2001 Computer programming/web design, Cascadia College, Bothell WA.
- 1988 Post-graduate studies in Hydrogeology, California State University, Fullerton
- 1985 Computer programming, University of Nevada, Reno
- 1983 B.S. Geology, Colorado State University

EMPLOYMENT HISTORY

- Independent Consulting Geologist/Hydrogeologist, 1994 to Present. Clients include ENVIRON International Corporation, Freestone Environmental Services, Integrated Science Solutions, Inc., and Compass Geographics

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, April 26, 2019 8:15:32 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Michelle M McClure
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	NOAA -- Pacific Marine Environmental Laboratory
Current Position	Director
I am interested in serving on one of the following advisory groups (select all that apply):	Climate Change Advisory Committee, Environmental Technical Advisory Committee
Experience & Qualifications	
Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	Climate Change Advisory Committee
Please share your qualifications for this appointment (skills,	My experience in climate change is largely oriented around evaluating the effects of this change on natural systems (fisheries and endangered species). Currently, I am leading a lab

activities, training, education) if any:

that conducts research into the atmospheric and oceanographic effects of climate change and ocean acidification. I have also taken a week-long training in Climate Change policy at the Harvard Kennedy School of Gov't. I have a Ph.D. in biology.

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

I am currently a member of the CCAC. If it makes more sense for the city, I am would be willing to serve on either the Environmental Technical Advisory Committee or continue on the CCAC. I have two kids in the public schools, and have been involved with various sports organizations as they have moved through them. I am a member of the League of Women Voters, and swim with the Bainbridge Aquatic Masters program.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

Reminder at CCAC meeting

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, April 12, 2019 12:04:18 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Sue Coble Bunn
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Retired from City of Seattle
Current Position	Case manager and complaint investigator
I am interested in serving on one of the following advisory groups (select all that apply):	Ethics Board
Experience & Qualifications	
Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	Community Police Team Task Force and Customer Service Training Committee
Please share your qualifications for this appointment (skills,	I have a Masters degree in mental health counseling which helps me work successfully with people who are upset, angry or confused. For twelve years I was a Complaint Investigator for the

activities, training, education) if any:

Mayor of Seattle. I usually carried a case load of fifty complaints relating to every aspect of city government. Ethical questions and questions regarding interpretation of city codes and regulations were a large part of this work. I worked for two years on the Mayor's customer service committee providing two day training courses to every level of city employee to assure their understanding of city ethics, values and quality customer service. I am a skilled mediator and work well under pressure in stressful situations. Besides working for four different Mayors, I have worked in a max security men's penitentiary and as liaison for Kitsap County at Western State Hospital.

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

After living almost twenty years on Bainbridge Island, my husband and I moved to the other side of the state to enjoy the sun. Unfortunately he became ill and we returned to Bainbridge where we have friends and family. Because of this hiatus I am not currently serving on any boards. I am interested in the Ethics Board because after almost 30 years working for the City of Seattle I know the importance of requiring the highest standards from employees and elected officials to preserve the trust and confidence of constituents. I also know how complex and confusing government policies can be and I have always enjoyed clarifying and interpreting complex regulations. I am also interested in improving the quality of life for seniors on Bainbridge and I am currently struggling to learn to play the fiddle.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Newspaper

Other

Field not completed.

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Sunday, March 17, 2019 1:22:49 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Margo Dannemiller
----------------	-------------------

Email	
-------	--

Phone	
-------	--

Address	
---------	--

City	Bainbridge Island
------	-------------------

State	WA
-------	----

Zip	98110
-----	-------

Current Employer	City of Seattle
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Current Position	Marketing Manager
------------------	-------------------

I am interested in serving on one of the following advisory groups (select all that apply):	Ethics Board
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Experience & Qualifications

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

If so, please indicate which groups:	<i>Field not completed.</i>
--------------------------------------	-----------------------------

Please share your qualifications for this appointment (skills,	I have served on the City of Seattle Race and Social Justice core team. I am a marketing and communications professional and can support the revamp of Ethics goals, tasks, and City values to
--	--

activities, training, education) if any:

provide training for all City representatives.

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

I currently serve as a Board member for HelpLine House, I am a strong proponent of inclusion and offering the public the means to make their voices heard. I've worked with Bainbridge Performing Arts to build awareness of the their programs and benefits to the community.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

City Website

Other

Please see my profile on LinkedIn.

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, March 28, 2019 11:51:24 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Jennifer Hodges

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Hodges & Guse, PLLC

Current Position Managing Partner

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, BA, Psychobiology, UC Santa Cruz JD, Santa Clara University School of Law Attorney at Law, member in good standing of California and Washington state bar (Washington DC bar

activities, training, education) if any:

application pending) - private practice with experience in corporations, corporate governance, securities law, nonprofits, and intellectual property American Jurisprudence award - Legal Research & Writing

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

Executive Director, The Lesser-Known Players (a Bainbridge Island-based 501(c)(3) performing arts organization)

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

City Website

Other

Field not completed.

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

JENNIFER ELAINE HODGES

EXPERIENCE

HODGES & GUSE, PLLC | Bainbridge Island, Washington | March 2019 – Present

Managing Partner

Expanded successful California practice to include Washington state.

- Corporate for-profit and not-for-profit entity formation and governance.
- Securities and Exchange Commission regulatory compliance, including initial public offerings, domestic exchange listing and de-listing, corporate filings, shareholder records management, and escheatment.
- Private equity agreements.
- Trademark and copyright research, infringement defense, and cease-and-desist letters.

LAW OFFICE OF JENNIFER E. HODGES | San Mateo, California | Jan 2010 – March 2019

Attorney at Law

Solo practice with an emphasis on Corporate, Securities, and Private Equity law.

- Corporate entity formation and governance.
- Securities & Exchange Commission (SEC) and DTCC (Depository Trust & Clearing Corporation) compliance.
- Estate planning for business entities.

ONYX STOCK TRANSFER, LLC | Mountain View, California | August 2009 – January 2012

President & CEO

Corporate securities records management firm for publicly-traded entities.

- Initial public offerings guidance and support.
- Stockholder records management.
- Securities & Exchange Commission compliance.
- Escheatment.

EARLIER EXPERIENCE:

- **FOTENOS & SUTTLE, PC** | San Francisco, California | Associate Attorney | Estate Planning
- **HALES, HALES & GEORGE** | Los Gatos, California | Law Clerk | Estate Planning

EDUCATION & CREDENTIALS

SANTA CLARA UNIVERSITY SCHOOL OF LAW | Santa Clara, California | Law Review | American Jurisprudence Award, Legal Research and Writing

UNIVERSITY OF CALIFORNIA, SANTA CRUZ | Bachelor of Arts, Psychobiology

OTHER EXPERIENCE

THE LESSER-KNOWN PLAYERS | Bainbridge Island, Washington | Dec 2016 – Present

Executive & Artistic Director

Washington State 501(c)(3) nonprofit organization dedicated to bringing lesser-known theatrical works of artistic and literary merit to a wider audience.

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, April 29, 2019 4:27:36 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Lisa Neal

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer SELF

Current Position LAWYER

I am interested in serving on one of the following advisory groups (select all that apply): Ethics Board , Planning Commission

Experience & Qualifications

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

If so, please indicate which groups: Island Center Subarea Planning

Please share your qualifications for this appointment (skills, Lawyer for 26 years.

activities, training,
education) if any:

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

Field not completed.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2019

How did you hear
about the volunteer
opportunity?

Newspaper

Other

Field not completed.

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Sunday, April 7, 2019 1:44:48 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Joseph Wolfe

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position Professor Emeritis University of Tulsa

I am interested in serving on one of the following advisory groups (select all that apply): Ethics Board , Historic Preservation Commission

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, I have written a number of case studies that dealt with ethics and ethical issues. One of my fields for my doctorate dealt was Business and Economic History. I have visited my historical sites

activities, training,
education) if any:

and museums.

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

I am interested in the Ethics Committee and the Historical
Committee.

Feel free to attach your
resume (optional):

Type the Year

2019

How did you hear
about the volunteer
opportunity?

Other - See below

Other

The new COBI Newsletter

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



Joseph Wolfe, Ph.D. from New York University's Stern School of Business in Management, has actively researched and practiced experiential teaching methods in both their business games and case research forms for over forty years. He is Professor Emeritus, University of Tulsa and President of his consulting firm Experiential Adventures LLC. Dr. Wolfe's work has entailed business game applications in the United States as well as in Russia, Belarus, Ukraine, Poland, Hungary, Thailand, The Netherlands and China. In his role as an advocate of active management education and development techniques he was a Fulbright Lecturer in Strategic Management at Budapest Hungary's International Management Center and has conducted over 45 case research studies on many American and Canadian companies as well as large-scale enterprises in Budapest, Novgorod and Moscow.

Joe is a past President of the Association for Business Simulation and Experiential Learning (ABSEL) and past chair of the Academy of Management's Management Education and Development Division. He has served as Business Section Editor for *Simulation & Gaming* and also served on the editorial boards of *Management Learning*, the *Case Research Journal* and the *Journal of Simulation Practice and Theory*. Dr. Wolfe also has served or serves on the boards of many academic organizations including the Casewriters Association, the Center for Managerial Learning and Business Simulation at Georgia Southern University, INSEAD's Center for Advanced Learning Technology, Euro Working Group 21 (Delft University), Portland State University's Soviet and East European Business Administration Center, the Kiev Building Institute's School of Managers International Advisory Board and the St. Petersburg Academy of Technology and Economics' Simulation Center Advisory Board.

During his academic career Dr. Wolfe has helped to develop a number of university-based programs in post-socialist economies. His interests have resided in bringing change and development to a nation's managers. First work in this regard began in Central Europe in 1987 when he was part of a simulation symposium conducted at Budapest's Karl Marx University. Later travels took him to Archangelsk, Rostov-on-Don, Tambov, Novgorod, Katowice, Lublin and Moscow where he worked with both embryonic and experienced managers using Russian and Polish translated computer-based business games and specially prepared case studies. He has also delivered faculty symposia on these experiential teaching techniques at INSEAD's Center for Advanced Learning Technologies in Fontainebleau, France and in such Central and Eastern European universities as Humboldt University, Warsaw University, the Kiev Technological University and the St. Petersburg Academy of Technology and Economics. Travels have recently taken him to Beijing, China and Tokyo, Japan where he demonstrated *The Global Business Game* initially published by South-Western College Publishing in 2000 and 2003. This simulation has now migrated to the Internet in cooperation with Innovative Learning Solutions, Inc.

Over the years temporary faculty appointments have been held in Spring 1990 at Budapest's International Management Center, Central Europe's first private MBA program, and Zelenograd's School of Business in Winter 1995. At both these institutions Dr. Wolfe engaged in curriculum development activities while also developing five teaching case studies on transitioning state-owned enterprises. Three case studies were conducted on two of Hungary's major industrial firms, the Csepel Machine Tool Works and the Taurus Hungarian Rubber Company. In the former Soviet Union Dr. Wolfe studied the Transvit Company of Novogrod, Russia and Moscow's Angstrom Company. The former company is a manufacturer and lightduty transformers while Angstrom is Russia's second largest computer chip manufacturer. Both firms were experiencing the era's typical problems of excess capacity, redundant labor forces, antiquated manufacturing technologies and inadequate capital.

Dr. Wolfe continues his management education and development activities wherever possible. He curated the ABSEL Business Games and Exercises Archive at the University of Tulsa's McFarlin Library, is Chair of the ABSEL Legacy Project and most-recently, Chair of ISAGA 2014's Outstanding Papers Committee and Co-editor of two *Simulation & Gaming* symposium issues based on papers associated with that association's 2014 Dornbrin Austria conference.

Joe now lives on Bainbridge Island with his wife and two granddaughters, just a short ferryride across Puget Sound from Seattle.

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Sunday, March 24, 2019 8:40:59 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name SANDRA BURKE

Email

Phone

Address

City Bainbridge island

State WA

Zip 98110

Current Employer RETIRED

Current Position HP COMMISSIONER

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

Experience & Qualifications

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

If so, please indicate which groups: HISTORIC PRESERVATION

Please share your qualifications for this appointment (skills, I AM A RETIRED ARCHITECT WITH AN UNDERGRADUATE DEGREE IN HISTORIC PRESERVATION.

activities, training, education) if any:

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

LIVED HERE OVER 50 YEARS, HAVE A GREAT INTEREST IN WHAT HAPPENS TO THIS ISLAND...ESPECIALLY THE HISTORIC FABRIC.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

CURRENT MEMBER

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From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Saturday, April 27, 2019 4:25:53 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Susan S Hughes

Email

Phone

Address

City Bainbridge Island

State Washington

Zip 98110

Current Employer Department of the Navy, Bangor

Current Position Archaeologist

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, PhD in Anthropology with specialty in Archaeology 25 Years working in Cultural Resource Management for both federal agencies and private companies 10 years teaching archaeology

activities, training, education) if any:

and anthropology A number of publications in archaeology

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

Society for American Archaeology; Register of Professional Archaeologists. Volunteer at local church and facilitate a monthly sing-along at two senior homes in Poulsbo.

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

Marsha Montgomery

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

SUSAN S. HUGHES, PhD

EDUCATION

- Ph.D. Anthropology/Archaeology, University of Washington, Seattle, Washington, 2003.
Dissertation: *Beyond the Altithermal? The Role of Climate Change in Prehistoric Human Adaptations at Mummy Cave, Northwestern Wyoming.*
- M.A. Anthropology/Archaeology, University of Wyoming, Laramie, Wyoming, 1981.
Thesis: *Projectile Point Variability: A Study of Point Curation at a Besant Kill Site in South-Central Wyoming.*

SUMMARY OF KNOWLEDGE AND SKILLS:

Hughes has a broad background in archaeology with considerable experience in Cultural Resources Management (CRM), teaching, and research in the American West (the Pacific Northwest, Plains, and Southwest) and Great Britain. Her research has resulted in a number of published papers in peer-reviewed books and journals and CRM documents. Hughes has taught classes in archaeology, anthropology, and geology at Central Washington University, Seattle University, and other colleges, and has directed two field schools. Hughes is well trained in archaeological methods and theory and has applied this knowledge to directing a number of large-scale, multi-faceted field and research projects requiring the development and implementation of a research design, acquiring funding, data analysis, and publication. In her work, Hughes has built effective working relationships with co-workers, students, volunteers, and the public.

In CRM, Hughes has worked for both federal and private agencies including the Bureau of Land Management in Wyoming, the National Park Service in Alaska, and Pacific Northwest National Laboratory (PNNL), a subcontractor to the Department of Energy, in Washington State, and the Naval Facilities and Engineering Command Northwest (NAVFAC NW). Through these positions, Hughes has gained much experience identifying, documenting, evaluating significance, identifying potential threats, and making recommendations regarding preservation or mitigation measures for cultural resources. Hughes has also worked extensively with the National Historic Preservation Act (NHPA), the National Environmental Protection Act (NEPA), the Native American Graves and Repatriation Act (NAGPRA), and other federal and state laws and guidelines that govern cultural and natural resources. She is also proficient in using software tools for database management, statistical analysis, graphics and tabulations, public presentations, and GIS data collection and mapping.

Hughes currently works in the regional environmental compliance division for the Naval Facilities and Engineering Command Northwest. She routinely supports the Navy in NHPA, NEPA, NAGPRA, and 36 CFR 79 compliance. The position involves applying federal laws, the Secretary of the Interior's Standards, Department of Defense and Navy guidelines to Historic Preservation, consultation with local tribes and the State Historic Preservation Officer (SHPO) on Navy Undertakings, curation of artifacts and repatriation of

Native American Indian remains found on Naval lands, review of contractor work, participation in regional data calls, and other tasks. Hughes has experienced firsthand the many sensitive and complex issues associated with a large and multi-faceted CRM Program in the Pacific Northwest. Local tribes have strong ties to this land and take a strong interest in the management of these resources. CRM decisions are also complicated by the competing interests of supporting the government mission, security concerns, environmental remediation, and the preservation of cultural resources.

EMPLOYMENT HISTORY

12/2012-present

Archaeologist, NAVFAC NW, 1101 Tautog Circle, Silverdale, WA 98315

Manager: Danielle Page-Pattison (+1 360-314-5400; Danielle.page@navy.mil).

Specific accomplishments:

- Facilitated implementation of curation agreements for long-term curation of artifacts found on installation land.
- Facilitated development of a region-wide cultural resources ArcGIS geodatabase.
- Facilitated the repatriation of three sets of human remains to Native American tribes.
- Oversaw mitigation of adverse effects to a National Register archaeologist site on Bangor in consultation with local Tribes and the State Historic Preservation Officer; responsible for finding project funding, contracting, review of contractor reports, and implementation of mitigation stipulations including development of an exhibit.
- Wrote and consulted on a National Register nomination for a Traditional Cultural Property
- Wrote and consulted on a Native American Graves Protection and Repatriation Act comprehensive agreement.
- Completed two installation cultural resources predictive models.
- Completed a number of National Historic Preservation Act Section 106 reviews for the region; worked with NEPA planners on cultural resources sections of Environmental Assessments and Environmental Impact Statements.

12/2010-4/2012

Project Manager, Pacific Northwest National Laboratory (PNNL), 3110 Port of Benton Blvd., Richland, WA 99354

Performed oversight tasks for the Hanford Cultural Resources Project (HCRP) including DOE Cultural Resources Program support, project budgets and work schedules, scopes of work and cost estimates, monthly and yearly reports, management of project archives, databases, and collections, as well as oversee the work of 4 staff members. The position involved routine use of the ArcGIS database for management decisions, applying federal laws, the Secretary of the Interior's Standards, and other federal and state guidelines to Historic Preservation, consultation with local tribes and SHPO on DOE Undertakings and other matters such as the identification of traditional cultural properties, writing SOWs, management of the Hanford artifact collection, ArcGIS site database, and other program records. In 2011, Hughes assisted with the transfer of the HCRP to Mission Support Alliance, another Hanford subcontractor. Hughes also worked with PNNL to develop a Programmatic Agreement for routine maintenance conducted on the PNNL Site.

11/2009-12/2010

Scientist, Pacific Northwest National Laboratory (PNNL), 3110 Port of Benton Blvd., Richland, WA 99354.

Lead archaeologist on two large Section 106 cleanup projects on the Hanford Reach National Monument. Through research on local environment and history, Hughes wrote the context statements, completed site forms, wrote National Register nominations, wrote the final report, and worked with DOE Project Managers to mitigate the effects of cleanup activities on National Register Properties. She was also the lead archaeologist on smaller Section 106 projects. She routinely wrote APE letters, No Adverse Effect documentation, impact assessments, and National Register nominations. She also developed skills in GPS and GIS data collection, mapping, and database management. She routinely consulted with local tribes and SHPO, and interfaced with clients and DOE Project Managers.

11/2007-10/2008

Senior Archaeologist, Northwest Archaeological Associates, Inc, 5418 20th Ave. NW, Seattle, WA. 98107

Lead archaeologist on several large and small multi-faceted CRM projects; lead author of a number of NHPA and NEPA cultural compliance documents. One unique project that Hughes managed was a probability study for BP's Cherry Point Refinery site. Hughes applied federal and state laws and guidelines to specific projects, performed environmental, historic, archaeological, and ethnographic research, and provided CRM guidance to clients.

6/2007-9/2007

Archaeologist, Wrangell-St. Elias National Park and Preserve, National Park Service, P.O. Box 439, Copper Center, AK 99573.

Lead on a large field project that was required for a Programmatic Agreement with inholders for access road maintenance. The field work resulted in two cultural resources management reports. Hughes performed field surveys, identified, inventoried, and evaluated cultural resources, performed environmental, archaeological, and ethnographic research including identifying traditional cultural properties, used GIS technology for recording survey and site locations, and organized two backcountry field trips. At the end of the term appointment, Hughes was awarded a Special Thanks and Recognition Award.

3/2005-6/2007

Adjunct Faculty, Department of Society, Justice, and Culture, Seattle University, 900 Broadway Ave., Seattle, WA 98122

Designed and taught a number of courses in General Anthropology and Environmental Anthropology, and evaluated student learning.

6-8/2006

Director, Saddle Mountain Field School, Department of Anthropology, Central Washington University, 400 East University Way, Ellensburg, WA 98926

Directed a systematic field reconnaissance of approximately 600 acres in the arid Saddle Mountains of central Washington; trained 12 students in field reconnaissance, site recordation, and artifact analysis techniques. Approximately 20 lithic procurement sites were recorded. Hughes evaluated student work, and wrote the final report.

1-3/2005

Adjunct Faculty, Department of Anthropology, Central Washington University, 400 East University Way, Ellensburg, WA 98926

Salary: \$11,000, 1.0 FTE (3-month appointment)

Designed and taught courses in general anthropology and cultural anthropology including one with a writing segment. The position required assessing student learning through tests and other classroom activities.

6/2002-6/2004

Senior Research Scientist, Department of Archaeology, University of Durham, South Road, Durham, U.K. DH1 3LE
Project Title: *Direct Evaluation of Archaeological Immigration, Population Dynamics and Lead Exposure by Isotope Biogeochemistry*
(NERC grant No. NER/AS/2001/00596)

Designed and implemented two research projects investigating human mobility with oxygen, strontium, and lead isotope analysis. Hughes designed and implemented two research designs, acquired sampling materials, worked collaboratively with museums and other scientists, collected and analyzed data using statistical and graphical methods, and authored papers and presentations.

9/88-2000

Archaeologist, Bureau of Land Management, Worland District Office, P.O. Box 119, Worland, Wyoming 82401

Performed Section 106 and 110 Cultural Resource Reviews for proposed Bureau of Land Management Undertakings. Hughes conducted field surveys, identified, inventoried, and evaluated cultural resources, and performed environmental, archaeological, and ethnographic research for reports which she authored. She also consulted with SHPO and local tribes on Section 106 projects. Hughes wrote research designs and proposals for two site testing and mitigation projects that she directed. She also carried out the analyses and was lead author on the reports. She trained summer interns in field and laboratory methods, and gave public presentations on the importance of Historic Preservation and worked closely with members of the local Wyoming archaeological society. Hughes received a *Special Achievement Award* (1995) and 5 scholarships (*Carrie Daley Scholarship*), 1988-1993.

1993-1995

Instructor: Yellowstone before the Tourists, The Yellowstone Association, P.O. 117, Yellowstone National Park, WY 82190

Designed and taught a 3-day summer field class to adults on the prehistory of Yellowstone National Park. The class consisted of both a classroom and a field component. Prior to visiting archaeological sites, students were educated in Historic Preservation laws, the non-renewable nature of cultural resources, and the importance of protecting significant cultural resources.

1992-1993

Director, University of Washington Field School, Department of Anthropology, University of Washington, Box 353100, Seattle, WA 98195

Designed and implemented field excavations at two bison kill sites on the northern Plains. With the assistance of 3 staff, Hughes trained 24 students in archaeological field methods and techniques. Subsequent to the field school, Hughes taught laboratory classes where students catalogued, preserved, and studied artifacts

recovered from the excavations. Two students completed research papers on these materials.

1983-1988 *Principal Investigator, Bighorn Basin Consulting*, self-owned and operated archaeological consulting business, Cody, Wyoming.

Performed Section 106 reviews for a large number of small projects; work involved field surveys, site recordation, site evaluation, research, consultation with the State Historic Preservation Office, and report writing.

1981-1988 *Instructor*, Northwest Community College, Powell, Wyoming 8243.

Designed and taught courses in archaeology, anthropology, and geology in both classroom and field settings. Hughes developed a cooperative agreement with the Bureau of Land Management to excavate an archaeological site in eastern Montana with the assistance of college students and local volunteers. She trained these individuals in archaeological field and laboratory methods. The work culminated in a report. She also worked closely with members of the local chapter of the Wyoming Archaeological Society to organize a grant-funded symposium on regional archaeology.

SPECIAL TRAINING

- 2014 *Native American Cultural Property Law*. 9/2014. National Preservation Institute, Alexandria, Virginia 22313.
- 2013 *American Indian Cultural Communication Course*. 11/19-21/2013. The Department of Defense and The Native American Lands Environmental Mitigation Program.
- 2010 *Section 106 Essentials: 2-Day Course in Section 106 regulations and review process*. 9/2010. Advisory Council on Historic Preservation, Washington D.C.
- 2008 *Hazardous Waste Operations and Emergency Response*, Supervisor Training. February 8, 2008. Argus Pacific, Inc., 1900 W. Nickerson, Seattle, WA 98119.
- 1996 *Defensive Driving Course*. 6/25/1996. Bureau of Land Management/National Safety Council. Worland, Wyoming.

SELECT CRM PUBLICATIONS

Hughes, SS. 2014. *Cultural Resource Probability Model for Naval Station Everett, Snohomish County, Washington*. Naval Facilities and Engineering Command, Silverdale, Washington.

Hughes, SS. 2012. *Assessment of Impacts at the Bonneville Power Administration South Gate to Gable Mountain, Hanford Site, Benton County, Washington*. PNNL-21017. Pacific Northwest National Laboratory, Richland, Washington.

Hughes, SS and G O'Conner. 2011. *Inventory and Analysis of Models to Support Ecosystem Modeling Analysis, Columbia River Treaty 2014/2024 Program: Cultural Resources*. Battelle Pacific Northwest Division, Richland, Washington 99352. Prepared for U.S. Army Corps of Engineers, Walla Walla District, Walla Walla, Washington under Biological Services Contract W912EF-08-D-0004.

Hughes, SS. 2011. *Cultural Resources Review of Upgrades to the Physical Sciences Facility Trailer Graveled Parking*

- Area on the Pacific Northwest National Laboratory Site, Benton County, Washington—HCRC# 2011-PNSO-003*. PNNL-20366. Pacific Northwest National Laboratory, Richland, Washington.
- Hughes, SS. 2011. *Archaeological Monitoring for the Filling of Two Cisterns on National Register Site 45BN1032, Hanford Reach National Monument, Benton County, Washington—HCRC# 2008-600-004D*. PNNL-20721. Pacific Northwest National Laboratory, Richland, Washington.
- Hughes, SS. 2011. *Patrol Training Academy Firing Range Location: Pre-Design Cultural Resources Review—HCRC# 2011-600-009*. Pacific Northwest National Laboratory, Richland, Washington.
- Hughes, SS, JJ Sharpe, R Ballantyne DeMaris, KM Mendez, and RD McClintock. 2011. *Cultural Resources Review for the Miscellaneous Debris Cleanup in Blocks 13, 16, and 18 of the Wahluke Unit, Hanford Reach National Monument, Franklin and Grant Counties, Washington—HCRC# 2010-600-041D, Vols. 1 and 2*. PNNL-20152. Pacific Northwest National Laboratory, Richland, Washington.
- Hughes, SS. 2010. *Addendum to Third Supplemental Cultural Resources Review for the Infrastructure Cleanup on ALE, Hanford Site, HCRC# 2008-600-004D: Documentation of No Adverse Effect from Filling Two Cisterns at the National Register-Eligible Archaeological Site 45BN1032*. PNNL-19657. Pacific Northwest National Laboratory, Richland, Washington.
- Hughes, SS, JL Gutzeit, and ES White. 2010. *Third Supplemental Cultural Resources Review for the Infrastructure Cleanup on the Fitzner/Eberhardt Arid Lands Ecology Reserve, 600 Area, Hanford Site, Benton County, Washington, HCRC# 2008-600-004D*. PNNL-19352. Pacific Northwest National Laboratory, Richland, Washington.
- Hughes, SS, ES White, and KD Hand. 2010. *Cultural Resources Review of Power Pole Modifications at the Bonneville Power Administration White Bluffs Substation, Benton County, Washington—HCRC# 2010-BPA-001*. PNNL-19555. Pacific Northwest National Laboratory, Richland, Washington.
- Hughes, SS, JL Gutzeit, BN Bjornstad, and EP Kennedy. 2010. *Cultural Resources Review of a Power Line Corridor Supporting the 200 West Area Pump-and-Treat System, Hanford Site, Washington—HCRC# 2010-600-032*. PNNL-19504. Pacific Northwest National Laboratory, Richland, Washington.
- Hughes, SS. 2010. *Archaeological Monitoring of the 100 K Area Waterline Project Backhoe Trench—HCRC# 2009-600-18*. PNNL-19448. Pacific Northwest National Laboratory, Richland, Washington.
- Hughes, SS. 2010. *Cultural Resources Assessment of Two Proposed Well Sites for the 100-HR3 OU System Enhancement Project (100-D Area), Hanford Site, Benton County, Washington (HCRC #2010-100-001)*. PNNL-19278. Pacific Northwest National Laboratory, Richland, Washington. Prepared for the U.S. Department of Energy under Contract DE-AC05-76RL01830.
- Hughes, SS and B Rinck. 2008. *Cultural Resources Assessment for the Pre-Design Phase of the Proposed Tulalip Water Pipeline, Snohomish County, Washington*. NWAA Report Number WA-07-106. Northwest Archaeological Associates, Inc., Seattle, Washington. Prepared for MWH Americas, Inc, Redmond, Washington 98052.
- Hughes, SS, WA White, and B Rinck. 2008. *A Cultural Resources Assessment of Six Proposed Additions to the Warm Beach Christian Camp, Snohomish County, Washington*. NWAA Report Number WA 07-123. Prepared for J. Patrick Mitchell, Architect, Kirkland, Washington.
- Hughes, SS, B Rinck, and A Morrison. 2008. *Cultural Resources Assessment for the Proposed Methow Valley Health Care Consortium Retirement Community, Twisp, Okanogan County, Washington*. NWAA Report Number WA 07-117. Prepared for Richard Weinman, LLC, Marathon Development, Inc., and Methow Valley Health Care Consortium, LLC.
- Hughes, SS, Y Carrilho, and B Rinck. 2008. *Cultural Resources Assessment of the Parking Expansion at the BP Cherry*

Point Refinery, Whatcom County, Washington. NWAA Report Number WA 08-008. Prepared for BP West Coast Products, LLC.

Hughes, SS. 2008. *Cultural Resources Overview of the BP Cherry Point Refinery Property, Whatcom County, Washington*. NWAA Report Number NA08-008. Prepared for BP West Coast Products, LLC.

Hughes, SS and PT McCutcheon. 2008. *2006 Systematic Pedestrian Survey in the Saddle Mountains, Grant County, Washington*. Central Washington University, Ellensburg, Washington. Submitted to U.S. D.O.I . Bureau of Land Management, Spokane District, Washington.

Hughes, SS. 2007. *2007 Cultural Resource Survey for the WRST Access Programmatic Agreement*. Wrangell-St. Elias National Park and Preserve, Department of the Interior, Copper Center, Alaska

Hughes, SS. 2007. *2007 Cultural Resource Survey of the Proposed McCarthy Road Wayside Sanitary Facilities (WRST Project 369-C)* Wrangell-St. Elias National Park and Preserve, Department of the Interior, Copper Center, Alaska.

PEER-REVIEWED PUBLICATIONS

2018

Isotopic Analysis of Burials from the Early Anglo-Saxon Cemetery at Eastbourne, Sussex, U.K. Co-authored by SS Hughes, A Millard, C Chenery, G Nowell, and G Pearson. *Journal of Archaeological Science JASREP* 2018_118.

2014 Anglo-Saxon Origins Investigated by Isotopic Analysis of Burials from Berinsfield, Oxfordshire, England. Co-authored by SS Hughes, A Millard, S Lucy, C Chenery, J Evans, G Nowell, and G Pearson. *Journal of Archaeological Science* 42: 81-92.

2012 Synthesis of *Martes* Evolutionary History. In, *Biology and Conservation of Martens, Sables, and Fishers: a New Synthesis*, edited by KB Aubry, G Proulx, S Buskirk, M Raphael, and B. Zielinski. Cornell University Press, Ithaca, New York. (In publication)

2010 The Ecology of Early Holocene Bison in the greater Yellowstone Ecosystem, Wyoming: preliminary results from the Horner Site. Co-authored by KP Cannon, SS Hughes, C Simpson, 2010. *Current Research in the Pleistocene* vol. 27: 161-3.

2009 Noble Marten (*Martes Americana Nobilis*) Revisited: Its Adaptation and Extinction. *Journal of Mammalogy* 90(1):74-92.

2005 Isotopic Evidence for Migration in Medieval England: the potential for tracking the introduction of disease. Co-authored by AR Millard, CA Roberts, and SS Hughes. *Society, Biology, and Human Affairs* 70(1):9-13.

2005 The Sheepeater Myth of North-Western Wyoming. *People and Place: The Human Experience in Greater Yellowstone*. Proceedings of a Conference, Paul Schullery and Sara Stevenson, editors. National Park Service, Yellowstone Center for Resources, Yellowstone National Park.

2004 Dark Age Melting Pot: Tooth Enamel Identifies Fifth Century Invaders. *Planet Earth*, summer 2004, pg 9.

2004 Post-Contact Changes in the Behaviour and Distribution of Rocky Mountain Bighorn Sheep (*Ovis canadensis*) in Northwestern Wyoming. In *Archaeology and Conservation Biology*, edited by R. Lee Lyman and Kenneth P. Cannon. University of Utah Press, Salt Lake City.

2000 The Sheepeater Myth of North-Western Wyoming. *Plains Anthropologist* 45(171):63-83.

1998 Getting to the Point: Evolutionary Change in Prehistoric Weaponry at Mummy Cave. *Journal of Archaeological Method and Theory* vol. 5 (4):345-408.

RECENT CONFERENCE PAPERS/POSTERS

- 2009 5th International Martes Symposium, Seattle, WA. *Evolutionary History of the Genus Martes Revisited* (presentation); *Noble Marten (Martes Americana nobilis) Revisited: its Adaptation and Extinction* (poster).
- 2008 73rd Society for American Archaeology Meeting, Vancouver, WA (poster). *Investigation of Residential Mobility and Herding Practices in Heterogeneous Environments with 87Sr/86Sr*.
- 2007 72nd Society for American Archaeology Meeting, Austin, Texas (paper). *Time-to-Degree and Attrition Rates in Archaeology Doctoral Education: an inconvenient truth*.
- 2006 71st Society for American Archaeology Meeting, San Juan, Puerto Rico (poster). *Pb Exposure and Metal Use in early Anglo-Saxon England*.
- 2004 62nd Plains Anthropological Conference, Billings, Montana (paper). *Possible dog scavenging of bone from Mummy Cave, Wyoming*.
- 2004 69th Society for American Archaeology Meetings, Montreal, Canada (paper). *Understanding the 5th Century Anglo-Saxon Invasion of England with O and Sr Isotopes*.
- 2003 5th British Association for Biological Anthropology and Osteoarchaeology (BABAO) Conference, Southampton, U.K. (poster). *Early Anglo-Saxon Presence in the Upper Thames Region, Oxfordshire: the Isotopic Evidence*.
- 2003 68th Society for American Archaeology Meetings, Milwaukee, Wisconsin (paper). *The Contribution of Archaeological Data to Understanding Holocene Climate Change: The Mummy Cave Story*.
- 2002 67th Society for American Archaeology Meetings, Denver, Colorado (poster). *Holocene Climate Change and Increased Diet Breadth at Mummy Cave, northwestern Wyoming*.
- 2001 59th Plains Anthropological Conference, Lincoln, Nebraska (paper). *Stasis or Change: What the Mummy Cave Fauna Reveal about Holocene Settlement-Subsistence Patterns in Northwestern Wyoming*.
- 2001 66th Society for American Archaeology Meetings, New Orleans, Louisiana (poster). *Ten Thousand Years of Holocene Hunting at Mummy Cave, Northwest Wyoming*.
- 2000 65th Society for American Archaeology Meetings, Philadelphia, Pennsylvania (poster). *Stable Isotope Ratios as Indicators of Climatic Change: A Test Case at Mummy Cave, Northwestern Wyoming*.

PROFESSIONAL MEMBERSHIPS:

Society for American Archaeology (SAA)
Register of Professional Archaeologists (RPA)

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, April 9, 2019 8:52:55 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Eric Kortum
Email	
Phone	
Address	
City	Bainbridge Island
State	Wa
Zip	98110
Current Employer	Self
Current Position	Owner/Builder
I am interested in serving on one of the following advisory groups (select all that apply):	Historic Preservation Commission, Marine Access Committee
Experience & Qualifications	
Have you served on any city advisory groups in the past?	No
If so, please indicate which groups:	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills,	General contractor for several homes built on Bainbridge Island, (currently building a home now). Live in a historical home in Winslow. Have lived on the Island for over 40 years. Volunteer as

activities, training, education) if any:	a Docent at the museum. Bachelors degree in Kinesiology from the University of Washington.
Please share your community interests (groups, committees, organizations) if any:	I am interested in the history of shipbuilding on Bainbridge Island which includes Halls Brothers. Very much an advocate for the historical significance of our waterfront.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	<i>Field not completed.</i>
How did you hear about the volunteer opportunity?	Other - See below
Other	Observer of past committee. Referrals

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From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, April 8, 2019 9:16:47 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Colleen McTague

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired, University of Cincinnati

Current Position Geography professor of Urban and Political Geography

I am interested in serving on one of the following advisory groups (select all that apply): Historic Preservation Commission, Planning Commission

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, Affiliated faculty, Political Science, University of Cincinnati
Assistant Professor, Geography, University of Cincinnati Niehoff
Urban Design Studio Faculty Community Design Center Faculty

activities, training, education) if any:	City Fellow, Center for the City, University of Cincinnati Historic Preservation Certificate Faculty, University of Cincinnati Teaching assignments primarily Urban and Political Geography
Please share your community interests (groups, committees, organizations) if any:	Wage Theft Research Committee (Just Pay Cincinnati) Member, Cincinnati Association, Government Panel Member, Board of Directors, Harriet Beecher Stowe House Precinct Presiding Judge, Hamilton County, Ohio Non-Profit Day Labor Hall Organizing Board Volunteer, Interfaith Workers Center, Cincinnati, Ohio Competitive County, Assuring Economic Prosperity, COMPASS Action Team, Hamilton County Planning Commission League of Women Voters Walnut Hills High School Technology Committee Citizens for Civic Renewal, Transportation Committee Citizens for Civic Renewal, Economic Development Committee Cincinnati Preservation Association Cincinnati Public School District Budget Committee Walnut Hills High School Instructional Leadership Team CV is available upon request
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2019
How did you hear about the volunteer opportunity?	Other - See below
Other	New COBI newsletter

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, March 29, 2019 1:05:50 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Lori Weise

Email

Phone

Address

City Bainbridge Island

State Washington

Zip 98110

Current Employer Self Employed

Current Position Health Planning Consultanr

I am interested in serving on one of the following advisory groups (select all that apply): Historic Preservation Commission, Planning Commission

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, 38 years of experience in hospital and medical group planning including completion of many master plans and related building projects for a large academic medical center in Los Angeles.

activities, training, education) if any:

Masters degree in Urban Planning from UCLA

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

Currently book club and Kol Shalom members

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

City Website

Other

Field not completed.

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, April 26, 2019 2:37:26 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Laurel Wilson

Email

Phone

Address

City Bainbridge Is

State WA

Zip 98110

Current Employer Arcstudio

Current Position Architecture / Design / Strategy

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

Experience & Qualifications

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

If so, please indicate which groups: Allied Arts in 1990s. Bainbridge Public Arts Council in early 2000s. Waypoint public art juror, 2018.

Please share your qualifications for this appointment (skills, Twenty years professional work in architecture, planning and design. Former principal of OPA Design, principal of Arcstudio. Ten years engagement as university design faculty (NJIT &

activities, training, education) if any:	Parsons School of Design). M.Arch degree (Yale University).
Please share your community interests (groups, committees, organizations) if any:	Co-founder of Space.City, a non-profit org dedicated to issues in arts, architecture and planning. Board-director, 25 years. (1995 to present) TEDx licensee and organizer (TEDxElliottBayWomen & TEDxBainbridge 2009-12)
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2019
How did you hear about the volunteer opportunity?	Other - See below
Other	Planner and board member Jane Rein

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Sunday, April 7, 2019 1:44:48 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Joseph Wolfe

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position Professor Emeritis University of Tulsa

I am interested in serving on one of the following advisory groups (select all that apply): Ethics Board , Historic Preservation Commission

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, I have written a number of case studies that dealt with ethics and ethical issues. One of my fields for my doctorate dealt was Business and Economic History. I have visited my historical sites

activities, training,
education) if any:

and museums.

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

I am interested in the Ethics Committee and the Historical
Committee.

Feel free to attach your
resume (optional):

Type the Year

2019

How did you hear
about the volunteer
opportunity?

Other - See below

Other

The new COBI Newsletter

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



Joseph Wolfe, Ph.D. from New York University's Stern School of Business in Management, has actively researched and practiced experiential teaching methods in both their business games and case research forms for over forty years. He is Professor Emeritus, University of Tulsa and President of his consulting firm Experiential Adventures LLC. Dr. Wolfe's work has entailed business game applications in the United States as well as in Russia, Belarus, Ukraine, Poland, Hungary, Thailand, The Netherlands and China. In his role as an advocate of active management education and development techniques he was a Fulbright Lecturer in Strategic Management at Budapest Hungary's International Management Center and has conducted over 45 case research studies on many American and Canadian companies as well as large-scale enterprises in Budapest, Novgorod and Moscow.

Joe is a past President of the Association for Business Simulation and Experiential Learning (ABSEL) and past chair of the Academy of Management's Management Education and Development Division. He has served as Business Section Editor for *Simulation & Gaming* and also served on the editorial boards of *Management Learning*, the *Case Research Journal* and the *Journal of Simulation Practice and Theory*. Dr. Wolfe also has served or serves on the boards of many academic organizations including the Casewriters Association, the Center for Managerial Learning and Business Simulation at Georgia Southern University, INSEAD's Center for Advanced Learning Technology, Euro Working Group 21 (Delft University), Portland State University's Soviet and East European Business Administration Center, the Kiev Building Institute's School of Managers International Advisory Board and the St. Petersburg Academy of Technology and Economics' Simulation Center Advisory Board.

During his academic career Dr. Wolfe has helped to develop a number of university-based programs in post-socialist economies. His interests have resided in bringing change and development to a nation's managers. First work in this regard began in Central Europe in 1987 when he was part of a simulation symposium conducted at Budapest's Karl Marx University. Later travels took him to Archangelsk, Rostov-on-Don, Tambov, Novgorod, Katowice, Lublin and Moscow where he worked with both embryonic and experienced managers using Russian and Polish translated computer-based business games and specially prepared case studies. He has also delivered faculty symposia on these experiential teaching techniques at INSEAD's Center for Advanced Learning Technologies in Fontainebleau, France and in such Central and Eastern European universities as Humboldt University, Warsaw University, the Kiev Technological University and the St. Petersburg Academy of Technology and Economics. Travels have recently taken him to Beijing, China and Tokyo, Japan where he demonstrated *The Global Business Game* initially published by South-Western College Publishing in 2000 and 2003. This simulation has now migrated to the Internet in cooperation with Innovative Learning Solutions, Inc.

Over the years temporary faculty appointments have been held in Spring 1990 at Budapest's International Management Center, Central Europe's first private MBA program, and Zelenograd's School of Business in Winter 1995. At both these institutions Dr. Wolfe engaged in curriculum development activities while also developing five teaching case studies on transitioning state-owned enterprises. Three case studies were conducted on two of Hungary's major industrial firms, the Csepel Machine Tool Works and the Taurus Hungarian Rubber Company. In the former Soviet Union Dr. Wolfe studied the Transvit Company of Novogrod, Russia and Moscow's Angstrom Company. The former company is a manufacturer and lightduty transformers while Angstrom is Russia's second largest computer chip manufacturer. Both firms were experiencing the era's typical problems of excess capacity, redundant labor forces, antiquated manufacturing technologies and inadequate capital.

Dr. Wolfe continues his management education and development activities wherever possible. He curated the ABSEL Business Games and Exercises Archive at the University of Tulsa's McFarlin Library, is Chair of the ABSEL Legacy Project and most-recently, Chair of ISAGA 2014's Outstanding Papers Committee and Co-editor of two *Simulation & Gaming* symposium issues based on papers associated with that association's 2014 Dornbrin Austria conference.

Joe now lives on Bainbridge Island with his wife and two granddaughters, just a short ferryride across Puget Sound from Seattle.

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, March 18, 2019 11:31:43 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Susie Burdick
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110-2054
Current Employer	Kids Discovery Museum
Current Position	Executive Director
I am interested in serving on one of the following advisory groups (select all that apply):	Lodging Tax Advisory Committee
Experience & Qualifications	
Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	LTAC
Please share your qualifications for this appointment (skills,	40 years of leadership experience. 39 year resident of the island, previous LTAC service, past Rotary President and current member, executive director for both BPA (1980 - 1995) and Kids

activities, training, education) if any:

Discovery Museum (2013 - current).

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

Rotary, Child Safety and Reunification Committee, 2019 Rotary Auction Vice Chair, 2020 Rotary Auction Chair, Alliance for Youth Co-Chair

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Notify Me

Other

Field not completed.

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, March 18, 2019 2:48:47 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Dominique Cantwell

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Bainbridge Performing Arts

Current Position Executive Director

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

Experience & Qualifications

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

If so, please indicate which groups: LTAC

Please share your qualifications for this appointment (skills, I have served on LTAC three times and am committed to integrity and accountability of the process. As the director of an organization that often hosts upward of 25-30% of off-island

activities, training, education) if any:

visitors, I am especially appreciative of diverse opportunities for people to experience our wonderful island and of the efficacy of partnerships in promoting positive, memorable engagement. I hold professional certificates in non-profit management from Harvard Kennedy School, am a veteran grant writer (and recipient), and I hope very much to be selected to serve again in 2019.

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

While most of my time is absorbed by my work in the cultural sector, my interests lie all over the island. I have recently served on the Town Square subcommittee of the Infrastructure Ballot Measure Taskforce, am currently working with Helpline House, the Senior Center, and Housing Resources Bainbridge to develop a support network for neighbors in need during inclement weather events, and regularly serve as a strategic planning and community-building facilitator for many other island organizations.

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

Previous experience

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

DOMINIQUE E. CANTWELL

EDUCATION

Scripps College 2002

Bachelor of Arts, *Politics & International Relations* Secondary Focus, *Classical Studies*

Thesis: "Armament and Anxiety: Defining the Role of NATO in the Future of European Security"

Harvard Kennedy School

Executive Certificate, *Strategic Framework for Nonprofits* 2015

Executive Certificate, *Mobilizing Nonprofit Boards* 2018

CURRENT PROFESSIONAL EXPERIENCE

Bainbridge Performing Arts

Executive Director

July 2011 - Present

Managing Director

February 2010 - July 2011

Manage a thriving non-profit arts center that includes a permanent presenting company, symphony orchestra, theatre school, cultural outreach series, gallery, and more. Executive and operational director of stewardship, development, risk management, planning, finance, and organizational oversight.

- Successfully took the organization from severe operating losses, chronic debt, and inadequate financial controls to debt-free budgetary surpluses of 10-15% year over year
- Grew the organizational budget by 45% over five years by developing programming and curriculum to increase earned income
- Increased contributed income, including major gifts 34% over four years
- Increased subscriber rate 20-22% every year of tenure
- Developed new outreach programs to promote cultural education for grades K-12
- Recruited, hired and retained top quality staff (9 core staff, 120+ seasonal contractors and volunteers)
- Partnered with supporters to make 100% of programming and classes accessible via need-blind admissions and scholarship programs

Independent Consultant

Principal Fundraising and Strategic Planning

June 2004 - Present

Engage non-profit boards in meaningful strategic planning, process development, and retreats that focus on stewardship, sustainability, and community building.

PRIOR PROFESSIONAL EXPERIENCE

Youth For Understanding, USA

Western District Office Coordinator

2005 - 2006

Area Representative

2000 - 2007

Boxer for Senate

Deputy Director of Finance, Southern California

2003 - 2004

California Institute of Technology

Alumni House Manager, Administrative Aide

2003

California Democratic Party

Finance Deputy

2002

The European Union Center of California

Program Coordination Assistant

2001 - 2002

DOMINIQUE E. CANTWELL

VOLUNTEER and COMMUNITY EXPERIENCE

Strategic Planning

Pro-bono consultation and facilitation 2008 - Present

Bainbridge Island Infrastructure Ballot Measure Task Force

Appointed public/city liaison 2016 - Present

Bainbridge Island Public Art Committee

Appointed public/city liaison 2014 - 2017

Arms Around Bainbridge Cancer Support

Pro-bono Fundraising Consultant 2014 - 2016

Helpline House

Clothing Bank Volunteer 2013 - 2015

City of Bainbridge Island Lodging Tax Advisory Committee

Appointed public grant reader/advisor 2013, 2017, 2018

IslandMoms Networking Collective

Moderator 2011 - 2015

Bainbridge Youth Services

President- Board of Trustees, Fund Raising Chairperson 2006 - 2011

Fun Run Chairperson 2006 - 2013

Island Cooperative Preschool

Fundraising Chairperson 2008 - 2010

Program for Early Parenting Support (PEPS)

Bainbridge Island Group Leader, Volunteer 2008 - 2010, 2014 - 2015

Scripps College

Young Alumnae Development Chairperson 2007 - 2009

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Sunday, March 17, 2019 2:04:26 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name John Dinsmore

Email

Phone

Address

City Bainbridge Island

State Washington

Zip 98110

Current Employer The Marshall Suites

Current Position General Manager

I am interested in serving on one of the following advisory groups (select all that apply): *Field not completed.*

Experience & Qualifications

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

If so, please indicate which groups: Lodging Tax Advisory Committee

Please share your qualifications for this appointment (skills, Having served with this committee last year and my years in the hospitality and travel industries, I believe I am well qualified to serve in this capacity.

activities, training,
education) if any:

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

Field not completed.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2019

How did you hear
about the volunteer
opportunity?

Notify Me

Other

Field not completed.

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, April 5, 2019 2:44:51 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Nancy Fortner
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	self-Sweetlife Farm (which also runs a seasonal B&B)
Current Position	co-own with husband
I am interested in serving on one of the following advisory groups (select all that apply):	Lodging Tax Advisory Committee
Experience & Qualifications	
Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	LTAC 3 years
Please share your qualifications for this appointment (skills,	small business owner since early 1990's: Fortner Books, Sweetlife Farm

activities, training, education) if any:

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

On the Bainbridge in Bloom committee for 3 years. Active in Downtown Association when we had a brick and mortar bookstore downtown. On and off member of the C of C. Very interested in working collaboratively with the community and elected officials on "good government" practices that facilitate planning, cooperation, transparency and accountability. Worked to get city government changed from strong mayor to council/manager. Would really like to see LTAC committee participate earlier in the process of determining distribution of LTAC funds, with the goal of setting goals, desired outcomes and verifiable accountability that is reflected in RFPs.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

Field not completed.

How did you hear about the volunteer opportunity?

Other - See below

Other

Roz contacted me since I had been on the committee

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Saturday, April 6, 2019 3:31:22 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name John Wright Ballard IV (Jackson)

Email

Phone

Address

City bainbridge island

State Washington

Zip 98110

Current Employer Eventpoint, Inc and Owner of Live Oak, LLC

Current Position President - Eventpoint ; CEO and Owner of Live Oak, LLC

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

Experience & Qualifications

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

If so, please indicate which groups: Savannah, GA historical preservation committee

Please share your qualifications for this appointment (skills, I have a BBA from the University of Georgia with a focus on Real Estate and an MBA focused on Real Estate Finance. I've been an advisor for special projects in planning and development

activities, training, education) if any:

across the southeast and have developed affordable housing in coordination with the USDA. Im intimately familiar with zoning regulations, master land use plan development, and community planning. I consider myself to have a deep understanding of the concerns of both communities as well as developers/builders as they relate to land use and conservation strategies. Finding balance and compromise between these groups and their interests is critically important and is a passion of mine - given how much I care about my community and our collective experiences.

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

I sit on the board of Bainbridge Arts (formerly Bainbridge Art's and Crafts). Im a member of the west sound beekeeper's association. I have been a board member of numerous non-profits throughout the years.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

City Website

Other

Field not completed.

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, April 29, 2019 12:19:55 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Thangam Chandrasekaran

Email

Phone

Address

City Bainbridge Island

State Washington

Zip 98110

Current Employer Not employed

Current Position Homeschooling mom - Educator and Project Manager!

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, Hello - my educational background is in accounting, finance and marketing while my corporate work experience was primarily in understanding patterns and trends in consumer goods. More

activities, training, education) if any:

recently my work as a homeschooling mom for the past 10 years has enabled me to have a vision, create plans and manage projects to meet those plans and course correct where needed.

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

Being a homeschooler in a diverse, dynamic and aware community offered my family the chance to learn about crises facing the ocean. I have been an active parent volunteer with an organization called Heirs To Our Oceans - a youth organization which seeks to educate and empower kids about the ocean crises. Along with my kids I learnt about plastic pollution, climate change and the problems faced by Cetaceans (including the southern resident killer whales of the Salish Sea). I am a certified Naturalist with the American Cetacean Society.

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Newspaper

Other

Field not completed.

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

THANGAM CHANDRASEKARAN

OBJECTIVE To apply the skills of project management with a passion about environmental conservation and youth education towards creating sustainable change at the local level with a larger vision in mind

SKILLS & ABILITIES Vision and Goal setting
Program Management at an individual or small team level
Ability to facilitate the synthesis of thoughts and ideas
Market Research, Survey and Trend Analysis based on Consumer goods
Strong writing and presentation skills
Client management
Experience working in corporate, non-profit and academia
Facilitating cross-cultural and international interactions
Certified Naturalist by American Cetacean Society

EXPERIENCE

PRINCIPAL, MOON TIGER ACADEMY (CUSTOM SCHOOLING GRADES 1-10)

Sep. 2009-Present

Established a vision to drive the holistic education of my two children towards the goal of becoming world citizens. Work involved extensive research to build an ecosystem of independent vendors and custom groups which enabled a broad-based, holistic education. Applied skills in culling content from a variety of resources, coordination, administration and follow-up. This included spending Fall 2018 semester in Chennai, India where my children engaged and presented to nearly 1500 kids from various schools on Ocean pollution and Climate Change.

PARENT VOLUNTEER FOR HEIRS TO OUR OCEANS

2016-2018

Helped co-contribute to the launch and building of this non-profit involving my two children as key member of the founding chapter. Heirs To Our Oceans is a bay area based youth organization working towards building the awareness, education and empowerment of youth to solve the ocean crises. My role has included primarily in the guiding and coaching of my two children (studying plastic pollution, climate change and cetaceans).

MANAGER, ACNIELSEN COMPANY, BAY AREA, CA

June 2003 – January 2004

Key client relationship manager for Dreyers Ice Cream. Work involved helping in figuring out insights and interpreting data relating to the many products of Dryers. This included using regional and national sales data as well as Homescan panel data from ACNielsen to draw out insights.

STRATEGIC ANALYST, ODWALLA (COKE), BAY AREA CA

2001-2002

As a Strategic Analyst with Odwalla, I worked with the Sales and Marketing teams. Used both sales and survey data to understand trends and opportunities by the different products. Compared the performance of Odwalla products to competitors to find opportunities for promotion to communicate to the Marketing team. Worked with the CEO to pull together a 5 year plan based on category and regional data along with sales projections based on category/regional growth measures.

MANAGER, HOMESCAN, ACNIELSEN COMPANY, BAY AREA, CA

1999-2001

SENIOR ACCOUNT ASSOCIATE, HOMESCAN, ACNEILSEN COMPANY, BAY AREA CA

1998-99

Key panel research contact at leading consumer goods companies including Clorox, Del Monte, Kal Kan Pet Foods and CA Prune Board conducting cross-purchase, buyer flow and volumetric analysis. Worked extensively with clients to frame issues, identify needs and develop research proposals as well as managing definition of specs, report generation, analysis and presentation of research insights to clients.

RESEARCHER, EAST CAROLINA UNIVERSITY

1996-97

Conducted research and presented publishing opportunities for faculty based on trend analysis in IT, Manufacturing and Education Sectors.

Consulted in a Peat Marwick sponsored technology incubator to identify industry best practices and develop marketing programs for awareness building

RESEARCH ANALYST, UNIVERSITY OF NEBRASKA, LINCOLN

1995

Conducted a large-scale survey to evaluate a state based health program which resulted in 60% response rate and strong recommendations for target market segmentation, media selection and program development

Piloted an evaluative study for Student Opportunities & Services. Conducted the pretest, post-coded questionnaire using SAS.

ASSOCIATE, MIKE HIGGINS & ASSOCIATES INC, LINCOLN, NE

1994

Conducted a benchmarking survey of banking client CEOs to monitor performance. Stratified customers based on performance and presented final recommendations to CEO.

AUDITOR IN TRAINING, PRICE WATERHOUSE, CHENNAI, INDIA

1987-90

Conducted interim audit and year-end audits of leading banks and corporations including ANZ (second larger foreign bank in India), Ashok Leyland (second largest manufacturer of commercial heavy vehicles) amongst others.

EDUCATION

CERTIFIED NATURALIST, AMERICAN CETACEAN SOCIETY, 2018

MS IN ACCOUNTING, EAST CAROLINA UNIVERSITY, GREENVILLE, NC GPA 3.6, 1997

DIPLOMA IN RELATIONAL DATABASE MANAGEMENT, SSIL, CHENNAI, INDIA 1996

MBA WITH EMPHASIS IN FINANCE, UNIV. OF NEBRASKA-LINCON, 1995

BA ACCOUNTING, UNIVERSITY OF MADRAS, INDIA, GRADUATED WITH HONORS, 1987

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Sunday, March 17, 2019 7:53:10 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name William J. Chester

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Self Employed

Current Position Architect and Owner

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

Experience & Qualifications

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

If so, please indicate which groups: Planning Commission Current Chair Affordable Housing Task Force

Please share your qualifications for this appointment (skills, I have served on the Planning Commission for one full term and I was appointed originally to fill out a term of someone who left the PC. I am currently involved with Planning commission business

activities, training, education) if any:

that includes new subdivision regulations, the periodic review and amendment process for the current SMP. I was elected Chair of the Planning Commission in January of 2019 and would like to finish the work that we have started. I am very familiar with the workings of the Planning Commission and City Government. I have also practiced architecture for the past 45 years both on Bainbridge Island, The State of Washington as well as in other states in our country.

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

I am interested in affordable housing on Bainbridge island, improved subdivision design, Sustainability and green building, My goal as a planning Commissioner is and has been to be a good listener of our community and to work to preserve the quality of life on the Island and the environmental assets that we have that make life on the island so desirable. I believe that Climate Change and continuing population pressures demand that we do all we can to be prepared for a future that in fact may already be here..

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

Roz sent an Email

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Sunday, April 7, 2019 11:54:15 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Elizabeth Doran
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Kitsap County
Current Position	Deputy Prosecuting Attorney, Civil Division
I am interested in serving on one of the following advisory groups (select all that apply):	Design Review Board , Ethics Board , Lodging Tax Advisory Committee , Multi-Modal Transportation Advisory Committee , Planning Commission
Experience & Qualifications	
Have you served on any city advisory groups in the past?	No
If so, please indicate which groups:	<i>Field not completed.</i>
Please share your qualifications for this appointment (skills,	I am a licensed attorney in the State of Washington and I currently work in the civil division of the Kitsap County Prosecuting Attorney's Office. I have been a school district

activities, training, education) if any:

volunteer in the past and I initiated the Poetry Corners project with Bainbridge Arts & Humanities many years ago. I have lived on the island on and off for 22 years.

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

Field not completed.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

COBI Connects

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Saturday, April 6, 2019 8:51:06 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Scott Hamilton
----------------	----------------

Email	
-------	--

Phone	
-------	--

Address	
---------	--

City	Bainbridge Island
------	-------------------

State	WA
-------	----

Zip	98110
-----	-------

Current Employer	Self: Owner of Leeham Co LLC and Leeham News and Analysis
------------------	---

Current Position	Managing director/Editor
------------------	--------------------------

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

Experience & Qualifications

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

If so, please indicate which groups:	<i>Field not completed.</i>
--------------------------------------	-----------------------------

Please share your qualifications for this appointment (skills,	Please see the attached two-page document.
--	--

activities, training,
education) if any:

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

None at this time.

Feel free to attach your
resume (optional):

Type the Year

2019

How did you hear
about the volunteer
opportunity?

Other - See below

Other

city newsletter

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

**Planning Commissioner Application
Additional Information**

From:

Scott Hamilton

April 6, 2019

Note: If applicable, interviewing fits my schedule the weeks of May 6 and 13; and June 10-13. I am traveling or committed during other dates.

Bio Details:

- Resident BI since August 2016. Previously resident of Sammamish for 21 years.
- Self-employed, owner of Leeham Co. LLC (www.leeham.net) and Leeham News and Analysis (www.leehamnews.com).
- Served on Sammamish Planning Advisory Board that wrote the city's first Comprehensive Plan.
- Served on the Sammamish Planning Commission that wrote the City Town Center Sub-Area Plan.
- Wife, Gail Twelves, volunteered on Bainbridge Parks Foundation.

What I can bring to Bainbridge Island Planning Commission

- Lots of experience in Planning Commission membership (see Civic Accomplishments).
- A newcomer's look at issues. I've been a resident of the Island for three years and can see things from a fresh perspective.
- A full understanding of land use, environmental and traffic issues, the GMA, risks of decisions and policies that might prompt legal action (appeals or lawsuits) and a full understanding of competing interests between preservation, community character and development/property rights.
- The ability to jump right into the issues, including review of the Island Town Center plan, multi-modal transportation planning, environmental preservation, traffic concurrency and more.

Civic Accomplishments

Sammamish Planning Advisory Board

I was one of 17 members on the PAB that created the city's first Comprehensive Plan following incorporation in 1999. Major personal accomplishment in creating the Comp Plan: the staff initially proposed a 1 ½ page set of environmental policies. Objecting to the brevity and superficial nature of this proposal, the PAB created an environmental subcommittee that offered a details and broad set of environmental policies that were adopted into the Comp Plan draft and approved by the city council.

The Comp Plan draft was created in 18 months, which at that time was a record in the state for the quickest completion of a Comp Plan.

Upon adoption, Sammamish had one of the toughest set of environmental policies in the Puget Sound region.

Sammamish Planning Commission

The Planning Commission's principal issues during the 5 ½ years I was a member were traffic concurrency, traffic concurrency impact fees, creation of a Town Center sub-area plan and enabling ordinances, creation of the city's first Low Impact Development ordinance and updating the Shoreline Master Plan.

The Commission proposed, adopted and recommended to the city council the state's highest traffic concurrency impact fees. Through a thorough, if lengthy but all-inclusive process, the development community fully participated and accepted the impact fees without appeals or lawsuits.

The Town Center sub-area plan was highly controversial, with interests (including on the commission itself) high split from a No Action to a massive developer the size (at that time) of Redmond Town Center. In the end, a Town Center plan of modest proportions was adopted and forwarded to the city council for approval. With minor modifications, it was approved as recommended.

Having completed the Town Center plan, the enabling ordinances had to be created, adopted and recommended by the Planning Commission. This task was completed within one year.

The city was one of the first on Seattle's Eastside to adopt Low Impact Development standards. In a disappointment, this was adopted as a voluntary set of measures rather than mandatory. Nevertheless, it was a step in the right direction.

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, April 18, 2019 9:20:22 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Lisa Macchio

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer United States Environmental Protection Agency

Current Position biologist/diver

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

Experience & Qualifications

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

If so, please indicate which groups: I am currently on the Planning Commission

Please share your qualifications for this appointment (skills, I am currently serving on the Planning Commission and have been serving for the past three and a half years. Since I had submitted my resume and a letter of interest previously I believe,

activities, training, education) if any:

and assume the city should have all of that information on file. If you need me to send it again, please let me know and I would be happy to do so

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

Field not completed.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

I was emailed by the city that I needed to submit

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, April 8, 2019 9:16:47 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Colleen McTague

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired, University of Cincinnati

Current Position Geography professor of Urban and Political Geography

I am interested in serving on one of the following advisory groups (select all that apply): Historic Preservation Commission, Planning Commission

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, Affiliated faculty, Political Science, University of Cincinnati
Assistant Professor, Geography, University of Cincinnati Niehoff
Urban Design Studio Faculty Community Design Center Faculty

activities, training, education) if any:	City Fellow, Center for the City, University of Cincinnati Historic Preservation Certificate Faculty, University of Cincinnati Teaching assignments primarily Urban and Political Geography
Please share your community interests (groups, committees, organizations) if any:	Wage Theft Research Committee (Just Pay Cincinnati) Member, Cincinnati Association, Government Panel Member, Board of Directors, Harriet Beecher Stowe House Precinct Presiding Judge, Hamilton County, Ohio Non-Profit Day Labor Hall Organizing Board Volunteer, Interfaith Workers Center, Cincinnati, Ohio Competitive County, Assuring Economic Prosperity, COMPASS Action Team, Hamilton County Planning Commission League of Women Voters Walnut Hills High School Technology Committee Citizens for Civic Renewal, Transportation Committee Citizens for Civic Renewal, Economic Development Committee Cincinnati Preservation Association Cincinnati Public School District Budget Committee Walnut Hills High School Instructional Leadership Team CV is available upon request
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2019
How did you hear about the volunteer opportunity?	Other - See below
Other	New COBI newsletter

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, April 29, 2019 10:43:30 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Timothy Miller
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	CBRE
Current Position	Workplace Strategy Manager, Microsoft
I am interested in serving on one of the following advisory groups (select all that apply):	Planning Commission
Experience & Qualifications	
Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	Commissioner, Planning Board, Village of Tuckahoe, New York; 2008-2014
Please share your qualifications for this appointment (skills,	BS in Urban and Regional Studies, Cornell University with concentration in Urban Design; 20+ years experience in Facility Planning in academic, municipal, and corporate sectors; 6 years

activities, training, education) if any:

experience as commissioner on local Planning Board in New York; Knowledge of and experience with site planning and development, architectural design and review, interpretation and enforcement of municipal codes, and service on local planning board

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

Field not completed.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

City Website

Other

Field not completed.

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

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, April 29, 2019 4:27:36 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Lisa Neal

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer SELF

Current Position LAWYER

I am interested in serving on one of the following advisory groups (select all that apply): Ethics Board , Planning Commission

Experience & Qualifications

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

If so, please indicate which groups: Island Center Subarea Planning

Please share your qualifications for this appointment (skills, Lawyer for 26 years.

activities, training,
education) if any:

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

Field not completed.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2019

How did you hear
about the volunteer
opportunity?

Newspaper

Other

Field not completed.

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

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, December 18, 2018 11:59:36 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Joe Paar

Email

Phone

Address

City Bainbridge

State Washington

Zip 98110

Current Employer Paar Development / Village Builders

Current Position Principal

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

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, I have been a developer and builder of workforce and affordable housing in Seattle. These projects have been brownfield redevelopments close to mass transit that have all been certified

activities, training, education) if any:

built green. I believe in dense urban areas that are close to transportation and services thus allowing rural lands to be used for things other than suburban sprawl. In 2015 this work was recognized by the Puget Sound Regional Council with a vision 2040 award for my Marion Green project. Please see my resume for additional qualifications.

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

Wilkes Elementary Building Leadership Team

Feel free to attach your resume (optional):

Type the Year

2018

How did you hear about the volunteer opportunity?

Social Media

Other

Field not completed.

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

JOE PAAR

Award-winning developer using 20 years' knowledge and connection to Seattle commercial and residential real estate market – including permitting authorities and design, construction, and real estate firms – to manage entire project ecosystems and deliver complex projects within schedule and budget.

PAAR
DEVELOPMENT



EXPERIENCE

Principal | PAAR Development

2012-Present | Seattle

- Developed and built over 300 apartment units and over 10,000SF of prime retail space in 7 apartment/mixed-use buildings in Roosevelt, Wallingford, Capitol Hill, Ballard and West Seattle (some projects still in development but will be completed soon)
- All apartment projects have participated in the City Of Seattle's Multi-Family Tax Exempt program and have 20% affordable units
- All projects have been certified *Built Green* by a third-party verifier
- Developed and built over 50 townhouses throughout Seattle
- Completed comprehensive plan amendment and contract rezone of West Seattle Church of the Nazarene, to include building a private park for public use and renovation of historic church

Renovation Project Manager | Pike Place Market

PDA 2007 – 2012 | Seattle

- As Development Manager, oversaw all aspects of design and construction, through 3 phases, for \$80 million renovation of 10 Pike Place Market buildings, project delivered just under budget and ahead of finance plan
- Managed construction contract for Turner Construction without any claims, and the design contract for SRG Architects and all consultants for the project, through a staff of 6 direct reports

Project Manager | BN Builders (Commercial General Contractor) 2005-2007 | Seattle

- Budgeted, scheduled, performed pre-construction services, and executed various projects from inception through close-out. Contributed to business development and marketing efforts

Project Manager, Engineer, & Superintendent | Lease Crutcher Lewis 2000-2005 | Seattle

- Coordinated construction of 165,000-square-foot, SBRI bio-tech building in South Lake Union
- Supervised construction of 185,000-square-foot, 12-story office building. Successfully excavated and erected building over operating bus tunnel
- Executed design-build construction of 2,800-stall parking garage in 10 months. Opened first floor four months after construction began

EDUCATION

- 2005 Master of Business Administration | University of Washington
- 1999 BACHELOR OF SCIENCE IN CONSTRUCTION MANAGEMENT | University of Washington

COMMUNITY INVOLVEMENT

- *Guardian* of person and estate for a disabled man with Down Syndrome and Autism, 2008 - 2014
- Board of Directors and Finance Committee member, Northwest Center, 2001 – 2003
- *Sponsor* of Roosevelt Neighborhood Association Bull Moose festival 2015 and Weedon Place Festival 2017

AWARDS

- 2015 Puget Sound Regional Council (PSRC) VISION 2040 AWARD | Marion Green
- 2011 Commercial Real Estate Development Association (NAIOP), Public Project of the Year | Pike Place Market

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, March 29, 2019 1:05:50 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Lori Weise

Email

Phone

Address

City Bainbridge Island

State Washington

Zip 98110

Current Employer Self Employed

Current Position Health Planning Consultanr

I am interested in serving on one of the following advisory groups (select all that apply): Historic Preservation Commission, Planning Commission

Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, 38 years of experience in hospital and medical group planning including completion of many master plans and related building projects for a large academic medical center in Los Angeles.

activities, training, education) if any:

Masters degree in Urban Planning from UCLA

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

Currently book club and Kol Shalom members

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

City Website

Other

Field not completed.

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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:00 PM) Appointment of Deputy Mayor for July 2019 through December 2019 - Mayor Medina,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Appointment

PROPOSED BY: City Council

RECOMMENDED MOTION:

Accept nominations for Deputy Mayor and make appointment.

SUMMARY:

The City Council will nominate and appoint a Councilmember to serve as Deputy Mayor for July 2019 through December 2019.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:05 PM) Agenda Bill for Consent Agenda,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to approve the Consent Agenda as presented.

SUMMARY:

Consider approval of the following Consent Agenda items:

- A. Accounts Payable and Payroll
- B. City Council Regular Business Meeting Minutes, May 28, 2019
- C. Rockaway Beach Drive Watermain Intertie Contract - Public Works
- D. Consider Additional Term-Limited Positions for Public Works and Planning and Community Development
- E. Engagement Letter with the State Auditor's Office for the 2018 Audit of the City – Finance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME:

AGENDA ITEM: Accounts Payable and Payroll

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

Consider approval of payroll and accounts payable.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Report to Council of Cash Disbursements 06-12-19.pdf](#)

[Payroll.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: May 27, 2019 - June 10, 2019
CITY COUNCIL: May 28, 2019 - June 11, 2019

Last check from previous run: 350653 dated 05/22/19 issued to City of Bainbridge Island in the amount of \$763.00.

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
EFT	N/A	N/A		N/A
ACH	6/3/19	344	US Bank/June 1 debt service payments: principal & interest	278,322.50
VOID	5/15/19	350440	PCD/Brockman Builders/Vendor returned, requested separate checks	N/A
VOID	6/12/19	350674	POL/Taser International/Remit error, reissued to correct remit	N/A
Manual	5/23/19	350654	ENG/COBI/Permit: PLN51467 SSDP	6,869.00
Manual	5/29/19	350655	CenturyLink/Weaver PRV water telemetry - May 2019	58.32
Manual	5/29/19	350656	LEGAL/Thomas Alpaugh/Public defender services - May 2019	4,484.38
Manual	5/29/19	350657	Puget Sound Energy/Green Power contract - May 2019	903.43
Manual	5/29/19	350658	WA Water Service/Decant facility water - May 2019	141.66
Manual	6/4/19	350659	PW/Columbia Ford/2019 Ford F150 4WD pickup	39,605.02
Manual	6/4/19	350660	ENG/KC Auditor/Recording ROW easement - Wyatt Way	109.00
Manual	6/4/19	350661	ENG/KC Treasurer/REET on Wyatt Way easement	210.67
Manual	6/4/19	350662	ENG/Susan Vanderwey/Purchase of Wyatt Way easement	14,500.00
Manual	6/5/19	350758	ENG/Aspect Consulting/Water quality flow monitoring services	1,095.00
Manual	6/5/19	350759	PW/KC Sewer District 7/Sewer services - May 2019	18,760.78
Manual	6/5/19	350760	PW/Trailer Boss/2019 Walton trailer purchase	10,652.52
Manual	6/6/19	350761	ENG/Sound Pacific Construction/Olympic Drive improvements	525,690.43

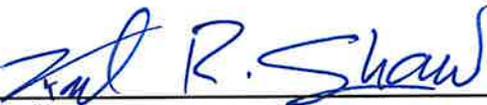
Manual Checks and Electronic Disbursements	901,402.71
---	-------------------

Regular Run	6/12/19	350663-350757	Regular Check Run	172,713.92
				1,074,116.63

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

Prepared and Reviewed by  Carrie Christianson, Senior Accounting Technician

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

 6-6-2019
Karl R. Shaw, Accounting Manager Date

ACH - US Bank Debt Svc 6/1/19
 @ 5/29/19

05/29/2019 10:43 | CITY OF BAINBRIDGE ISLAND
 cchristianson | A/P CASH DISBURSEMENTS JOURNAL

P 1
 apcshdsb

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
344	06/03/2019	MANL	8330 US BANK	231597	1388984	04/11/2019		ACH0619	68,300.00
Invoice: 1388984									
				68,300.00	91422923 78300000086	JUN 1 DEBT SVC-'11-INT ONLY WWTP 2011 LTGO & 2PWTF INT EXP			
				231598	1387451	04/11/2019		ACH0619	55,200.00
Invoice: 1387451									
				55,200.00	91247289 783000	JUN 1 DEBT SVC-'13-INT ONLY 2013 REFI-INTEREST			
				231599	1387306	04/11/2019		ACH0619	108,782.50
Invoice: 1387306									
				85,000.00	91241176 771000	JUN 1 DEBT SVC '08-PRIN & INT GG-2008 LTGO-PRINCIPAL REDEMP			
				23,782.50	91241276 783000	FIN-2008 LTGO-INTEREST			
				231600	1388642	04/11/2019		ACH0619	46,040.00
Invoice: 1388642									
				46,040.00	91214295 783000	JUN 1 DEBT SVC-'07-INT ONLY GG-2007 GO-INT EXPENSE			

CHECK 344 TOTAL: 278,322.50

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 278,322.50

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	278,322.50

*** GRAND TOTAL *** 278,322.50

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	LINE DESC	T OB	DEBIT	CREDIT
2019	6			5								
APP	402-213000		06/03/2019	ACH0619	DBTSVC			ACCOUNTS PAYABLE			68,300.00	
								AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100		06/03/2019	ACH0619	DBTSVC			CASH				278,322.50
								AP CASH DISBURSEMENTS JOURNAL				
APP	201-213000		06/03/2019	ACH0619	DBTSVC			ACCOUNTS PAYABLE			210,022.50	
								AP CASH DISBURSEMENTS JOURNAL				

GENERAL LEDGER TOTAL											278,322.50	278,322.50
APP	631-130000		06/03/2019	ACH0619	DBTSVC			DUE TO/FROM CLEARING			278,322.50	
APP	402-130000		06/03/2019	ACH0619	DBTSVC			DUE TO/FROM CLEARING				68,300.00
APP	201-130000		06/03/2019	ACH0619	DBTSVC			DUE TO/FROM CLEARING				210,022.50

SYSTEM GENERATED ENTRIES TOTAL											278,322.50	278,322.50

JOURNAL 2019/06/5 TOTAL											556,645.00	556,645.00

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
201	2019	6	5	06/03/2019			
GO BOND FUND							
201-130000					DUE TO/FROM CLEARING		210,022.50
201-213000					ACCOUNTS PAYABLE	210,022.50	
					FUND TOTAL	210,022.50	210,022.50
402	2019	6	5	06/03/2019			
SEWER OPERATING FUND							
402-130000					DUE TO/FROM CLEARING		68,300.00
402-213000					ACCOUNTS PAYABLE	68,300.00	
					FUND TOTAL	68,300.00	68,300.00
631	2019	6	5	06/03/2019			
CLEARING FUND							
631-130000					DUE TO/FROM CLEARING	278,322.50	
635-111100					CASH		278,322.50
					FUND TOTAL	278,322.50	278,322.50

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM

201 GO BOND FUND			210,022.50
402 SEWER OPERATING FUND			68,300.00
631 CLEARING FUND		278,322.50	
	TOTAL	278,322.50	278,322.50

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

VOID

5/29/19

RL
5/29/19

05/29/2019 10:19 | CITY OF BAINBRIDGE ISLAND
cchristianson | A/P CASH DISBURSEMENTS JOURNAL

| P 1
| apcshdsb

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

350440 05/15/2019 VOID 9180 BROCKMAN BUILDERS IN 230943 PLN50862 VAR 04/29/2019 -1,144.67
Invoice: PLN50862 VAR

-1,144.67 47047 345810 PERMIT PLN50862 VAR REFUND ZONING & SUBDIVISION FE

230944 PLN50862 SVAR 04/29/2019 -5,724.00
Invoice: PLN50862 SVAR

-5,724.00 47047 345810 PERMIT PLN50862 SVAR REFUND ZONING & SUBDIVISION FE

CHECK 350440 TOTAL: -6,868.67

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -6,868.67

COUNT AMOUNT

TOTAL VOIDED CHECKS 1 6,868.67

*** GRAND TOTAL *** -6,868.67

Vendor returned check w/ request to issue 2 separate checks based on who paid for the fees. Both check and invoice voided, awaiting updated payment request from Planning dept.

05/29/2019 10:19 |CITY OF BAINBRIDGE ISLAND
 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

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 |apcshdeb

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2019	5	304									
APP	407-213000							ACCOUNTS PAYABLE			6,868.67
			05/29/2019	350440	051519			AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100							CASH		6,868.67	
			05/29/2019	350440	051519			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										6,868.67	6,868.67
APP	631-130000							DUE TO/FROM CLEARING			6,868.67
			05/29/2019	05/12/19	051519						
APP	407-130000							DUE TO/FROM CLEARING		6,868.67	
			05/29/2019	05/12/19	051519						
SYSTEM GENERATED ENTRIES TOTAL										6,868.67	6,868.67
JOURNAL 2019/05/304 TOTAL										13,737.34	13,737.34

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
407 BUILDING & DEVELOPMENT FUND	2019	5	304	05/29/2019			
407-130000					DUE TO/FROM CLEARING	6,868.67	
407-213000					ACCOUNTS PAYABLE		6,868.67
					FUND TOTAL	6,868.67	6,868.67
631 CLEARING FUND	2019	5	304	05/29/2019			
631-130000					DUE TO/FROM CLEARING		6,868.67
635-111100					CASH	6,868.67	
					FUND TOTAL	6,868.67	6,868.67

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
407 BUILDING & DEVELOPMENT FUND			6,868.67
631 CLEARING FUND		6,868.67	
	TOTAL	6,868.67	6,868.67

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

VOID
cc 6/5/19

KRS
6-5-19

06/05/2019 08:30 | CITY OF BAINBRIDGE ISLAND
cchristianson | A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

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

INVOICE DTL DESC

350674 06/12/2019 VOID 4861 TASER INTERNATIONAL 231688 SI-1591915 05/20/2019 -163.50
Invoice: SI-1591915 POL/CONDUCTIVE TARGET
-163.50 53011212 531100 PD-C/E-PATROL SUPPLIES

CHECK 350674 TOTAL: -163.50

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -163.50

COUNT AMOUNT

TOTAL VOIDED CHECKS 1 163.50

*** GRAND TOTAL *** -163.50

Wrong remit name selected.
Void for reissue.

06/05/2019 08:30 |CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
EFF DATE									
2019 6 40					GENERAL - ACCOUNTS PAYABLE			163.50	
APP 001-213000					AP CASH DISBURSEMENTS JOURNAL				
06/05/2019	350674	VOID			CASH		163.50		
APP 635-111100					AP CASH DISBURSEMENTS JOURNAL				
06/05/2019	350674	VOID							
GENERAL LEDGER TOTAL								163.50	163.50
APP 631-130000					DUE TO/FROM CLEARING			163.50	
06/05/2019	06/09/19	VOID			GENERAL - DUE TO/FROM CLEARING		163.50		
APP 001-130000									
06/05/2019	06/09/19	VOID							
SYSTEM GENERATED ENTRIES TOTAL								163.50	163.50
JOURNAL 2019/06/40 TOTAL								327.00	327.00

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019 6	40	06/05/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING	163.50	
001-213000				GENERAL - ACCOUNTS PAYABLE		163.50
				FUND TOTAL	163.50	163.50
631 CLEARING FUND	2019 6	40	06/05/2019			
631-130000				DUE TO/FROM CLEARING		163.50
635-111100				CASH	163.50	
				FUND TOTAL	163.50	163.50

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			163.50
631 CLEARING FUND		163.50	
	TOTAL	163.50	163.50

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

06/05/2019 08:33 |CITY OF BAINBRIDGE ISLAND
cchristianson |MODIFY INVOICES

|P 1
|apinvmt

CLERK: cchristianson

INVOICE HEADER CHANGED

VENDOR DOCUMENT	CHECK RUNVOUCHER	DEPT	YR/PER	CASH ACCOUNT	TYPE	INV DATE	DISCOUNT AMOUNT	ERROR
					STAT	DUE DATE	INVOICE NET	
004861 78051		231688	410012019	05 635	111100	INV 05/20/2019	.00	
AXON ENTERPRISE	RMT: 1	POL/CONDUCTIVE	TARGET		ACT	06/19/2019	163.50	
INVOICE: SI-1591915								
53011212 531100		PATROL SUP		N 1		163.50		

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ca 5/23/19

05/29/2019 10:15 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

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|apcshdsb

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

350654 05/23/2019 PRD 634 CITY OF BAINBRIDGE I 231518 PLN51467 05/23/2019 M052319 6,869.00

Invoice: PLN51467

PERMIT: PLN51467 SSDP

6,869.00 72111421 54980000952 MANITOU PERMITS

CHECK 350654 TOTAL: 6,869.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 6,869.00

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 6,869.00

*** GRAND TOTAL *** 6,869.00

05/29/2019 10:15 | CITY OF BAINBRIDGE ISLAND
 cchristianson | A/P CASH DISBURSEMENTS JOURNAL

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 apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	LINE DESC	T OB	DEBIT	CREDIT
2019	5	303										
APP	101-213000		05/29/2019	M052319	052319			STREETS - ACCOUNTS PAYABLE			6,869.00	
								AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100		05/29/2019	M052319	052319			CASH				6,869.00
								AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL											6,869.00	6,869.00
APP	631-130000		05/29/2019	M052319	052319			DUE TO/FROM CLEARING			6,869.00	
APP	101-130000		05/29/2019	M052319	052319			STREETS - DUE TO/FROM CLEARING				6,869.00
SYSTEM GENERATED ENTRIES TOTAL											6,869.00	6,869.00
JOURNAL 2019/05/303 TOTAL											13,738.00	13,738.00

05/29/2019 10:15
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF	DATE	DEBIT	CREDIT
ACCOUNT	ACCOUNT DESCRIPTION						
101 STREET FUND	2019	5	303	05/29/2019			
101-130000					STREETS - DUE TO/FROM CLEARING		6,869.00
101-213000					STREETS - ACCOUNTS PAYABLE	6,869.00	
					FUND TOTAL	6,869.00	6,869.00
631 CLEARING FUND	2019	5	303	05/29/2019			
631-130000					DUE TO/FROM CLEARING	6,869.00	
635-111100					CASH		6,869.00
					FUND TOTAL	6,869.00	6,869.00

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

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|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
101 STREET FUND			6,869.00
631 CLEARING FUND		6,869.00	
	TOTAL	6,869.00	6,869.00

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Manual
 (cc) 5/29/19

05/29/2019 10:33 | CITY OF BAINBRIDGE ISLAND
 cchristianson | A/P CASH DISBURSEMENTS JOURNAL

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 | apcshdsb

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

						INVOICE DTL DESC			
350655	05/29/2019	PRTD	551 CENTURYLINK	231613	6124MAY19	05/16/2019	M052919		58.32
		Invoice: 6124MAY19				WEAVER PRV WATER TELEMETRY			
				58.32	91411891 542100	GG-WTR-FAC-PHONE			
						CHECK	350655 TOTAL:	58.32	
350656	05/29/2019	PRTD	7849 LAW OFFICE OF THOMAS	231609	MAY19	05/20/2019	M052919		4,484.38
		Invoice: MAY19				LEGAL/PUBLIC DEF SVCS MAY 2019			
				4,484.38	32011281 541113	LGL-PUBLIC DEFENDER			
						CHECK	350656 TOTAL:	4,484.38	
350657	05/29/2019	PRTD	1205 PUGET SOUND ENERGY	231611	4376MAY19	05/20/2019	M052919		903.43
		Invoice: 4376MAY19				MAY 19 - GREEN POWER CONTRACT			
				903.43	91011189 547101	ELECTRIC-GREEN POWER			
						CHECK	350657 TOTAL:	903.43	
350658	05/29/2019	PRTD	5271 WASHINGTON WATER SER	231612	4815979187-MAY19	05/20/2019	M052919		141.66
		Invoice: 4815979187-MAY19				MAY 19 DECANT FACILITY WATER			
				141.66	91435838 547500	GG-DECANT-WATER/SEWER			
						CHECK	350658 TOTAL:	141.66	
				NUMBER OF CHECKS	4	*** CASH ACCOUNT TOTAL ***		5,587.79	
						COUNT	AMOUNT		

				TOTAL PRINTED CHECKS	4	5,587.79			
						*** GRAND TOTAL ***		5,587.79	

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2019	5	305									
APP	401-213000		05/29/2019	M052919	052919			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		58.32	
APP	635-111100		05/29/2019	M052919	052919			CASH AP CASH DISBURSEMENTS JOURNAL			5,587.79
APP	001-213000		05/29/2019	M052919	052919			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		5,387.81	
APP	403-213000		05/29/2019	M052919	052919			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		141.66	
GENERAL LEDGER TOTAL										5,587.79	5,587.79
APP	631-130000		05/29/2019	M052919	052919			DUE TO/FROM CLEARING		5,587.79	
APP	401-130000		05/29/2019	M052919	052919			DUE TO/FROM CLEARING			58.32
APP	001-130000		05/29/2019	M052919	052919			GENERAL - DUE TO/FROM CLEARING			5,387.81
APP	403-130000		05/29/2019	M052919	052919			DUE TO/FROM CLEARING			141.66
SYSTEM GENERATED ENTRIES TOTAL										5,587.79	5,587.79
JOURNAL 2019/05/305 TOTAL										11,175.58	11,175.58

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 cchristianson

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

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 |apcsndsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019	5	305	05/29/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		5,387.81
001-213000				GENERAL - ACCOUNTS PAYABLE	5,387.81	
				FUND TOTAL	5,387.81	5,387.81
401 WATER OPERATING FUND	2019	5	305	05/29/2019		
401-130000				DUE TO/FROM CLEARING		58.32
401-213000				ACCOUNTS PAYABLE	58.32	
				FUND TOTAL	58.32	58.32
403 STORM & SURFACE WATER FUND	2019	5	305	05/29/2019		
403-130000				DUE TO/FROM CLEARING		141.66
403-213000				ACCOUNTS PAYABLE	141.66	
				FUND TOTAL	141.66	141.66
631 CLEARING FUND	2019	5	305	05/29/2019		
631-130000				DUE TO/FROM CLEARING	5,587.79	
635-111100				CASH		5,587.79
				FUND TOTAL	5,587.79	5,587.79

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM

001 GENERAL FUND		5,387.81
401 WATER OPERATING FUND		58.32
403 STORM & SURFACE WATER FUND		141.66
631 CLEARING FUND	5,587.79	
	-----	-----
TOTAL	5,587.79	5,587.79

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6/4/19

06/04/2019 09:58 | CITY OF BAINBRIDGE ISLAND
cchristianson | A/P CASH DISBURSEMENTS JOURNAL

| P 1
| apcshdsb

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

350659 06/04/2019 PRTD 5035 COLUMBIA FORD 231754 3-K1152 05/31/2019 21900012 M060319 39,605.02
Invoice: 3-K1152
2019 FORD F150 4WD PICK UP
39,605.02 73638594 66400000977 2019 LT DUTY PU-PU PURCH ALLOC
CHECK 350659 TOTAL: 39,605.02

350660 06/04/2019 PRTD 333 KITSAP COUNTY AUDITO 231755 4107-002-001-0009 05/31/2019 M060319 109.00
Invoice: 4107-002-001-0009
ENG/ROW EASEMENT - WYATT WAY
109.00 72321952 66100000708 WYATT-MAD TO LOVELL-ROW ACQ
CHECK 350660 TOTAL: 109.00

350661 06/04/2019 PRTD 316 KC TREASURER 231756 4107-002-001-0009 05/20/2019 M060319 210.67
Invoice: 4107-002-001-0009
ENG/REET FOR 4107-002-001-0009 WYATT WAY
210.67 72321952 66100000708 WYATT-MAD TO LOVELL-ROW ACQ
CHECK 350661 TOTAL: 210.67

350662 06/04/2019 PRTD 9197 SUSAN J VANDERWEY 231757 491 GROW PL NW 05/13/2019 M060319 14,500.00
Invoice: 491 GROW PL NW
ENG/EASEMENT: 491 GROW PL NW
14,500.00 72321952 66100000708 WYATT-MAD TO LOVELL-ROW ACQ
CHECK 350662 TOTAL: 14,500.00

NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL *** 54,424.69

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	4	54,424.69

*** GRAND TOTAL *** 54,424.69

06/04/2019 09:58
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|CITY OF BAINBRIDGE ISLAND
 |A/P CASH DISBURSEMENTS JOURNAL

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 |apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL	SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE							LINE DESC			
2019	6	19								
APP 631-213000							ACCOUNTS PAYABLE		39,605.02	
06/04/2019	M060319	060419					AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100							CASH			54,424.69
06/04/2019	M060319	060419					AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000							ACCOUNTS PAYABLE		14,819.67	
06/04/2019	M060319	060419					AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL									54,424.69	54,424.69
APP 631-130000							DUE TO/FROM CLEARING		14,819.67	
06/04/2019	M060319	060419								
APP 301-130000							DUE TO/FROM CLEARING			14,819.67
06/04/2019	M060319	060419								
SYSTEM GENERATED ENTRIES TOTAL									14,819.67	14,819.67
JOURNAL 2019/06/19 TOTAL									69,244.36	69,244.36

06/04/2019 09:58
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|CITY OF BAINBRIDGE ISLAND
 |A/P CASH DISBURSEMENTS JOURNAL

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 |apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
301	2019	6	19	06/04/2019			
301-130000					DUE TO/FROM CLEARING		14,819.67
301-213000					ACCOUNTS PAYABLE	14,819.67	
FUND TOTAL						14,819.67	14,819.67
631	2019	6	19	06/04/2019			
631-130000					DUE TO/FROM CLEARING	14,819.67	
631-213000					ACCOUNTS PAYABLE	39,605.02	
635-111100					CASH		54,424.69
FUND TOTAL						54,424.69	54,424.69

06/04/2019 09:58
cchristianson

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

|P 4
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
301 CAPITAL CONSTRUCTION FUND			14,819.67
631 CLEARING FUND		14,819.67	
	TOTAL	14,819.67	14,819.67

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

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	LINE DESC	T OB	DEBIT	CREDIT
2019	6	44										
APP 631-213000			06/05/2019	M060519	060519			ACCOUNTS PAYABLE	AP CASH DISBURSEMENTS JOURNAL		1,095.00	
APP 635-111100			06/05/2019	M060519	060519			CASH	AP CASH DISBURSEMENTS JOURNAL			30,508.30
APP 402-213000			06/05/2019	M060519	060519			ACCOUNTS PAYABLE	AP CASH DISBURSEMENTS JOURNAL		18,760.78	
APP 101-213000			06/05/2019	M060519	060519			STREETS - ACCOUNTS PAYABLE	AP CASH DISBURSEMENTS JOURNAL		5,326.26	
APP 403-213000			06/05/2019	M060519	060519			ACCOUNTS PAYABLE	AP CASH DISBURSEMENTS JOURNAL		5,326.26	
GENERAL LEDGER TOTAL											30,508.30	30,508.30
APP 631-130000			06/05/2019	M060519	060519			DUE TO/FROM CLEARING			29,413.30	
APP 402-130000			06/05/2019	M060519	060519			DUE TO/FROM CLEARING				18,760.78
APP 101-130000			06/05/2019	M060519	060519			STREETS - DUE TO/FROM CLEARING				5,326.26
APP 403-130000			06/05/2019	M060519	060519			DUE TO/FROM CLEARING				5,326.26
SYSTEM GENERATED ENTRIES TOTAL											29,413.30	29,413.30
JOURNAL 2019/06/44 TOTAL											59,921.60	59,921.60

06/05/2019 10:55
 cchristianson

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

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 |apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT	ACCOUNT DESCRIPTION					
101 STREET FUND	2019	6	44	06/05/2019		
101-130000	STREETS - DUE TO/FROM CLEARING					5,326.26
101-213000	STREETS - ACCOUNTS PAYABLE				5,326.26	
FUND TOTAL					5,326.26	5,326.26
402 SEWER OPERATING FUND	2019	6	44	06/05/2019		
402-130000	DUE TO/FROM CLEARING					18,760.78
402-213000	ACCOUNTS PAYABLE				18,760.78	
FUND TOTAL					18,760.78	18,760.78
403 STORM & SURFACE WATER FUND	2019	6	44	06/05/2019		
403-130000	DUE TO/FROM CLEARING					5,326.26
403-213000	ACCOUNTS PAYABLE				5,326.26	
FUND TOTAL					5,326.26	5,326.26
631 CLEARING FUND	2019	6	44	06/05/2019		
631-130000	DUE TO/FROM CLEARING				29,413.30	
631-213000	ACCOUNTS PAYABLE				1,095.00	
635-111100	CASH					30,508.30
FUND TOTAL					30,508.30	30,508.30

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cchristianson

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
101	STREET FUND		5,326.26
402	SEWER OPERATING FUND		18,760.78
403	STORM & SURFACE WATER FUND		5,326.26
631	CLEARING FUND	29,413.30	
	TOTAL	29,413.30	29,413.30

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06/06/2019 09:41 | CITY OF BAINBRIDGE ISLAND
 cchristianson | A/P CASH DISBURSEMENTS JOURNAL

| P 1
 | apcshdsb

CASH ACCOUNT: 635 111100 CASH

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

350761	06/06/2019	PRTD	8744 SOUND PACIFIC CONSTR	231855	PAYREQ1-596	05/20/2019		M060619	525,690.43
Invoice: PAYREQ1-596									
						OLYMPIC DRIVE NON MOTORIZED IM			
508,468.43						72334953	66300000596	SR305-OLYMPIC NM-CONSTR	
17,222.00						72413434	66300000596	SR305-OLYMPIC WTR CONSTRUC	

CHECK 350761 TOTAL: 525,690.43

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 525,690.43

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 525,690.43

*** GRAND TOTAL *** 525,690.43

06/06/2019 09:41 | CITY OF BAINBRIDGE ISLAND
 cchristianson | A/P CASH DISBURSEMENTS JOURNAL

| P 2
 | apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
EFF DATE									
2019 6	50								
APP 301-213000					ACCOUNTS PAYABLE		508,468.43		
06/06/2019	M060619	060619			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			525,690.43	
06/06/2019	M060619	060619			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE		17,222.00		
06/06/2019	M060619	060619			AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL							525,690.43	525,690.43	
APP 631-130000					DUE TO/FROM CLEARING		525,690.43		
06/06/2019	M060619	060619							
APP 301-130000					DUE TO/FROM CLEARING			508,468.43	
06/06/2019	M060619	060619							
APP 401-130000					DUE TO/FROM CLEARING			17,222.00	
06/06/2019	M060619	060619							
SYSTEM GENERATED ENTRIES TOTAL							525,690.43	525,690.43	
JOURNAL 2019/06/50 TOTAL							1,051,380.86	1,051,380.86	

06/06/2019 09:41
 cchristianson

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

|P 3
 |apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
301 CAPITAL CONSTRUCTION FUND	2019	6	50	06/06/2019			
301-130000					DUE TO/FROM CLEARING		508,468.43
301-213000					ACCOUNTS PAYABLE	508,468.43	
					FUND TOTAL	508,468.43	508,468.43
401 WATER OPERATING FUND	2019	6	50	06/06/2019			
401-130000					DUE TO/FROM CLEARING		17,222.00
401-213000					ACCOUNTS PAYABLE	17,222.00	
					FUND TOTAL	17,222.00	17,222.00
631 CLEARING FUND	2019	6	50	06/06/2019			
631-130000					DUE TO/FROM CLEARING	525,690.43	
635-111100					CASH		525,690.43
					FUND TOTAL	525,690.43	525,690.43

06/06/2019 09:41
cchristianson

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

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|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
301 CAPITAL CONSTRUCTION FUND			508,468.43
401 WATER OPERATING FUND			17,222.00
631 CLEARING FUND		525,690.43	
	TOTAL	525,690.43	525,690.43

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

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE 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 350667 TOTAL:	1,073.61
350668	06/12/2019	PRTD	4739 AMERICAN LEGION - CO	231690	190601	05/22/2019		06/09/19	90.00
			Invoice: 190601					EX/AM RADIO	
				90.00	31011256 54500000830			EMERG AM RADIO STATION-RENTS	
								CHECK 350668 TOTAL:	90.00
350669	06/12/2019	PRTD	4710 ASSOCIATED PETROLEU	231531	1429071-IN	05/06/2019		06/09/19	442.76
			Invoice: 1429071-IN					PW/487.4 GAL PROPANE	
				442.76	91011897 547200			GG-C/E-O&M YARD FAC-PROPANE	
			Invoice: 1424492-IN					231532 1424492-IN	977.73
				977.73	73638932 532000	05/02/2019		06/09/19	
								PW/326 GAL UNLEADED	
								O&M-FUEL ALLOC TO OTH DEPTS	
			Invoice: 1424487-IN					231533 1424487-IN	509.64
				509.64	73638893 532000	05/02/2019		06/09/19	
								PW/155 GAL DIESEL	
								O&M-FUEL USE-ALLOCATION	
			Invoice: 1422856-IN					231535 1422856-IN	743.03
				743.03	73638932 532000	04/30/2019		06/09/19	
								PW/250 GAL UNLEADED	
								O&M-FUEL ALLOC TO OTH DEPTS	
			Invoice: 1422855-IN					231536 1422855-IN	535.61
				535.61	73638893 532000	04/30/2019		06/09/19	
								PW/166.7 GAL DIESEL	
								O&M-FUEL USE-ALLOCATION	
			Invoice: 1428168-IN					231672 1428168-IN	737.10
				737.10	73638932 532000	05/21/2019		06/09/19	
								PW/247 GAL UNLEADED	
								O&M-FUEL ALLOC TO OTH DEPTS	
			Invoice: 1428167-IN					231673 1428167-IN	702.72
				702.72	73638893 532000	05/21/2019		06/09/19	
								PW/227 GAL DIESEL	
								O&M-FUEL USE-ALLOCATION	
			Invoice: 1427719-IN					231674 1427719-IN	801.82
				801.82	73638932 532000	05/16/2019		06/09/19	
								PW/266.1 GAL UNLEADED	
								O&M-FUEL ALLOC TO OTH DEPTS	
			Invoice: 1427718-IN					231675 1427718-IN	991.33
				991.33	73638893 532000	05/16/2019		06/09/19	
								PW/330 GAL DIESEL	
								O&M-FUEL USE-ALLOCATION	
			Invoice: 1427595-IN					231676 1427595-IN	864.55
				864.55	73638932 532000	05/14/2019		06/09/19	
								PW/288 GAL UNLEADED	
								O&M-FUEL ALLOC TO OTH DEPTS	
			Invoice: 1427594-IN					231677 1427594-IN	290.90
						05/14/2019		06/09/19	

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 1427594-IN						PW/76.9 GAL DIESEL			
				290.90	73638893 532000	O&M-FUEL USE-ALLOCATION			
Invoice: 1425364-IN						05/09/2019		06/09/19	745.99
				231678	1425364-IN	PW/250 GAL UNLEADED			
				745.99	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
Invoice: 1425363-IN						05/09/2019		06/09/19	134.05
				231679	1425363-IN	PW/19 GAL DIESEL			
				134.05	73638893 532000	O&M-FUEL USE-ALLOCATION			
Invoice: 1425189-IN						05/07/2019		06/09/19	893.70
				231680	1425189-IN	PW/301 GAL UNLEADED			
				893.70	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
Invoice: 1425188-IN						05/07/2019		06/09/19	577.10
				231681	1425188-IN	PW/180 GAL DIESEL			
				577.10	73638893 532000	O&M-FUEL USE-ALLOCATION			
Invoice: 1412919-IN						04/09/2019		06/09/19	592.97
				231682	1412919-IN	PW/193 GAL DIESEL			
				592.97	73638893 532000	O&M-FUEL USE-ALLOCATION			
Invoice: 1406185-IN						04/04/2019		06/09/19	335.54
				231683	1406185-IN	PW/100 GAL DIESEL			
				335.54	73638893 532000	O&M-FUEL USE-ALLOCATION			
Invoice: 1412920-IN						04/09/2019		06/09/19	1,199.08
				231684	1412920-IN	PW/410 GAL UNLEADED			
				1,199.08	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
Invoice: 1406191-IN						04/04/2019		06/09/19	944.94
				231685	1406191-IN	PW/299 GAL UNLEADED			
				944.94	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
								CHECK 350669 TOTAL:	13,020.56
350670	06/12/2019	PRTD	7821 AUS WEST LOCKBOX	231686	1991255147	05/23/2019		06/09/19	53.99
Invoice: 1991255147						PW/LAUNDRY SERVICE			
				53.99	73638893 589310	LAUNDRY SERVICES			
								CHECK 350670 TOTAL:	53.99
350671	06/12/2019	PRTD	2138 ASPECT CONSULTING LL	231759	33036	04/24/2019	21700132	06/09/19	6,695.75
Invoice: 33036						EVALUATE WATER RIGHTS			
				6,695.75	73411345 54110000868	WATER RIGHTS-PROF SVCS			
								CHECK 350671 TOTAL:	6,695.75

CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
350672	06/12/2019	PRTD	6492 ASSOCIATED EARTH SCI	231687	048587	05/31/2019		06/09/19	1,946.00	
			Invoice: 048587				3RD PARTY GEOTECHNICAL REVIEW			
				1,946.00	72655860	58600000370	GEO TECCH-3RD PARTY REVIEWS			
								CHECK	350672 TOTAL:	1,946.00
350673	06/12/2019	PRTD	6420 AT&T MOBILITY	231761	287287004732X052019	05/11/2019		06/09/19	200.75	
			Invoice: 287287004732X052019				POL/WIRELESS CHARGES			
				200.75	91011215	542100	GG-C/E-PD-PHONE			
								CHECK	350673 TOTAL:	200.75
350674	06/12/2019	PRTD	4861 TASER INTERNATIONAL	231688	SI-1591915	05/20/2019		06/09/19	163.50	
			Invoice: SI-1591915				POL/CONDUCTIVE TARGET			
				163.50	53011212	531100	PD-C/E-PATROL SUPPLIES			
								CHECK	350674 TOTAL:	163.50
350675	06/12/2019	PRTD	54 BAINBRIDGE RENTAL IN	231691	CON#49359	05/29/2019		06/09/19	97.81	
			Invoice: CON#49359				PW/POLYCUT BLADES			
				97.81	73637892	531100	O&M-ALLOC-WTR-CONSUMABLES			
								CHECK	350675 TOTAL:	97.81
350676	06/12/2019	PRTD	55 SOUND PUBLISHING, IN	231537	BIR856934	05/17/2019		06/09/19	81.46	
			Invoice: BIR856934				PCD/MDNS: BLD23850			
				81.46	63470586	544000	CUR-DEV-ZONING-ADV			
350676	06/12/2019	PRTD		231615	BIR856857	05/17/2019		06/09/19	62.57	
			Invoice: BIR856857				CC/ORD 2019-11			
				62.57	11011113	544000	COUNCIL - LEGAL NOTICES			
350676	06/12/2019	PRTD		231616	BIR856855	05/17/2019		06/09/19	73.19	
			Invoice: BIR856855				CC/ORD 2019-15			
				73.19	11011113	544000	COUNCIL - LEGAL NOTICES			
350676	06/12/2019	PRTD		231617	BIR856854	05/17/2019		06/09/19	49.58	
			Invoice: BIR856854				CC/ORD 2019-12			
				49.58	11011113	544000	COUNCIL - LEGAL NOTICES			
350676	06/12/2019	PRTD		231762	BIR855914	05/17/2019		06/09/19	170.00	
			Invoice: BIR855914				PW/NTC: ROAD STRIPING			
				170.00	73111264	54400000235	ROAD STRIPING-ADVERTISING			
350676	06/12/2019	PRTD		231763	BIR855918	05/10/2019		06/09/19	245.56	
			Invoice: BIR855918				PW/AD FOR BIDS: BIOSOLIDS			
				245.56	73425358	54400000551	BIOSOLIDS ADVERTISING			

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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

Invoice: BIR855911
 231764 BIR855911 05/10/2019 06/09/19 219.58
 POL/AD FOR BIDS: POL VEH UPFIT
 219.58 53011421 66400000970 PD-2019 VEH REPLACEMENT
 CHECK 350676 TOTAL: 901.94

350677 06/12/2019 PRD 55 SOUND PUBLISHING, IN 231359 7916009-2358223 04/30/2019 06/09/19 74.00
 Invoice: 7916009-2358223
 POL/CLASSIFIEDS: PROPERTY
 74.00 51011191 544000 PD-C/E-PROP RM-ADVERTISING

Invoice: BIR848002CR
 231360 BIR848002CR 03/15/2019 06/09/19 -141.67
 DBL PD INV: BIR848002/7909767
 -141.67 55011757 54400000159 PD-DERELICT VES-ADVERTISING

Invoice: BIR854501
 231692 BIR854501 05/03/2019 06/09/19 566.67
 POL/LEGAL, NOI: FRANKIE
 566.67 55011757 54400000159 PD-DERELICT VES-ADVERTISING
 CHECK 350677 TOTAL: 499.00

350678 06/12/2019 PRD 5412 BENEFIT ADMINISTRATI 231619 1905513 05/22/2019 06/09/19 242.00
 Invoice: 1905513
 MAY 19 FSA/HSA SERVICES
 26.62 21011125 520000 COURT - BENEFITS
 43.56 31011131 520000 EX-GF-BEN
 33.88 41011141 520000 FIN - C/E ADMIN BENEFITS
 21.78 51011211 520000 PD-C/E ADMIN-BENEFITS
 33.88 61011581 520000 PCD - C/E ADMIN BENEFITS
 77.44 71011321 520000 PW - C/E BENEFITS
 4.84 81011881 520000 IT - C/E ADMIN BENEFITS
 CHECK 350678 TOTAL: 242.00

350679 06/12/2019 PRD 64 BAINBRIDGE ISLAND AR 231689 1878 04/12/2019 06/09/19 2,000.00
 Invoice: 1878
 CULTURAL FUNDING - OPERATING S
 2,000.00 31011732 54110000297 EX-GF-CULTURAL ARTS & SCIENCES
 CHECK 350679 TOTAL: 2,000.00

350680 06/12/2019 PRD 8747 SEATTLE SEWING SOLUT 231693 201905SU301 05/21/2019 06/09/19 214.19
 Invoice: 201905SU301
 POL/UNIFORM PANTS:JOHNSON
 214.19 53011212 520000 POLICE - C/E PATROL BENEFITS
 231694 201905SU217 05/15/2019 06/09/19 45.78
 Invoice: 201905SU217
 POL/EMBROIDERY: HORN
 45.78 51011211 520000 PD-C/E ADMIN-BENEFITS

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE 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 350680 TOTAL:	259.97
350681	06/12/2019	PRTD	5025 DARDEN BURNS	231620	5/18/19	05/18/2019		06/09/19	150.00
			Invoice: 5/18/19					DAMAGE DEPOSIT REFUND 5/18	
				150.00	41625860 586000			SC/COMMONS ROOM DEP-DISBURSEME	
								CHECK 350681 TOTAL:	150.00
350682	06/12/2019	PRTD	2133 CALPORTLAND CO	231765	94148245	04/25/2019		06/09/19	894.62
			Invoice: 94148245					PW/DOCK PAY STATION MAINT	
				894.62	73011757 54810000954			DOCK PAY STATION R&M	
								CHECK 350682 TOTAL:	894.62
350683	06/12/2019	PRTD	7621 CAROLLO ENGINEERS IN	231538	0177094	05/10/2019		06/09/19	859.55
			Invoice: 0177094					UPDATE WATER MODELING CONTRACT	
				859.55	72411345 54110000336			ANNUAL WATER MAINS PRES-PROFSV	
								CHECK 350683 TOTAL:	859.55
350684	06/12/2019	PRTD	551 CENTURYLINK	231766	0399MAY19	05/23/2019		06/09/19	2,828.82
			Invoice: 0399MAY19					CITYWIDE TELEMETRY & FAX SERVICE	
				1,543.32	91425358 542100			GG-WWTP-TELEPHONE/FAX	
				742.98	91411891 542100			GG-WTR-FAC-PHONE	
				70.35	91011755 542100			GG-C/E-COMMONS-PHONE	
				142.29	91011189 542100			GG-C/E-CITY HALL-PHONE	
				207.80	91011897 542100			GG-C/E-O&M YARD FAC-PHONE	
				68.02	91011255 542100			GG-C/E-COURT BLDG-PHONE	
				54.06	91011215 542100			GG-C/E-PD-PHONE	
								CHECK 350684 TOTAL:	2,828.82
350685	06/12/2019	PRTD	8253 CHS NORTHWEST	231695	34421/H	05/24/2019		06/09/19	456.12
			Invoice: 34421/H					PW/50# COURSE SALT (49)	
				456.12	73637892 531100			O&M-ALLOC-WTR-CONSUMABLES	
				231696	34422/H	05/24/2019		06/09/19	421.36
			Invoice: 34422/H					PW/50# BAG COURSE SALT (49)	
				421.36	73637892 531100			O&M-ALLOC-WTR-CONSUMABLES	
								CHECK 350685 TOTAL:	877.48
350686	06/12/2019	PRTD	634 CITY OF BAINBRIDGE I	231824	PLN51474	05/29/2019		06/09/19	500.00
			Invoice: PLN51474					ENG/PERMIT: PLN51474	
				500.00	72431835 54980000851			2019 DRAINAGE/CULVERT PERMITS	

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

 CHECK 350686 TOTAL: 500.00

350687 06/12/2019 PRD 460 CITY OF BAINBRIDGE I 231823 POL-2019-05 05/31/2019 06/09/19 111.58

Invoice: POL-2019-05

POL/MAY 2019 PETTY CASH REIMB

6.00 51011211 53110000589 PD-COMM OUTREACH-SUPPLIES
 30.00 51011217 443410 PD-C/E-PARKING ENF-TRAINING
 30.08 51011211 531100 PD-C/E-ADM-SUPPLIES
 20.00 51011211 532000 PDADM-C/E-FUEL
 15.00 51011211 539100 PD-C/E-ADM-WORKED MEALS
 10.50 91011215 542500 GG-C/E-PD-POSTAGE

CHECK 350687 TOTAL: 111.58

350688 06/12/2019 PRD 104 CITY OF BREMERTON 231697 BPD0002405 05/17/2019 06/09/19 200.00

Invoice: BPD0002405

POL/RANGE RENTAL

200.00 53011212 545000 POLICE - C/E PATROL RENTS

CHECK 350688 TOTAL: 200.00

350689 06/12/2019 PRD 518 WA ST CRIMINAL JUSTI 231698 201132478 05/17/2019 06/09/19 750.00

Invoice: 201132478

POL/FIREARM HANDGUN INSTRUCTOR: FASTAIA

750.00 53011212 443410 POLICE - C/E PATROL TRAINING

Invoice: 201132510

231699 201132510 05/17/2019 06/09/19 400.00

POL/PRE-SUP: FASTAIA, LEWIS

400.00 53011212 443410 POLICE - C/E PATROL TRAINING

CHECK 350689 TOTAL: 1,150.00

350690 06/12/2019 PRD 4513 WASTE MANAGEMENT 231700 0049800-2588-8 05/15/2019 06/09/19 5,685.22

Invoice: 0049800-2588-8

PW/DECANT SPOILS DISP MAY19

5,685.22 73435838 54790000618 DECANT SPOILS DISPOSAL

CHECK 350690 TOTAL: 5,685.22

350691 06/12/2019 PRD 8564 WILLIAM E COOPER 231539 5-2019 05/22/2019 06/09/19 134.00

Invoice: 5-2019

LEOFF 1 REIMBURSEMENT MAY 2019

134.00 91029211 521500 POLICE - INS ADD MEDICAL COSTS

CHECK 350691 TOTAL: 134.00

350692 06/12/2019 PRD 142 COPIERS NORTHWEST IN 231622 INV1958319 05/22/2019 06/09/19 1,040.25

Invoice: INV1958319

EX&FIN/CN24130 OVERAGE

520.12 31011131 545000 EX-GF-RENTS & LEASES
 520.13 41011141 545000 FIN - C/E ADMIN RENTS & LEASES

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE 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 350692 TOTAL:									1,040.25
350693	06/12/2019	PRTD	6363 LN CURTIS & SONS	231701	INV282341	05/13/2019		06/09/19	2,615.95
			Invoice: INV282341			POL/ROMEO SIGHTS (5)			
				2,615.95	53011212 531100	PD-C/E-PATROL SUPPLIES			
			Invoice: INV282562	231702	INV282562	05/14/2019		06/09/19	198.29
			Invoice: INV282562			POL/UNIFORM PANTS: KAZER			
				198.29	53011212 520000	POLICE - C/E PATROL BENEFITS			
			Invoice: INV283107	231703	INV283107	05/15/2019		06/09/19	40.44
			Invoice: INV283107			POL/K9 PATCHES			
				40.44	53011212 53110000962	TRACKING CANINE-SUPPLIES			
CHECK 350693 TOTAL:									2,854.68
350694	06/12/2019	PRTD	7016 CUSTOM PRINTING	231540	8553	04/30/2019		06/09/19	67.85
			Invoice: 8553			PCD/BIZ CARDS: CHRIS W			
				67.85	62471591 531100	BLDG - BLDG OFFICE SUPPLIES			
			Invoice: 8568	231623	8568	05/24/2019		06/09/19	67.85
			Invoice: 8568			FIN/BIZ CARDS: DP			
				67.85	41011141 531100	FIN - C/E ADMIN SUPPLIES			
CHECK 350694 TOTAL:									135.70
350695	06/12/2019	PRTD	152 DAILY JOURNAL OF COM	231624	3347908	05/15/2019		06/09/19	189.60
			Invoice: 3347908			PW/AD FOR BIDS: BIOSOLIDS			
				189.60	73425358 54400000551	BIOSOLIDS ADVERTISING			
			Invoice: 3347909	231625	3347909	05/15/2019		06/09/19	168.00
			Invoice: 3347909			POL/REQ FOR BIDS: VEH UPFIT			
				168.00	53011421 64400000970	POLICE VEHICLE PROCURE ADS			
CHECK 350695 TOTAL:									357.60
350696	06/12/2019	PRTD	5060 DARREL EMEL'S TREE S	231705	2065	05/23/2019	21900017	06/09/19	5,259.25
			Invoice: 2065			PW/TREE REMOVAL AT 11734 KIRK AVE			
				5,259.25	73111427 54810000354	TREE PRES & REMOVAL-ROADS			
CHECK 350696 TOTAL:									5,259.25
350697	06/12/2019	PRTD	4975 DAY WIRELESS SYSTEMS	231706	487821	05/20/2019		06/09/19	87.27
			Invoice: 487821			POL/RADAR REPAIR: BINGHAM			
				87.27	53011212 548100	POLICE - C/E PATROL MAINTENANC			

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

										INVOICE DTL DESC				
										CHECK		TOTAL:	NET	
											350697		87.27	
350698	06/12/2019	PRTD	9148 REBECCA PILLSBURY	231626	597	05/27/2019		06/09/19		2,200.00				
Invoice: 597										EX/COBI CONNECTS EDIT & DESIGN				
										2,200.00	31011572 54110001015	NEWSLETTER-PROF SVCS		
										CHECK	350698	TOTAL:	2,200.00	
350699	06/12/2019	PRTD	9116 EDGE ANALYTICAL, INC	231707	19-11975	05/21/2019		06/09/19		925.62				
Invoice: 19-11975										PW/WATER TESTING				
										925.62	73411345 54110000391	LAB SVCS-WATER		
										231708	19-11991	05/20/2019	06/09/19	1,730.00
Invoice: 19-11991										PW/WATER TESTING				
										1,730.00	73411345 54110000391	LAB SVCS-WATER		
										231709	19-12235	05/20/2019	06/09/19	865.00
Invoice: 19-12235										PW/WATER TESTING				
										865.00	73411345 54110000391	LAB SVCS-WATER		
										CHECK	350699	TOTAL:	3,520.62	
350700	06/12/2019	PRTD	6212 ENVIRONMENTAL ASSOC	231627	JN-39065	05/23/2019		06/09/19		1,700.00				
Invoice: JN-39065										ENG/PROF SVCS: HARRISON BLDG				
										1,700.00	72311942 64110000724	PD/COURT BLDG-PROF SVCS/DESIGN		
										CHECK	350700	TOTAL:	1,700.00	
350701	06/12/2019	PRTD	1876 ENVIRONMENTAL RESOUR	231541	903134	05/14/2019		06/09/19		512.52				
Invoice: 903134										PW/WWTP SUPPLIES				
										512.52	73425358 541100	O&M-WWTP-PROF SVCS		
										CHECK	350701	TOTAL:	512.52	
350702	06/12/2019	PRTD	1876 ENVIRONMENTAL RESOUR	231542	903236	05/15/2019		06/09/19		106.52				
Invoice: 903236										PW/WWTP SUPPLIES				
										106.52	73425358 541100	O&M-WWTP-PROF SVCS		
										CHECK	350702	TOTAL:	106.52	
350703	06/12/2019	PRTD	212 FABRICARE 02 - PLANT	231826	06/02/19	05/31/2019		06/09/19		421.92				
Invoice: 06/02/19										POL/LAUNDRY SERVICE				
										168.61	51011211 520000	PD-C/E ADMIN-BENEFITS		
										95.05	52011212 520000	POLICE - C/E INVEST BENEFITS		
										104.19	53011212 520000	POLICE - C/E PATROL BENEFITS		
										24.64	55011757 520000	PD-HARBORMASTER-BENEFITS		

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

29.43 51011211 520000 PD-C/E ADMIN-BENEFITS

CHECK 350703 TOTAL: 421.92

350704 06/12/2019 PR TD 705 FCS GROUP 231543 2854-21905032 05/17/2019 21800065 06/09/19 3,821.25

Invoice: 2854-21905032

WATER SEWER RATE STUDY

1,910.62 72411342 54110000923 WATER RATE STUDY-PROF SVCS

1,910.63 72421352 54110000923 SEWER RATE STUDY-PROF SVCS

CHECK 350704 TOTAL: 3,821.25

350705 06/12/2019 PR TD 1953 FERGUSON ENTERPRISES 231544 0767444 05/16/2019 06/09/19 81.75

Invoice: 0767444

PW/RENTAL: SWR PIPE TPG MCHN

81.75 73411345 531100 OFFICE SUPPLIES

231545 0767357 05/15/2019 06/09/19 576.67

Invoice: 0767357

PW/STO TRAIL SUPPLIES

576.67 73411345 531100 OFFICE SUPPLIES

231710 0769350 05/21/2019 06/09/19 8.14

Invoice: 0769350

PW/STO IRRIG SUPPLIES

8.14 73111262 53110000668 STO IRRIGATION MAINT-SUPPLIES

231711 0758247-1 05/20/2019 06/09/19 145.06

Invoice: 0758247-1

PW/WATER SUPPLIES

145.06 73411345 531100 OFFICE SUPPLIES

231712 0767146 05/15/2019 06/09/19 38.22

Invoice: 0767146

PW/WATER SUPPLIES

38.22 73411345 531100 OFFICE SUPPLIES

231713 0766523 05/14/2019 06/09/19 1,211.80

Invoice: 0766523

PW/WATER SUPPLIES

1,211.80 73411345 531100 OFFICE SUPPLIES

231714 0758247 05/02/2019 06/09/19 282.09

Invoice: 0758247

PW/SSWM, WTR SUPPLIES

193.86 73431835 531100 OFFICE SUPPLIES

67.91 73411345 531100 OFFICE SUPPLIES

20.32 411 141100 WATER - INVENTORY

CHECK 350705 TOTAL: 2,343.73

350706 06/12/2019 PR TD 233 GATEWAY TOWING 231715 41066 05/28/2019 06/09/19 206.01

Invoice: 41066

POL/TOW I9-000571

206.01 53011212 548100 POLICE - C/E PATROL MAINTENANC

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CASH ACCOUNT: 635 111100 CASH

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

									206.01
									206.01
350707	06/12/2019	PRTD	513 GRAINGER	231716	9186872934	05/24/2019		06/09/19	192.67
		Invoice: 9186872934						PW/#32 SOLENOID VALVE COIL, COIL CONN	
									192.67
									90.70
		Invoice: 9186875598						PW/BLOWER	
									90.70
									283.37
									283.37
350708	06/12/2019	PRTD	252 H.D. FOWLER COMPANY	231718	I5152433	05/21/2019		06/09/19	424.46
		Invoice: I5152433						PW/STO IRRIG SUPPLIES	
									424.46
									424.46
350709	06/12/2019	PRTD	8027 INFORMATION STATION	231546	1121709-U	05/17/2019		06/09/19	350.00
		Invoice: 1121709-U						EX/RENT: AM RADIO MAY-JUN 19	
									350.00
									350.00
350710	06/12/2019	PRTD	3114 JOHNSON CONTROLS FIR	231720	20956955	05/21/2019		06/09/19	278.47
		Invoice: 20956955						PW/CH FIRE ALARM MOMIT MAR-MAY 19	
									278.47
									139.57
		Invoice: 20956954						PW/O&M FIRE ALARM MONIT MAR-MAY 19	
									139.57
									139.57
									557.61
									557.61
350711	06/12/2019	PRTD	1826 JOHNSON CONTROLS INC	231767	1-86121554863	04/29/2019		06/09/19	1,620.83
		Invoice: 1-86121554863						PW/COOLING TOWER REPAIR	
									1,620.83
									1,620.83
									1,620.83

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

350712	06/12/2019	PRTD	2306 KITSAP COUNTY PROSEC	231547	MAY19	05/07/2019		06/09/19	9,412.33
	Invoice: MAY19					LEGAL/MAY 19 PROSECUTION SVCS			
				9,412.33	32011521 541112	LGL-OUTSIDE PROSECUTOR			
						CHECK	350712	TOTAL:	9,412.33
350713	06/12/2019	PRTD	315 KITSAP HUMANE SOCIET	231629	1731	05/01/2019		06/09/19	5,764.17
	Invoice: 1731					KITSAP HUMANE SOCIETY ANNUAL C			
				5,764.17	91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
						CHECK	350713	TOTAL:	5,764.17
350714	06/12/2019	PRTD	694 KITSAP PUD #1	231725	MAR19-MAY19	05/16/2019		06/09/19	38.83
	Invoice: MAR19-MAY19					WATER/LOT 1 BELFAIR AVE NE			
				38.83	91011768 547500	GG-C/E-PARKS-WTR/SWR			
						CHECK	350714	TOTAL:	38.83
350715	06/12/2019	PRTD	579 KITSAP SUN	231548	0002472702	04/30/2019		06/09/19	72.00
	Invoice: 0002472702					HR/AD: SEASONAL MAINT WKR			
				72.00	33011161 544000	HR-C/E-ADVERTISING			
						CHECK	350715	TOTAL:	72.00
350716	06/12/2019	PRTD	309 KITSAP TIRE CENTER I	231549	221306	05/15/2019		06/09/19	10.90
	Invoice: 221306					PW/TIRE DISPOSAL			
				10.90	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
				231550	221159	05/07/2019		06/09/19	8.72
	Invoice: 221159					PW/TIRE DISPOSAL			
				8.72	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
				231552	221229	05/10/2019		06/09/19	515.43
	Invoice: 221229					PW/VEH 31 TIRES			
				515.43	73421355 531100	WIN COLL-SUPPLIES			
						CHECK	350716	TOTAL:	535.05
350717	06/12/2019	PRTD	8207 LEADERSHIP KITSAP FO	231827	05/29/19	05/29/2019		06/09/19	2,500.00
	Invoice: 05/29/19					POL/TUITION: SHIELDS 2019-2020 LEADERSHIP			
				2,500.00	53011212 443410	POLICE - C/E PATROL TRAINING			
						CHECK	350717	TOTAL:	2,500.00

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
350718	06/12/2019	PRTD	9193 LEANDRA MCGUIRE	231630	0522	05/22/2019		06/09/19	85.00
	Invoice: 0522					PCD/COUNTER HOURS MAILER			
				85.00	61011581 544000	PCD - C/E ADMIN ADVERTISING			
						CHECK	350718	TOTAL:	85.00
350719	06/12/2019	PRTD	8375 MOORE IACOFANO GOLTS	231726	0058666	05/17/2019		06/09/19	10,815.60
	Invoice: 0058666					CONSTRUCTION ADMINISTRATION SU			
				10,166.66	72334951 66300300596	SR305-OLYMPIC NM-CONSTR PH ENG			
				648.94	72413434 66300300596	SR305-OLYMPIC WTR CONSTR ENG			
						CHECK	350719	TOTAL:	10,815.60
350720	06/12/2019	PRTD	493 MODERN COLLISION REB	231554	30577	01/09/2019		06/09/19	321.92
	Invoice: 30577					POL/VEH 199, LEFT FR STRUT			
				321.92	53011212 548100	POLICE - C/E PATROL MAINTENANC			
						CHECK	350720	TOTAL:	321.92
350721	06/12/2019	PRTD	677 NORTH COAST ELECTRIC	231555	S9326143.001	05/14/2019		06/09/19	1,449.70
	Invoice: S9326143.001					PW/AC DRIVE			
				1,449.70	73411345 531100	OFFICE SUPPLIES			
						CHECK	350721	TOTAL:	1,449.70
350722	06/12/2019	PRTD	1712 BLUETARP CREDIT SERV	231768	42626262	05/20/2019		06/09/19	1,099.81
	Invoice: 42626262					PW/VEH 204 GENERATOR			
				1,099.81	73431835 531100	OFFICE SUPPLIES			
						CHECK	350722	TOTAL:	1,099.81
350723	06/12/2019	PRTD	9135 NWPE	231769	002	05/08/2019		06/09/19	169.95
	Invoice: 002					PW/DOCK PAY STATION SUPPLIES			
				169.95	73011757 53110000954	DOCK PAY STATION-SUPPLIES			
						CHECK	350723	TOTAL:	169.95
350724	06/12/2019	PRTD	2430 OGDEN MURPHY WALLACE	231770	824219	05/24/2019		06/09/19	6,457.50
	Invoice: 824219					LEGAL/PROF SERVICES: ETHICS PANEL			
				6,457.50	32011152 541110	LGL-GF-LEGAL ADVICE			
						CHECK	350724	TOTAL:	6,457.50

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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

350725 06/12/2019 PRD 9057 OLYMPIC PRESORT, INC 231779 9469 05/29/2019 06/09/19 20.41
 Invoice: 9469 EX/POSTAGE FOR UNUSED CONNECTS
 20.41 31011572 54250001015 NEWSLETTER-POSTAGE
 231780 9466 05/24/2019 06/09/19 3,064.00
 Invoice: 9466 EX/COBI CONNECTS JUNE 2019
 2,731.68 31011572 54250001015 NEWSLETTER-POSTAGE
 332.32 31011572 54110001015 NEWSLETTER-PROF SVCS
 CHECK 350725 TOTAL: 3,084.41

350726 06/12/2019 PRD 9021 OLYMPIC PROPERTY GRO 231727 128958 04/16/2019 06/09/19 20,725.00
 Invoice: 128958 SUZUKI PROPERTY
 20,725.00 31011593 54110000961 SUZUKI PROP DEV-PROF SVCS
 231728 128803 03/20/2019 06/09/19 4,432.50
 Invoice: 128803 SUZUKI PROPERTY
 4,432.50 31011593 54110000961 SUZUKI PROP DEV-PROF SVCS
 CHECK 350726 TOTAL: 25,157.50

350727 06/12/2019 PRD 8286 SUPERINTENDENT OF P 231729 15114 05/22/2019 06/09/19 177.00
 Invoice: 15114 POL/FINGERPRINTING
 177.00 65438 386110 AGENCY-FINGERPRINT REV TO SPI
 231730 15118 05/22/2019 06/09/19 88.50
 Invoice: 15118 POL/FINGERPRINTING
 88.50 65438 386110 AGENCY-FINGERPRINT REV TO SPI
 231731 15121 05/22/2019 06/09/19 44.25
 Invoice: 15121 POL/FINGERPRINTING
 44.25 65438 386110 AGENCY-FINGERPRINT REV TO SPI
 231732 15130 05/22/2019 06/09/19 44.25
 Invoice: 15130 POL/FINGERPRINTING
 44.25 65438 386110 AGENCY-FINGERPRINT REV TO SPI
 231828 15137 05/29/2019 06/09/19 88.50
 Invoice: 15137 POL/FINGERPRINTING
 88.50 65438 386110 AGENCY-FINGERPRINT REV TO SPI
 CHECK 350727 TOTAL: 442.50

350728 06/12/2019 PRD 9196 POWERDMS, INC 231733 27701 05/27/2019 06/09/19 1,639.36
 Invoice: 27701 POL/ANNUAL SUBSCRIPTION
 1,639.36 51011211 549100 PD-C/E-ADM-DUES/SUBCR/MEMBERSHP

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

CHECK 350728 TOTAL: 1,639.36

350729 06/12/2019 PRD 360 PROBUILD COMPANY LLC 231556 1748403 05/20/2019 06/09/19 19.65
 Invoice: 1748403 PW/CONCRETE BRICKS, VALVE BOX

19.65 73411345 531100 OFFICE SUPPLIES

Invoice: 1748314 231557 1748314 05/20/2019 06/09/19 9.80
 PW/PVC WET-DRY CEMENT

9.80 73111262 53110000668 STO IRRIGATION MAINT-SUPPLIES

Invoice: 1747922 231558 1747922 05/15/2019 06/09/19 8.51
 PW/WFP DOCK PAY STATION SUPPLIES

8.51 73011757 53110000954 DOCK PAY STATION-SUPPLIES

Invoice: 1747893 231559 1747893 05/15/2019 06/09/19 15.72
 PW/WFP PAY STATION SUPPLIES

15.72 73011757 53110000954 DOCK PAY STATION-SUPPLIES

Invoice: 1746628 231560 1746628 05/06/2019 06/09/19 196.11
 PW/SAFETY FENCE

196.11 73111427 531100 OFFICE SUPPLIES

Invoice: 1746602 231561 1746602 05/06/2019 06/09/19 36.69
 PW/CEMENT, TARP

36.69 73431835 531100 OFFICE SUPPLIES

Invoice: 1746484 231562 1746484 05/03/2019 06/09/19 105.76
 PW/HOLES AW, PIPES, COUPLINGS

105.76 73431835 531100 OFFICE SUPPLIES

Invoice: 1746441 231563 1746441 05/03/2019 06/09/19 17.42
 PW/MORTAR MIX

17.42 73431835 531100 OFFICE SUPPLIES

Invoice: 1746205 231564 1746205 05/01/2019 06/09/19 92.60
 PW/CEMENT

92.60 73020769 531100 O&M-ROAD ENDS-SUPPLIES

CHECK 350729 TOTAL: 502.26

350730 06/12/2019 PRD 9194 QUALITY CONTROLS COR 231566 S6343-1 05/17/2019 06/09/19 652.50
 Invoice: S6343-1 PW/FLOURIDE PUMP SUPPLY & STARTUP

652.50 73411345 548100 REPAIRS & MAINTENANCE

CHECK 350730 TOTAL: 652.50

350731 06/12/2019 PRD 7187 RANDOLPH BAUER 231734 1906080 05/23/2019 06/09/19 180.00
 Invoice: 1906080 PW/EAGLE HARBOR CANS (2)

180.00 73011768 545000 O&M-C/E-PARKS-OP LEASES

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

						INVOICE DTL DESC			
Invoice: 1906082				231735	1906082	05/23/2019		06/09/19	90.00
				90.00	73011768 545000	PW/CREOSOTE CAN O&M-C/E-PARKS-OP LEASES			
Invoice: 1906081				231736	1906081	05/23/2019		06/09/19	90.00
				90.00	73011897 545000	PW/HIDDEN COVE CAN O&M-C/E-PWYD FAC-RENTS			
Invoice: 1906083				231737	1906083	05/23/2019		06/09/19	90.00
				90.00	73435838 545000	PW/VINCENT RD CAN O&M-DECANT-RENTS			
							CHECK	350731 TOTAL:	450.00
350732	06/12/2019	PRTD	6685 REGIONAL DISPOSAL CO	231771	0000155986	05/15/2019		06/09/19	3,435.83
						2019 BIOSOLIDS DISPOSAL			
Invoice: 0000155986				3,435.83	73425358 54790100551	BIOSOLIDS WASTE DISPOSAL			
				231772	0000155883	04/30/2019		06/09/19	4,767.51
Invoice: 0000155883				4,767.51	73425358 54790100551	2019 BIOSOLIDS DISPOSAL BIOSOLIDS WASTE DISPOSAL			
							CHECK	350732 TOTAL:	8,203.34
350733	06/12/2019	PRTD	8745 RELIABLE STORAGE BAI	231829	32250	06/01/2019		06/09/19	320.00
						P[OL/STORAGE UNIT J28			
Invoice: 32250				320.00	53011212 545000	POLICE - C/E PATROL RENTS			
							CHECK	350733 TOTAL:	320.00
350734	06/12/2019	PRTD	408 ROLLING BAY COMMERCI	231773	886285	05/28/2019		06/09/19	3,955.00
						CRT/JUN 2019 RENT			
Invoice: 886285				3,955.00	91011255 545000	GG-C/E-COURT BLDG-RENT			
							CHECK	350734 TOTAL:	3,955.00
350735	06/12/2019	PRTD	9198 ELAINE SALOT	231774	06/02/19	06/02/2019		06/09/19	150.00
						FIN/DAMAGE DEPOSIT REFUND: 6/2			
Invoice: 06/02/19				150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			
							CHECK	350735 TOTAL:	150.00
350736	06/12/2019	PRTD	8664 KRISTA SEELY	231632	5/19/19	05/19/2019		06/09/19	150.00
						DAMAGE DEPOSIT REFUND: 5/19			
Invoice: 5/19/19				150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			

CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
								CHECK 350736 TOTAL:	150.00
350737	06/12/2019	PRTD	8040 SOLENIS LLC	231738	131457278	05/23/2019		06/09/19	4,468.02
			Invoice: 131457278			PW/WWTP SUPPLIES			
				4,468.02	73425358 531100	O&M-WWTP-SUPPLIES			
								CHECK 350737 TOTAL:	4,468.02
350738	06/12/2019	PRTD	8738 SPEAKWRITE, LLC	231830	22FFB062	06/01/2019		06/09/19	60.00
			Invoice: 22FFB062			POL/TRANSCRIPTION			
				60.00	52011212 541100	POLICE - C/E INVEST PROF SVCS			
								CHECK 350738 TOTAL:	60.00
350739	06/12/2019	PRTD	8132 SPECTRA LABORATORIES	231567	19-03560	05/21/2019		06/09/19	45.00
			Invoice: 19-03560			PW/WWTP TESTING			
				45.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
350739	06/12/2019	PRTD	8132 SPECTRA LABORATORIES	231568	19-03555	05/21/2019		06/09/19	45.00
			Invoice: 19-03555			PW/WWTP TESTING			
				45.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
350739	06/12/2019	PRTD	8132 SPECTRA LABORATORIES	231569	19-03556	05/21/2019		06/09/19	45.00
			Invoice: 19-03556			PW/WWTP TESTING			
				45.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
350739	06/12/2019	PRTD	8132 SPECTRA LABORATORIES	231570	19-03456	05/16/2019		06/09/19	45.00
			Invoice: 19-03456			PW/WWTP TESTING			
				45.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
350739	06/12/2019	PRTD	8132 SPECTRA LABORATORIES	231571	19-03374	05/15/2019		06/09/19	21.16
			Invoice: 19-03374			PW/WWTP TESTING			
				21.16	73411345 54110000391	LAB SVCS-WATER			
350739	06/12/2019	PRTD	8132 SPECTRA LABORATORIES	231572	19-03373	05/15/2019		06/09/19	45.00
			Invoice: 19-03373			PW/WWTP TESTING			
				45.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
350739	06/12/2019	PRTD	8132 SPECTRA LABORATORIES	231573	19-03284	05/10/2019		06/09/19	45.00
			Invoice: 19-03284			PW/WWTP TESTING			
				45.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
350739	06/12/2019	PRTD	8132 SPECTRA LABORATORIES	231574	19-03235	05/09/2019		06/09/19	90.00
			Invoice: 19-03235			PW/WWTP TESTING			
				90.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			
350739	06/12/2019	PRTD	8132 SPECTRA LABORATORIES	231575	19-03196	05/08/2019		06/09/19	230.00
			Invoice: 19-03196			PW/WWTP TESTING			
				230.00	73425358 54110000391	LAB & TESTING SVCS-WWTP			

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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: 19-03078				231576	19-03078	05/06/2019		06/09/19	146.50
						PW/WWTP TESTING			
				146.50	73425358 54110000391	LAB & TESTING SVCS-WWTP			
Invoice: 19-03744				231739	19-03744	05/29/2019		06/09/19	83.72
						PW/ROCKAWAY TESTING			
				83.72	73415345 54110000391	LAB SVCS-WATER ROCKAWAY			
Invoice: 19-03766				231740	19-03766	05/29/2019		06/09/19	21.16
						PW/ROCKAWAY TESTING			
				21.16	73415345 54110000391	LAB SVCS-WATER ROCKAWAY			
Invoice: 19-03765				231741	19-03765	05/29/2019		06/09/19	42.32
						PW/WINTWTR TESTING			
				42.32	73411345 54110000391	LAB SVCS-WATER			
Invoice: 16-03745				231742	16-03745	05/29/2019		06/09/19	124.20
						PW/WINTWTR TESTING			
				124.20	73411345 54110000391	LAB SVCS-WATER			
Invoice: 19-03673				231743	19-03673	05/22/2019		06/09/19	105.80
						PW/WINTWTR TESTING			
				105.80	73411345 54110000391	LAB SVCS-WATER			
Invoice: 19-03646				231744	19-03646	05/22/2019		06/09/19	21.16
						PW/WINTWTR TESTING			
				21.16	73411345 54110000391	LAB SVCS-WATER			
Invoice: 19-03672				231745	19-03672	05/22/2019		06/09/19	21.16
						PW/O&M WATER TESTING			
				21.16	73011897 54110000391	LAB SVCS-PWY FAC			
Invoice: 19-03755				231775	19-03755	05/29/2019		06/09/19	84.64
						PW/ECOLI TESTING			
				84.64	73411345 54110000391	LAB SVCS-WATER			
								CHECK 350739 TOTAL:	1,261.82
350740	06/12/2019	PRTD	9195 S.T.A.T MEDICAL DEVI	231746	1236	05/06/2019		06/09/19	775.20
						POL/TOUINQUETS (50)			
Invoice: 1236				775.20	53011212 53110000549	SUQ TRIBE IMPACT MIT GRANT-SUP			
								CHECK 350740 TOTAL:	775.20
350741	06/12/2019	PRTD	8833 STRATEGIC GOVERNMENT	231491	2019-100466CR	05/01/2019		06/09/19	-50.00
						HR/OVERPMT OF INV 100466			
Invoice: 2019-100466CR				-50.00	33011161 541100	HR-C/E-PROF SVCS			
				231633	2019-100539	05/22/2019		06/09/19	2,791.45

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
Invoice: 2019-100539									
				2,791.45	51011211 541100	POL/LEADERSHIP COACHING: JH PD-C/E-ADM-PROF SVCS			
								CHECK 350741 TOTAL:	2,741.45
350742	06/12/2019	PRTD	8331 SUMMIT TOWING, INC.	231782	58467	03/29/2019		06/09/19	416.49
Invoice: 58467									
				416.49	73011215 548100	PW/BOAT MOTORS TO SURPLUS O&M-C/E-POLICE FAC-REPAIRS			
				231783	58466	03/29/2019		06/09/19	330.17
Invoice: 58466									
				330.17	73638935 548100	PW/2002 CHEVY 1500 TO SURPLUS O&M-STD ALLOCATION-REPAIRS			
								CHECK 350742 TOTAL:	746.66
350743	06/12/2019	PRTD	7095 SUPERIOR SAW & SUPPL	231747	128864	05/14/2019		06/09/19	71.94
Invoice: 128864									
				71.94	73111427 548100	PW/SHARPEN TRIMMER, CHAINSAWS O&M-ACCESS RDSIDE R&M			
								CHECK 350743 TOTAL:	71.94
350744	06/12/2019	PRTD	8244 THE HOME DEPOT PRO	231577	492825245	05/16/2019		06/09/19	3,004.02
Invoice: 492825245									
				3,004.02	73637948 531100	PW/SUPPLIES O&M ALLOC-CITY WIDE SUPPLIES			
								CHECK 350744 TOTAL:	3,004.02
350745	06/12/2019	PRTD	6746 SYMBOL ARTS	231748	0331442-IN	05/28/2019		06/09/19	230.00
Invoice: 0331442-IN									
				230.00	53011212 531100	POL/BADGES (2) PD-C/E-PATROL SUPPLIES			
								CHECK 350745 TOTAL:	230.00
350746	06/12/2019	PRTD	8243 TILZ	231578	31098	04/29/2019		06/09/19	130.00
Invoice: 31098									
				130.00	91011768 547900	PW/YARD WASTE, SAND & GRAVEL GG-C/E-PARKS-GARBAGE			
								CHECK 350746 TOTAL:	130.00
350747	06/12/2019	PRTD	558 TOWN & COUNTRY MARKE	231750	04/08/19-A	04/08/2019		06/09/19	3.78
Invoice: 04/08/19-A									
				3.78	73411345 531100	PW/ICE FOR SAMPLES OFFICE SUPPLIES			
								CHECK 350747 TOTAL:	3.78

CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
350748	06/12/2019	PRTD	7964 TRANS4MEDIA, LLC	231579	5486	05/17/2019		06/09/19	300.00
	Invoice: 5486					ENG/WSF VIDEO PROGRAM			
				300.00	72334953 64245000596	SR305-OLYMPIC NM-OUTREACH			
						CHECK	350748	TOTAL:	300.00
350749	06/12/2019	PRTD	2190 UNITED PARCEL SERVIC	231751	000028Y3Y1209	05/18/2019		06/09/19	12.22
	Invoice: 000028Y3Y1209					POL/SHIPPING			
				12.22	91011215 542500	GG-C/E-PD-POSTAGE			
						CHECK	350749	TOTAL:	12.22
350750	06/12/2019	PRTD	938 WA ST DEPT OF HEALTH	231580	006698-2019	05/22/2019		06/09/19	322.00
	Invoice: 006698-2019					PW/ 2019 OP PERMIT FEE: ROCKAWAY			
				322.00	73415345 549800	PERMITS-COBI OR OUTSIDE AGENCY			
						CHECK	350750	TOTAL:	322.00
350751	06/12/2019	PRTD	7551 WASHINGTON TRACTOR I	231581	1828710	05/15/2019		06/09/19	899.05
	Invoice: 1828710					PW/PARTS #255			
				899.05	73637958 531100	ROADSIDE MOWER ALLOC-SUPPLIES			
						CHECK	350751	TOTAL:	899.05
350752	06/12/2019	PRTD	4010 WA ASSOC OF SHERIFFS	231831	INV028759	05/20/2019		06/09/19	300.00
	Invoice: INV028759					POL/SPRING CONF: HORN			
				300.00	51011214 443410	PD-C/E-ADMIN-TRAINING			
						CHECK	350752	TOTAL:	300.00
350753	06/12/2019	PRTD	499 WESTBAY AUTO PARTS I	231582	453629	05/15/2019		06/09/19	293.21
	Invoice: 453629					PW/BEAMS			
				293.21	990 141100	MERCHANDISE			
				231583	451646	05/08/2019		06/09/19	46.12
	Invoice: 451646					PW/FILTERS, FLUIDS			
				21.97	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			
				24.15	990 141100	MERCHANDISE			
				231636	451317	05/07/2019		06/09/19	126.79
	Invoice: 451317					PW/HAZARD WARNING SWITCH #2			
				126.79	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
				231637	449641	05/01/2019		06/09/19	2.93
	Invoice: 449641					PW/MC LAMP			
				2.93	73638935 531100	O&M-STD ALLOCATION-SUPPLIES			

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

INVOICE DTL DESC								
Invoice: 449639				231638 449639	05/01/2019		06/09/19	32.14
				32.14 990 141100	PW/FILTERS FOR INV			
					MERCHANDISE			
Invoice: 448207				231639 448207	04/26/2019		06/09/19	29.50
				29.50 73011897 531100	PW/MICRO V-BELT			
					O&M-C/E-PWY FAC-SUPPLIES			
Invoice: 447227				231640 447227	04/23/2019		06/09/19	76.04
				76.04 990 141100	PW/OIL FILTER FOR INV			
					MERCHANDISE			
Invoice: 447245				231641 447245	04/23/2019		06/09/19	73.90
				73.90 73638935 531100	PW/SHOP SUPPLIES			
					O&M-STD ALLOCATION-SUPPLIES			
Invoice: 447244				231642 447244	04/23/2019		06/09/19	73.90
				73.90 73638935 531100	PW/SHOP SUPPLIES			
					O&M-STD ALLOCATION-SUPPLIES			
Invoice: 447278				231643 447278	04/23/2019		06/09/19	41.73
				41.73 73638935 531100	PW/NAPA HEAVY DUTY 30QT			
					O&M-STD ALLOCATION-SUPPLIES			
Invoice: 446456				231646 446456	04/19/2019		06/09/19	50.28
				50.28 73637942 531100	PW/SOLENOID VEH#8			
					INT'L AQUATECH R&M-SUPPLIES			
Invoice: 446076				231647 446076	04/18/2019		06/09/19	23.23
				13.07 73638935 531100	PW/SHOP SUPPL, INV			
				10.16 990 141100	O&M-STD ALLOCATION-SUPPLIES			
					MERCHANDISE			
Invoice: 446115				231648 446115	04/18/2019		06/09/19	87.44
				87.44 73638935 531100	PW/BLUE DEF 2.5 GAL (X6)			
					O&M-STD ALLOCATION-SUPPLIES			
Invoice: 446106				231649 446106	04/18/2019		06/09/19	10.29
				10.29 73011483 531100	PW/FORMS & LOG BOOKS			
					O&M-GF-MECH SHOP-SUPPLIES			
Invoice: 444313				231650 444313	04/11/2019		06/09/19	249.07
				249.07 990 141100	PW/INVENTORY			
					MERCHANDISE			
							CHECK 350753 TOTAL:	1,216.57
350754	06/12/2019	PRTD	522 WA ST DEPT OF TRANSP	231634	RE-313-ATB90204001	02/04/2019	06/09/19	7.42
Invoice: RE-313-ATB90204001						ENG/STO EQ EMPL OPP		
				7.42	72334562 66300000668	STO PH 2&4-CONSTR		

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

INVOICE DTL DESC

Invoice: RE-313-ATB90514175
 231635 RE-313-ATB90514175 05/14/2019 06/09/19 1,296.20
 ENG/GEN PRJ MGMT
 1,296.20 72334953 66300000596 SR305-OLYMPIC NM-CONSTR
 CHECK 350754 TOTAL: 1,303.62

350755 06/12/2019 PRD 6920 COMCAST 231752 JUN19 05/20/2019 06/09/19 11.36
 Invoice: JUN19
 POL/HD CONVERTER BOX
 11.36 51011211 545000 PD-C/E-ADMIN RENTS/LEASE
 CHECK 350755 TOTAL: 11.36

350756 06/12/2019 PRD 2607 ZEE MEDICAL SERVICE 231778 68378966 05/29/2019 06/09/19 43.89
 Invoice: 68378966
 PW/WWTP FIRST AID RESTOCK
 43.89 73637891 531100 OFFICE SUPPLIES
 CHECK 350756 TOTAL: 43.89

NUMBER OF CHECKS 94 *** CASH ACCOUNT TOTAL *** 172,713.92

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	94	172,713.92

*** GRAND TOTAL *** 172,713.92

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL	SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC					
2019 6 39										
APP 101-213000						STREETS - ACCOUNTS PAYABLE		6,303.93		
06/05/2019	06/09/19	061219			AP CASH DISBURSEMENTS JOURNAL					
APP 635-111100						CASH			172,713.92	
06/05/2019	06/09/19	061219			AP CASH DISBURSEMENTS JOURNAL					
APP 401-213000						ACCOUNTS PAYABLE		20,083.91		
06/05/2019	06/09/19	061219			AP CASH DISBURSEMENTS JOURNAL					
APP 402-213000						ACCOUNTS PAYABLE		18,547.69		
06/05/2019	06/09/19	061219			AP CASH DISBURSEMENTS JOURNAL					
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		82,658.22		
06/05/2019	06/09/19	061219			AP CASH DISBURSEMENTS JOURNAL					
APP 631-213000						ACCOUNTS PAYABLE		19,221.37		
06/05/2019	06/09/19	061219			AP CASH DISBURSEMENTS JOURNAL					
APP 901-213000						ACCOUNTS PAYABLE		1,711.95		
06/05/2019	06/09/19	061219			AP CASH DISBURSEMENTS JOURNAL					
APP 650-213000						ACCOUNTS PAYABLE		2,388.50		
06/05/2019	06/09/19	061219			AP CASH DISBURSEMENTS JOURNAL					
APP 407-213000						ACCOUNTS PAYABLE		149.31		
06/05/2019	06/09/19	061219			AP CASH DISBURSEMENTS JOURNAL					
APP 622-213000						ACCOUNTS PAYABLE		450.00		
06/05/2019	06/09/19	061219			AP CASH DISBURSEMENTS JOURNAL					
APP 403-213000						ACCOUNTS PAYABLE		7,728.76		
06/05/2019	06/09/19	061219			AP CASH DISBURSEMENTS JOURNAL					
APP 301-213000						ACCOUNTS PAYABLE		13,470.28		
06/05/2019	06/09/19	061219			AP CASH DISBURSEMENTS JOURNAL					
GENERAL LEDGER TOTAL									172,713.92	172,713.92
APP 631-130000						DUE TO/FROM CLEARING		153,492.55		
06/05/2019	06/09/19	061219								
APP 101-130000						STREETS - DUE TO/FROM CLEARING			6,303.93	
06/05/2019	06/09/19	061219								
APP 401-130000						DUE TO/FROM CLEARING			20,083.91	
06/05/2019	06/09/19	061219								
APP 402-130000						DUE TO/FROM CLEARING			18,547.69	
06/05/2019	06/09/19	061219								
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			82,658.22	
06/05/2019	06/09/19	061219								
APP 901-130000						DUE TO/FROM CLEARING			1,711.95	
06/05/2019	06/09/19	061219								
APP 650-130000						DUE TO/FROM CLEARING			2,388.50	
06/05/2019	06/09/19	061219								
APP 407-130000						DUE TO/FROM CLEARING			149.31	
06/05/2019	06/09/19	061219								
APP 622-130000						DUE TO/FROM CLEARING			450.00	
06/05/2019	06/09/19	061219								
APP 403-130000						DUE TO/FROM CLEARING			7,728.76	

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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			
	06/05/2019	06/09/19	061219						
APP 301-130000						DUE TO/FROM CLEARING			13,470.28
	06/05/2019	06/09/19	061219						
SYSTEM GENERATED ENTRIES TOTAL								153,492.55	153,492.55
JOURNAL 2019/06/39 TOTAL								326,206.47	326,206.47

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019	6	39	06/05/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		82,658.22
001-213000				GENERAL - ACCOUNTS PAYABLE	82,658.22	
				FUND TOTAL	82,658.22	82,658.22
101 STREET FUND	2019	6	39	06/05/2019		
101-130000				STREETS - DUE TO/FROM CLEARING		6,303.93
101-213000				STREETS - ACCOUNTS PAYABLE	6,303.93	
				FUND TOTAL	6,303.93	6,303.93
301 CAPITAL CONSTRUCTION FUND	2019	6	39	06/05/2019		
301-130000				DUE TO/FROM CLEARING		13,470.28
301-213000				ACCOUNTS PAYABLE	13,470.28	
				FUND TOTAL	13,470.28	13,470.28
401 WATER OPERATING FUND	2019	6	39	06/05/2019		
401-130000				DUE TO/FROM CLEARING		20,083.91
401-213000				ACCOUNTS PAYABLE	20,083.91	
				FUND TOTAL	20,083.91	20,083.91
402 SEWER OPERATING FUND	2019	6	39	06/05/2019		
402-130000				DUE TO/FROM CLEARING		18,547.69
402-213000				ACCOUNTS PAYABLE	18,547.69	
				FUND TOTAL	18,547.69	18,547.69
403 STORM & SURFACE WATER FUND	2019	6	39	06/05/2019		
403-130000				DUE TO/FROM CLEARING		7,728.76
403-213000				ACCOUNTS PAYABLE	7,728.76	
				FUND TOTAL	7,728.76	7,728.76
407 BUILDING & DEVELOPMENT FUND	2019	6	39	06/05/2019		
407-130000				DUE TO/FROM CLEARING		149.31
407-213000				ACCOUNTS PAYABLE	149.31	
				FUND TOTAL	149.31	149.31
622 EXPENDABLE TRUST FUND	2019	6	39	06/05/2019		
622-130000				DUE TO/FROM CLEARING		450.00
622-213000				ACCOUNTS PAYABLE	450.00	
				FUND TOTAL	450.00	450.00
631 CLEARING FUND	2019	6	39	06/05/2019		

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631-130000				DUE TO/FROM CLEARING	153,492.55	
631-213000				ACCOUNTS PAYABLE	19,221.37	
635-111100				CASH		172,713.92
FUND TOTAL					172,713.92	172,713.92
650 AGENCY FUND	2019 6	39	06/05/2019			
650-130000				DUE TO/FROM CLEARING		2,388.50
650-213000				ACCOUNTS PAYABLE	2,388.50	
FUND TOTAL					2,388.50	2,388.50
901 CITY-WIDE REPORTING FUND	2019 6	39	06/05/2019			
901-130000				DUE TO/FROM CLEARING		1,711.95
901-213000				ACCOUNTS PAYABLE	1,711.95	
FUND TOTAL					1,711.95	1,711.95

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		82,658.22
101	STREET FUND		6,303.93
301	CAPITAL CONSTRUCTION FUND		13,470.28
401	WATER OPERATING FUND		20,083.91
402	SEWER OPERATING FUND		18,547.69
403	STORM & SURFACE WATER FUND		7,728.76
407	BUILDING & DEVELOPMENT FUND		149.31
622	EXPENDABLE TRUST FUND		450.00
631	CLEARING FUND	153,492.55	
650	AGENCY FUND		2,388.50
901	CITY-WIDE REPORTING FUND		1,711.95
	TOTAL	153,492.55	153,492.55

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

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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

350757 06/12/2019 PRD 4861 AXON ENTERPRISES, IN 231688 SI-1591915 05/20/2019 06/09/19 163.50
 Invoice: SI-1591915 POL/CONDUCTIVE TARGET

163.50 53011212 531100 PD-C/E-PATROL SUPPLIES

CHECK 350757 TOTAL: 163.50

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 163.50

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 163.50

*** GRAND TOTAL *** 163.50

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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2019 6	42								
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		163.50		
	06/05/2019	06/09/19	061219		AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			163.50	
	06/05/2019	06/09/19	061219		AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL								163.50	163.50
APP 631-130000					DUE TO/FROM CLEARING		163.50		
	06/05/2019	06/09/19	061219						
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			163.50	
	06/05/2019	06/09/19	061219						
SYSTEM GENERATED ENTRIES TOTAL								163.50	163.50
JOURNAL 2019/06/42 TOTAL								327.00	327.00

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019 6	42	06/05/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		163.50
001-213000				GENERAL - ACCOUNTS PAYABLE	163.50	
				FUND TOTAL	163.50	163.50
631 CLEARING FUND	2019 6	42	06/05/2019			
631-130000				DUE TO/FROM CLEARING	163.50	
635-111100				CASH		163.50
				FUND TOTAL	163.50	163.50

06/05/2019 08:41
cchristianson

|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		163.50
631	CLEARING FUND	163.50	
	TOTAL	163.50	163.50

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

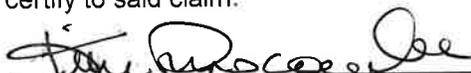
PAYROLL

PAYROLL CHECK RUN: 6 - 5 - 2019

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	5/20/2019	044879 - 045011	P/R check run - direct deposit	300,916.87
Normal	5/20/2019	108979 - 108982	P/R check run - regular	5,157.15
Vendor	5/20/2019	108983 - 108995	P/R vendor check run	320,337.55
Vendor	5/20/2019	N/A	P/R vendor ACH	237.50
EFTPS	5/20/2019	N/A	Federal Tax Electronic Transfer	115,143.64
			TOTAL:	741,792.71

Prepared and Reviewed by:  Date 6-7-19
 Deborah Lee, Fiscal 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.

 Date 6/7/19
 Kimberly M. Dunscombe, Budget Manager



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME:

AGENDA ITEM: City Council Regular Business Meeting Minutes, May 28, 2019

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION:

Approve with consent agenda.

SUMMARY:

Consider approval of meeting minutes.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[CCMIN 052919 BUSINESS.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, MAY 28, 2019

MEETING MINUTES

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

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

Mayor Medina, Deputy Mayor Schneider, and Councilmembers Deets, Nassar, Peltier, and Tirman were present. Councilmember Blossom was absent and excused.

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 Medina adjourned the meeting to an executive session at 6:02 p.m. pursuant to RCW 42.30.110(1)(i).

Council returned from executive session at 6:21 p.m., and Mayor Medina re-convened the meeting at 6:24 p.m.

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

Mayor Medina asked to pull Item 11.E, Marine Access Committee 2018 Annual Report and 2019 Work Plan, and the Marine Access Committee meeting minutes under Item 12.A. Councilmember Tirman moved and Councilmember Deets seconded to approve the agenda as amended. The motion was approved by unanimous consent.

4) **PUBLIC COMMENT**

Keith Barnes spoke about the moratorium.

Tom Kelly spoke about the signage needs of the Farmers Market.

Laurel Tutty and Pamela Kinkead, Covet Boutique, spoke about the need for sandwich boards.

Jeff Tweiten spoke about the need for sandwich boards.

Jerri Lane spoke about the need for wayfinding signage.

Susan Lawrence spoke about the need for sandwich boards.

David Dunn spoke against the subdivision ordinance.

5) **MAYOR'S REPORT**

Mayor Medina mentioned funding for the Peninsula Regional Transportation Planning Organization interlocal agreement, an upcoming Winslow Hotel project presentation, and a request for Rotary Auction volunteers.

6) **CITY MANAGER'S REPORT**

City Manager Smith mentioned new Planning counter hours and online scheduling, the Boater's Fair, and a household chemical drop-off event.

7) **PRESENTATION(S)**

7.A Proclamation Declaring June 2019 as Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) Pride Month - Councilmember Tirman

Cover Page

2019 LGBTQ Pride Month Proclamation

Councilmember Tirman read the proclamation.

Derek Villanueva accepted the proclamation and thanked Council on behalf of Bainbridge Pride. He invited the community to Bainbridge Pride and Kitsap Pride events.

Public Comment

Eve Palay thanked Council for the proclamation and provided information on the Bainbridge Pride events.

8) **UNFINISHED BUSINESS**

8.A Ordinance No. 2019-03, Relating to Subdivision Update - Planning

Cover Page

20190528 CC Staff Memo Subdivision Update

Ordinance No. 2019-03, Relating to Subdivision Update

Exhibit A to Ordinance No. 2019-03

Exhibit B to Ordinance No. 2019-03

Exhibit C to Ordinance No. 2019-03

Council discussed the subdivision update with Senior Planner Carr. Council asked staff to complete the internal review and return to Council with a revised draft.

8.B Set Public Hearing on Ordinance No. 2019-17, Extending the Duration of the Interim Official Control Related to the Preservation of Landmark Trees - Planning

Cover Page

Ordinance No. 2019-17, Extending Landmark Tree Regulations

Exhibit A to Ordinance No. 2019-17 (Updated Work Plan)

Public Comment

Jon Quitslund spoke about the arborists' recommendations.

MOTION: I move to set a public hearing on Ordinance No. 2019-17 for June 11, 2019, as part of the City Council Business Meeting.

Peltier/Deets: The motion was approved unanimously, 6-0.

AYES: Ron Peltier, Rasham Nassar, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: None

ABSENT: Sarah Blossom

ABSTAIN: None

8.C Ordinance No. 2019-04, Updating the City's Sign Code

Cover Page

Memo - Effect of Ordinance No. 2019-04 on Sandwich Board Signs and Temporary Signs

Ordinance No. 2019-04, Updating the City's Sign Code - Chapter 15.08 BIMC

Deputy City Attorney Sepler introduced the agenda item. Council discussed the topic.

Public Comment

Keith Barnes spoke in favor of sandwich boards and the need for signage.

Jeffrey Moose spoke about the need for signage.

Barbara Tolliver spoke about the need for signage and a wayfinding system.

Natalie Rodriguez spoke about the need for signage.

Russell Everett spoke about the need for signage.

Kuy Hepburn spoke about the need for sandwich boards and provided background information on the sign regulations.

Robert Jacobson spoke against sandwich boards.

Carl Sussman spoke in favor of allowing temporary open house signs.

Joe Dunston spoke against sandwich boards and the need for a wayfinding system.

Amos Staffler spoke in favor of sandwich boards.

Council will schedule a further discussion on June 18, 2019 with the Chamber of Commerce and the Bainbridge Island Downtown Association.

Mayor Medina adjourned the meeting for a break at 8:28 p.m. and re-convened the meeting at 8:36 p.m.

9) NEW BUSINESS

9.A Rockaway Beach Drive Watermain Intertie Project Contract - Public Works

Cover Page
Proposed Contract with Liden Land Development
Bid Form

Public Works Director Loveless introduced the agenda item.

MOTION: I move to forward the Rockaway Beach Drive Watermain Intertie Project contract with Liden Land Development for approval with the June 11, 2019 consent agenda.

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

9.B Engagement Letter with the State Auditor's Office for the 2018 Audit of the City - Finance

Cover Page
Bainbridge- Engagement Letter 2018 Audit dated 04292019

Deputy City Manager Schroer introduced the agenda item.

MOTION: I move to forward the State Auditor's engagement letter for the 2018 audit for approval with the June 11, 2019, Consent Agenda.

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

9.C Review Request for Proposals for 2020 Lodging Tax Projects - Executive

Cover Page
LTAC Presentation for CC 28 May 2019
2020_LTAC_RFP_-_Draft_for_05282019.docx
LTAC_Balance.docx
MRSC - Lodging Tax (Hotel-Motel Tax)

Deputy City Manager Schroer provided a presentation on the agenda item. Council discussed the Request for Proposals and requested additional criteria.

9.D Consider Additional Term-Limited Positions for Public Works and Planning and Community Development

Cover Page

City Manager Smith introduced the agenda item. Council discussed the change from a natural resource expert to an arborist.

MOTION: I move to forward for approval with the June 11, 2019 consent agenda the request to add two term-limited positions to City staffing as described with this agenda item.

Nassar/Tirman: The motion carried unanimously, 6 – 0.

AYES: Ron Peltier, Rasham Nassar, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: None

ABSENT: Sarah Blossom
ABSTAIN: None

10) CITY COUNCIL DISCUSSION

10.A Ethics Program - Mayor Medina

[Cover Page](#)
[City Attorney Council Discussion Topics re Ethics Program April 30, 2019 Ethics Workshop Recap](#)
[City of Bainbridge Island Ethics Program \(Last Amended by Resolution No. 2018-10\)](#)
[Greg Rubstello - Ethics Workshop Presentation - April 30, 2019](#)
[Steve Gross - Ethics Workshop Presentation - April 30, 2019](#)

Mayor Medina introduced the agenda item and presented a flowchart from the workgroup. Council discussed the topic and directed staff to proceed with parts 1 and 2 of the workgroup's proposal.

10.B Creation of Youth Mental Health Issue Council Ad Hoc Committee - Executive

[Cover Page](#)
[AdHocCommittee Request - Youth Mental Health for CC 05282019](#)

Mayor Medina introduced the agenda item.

RESTATED MOTION: I move to approve the creation of the Youth Mental Health Issue Council Ad Hoc Committee comprised of Councilmembers Nassar, Tirman and Deets and its scope of work as presented.

Nassar/Deets: The motion carried unanimously, 6 – 0.

AYES: Ron Peltier, Rasham Nassar, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina
NOES: None
ABSENT: Sarah Blossom
ABSTAIN: None

11) CONSENT AGENDA

11.A Agenda Bill for Consent Agenda

[Cover Page](#)

11.B Accounts Payable and Payroll

[Cover Page](#)
[Payroll.pdf](#)
[Report to Council of Cash Disbursements 05-29-19](#)

Payroll: normal direct deposit check sequence 044750 – 044878 = \$314,001.40; regular payroll check sequence 108964 – 108968 = \$15,130.66; vendor check run sequence 108969 – 108978 = \$127,432.86; Federal Tax Electronic Funds Transfer = \$125,865.30; ACH \$237.50. Total disbursement = \$582,667.72.

Accounts Payable: check number 350556 from previous run = \$383.17; manual check number sequence 350557 – 350653 = \$150,831.60; regular check number sequence 350572 – 350652 = \$152,141.33; ACH sequence 340 – 341 = \$4,350; EFT number 339 = \$8,764.64. Retainage release 178 - 8,486.72177 for \$49,967.05. EFT 342 = \$18,410.11; ACH - \$1,606.53. Total disbursement = \$332,475.57.

- 11.C City Council Study Session Meeting Minutes, May 7, 2019**
[Cover Page](#)
[CCMIN 050719 STUDY SESSION](#)
- 11.D City Council Business Meeting Minutes, May 14, 2019**
[Cover Page](#)
[CCMIN 051419 BUSINESS](#)
- 11.E Marine Access Committee 2018 Annual Report and 2019 Work Plan - Executive**
[Cover Page](#)
[Marine Access Committee 2018 Annual Report](#)
[Marine Access Committee 2019 Work Plan](#)
- 11.F Ordinance No. 2019-14 Relating to Changes to Water and Sewer Utility Fees - Public Works**
[Cover Page](#)
[Water and Sewer Rate Study - Executive Summary v2 - Council 4_16_19.pptx](#)
[Ordinance No. 2019-14.docx](#)
[Bainbridge Utility Rate Study Draft Report](#)
- 11.G Resolution No. 2019-19 Lowering Speed Limit on Fletcher Bay Road from New Brooklyn Road to High School Road - Public Works**

[Fletcher Bay Road Speed Limit petitions.pdf](#)
[2013FocusedTraffic Study - Final 01082014.pdf](#)
[Resolution No. 2016-08 Establishing Maximum Speed Limits Approved 030816.pdf](#)
[Resolution No. 2019-19 Fletcher Bay Speed Limit Reduction.docx](#)
- 11.H Dedicated Staffing to Implement Affordable Housing Workplan**
[Cover Page](#)
[Draft AH Work Program - Apr 2019.pdf](#)
- 11.I Tyler Moniz Bench Donation Agreements - Public Works,**
[Cover Page](#)
[Waterfront Park Overlook Bench Agreement](#)
[Waterfront Park Overlook Bench - Attachments A, B, & C](#)
[Waterfront Park Restroom Bench Agreement](#)
[Waterfront Park Restroom Bench - Attachments A, B, & C](#)
[Winslow Madison Bench Agreement](#)
[Winslow Madison Bench - Attachments A, B, & C](#)
[Madison Plaza Bench Agreement](#)
[Madison Plaza Bench - Attachments A, B, & C](#)
- 11.J Donation Agreement with Bainbridge Community Piano Association for a Theatrical Curtain and Track System in Huney Hall at the Bainbridge Island Commons - Public Works**
[Cover Page](#)
[Facility Use Agreement with BCPA](#)
[Attachment A to BCPA Facility Use Agreement - Insurance Requirements](#)
[Attachment B to BCPA Facility Use Agreement - Donation Agreement](#)
[Exhibit I to Donation Agreement - invoice for Donated Asset](#)

[Donation Policy](#)

11.K Wyatt Way Reconstruction Phase I Project - Amendment No. 3 to Professional Services Agreement with MIG/SvR - Public Works

[Cover Page](#)

[Amendment No. 3 to PSA with MIG/SVR](#)

[Exhibit A to Amendment No. 3 to PSA with MIG/SVR](#)

11.L Interlocal Agreement (ILA) with the Peninsula Regional Transportation Planning Organization (PRTPO) - Public Works

[Cover Page](#)

[PRTPO - Invite Letter & ILA](#)

11.M Ordinance No. 2019-16 Relating to 2019 1st Quarter Budget and Updated Capital Improvement Plan Amendments - Finance

[Cover Page](#)

[Ord_2019-16_Attachment_A_-_Q1_Budget_Amendments.pdf](#)

[Ordinance 2019-16 - 2019 1st QTR Budget and CIP Amendments](#)

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

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

12) COMMITTEE REPORTS

12.A [Committee Reports](#)

[Cover Page](#)

[Climate Change Advisory Committee Minutes, April 17, 2019](#)

[Ethics Board Minutes, April 15, 2019](#)

[Environmental Technical Advisory Committee Minutes, April 18, 2019](#)

[Marine Access Committee Minutes, April 8, 2019](#)

Councilmembers Peltier and Nassar provided a report on the Kitsap Regional Coordinating Council PLANPol meeting.

13) [FOR THE GOOD OF THE ORDER](#)

City Manager Smith provided information on the proposed briefing on the Winslow Hotel.

Council opted to retain the July 2, 2019 meeting.

Council supported adding a discussion on State Initiative 976 to a future agenda.

City Manager Smith provided information on the Council retreat on Friday, May 31, 2019.

14) [ADJOURNMENT](#)

Mayor Medina adjourned the meeting at 10:49 p.m.

Kol Medina, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Rockaway Beach Drive Watermain Intertie Project Contract - Public Works

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

The Rockaway Beach Water System has a single well with declining production with limited capacity to meet peak demands. This project was identified and approved as part of the City's Capital Improvement Plan. It will install a watermain intertie with the adjacent Kitsap Public Utility District (KPUD) water system to provide a redundant source of supply and to meet peak demands and facilitate well maintenance. Bids were solicited through the MRSC Small Works Roster and three bids were received at the May 7, 2019 bid opening. The apparent low bidder is Liden Land Development in the amount of \$223,715.49.

FISCAL IMPACT:

Amount:	\$223,715.49
Ongoing Cost:	
One-Time Cost:	\$223,715.49
Included in Current Budget?	Yes

BACKGROUND:

In 2018, City Council approved an interlocal agreement with the KPUD to construct a water system intertie between the City's Rockaway Beach system and the adjacent KPUD system.

The Rockaway Beach Drive Watermain Intertie project consists of installation of 365' of eight-inch ductile iron watermain, 20' of 4-inch ductile iron water main, a pressure reducing valve (PRV) station, electrical and communication systems, and miscellaneous road and shoulder repairs. The project is on Rockaway Beach Drive between Halls Hill Road and Creosote Road.

Bids were solicited through the MRSC Small Works Roster and three bids were received at the May 7, 2019 bid opening. The apparent low bidder is Liden Land Development in the amount of \$223,715.49.

City staff reviewed the bid results and the contractor's qualifications and recommends that the City Council award this contract to Liden Land Development in an amount not to exceed \$223,715.49.

For more information, please see project webpage link below:

<http://www.bainbridgewa.gov/1152>

ATTACHMENTS:

[Proposed Contract with Liden Land Development](#)

[Bid Form](#)

FISCAL DETAILS:

Fund Name(s): Water Fund

Coding:

**CITY OF BAINBRIDGE ISLAND
PUBLIC WORKS-SMALL WORKS ROSTER CONTRACT**

THIS PUBLIC WORKS-SMALL WORKS ROSTER CONTRACT (“Contract”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation (“City”), and LIDEN LAND DEVELOPMENT & EXCAVATING INC., a corporation (“Contractor”). In consideration of the terms and conditions set forth in this Contract, the City and the Contractor (the “Parties”) agree as follows:

1. Contractor Services. The Contractor shall furnish at its own cost and expense all labor, tools, materials, and equipment required to construct and complete in a good workmanlike manner, and to the satisfaction of the City, the public works project known as the **ROCKAWAY INTERTIE PROJECT** (“Project”). The Project is detailed in the following documents, which are attached hereto and incorporated herein by reference:

- Special Provisions (Attachment A), Electrical Instrumentation and Control Work (Attachment B), GC Systems Package Type PRV Station (Attachment C)
- Declaration of Retainage
- Minimum Wage Affidavit
- Payment and Performance Bonds
- Schedule of Prevailing Wages (see <https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx>)
- Guarantee Form
- Certification of Compliance with Wage Payment Statutes

2. Notice to Proceed; Time of Completion. The Contractor shall commence work within ten (10) working days after the City issues a written Notice to Proceed and shall complete the work within forty (40) working days from the City’s issuance of the Notice to Proceed. The time of beginning, rate of progress, and time of completion are essential conditions of this Contract.

3. Payment.

3.1 Payment amount and procedures. The City shall pay the Contractor for all work and services covered by this Contract in an amount that shall not exceed Two Hundred Twenty-Three Thousand Seven Hundred Fifteen Dollars and Forty-Nine Cents (\$223,715.49), which amount includes all applicable sales tax. The payment amount shall exclude approved change orders, in accordance with the quantity and unit prices shown on the attached bid proposal. The Contractor shall submit, in a format acceptable to the City, monthly invoices for work and services performed in a previous calendar month. The City shall pay for the portion of the work described in the invoice that has been completed by the Contractor and approved by the City. The City’s payment shall not constitute a waiver of the City’s right to final inspection and acceptance of the work.

3.2 Defective or Unauthorized Work. If, during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract. If the Contractor is unable, for any reason, to satisfactorily complete any portion of the work, the City may complete the work by contract or otherwise, and the Contractor shall be liable to the City for any additional costs incurred by the City. "Additional costs" means all reasonable costs incurred by the City, including legal costs and attorneys' fees, beyond the maximum contract price under this Contract. The City further reserves the right to deduct the cost to complete the work, including any additional costs, from any amounts due or to become due to the Contractor.

3.3 Final Payment; Waiver of Claim. Thirty (30) days after completion and final acceptance of the Project by the City as complying with the terms of this Contract, the City shall pay to the Contractor all sums due as provided by this Contract, except those required to be withheld by law or agreed to in special contract provisions. THE CONTRACTOR'S ACCEPTANCE OF FINAL PAYMENT (EXCLUDING WITHHELD RETAINAGE) SHALL CONSTITUTE A WAIVER OF CLAIMS, EXCEPT THOSE PREVIOUSLY AND PROPERLY MADE AND IDENTIFIED BY THE CONTRACTOR AS UNSETTLED AT THE TIME REQUEST FOR FINAL PAYMENT IS MADE.

3.4 Retainage. The City shall hold back a retainage in the amount of five percent (5%) of any and all payments made to the Contractor for a period of sixty (60) days after the date of final acceptance, or until receipt of all necessary releases from the State Department of Revenue and the State Department of Labor and Industries, and until settlement of any liens filed under chapter 60.28 RCW, whichever is later.

4. Prevailing Wage. The Contractor shall comply with and pay prevailing wages as required by chapter 39.12 RCW, as well as paying prevailing wages related to public works and building service maintenance contracts funded in part or in whole with federal funds. Federal wage laws and regulations shall be applicable. No worker, laborer, or mechanic employed in the performance of any part of this Contract shall be paid less than the prevailing rate of wage as determined by the Industrial Statistician of the Department of Labor and Industries for the State of Washington.

Prior to making any payment under this Contract, the Contractor shall submit to the City an approved copy of the "Statement of Intent to Pay Prevailing Wages" from the Department of Labor and Industries. It is the Contractor's responsibility to obtain and file the Statement. The Contractor shall be responsible for all filing fees. Notice from the Contractor and all subcontractors of intent to pay prevailing wages and prevailing wage rates for the Project must be posted for the benefit of the workers. Each invoice shall include a signed statement that prevailing wages have been paid by the Contractor and all subcontractors. Following the final acceptance of services rendered, the Contractor shall submit a "Minimum Wage Affidavit" for itself/themselves and any subcontractors.

In case any dispute arises regarding the prevailing rates of wages for work of a similar nature, and such dispute cannot be resolved by the parties of interest, including labor and management representatives, the matter shall be referred for arbitration to the Director of the Department of Labor and Industries of the State of Washington, and his/her decision therein shall be final and conclusive and binding on all parties involved in the dispute as provided for by RCW 39.12.060, as it may be amended in the future.

5. Indemnification and Hold Harmless.

5.1 Defense, Indemnification, and Hold Harmless. The Contractor shall defend, indemnify, and hold harmless the City, its officers, officials, employees, and volunteers from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or in connection with the performance of this Contract, except for injuries and damages caused by the sole negligence of the City.

5.2 Liability for Damages Caused by Concurrent Negligence. Should a court of competent jurisdiction determine that this Contract is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Contract.

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

5.4 No Third Party Right of Indemnification. Nothing contained in this Contract shall be construed to create a liability or a right of indemnification in any third party.

6. Nondiscrimination and Compliance with Laws.

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

6.2 Compliance with Laws. The Contractor shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Contract.

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

7. Job Safety.

7.1 Work Site Safety. The Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state, and local regulations, ordinances, and codes. The Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.

7.2 Trench Safety. All trenches shall be provided with adequate safety systems as required by chapter 49.17 RCW and WAC 296-155-650 and -655. The Contractor is responsible for providing the competent person and registered professional engineer required by WAC 296-155-650 and -655.

8. Utility Location. The Contractor is solely responsible for locating any underground utilities affected by the work and is deemed to be an “excavator” for the purposes of chapter 19.122 RCW. The Contractor shall be responsible for compliance with chapter 19.122 RCW including utilization of the “one call” locator system, before commencing any excavation activities.

9. Warranty and Guarantee. The Contractor shall warrant and guarantee the materials and work to be free of defects for a period of two (2) years after the City’s final acceptance of the entire Project. The Contractor shall be liable for any costs, losses, expenses, or damages, including consequential damages, suffered by the City resulting from defects in the Contractor’s work including, but not limited to, the cost of materials and labor expended by the City in making emergency repairs and the cost of engineering, inspection, and supervision by the City. The Contractor shall hold the City harmless from any and all claims, which may be made against the City as a result of any defective work, and the Contractor shall defend any claims at its own expense. Where materials or procedures are not specified in the Contract, the City will rely on the professional judgment of the Contractor to make the appropriate selections.

10. Correction of Defects. The Contractor shall be responsible for correcting all defects in workmanship and/or materials discovered after the acceptance of this work. When corrections of defects are made, the Contractor shall be responsible for correcting all defects in workmanship and/or materials in the corrected work for one year after the acceptance of the corrections of the City. The Contractor shall start work to remedy such defects within seven (7) days of the City’s mailed notice of discovery, and shall complete such work within a reasonable time agreed to by both parties. In emergencies where damage may result from delay or where loss of service may result, such corrections may be made by the City, in which case the Contractor shall pay all costs incurred by the City to perform the correction. In the event the Contractor does not accomplish

corrections within the time specified, the correction work will be otherwise accomplished by the City and all costs of same shall be paid by the Contractor.

11. Change Order/Contract Modification.

11.1 Amendments. This Contract, together with attachments and/or other addenda, represents the entire and integrated Contract between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may be amended, modified, or added to only by written change order properly signed by both parties.

11.2 Change Orders. The City may issue a written change order for any change in the work during the performance of this Contract. If the Contractor determines, for any reason, that a change order is necessary, the Contractor must submit a written change order request to the City within fourteen (14) calendar days of the date the Contractor knew or should have known of the facts and events giving rise to the requested change. If the City determines that the change increases or decreases the Contractor's costs or time for performance, the City will make an equitable adjustment. The City will attempt, in good faith, to reach agreement with the Contractor on all equitable adjustments. If the parties are unable to agree, the City will determine the equitable adjustment as it deems appropriate. The Contractor shall proceed with the change order work upon receiving the written change order. If the Contractor fails to require a change order within the time frame allowed, the Contractor waives its right to make any claim or submit subsequent change order requests for that portion of the work. If the Contractor disagrees with the equitable adjustment, the Contractor must complete the change order work; however, the Contractor may elect to protest the adjustment as provided below.

11.3 Procedure and Protest by Contractor. If the Contractor disagrees with anything required by a change order, another written order, or an oral order from the City, including any direction, instruction, interpretation, or determination by the City, the Contractor shall, within fourteen (14) calendar days, provide a signed written notice of protest to the City that states the date of the notice of the protest, the nature and circumstances that caused the protest, the provisions of the Contract that support the protest, the estimated dollar cost, if any, of the protested work and how the estimate was determined, and an analysis of the progress schedule showing the schedule change or disruption, if applicable. The Contractor shall keep complete records of extra costs and time incurred as a result of the protested work. The City shall have access to any of the Contractor's records needed to evaluate the protest. If the City determines that a protest is valid, the City will adjust the payment for work or time by an equitable adjustment.

11.4 Failure to Protest or Follow Procedures Constitutes Waiver. By not protesting or failing to follow procedures as this section provides, the Contractor waives any additional entitlement or claims for protested work and accepts from the City any written or oral order (including directions, instructions, interpretations, and determinations).

11.5 Contractor's Duty to Complete Protested Work. Regardless of any protest, the Contractor shall proceed to promptly complete work that the City has ordered.

11.6 Contractor's Acceptance of Changes. The Contractor accepts all requirements of a change order by: (1) endorsing the change order; (2) writing a separate acceptance; or (3) not protesting in the manner this section provides. A change order that is accepted by the Contractor as provided herein shall constitute full payment and final settlement of all claims for contract time and for direct, indirect, and consequential costs, including costs of delays related to any work, either covered or affected by the change.

12. Claims. The Contractor shall give written notice to the City of all claims, other than change orders, within thirty (30) days of the occurrence of events giving rise to the claim, but in no event later than the time of approval by the City for final payment. Any claim for damages, additional payment for any reason, or extension of time shall be conclusively deemed to have been waived by Contractor, unless a timely written claim is made in strict accordance with the applicable provisions of this Contract. At a minimum, a Contractor's written claim must include the information required in Section 11.3 regarding protests.

FAILURE TO PROVIDE A COMPLETE AND WRITTEN NOTIFICATION OF CLAIM IN THE TIME ALLOWED SHALL BE AN ABSOLUTE WAIVER OF ANY CLAIMS ARISING IN ANY WAY FROM THE FACTS OR EVENTS SURROUNDING THAT CLAIM.

The Contractor must, in any event, file any claim or bring any suit arising from or connected to this Contract within 120 calendar days from the date the work is completed. The Contractor, upon making application for the final payment, shall be deemed to have waived its right to claim for any other damages for which application has not been made, unless such claim for final payment includes notice of additional claim and fully describes such claim.

13. Contractor's Risk of Loss. It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that it/he/she has familiarized itself/himself/herself with all existing conditions and other contingencies likely to affect the work, and has made its/his/her bid accordingly, and that Contractor shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

14. Insurance. The Contractor shall maintain insurance as follows:

- Commercial General Liability as described in Attachment D.
- Automobile Liability as described in Attachment D.
- Workers' Compensation as described in Attachment D.
- Builders Risk as described in Attachment D.
- Contractors Pollution Liability as described in Attachment D.

15. Payment and Performance Bonds. The Contractor shall provide Payment and Performance bonds to the City in the amount of 100% of the Contract price and no less. The bonds must be accepted by the City prior to the execution of the Contract and shall be in a form approved by the City. The bonds shall be released thirty (30) days after the date of final acceptance of the work performed under this Contract and receipt of all necessary releases from

the Department of Revenue and the Department of Labor and Industries in settlement of any liens filed under chapter 60.28 RCW, whichever is later.

16. Termination. This Contract shall terminate upon satisfactory completion of the work described in the Scope of Work (Attachment A, Attachment B, and Attachment C) and final payment by the City. The City may terminate the Contract and take possession of the premises and all materials thereon and finish the work by whatever methods it may deem expedient by giving ten (10) days' written notice to the Contractor.

In the event that this Contract is terminated by the City, the Contractor shall not be entitled to receive any further amounts due under this Contract until the work specified in the Scope of Work (Attachment A, Attachment B, and Attachment C) is satisfactorily completed, as scheduled, up to the date of termination. At such time, if the unpaid balance of the amount to be paid under the Contract exceeds the expense incurred by the City in finishing the work, and all damages sustained by the City or which may be sustained by the City or which may be sustained by reason of such refusal, neglect, failure, or discontinuance of employment, such excess shall be paid by the City to the Contractor. If the City's expense and damages exceed the unpaid balance, the Contractor and its surety shall be jointly and severally liable therefore to the City and shall pay such difference to the City. Such expense and damages shall include all legal costs incurred by the City to protect the rights and interests of the City under the Contract, provided such legal costs shall be reasonable.

17. Attorney's Fees and Costs. If any legal proceeding is brought related to the enforcement of this Contract, or because of a dispute, breach, default, or misrepresentation in connection with any of the provisions of this Contract, the prevailing party shall be entitled to recover from the other party, in addition to any other relief to which such party may be entitled, reasonable attorney's fees and other costs incurred in that action or proceeding.

18. General Administration. The Project Manager of the City shall have primary responsibility for the City under this Contract to oversee and approve all work performed as well as all financial invoices.

19. Ownership of Documents. On payment to the Contractor by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Contractor with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City upon its request. Any records, reports, information, data, or other documents or materials given to or prepared or assembled by the Contractor under this Contract shall be kept confidential and shall not be made available to any individual or organization by the Contractor without prior written approval of the City or by court order.

20. Subletting or Assigning of Contracts. Neither the City nor the Contractor shall assign, transfer, or encumber any rights, duties, or interests accruing from this Contract without the prior written consent of the other. If subcontract work is needed, prior to approval by the City, the

Contractor must verify that its first-tier subcontractors meet the bidder responsibility criteria as provided in RCW 39.04.350.

21. Relationship of Parties. The parties intend that an independent contractor relationship will be created by this Contract. As the Contractor is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative, or subcontractor of the Contractor shall be or shall be deemed to be the employee, agent, representative, or subcontractor of the City. None of the benefits provided by the City to its employees, including, but not limited to, compensation, insurance, and unemployment insurance, are available from the City to the Contractor or its employees, agents, representatives, or subcontractors. The Contractor shall be solely and entirely responsible for its acts and for the acts of Contractor's agents, employees, representatives, and subcontractors during the performance of this Contract. The City may, during the term of this Contract, engage other independent contractors to perform the same or similar work that the Contractor performs hereunder.

22. Nonwaiver of Breach. The failure of the City to insist upon strict performance of any of the terms and rights contained in this Contract, or to exercise any option contained in this Contract in one or more instances, shall not be construed to be a waiver or relinquishment of those terms and rights and such terms and rights shall remain in full force and effect.

23. Written Notice. All communications regarding this Contract shall be sent to the Parties at the addresses listed below in the Contact information, unless otherwise notified. Any written notice shall become effective on delivery, but in any event on the date three (3) calendar days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Contract.

24. Term. This Contract shall be effective from the date of Contract execution through expiration of the warranty period as described in Section 9.

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

CITY OF BAINBRIDGE ISLAND:

LIDEN LAND DEVELOPMENT & EXCAVATION INC:

Signature: _____

Signature: _____

Morgan Smith, City Manager

Print Name: _____

Title: _____

Date: _____

Date: _____

Taxpayer ID #: _____

CITY CONTACT:

Patricia Jenkins, PE

City of Bainbridge Island

280 Madison Ave N

Bainbridge Island, WA 98110

Phone: 206-780-3746

Email: pjenkins@bainbridgewa.gov

CONTRACTOR CONTACT:

Print Name: _____

Address: _____

Phone: _____

Fax: _____

Contractor License #: _____

(If this is a new contractor or if the Contractor has never conducted work with the City, a W-9 form must be attached to this Contract.)

**ATTACHMENT A
PROJECT – SPECIAL PROVISIONS
ROCKAWAY INTERTIE PROJECT**

SPECIAL PROVISIONS

The following Special Provisions are made a part of this contract and supersede any conflicting provisions of the 2018 Standard Specifications for Road, Bridge and Municipal Construction (“Standard Specifications”) and all Amendments to the Standard Specifications existing as of the Bid Issue Date of this Contract

These Special Provisions are made up of both General Special Provisions (GSPs) from various sources, which may have project-specific fill-ins; and project-specific Special Provisions. Each Provision either supplements, modifies, or replaces the comparable Standard Specification, or is a new Provision. The deletion, amendment, alteration, or addition to any subsection or portion of the Standard Specifications is meant to pertain only to that particular portion of the section, and in no way should it be interpreted that the balance of the section does not apply.

Also incorporated into the Contract Documents by reference are:

- *Manual on Uniform Traffic Control Devices for Streets and Highways*, currently adopted edition, with Washington State modifications, if any;
- *Standard Plans for Road, Bridge and Municipal Construction*, WSDOT/APWA, current edition;
- City of Bainbridge Island Design and Construction Standards and Specifications;
- 2018 Standard Specifications for Road, Bridge and Municipal Construction (“Standard Specifications”) and all Amendments to the Standard Specifications existing as of the Bid Issue Date of this Contract, except that where there is a conflict between the Standard Specifications and the terms of this Contract, this Contract will control.

Contractor shall obtain copies of these publications, at Contractor’s own expense.

DESCRIPTION OF WORK

(March 13, 1995)

This Contract provides for installation of 365 lf of 8” ductile iron main water main, 20 lf of 4” ductile iron main water main, PRV station-Flow control station, electrical and communication system and miscellaneous road and shoulder repair work, all in accordance with the attached Contract Plans, these Contract Provisions, and the Standard Specifications.

1-05 Control of Work

1-05.4 Conformity and Deviations from Plans and Stakes

Supplement this section with the following:

Copies of the Contracting Agency provided primary survey control data are available for the bidder's inspection at the office of the Engineer.

The Contractor shall be responsible for setting, maintaining, and resetting all alignment stakes, slope stakes, and grades necessary for the construction of the roadbed, drainage, surfacing, paving, channelization and pavement marking, illumination and signals, guardrails and barriers, and signing. Except for the survey control data to be furnished by the Contracting Agency, calculations, surveying, and measuring required for setting and maintaining the necessary lines and grades shall be the Contractor's responsibility.

The Contractor shall inform the Engineer when monuments are discovered that were not identified in the Plans and construction activity may disturb or damage the monuments. All monuments noted on the plans "DO NOT DISTURB" shall be protected throughout the length of the project or be replaced at the Contractors expense.

1-05.11 Final Inspections and Operational Testing

Delete this section and replace it with the following:

It is the intent of the Contracting Agency to have at the Physical Completion Date a complete and operable system. Therefore when the work involves the installation of machinery or other mechanical equipment; electrical systems; or other similar work the Engineer will need a specified date by the Contractor operate and test the work for a period of time after final inspection but prior to the physical completion date. Whenever items of work are listed in the Contract Provisions for operational testing they shall be fully tested under operating conditions for the time period specified to ensure their acceptability prior to the Physical Completion Date. During and following the test period, the Contractor shall correct any items of workmanship, materials, or equipment which prove faulty, or that are not in first class operating condition. Equipment, electrical controls, meters, or other devices and equipment to be tested during this period shall be tested under the observation of the Engineer, so that the Engineer may determine their suitability for the purpose for which they were installed. The Physical Completion Date cannot be established until testing and corrections have been completed to the satisfaction of the Engineer.

The costs for power, gas, labor, material, supplies, and everything else needed to successfully complete operational testing, shall be included in the unit contract prices related to the system being tested, unless specifically set forth otherwise in the proposal.

Operational and test periods, when required by the Engineer, shall not affect a manufacturer's guaranties or warranties furnished under the terms of the contract.

1-05 Payment

This section is supplemented with the following:

(*****)

No separate payment shall be made for Control of Work or materials required to maintain control. Installation shall be considered incidental to all pipe, mechanical, and electrical installation.

1-06 Control of Material

Section 1-06.9 is supplemented with the following:

The contractor is responsible to coordinate the approval and acceptance of the materials supplied by S&B and GC Systems. The supplier requirements of both materials must be met to sustain all warranties provided by the supplier. No alterations to the plans provided in Attachment are allowed without approval of the supplier and supplied to the Project Engineer for record.

1-07 Legal Relations and Responsibilities to the Public

Confined Space

Confined spaces are known to exist at the following locations:

*** PRV Package station installation***

The Contractor shall be fully responsible for the safety and health of all on-site workers and compliant with Washington Administrative Code (WAC 296-809).

The Contractor shall prepare and implement a confined space program for each of the confined spaces identified above. The Contractor's Confined Space program shall be sent to the contracting agency at least 10 days prior to the Contractor beginning work in or adjacent to the confined space. No work shall be performed in or adjacent to the confined space until the plan is submitted to the Engineer as required. The Contractor shall communicate with the Project Engineer to ensure a coordinated effort for providing and maintaining a safe worksite for both the Contracting Agency's and Contractor's workers when working in or near a confined space.

All costs to prepare and implement the confined space program shall be included in the bid prices for the GC Systems Package Station and various items associated with the confined space work.

1-07.17 Utilities and Similar Facilities

Section 1-07.17 is supplemented with the following:

(April 2, 2007 WSDOT GSP)

Locations and dimensions shown in the Plans for existing facilities are in accordance with available information obtained without uncovering, measuring, or other verification.

The following addresses and telephone numbers of utility companies known or suspected of having facilities within the project limits are supplied for the Contractor's convenience:

(*****)
Puget Sound Energy Power
22884 Ryen Dr NW
Poulsbo, WA 98370
(888) 225-5773

CenturyLink
8528 Palatine Ave N
Seattle, WA 98103
(877) 417-3983

(206) 789-1132

Comcast
1225 Sylvan Way
Bremerton, WA 98310
(800) 934-6489

Kitsap Public Utility District
1431 NW Finn Hill Rd
Poulsbo, WA 98370
(360) 779-7656

1-07.23 Public Convenience and Safety

Section 1-07.23 is supplemented with the following:

(*****)

Each property owner shall be given 48-hours notice prior to entry by the Contractor. This includes blocking any egress or ingress by private property owners along Rockaway Beach and Halls Hill. The Contractor shall be responsible for providing, without expense or liability to the Contracting Agency, any additional land and access thereto that the Contractor may desire for temporary construction facilities, storage of materials, or other Contractor needs. However, before using any private property, whether adjoining the work or not, the Contractor shall file with the Engineer a written permission of the private property owner, and, upon vacating the premises, a written release from the property owner of each property disturbed or otherwise interfered with by reasons of construction pursued under this contract. The statement shall be signed by the private property owner, or proper authority acting for the owner of the private property affected, stating that permission has been granted to use the property and all necessary permits have been obtained or, in the case of a release, that the restoration of the property has been satisfactorily accomplished. The statement shall include the parcel number, address, and date of signature. Written releases must be filed with the Engineer before the Completion Date will be established.

1-07.23(1) Construction under Traffic

Section 1-07.23(1) is supplemented with the following:

(*****)

The Contractor shall schedule road closures with the City of Bainbridge Island 10 calendar days in advance to allow for noticing.

The Contractor shall provide for advance notice of construction activities on Rockway Beach Road near construction. Refer to Special Provisions Section 1-10.3(3) Temporary Traffic Control. Contractor shall refer to lane closure restrictions listed.

(*****)

Lane Closures Restrictions

Lane restrictions shall be held to a minimum time and length needed for each operation. If the Project Engineer determines that the lane restrictions are causing congestion, the Contractor will be required to open all lanes to traffic until the congestion is eliminated.

Contractor shall supply flaggers when operating one lane only. Signage shall be added to alert traffic of the restriction.

Pedestrian Walkways and Bicycle Pathways for pedestrians and bicycles shall remain open at all times.

(January 2, 2012)

Work Zone Clear Zone

The Work Zone Clear Zone (WZCZ) applies during working and nonworking hours. The WZCZ applies only to temporary roadside objects introduced by the Contractor's operations and does not apply to preexisting conditions or permanent Work. Those work operations that are actively in progress shall be in accordance with adopted and approved Traffic Control Plans, and other contract requirements.

During actual hours of work, only materials absolutely necessary to construction shall be within the WZCZ and only construction vehicles absolutely necessary to construction shall be allowed within the WZCZ or allowed to stop or park on the shoulder of the roadway.

The Contractor's nonessential vehicles and employee's private vehicles shall not be permitted to park within the WZCZ at any time unless protected as described above. The City has provided potential public right of way areas that can be used for long term construction staging.

Deviation from the above requirements shall not occur unless the Contractor has requested the deviation in writing and the Engineer has provided written approval.

1-07.24 Rights of Way

(October 1, 2005 APWA GSP)

Section 1-07.24 is supplemented with the following:

1-07.24(1) Staging Area and Access (New)

(**)**

1-07.24(2) Description

The areas designated in public right of way or property owned by agency and utilized by the contractor for temporary construction staging.

The City has public right along Rockaway and Halls Hill Road. There is also an existing sewer lift station located near the construction zone. Rockaway and Halls Hill must be maintained for emergency services. Three areas have been identified for potential staging. There is a bump out of right of way near a public park on Rockaway, at the top of Rockaway Road and Halls Hill and finally the sewer lift station location. Contractor parking is limited please review 1-07.23, and responsibility to plan for materials delivery and storage.

1-07.24(3) Materials

This section is supplemented with the following:

The Engineer's acceptance of any staging areas shall not relieve the Contractor from compliance with safety, and BMPs. **The Contractor shall submit to the Contracting Agency any property proposed used for staging, including those owned by the Contracting Agency.** A working drawing shall be submitted at the pre-construction meeting or prior to start of construction or material placement near or at construction site for review and approval.

1-08 PROSECUTION AND PROGRESS

1-08.3(1) Preconstruction Conference

(October 10, 2008 APWA GSP)

Prior to the Contractor beginning the work, a preconstruction conference will be held between the Contractor, the Engineer and such other interested parties as may be invited. The purpose of the preconstruction conference will be:

1. To review the initial progress schedule;
2. To establish a working understanding among the various parties associated or affected by the work;
3. To establish and review procedures for progress payment, notifications, approvals, submittals, etc.;
4. To establish normal working hours for the work;
5. To review safety standards and traffic control; and
6. To discuss such other related items as may be pertinent to the work.

The Contractor shall prepare and submit at the preconstruction conference the following:

1. A breakdown of all lump sum items;
2. A preliminary schedule of working drawing submittals; and
3. A list of material sources for approval if applicable.

Add the following new section:

1-08.0(2) Hours of Work

(December 8, 2014 APWA GSP)

Except in the case of emergency or unless otherwise approved by the Engineer, the normal working hours for the Contract shall be any consecutive 8-hour period between 7:00 a.m. and 6:00 p.m. Monday through Friday, exclusive of a lunch break. If the Contractor desires different than the normal working hours stated above, the request must be submitted in writing prior to the preconstruction conference, subject to the provisions below. The working hours for the Contract shall be established at or prior to the preconstruction conference.

All working hours and days are also subject to local permit and ordinance conditions (such as noise ordinances).

If the Contractor wishes to deviate from the established working hours, the Contractor shall submit a written request to the Engineer for consideration. This request shall state what hours are being requested, and why. Requests shall be submitted for review no later than 5 working day(s) prior to the Contractor is requesting to change the hours.

1-08.3(2)B Type B Progress Schedule

(March 13, 2012 APWA GSP)

Revise the first paragraph to read:

The Contractor shall submit a preliminary Type B Progress Schedule at or prior to the preconstruction conference.

1-08.5 Time for Completion

Section 1-08.5 is supplemented with the following:

(March 13, 1995 WSDOT GSP)

This project shall be physically completed within *****40*** working days**

1-10 Temporary Traffic Control

Section 1-10.1 is supplemented with the following:

*(*****)*

Construction activities shall be designed to minimize the disruption of normal traffic. Temporary traffic controls shall be used for work zones in or adjacent to traffic lanes, bike trails, or pedestrian walkways. These temporary traffic controls shall conform to the following standards or guides:

Manual on Uniform Traffic Control Devices (MUTCD) – Part 6, Temporary Traffic Control
WSDOT – Work Zone Traffic Control Guidelines for Maintenance Operation
WSDOT Standard Specifications – Section 1-10, Temporary Traffic Control
WSDOT Standard Specifications – Section 9-35, Temporary Traffic Control Materials
WSDOT Standard Plans – Section K, Work Zone Traffic Control
These plans and specifications

1-10.4 Measurement

Lump Sum Bid for Project (No Unit Items)

1-05 Payment

This section is supplemented with the following:

*(*****)*

“Temporary Traffic Control”, per Lump Sum

Division 2 Earthwork

2-02 Removal of Structures and Obstructions

This section is supplemented with the following:

(*****)

The Work shall include:

- Asphalt pavement removal
- Concrete removal
- Pavement sawcuts
- Remove and replace mailboxes and signage
- Remove and replace blow off assembly

2-02.5 Payment

This section is supplemented with the following:

(*****)

“Removal of Structure and Obstructions” per Lump Sum.

“Remove and Replace existing blow off assembly” per Each

SECTION 2-09, STRUCTURE EXCAVATION

This section is supplemented with the following:

2-09.3(2) Classification of Structure Excavation

This section is supplemented with the following:

Excavation for the GC Package Station and some of the main entering and exiting the station requires cofferdams, shoring, or extra excavation is Class B.

2-09.4 Measurement

This section is supplemented with the following:

(*****)

The lower limit of excavation measured for GC Package Station footing or structural fill pad, whichever is lower, and pipe trench entering and exiting the station, and required shoring for Class B excavation.

2-09.5 Payment

This section is supplemented with the following:

(*****)

Payment will be made for the following Bid items when they are included in the Proposal:

“Gravel Backfill 9-03.12 and/or 9-03.10”, per cubic yard

Division 6 Structures

6-01 Concrete Structures

This section is supplemented with the following:

(*****)

6-01.1 Description

This section shall include the PRV panel pad. Concrete and steel reinforcing for the panel pad are shown on the S&B Plans and Specifications Attachment B.

(*****)

6-01.4 Appearance of Structures

For the panel pad the top surface shall be brushed with a stiff bristled broom.

Division 8 Miscellaneous Construction

8-01 EROSION CONTROL AND WATER POLLUTION

This section is supplemented with the following:

(*****)

8-01.1 Description

The Contractor shall be responsible for providing adequate erosion control for the protection of the Municipal Separate Storm Sewer System and Waters of the State at all times, regardless of whether or not erosion control is ordered by the Engineer.

The Contractor shall bear sole responsibility for damage to completed portions of the Work and to property located off the project site caused by erosion, siltation, runoff, or other related items during performance of the Work. The Contractor shall also bear sole responsibility for any pollution of rivers, streams, groundwater, or other water which may occur as a result of the Work.

The Contractor shall exercise all necessary precaution and use all appropriate Best Management Practices (BMPs) throughout performance of the Work and the life of the Project to prevent pollution, erosion, siltation, damage to property, and damage to Municipal Separate Storm Sewer System and Waters of the State.

8-01.5 Payment

This section is supplemented with the following:

(*****)

“Erosion/Water Pollution Control”, Lump Sum.

8-27 GC SYSTEMS PRV PACKAGE STATION AND S&B TELEMETRY

This section is added with the following:

(*****)

8.27.1 Description

The materials and labor associated with the GC Systems PRV Package Station and S&B Telemetry are located in Attachments B and C.

8-27.4 Measurement

(*****)

GC System PRV Vault installations will be measured per Lump Sum.

S&B Telemetry will be measured per Lump Sum.

8-27.5 Payment

(*****)

All costs for installing vault, appurtenances, adjusting vault hatches to finished grade, connecting conduits and piping to vaults, installing grounding, and labeling conduits in vaults, shall be included. See GC System Package Station.

Payment for the Bid item "GC System Package Type PRV Station, shall be per Lump Sum

Payment for the Bid item "S&B Telemetry", shall be per Lump Sum

End of Specials to WSDOT Standard Specifications

**ATTACHMENT B
ROCKAWAY INTERTIE PROJECT**

**Division 1600
ELECTRICAL, INSTRUMENTATION AND CONTROL WORK, GENERAL**

PART 1 -- GENERAL

1.01 Description

- A. The CONTRACTOR shall perform all electrical work required when installing and connecting all equipment installed in the pressure reducing valve vaults and specified within these contract documents and shall conform to the following requirements.
- B. CONTRACTOR shall use OWNER specified instrumentation and control (I&C) supplier, S&B, Inc. CONTRACTOR shall furnish and install S&B, Inc. supplied RTU panel enclosures and all other instrumentation and control devices as specified and shown. Install as directed by S&B, Inc.
- C. CONTRACTOR shall coordinate with local power utility, Puget Sound Energy (PSE) regarding electrical service connections to the service panel as specified and shown on the drawings. Consult PSE Electrical Service Handbook, latest edition for requirements for single phase service for commercial connections.

1.02 Code Requirements

- A. All electrical work shall be done in strict compliance with the requirements of:
 - 1. National Electrical Code
 - 2. National Electrical Safety Code
 - 3. Washington State Department of Labor and Industries
 - 4. City of Bainbridge Island
- 1. In case of disagreement between codes, the more restrictive shall prevail.
 - B. Underwriters Laboratories labels shall be required on all materials, devices, fixtures and equipment, except for specified items not covered by existing U.L. Standards. The CONTRACTOR shall obtain the electrical permit from the authority having jurisdiction and shall arrange for all inspections. The completed installation shall meet all permit requirements.

1.03 Submittals

- A. Submittals shall be required for the metering center / panelboard, lighting fixtures, wiring devices, transformers, transfer panels, alarm panels, telemetering equipment and sensing and transducing devices. Submittals shall include shop drawings, catalog descriptions, performance data, wiring diagrams, installation instructions, capacity charts or curves. No installation shall be made prior to written approval. See submittal procedures.

1.04 MATERIAL HANDLING

- A. CONTRACTOR shall protect and keep clean all SCADA equipment supplied by S&B, Inc. Scratched, marred or deformed materials shall not be used. Fixtures, materials or equipment in wet cartons or boxes, stored in or exposed to rain, water, dust, dirt or snow shall not be used.

1.05 CONSTRUCTION DOCUMENTS

- A. The drawings indicate general locations of new equipment. The CONTRACTOR shall determine the exact route and installation of electrical wiring, conduit and equipment with conditions of construction and acceptance of the ENGINEER.

1.06 COORDINATION OF WORK

- A. The CONTRACTOR shall field verify all dimensions of equipment to be installed or provided by others or by this contract so that correct clearances and connections may be made between the work installed by the CONTRACTOR and equipment installed or provided by others.
- B. The CONTRACTOR shall arrange all conduit runs so that they do not interfere with piping, structural members, etc.
- C. All working measurements shall be taken from the site, checked with those shown on the drawings, and if they conflict, reported to the ENGINEER at once, and before proceeding with the work. Should the CONTRACTOR fail to comply with this procedure, he shall alter his work at his own expense as directed by the ENGINEER.
- D. No extra payments will be allowed where obstructions in the work of other trades, or work under this contract requires offsets to conduit runs.
- E. The CONTRACTOR is responsible for all alterations in the work to accommodate equipment differing in dimensions or other characteristics from that shown or specified.

1.07 POWER SERVICE

- A. Responsibility of the CONTRACTOR -The CONTRACTOR shall prepare the site for electrical service as shown by power utility, including any power service installation drawings and as shown on the project drawings. Where conflict occurs, contact the

Engineer. Furnish and install all equipment required to complete the work as shown and in compliance with all requirements of the power utility.

B. The CONTRACTOR shall provide conduits and meter base including weather head as required by the utility company for installation of utility owned facilities.

C. Puget Sound Energy. Application for power service was submitted by the City prior to bid.

PART 2 -- MATERIALS

2.01 GENERAL

A. Materials of the type and quality indicated shall be provided new, listed by Underwriters Laboratories, bearing their label wherever standards have been established and label service is regularly furnished by them. Like items shall be from one manufacturer.

B. All incidentals, hangers, brackets, supports, framing, backing, signal transformers, relays, etc., not specifically mentioned herein or noted on the drawings, but required to complete the system or systems in a safe and satisfactory working condition shall be furnished and installed

2.02 RACEWAYS

A. All exposed conduit and fittings shall be galvanized rigid metal conduit conforming to Article 346 of the National Electrical Code. Finish coat shall be uniform with chromate for added protection. Connections between junction boxes and equipment may be made with liquid tight flexible metal conduit with thermoplastic overcoat, conforming to Article 351 of the National Electrical Code. A 12-inch minimum slack loop shall be provided in all flexible metal conduit runs.

B. Buried conduit shall be rigid nonmetallic PVC, Schedule 40 and conforming to Article 347 of the National Electrical Code. Long radius buried ells shall be galvanized rigid metal conduit conforming to Article 346.

C. Foam sealant shall be used around ungrouted conduit penetrations to maintain the integrity of fire ratings and to prevent passage of smoke, fire, toxic gas or water. The seal shall be maintained before, during and after fire. Foam sealant shall be Chase Technology Corp. No. CTC PR-855 or approved equal.

D. Interior exposed conduit shall be installed parallel or at right angles to vault lines, tight to finished surfaces and neatly offset into boxes. Conduits or other electrical equipment shall not be installed in obvious passages, doorways, scuttles or crawl spaces which would impede or block the area passages intended usage. Conduit shall be securely mounted to the vault wall with rigid galvanized conduit hangers spaced not farther than 36 inches with not less than two straps per straight run of conduit over 24 inches in length. Perforated strap hangers or twisted wire attachments are not acceptable. Conduits shall not be installed on the surface of the vault exterior.

- E. Code-sized pull boxes shall be installed, where required, to restrict maximum bends in a run of conduit to 270 degrees. Conduit sizes shall be as prescribed by the National Electrical Code for the number and diameter of conductors inside.
- F. Shielded conductors carrying isolated 4-20 mA, 24 VDC signals to equipment for control shall be installed in their own conduits, separate from 120 VAC power and control conductors, to prevent electrical interference with the signals.

2.03 CONDUCTORS

- A. Electrical conductors shall be copper, 600 volt rated, sized in accordance with NEC Ampacity Tables for the loads involved. Insulation for conductors in conduit shall be moisture resistant thermoplastic, type THWN, THHN or XHHW. All conductors shall be stranded. No conductors smaller than No. 18 AWG shall be used. The conductors shall be color coded to match established standards at the facilities.
- B. Lugs shall be indent/compression type for use with stranded branch circuit or control conductors. For solid conductor branch circuits, spring connectors with wire nuts shall be used. The cross-sectional area of the pad for multiple conductor terminations shall match the ampere rating of the panelboard bus or equipment line terminals.
- C. Conductors shall be installed with care to avoid damage to insulation. The maximum tension placed on conductors during installation shall be as recommended by the manufacturer. If pulling compounds are used, residue shall be cleaned from exposed conductors and raceway entrances after conductor installation.

2.04 BOXES

- A. Electrical boxes and fittings shall be provided as required for a complete installation, including, but not limited to, outlet boxes, junction boxes, pull boxes, bushings and locknuts. Installation, sizing and construction of boxes and fittings shall conform to Article 370 of the National Electrical Code. All boxes and fittings shall be galvanized steel or corrosion-resistant cast iron.
- B. Boxes and conduit bodies shall be located to insure accessibility of electrical wiring. Boxes for control switches shall be mounted 48 inches above the floor. All boxes shall be secured rigidly to the substrate upon which they are being mounted. Weatherproof outlets shall be provided for locations exposed to weather or moisture. Knockout closures shall be provided to cap unused knockout holes where blanks have been removed.

2.05 PANELBOARDS

- A. Provide panelboards in conformance with the following specification for installation as shown on the drawings.

- B. Panelboards – The panelboard shall be a combination service entrance and metering design with main breaker, and distribution breakers as identified on the drawings. The combination unit shall be Nema type 3R rated for outdoor installation. Lugs shall be sized for feeders and shall conform to the specification for splicing and terminations. Buses shall be copper, full panel length. Buses shall be identified. Minimum bus rating shall not be smaller than the setting of the feeder protective device. Provide ground bus in all panelboards.
- C. Circuit breakers -Provide molded case bolt-on circuit breakers with thermal magnetic trip units, and a common trip bar for two or three-pole breakers, connected internally to each pole so that the tripping on one pole will automatically trip all poles of each breaker. Handle bales or clips will not be acceptable. Provide breakers of the trip-free and trip-indicating type, with quick-make, quick-break contacts. Provide single, two or three pole breaker interchangeability. Note that general use outlets on this project require GFCI breakers in the panelboard. GFCI protected outlets in the vault are not acceptable substitutes for a GFCI breaker.

2.06 INSTRUMENTATION AND CONTROL

- A. The CONTRACTOR shall furnish and install all sensing and control devices within the PRV and meter vault as shown on the plans. The CONTRACTOR shall pull all wires from the field devices within the vaults to the new RTU panel and make the connections within the panel.
- B. Pressure Reducing Valve -The CONTRACTOR shall coordinate and review valve wiring with ENGINEER and S&B, Inc.
- C. RTU Panel -CONTRACTOR shall furnish and install the RTU panel. The RTU panel shall be supplied by S&B, Inc. without exception. This panel shall be Nema Type 3R rated for outdoor installation.
- D. Intrusion Detection – Limit switches installed on the vault entry risers shall open a circuit when a vault manhole lid is opened. Circuit shall be complete from PRV vault to the RTU Panel. Locate sensors so as not to impair access into the vault. . Limit switches shall be Nema type 6P rated and routing of conductors designed to accommodate heavy rainfall, snow and slush buildup.
- E. Pressure Transducers -Pressure transducer shall transmit a 4-20 mA signal linearly proportional to pipeline pressure to the RTU Panel. Pressure transmitters are connected to the pipeline taps upstream and downstream of the pressure reducing valves, routed to the transmitters neatly using process tubing and fittings.
- F. Operator-In-Trouble Button / vault control panel J-Box 1 -CONTRACTOR shall furnish and install the control panel with Operator-In-Trouble button as shown on the plans. The control panel shall be supplied by S&B, Inc. without exception. Button installed on inside of vault wall shall open a circuit when button is pushed. Circuit shall be complete from

PRV vault to the RTU Panel. The control panel is a wire junction enclosure for control circuits running to the RTU from the various sensors and instruments in the vault.

- G. Vault High Water Level – CONTRACTOR shall furnish and install a float switch in the vault located 6” above floor level to detect high water conditions in the vault. The sensor shall be supplied by S&B Inc, without exception.
- H. Flow Meter -CONTRACTOR shall furnish and install Siemens W5100 electromagnetic flow meter sensor as shown on the drawings without exception. The flow transmitter is panel mounted in the RTU enclosure. Factory cables in the length identified in the drawings shall be supplied for interconnection. The flow instruments shall be supplied by S&B for unit responsibility. Submergence gel shall be applied to the sensor wiring termination box following successful startup of the flowmeter system.

2.07 ELECTRICAL FIXTURES

- A. The CONTRACTOR shall furnish and install conduits and conductors for all controls and electrical fixtures as shown on the plans. See attached project specific wiring diagrams for wiring details.

2.08 WIRING

- A. The CONTRACTOR shall furnish and install conduits and conductors for all controls and electrical fixtures as shown on the plans. See attached project specific wiring diagrams for wiring details.
- B. Note that many low voltage electronic devices in the vault are connected via watertight connectors supplied by S&B. The transition from conduit to connector cable shall include condulets for wire junction and waterproof cord grips for conduit ends.

PART 3 -- EXECUTION

3.1 SUPPORT BACKING

- A. Provide any necessary backing required to properly support all fixtures and equipment installed under this contract.

3.2 CUTTING, PATCHING AND FRAMING

- B. The CONTRACTOR shall determine in advance the locations and sizes of all sleeves, chases, and openings necessary for the proper installation of this work.
- C. Whenever practical, inserts or sleeves shall be installed prior to covering work. Cutting and patching shall be held to a minimum. All required holes in concrete construction shall be made with a core drill and patched with non-shrink grout.

- D. Cutting, fitting repairing and finishing of carpentry work, metal work, or concrete work, and the like, which may be required for this work shall be done by craftsmen skilled in their respective trades. When cutting is required, it shall be done in such a manner as not to weaken walls, partitions, or floors; and holes required to be cut in floors must be drilled without breaking out around the holes.

3.02 EXTERIOR CONSTRUCTION

- A. Prior to excavating, all buried pipes, conduits and cables shall be located and clearly marked. Extreme care shall be exercised to avoid damage to existing facilities and disruption of power. Excavated material shall be used in the backfill for electrical conduits. All excess excavated material shall be removed and disposed of. All exterior conduits shall be non-metallic, buried a minimum of 24 inches deep or as required by the electric service provider. Standard electrical marking tape shall be installed 12 inches above the conduits where non-metallic conduits are installed. Water shall be removed from the trench while electrical conduit is being laid.
- B. Instrumentation control wiring shall be installed in separate conduits from electrical power wiring. All conduit entries into the vault control panel shall be Nema type 4, attached to the side or bottom of the control panel and include a drip leg to drain all condensation from conduit system at the lowest elevation of each conduit run.
- C. Backfill shall be placed in layers not exceeding 12 inches deep and compacted to 95 percent of maximum density at optimum moisture to preclude settlement. Following backfill, the trenches shall be graded to the level of the surrounding site and the surfacing shall be restored as specified within other sections of this document.
- D. Plug conduit ends extending between above grade and below grade locations to prevent condensation. Use Rectorseal® 81880 duct seal compound, or equal, to fill ends of conduit.

3.03 GROUNDING

- A. The CONTRACTOR shall furnish and install grounding and bonding systems in accordance with NEC and electric utility requirements for all electrical equipment.

3.04 EQUIPMENT CONNECTIONS

- A. All electrical equipment furnished and installed shall be electrically connected as required by the equipment manufacturer. All equipment shall be grounded with an equipment grounding conductor. All signal wiring shall be connected, as specified.
- B. Electrical Characteristics -The electrical characteristics of the equipment shall be verified prior to installation of conduits and wiring for the equipment.

3.05 PROTECTION

- A. Protect enclosures and other equipment containing electrical, instrumentation and control devices, including spare parts, from corrosion and moisture. Use desiccants and/or heated spaces to prevent condensation.
- B. During jobsite construction, protect enclosures from exterior damage using cardboard, foam and similar temporary construction materials. Protect internal components from exposure to metal shavings and other construction debris by use of plastic wrap and tape.

3.06 CLEANING/ADJUSTING

- A. Repair affected surfaces to conform to type, quality, and finish of surrounding surface.
- B. Cleaning:
 - 1. Prior to startup of system using tubing, clear tubing of interior moisture and debris.
 - 2. Upon completion of Work, remove materials, scraps, and debris from interior and exterior of equipment.

3.07 MANUFACTURER'S SERVICES

- A. Specialty Equipment: Provide the services of a qualified manufacturer's representative during installation, startup, and demonstration testing and Owner training.

3.08 TESTS AND TRAINING

- A. The CONTRACTOR shall furnish all labor, material, instruments and tools to make all connections for testing of the electrical and instrumentation installation. All equipment shall be demonstrated as operating properly prior to the acceptance of the work. All protective devices shall be operative during testing of equipment. The tests shall be made under the supervision of the ENGINEER. All deficiencies or unsatisfactory conditions as determined by the ENGINEER or inspecting authorities shall be corrected by the CONTRACTOR in a satisfactory manner at his own expense
- B. General:
 - 1. Provide instruction on one working shift as needed to accommodate the Owner's personnel schedule.
 - 2. Owner reserves the right to make and reuse video tapes of training sessions.
- C. Operations Training:
 - 1. Training Session Duration: 2.5-hour.

2. Number of Training Sessions: One.
3. Location: Jobsite.
4. Include a review of O&M manuals and survey of spares, expendables, and test equipment.
5. Demonstrate the following features of the PRV vault and SCADA systems:
 - a. Care and maintenance for passive systems including hatch lids, ladder and drainage connections.
 - b. Vault de-watering system including sloped floor, sump pump and power circuit used for pump.
 - c. Cla-valve operation and maintenance. Demonstrate solenoids, limit switch and valve pressure settings meet project requirements.
 - d. SCADA system RTU: demonstrate local and remote control of valves, monitoring and trending of pressures and flows. Show operation of valves respond to low and very low pressures and recovery to City zone pressure.
 - e. Document flow rate and flow totalization for flow to City and (future) flow to Kitsap PUD.

END OF SECTION

**ATTACHMENT C
ROCKAWAY INTERTIE PROJECT**

GC SYSTEMS PACKAGE TYPE PRV STATION

PART 1 GENERAL

1.1 Scope

- A. Work covered in this section includes furnishing, installing, start-up and operation training for a package type Pressure Reducing Valve (PRV) station.
- B. All equipment specified in this section shall be furnished by one manufacturer.

1.2 Reference Specifications, Codes, and Standards

- A. Codes and Standards – Comply with the provisions of the following codes, standards and specifications, except as otherwise shown and specified:

AISC – “Specifications for the Design, Fabrication and Erection of Structural Steel for Buildings”, including “Commentary of the AISC Specifications”

AISC – “Specifications for the Design of Cold-Formed Steel Structural Members”

AWS – “Structural Welding Code”

- B. Welding of Aluminum – Conduct in accordance with Section 10 of the “Specifications for the Design and Construction of Structural Supports for Highway Luminaries”, AASHTO, 1971. Welding method shall be either gas tungsten arc or gas metal arc.
- C. Shop Assembly – Pre-assemble items in the shop to the greatest extent possible, so as to minimize field assembly of units at the project site. Disassemble units only to the extent necessary for shipping and handling limitations. Clearly mark units for re-assembly and coordinated installation.
- D. Commercial Standards:
 - ANSI B16.5 Pipe Flanges and Flanged Fittings, Steel Nickel Alloy and other Special Alloys.
 - ANSI/ASME B1.20.1 General Purpose Pipe Threads (Inches).

ASTM A 36

Specification for Structural Steel.

GC SYSTEMS PACKAGE TYPE PRV STATION

NEMA ICS 6	1988 (Rev. 1) Enclosures for Industrial Control and Systems.
NFPA 70	Current National Electrical Code.
SSPC-SP1	Solvent Cleaning.
SSPC-SP2	Hand Tool Cleaning.
SSPC-SP3	Power Tool Cleaning.
SSPC-SP6	Commercial Blast Cleaning.
ASTM A 125	Hot Dipped Galvanizing.

1.3 Contractor Submittals

The information listed below shall be submitted to the ENGINEER for review in accordance with Section 01100. The submittal shall, as a minimum, include the following data drawings and other descriptive materials.

- A. A CAD shop drawing to describe and show PRV station construction and materials.

1.4 Information to be Provided.

- 1. O & M manual information in accordance with manufacturers requirements.

1.5 Quality Assurance

- A. PRV Station Responsibility and Coordination
 - 1. The CONTRACTOR shall cause all equipment specified under this section to be furnished by the PRV station manufacturer who shall be responsible for the adequacy and compatibility of all PRV station components. Any component of the complete PRV station not provided by the manufacturer should be designed, fabricated, tested, and installed by factory-authorized

representatives experienced in the design and manufacture of the PRV station equipment specified herein. This requirement, however, shall not be construed as relieving the CONTRACTOR of the overall responsibility for this portion of the work.

GC SYSTEMS PACKAGE TYPE PRV STATION

2. The CONTRACTOR shall cause the PRV station manufacturer and its suppliers to coordinate design of the PRV station such that all equipment is compatible and capable of achieving the performance requirements specified herein.

B. Design Requirements

The PRV station site and cross section arrangement shown on the drawings is based upon the best information available to the ENGINEER at the time of design and is not intended to show exact dimensions peculiar to any specific equipment unless otherwise shown or specified. It is anticipated that the connected piping and valves shown, in part or in whole, may have to be modified in order to accommodate the specific PRV station furnished. No additional payment will be made for such modifications. All necessary calculations and drawings for any related design shall be submitted to the ENGINEER for approval prior to beginning the work.

1.6 Start-up Services

Installation of the package PRV station, including all water connections to the station, will be performed by the Contractor. When the station is ready for operation, the PRV station manufacturer shall provide the services of a qualified technician, who shall review the installation and start-up of the PRV station. The control valve manufacturer will have an established service department w/ service person and service vehicle equipped with all tools and parts necessary to maintain and repair control valves furnished in these stations.

1.7 Warranty

The CONTRACTOR shall warrant the package PRV station to be of quality construction, free from defects in material and factory workmanship. The PRV station chamber and cover shall be warranted for a period of one (1) year to be free from defects, resistant to rust, corrosion, or physical failures occurring in normal service, when installed in accordance with the manufacturer's recommendations.

The interior equipment, valves, piping, and apparatus shall be warranted for a period of one (1) year, excepting only those items normally consumed in service, such as light bulbs, oil, grease, gaskets, or O-rings. The CONTRACTOR shall be solely responsible for the PRV station and all related components; warranties, and guarantees by the suppliers of various components will not be accepted.

GC SYSTEMS PACKAGE TYPE PRV STATION

Major components, which fail to perform as specified by the ENGINEER or prove defective in service during the warranty period, shall be replaced, repaired, or satisfactorily modified by the CONTRACTOR without cost of parts or labor to the OWNER. After start-up service has been performed, labor to replace accessory items, or other accessible and easily serviced parts, shall be the responsibility of the OWNER. Such components, parts, or repairs determined to have failed because of defects in workmanship or materials will be replaced or repaired F.O.B. factory or other designated location.

GC SYSTEMS PACKAGE TYPE PRV STATION

PART 2 PRODUCTS

2.1 General

The package type PRV station shall be a pre-engineered and shop assembled station. It shall include all necessary valves, piping and controls for a complete and operable system as specified and as shown on the drawings and supplemental drawings.

The package PRV station shall be delivered to the job site requiring no additional fabrication or similar work, other than placement, and connections to supply and discharge pipes necessary for a fully functional unit.

Factory assembly of the package station shall include but not be limited to: control valves with isolation valves; inlet and outlet pressure gauges with isolation valves; line strainers, when used with blowdown valves installed; air release valves with isolation valves; 3/4" hose bib with ball valves and vacuum breaker; aluminum access ladder with safety post; couplings to allow easy valve removal; and all needed appurtenances.

2.2 Experience Requirements

The package PRV station shall be the product of a manufacturer who has the financial resources, technical qualifications, experience, organization and facilities adequate to design and manufacture package PRV stations of the type specified. The manufacturer shall have a minimum of 15 years' experience in manufacturing PRV stations and shall have completed at least one hundred prior successful installations, within the area, of package type PRV stations similar in size and scope to the installation herein specified.

Said proof of experience shall be included in the submittal package and shall include facility locations, names and phone numbers of operators or persons familiar with system performance, dates of operation, and other pertinent information required by the Engineer.

Lack of required experience will be grounds for rejection of a submitted package PRV station, and the Contractor will be required to submit an alternate station which can meet the above experience requirement. No change in the bid price will be allowed for furnishing an alternate station, which will meet these specifications.

2.3 Station Enclosure

Valve Chambers shall be (2) piece pre-cast reinforced concrete H2O load rated with openings to accommodate all piping and mastic for seam. Chamber interior shall be painted with white elastomeric sealant to improve lighting. Chamber exterior shall be

GC SYSTEMS PACKAGE TYPE PRV STATION

sealed with black elastomeric sealant or insulated with polyurethane foam as required to provide a watertight enclosure. Chamber shall have provision for 30" manhole frame with cover or access hatch.

2.4 Piping

All 3" and larger pipe to be fabricated from schedule 40 steel to AWWA M11 Steel Pipe design Standards. Finished pipe to be sandblasted, epoxy lined and coated with NSF 61 approved epoxy to AWWA C210 specifications. 2" and smaller pipe to be stainless steel to comply with lead free requirements.

2.5 Testing and Start-Up

After the package PRV station has been installed in the field, the PRV station manufacturer shall furnish competent personnel to start up and test the complete package system. An operational test, simulating service conditions, shall be given to check for leaks in all piping, valves and seals, and all auxiliary equipment. All irregularities shall be corrected to the satisfaction of the Engineer.

PART 3 EXECUTION

3.1 Package PRV Station

- A. The Contractor shall furnish, install, test and adjust the complete package PRV station, consisting of the PRVs, isolation valves, air release valves, sump pumps, piping, and controls, mounted in a concrete chamber enclosure.
- B. The unit shall be installed at the location shown of the Plans.
- C. The package PRV station shall be tested after installation. Testing will be conducted by the manufacturer's representative, and will consist of simulating flow demand requirements by operating a fire hydrant in the system. Normal sequencing of PRVs shall be simulated.

**ATTACHMENT D
INSURANCE REQUIREMENTS**

A. Insurance Term

The Contractor shall procure and maintain insurance, as required in this Section, without interruption from commencement of the Contractor's work through the term of the Contract and for thirty (30) days after the physical completion date, unless otherwise indicated herein.

B. No Limitation

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

C. Minimum Scope of Insurance

The Contractor's required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
2. Commercial General Liability insurance shall be as least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide a per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse, or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

4. Builders Risk insurance covering interests of the City, the Contractor, Subcontractors, and Sub-subcontractors in the work. Builders Risk insurance shall be on a special perils policy form and shall insure against the perils of fire and extended coverage and physical loss or damage including flood, earthquake, theft, vandalism, malicious mischief, and collapse. The Builders Risk insurance shall include coverage for temporary buildings, debris removal, and damage to materials in transit or stored off-site. This Builders Risk insurance covering the work will have a deductible of \$5,000 for each occurrence, which will be the responsibility of the Contractor. Higher deductibles for flood and earthquake perils may be accepted by the City upon written request by the Contractor and written acceptance by the City. Any increased deductibles accepted by the City will remain the responsibility of the Contractor. The Builders Risk insurance shall be maintained until the City has granted substantial completion of the project.
5. Contractors Pollution Liability insurance covering losses caused by pollution conditions that arise from the operations of the Contractor. Contractors Pollution Liability insurance shall be written in an amount of at least \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000. Contractors Pollution Liability shall cover bodily injury, property damage, cleanup costs, and defense including costs and expenses incurred in the investigation, defense, or settlement of claims.

If the Contractors Pollution Liability insurance is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract, and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the contract is completed.

The City shall be named by endorsement as an additional insured on the Contractors Pollution Liability insurance policy.

If the scope of services as defined in this Contract includes the disposal of any hazardous materials from the job site, the Contractor must furnish to the City evidence of Pollution Liability insurance maintained by the disposal site operator for losses arising from the insured facility accepting waste under this contract. Coverage certified to the City under this paragraph must be maintained in minimum amounts of \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000.

D. Minimum Amounts of Insurance

The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.
3. Builders Risk insurance shall be written in the amount of the completed value of the project with no coinsurance provisions.

E. City Full Availability of Contractor Limits

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

F. Other Insurance Provision

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

G. Contractor's Insurance for Other Losses

The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee-owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers, contractors or subcontractors as well as to any temporary structures, scaffolding, and protective fences.

H. Waiver of Subrogation

The Contractor and the City waive all rights against each other, any of their Subcontractors, Sub-subcontractors, agents, and employees, each of the other, for damages caused by fire or other perils to the extent covered by Builders Risk insurance or other property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.

I. Acceptability of Insurers

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

J. Verification of Coverage

The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work. Before any exposure to loss may occur, the Contractor shall file with the City a copy of the Builders Risk insurance policy that includes all applicable conditions, exclusions, definitions, terms, and endorsements related to this project. Upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

K. Subcontractors' Insurance

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO Additional Insured endorsement CG 20 38 04 13.

L. Notice of Cancellation

The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two (2) business days of their receipt of such notice.

M. Failure to Maintain Insurance

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



CITY OF
BAINBRIDGE ISLAND

Rockaway Beach Watermain Intertie Project

Bid Opening Date: May 7, 2019 at 10:00 AM

Engr. Conference Room

Note: Bids Are Opened in Order Received. Bids Solicited by: <input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Small Works Roster The Engineers Estimate is: \$250k to \$275k	LIDEN LAND DEV	GARY HARPER CONST	SOUND PACIFIC CONST	
Proposal	√	√	√	
Statement of Bidder's Qualifications	√	√	√	
Base Bid Amount	\$205,243.57	\$351,027.00	\$440,800.00	
WA State Sales Tax @ 9.0%	\$18,471.92	\$31,592.43	\$40,032.00	
Grand Total Bid Amount	\$223,715.49	\$382,619.43	\$484,832.00	

A total of 3 bids were received for the Rockaway Beach Watermain Intertie project. The apparent low bidder is LIDEN LAND DEVELOPMENT in the bid amount of \$223,715.49.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Consider Additional Term-Limited Positions for Public Works and Planning and Community Development

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

To consider approval for the addition of two term-limited positions to City staffing.

FISCAL IMPACT:

Amount:	Estimated \$200,000 - PCD and \$200,000 - PW
Ongoing Cost:	
One-Time Cost:	\$500,000
Included in Current Budget?	Yes

BACKGROUND:

In response to City Council priorities and to better support ongoing City work plans, the City Manager recommends that the City's approved organizational charts and staffing be revised to reflect the following two changes:

1. Term-limited position for Public Works. A term-limited position is proposed to provide dedicated project oversight and management of the work to retrofit the Harrison Medical Building to a new Police/Municipal Court facility. This position is proposed as 80% FTE, with term dates from Sept. 1, 2019 through Dec. 31, 2020. The planned FTE may decrease over time as the project moves toward completion. The position will have responsibility to oversee all aspects of the project design, planning, and construction. The position will also

coordinate other interdepartmental aspects of the project as needed to transition to the new facility, including managing preparation by staff in Police, Court, IT, Public Works and Executive.

2. Term-limited position for Planning and Community Development (PCD). A term-limited position is proposed to support multiple subarea plan updates scheduled in City work plans as a result of Comprehensive Plan Implementing Actions. The Island Center subarea plan is underway. The Winslow Subarea Plan and plans for the remaining Neighborhood Centers will be scheduled next. This position is proposed as 1.0 FTE, with a term July 1, 2019 through Dec. 31, 2020. The new term-limited position will allow other staff within PCD to be fully dedicated to implementation of affordable housing initiatives during this period.

By way of update, City staff have also revised plans to hire a Natural Resource Specialist within the Planning and Community Development Department. The 2019-2020 Approved Budget included a new full-time position in PCD to provide support for natural resource issues generally. After further consideration, and in conjunction with recommendations provided to the City Council by a team of local arborists, staff have concluded that it would be more beneficial to PCD operations if the new position was changed to have a specific focus on trees and vegetation, and was filled by a certified arborist. This position will serve as a resource to both customers and City staff.

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s): General Fund

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Engagement Letter with the State Auditor's Office for the 2018 Audit of the City - Finance,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

The audit engagement letter summarizes the audit scope and objectives, fees, and responsibilities of both the auditor and the City.

FISCAL IMPACT:

Amount:	\$61,000 + plus expenses
Ongoing Cost:	
One-Time Cost:	\$61,000 + expenses
Included in Current Budget?	Yes

BACKGROUND:

Audit engagement letters are the standard format used by the State Auditor to present the scope and cost for the City's audit. The City's Procurement Policy requires that the Council approve this type of agreement between the state agency and the City. In addition, the cost of the audit exceeds the City Manager's signing authority.

ATTACHMENTS:

[Bainbridge- Engagement Letter 2018 Audit dated 04292019](#)

FISCAL DETAILS:

The audit expense is an expected annual cost and as such is included in the Adopted Budget.

Fund Name(s):

Coding:



**Office of the Washington State Auditor
Pat McCarthy**

April 29, 2019

Mayor and City Council
City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110

We are pleased to confirm the audits to be performed by the Office of the Washington State Auditor, in accordance with the provisions of Chapter 43.09 RCW, for the City of Bainbridge Island. This letter confirms the nature and limitations of the audits, as well as responsibilities of the parties and other engagement terms.

Auditor Responsibilities

Financial Statement Audit

The Office of the Washington State Auditor agrees to perform an audit of the comprehensive financial report and basic financial statements of the City of Bainbridge Island as of and for the fiscal year ended December 31, 2018 prepared in accordance with accounting principles generally accepted in the United States of America (GAAP). Our audits will be conducted with the objective of our expressing opinions on these financial statements.

We will perform our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free from material misstatement. Since we do not review every transaction, our audit cannot be relied upon to identify every potential misstatement. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with the standards identified above.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers relevant internal controls in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we will express no such opinion.

Although our audit is not designed to provide an opinion on the effectiveness of internal control over financial reporting, we are required to report any identified significant deficiencies and material weaknesses in controls. We are also required to report instances of fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that could have a direct and material effect on the accuracy of financial statements, or any instances of material abuse that come to our attention. Abuse is defined by *Government Auditing Standards* as involving behavior that is deficient or improper, or misuse of authority or position for personal financial interests. As the determination of abuse is subjective, *Government Auditing Standards* do not require auditors to detect instances of abuse.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

All misstatements identified by the audit will be discussed with management. Material misstatements corrected by management and all uncorrected misstatements will be communicated at the exit conference, as required by professional auditing standards.

Our responsibility is to express in a written report an opinion on the financial statements based on the results of our audit. We cannot guarantee an unmodified opinion. We may modify or disclaim an opinion on the financial statements if we are unable to complete the audit or obtain sufficient and appropriate audit evidence supporting the financial statements. If our opinion is other than unmodified, we will fully discuss the reason with you prior to issuing our report. Further, in accordance with professional standards, we may add emphasis-of-matter or other-matter paragraphs to our report to describe information that, in our judgment, is relevant to understanding the financial statements or our audit.

We will also issue a written report (that does not include an opinion) on issues identified during the audit related to the City's internal control over financial reporting and on compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*.

The City prepares supplementary information that accompanies the financial statements, which is required by Generally Accepted Accounting Principles. We agree to perform auditing procedures on this information, with the objective of expressing an opinion as to whether it is fairly stated, in all material respects, in relation to the financial statements taken as a whole.

The City also prepares other information to accompany the financial statements, which is required by accounting standards or is done at its discretion. We will perform limited procedures on this information for the purpose of identifying inconsistencies with the financial statements. However, we will not express an opinion on its fair presentation.

Federal Single Audit

We will also perform a federal single audit on compliance with, and report on internal control over compliance for, each major program for the fiscal year ended December 31, 2018, in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain

reasonable assurance about whether noncompliance with the types of compliance requirements that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk exists that some material noncompliance may not be detected, even though the audit is properly planned and performed in accordance with these standards and the Uniform Guidance.

In planning and performing the compliance audit, we will consider the City's internal control over compliance in order to determine the appropriate auditing procedures necessary for opining on compliance with each major program, and for testing and reporting on internal control over compliance in accordance with Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we will express no such opinion. Although our audit is not designed to provide an opinion on the effectiveness of internal control over compliance, we are required to report any identified significant deficiencies and material weaknesses in controls.

We estimate the federal single audit will cover one federal grant programs, which will be identified at the audit entrance conference. If additional grant programs are audited to satisfy the requirements of the Uniform Guidance, the audit budget discussed below will increase by approximately \$5,000 per additional major program.

Upon completion of our audit we will issue a written report containing our opinion on the City's compliance for each major program and a written report on internal control over compliance. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, issue a disclaimer of opinion, or add an emphasis-of-matter or other-matter paragraph(s) to the report.

Accountability Audit

In accordance with RCW 43.09.260, we will perform an accountability audit for the fiscal year ended December 31, 2018 of the City's compliance with applicable state laws, regulations, policies and procedures, and safeguarding of public resources in areas representing the highest risk of fraud, loss, abuse, or noncompliance.

Areas will be selected for audit using a risk-based approach and will be identified in the audit entrance conference.

Upon completion of our audit we will issue a written report describing the overall results and conclusions for the areas we examined.

Other Auditor Responsibilities

Additionally, the Office of the Washington State Auditor will:

- Present the City with our financial statement opinion (CAFR letter) by June 30, 2019, provided the financial statements we receive for audit are free of significant or numerous errors and the City fulfills its requirements listed in the succeeding *Client's Responsibilities* section.

Reporting Levels for Audit Issues

Issues identified through the auditing process will be communicated as follows. Failure to appropriately address audit issues may result in escalated reporting levels.

- **Findings** formally address issues in an audit report. Findings report significant deficiencies and material weaknesses in internal controls; misappropriation; and material abuse or non-compliance with laws, regulations, contracts or grant agreements. You will be given the opportunity to respond to a finding, and this response, or a synopsis of it, will be published in the audit report. Professional auditing standards define the issues we must report as findings with regard to non-compliance with a financial statement effect and internal controls over financial reporting. The Uniform Guidance defines the issues we must report as findings with regards to non-compliance and internal controls over compliance with federal grants.
- **Management letters** communicate control deficiencies, non-compliance, abuse, or errors with a less-than-material effect on audit objectives. Management letters are referenced, but not included, in the audit report.
- **Exit items** address control deficiencies, non-compliance, abuse, or errors that have an insignificant effect on audit objectives. These issues are informally communicated to management and are not referenced in the audit report.

Client's Responsibilities

Management is responsible for the accuracy and completeness of information provided to the auditor and will provide the Office of the Washington State Auditor with:

- Unrestricted access to people with whom the auditor wish to speak.
- All information that is requested or relevant to auditor requests.
- Notification when any documents, records, files, or data contain information that is covered by confidentiality or privacy laws, such as HIPAA.
- Adequate work space and conditions, including interacting with auditors professionally and respectfully and promptly communicating about any issues and concerns.

Moreover, our audit does not relieve management or the governing body of their responsibilities. These responsibilities include:

- Selecting and applying appropriate administrative and accounting policies.
- Establishing and maintaining effective internal controls over financial reporting, compliance, and safeguarding of public resources.
- Designing and following effective controls to prevent and detect fraud, theft, and loss.
- Promptly reporting to us knowledge of any fraud, allegations of fraud or suspected fraud involving management, employees or others, in accordance with RCW 43.09.185.
- Ensuring compliance with laws, regulations and provisions of contracts and grant agreements.
- Preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America (GAAP)
- Preparing the following supplementary information and providing us with certain written representation concerning the supplementary information:
 - Schedule of Expenditures of Federal Awards (including notes and noncash assistance received) that includes all expenditures from federal agencies and pass-through agencies in the form of grants, contracts, loans, loan guarantees, property, cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance in accordance with Uniform Guidance 2 CFR § 200.510 requirements
 - Combining Statements in accordance with Generally Accepted Accounting Principles
- Including the auditor's report on the supplementary information in any document that both contains the supplementary information and indicates that the auditor reported on the supplementary information.

- Either presenting the supplementary information with the audited financial statements or, if the supplementary information will not be presented, making the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information and auditor's report thereon are issued.
- Identifying all federal awards received and government programs.
- Understanding and complying with the provisions of laws, regulations, contracts, and grant agreements, including applicable program compliance requirements.
- Internal control over compliance, including establishing and maintaining effective controls that provide reasonable assurance that the City administers government programs in compliance with the compliance requirements.
- Evaluating and monitoring the City's compliance with the compliance requirements.
- Informing us of the City's relationships with significant vendors who are responsible for program compliance
- Submitting the reporting package and data collection form through the Federal Audit Clearinghouse.

Responsibilities at the conclusion of the audit

At the conclusion of our audit, the City will provide us with a letter to confirm in writing certain express and implied representations made during the course of the audit. This letter includes representations regarding legal matters. A separate letter may be needed from the City’s legal counsel.

Management and the governing body are also responsible for following up and taking corrective action on all audit findings, including, when applicable, preparing a summary schedule of prior audit findings and a corrective action plan on the City’s own letterhead.

Estimated Audit Costs and Timeline

We estimate the cost of the audit work to be \$61,000, plus travel costs, and other expenses, if any. Invoices for these services will be prepared and presented each month as our audit work progresses.

We anticipate our reports, which will be addressed to the City’s governing body and published on our website www.sao.wa.gov to be available to you and the public as outlined below. These estimates are based on timely access to financial information and no significant audit reporting issues. The estimated cost and completion date may change if unforeseen issues arise or if significant audit issues are identified necessitating additional audit work. We will promptly notify you if this is the case.

Report	Date*
Independent Auditor’s Report on Financial Statements	June 2019
Independent Auditor’s Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	June 2019
Independent Auditor’s Report on Compliance for Each Major Program and on Internal Control over Compliance in Accordance with Uniform Guidance	June 2019
Independent Auditor’s Report on Accountability	June 2019

**Report Issuance Dates Are Estimates Only*

The audit documentation for this engagement, which may contain confidential or sensitive information, is the property of SAO and constitutes a public record under Chapter 42.56 RCW. Subject to applicable laws and regulations, appropriate individuals, as well as audit documentation,

will be made available upon request and in a timely manner to appropriate auditors and reviewers, City's management and governing body, and federal agencies, for purposes of a public records request, a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

The audit documentation for this engagement will be retained for a minimum of five years after the report release (publish) date in accordance with the public records retention schedule established by the Washington Secretary of State.

Expected Communications

During the course of the audit, we will communicate with the City's selected audit liaisons, Karl Shaw and Ron Logghe, on the audit status, any significant changes in our planned audit scope or schedule and preliminary results or recommendations as they are developed. The audit liaison is responsible for regularly updating the City's management and the governing body on these matters. We may also provide direct communication of these matters to management and the governing body as needed or at the City's request.

Please contact us if, during the audit, any events or concerns come to your attention of which we should be aware. We will expect the audit liaison to keep us informed of any such matters.

Audit Dispute Process

Please contact the Audit Manager or Assistant Director to discuss any unresolved disagreements or concerns you have during the performance of our audit. At the conclusion of the audit, we will summarize the results at the exit conference. We will also discuss any significant difficulties or disagreements encountered during the audit and their resolution.

By signing and returning this letter you acknowledge that the foregoing is in accordance with your understanding. Please contact us with any questions.

We appreciate the opportunity to be of service to you and look forward to working with you and your staff.

Sincerely,



5/2/2019

Carol Ehlinger Audit Manager *Date*
Office of the Washington State Auditor

City Response:

This letter correctly sets forth our understanding.

Morgan Smith
City Manager

Date

DeWayne Pitts
Director of Finance and Administrative Services

Date



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 11, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:10 PM) Committee Reports,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

Information only.

SUMMARY:

Recent committee reports are provided for information only.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Race Equity Task Force Minutes, May 2, 2019](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



MINUTES

Call to Order/Roll Call

The meeting was called to order at 6:30 PM.

Task Force: Kian Ashabi, Janna Chan, Brenda Fantroy-Johnson, James Friday, Savanna Rovelstad, Susan Wilmot
City Council Liaisons: Matt Tirman, Rasham Nassar

Public Comments:

- a. Charlotta Rovelstad: Encourage RETF to attend Indigenous People's Day celebration at the end of the month held at the fire station. Also, please attend Public Safety Meeting. Applicants are required to get a background check. I'm asking questions about why this is the only committee that requires this. The city council can decide what is required to join a committee.
 - i. Council Member Tirman: I'm not sure if we passed this yet
 - ii. Charlotta: City Council voted and decided to add three civilians. The committee agreed that the requirement is to attend the police academy and the police require a background check.
- b. Sal: We don't have to wait for a mandate or anything official to ask the city council to consider race equity in everything they do. A lot of us are waiting for something to materialize. Can we start the consideration of all this rather than wait for the RETF to make a recommendation?

Administration:

- c. Accept or Modify Agenda
 - i. No follow-up with BISD superintendent
 - ii. Add to agenda: Report out from meeting with Council Members Nassar, Deets, and Tirman
- d. Conflict of Interest Disclosure – no new reports
- e. Accept or revise meeting minutes from April 18, 2019
 - i. Minutes accepted as written

Nixle Tool Conversation:

- f. Conversation moved to item #8

Code of Conduct Review:

- g. Standing designees are the chair and vice chair
- h. The code of conduct will be added to the website
- i. The code of conduct was accepted as written
- j. Action steps:**
 - i. Sue will submit to Roz for posting on the website**
 - ii. Motion was passed for city council to laminate copies of the code. RETF to make those available at every meeting.**



Mission Statement Review:

- k. Mission statement approved as written
- l. Action step: Janna to submit to Roz for posting on the website**

Youth Outreach Subcommittee: Report Out:

- ~~m. Follow up from BISD Superintendent~~ Savanna received access to student demographics website. This is the site the school district recommended RETF explore for data.
 - i. Website: K12.wa.us
 - l. State of WA OSPI (Office of Public Instruction) – school report card
- n. Kian: The bulk of diverse students are bi-racial; we are lacking data on South Asian students, Middle Eastern, etc.
- o. Kian: Following up from the 4/18 meeting, I am waiting for a password to access police data.
- p. Scheduled meetings (e.g. Multicultural Advisory Council, Ethics Committee)
 - i. No other meetings have been scheduled yet; we may be going in a different direction and we are waiting for the standard questions
 - ii. Savanna: I have reached out to Keri Schmidt from teachers' union; waiting to hear back.
- q. Kian: The Crosscut festival is happening this weekend. Are we interested in sending any delegates? May 3 and 4.
- r. Action Steps:**
 - i. Youth sub-committee will draft an executive summary on conversation with superintendent**
 - ii. All RETF will review K12.wa.us website and send the sub-committee recommendations on data that is relevant to our work. Recommendations due to sub-committee 5/20.**
 - l. Subcommittee will convene to review data ahead of June 6 meeting and will report back on all data at June 6 meeting.**
 - iii. Police data: Kian will send a follow-up email to the police chief**

Report Out from Meeting with Council Members Nassar, Deets, and Tirman:

- s. Sue: James and I had a meeting with the council members to discuss an extension of the RETF, GARE membership, getting involved in community events, "citizens" academy, and signage.
- t. Extension: We can ask the city to extend us; it's up to us to make the request. Requires a motion from the RETF.
- u. Council Member Tirman: We're happy to do this for eight months to a year. It will provide a level of planning or focus and bring in assistance (e.g. GARE). This can lessen the amount of stress and pressure on RETF with the help of a facilitator. Six months is still limiting. Eight months to a year allows for the city to bring in a facilitator.
- v. Council Member Nassar: It's up to RETF to decide on length.
- w. Savanna: Was there discussion about adding another member? How do we go through this process?



- ii. James: I motion we extend for six months; Brenda seconds the motion
 - I. Janna abstains
 - 2. The extension has been approved**
- aa. James motions that the RETF bring GARE to present at a study session; Sue seconds
 - i. Motion is approved**
 - ii. Action steps: Council Member Tirman will reach out to GARE**
 - bb. Action step: The RETF will independently research possible groups and bring recommendations to the next meeting.**
- cc. Community Events:
 - i. Council Member Tirman: Have the city sponsor a Race Equity booth at the Fourth of July event; use this as an advocacy and recruitment opportunity to bring in diverse groups on the island
 - I. Use the next meeting to calendar out upcoming events/make recommendations on race equity events.
 - ii. Council Member Nassar: We want to take a step back. Instead of going out and conducting research, let's get some real support from a facilitator. Let's utilize city events now. This is work that can be done tandem to other work. Get a booth at the farmer's market.
 - iii. Brenda: Can we attend diversity events to improve our knowledge?
 - I. Council Member Tirman: This was not discussed.
- dd. Signage:
 - i. Schedule conversation for next meeting

Standardized Interview Template – Update from Brenda

- ee. Schedule conversation for next meeting

RETF Charter – May study session conversation

- ff. Schedule conversation for next meeting

Miscellaneous–Schedule conversation for next meeting

- gg. James and Kian to attend 5/9 Public Safety Planning Committee meeting to make recommendations for Nixle tool usage
- hh. Should the RETF put together a recommendation for public signs indicating that Bainbridge is an inclusive place?
- ii. City events: The role RETF can play to encourage the city to focus on businesses that employ more people of color to attend city events

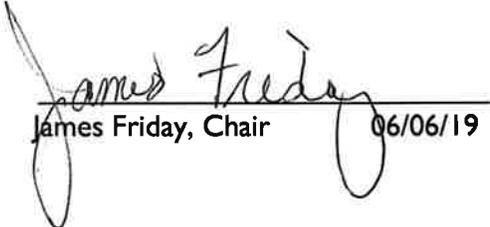
Comments for the Good of the Order – 5 min

- jj. Council Member Tirman: we could have gone right after GARE and ended up in a different place. We started you out at negative. This is not a reflection on you all. This can move slowly.



- kk. Peggy Ericson: I volunteered for the People's Institute for 5 years. I myself give a workshop on racism and offer it for free.
- ll. Charlotta Rovelstad: I have been engaged with the school district and city hall for decades. You will not find out about the racism in our schools, the data on native kids, you will not find this in any statistics. As a resident of this island I want to know that you're making decisions from your experience.
- mm. Sal DeRosalia: This RETF happened because people gave testimony on Oct 23. Please use Race Equity Network as a resource.
- nn. Agenda items for 6/6 meeting:
- i. **Signage:** Should the RETF put together a recommendation for public signs indicating that Bainbridge is an inclusive place?
 - ii. **City events:** Opportunities for RETF presence at city events; recommendations for new events or guest speakers to grow race equity awareness
 - iii. **Youth committee data:**
 1. Review compiled data recommendations from RETF and summary of BISD superintendent conversation.
 2. Kian: Police data follow-up
 3. Savanna: Teachers union follow-up
 - iv. **Facilitators:** Review recommendations for potential facilitators to bring into a study session

The meeting adjourned at 8:13 PM.


James Friday, Chair 06/06/19