



**CITY OF  
BAINBRIDGE ISLAND**

**CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, JUNE 25, 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**  
Mayor Medina and Councilmember Blossom will be absent; Councilmember Blossom will participate by phone.
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. **UNFINISHED BUSINESS**
  - 6.A (6:30 PM) Use of Housing Trust Fund - Executive, Helpline House, 30 Minutes  
[Memo to COBI Council re Housing Trust fund 2019](#)
  - 6.B (7:00 PM) Ordinance No. 2019-17, Extending the Duration of the Interim Official Control Related to the Preservation of Landmark Trees - Planning, 15 Minutes  
[Ord 2019-17 Extending Landmark Tree Regulations - Winslow Area](#)  
[Exhibit A to Ord 2019-17 Extending Landmark Tree Regulations](#)  
[Exhibit B to Ord 2019-17 Extending Landmark Tree Regulations](#)
7. **NEW BUSINESS**
  - 7.A (7:15 PM) Biosolids Contract - Public Works, 10 Minutes  
[Biosolids RFP](#)
  - 7.B (7:25 PM) Water and Sewer Telemetry Upgrade Professional Services Agreement - Public Works, 10 Minutes  
[Water and Sewer Telemetry Upgrade PSA](#)

- 7.C (7:35 PM) Appointments to the Utility Advisory Committee - Mayor Medina, 5 Minutes  
[Citizen Advisory Group Recommendations - Utility Advisory Committee.pdf](#)  
[Utility Advisory Committee Applications - Redacted.pdf](#)

## 8. CITY COUNCIL DISCUSSION

- 8.A (7:40 PM) State Initiative 976 - Effects on Bainbridge Island Transportation Benefit Fund, 15 Minutes  
[Bainbridge\\_Island\\_Initiative\\_976\\_FAQ.docx](#)  
[Vehicles subject to fees.docx](#)

## 9. CONSENT AGENDA

- 9.A (7:55 PM) Agenda Bill for Consent Agenda, 5 Minutes
- 9.B Accounts Payable and Payroll  
[Payroll.pdf](#)  
[Report to Council of Cash Disbursements 06-26-19.pdf](#)
- 9.C Special City Council Meeting/Retreat Minutes, May 31, 2019  
[053119 Special City Council Meeting Minutes - Retreat.pdf](#)
- 9.D City Council Study Session Meeting Minutes, June 4, 2019  
[June 4, 2019 Study Session Minutes.pdf](#)
- 9.E Ordinance No. 2019-13, Adopting Kitsap Humane Society's Recommended Updates to the City's Animal Control Code - Executive, 5 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](#)  
[Ordinance No. 2019-13, Adopting Kitsap Humane Society's Recommended Updates to the City's Animal Control Code - Redine Showing June 11, 2019 Amendments](#)
- 9.F 2019 Road Striping Contract - Public Works, 5 Minutes  
[2019 Road Striping Contract-Apply-A-Line.docx](#)  
[2019 Road Striping Bid Form.docx](#)  
[Attachment A - 2019 Road Marking](#)
- 9.G Funding Opportunity - Emergency Management Program Grant (EMPG) - Executive 5 Minutes
- 9.H 2019 Amendments to the Kitsap Regional Coordinating Council Interlocal Agreement - Mayor Medina, 5 Minutes  
[2019 Amended KRCC ILA - Clean](#)  
[2019 Amended KRCC ILA - Redline](#)
- 9.I Race Equity Task Force Next Steps - Councilmembers Nassar, Deets and Tirman, 5 Minutes

## [RETF Scope of Work for CC 06252019](#)

- 9.J 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 5 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. COMMITTEE REPORTS

- 10.A (8:00 PM) Committee Reports, 5 Minutes

[Climate Change Advisory Committee Meeting Minutes, May 15, 2019](#)

[6.6.19 PSRC Growth Management Policy Board Meeting Notes](#)

## 11. FOR THE GOOD OF THE ORDER - 8:05 PM

## 12. ADJOURNMENT - 8:15 PM

### GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 25, 2019

**ESTIMATED TIME:** 30 Minutes

**AGENDA ITEM:** (6:30 PM) Use of Housing Trust Fund - Executive, Helpline House,

**STRATEGIC PRIORITY:** Healthy and Attractive Community

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:**

I move to direct staff to develop a professional services agreement with Helpline House in the amount of \$100,000 for 2019 and 2020 with a scope of work encompassing the emergency rental assistance program proposal and to bring this agreement back to the Council for consideration of approval.

**SUMMARY:**

Continuation of a discussion of potential uses of the Housing Trust Fund, specifically a request from Helpline House for an award of \$100,000 to be used for emergency rental assistance for community members.

**FISCAL IMPACT:**

<b>Amount:</b>	\$100,000
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	\$100,000
<b>Included in Current Budget?</b>	Yes

**BACKGROUND:**

The City of Bainbridge Island has a Housing Trust Fund (HTF) which is intended to support a range of housing services, including to "Provide financial assistance to public and private nonprofit organizations supporting housing activities consistent with city policy." (BIMC 3.38.040 B.3) Use of the HTF is approved by a majority vote of the City Council. The most recent use of these funds was to support a request from Housing Resources Bainbridge to use the HTF to support Phase II of the Ferncliff Village affordable housing project.

At the start of 2019, the HTF included \$200,000 in unspent funds from prior years. The City's 2019-2020 Approved Budget provided an additional \$100,000 in each year for the HTF, for total available funds of \$400,000.

In May, the City Council approved use of \$100,000 from the HTF to support consulting services related to implementation of two affordable housing initiatives: an inclusionary zoning ordinance and a multi-family tax exemption. In May, the City Council also approved use of roughly \$50,000 to support the in-progress feasibility study for the City's Suzuki property affordable housing project. At this time, there is approximately \$250,000 of unprogrammed funding remaining in the HTF which can be used in 2019-2020.

On June 4, Helpline House presented a request for \$100,000 in City funding from the Housing Trust Fund to expand an existing Helpline House rental assistance program. The program provides one-time grants to Bainbridge Island recipients to pay a portion of rent or mortgage costs for residents who are experiencing housing instability. This program is administered by Helpline House. The attached letter from Helpline House details their request.

**ATTACHMENTS:**

[Memo to COBI Council re Housing Trust fund 2019](#)

**FISCAL DETAILS:**

The proposal from Helpline House requests \$100,000 in new funding for an emergency rental assistance program. The funding may not be entirely disbursed in 2019, in which case the funding will be available in 2020.

The 2019-2020 Adopted Budget includes \$100,000 in each year in General Fund support to the Housing Trust Fund.

The balance in the Housing Trust Fund at the beginning of 2019 was \$200,000.

**Fund Name(s):** Other

**Coding:**



Date: May 13, 2019  
To: City of Bainbridge Island City Council members  
From: Maria Metzler, Executive Director

Subject: Rental Assistance Program Funding from the City of Bainbridge Island's Housing Trust Fund

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Helpline House is a 501C3 non-profit on Bainbridge Island that provides services to meet essential needs for our community in the form of nutritious food, financial, transportation, and utility assistance, mental health counseling, children's and elderly services, medical equipment loan, and more. Helpline House provides services to all Islanders free of charge. For 50 years, Helpline House has continually met the needs of the Bainbridge Island community. We currently serve approximately 1 in 10 Islanders, about 2,500, each year.

Helpline House is requesting a one-time \$100,000 allocation from the City of Bainbridge Island's Housing Trust Fund to address housing instability on Bainbridge Island. In 2018, 548 appointments at Helpline House were related to housing instability. Housing costs are usually a household's single largest expense. Factors like rising rents, an unexpected medical bill, a cut in weekly or monthly hours worked, or a child's enrichment participation fee being larger than can expected have a significant impact on our neighbors who are struggling to remain housed and on the Island. It is exponentially more expensive and challenging to re-house a household once homeless than it is to prevent that household from becoming homeless in the first place.

It is in all our interests to continue to provide financial and other supports to our neighbors who experience housing instability. Often, but not always, those who request housing stability assistance from Helpline House are of a lower socioeconomic status or identify as a minority group (racial, ethnic, LGBTQ, etc.) or both, and assisting these households in staying on the Island preserves the diversity and bounty of a full community. Another benefit to the broader community is that our friends, family, and neighbors have the ability to stay housed and on the Island during difficult financial times in their lives. Seniors and elderly households have access to this safety net when in crisis. Those that access this assistance can continue to work on the Island and contribute in various ways.

Helpline House offers financial assistance in the form of a one-time annual payment to a landlord or mortgage lender to avoid eviction, and combines that financial support with individualized referrals and other resources from a social worker. Helpline House hosts a Housing Navigator from the Kitsap Community Resource's Housing Solutions Center twice a week. We offer assistance once annually to households, generally not exceeding \$1,100 per household. While this is often insufficient to cover the rent or mortgage, Helpline House has limited funds and must steward them judiciously, in order to serve a greater number of Islanders. Further, when we have exceeded our monthly budget for financial assistance, we are no longer able to financially assist households; this sometimes happens in the second week of the month. While we do not keep statistics on the households that we *cannot* serve, anecdotally, we know that many of those households are forced to leave the Island, some are able to scramble for a month or so until we can financially assist them, and some enter into homelessness.

With the requested money from COBI's Housing Trust Fund, Helpline House can do two things:

1. Meet the monthly needs of the Bainbridge Island community re: requests for rent and mortgage assistance
2. Assist with the full amount of rent and utilities not to exceed two months

The number of unduplicated Bainbridge Islanders that were assisted with financial assistance in 2018 was 138; forty-one of those were children. We estimate we would assist 3 – 4 additional households per month, equaling close to 50 additional households annually. This could be an increase of 60% of households assisted annually. Helpline House spent just over \$45,000 in 2018, and in just the first three months of 2019 has spent \$17,823, nearly half of 2018's expenses.

The requested \$100,000 would help fund our 2019 budget and allow for an increase in the number of Bainbridge Islanders assisted with housing instability. Further, with this investment from COBI's Housing Trust Fund, Helpline House could better support households with the full amount of rent and utilities so as to set the household up for sustained stability.

It should be noted that 100% of the allocation from the Housing Trust Fund would go directly to assist Islanders. Helpline House will fundraise for the cost of staff salary and other administrative costs.

Addendum:

I. PROGRAM DESCRIPTION AND DEMOGRAPHICS

Program Description: As part of the Helpline House Social Work program, Bainbridge Island residents have access to limited financial support when facing eviction or loss of housing.

Program Parameters: Individuals must provide a current rental agreement or mortgage document. Individuals must live on Bainbridge Island. Payments are made to a rental property owner or manager or to an entity holding a mortgage to prevent eviction of a qualified household that has fallen not more than two months behind in rent due to unforeseen economic or health related circumstances.

Process:

1. Households call or walk in to Helpline House to make an appointment with a social worker.
2. In the meeting, the social worker will assess the full financial situation of the household, so as to make further recommendations for resources, financial or otherwise and to understand if the current living situation is sustainable for the foreseeable future.
3. Household will provide housing documentation, either valid lease or mortgage agreement.
4. Social worker will provide financial assistance to the landlord or mortgage lender in the form of a check.
5. Social worker will help household with a further plan for stability, including making needed referrals for other resources.

II. Demographics of Social Work clients:

- 91% Caucasian
- 4% African American
- 1% Asian
- 3% American Indian/Alaskan Native
- 1% Other multi-Racial

Of the 91% Caucasian, 9% also identified as Hispanic

<b>Social Work Income Level Data 2018</b>	
Extremely Low Income:	
Incomes 30% and below Median Family Income (MFI)	11%
Very Low Income:	
Incomes between 31% and 50% of MFI	48%
Low Income:	
Incomes between 51% and 80% of MFI	25%
Moderate Income:	
Incomes above 80% of MFI	16%
<b>HUD FY 2018 Income Limits Documentation System</b>	
Extremely Low Income Limits:	Family of 1: \$1,450 per month Family of 2: \$1,654 per month Family of 3: \$1,863 per month
Very Low Income Limits:	Family of 1: \$2,413 per month Family of 2: \$2,754 per month Family of 3: \$3,100 per month
Low Income Limits:	Family of 1: \$3,858 per month Family of 2: \$4,408 per month Family of 3: \$4,958 per month



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 25, 2019

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (7:00 PM) 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:**

I move to approve Ordinance No. 2019-17, Extending the Duration of the Interim Official Control Related to the Preservation of Landmark Trees.

**SUMMARY:**

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

Also at the June 11, 2019 City Council meeting, the City Council made the policy decision to have Chapter 16.32 BIMC, Preservation of Landmark Trees, apply only to "the Winslow area," and directed staff to bring forward a revised ordinance reflecting this policy direction. Staff has interpreted "the Winslow area" to mean those properties located within the Winslow Master Plan Study Area as shown in Figure 2.3 of the Winslow Master Plan, updated November 8, 2006. A map of the Winslow Master Plan Study Area is included as Exhibit B to the ordinance.

**FISCAL IMPACT:**

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

**BACKGROUND:**

The current municipal code provides similar requirements for the removal of significant trees within a developed property as the landmark tree ordinance (LTO) (codified as Chapter 16.32 BIMC) within the Mixed Use Town Center and High School Road zoning districts. Like the LTO, significant trees can be removed only when: 1) the tree is dead, or determined to be hazardous; 2) removal is necessary to allow reasonable use or enable permitted construction, and no alternative is feasible; or 3) removal is necessary to maintain utilities, provide access, or fulfill the terms of an easement or covenant recorded prior to the adoption of the ordinance codified in Chapter 16.32 BIMC. Unlike the LTO, significant tree replacement is based on tree units per acre rather than the size of a Landmark Tree proposed for removal. The LTO requires either replacement or payment into the tree fund, which is anticipated to be used because of the development potential for lots in the MUTC.

Additionally, while applying to the Winslow Master Plan Study Area, the LTO will apply to those residentially zoned properties surrounding the MUTC. Those areas do not have the same requirements for removal as currently codified and proposed in the LTO extension, but do require replacement trees that meet the tree unit requirements for the property.

The LTO is intended to provide an additional 6 months of protection of Landmark Trees while the City continues to draft and adopt tree regulations. Those regulations may respond to the recommendations of the Tree Protection Code Revision report written by Peninsula Environmental Group, which focuses primarily on canopy per zone rather than tree units per acre.

The attached ordinance includes highlighted text to show changes from the previous version considered by the City Council.

**ATTACHMENTS:**

[Ord 2019-17 Extending Landmark Tree Regulations - Winslow Area](#)

[Exhibit A to Ord 2019-17 Extending Landmark Tree Regulations](#)

[Exhibit B to Ord 2019-17 Extending Landmark Tree Regulations](#)

**FISCAL DETAILS:**

The LTO requires replacement of removed Landmark Trees that are necessary to enable construction on or reasonable use of the property or payment of \$500.00 per each replacement inch not accounted for in the replanting of replacement trees into the Bainbridge Island tree fund.

**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; **narrowing the applicability of Chapter 16.32 to only the Winslow Master Plan Study Area;** 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**, at the June 11, 2019 City Council meeting, in response to input received, the City Council made the policy decision to have Chapter 16.32 BIMC, *Preservation of Landmark Trees*, apply only to those properties located within the Winslow Master Plan Study Area as shown in Figure 2.3 of the Winslow Master Plan, updated November 8, 2006, and as depicted in Exhibit B to this ordinance; and

**WHEREAS**, on June 25, 2019, the City Council considered and adopted this Ordinance No. 2019-17 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. Declaration of Emergency; No Change to Previous Basis for Declaration of Emergency or Effective Date; Extension of Duration.** This ordinance, as a public emergency ordinance necessary for the protection of the public health, public safety, public property, and public peace, including as relates to ensuring that the interim official control at issue herein does not expire prematurely, shall take effect and be in full force immediately upon its adoption. Provided, that this ordinance is not intended to change the basis of the initial 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 are included in the “Whereas” clauses of this ordinance and were included in the “Whereas” clauses in Ordinance

Nos. 2018-25, 2018-32, 2018-42, and 2018-45 and all of 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.

**Section 7. Chapter 16.32 of the Bainbridge Island Municipal Code is hereby amended to add a new applicability section as follows.**

**16.32.005 Applicability.**

**This chapter applies only to those properties located within the Winslow Master Plan Study Area as shown in Figure 2.3 of the Winslow Master Plan, updated November 8, 2006.**

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 25, 2019
PUBLISHED:	June _____, 2019
EFFECTIVE DATE:	June 25, 2019
ORDINANCE NUMBER:	2019-17
ATTACHED:	Exhibit A, <b>Exhibit B</b>

## EXHIBIT A



# PROTECTION OF LANDMARK TREES

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

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### **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.

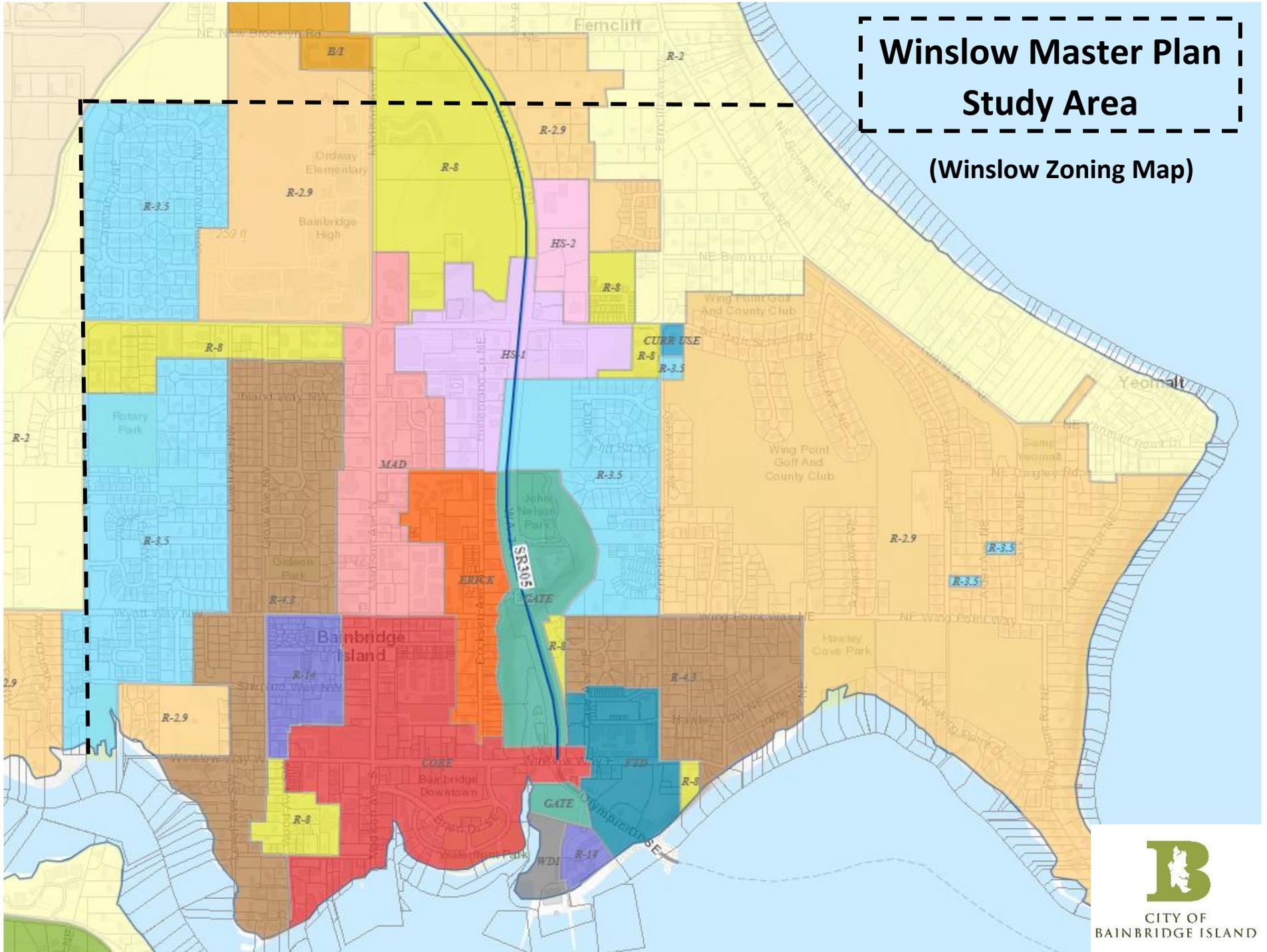
#### July-August 2019

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.

# EXHIBIT B



**Winslow Master Plan  
Study Area**

(Winslow Zoning Map)



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 25, 2019

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:15 PM) Biosolids Contract - Public Works,

**STRATEGIC PRIORITY:** Healthy and Attractive Community

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Contract

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:**

I move to forward the biosolids contract for consideration with the June 25, 2019 Unfinished Business Agenda.

**SUMMARY:**

This biosolids contract is for disposal and hauling of biosolids from the City's Wastewater Treatment Plan on a weekly and/or on-call basis for a period of three years.

**FISCAL IMPACT:**

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

**BACKGROUND:**

The proposed vendor will be responsible for transporting the City of Bainbridge Island's biosolids, on both a planned and on-call basis for a period of three years, from the Bainbridge Island Wastewater Treatment Plant to a third party biosolids beneficial use facility or other designated location. Typical planned biosolids transport will be approximately 25 wet tons once every 7-14 days. Following the May 29, 2019 bid opening, staff will evaluate the bid results and forward to the June 25, 2019 Unfinished Business Agenda.

**ATTACHMENTS:**

**FISCAL DETAILS:**

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

**Coding:**



**REQUEST FOR PROPOSALS  
BIOSOLIDS HAULING AND BENEFICIAL USE**

**May, 2019**

**NOTICE TO VENDORS**



ADVERTISEMENT FOR BIDS

Sealed bids will be received by the City of Bainbridge Island for the **Biosolids Hauling and Beneficial Use Contract** until **9:30 AM, May 29, 2019**, at the **City Clerk's office**, 280 Madison Avenue N., Bainbridge Island, Washington 98110, and will be opened and publicly read out loud at **10:00 AM**.

Bid packets are available by contacting Joel Goodwin at **jgoodwin@bainbridgewa.gov** or (206) 780-3583. All bid proposals must be on the bid form provided in the bid packet.

Bids must be sealed with the outside of the envelope marked by the PROJECT NAME AND BID OPENING DATE. Name and address of the bidder should also appear on the outside of the envelope.

PROJECT NAME:	<b>Biosolids Hauling and Beneficial Use Contract</b>
QUESTIONS DUE:	<b>May 28, 2019, 10:30 AM, Project Contact</b>
SEALED BIDS DUE:	<b>May 29, 2019, 9:30 AM, City Clerk's Office</b>
BID OPENING:	<b>May 29, 2019, 10:00 AM, City Hall Front Desk</b>
PROJECT CONTACT:	<b>Joel Goodwin – (206) 730-5614 or jgoodwin@bainbridgewa.gov</b>

NATURE OF IMPROVEMENT:

The Vendor shall provide all labor, materials, tools, equipment, transportation, supplies, and incidentals necessary for the work, which includes biosolids hauling for the city. The City of Bainbridge Island reserves the right to reject any or all bids and to waive informalities in the bidding process. The contract will be awarded to the lowest responsive and responsible bidder whose bid meets the requirements and criteria included in the invitation for bids, or all bids will be rejected. RCW 39.04.350 and the City's Procurement Policy outline criteria that a bidder must meet in order to be considered responsible. The City may not negotiate with any of the bidders. The City of Bainbridge Island is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, national origin or the presence of any sensory, mental or physical disability.

**BID FORM**

**BIOSOLIDS HAULING AND BENEFICIAL USE CONTRACT**

<b>Item #</b>	<b>Items of Work</b>	<b>Unit Price Per ton</b>	<b>Estimated Quantity (3 years)</b>	<b>Total Price</b>
1	Planned routine transport of biosolids to beneficial use facility*	Per ton \$	3,900 tons	
2	On-call transport of biosolids to beneficial use facility*	Per ton \$	300 tons	
3	Transport of biosolids not meeting vector attraction reduction to beneficial use facility*	Per ton \$	100 tons	
4	Planning & Reporting	One-time fee \$	N/A	
<b>Subtotal Items</b>				
<b>Washington State Sales Tax @ 9.0%</b>				<b>\$</b>
<b>Grand Total (Subtotal and Sales Tax)</b>				<b>\$</b>

**\*Include tipping fee**

\_\_\_\_\_  
Signature of Authorized Official / Date

\_\_\_\_\_  
Print – Name / Company Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Numbers (Office and Cell)

\_\_\_\_\_  
E-Mail Address

## **1. INTRODUCTION**

The City of Bainbridge Island is soliciting requests for proposals for hauling biosolids to beneficial use facilities, as described in the scope of work attached as Exhibit A.

## **2. PROPOSAL SUBMISSION**

Proposals shall be submitted no later than 9:30 AM on May 29, 2019 to the City Clerk, City Hall, 280 Madison Ave North, Bainbridge Island, WA 98110. The City of Bainbridge Island shall assume no responsibility for delay in U.S. mail services, independent courier services, or any other circumstances resulting in late proposals. Late proposals will not be accepted. The City will not accept proposals submitted by email or facsimile transmission. The proposals will be opened at 10:00 am on May 29, 2019 at City Hall. All bid proposals must be on the bid form provided in the bid packet.

## **3. SCOPE OF WORK**

The project is located at the City of Bainbridge Island Wastewater Treatment Plant and will require the hauling of the city's Class B Biosolids to a Beneficial Use Facility. The Beneficial Use Facility shall be provided by the Contractor.

The detailed scope of work for hauling the cities biosolids is in the attached Exhibit A.

## **4. PROPOSALS AT A MINIMUM SHALL CONTAIN THE FOLLOWING:**

- Section 1 - Approach to Work
- Section 2 - Qualifications & Experience
- Section 3 – Capacity & Availability

*See table below*

<i>Proposal</i>	<i>Minimum Requirements</i>
<p><b>Approach to Work</b> – How do the vendor's proposed transport and beneficial use services meet the City's needs and requirements? Does the proposal comply with applicable regulations?</p>	<ul style="list-style-type: none"> <li>• Proposal describing how the vendor will provide the services listed in the RFP.</li> <li>• Additional services of benefit to the City not specifically required.</li> <li>• Beneficial Use Facility description and how land application requirements are met for Class B Biosolids.</li> <li>• Storage facility description. Include type of facility, location and size.</li> </ul>
<p><b>Qualifications &amp; Experience</b> – Does the vendor demonstrate a history of success, reliability and good regulatory standing? Does the vendor demonstrate future viability? How do the qualifications of the vendor and key staff meet the City's needs?</p>	<ul style="list-style-type: none"> <li>• Description of past success and future viability.</li> <li>• Description of biosolids end-users.</li> <li>• Names and roles of key personnel assigned to the contract.</li> <li>• Contact information for at least two biosolids generators currently using similar services.</li> <li>• Beneficial Use Facility proof of permit through Washington State Department of Ecology and in good regulatory standing.</li> <li>• Storage facility proof of permit through Washington State Department of Ecology and in good regulatory standing.</li> <li>• Proof of being in business for no less than five years.</li> </ul>
<p><b>Capacity &amp; Availability</b> – Does the vendor have the facilities, equipment, resources, knowledge and commitment to provide timely services to meet the City's needs? Does the vendor demonstrate sufficient capacity to accept the quantity of biosolids associated with this contract?</p>	<ul style="list-style-type: none"> <li>• Describe storage facility capacity and the ability to store approximately 1000 cubic yards of city biosolids for a period no less than six months at any given time.</li> <li>• Describe ability to haul and land apply city biosolids that do not meet vector attraction and or pathogen reduction.</li> <li>• Describe ability to haul city biosolids in inclement weather and how planned transport and on-call transport will be uninterrupted.</li> <li>• Describe a Contingency Plan and how the City's needs will be met if the contractors Beneficial Use Facility ceases to operate.</li> </ul>

# EXHIBIT A

## SCOPE OF WORK

The Vendor will be responsible for transporting the City of Bainbridge Island’s biosolids on both a planned and on-call basis for a period of three years, from the Bainbridge Island Wastewater Treatment Plant to a third party biosolids beneficial use facility or other designated location. Specific delivery locations may vary as needed to safely and appropriately allow for biosolids beneficial use. To the extent practicable, the City will communicate pickup and hauling of biosolids to the Vendor with as much lead time as possible.

**Item 1: Planned biosolids transport and beneficial use**

This task involves weekly transport of Class B biosolids to a beneficial use facility. Typical planned biosolids transport will be approximately 25 wet tons once every 7-14 days. To the extent practicable, such periods will be scheduled at least three weeks in advance, on a schedule mutually agreed upon by the City and the Vendor. This task shall comply with all spill response plans to safely transport City biosolids and biosolids permits in full compliance of all applicable rules and regulations. The Vendor shall provide the City weight in wet tons for each load through a bill of lading.

**Measurement:** Item 1 shall be measured on a per ton basis by the transport of city biosolids to a certified beneficial use facility.

**Payment:** \$ \_\_\_\_\_ Per Ton

**Item 2: On-call biosolids transport and beneficial use**

This task involves short-notice biosolids transport in response to unanticipated events or other urgent conditions. These services will be called upon only on an “as-needed” basis and may require response with only short notice (within 72 hours) for an unknown duration. The City will request on-call hauling in weekly increments (approximately 25 wet tons per week), on a timeline and scheduling process agreed upon in advance with the Vendor. Biosolids transport may be required for as little as one week or for multiple weeks, depending upon circumstances. This task shall comply with all spill response plans to safely transport City biosolids and biosolids permits in full compliance of all applicable rules and regulations. The Vendor shall provide the City weight in wet tons for each load through a bill of lading.

**Measurement:** Item 2 shall be measured on a per ton basis by the transport of city biosolids to a certified beneficial use facility.

**Payment:** \$ \_\_\_\_\_ Per Ton

**Item 3: Transport of biosolids (not meeting vector attraction and or pathogen reduction) and beneficial use**

This task involves possible intermittent transport of biosolids (not meeting vector attraction and or pathogen reduction) to a beneficial use facility. Typical biosolids transport of this nature will be called upon only on an “as-needed” basis and will be approximately 25 wet tons at any given time. To the extent practicable, the city will give notice to the vendor when vector attraction reduction is not being met. This task shall comply with all spill response plans to safely transport

City biosolids and biosolids permits in full compliance of all applicable rules and regulations. The Vendor shall provide the City weight in wet tons for each load through a bill of lading.

**Measurement:** Item 3 shall be measured on a per ton basis by the transport of city biosolids to a certified beneficial use facility.

**Payment:** \$\_\_\_\_\_ Per Ton

#### **Item 4: Planning and Reporting**

This task involves joint development and approval of key plans and exchange of other information to support items 1, 2, and 3. Key City and Vendor staff will communicate through in-person meeting(s), email and by phone as needed to successfully accomplish the City's transport of biosolids to a beneficial use facility. Key planning & reporting documents could include spill response plans, site management plans, biosolids content certification, procedures for transport, beneficial use practices and other information, as appropriate.

**Measurement:** Item 4 shall be measured by a one-time lump sum payment. Mobilization, correspondence, and reporting will be included in this item and will be paid after the Agreement has been approved by the City and the Vendor has communicated with key City personnel on regulatory compliance.

**Payment:** Item 4: "Planning & Reporting"

### **CITY RESPONSIBILITIES**

For all activities conducted under this Agreement, the City will:

- Treat all applicable biosolids to the standards as outlined in Chapter 173-308 WAC.
- Maintain all applicable local, state, and federal permits related to the City of Bainbridge Island's production of biosolids.
- Provide the Vendor with nutrient analysis and other data ensuring biosolids quality and regulatory compliance.
- Provide the Vendor with site access, directions and other information relevant to the City's biosolids storage location, in as timely a manner as possible.
- Provide the Vendor with appropriate access to the City of Bainbridge Island's Wastewater Treatment Plant, including site information for logistical planning purposes, site access, route information, and updates on changing conditions, as needed.

## SPECIFIC REQUIREMENTS CONCERNING PROPOSED SERVICES

In support of the items listed above in this Scope of Work, the Vendor must continue to meet the following minimum requirements:

- **Ongoing permit coverage** – The Vendor (or the Vendor’s Beneficial Use Facility) must possess and maintain applicable coverage under the Washington State General Permit for Biosolids Management and must possess and maintain approved land application plans for all receiving sites (if applicable). The Vendor must provide all appropriate permits, plans, equipment, facilities and personnel necessary to accept, safely transport, store and beneficially use Class B biosolids in a manner consistent with all applicable state, federal and local requirements. Vendor must appropriately document biosolids utilization as required by law and must produce such records as requested by the City.
- **Operations in good standing** – Vendor and, as applicable, the Vendor’s Beneficial Use Facility shall have in effect no current enforcement actions against their statewide biosolids permit coverage. Vendor shall maintain good regulatory standing for the duration of this contract. This includes but is not limited to notices of violation, orders, penalties, or other enforcement actions restricting permitted activities.
- **Adequate hauling equipment** – All equipment supplied and/or utilized under this Agreement must be of adequate design and condition to safely, satisfactorily, and legally accept, transport and deposit biosolids, as appropriate. Equipment (trailer, container or alike) must be able to fit in an enclosed garage that is approximately 37’ long x 20’ wide x 15’ tall. All equipment must be operated in such manner as to prevent spillage during transport.
- **Spill response capabilities** – Vendor must operate all equipment utilized under this Agreement in such manner as to prevent spillage during transport. However, in case of unavoidable spills, Vendor must promptly and adequately respond to spills in such a manner as to maintain regulatory compliance and minimize harm to the affected environment, people, and equipment. Vendor must immediately report any spill incidents to the City and other appropriate parties, per spill response plans.
- **Year-round availability** – Vendor must be able to accept, transport, and deliver biosolids on a year-round (12-month) basis.
- **Timely mobilization** – For services under Item 2, Vendor must be able to provide on-site services and response within 72 hours of official request.

**Proposal – Non-Collusion Declaration**

STATE OF WASHINGTON )  
COUNTY OF \_\_\_\_\_ ) ss  
 )

\_\_\_\_\_, being first duly sworn, on her/his oath says that the bid above submitted is a genuine and not a sham or collusive bid, or made in the interest or on behalf of any person not therein named; and he/she further says that the said bidder has not directly or indirectly induced or solicited any bidder on the above work or supplies to put in a sham bid, or any other person or corporation to refrain from bidding; and that said bidder has not in any manner sought by collusion to secure an advantage over any other bidder or bidders.

\_\_\_\_\_  
Bidder

\_\_\_\_\_  
Print Name and Company Name

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2019.  
\_\_\_\_\_  
\_\_\_\_\_  
(Name)

Notary Public in and for the State of Washington,  
residing at \_\_\_\_\_  
My appointment expires: \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND RETURNED WITH THE PROPOSAL**

## **AGREEMENT FOR NON-PROFESSIONAL SERVICES**

**THIS AGREEMENT FOR NON-PROFESSIONAL SERVICES** (“Agreement”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation, (“City”) and [Name of Vendor], [a Washington State corporation] (“Vendor”).

**WHEREAS**, the City needs non-professional services in connection with [the hauling of biosolids to a beneficial use facility]; and

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

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

### **1. SERVICES BY VENDOR**

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

### **2. TERM AND TERMINATION OF AGREEMENT**

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until [Month and Day, 20\_\_], unless sooner terminated by either party as provided below.

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

### 3. PAYMENT

A. The City shall pay the Vendor for such services: (check one)

Hourly, plus actual expenses, in accordance with **Attachment A**, but not more than a total of [write out the total payment for services] (\$\_\_\_\_\_);

Fixed Sum: a total amount of \$\_\_\_\_\_;

Other: Periodic payments for Bid Items 1, 2 and 3, in accordance with Attachment A, and a one-time lump sum payment for Bid Item 4, in accordance with Attachment A, but not more than a total amount of (\$ ) for all services provided under this Agreement.

B. The Vendor shall submit, in a format acceptable to the City, monthly invoices for services performed in a previous calendar month. Each project and each task within a project shall be the subject of a separate invoice. The Vendor shall maintain time and expense records and provide them to the City upon request.

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

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

### 4. INSPECTION AND AUDIT

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

## **5. INDEPENDENT CONTRACTOR**

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

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

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

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

## **6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS**

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

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

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

**7. OWNERSHIP OF WORK PRODUCT**

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

**8. GENERAL ADMINISTRATION AND MANAGEMENT**

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

**9. HOLD HARMLESS AND INDEMNIFICATION**

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

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Vendor and the City, its officers, officials, employees, and volunteers, the Vendor’s liability, including the duty and cost to defend hereunder, shall be only to the extent of the Vendor’s negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Vendor’s waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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

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

## **10. INSURANCE**

The Vendor shall maintain insurance as follows:

Commercial General Liability as described in **Attachment B**.

Professional Liability as described in **Attachment B**.

Automobile Liability as described in **Attachment B**.

Workers' Compensation as described in **Attachment B**.

Pollution Liability as described in **Attachment B**.

None.

## **11. SUBLETTING OR ASSIGNING CONTRACT**

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

## **12. EXTENT OF AGREEMENT/MODIFICATION**

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

## **13. SEVERABILITY**

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

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

## **14. FAIR MEANING**

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

**15. NON-WAIVER**

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

**16. NOTICES**

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

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

To the Vendor:               [Business name/address/contact person]

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

**17. SURVIVAL**

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

**18. GOVERNING LAW**

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

**19. VENUE**

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

**20. COUNTERPARTS**

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

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

[Business Name]

CITY OF BAINBRIDGE ISLAND

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

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

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

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

Name \_\_\_\_\_

Morgan Smith, City Manager

Title \_\_\_\_\_

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

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

**ATTACHMENT A  
SCOPE OF SERVICES**

The Vendor will be responsible for transporting the City of Bainbridge Island’s biosolids on both a planned and on-call basis for a period of three years, from the Bainbridge Island Wastewater Treatment Plant to a third party biosolids beneficial use facility or other designated location. Specific delivery locations may vary as needed to safely and appropriately allow for biosolids beneficial use. To the extent practicable, the City will communicate pickup and hauling of biosolids to the Vendor with as much lead time as possible.

**Item 1: Planned biosolids transport and beneficial use**

This task involves weekly transport of Class B biosolids to a beneficial use facility. Typical planned biosolids transport will be approximately 25 wet tons once every 7-14 days. To the extent practicable, such periods will be scheduled at least three weeks in advance, on a schedule mutually agreed upon by the City and the Vendor. This task shall comply with all spill response plans to safely transport City biosolids and biosolids permits in full compliance of all applicable rules and regulations. The Vendor shall provide the City weight in wet tons for each load through a bill of lading.

**Measurement:** Item 1 shall be measured on a per ton basis by the transport of city biosolids to a certified beneficial use facility.

**Payment:** \$\_\_\_\_\_ Per Ton

**Item 2: On-call biosolids transport and beneficial use**

This task involves short-notice biosolids transport in response to unanticipated events or other urgent conditions. These services will be called upon only on an “as-needed” basis and may require response with only short notice (within 72 hours) for an unknown duration. The City will request on-call hauling in weekly increments (approximately 25 wet tons per week), on a timeline and scheduling process agreed upon in advance with the Vendor. Biosolids transport may be required for as little as one week or for multiple weeks, depending upon circumstances. This task shall comply with all spill response plans to safely transport City biosolids and biosolids permits in full compliance of all applicable rules and regulations. The Vendor shall provide the City weight in wet tons for each load through a bill of lading.

**Measurement:** Item 2 shall be measured on a per ton basis by the transport of city biosolids to a certified beneficial use facility.

**Payment:** \$\_\_\_\_\_ Per Ton

**Item 3: Transport of biosolids (not meeting vector attraction and or pathogen reduction) and beneficial use**

This task involves possible intermittent transport of biosolids (not meeting vector attraction and or pathogen reduction reduction) to a beneficial use facility. Typical biosolids transport of this nature will be called upon only on an “as-needed” basis and will be approximately 25 wet tons at any given time. To the extent practicable, the city will give notice to the vendor when vector attraction reduction is not being met. This task shall comply with all spill response plans to safely transport City biosolids and biosolids permits in full compliance of all applicable rules and

regulations. The Vendor shall provide the City weight in wet tons for each load through a bill of lading.

**Measurement:** Item 3 shall be measured on a per ton basis by the transport of city biosolids to a certified beneficial use facility.

**Payment:** \$\_\_\_\_\_ Per Ton

#### **Item 4: Planning and Reporting**

This task involves joint development and approval of key plans and exchange of other information to support items 1, 2 and 3. Key City and Vendor staff will communicate through in-person meeting(s), email and by phone as needed to successfully accomplish the City's transport of biosolids to a beneficial use facility. Key planning & reporting documents could include spill response plans, site management plans, biosolids content certification, procedures for transport, beneficial use practices and other information, as appropriate.

**Measurement:** Item 4 shall be measured by a one-time lump sum payment. Mobilization, correspondence, and reporting will be included in this item and will be paid after the Agreement has been approved by the City and the Vendor has communicated with key City personnel on regulatory compliance.

**Payment:** Item 4: "Planning & Reporting"

### **CITY RESPONSIBILITIES**

For all activities conducted under this Agreement, the City will:

- Treat all applicable biosolids to the standards as outlined in Chapter 173-308 WAC.
- Maintain all applicable local, state, and federal permits related to the City of Bainbridge Island's production of biosolids.
- Provide the Vendor with nutrient analysis and other data ensuring biosolids quality and regulatory compliance.
- Provide the Vendor with site access, directions and other information relevant to the City's biosolids storage location, in as timely a manner as possible.
- Provide the Vendor with appropriate access to the City of Bainbridge Island's Wastewater Treatment Plant, including site information for logistical planning purposes, site access, route information, and updates on changing conditions, as needed.

## SPECIFIC REQUIREMENTS CONCERNING PROPOSED SERVICES

In support of the items listed above in this Scope of Work, the Vendor must continue to meet the following minimum requirements:

- **Ongoing permit coverage** – The Vendor (or the Vendor’s Beneficial Use Facility) must possess and maintain applicable coverage under the Washington State General Permit for Biosolids Management and must possess and maintain approved land application plans for all receiving sites (if applicable). The Vendor must provide all appropriate permits, plans, equipment, facilities and personnel necessary to accept, safely transport, store and beneficially use Class B biosolids in a manner consistent with all applicable state, federal and local requirements. Vendor must appropriately document biosolids utilization as required by law and must produce such records as requested by the City.
- **Operations in good standing** – Vendor and, as applicable, the Vendor’s Beneficial Use Facility shall have in effect no current enforcement actions against their statewide biosolids permit coverage. Vendor shall maintain good regulatory standing for the duration of this contract. This includes but is not limited to notices of violation, orders, penalties, or other enforcement actions restricting permitted activities.
- **Adequate hauling equipment** – All equipment supplied and/or utilized under this Agreement must be of adequate design and condition to safely, satisfactorily, and legally accept, transport and deposit biosolids, as appropriate. Equipment (trailer, container or alike) must be able to fit in an enclosed garage that is approximately 37’ long x 20’ wide x 15’ tall. All equipment must be operated in such manner as to prevent spillage during transport.
- **Spill response capabilities** – Vendor must operate all equipment utilized under this Agreement in such manner as to prevent spillage during transport. However, in case of unavoidable spills, Vendor must promptly and adequately respond to spills in such a manner as to maintain regulatory compliance and minimize harm to the affected environment, people, and equipment. Vendor must immediately report any spill incidents to the City and other appropriate parties, per spill response plans.
- **Year-round availability** – Vendor must be able to accept, transport, and deliver biosolids on a year-round (12-month) basis.
- **Timely mobilization** – For services under Item 2, Vendor must be able to provide on-site services and response within 72 hours of official request.



**ATTACHMENT B  
INSURANCE REQUIREMENTS**

**A. Insurance Term**

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

**B. No Limitation**

The Vendor's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Vendor 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 Vendor shall obtain insurance of the types and coverage described below:

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. Pollution Liability coverage at least as broad as that provided under ISO Pollution Liability-Broadened Coverage for Covered Autos Endorsement CA 99 48 shall be provided, and the Motor Carrier Act Endorsement (MCS 90) shall be attached.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Vendor's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Vendor's profession.
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 Vendor shall maintain the following insurance limits:

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

**E. Other Insurance Provision**

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

**F. Acceptability of Insurers**

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

**G. Verification of Coverage**

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

**H. Notice of Cancellation**

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

**I. Failure to Maintain Insurance**

Failure on the part of the Vendor 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 Vendor to correct the breach, immediately terminate this Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Vendor from the City.

**J. City Full Availability of Vendor Limits**

If the Vendor 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 Vendor, irrespective of whether such limits maintained by the Vendor are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Vendor.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 25, 2019

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:25 PM) Water and Sewer Telemetry Upgrade Professional Services Agreement - Public Works,

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Contract

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:**

I move to forward the Water and Sewer Telemetry Upgrade Professional Services Agreement for approval with the July 9, 2019 Consent Agenda.

**SUMMARY:**

The existing master telemetry equipment that controls water and sewer facilities is outdated and equipment updates are needed in order to maintain a high level of reliability for the operations of the utilities. The equipment controls system operations as well as initiates alarms when systems are not operating within defined parameters. This is the second phase of SCADA replacements and will complete the upgrade for both utilities.

**FISCAL IMPACT:**

<b>Amount:</b>	\$297,346.90
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	\$297,346.90
<b>Included in Current Budget?</b>	Yes

**BACKGROUND:**

The existing SCADA (Supervisory Control and Data Acquisition) system consists of a master telemetry unit and computer system located at the Wastewater Treatment Plant (WWTP), with remote telemetry units (RTUs) placed at each water and sewer pumping and storage facility.

Much of the City's telemetry system is outdated, and repairs cannot be accomplished due to service parts that are no longer available. The City's tone telemetry and 505 series programmable logic controller (PLC) 44

components are obsolete and difficult to service; therefore, upgrades are needed in order to maintain a high level of reliability for the operation of the utilities.

Key performance factors identified for this upgrade include:

- Replacement of obsolete PLC and tone telemetry technology with high reliability PLC technology.
- Reduce confined space entry for monitoring and control abilities.
- Consistent RTUs at all the City's current stations that are not scheduled for CIP full rebuild.
- Improved System Reliability and Safety.

Project Manager Patty Jenkins has reviewed the proposal submitted by S&B, Inc. and recommends that the City award this Agreement to S&B Inc. in the amount of \$297,346.90.

With respect to the purchase of equipment under the proposed PSA, S&B Inc. is a sole source vendor because S&B Inc. originally designed the City's existing SCADA system and is therefore the sole manufacturer of equipment compatible with the City's system. The use of other vendors for the purchase of this equipment would necessitate the installation of an entirely new system or result in the installation or performance of non-compatible equipment or technical support. Section 10 of the City's Procurement Policy authorizes the City Council to waive competitive bidding requirements for sole source purchases.

**ATTACHMENTS:**

[Water and Sewer Telemetry Upgrade PSA](#)

**FISCAL DETAILS:** Funding for this item is included in the 2019-2020 Adopted Budget.

Sewer Fund - contract is for \$120,671 of budgeted \$150,000

Water Fund - contract is for \$176,676 of budgeted \$210,000

**Fund Name(s):** Other

**Coding:**

**AGREEMENT FOR PROFESSIONAL SERVICES**

**THIS AGREEMENT FOR PROFESSIONAL SERVICES** (“Agreement”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation, (“City”) and S & B, Inc., a Washington State corporation (“Consultant”).

**WHEREAS**, the City needs professional services in connection with City desires to replace obsolete Programmable Logic Controllers (PLC) and tone telemetry technology with high reliability PLC technology, expand monitoring control abilities, enhance operator display and viewing options, and improve system reliability; and

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

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

**1. SERVICES BY CONSULTANT**

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

**2. TERM AND TERMINATION OF AGREEMENT**

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until January 31, 2021 unless sooner terminated by either party as provided below.

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

**3. PAYMENT**

A. The City shall pay the Consultant for such services: (check one)

Hourly, plus actual expenses, in accordance with **Attachment A**, but not more than a total of [write out the total payment for services] (\$\_\_\_\_\_);

A total fixed Sum, in accordance with **Attachment A**, of Two Hundred Ninety-Seven Thousand Three Hundred Forty-Six Dollars and Ninety Cents (\$297,346.90);

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

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

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

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

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

#### **4. INSPECTION AND AUDIT**

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

#### **5. INDEPENDENT CONTRACTOR**

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

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

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

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

**6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS**

- A. The Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.
- B. The Consultant shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.
- C. Violation of this Section 6 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

**7. OWNERSHIP OF WORK PRODUCT**

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

**8. GENERAL ADMINISTRATION AND MANAGEMENT**

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

**9. HOLD HARMLESS AND INDEMNIFICATION**

- A. The Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or resulting from the acts, errors, or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.
- B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant’s liability, including the duty and cost to defend hereunder, shall be only to the extent of the Consultant’s negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant’s waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.
- C. The City’s inspection or acceptance of any of the Consultant’s work when completed shall not be grounds to void, nullify, and/or invalidate any of these covenants of indemnification.
- D. Nothing contained in this Agreement shall be construed to create a liability or a right of indemnification in any third party.

**10. INSURANCE**

The Consultant shall maintain insurance as follows:

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

**11. SUBLETTING OR ASSIGNING CONTRACT**

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

**12. EXTENT OF AGREEMENT/MODIFICATION**

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

**13. SEVERABILITY**

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

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

**14. FAIR MEANING**

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

**15. NONWAIVER**

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

## **16. NOTICES**

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

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

To the Consultant:        S & B, INC.  
13200 SE 30<sup>th</sup> Street  
Bellevue, WA 98005  
Attention: Randall Stead, President

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

## **17. SURVIVAL**

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

## **18. GOVERNING LAW**

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

## **19. VENUE**

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

## **20. COUNTERPARTS**

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

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

S & B, INC

CITY OF BAINBRIDGE ISLAND

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

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

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

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

Name \_\_\_\_\_

Morgan Smith, City Manager

Title \_\_\_\_\_

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

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

## **ATTACHMENT A SCOPE OF SERVICES**

### Background Information

The existing SCADA system consists of a Master Telemetry Unit and computer system located at the Waste Water Treatment Plant (WWTP), and remote telemetry units placed at each water and sewer pumping and storage facility. In 2009, as part of the WWTP improvements, the automation system was upgraded with the addition of several programmable logic controllers (PLCs). The water distribution and sewer collection SCADA master PLC was moved to the WWTP and integrated into a single SCADA system serving water and wastewater needs. All automation system upgrades performed since this time are connected to the 2009 PLC unit and therefore have a significant lifespan remaining. The expected lifespan of full hardware support for this technology is considered fifteen to twenty years. Some parts of the master telemetry unit at the WWTP are from the original 1994 system and are more than twenty years old.

The tone telemetry and 505 series PLC components are obsolete and difficult to service; they must be upgraded at this time in order to retain a high level of reliability for the overall system. Similarly, RTUs that were commissioned between 1993 and 1999 are obsolete, with support only available by scavenging used equipment. These represent the highest risk of failure and reduced ability to support. On the second tier of replacement are first generation PLC based RTUs, typically commissioned between 1998 and 2004. These are also obsolete however the Consultant has a slightly better platform of spare and used parts to work from while maintaining equipment.

Within this scope of services, the Consultant identifies replacement RTUs and upgrades to the Master Telemetry Unit (MTU) that will be consistent with all recently installed units, featuring digital communication and the ability to use network connected motor starters and field sensors.

### ***Key performance factors identified for this upgrade includes:***

- Replacement of obsolete PLC and tone telemetry technology with high reliability PLC technology
- Expanded monitoring and control abilities
- Enhanced Operator Display for new RTUs
- Improved System Reliability

### Tone Telemetry Site Upgrades

Tone telemetry based RTUs were designed for a twenty-year service life and support for this technology is very limited since the equipment is no longer produced. While the City has saved equipment from previously upgraded locations to accommodate service needs, these units should be upgraded as soon as possible, starting with the units that provide both monitoring and control and then moving to monitor-only sites. The Consultant recommends priority be given to replacing tone telemetry units since the core equipment is obsolete and only serviceable using refurbished modules or by chip level component repair.

Water stations at Taylor Ave Well, Erickson PRV, Cherry PRV, and Creosote Road Tank are included in the list of tone telemetry sites listed in order of upgrade. The new RTUs will replace the functions of the existing units and changeover of basic operation is rapid. The Consultant recommends a monitoring and control feature for each motor starter that will provide necessary data to generate efficiency and cost of operation values in the SCADA system; network connected motor starters have been employed for most of the City's pumping stations for the past ten years. For this scope of services, however, the focus is on replacement of obsolete RTU and MTU equipment and due to cost considerations, the upgrade to provide network connected motor controls is understood to be delayed until a later phase of upgrade as budgets allow. The new RTU architecture is modular and readily adapts to new technologies as they are connected, so a phased implementation is a reasonable solution.

For the sewer collection system, Lower Lovell, Island Terrace, Ferry Terminal, Klickitat, and Woodward complete the list of tone telemetry sites that must be upgraded. A replacement of the tone telemetry RTU with a PLC based RTU/controller will require modifications to the existing control panel at each of these stations in order to transfer pump control. These sites report pump running status and up to ten alarm conditions including high wet well, low wet well, compressor failure, generator run, generator fail, operator in trouble, station flood, intrusion, smoke and loss of power. Existing pump control logic at these sewer stations is separate from the telemetry and vary in design and quality. All of them are obsolete and some do not meet current electrical standards for intrinsically safe circuits. For each of these sites, this scope of services is based on the same RTU design used in the 2015/2016 upgrades for Wing Point, Village, and Lower Hawley.

The City currently has a 2016 RTU removed from the Village Lift Station that is suitable for use at Island Terrace Lift Station. This will require electrical installation at the station and software updates to the master SCADA unit at the WWTP. Field startup services and SCADA graphic / historian additions to the MTU. See pricing table summary, the assumption is the field instruments and RTU in the old Village station were successfully salvaged and ready for use in the Island Terrace station.

The sewer lift stations at Sunday Cove, Vineyard, Sakai Village, Rockaway, North Town Woods, and Lynnwood are first generation PLC based units that communicate with the old master TI545 PLC. The automation work proposed for these sites provide updates at the WWTP to connect these with the SCADA master PLC that was installed in 2008. Unloading the connections to the old master TI545 PLC is considered a high priority as the processor is obsolete and should be de-commissioned as soon as possible from a reliability standpoint. These RTUs vary in age and will need replacements in upcoming years as they reach expected lifespan. The Lynnwood station needs intrinsically safe barriers installed to comply with electrical code and North Town Woods needs the dual float system for redundancy. The update will provide consistent features for the wet well as found on the new stations.

The Old Treatment Plant lift station is scheduled for replacement the in 2019 with an electrical and control system package that will eliminate the obsolete equipment.

Additional instruments quoted with the new RTUs include a wet well level transmitter, two high level floats and smoke sensor, both required by the new design. Other sensors such as floats and limit switches are

available if existing units are proven defective. The prices for the equipment and instruments purchased by the City under this Agreement are included in the table below.

**RTU Upgrades**

With each upgrade of the remote system, corresponding changes are required to the master telemetry unit to exchange data and process alarm conditions. Costs associated with the MTU changes are included in the RTU pricing. The proposed RTUs are configurable to work on existing leased lines, DSL/Cable, radio and cellular communication channels. The basis of estimate for the lift station RTU upgrades are based on DSL implementation. The RTU is UL listed and meets local, state and federal standards for construction and safety. Startup services are provided following installation by the Consultant’s electrical sub-contractor, modification of the MTU to accommodate the new system and decommissioning of the old tone telemetry equipment.

S&B Control Panel Ordering Form												
<b>Model:</b>	<b>B</b>	-	<b>xxx</b>	-	<b>TP7</b>	-	<b>C</b>	-	<b>1</b>	-	<b>SC</b>	<b>OPTIONS</b>
												ISR ISR Box Included
												SC Seismically Certified
												1 Nema 1/12
												3 NEMA 3R
												4 NEMA 4X
												C Cellular
												I Internet
												L Lease Line
												F Fiber
												TP7 7" Touch Panel
												TP9 9" Touch Panel
												TP12 12" Touch Panel
												xxxx IO Count
wall mount-	A											24x20 RTU
wall mount-	B											30x24 RTU
wall mount-	C											36x30 RTU
wall mount-	D											42x36 RTU
Free Standing-	E											60x24 RTU
Free Standing-	F											72x24 RTU
Free Standing-	G											90x24 RTU
	X											CUSTOM

**S&B Inc 4th Generation RTU**

The RTUs for this project are utilizing standard products, see RTU product order number matrix. All RTU’s will come with TP700 and ready for either DSL or Cellular connectivity.

**PLC**

A Siemens 1500 series processor and ET200-SP series form factor is selected as the replacement for the City’s existing series 440 processor. The 1500 series processor is the Consultant’s most common PLC deployment today.

The Siemens 1500 series Programmable Logic Controller (PLC) is very powerful and fast – handling multiple requests from many locations simultaneously. The new PLC will accommodate the computing needs of the reservoir stations and have sufficient capacity to significantly expand in scope as new control features or devices are added in the future. It comes with built-in security where users must authenticate through established credentials to view the PLC and make any adjustments to the program. This is an added layer of protection to stop any unauthorized access. The 1500 series processor will accommodate a wide variety of communication options including telephone, fiber optics, cellular, and/or cable/DSL communication. For this application, the District has selected cellular.



A key change in the technology between the existing system and the proposed new PLC is with the machine code. The new 1500 series PLC uses object-oriented code which allows for CPU efficient execution of functional block, statement list and structured control languages using the industry standard IEC 61131

guidelines for programmable logic controllers. This conversion is a major step in building open system platforms that are less dependent on specific manufacturer features.

### ***Touch Panel Controls***

New RTUs include a 7” color touch panel display for improved local control capabilities to the operator for setpoint entry and alarm display.

### **SCADA Master Telemetry Unit Upgrades**

As part of the WWTP upgrade, the new remote stations connect with the SCADA master PLC. The overall WWTP uses a distributed design approach with eight PLC units, one for each process area. The old TI545 PLC unit along with tone telemetry and other communication modules were moved from their previous location to the WWTP and integrated into the plant SCADA systems in 2008. These devices have served the City well for more than 24 years, but must be de-commissioned in the near term to maintain a high level of reliability for the overall system. As part of this scope of services, all remote station connections to the old TI545 PLC and all tone telemetry modules are replaced with new technology equipment.

The WWTP industrial control panel is built to UL508 standards and located in the lab building. This enclosure includes a 24Vdc power system, fiber networking, PLC equipment, networking appliances and leased line modems. There is sufficient space in the MCP2000 PLC within this control panel to host all of the existing water and wastewater sites that currently reside in the original (1994) TI545 PLC unit. This PLC should be eliminated as the last tone telemetry remote station is upgraded. Note that upgrade work at the MTU related to tone telemetry sites requires a corresponding upgrade of the RTU since the old technology is incompatible with newer systems.

### **Communication options**

The City Operations Group specifically asked to use leased line modems in place of VPN encrypted TCP communication over DSL or cable for the 2016 projects but returned to DSL for the recent Village and Cave Ave projects. The Consultant continued with this DSL approach for the RTUs shown in this scope of services. The RTUs quoted in this scope of services can quickly and inexpensively convert to TCP and UDP communications consistent with high speed DSL, cable, and cellular systems. From a cost and performance perspective, The Consultant recommends cellular communication where available, and DSL/cable as a second option. Monthly reoccurring fees for cellular will range between \$7.50 and \$25 depending on carrier. Leased line fees are typically \$42 plus mileage fees and DSL/cable will range from \$75 to \$99.

A replacement SCADA security appliance is recommended for the WWTP site. These devices create virtual private network (VPN) connections with each remote facility and are critical for overall cyber security of the SCADA network. The existing unit is obsolete, and further security/firmware updates are no longer available. The replacement unit proposed is a Fortinet FG60E that includes a unified threat management (UTM) firmware support and hardware replacement. The first three years of support is included in the price and the annual renewal is approximately \$500/yr thereafter. These types of devices should be replaced every five to seven years due to changes in technology. As the City moves towards more network connected RTUs, this unit will easily accommodate growth.

### SCADA Server and workstation

The existing SCADA computer system consists of one graphic server machine, one process historian server, one client machine and numerous thin client computers connecting from within the WWTP and from the City's operation center. The Graphics Server provides data simultaneously to the client computers and thin client computers. The Process Historian stores historical data and provides interactive access to the graphic server for trend retrieval. The Graphics and Historian servers were supplied in 2016 and the Windows Servers use the Server 2012r2 operating system. The Graphical User Interface (GUI) SCADA software is Siemens WinCC version 7.3.10. After thirty months of reviewing operation, the Consultant recommends adding 16Gb of additional RAM to the SCADA host to improve reliability. The SCADA server provides a function called Remote Desktop Services and the multi-user environment appears to need this memory to reduce overheads.

### Field Instruments

Each RTU is connected to field sensors that provide indication of the process conditions into the PLC system. Typical analog sensors used in the City's system include pressure, level, flow, temperature and analytical – each of which that provides a signal that is a percentage of the maximum allowed/measurable. Discrete signals are also measured including door ajar, smoke, flood, and other float type indications. These sensors exist in the City's system and most are nearing their anticipated life. The Consultant includes a data column in the pricing sheet for replacement of these older field instruments to provide a worse case replacement price, however the City may elect to stock a couple sensors of each type and replace as necessary.

### Professionals Engineering Services for Installation by Contractor:

The work quoted includes Professional engineering services to provide the City with design documents for inclusion into the City's specifications for contractor bid package. Installation is not part of this scope of work.

### **Summary of sites that required contractor installation:**

- Creosote Tank
- Taylor Well
- Erickson PRV
- Ferncliff PRV
- Lower Lovell Pump Station
- Island Terrace Pump Station
- Woodward Pump Station
- Ferry Terminal
- Klickitat Pump Station
- North Town Woods Pump Station
- Lynnwood Pump Station

The Consultant recommends that the contractor performs a site visit to each station prior to providing a bid. Below is a brief description of requirements by site.

CREOSOTE TANK SITE

Replace tone telemetry RTU with S&B model A-16I8Q4AI-TP7-I-1. New unit is Nema type 12 sized 24x20x10, slightly larger in size than existing unit. Price includes removal of existing and installation of new model, connection of existing and new sensors, full test and validating operation. Price is based on change from leased line to DSL service with VPN supplied in RTU for secure communication. S&B will provide instructions to CenturyLink for change in phone line services. Field instruments include new submersible level transmitter and high water float, hatch limit switch and door entry switch.

TAYLOR WELL SITE

Replace tone telemetry RTU with S&B model B-16I8Q4AI-TP7-I-1. New unit is identical size to existing at 24x24x10 with Nema type 12 enclosure. Price includes removal of existing and installation of new model, connection of existing sensors, full test and validating operation. Price is based on change from leased line to DSL service with VPN supplied in RTU for secure communication. S&B will provide instructions to CenturyLink for change in phone line services. Field instruments are existing and no new units are included in this scope.

EXISTING PRV SITES AT ERICKSON AND CHERRY [CHERRY PRV IS MOVED TO A FUTURE CIP PROJECT]

Replace tone telemetry RTU with S&B model A-16I8Q8AI-TP7-I-4. New unit is housed in a Nema type 4 sized 24x20x10 enclosure, slightly larger in size than existing unit. Price includes removal of existing and installation of new model, connection of existing sensors. In addition two pressure transmitters are included to monitor upstream and downstream pressure in the distribution zones. City forces shall provide pressure connections to each transmitter. Following installation the system will receive a full test. This is a monitor only option for the existing PRV station, with equipment located in the vault below grade. Price is based on change from leased line to DSL service with VPN supplied in RTU for secure communication. S&B will provide instructions to CenturyLink for change in phone line services. Field instruments include two pressure transmitters, a high water float and hatch entry switch.

NEW PRV SITE AT FERNCLIFF AND GROW & WYATT [GROW & WYATT PRV IS MOVED TO A FUTURE CIP PROJECT]

New telemetry RTU with S&B model E-16I8Q8AI-TP7-I-4. New unit is housed in a Nema type 4 sized 60x24x18 enclosure free standing unit. Price includes installation of new model RTU, installation and connection of new sensors. City forces shall provide pressure connections to each transmitter. Following installation the system will receive a full test. This is a monitor only option for the existing PRV station, with equipment located in the vault below grade. Price is based on DSL service with VPN supplied in RTU for secure communication. City will order new DSL service, with assistance from S&B Inc. Field instruments include two pressure transmitters, a high water float and hatch entry switch.

SEWER SITES AT LOWER LOVELL, KLUCKITAT, WOODWARD AND FERRY TERMINAL

Replace tone telemetry RTU at Lower Lovell, Klickitat, and Woodward with S&B model A-16I8Q8AI-TP7-I-4-ISR. New unit is Nema type 12 sized 24x20x10 with 10x10x8 adjunct enclosure for

intrinsically safe circuit terminations. The unit is larger in size than existing unit and will have the same space limitations as the City’s site at Wing Point.

Replace tone telemetry RTU at Ferry Terminal with S&B model A-16I8Q8AI-TP7-I-4X-ISR. New unit is Nema type 4X (304 Stainless Steel) sized 24x20x10 with 10x10x8 adjunct enclosure for intrinsically safe circuit terminations. The unit is larger in size than existing unit, since the RTU is located on an equipment rack above grade, space limitations are minimized. Price includes removal of existing and installation of new model, review and correction of existing motor controller logic wiring, connection of existing and new sensors, full test and validating operation. Price is based on change from leased line to DSL service with VPN supplied in RTU for secure communication. S&B will provide instructions to CenturyLink for change in phone line services. Field instruments include one submersible level transmitter and two floats.

***OPTIONAL POWER MEASUREMENT [THIS WORK IS MOVED TO A FUTURE PROJECT]***

The Consultant offers three methods of measuring pump power consumption at a lift station: using a smart overload, using a network connected soft-starter and using a station power meter. The first two methods are the best for determining pump operation and efficiency as the data is provided with detail on a motor by motor basis. The power meter provides an overall energy consumption and is useful for reconciling utility metering invoices. The power meter information can be used in conjunction with additional PLC logic to determine individual pump data, but is not as accurate since assumptions must be made regarding ancillary power consumption while the pump is running.

<b>Power Measurement</b>	<b>Price</b>	<b>Pros</b>	<b>Cons</b>
Smart Overload (3UF7)	\$ 4,000 for two pumps including installation and tax	The highest level of motor overload protection and energy data.	Installation time
Smart Soft-Starter	\$ 6,570 for two pumps. Price is dependent on motor size. Price shown for 42Amp load. (15hp @ 230V, 25hp @ 460V)	Less mechanical stress on pump, lower electrical inrush, overload protection and energy data.	Installation time and space requirements-units typically too deep for old motor control panels.
Power Meter	\$1,750 per station	For measuring overall station power, can be panel mounted to save space.	Determining component loads requires advanced programming.

With the very limited space available in the dry well, the Smart Overload and the Power Meter are the only feasible options. This option is presented in response to feedback from Operations in 2018 asking for power measurement to diagnose pumping problems. This option was considered in 2016 and not included due to price.

INTRINSICALLY SAFE RELAY ENCLOSURES WITH FLOAT BACKUP

North Town Woods and Lynnwood lift stations will receive upgrades to provide the float redundancy features used throughout the sewer system for additional spill protection. These include intrinsically safe relays logic and installation to retrofit the motor controls.

**The following items are performed by an S&B Field Engineer. No contractor installation is required:**

MASTER SYSTEM MODIFICATIONS FOR LEGACY SYSTEMS {WORK PERFORMED BY S&B FIELD ENGINEER}

The master system modifications for Sunday Cove, Sakai Village, Rockaway, North Town Woods, Lynwood and Vineyard allow for the TI545 (operating since 1994) to be retired. This work includes leased line communication coprocessors, cabling, and software work to facilitate the transfer.

SCADA SYSTEM UPGRADES {WORK PERFORMED BY S&B FIELD ENGINEER}

The existing firewall is replaced with a current model designed for operational technology environments, including the latest analysis to reduce the exposure of the SCADA system to cyber threats and to expand the maximum number of connected remote stations. This unit includes a three year threat management software subscription and hardware replacement warranty. The SCADA computer will receive 16Gb of additional RAM to improve performance. This work is performed by the Consultant's field engineer.

Startup and Commissioning:

The SCADA system requires testing with each item listed below following installation. This scope of services includes startup and commissioning for each RTU.

Training:

Training is provided concurrent with each station upgrade. The Consultant's field engineer will instruct the assigned operator(s) with the use of the new touch screen devices with specific focus on control features as part of the station commissioning. This provides the City with hands on training and self-sufficiency in maintaining the SCADA system. Equipment and software planned for these upgrades are consistent with the newer pump stations purchased by the City and Consultant does not anticipate operators having difficulty understanding the technology applied at each pump station.

O&M Manual:

S&B will provide a conformed O&M for the City for the SCADA Master System. Two copies will be provided to the City. The Binders include schematic drawings on 11x17 and a DVD with hardware manuals and operation description.

Warranty Support:

The system integration and software development required for this project is included with full support for a time period not less than one (1) year. During this time period, the Consultant will receive requests for assistance and respond using a high speed network connection to the control system via VPN within one

business day. The initial response will identify problem areas, determining if the system requires software modifications, hardware replacement or both in order to maintain automatic operation of the system. The technologies available to us for troubleshooting the new system allow the Consultant's engineers to remotely access the MTU system, assess current and historical conditions, and make assessments quickly.

The Consultant will support the City in the diagnosis and resolution of hardware failures to equipment provided under this scope of work during the warranty period without additional fees.

#### Scope of Work Estimates:

The Consultant's work summary is provided on the attached table and is broken into several columns to reflect selected options and anticipated services:

1. Professional Services / Application Software / Design
2. System integration / hardware / packaged software
3. Field Instruments and Sensors
4. Electrical Installation estimates provided with I&C and Electrical Design documents

Professional Services includes application specific software engineering, electrical and I&C design, CAE generated drawings application specific, application development for the Siemens S7 PLC, WinCC graphic computer software environments, and factory testing of RTU with software, startup, commissioning and training. System integration includes materials, panel integration, use SBI packaged software Library, Standard Product CAE drawings, and field devices. System integration work is performed at the Consultant's facility in Bellevue, tested, and then shipped to location for installation. The assembly of custom RTUs was determined by Washington State L&I in 2017 to require inside electrician prevailing wage rates; this scope of work provides all standard products with RTU model numbers. Please see the attached "Scope of Work Pricing and Details" section for a more detail breakout of Professional Services and System Integration.

Professional Engineering Services for design is provided by S&B, to provide the City with electrical and I&C specifications to include in the contractor installation bid documents. Professional Engineering Services deliverable may include but not limited to; electrical site plan, station One-Lines, conduit schedule, equipment and field device placement, block diagrams, network diagram, I&C and Electrical Specifications for inclusion into the City's Small works Roster bid document.

City to provide S&B civil site plan in AUTOCAD, transmitted electronically for the stations requiring installation by contractor.

#### Scheduling:

The Consultant's typical project cycle is 8 to 10 weeks for delivery. Scheduling will accommodate City needs. The Consultant's field work will impact operations for coordination with confined space entries. The Consultant will plan ahead, coordinate work and minimize disruption to the operation of your systems. In spite of this Consultant anticipates portions of the control system operation will require manual operation by the City for up to eight-hour durations while critical control changes are implemented.

Service Life:

For your lifecycle planning, it is important to consider equipment service life. During this time period the device should be repairable or replaceable with like kind. The SCADA system is composed of parts that are on the leading edge of technology and more susceptible to obsolescence than other equipment in the city’s water and sewer systems such as pumps and valves. The Consultant recommends that their customers consider the following lifecycle estimates in the budget cycle for the purposes of budget planning.

<i>DESCRIPTION</i>	<i>SUPPORT LIFE</i>	<i>REPAIR FREQUENCY</i>
PLC central processing unit (RTU, MTU)	20 years	rare – never
PLC I/O modules	20 years	15 year
Communication (modems of all types)	7 years	5 year
Touch Screens for PLC	8 years	8 year
Power Supplies	20 years	7 year
Computer Systems	8 years	4 year
Pressure Transmitters	20 years	15 year
Submersible Level Transmitter	15 years	10 year
Network Connected motor controllers	20 years	20 years

Standard Inclusions:

- Control system design and software based on S&B standards.
- Equipment is factory tested and shipped FOB factory with freight allowed, common carrier, destination.
- Shop Drawings, instruction manuals and software documentation via electronic media.
- Submittal Documentation available at 4 weeks after receipt of order
- Field Engineering Services for technical support of installation questions, start-up, and acceptance testing of equipment supplied by this quotation. S&B is a designer and supplier of control system equipment, providing technical support and engineering services to review installation of our equipment, commission and attest to its compliance with the project specifications.

Standard Exclusions:

Unless specifically included as a line item in this quotation’s scope of supply the following are excluded from our scope of deliverables:

- L&I filing fees, prevailing wage compliance.
- Electrical installation.
- Stamped seismic calculations for Seismic Zone compliance.
- Conduit, wire or cable external to the control system panels listed in this scope
- Mounting brackets, stanchions, supports, pads that are not integral to the control system panels or process instruments listed in this scope.
- Liquidated damages (available upon request and definition of scope)
- Credit Card payment (service available for additional fee)

- Cost of Utility service (cost provided by City of Bainbridge Island)

**Breakout Summary**

Professional Engineering & Software Dev	\$161,086.00
System Integration	\$125,010.00
WSST on System Integration	\$11,250.90
<hr/>	
2019 Upgrade Total	\$297,346.90

Description	RTU Standard Part Number	RTU & MTU (Application Software)	Design (I&C and Electrical)	RTU & MTU (System Integration)	Field Instruments	ISR Enclosure / Float Backup system. UL listed for Class 1, Div 1	WSST (Excludes Application Software and Design)	Price
<b>Upgrades for Water 2019</b>							9.0%	
Creosote Road Tank	S&B Model A- 16I8Q4AI-TP7-I-1	\$7,300.00	\$7,252.00	\$10,600.00	\$1,358.00		\$1,076.22	\$27,586.22
Erickson PRV	S&B Model A- 16I8Q8AI-TP7-I-4	\$8,390.00	\$7,252.00	\$9,900.00	\$2,670.00		\$1,131.30	\$29,343.30
Cherry PRV	S&B Model A- 16I8Q8AI-TP7-I-4	Complete in Future CIP						
Ferncliff	S&B Model E- 16I8Q8AI-TP7-I-4	\$8,820.00	\$9,276.00	\$13,030.00	\$2,670.00		\$1,413.00	\$35,209.00
Grow and Wyatt	S&B Model E- 16I8Q8AI-TP7-I-4	Complete in Future CIP						
Taylor Ave Well	S&B Model B- 16I8Q4AI-TP7-I-1	\$9,040.00	\$7,252.00	\$11,230.00			\$1,010.70	\$28,532.70
<b>Upgrades for Sewer 2019</b>								
Lower Lovell Pump Station	S&B Model A- 16I8Q8AI-TP7-I-1-ISR	\$7,110.00	\$7,252.00	\$10,890.00	\$1,336.00	included	\$1,100.34	\$27,688.34
Island Terrace Pump Station	use RTU from old Village LS	\$-	\$7,252.00	\$1,500.00	\$1,336.00	included	\$255.24	\$10,343.24
Woodward Pump Station	S&B Model A- 16I8Q8AI-TP7-I-1-ISR	\$7,110.00	\$7,252.00	\$10,890.00	\$1,336.00	included	\$1,100.34	\$27,688.34
Ferry Terminal Pump Station	S&B Model A- 16I8Q8AI-TP7-I-4X-ISR	\$7,110.00	\$7,252.00	\$11,520.00	\$1,336.00	included	\$1,157.04	\$28,375.04
Klickitat Pump Station	S&B Model A- 16I8Q8AI-TP7-I-1-ISR	\$7,110.00	\$7,252.00	\$10,890.00		included	\$980.10	\$26,232.10
<b>Move existing PLC RTUs from obsolete TI545PLC to S7 PLC</b>								
Sunday Cove	S&B Model 6000-C7	\$3,460.00	\$-	\$1,950.00		existing	\$175.50	\$5,585.50
Vineyard	S&B Model 6000-C7	\$-	\$-	\$2,300.00		existing	\$207.00	\$2,507.00
Sakai Village	S&B Model 6000-P4	\$3,460.00	\$-	\$1,950.00		existing	\$175.50	\$5,585.50
Rockaway	S&B Model 6000-C7	\$3,460.00	\$-	\$1,950.00		existing	\$175.50	\$5,585.50
North Town Woods	S&B Model 6000-P4	\$3,460.00	\$7,252.00	\$1,950.00		\$2,800.00	\$427.50	\$15,889.50
Lynnwood	S&B Model 6000-P4	\$3,460.00	\$7,252.00	\$1,950.00		\$4,600.00	\$589.50	\$17,851.50
<b>SCADA systems</b>								
Fortigate FG60E VPN/firewall				\$2,570.00			\$231.30	\$2,801.30
Dell 16Gb ECC server memory expansion				\$498.00			\$44.82	\$542.82
<b>2019 Upgrade Total:</b>		<b>\$79,290.00</b>	<b>\$81,796.00</b>	<b>\$105,568.00</b>	<b>\$12,042.00</b>	<b>\$7,400.00</b>	<b>\$11,250.90</b>	<b>\$297,346.90</b>

**ATTACHMENT B  
INSURANCE REQUIREMENTS**

**A. Insurance Term**

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

**B. No Limitation**

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

**C. Minimum Scope of Insurance**

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

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

**D. Minimum Amounts of Insurance**

The Consultant shall maintain the following insurance limits:

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

**E. Other Insurance Provision**

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

**F. Acceptability of Insurers**

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

**G. Verification of Coverage**

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

**H. Notice of Cancellation**

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

**I. Failure to Maintain Insurance**

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

**J. City Full Availability of Consultant Limits**

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



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 25, 2019

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (7:35 PM) Appointments to the Utility Advisory Committee - Mayor Medina,

**STRATEGIC PRIORITY:** Good Governance

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:**

I move to approve the recommended appointments as shown on the attached spreadsheet.

**SUMMARY:**

A call for participation was issued for volunteers to serve on the Utility Advisory Committee. Applications and resumes where provided by the applicant were received and interviews were held. Mayor Medina, Council Liaison Nassar, and UAC Co-Chairs Maron and Kanter recommend the appointments identified in the attached spreadsheet.

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[Citizen Advisory Group Recommendations - Utility Advisory Committee.pdf](#)

[Utility Advisory Committee Applications - Redacted.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

## Citizen Advisory Group Recommendations

Interview Team	Recommended Appointments	Applications
<p><b>Mayor</b> Kol Medina</p> <p><b>Council Liaison</b> Rasham Nassar</p> <p><b>Chairs</b> Andy Maron Jeff Kanter</p>	<p><b>Utility Advisory Committee</b></p> <p><b>Position 5</b> Sheina Hughes – June 2022  <b>Position 6</b> Martin Pastucha – June 2022  <b>Position 7</b> Ted Jones – June 2022</p>	<p>Thangam Chandrasekaran  Sheina Hughes  Ted Jones (Reapplied)*  Jackie Osland  Martin Pastucha  Randall Samstag</p>

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [City Admin](#)  
**Subject:** Online Form Submittal: Citizen Advisory Group Application  
**Date:** Wednesday, May 29, 2019 12:07:44 PM

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## 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 WA

Zip 98110

Current Employer Not employed

Current Position Homeschooling mom

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

### Experience & Qualifications

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

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

Please share your qualifications for this appointment (skills, As a new resident of BI, I am looking forward to learning and being a contributing citizen. My educational background includes finance, accounting and marketing. I have experience in strategic

activities, training, education) if any:

planning, market research, client management, marketing communication and project management as a result of my corporate work experience and being a homeschooling mom for a decade now.

---

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

Most recently as a parent volunteer with a youth organization called Heirs to our Oceans ([www.heirstoouroceans.com](http://www.heirstoouroceans.com)), I have worked to understand the importance of our oceans and waterways and how it impacts the health of animals that live in these waterways and us humans. As youth members of this organization, my son and daughter study plastic pollution, climate change and cetaceans. It has helped me understand the value of truly understanding how local systems work and the value of participation as a citizen. I am looking forward to being an engaged citizen of BI.

---

Feel free to attach your resume (optional):

Type the Year

2019

---

How did you hear about the volunteer opportunity?

Other - See below

---

Other

From an email exchange with Mayor Kol Medina

---

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

# THANGAM CHANDRASEKARAN

## 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

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## 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, ACNIELSEN 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, GRADUATED WITH  
DISTINCTION, 1995**

**BA ACCOUNTING, UNIVERSITY OF MADRAS, INDIA, GRADUATED WITH HONORS, 1987**

---

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [City Admin](#)  
**Subject:** Online Form Submittal: Citizen Advisory Group Application  
**Date:** Friday, May 24, 2019 1:51:20 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	Sheina Hughes
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Stantec Consulting Services Inc
Current Position	Vice President, Regional Leader Northwest
I am interested in serving on one of the following advisory groups (select all that apply):	Utility Advisory Committee
<b>Experience &amp; Qualifications</b>	
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'm a trained Civil Engineer. I have worked in engineering consulting and public sector. My work relevant to this position was with the City of Chandler where I was the City Engineer and

activities, training, education) if any:

responsible for developer and city led construction projects. The city of Chandler uses an approach that includes Impact Fees to make growth pay for growth. This approach ensured that existing rate payers did not carry the burden of future infrastructure needs. I believe that my experience would be an asset to the city of Bainbridge Island.

---

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](mailto:noreply@civicplus.com)  
**To:** [City Admin](#)  
**Subject:** Online Form Submittal: Citizen Advisory Group Application  
**Date:** Thursday, April 11, 2019 8:10:06 PM

---

## Citizen Advisory Group Application

### Step 1

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

---

Applicant Name Theodore (Ted) Jones

---

Email

---

Phone

---

Address

---

City Bainbridge Island

---

State WA

---

Zip 98110

---

Current Employer Retired

---

Current Position NA

---

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

---

### Experience & Qualifications

---

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

---

If so, please indicate which groups: UAC current member in 2nd term

---

Please share your qualifications for this appointment (skills, Nearly 39 years as a Federal Civil Servant working for Naval Facilities Engineering Command. Retired 1 April 2019. My last position (for 8 years) was Produce Line Director for Facilities

activities, training, education) if any:

Sustainment, meaning that I was responsible for manning, training and equipping the Navy's Public Works Shops at Bremerton and Everett consisting of more than 500 blue collar and white collar workers. Licensed Professional Civil Engineer, Lean Six Sigma Certificate, Certified Energy Manger.

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

I am a Precinct Committee Officer for Democratic precinct 333, "Tolo". I was on the COBI Municipalization Task Force. In 2017 I ran for City Council. Active in multiple local environmental and social justice organizations.

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 notified me to reapply. :)

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

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [City Admin](#)  
**Subject:** Online Form Submittal: Citizen Advisory Group Application  
**Date:** Saturday, May 25, 2019 8:01:42 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 Jackie Osland

---

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): Utility Advisory Committee

---

### Experience & Qualifications

---

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

---

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

---

Please share your qualifications for this appointment (skills, Retired surgeon as of September 2018. Former program director for a surgery residency program for 12 years which honed my judgment and problem solving beyond my work as a clinician.

activities, training,  
education) if any:

---

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

---

I am not at this time involved formally in any groups or  
organizations beyond recreational activities.

---

Feel free to attach your  
resume (optional):

---

*Field not completed.*

---

Type the Year

---

2017

---

How did you hear  
about the volunteer  
opportunity?

---

Other - See below

---

Other

---

Committe member informed me of the opening

---

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

**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [City Admin](#)  
**Subject:** Online Form Submittal: Citizen Advisory Group Application  
**Date:** Saturday, May 25, 2019 12:09:40 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	Martin Pastucha
Email	
Phone	
Address	
City	Bainbridge Island
State	Wa
Zip	98110
Current Employer	Management Partners Consulting
Current Position	Special Advisor
I am interested in serving on one of the following advisory groups (select all that apply):	Utility Advisory Committee
<b>Experience &amp; Qualifications</b>	
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,	Director of Public Works for cities of Redmond, Wa; Santa Monica, Ca; Pasadena Ca; and La Habra , Ca. In these roles I have been responsible for management of Water, Wastewater,

activities, training, education) if any:

Integrated Waste , and Storm Water systems including production, distribution, and conveyance programs. I have also been involved in franchise management of electric, gas, telephone, cable tv and other utilities. Have also been involved in development of regulations and permits for the management of large and small cell antennas in these communities.

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

None

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](mailto:noreply@civicplus.com)  
**To:** [City Admin](#)  
**Subject:** Online Form Submittal: Citizen Advisory Group Application  
**Date:** Friday, May 24, 2019 5:44:34 PM

---

## Citizen Advisory Group Application

### Step 1

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

Applicant Name Randal W. Samstag

Email

Phone

Address

City Bainbridge

State WA

Zip 98110

Current Employer Randal W. Samstag Civil and Sanitary Engineer

Current Position Owner

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

### Experience & Qualifications

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

If so, please indicate which groups: Utility Advisory Committee

Please share your qualifications for this appointment (skills, I am a registered Civil and Sanitary engineer in Washington State with over 40 years of experience in design and analysis of municipal water and wastewater collection and treatment

activities, training, education) if any:

facilities. I have a Master of Science degree in Civil Engineering from the University of California and a bachelor's degree in Political Science from Stanford University. I worked for consulting engineering companies for over 35 years and now do specialty consulting for clients nationally and internationally primarily in the area of computational fluid dynamic analysis of wastewater treatment unit process tanks. I have done volunteer analysis work for the City evaluating a potential upgrade for the City's wastewater treatment facility. My website outlines my experience and education in detail: <https://rsamstag.com/>. I served for three years on the Utility Advisory Committee where I led evaluation of the Winslow Beach Main Replacement Project. I resigned from the UAC when the firm for whom I was working at the time, Carollo Engineers, won the project to prepare the General Sewer Plan for the City. This gave me a conflict of interest. I currently have no conflicts of interest and look forward especially to helping the UAC and the Council evaluate the recent project for evaluations at the Wastewater Treatment Plant.

---

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

Request from co-chair of the UAC

---

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

## **RANDAL W. SAMSTAG, PE, BCEE**

### **CIVIL AND SANITARY ENGINEER**

Mr. Samstag is an independent consultant in the field of wastewater treatment process analysis and design. As an employee of major international consulting companies, he served as project manager or process engineer on over one hundred wastewater treatment plant projects ranging in size from 50,000 gallons per day (gpd) to 275 million gallons per day (mgd) average flow capacity. He has served as project manager, design, or process engineer for planning and design of wastewater treatment plants totaling over 1,500 mgd of average flow capacity with a combined construction cost over \$3,000 million. He has completed evaluations and designs for nitrogen removal for over a dozen wastewater treatment plants including recent evaluations for the three largest treatment plants discharging to Puget Sound. He led field test evaluation and computational fluid dynamics (CFD) modeling projects for aeration and sedimentation tanks for two dozen plants. He is the author of his own sedimentation CFD code and is expert in use of several commercial codes, including ANSYS Fluent. Mr. Samstag is Secretary for the IWA Working Group for CFD and is the manager for the LinkedIn group "CFD for Wastewater." He is the author of over 100 reports and studies and over fifty book chapters, peer-reviewed journal articles, papers for national and international conferences, and other presentations.

#### **Selected Project Experience**

**Clarifier Optimization Project, Carollo Engineers-** Principal author and project manager for an internal clarifier optimization project. In this project Mr. Samstag evaluated the major geometric elements of the radial flow (circular) secondary clarifiers using field-calibrated three dimensional (3D) CFD models. Elements investigated: inlet geometry, feed well diameter and depth, effluent geometry, and tank depth. The work recommended a standard geometry for Carollo activated sludge clarifiers.

**Blacks Ford SBR Mixing Evaluation, JEA Utility, Jacksonville, FL -** Process engineer and principal author of a report evaluating mixing efficiency of a jet-aeration and pumped mixing system for this 5 mgd capacity sequencing batch reactor (SBR) WWTP. In this study field solids profile measurements were used to calibrate a Fluent 3-dimensional CFD model using user defined functions (UDF) for solids settling, transport, and density couple. Results of the study indicated that the pumped mix system was significantly undersized to meet a conventional mix criterion of less than 10 percent variation of solids concentrations over the cross section of the tank.

**Orange County Utilities, Mixing Study, Orlando, FL -** Process engineer for field testing of five different types of vertical-shaft mixing impellers for activated sludge mixing: three hydrofoil and two hyperboloid mixers. For each mixing impellor three kinds of field test was accomplished: solids profile, velocity profile, and hydraulic residence time (HRT). The impellers were ranked in terms of coefficient of variation (CoV) for solids distribution.



#### **Areas of Specialization**

- Biological Process Analysis
- Field Testing
- CFD Modeling
- Biological Process Modeling
- Wastewater Treatment Master Planning and Design
- Operations Consulting

#### **Years of Experience**

- 39

#### **Education**

- Non-matriculated, 1988-1989, Computational Fluid Dynamics, University of Washington, Seattle
- Master of Science, 1977, Sanitary Engineering, University of California, Berkeley
- Bachelor of Arts, 1970, Political Science, Stanford University

#### **Professional Certification**

- Civil and Sanitary Engineer, #22407, 1984, WA
- Civil Engineer, #28224, 1977, CA
- Board Certified Environmental Engineer, 1996, American Academy of Environmental Engineers

**Randal W. Samstag, PE, BCEE**  
**Civil and Sanitary Engineer (Continued)**

**Sedimentation Tank Capacity Analysis, West County Wastewater District, Richmond, CA** - Process engineer and author of a technical memorandum evaluating the capacity of activated sludge sedimentation tanks using a two-dimensional CFD model in Fluent based on user defined functions for solids settling and density couple. Mr. Samstag prepared protocols for field tests for calibration of the modeling. The modeling established the safety factor over state point analysis required to determine capacity as a function of overflow, mixed liquor solids concentration, and sludge settleability.

**North San Mateo Water and Sewer District WWTP in Daly City, CA** - Process engineer for secondary sedimentation evaluations for the North San Mateo Water and Sewer District WWTP in Daly City, California. Responsible for analysis of process data, field testing including residence time distribution (RTD) dye testing, solids profile modeling, settling velocity testing, drogoue and acoustic Doppler velocimeter (ADV) testing of square, center-feed activated sludge sedimentation tanks, review and presentation of three-dimensional CFD modeling, and final report authorship.

**Secondary Treatment Facilities Upgrade and Expansion, Allegheny County Sanitary Commission (ALCOSAN), Pittsburgh, PA** - Process engineer for evaluation of primary treatment facilities for combined sewer flows up to 625 mgd and expansion of the 200 mgd secondary treatment capacity to 275 mgd. Mr. Samstag served as process engineer for plant testing to confirm hydraulic and process characteristics of primary treatment facilities with loading rate as high as 4000 gallons per day per square foot. Dye, solids profile, and long-column settleability tests were conducted to establish capacity under high flows. Mr. Samstag developed the mass balance for the upgraded plant and evaluated aeration system requirements. New fine bubble aeration disc diffusers were evaluated to supplement existing tubular diffusers.

**West Point Treatment Plant Expansion, Secondary Sedimentation Investigations, Municipality of Metropolitan Seattle, Seattle, WA** - Project manager for a series of full-scale, field and laboratory-scale tests and numerical modeling of sedimentation tanks as a part of preliminary design of primary and secondary sedimentation tanks for Seattle Metro's largest wastewater treatment plant. As part of the program, full-scale sedimentation tanks were field tested at four sites and physical model testing and CFD modeling was conducted by Professor J. A. McCorquodale. The investigations concluded that either circular or rectangular tank designs could be used for effective secondary sedimentation up to hydraulic loading rates of 1500 gallons per day per square foot if aeration tanks are appropriately sized.

**West Point Nitrogen Removal Study, King County, WA** - Process engineer and principal author of a report evaluating process alternatives for upgrade of the 215 mgd West Point Treatment Plant for nitrogen removal. The study evaluated a wide variety of potential nitrogen removal technologies including modified Ludzack-Ettinger (MLE) and Bardenpho suspended growth processes with membrane separation, integrated fixed film activated sludge (IFAS) processes and post-secondary biological aerated and denitrifying filters (BAF / DNF). Bardenpho MBR was selected as the representative alternative to represent potential impacts of conversion of Puget Sound's largest WWTP to nitrogen removal.

**South Plant Nitrogen Removal Study, King County, WA** - Process engineer and principal author of a report evaluating process alternatives for upgrade of the 144 mgd South Treatment Plant for nitrogen removal. The study evaluated a wide variety of potential nitrogen removal technologies including modified MLE and Bardenpho suspended growth processes with membrane separation, IFAS processes and post-secondary BAF / DNF. Parallel MLE or Bardenpho MBR processes were selected as the

**Randal W. Samstag, PE, BCEE**  
**Civil and Sanitary Engineer (Continued)**

representative alternatives for, respectively, 8 mg/L and 3 mg/l total inorganic nitrogen (TIN) permit scenarios to represent potential impacts of conversion of this large WWTP to nitrogen removal.

**Nitrogen Removal Facilities, LOTT Wastewater Treatment Plant, Olympia, WA - Performed** process evaluation and design for new aeration and biological nitrogen removal (BNR) tanks for conversion of a 22 million gallon per day high purity oxygen (HPO) activated sludge facility. The LOTT project was Washington's second plant designed for nitrogen removal with its most severe effluent standard of 3 mg/l total nitrogen. The design for LOTT used the four-stage Bardenpho™ process. Mr. Samstag led a team in field dye and solids testing of existing sedimentation tanks to establish their capacity under future design loads. Testing was also conducted at the Kelowna, British Columbia Bardenpho™ facility as a part of the work.

**Secondary Treatment Expansion Design, Southport AWT, City of Indianapolis, IN** - Process engineer and principal author of a technical memorandum evaluating for capacity for upgrade of nitrification facilities for the 122 mgd Southport Advanced Wastewater Treatment Plant.

**Appropriate Technology for Sewage Pollution Control for the Wider Caribbean Region, United Nations Environment Program, Kingston, Jamaica** - Project manager and partial author of a report outlining best management practices for sewage pollution control for the wider Caribbean region. This region has a population of over 50 million spanning the multi-national zone from Brownsville, Texas to the Republic of Trinidad and Tobago. The report focused on technologies for sewage treatment in the coastal regions bordering the Gulf of Mexico and Caribbean Sea. As part of the work, an extensive literature review was completed. The report identified appropriate technologies for different community and industrial types within the region. A panel of experts selected by the UNEP reviewed the report.

**Extension of the Ulu Pandan Sewage Treatment Works, Republic of Singapore** - Project and process engineer for preparation of the preliminary engineering report and process engineer for design of extension of the Ulu Pandan Sewage Treatment Works in Singapore. The upgraded plant was designed for an ultimate, average-flow capacity of 480,000 m<sup>3</sup>/day (127 mgd). A new 75,000 m<sup>3</sup>/day liquid treatment module includes a two-stage activated sludge process with both lamella and stacked secondary sedimentation tanks. A new plant water system uses ultraviolet disinfection and automatic strainers. The plant was designed for complete odor capture and treatment and eventual use of the covered portions of the liquid treatment module as a public park. The project also included a new headworks, new egg-shaped digesters, and new thickening and dewatering facilities.

**HPO Modifications, City of Bellingham, Washington** - Project manager and process engineer for planning, preliminary design, design, and construction management of modifications to the 20 mgd capacity Post Point WWTP to permit operation of the high purity oxygen (HPO) system in an anaerobic selector mode for encouragement of phosphorus accumulating organisms and to increase sludge settleability. New high efficiency aerators and new variable speed drives and mixer controls were installed as part of the project. The City was awarded a grant from the local power company that paid for one half of the cost of the project as a result of significant energy savings. The system has allowed the plant to lower SVI values from an average of 160 mL/g to less than 120 mL/g while reducing power demand by approximately 25% and oxygen use by 10%.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 25, 2019

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (7:40 PM) State Initiative 976 - Effects on Bainbridge Island Transportation Benefit Fund,

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:**

Discussion.

**SUMMARY:**

Initiative 976 (I-976) is an initiative to the Legislature that was filed for consideration in the 2019 legislative session. Initiative 976 (I-976) is often described as the “\$30 car tab initiative,” but it also proposes significant changes to many other aspects of the state and local transportation system, including repeal of the authority for city Transportation Benefit Districts (TBDs) to impose fees.

If I-976 passes, the initiative will become effective December 5, 2019. Bainbridge Island will lose its ability to collect \$30 per year from the Vehicle License Fee and this will result in a loss of revenue of approximately \$47,000 in 2019 and \$600,000 in the 2020 in the Transportation Benefit Fund. The City Transportation Benefit Fund is funded almost exclusively through vehicle license fees. Funds are used for transportation improvements, traffic calming, and climate change mitigation.

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	No

**BACKGROUND:**

Initiative 976 (I-976) is an initiative to the Legislature that was filed for consideration in the 2019 legislative session. The Legislature did not act on the initiative; therefore, I-976 will be presented to voters during the next

general election in November 2019. I-976 is often described as the “\$30 car tab initiative,” but it also proposes significant changes to many other aspects of the state’s transportation system, including repeal of the authority for city Transportation Benefit Districts (TBDs) to impose fee. If I-976 passes, the authority for TBD’s (including Bainbridge Island) to impose vehicle license fees would be eliminated. The effective date is 30 days after the initiative is passed which means that December 5, 2019 the initiative will be enacted.

If I-976 passes, Bainbridge Island will lose its ability to collect \$30 per year from the Vehicle License Fee in the Transportation Benefit Fund. The City Transportation Benefit Fund is funded almost exclusively through vehicle license fees. Funds are used for transportation improvements, traffic calming, and climate change mitigation.

In previous discussions related to car tab fees, members of the public have asked about which vehicles are required to pay these fees, and whether the City can elect to exempt certain categories of vehicle. The State establishes the type of vehicles that are exempt from or subject to these fees, as shown in the attached listing (Transportation Benefit District Vehicles Subject to/Exempt from Fees). The City does not have the authority to exempt vehicles from these fees other than as shown. Earlier this year, the Council directed staff to develop a program to allow for low-income residents to apply to a refund for the additional \$10 in fees that will take effect in mid-2019. The details of that program are scheduled for Council review and approval in July.

**ATTACHMENTS:**

[Bainbridge Island Initiative 976 FAQ.docx](#)

[Vehicles subject to fees.docx](#)

**FISCAL DETAILS:**

The City is expected to receive approximately \$480,000 in revenues for 2019 from the vehicle license tabs which includes the January 2019 Resolution 2019-08 to increase the vehicle license fee from \$20 to \$30 that will take effect in August 2019. If I-976 passes, the resources collected January 2019 through November 2019 would not be affected. There would however, be a loss of revenue of approximately \$47,000 in December 2019 receipts and \$600,000 in 2020 in the Transportation Benefit Fund. The Transportation Benefit Fund fund balance as of the end of 2018 is roughly \$810,000.

**Fund Name(s):** Other

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

Finance and Administrative Services Department  
Memorandum

Date: June 21, 2019

To: City Council  
Morgan Smith, City Manager  
Ellen Schroer, Assistant City Manager

From: DeWayne Pitts, Finance Director

Subject: Statewide Initiative 976, Local Impacts

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## Frequently Asked Questions

### City of Bainbridge Island Initiative 976 Impacts

#### [What is Initiative 976?](#)

Initiative 976 (I-976) is often called the “\$30 car tab initiative.” In addition to setting car tabs at \$30, it also proposes significant changes to many other aspects of the state’s transportation system, including repeal of the authority for city Transportation Benefit Districts (TBDs) to impose vehicle license fees.

#### [Does Bainbridge Island have a Transportation Benefit District \(TBD\)?](#)

Yes. Bainbridge Island has had a Transportation Benefit District (TBD) since 2012.

In 2013, the TBD approved an annual vehicle license fee of \$20. Starting in August 2019, the annual vehicle license fee will be \$30. The increase is specifically dedicated to traffic calming and climate change mitigation projects.

#### [What does the Transportation Benefit District provide on Bainbridge Island?](#)

The current \$20 TBD generates roughly \$400,000 in annual revenue. This revenue supports about 60% of the City’s annual road maintenance program, paying for about 5 miles of chip seal in 2019 as well as supporting asphalt repair island-wide. This money has also paid for right of way acquisition, for example along Wyatt Way, making transportation projects possible.

#### [If Initiative 976 passes, when does it go into effect?](#)

It will be effective December 5<sup>th</sup>, 2019 which is 30 days after election day.



## Finance and Administrative Services Department Memorandum

### What would it mean for Bainbridge Island if Initiative 976 passed?

Bainbridge Island vehicle owners would no longer pay the vehicle license fee added by the Bainbridge TBD and the City would receive less revenue. Staff estimates that the City will receive approximately \$480,000 in revenues for 2019 from the vehicle license tabs, with roughly \$600,000 expected in future years.

These funds are used for transportation improvements, traffic calming and climate change mitigation. In order to continue to provide the same level of project funding, other spending must be reduced, or new revenue sources found.

### Why is I-976 on the ballot?

This initiative was filed for consideration of the Washington State Legislature in the 2019 legislative session. The Legislature did not act on the initiative; therefore, I-976 will be presented to voters during the next general election in November 2019.

### What exactly does the initiative propose?

I-976 is an expansive proposal that would significantly change how the state and local transportation system generates revenue. If passed, the initiative would do the following:

- Repeal the authority for TBDs to impose vehicle fees;
- Limit motor vehicle license fees (car tab fees) to \$30 per year;
- Repeal or reduce certain motor vehicle weight fees;
- Reduce electric vehicle fees to \$30 per year;
- Repeal the 0.3% tax on motor vehicle retail sales;
- Require local motor vehicle excise taxes (MVETs) to be calculated using the Kelley Blue Book base value of the vehicle;
- Conditionally repeal the Sound Transit 0.8% MVET, and;
- Require the retirement or refinancing of Sound Transit-related bonds.

### How would Statewide City Transportation Benefit Districts (TBD'S) and local projects be affected?

Cities currently have the authority to establish TBDs for the purposes of acquiring, constructing, improving, providing and funding transportation improvements. Currently, over 100 cities including



## Finance and Administrative Services Department Memorandum

Bainbridge Island have formed TBDs to fund local transportation projects. TBDs are primarily funded through vehicle license fees or local sales taxes.

If I-976 passes, the authority for TBDs to impose vehicle license fees would be eliminated. Over 60 TBDs receive revenue from vehicle license fees, and 55 TBDs use vehicle licenses fees as their sole funding source including Bainbridge Island. If I-976 passes, the authority for Transportation Benefit Districts to impose fees would be eliminated.

### How would state transportation funding be impacted?

If I-976 passes, there would be reductions in many of the state accounts associated with transportation funding, including the Multimodal Transportation Account, the Motor Vehicle Account, State Patrol Highway Account, and the Transportation Partnership Account. The state estimates lost revenue of \$588 million in the 2019-21 biennium, \$677 million in the 2021-23 biennium, and \$758 million in the 2023-25 biennium.

### Why did the State create Transportation Benefit Districts?

In 1987, the State Legislature created Transportation Benefit Districts (TBDs) as an option for local governments to fund transportation improvements (Chapter 36.73). In 2015, the Legislature amended the TBD statute to expand its uses and revenue authority.

The state legislature provided local governments with these tools because of inflationary erosion of the local share of gas tax, and because the elimination of other traditional sources of funding for local transportation needs per passage of a series of statewide ballot initiatives over the last 12 years.

# Transportation Benefit District Vehicles Subject to/Exempt from Fees \*

## Vehicles subject to fees

- Passenger vehicles
- Trucks that weigh 6,000 pounds or less
- Motorcycles
- Commercial passenger vehicles and trucks that weigh 6,000 pounds or less
- Commercial trailers
- Combination trucks that weigh 6,000 pounds or less
- Combination trailers
- Tow trucks
- House moving dollies
- Trucks used exclusively for hauling logs that weigh 6,000 pounds or less
- Trailers used exclusively for hauling logs
- Taxicabs
- For-hire or stage vehicles with 6 seats or less
- For-hire or stage vehicles with 7 or more seats that weigh 6,000 pounds or less
- Private use trailers over 2,000 pounds
- Motorcycle trailers
- Travel trailers
- Fixed load vehicles that weigh 6,000 pounds or less
- Mobile homes licensed as vehicles
- Motor homes
- Neighborhood electric passenger vehicle and trucks that weigh 6,000 pounds or less
- Medium-speed electric passenger vehicle and trucks that weigh 6,000 pounds or less

## Exempt vehicles

- All farm vehicles including trailers
- Campers
- Off-road vehicles
- Snowmobiles, including vintage snowmobiles
- Mopeds
- ATVs

(\*Source – Washington State Department of Licensing)

## Transportation Benefit District Vehicles Subject to/Exempt from Fees \*

- Personal use trailers with a single axle and less than 2,000 pounds scale weight
- Antique, collector, and restored vehicles
- Converter gear
- Government vehicles
- Federally owned vehicles and federal motorcycle trailers
- Private school vehicles
- Vehicles properly registered to disabled American veterans
- Commercial passenger vehicles and trucks that weigh 6,001 pounds or more



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 25, 2019

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (7:55 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:

- B. Accounts Payable and Payroll
- C. Special City Council Meeting Minutes, May 31, 2019
- D. City Council Study Session Meeting Minutes, June 4, 2019
- E. Ordinance No. 2019-13, Adopting Kitsap Humane Society's Recommended Updates to the City's Animal Control Code - Executive
- F. 2019 Road Striping Contract - Public Works
- G. Funding Opportunity - Emergency Management Program Grant (EMPG) – Executive
- H. 2019 Amendments to the Kitsap Regional Coordinating Council Interlocal Agreement - Mayor Medina
- I. Race Equity Task Force Next Steps - Councilmembers Nassar, Deets and Tirman
- J. 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

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 25, 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:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[Payroll.pdf](#)

[Report to Council of Cash Disbursements 06-26-19.pdf](#)

**FISCAL DETAILS:**

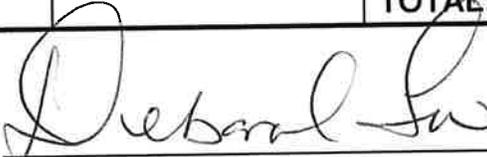
**Fund Name(s):**

**Coding:**

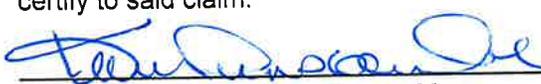
**PAYROLL**

**PAYROLL CHECK RUN: 6 - 20 - 2019**

Run Type	Run Date	Check # Sequence	Comments	Amount
Misc	6/4/2019	108996	P/R check run - misc	1,643.96
Normal	6/20/2019	045012 - 45144	P/R check run - direct deposit	327,102.77
Normal	6/20/2019	108997 - 109001	P/R check run - regular	6,279.19
Vendor	6/20/2019	109002 - 109011	P/R vendor check run	129,706.88
Vendor	6/20/2019	N/A	P/R vendor ACH	237.50
Retro	6/20/2019	109012 - 109013	P/R check run - Retro pay	2,754.49
EFTPS	6/20/2019	N/A	Federal Tax Electronic Transfer	124,083.39
			<b>TOTAL:</b>	<b>591,808.18</b>

Prepared and Reviewed by:  Date 6-21-19  
 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 6/21/19  
 Kimberly M. Dunscombe, Budget Manager

# ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: June 10, 2019 - June 24, 2019

CITY COUNCIL: June 11, 2019 - June 25, 2019

Last check from previous run: 350761 dated 06/06/19 issued to Sound Pacific Construction in the amount of \$525,690.43.

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
EFT	N/A	N/A		N/A
ACH	N/A	N/A		N/A
VOID - ACH	2/26/19	334	WA State DOL/Concealed weapon permits - February 2019: ACH error	N/A
VOID - ACH	4/25/19	341	WA State DOL/Concealed weapon permits - April 2019: ACH error	N/A
VOID	5/17/19	350570	Puget Sound Energy/Citywide utilities - April 2019: check error	N/A
VOID	5/17/19	350571	Verizon Wireless/Citywide cell phone services - April 2019: check error	N/A
VOID	6/26/19	350778	PW/Ace Hardware/Wrong vendor selected	N/A
VOID	6/26/19	350851	FIN/AFTS/Wrong vendor selected	N/A
Manual	6/6/19	350762	PW/Island Hands/Janitorial services - May 2019	11,394.04
Manual	6/11/19	350763	US Bank/Credit card purchases - May 2019	34,238.21
Manual	6/14/19	350764	AT&T/Fax long distance - June 2019	20.44
Manual	6/14/19	350765	Bainbridge Disposal/Citywide disposal services - May 2019	2,260.23
Manual	6/14/19	350766	CenturyLink/Citywide telcom services - June 2019	1,049.05
Manual	6/14/19	350767	ENG/City of Bainbridge/PLN51478 permit for vegetation maintenance	180.00
Manual	6/14/19	350768	Kelley Imaging Services/Copier leases	622.42
Manual	6/14/19	350769	PW/Meng Analysis/City Hall siding repair	5,905.00
Manual	6/14/19	350770	FIN/Pitney Bowes/Mail machine lease - Q2 2019	1,036.08
Manual	6/14/19	350771	Puget Sound Energy/Winslow Way E - April & May 2019	20.84
Manual	6/14/19	350772	Puget Sound Energy/City Hall - March & April 2019	6,046.83
Manual	6/14/19	350773	Toshiba Financial/Copier leases	518.07
Manual	6/14/19	350774	Verizon Wireless/Citywide cell phone services - April & May 2019	7,701.13
Manual	6/14/19	350775	WA State DOL/Concealed weapon permits - February 2019	270.00
Manual	6/14/19	350776	Puget Sound Energy/Casey St water meter - April & May 2019	45.90
Manual	6/19/19	350777	EX/William Robinson/Art purchase: Hand in Hand	9,900.00

<b>Manual Checks and Electronic Disbursements</b>	<b>81,208.24</b>
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Regular Run	6/12/19	350778-350902	Regular Check Run	276,834.44
				<b>358,042.68</b>

Retainage Release	6/14/19	179	Bainbridge Island Electric/HVAC software upgrade	844.07
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.

  
Karl R. Shaw, Accounting Manager

6-20-2019  
Date

VOID - ACH

6/14/19

KRS

6-14-19

06/14/2019 10:38 |CITY OF BAINBRIDGE ISLAND  
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

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

334 02/26/2019 VOID 969 WA ST DEPT OF LICENS 229291 FEB19CPL 02/21/2019 -270.00  
Invoice: FEB19CPL FEB19 CPL TRANSMITTAL  
-270.00 41654860 586000 GUN PERMIT OUT

CHECK 334 TOTAL: -270.00

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* -270.00

COUNT AMOUNT

TOTAL VOIDED CHECKS 1 270.00

\*\*\* GRAND TOTAL \*\*\* -270.00

Feb 2019 Firearm ACH payment failed due to a banking issue w/ Umpquah. VOID for reissue w/ live check

06/14/2019 10:38 | 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	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2019 6 145										
APP 650-213000						ACCOUNTS PAYABLE			270.00	
	06/14/2019	334	VOID			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH		270.00		
	06/14/2019	334	VOID			AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL								270.00	270.00	
APP 631-130000						DUE TO/FROM CLEARING			270.00	
	06/14/2019	ACHFA02	VOID							
APP 650-130000						DUE TO/FROM CLEARING		270.00		
	06/14/2019	ACHFA02	VOID							
SYSTEM GENERATED ENTRIES TOTAL								270.00	270.00	
JOURNAL 2019/06/145 TOTAL								540.00	540.00	

06/14/2019 10:38  
cchristianson

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

|P 3  
|apcsndeb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND	2019	6	145	06/14/2019			
631-130000					DUE TO/FROM CLEARING		270.00
635-111100					CASH	270.00	
					FUND TOTAL	270.00	270.00
650 AGENCY FUND	2019	6	145	06/14/2019			
650-130000					DUE TO/FROM CLEARING	270.00	
650-213000					ACCOUNTS PAYABLE		270.00
					FUND TOTAL	270.00	270.00

06/14/2019 10:38  
cchristianson

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

|P 4  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
631 CLEARING FUND		270.00	
650 AGENCY FUND			270.00
	TOTAL	270.00	270.00

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

06/14/2019 10:40  
cchristianson

|CITY OF BAINBRIDGE ISLAND  
|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	
000969 75743		229291	FIN 2019 02 635	111100	INV	02/21/2019	.00	
WA ST DOL	RMT: 1	FEB19	CPL TRANSMITTAL		ACT	02/26/2019	270.00	
INVOICE: FEB19CPL								
41654860 586000		DEP OUT		N 1		270.00		

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

*change remit*

06/14/2019 10:43 |CITY OF BAINBRIDGE ISLAND  
cchristianson |MODIFY INVOICES

|P 1  
|apinvmt

CLERK: cchristianson

INVOICE CHANGED

VENDOR DOCUMENT	CHECK RUNVOUCHER	DEPT	YR/PER	CASH ACCOUNT	TYPE	INV DATE	DISCOUNT AMOUNT	ERROR
					STAT	DUE DATE	INVOICE NET	
000969 75743		229291	FIN 2019 02 635	111100	INV	02/21/2019	.00	
WA ST DOL	RMT: 1 FEB19	CPL	TRANSMITTAL		ACT	02/26/2019	270.00	
INVOICE: 00009717								
41654860 586000	DEP OUT			N 1		270.00		

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

*change inv #*

VOID



6/18/19

KRS  
6-18-19

06/18/2019 15:34  
cchristianson

CITY OF BAINBRIDGE ISLAND  
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

341 04/25/2019 VOID 969 WA ST DEPT OF LICENS 230761 APR19CPL 04/23/2019 -309.00  
Invoice: APR19CPL APR19 CPL TRANSMITTAL

-309.00 41654860 586000 GUN PERMIT OUT

CHECK 341 TOTAL: -309.00

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* -309.00

COUNT AMOUNT

TOTAL VOIDED CHECKS 1 309.00

\*\*\* GRAND TOTAL \*\*\* -309.00

Electronic payment failed (April 2019)  
due to issues w/ Umpquah Bank.  
VOID for reissue w/ live check.

06/18/2019 15:34 |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	LINE DESC			
EFF DATE	REF 1	REF 2	REF 3		
2019 6	227	ACCOUNTS PAYABLE			309.00
APP 650-213000		AP CASH DISBURSEMENTS JOURNAL			
06/18/2019	341	CASH		309.00	
APP 635-111100		AP CASH DISBURSEMENTS JOURNAL			
06/18/2019	341				
GENERAL LEDGER TOTAL				309.00	309.00
APP 631-130000		DUE TO/FROM CLEARING			309.00
06/18/2019	ACHCPL04				
APP 650-130000		DUE TO/FROM CLEARING		309.00	
06/18/2019	ACHCPL04				
SYSTEM GENERATED ENTRIES TOTAL				309.00	309.00
JOURNAL 2019/06/227 TOTAL				618.00	618.00

06/18/2019 15:34  
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
631 CLEARING FUND	2019 6	227	06/18/2019			
631-130000				DUE TO/FROM CLEARING		309.00
635-111100				CASH	309.00	
				FUND TOTAL	309.00	309.00
650 AGENCY FUND	2019 6	227	06/18/2019			
650-130000				DUE TO/FROM CLEARING	309.00	
650-213000				ACCOUNTS PAYABLE		309.00
				FUND TOTAL	309.00	309.00

06/18/2019 15:34  
cchristianson

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

|P 4  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
631 CLEARING FUND		309.00	
650 AGENCY FUND			309.00
	TOTAL	309.00	309.00

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



06/11/2019 14:13  
 cchristianson

CITY OF BAINBRIDGE ISLAND  
 A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 336APR19				231281	336APR19			-139.43
				-139.43	91421355	547100	05/02/2019 SLS-9 ISLAND TERRACE GG-SWR-ELECTRIC	
Invoice: IL11APR19				231282	IL11APR19			-21.05
				-21.05	91111263	547100	05/02/2019 ST LIGHTS WW MAD TO 305 GG-STRT-STREET LIGHTING-UTIL	
Invoice: 520-330APR19				231283	520-330APR19			-53.43
				-53.43	91011768	547100	05/02/2019 210 WINSLOW WAY E IRRIGATION GG-C/E-PARKS-ELECTRIC	
Invoice: 823APR19				231284	823APR19			-10.42
				-10.42	91011768	547100	05/02/2019 BRIAN DR N/BOOTH EL PANEL GG-C/E-PARKS-ELECTRIC	
Invoice: 682-B-APR19				231285	682-B-APR19			-28.74
				-28.74	91111263	547100	05/02/2019 MUNI PARKING LOT-MAD/MADRONA GG-STRT-STREET LIGHTING-UTIL	
Invoice: 736APR19				231286	736APR19			-85.44
				-85.44	91011768	547100	05/02/2019 SHANNON DR/WFP RESTROOM GG-C/E-PARKS-ELECTRIC	
Invoice: 040-581APR19				231287	040-581APR19			-134.98
				-134.98	91421355	547100	05/02/2019 3900 HALLS HILL RD PUMP GG-SWR-ELECTRIC	
Invoice: 884APR19				231288	884APR19			-120.47
				-120.47	91421355	547100	05/02/2019 SLS FERRY TERMINAL GG-SWR-ELECTRIC	
Invoice: 111APR19				231289	111APR19			-410.41
				-410.41	91011215	547100	05/02/2019 POL STATION METER 2 GG-C/E-PD-ELECTRIC	
Invoice: 717APR19				231290	717APR19			-252.37
				-252.37	91011215	547100	05/02/2019 POL STATION METER 1 GG-C/E-PD-ELECTRIC	
Invoice: 520-374APR19				231291	520-374APR19			-56.01
				-56.01	91111264	547100	05/02/2019 SIGNAL @ 108 OLYMPIC DR SE GG-STREET-TRAF CONTROL-UTILITY	
Invoice: 520-136APR19				231292	520-136APR19			-2,406.01
				-2,406.01	91411345	547100	05/02/2019 HOB BOOSTER PUMP/WELL GG-WTR-ELECTRIC	
Invoice: IL5APR19				231293	IL5APR19			-100.30
				-100.30	91111263	547100	05/02/2019 COMMODORE OFF HS @ OLY GG-STRT-STREET LIGHTING-UTIL	

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
				INVOICE DTL		DESC		
Invoice: 021APR19				231294	021APR19			-89.70
				-89.70	91421355	547100	05/02/2019 SLS-3 TREATMENT PLANT GG-SWR-ELECTRIC	-89.70
Invoice: 291APR19				231295	291APR19			-14.37
				-14.37	91411345	547100	05/02/2019 HEAD OF BAY WELL FIELD GG-WTR-ELECTRIC	-14.37
Invoice: 031APR19				231296	031APR19			-124.92
				-124.92	91421355	547100	05/02/2019 SLS-6 LOVELL LOWER GG-SWR-ELECTRIC	-124.92
Invoice: IL12APR19				231297	IL12APR19			-73.89
				-73.89	91111263	547100	05/02/2019 ST LIGHTS WW 305-FERNCLIFF GG-STRT-STREET LIGHTING-UTIL	-73.89
Invoice: 573APR19				231298	573APR19			-12.50
				-12.50	91411345	547100	05/02/2019 COMMODORE/HS RESERVOIR GG-WTR-ELECTRIC	-12.50
Invoice: 040-714APR19				231299	040-714APR19			-10.42
				-10.42	91021182	547100	05/02/2019 7095 NE TWIN PONDS RD GG-OS-PROP MNGT-ELECTRIC	-10.42
Invoice: 206APR19				231300	206APR19			-399.52
				-399.52	91421355	547100	05/02/2019 4586 POINT WHITE DR GG-SWR-ELECTRIC	-399.52
Invoice: 259APR19				231301	259APR19			-325.95
				-325.95	91421355	547100	05/02/2019 SLS-8 HWY 305/HARBORVIEW GG-SWR-ELECTRIC	-325.95
Invoice: 636APR19				231302	636APR19			-89.70
				-89.70	91421355	547100	05/02/2019 SLS-7 WING PT WAY GG-SWR-ELECTRIC	-89.70
Invoice: 888APR19				231303	888APR19			-221.28
				-221.28	91411345	547100	05/02/2019 NE HS RD PUMP GG-WTR-ELECTRIC	-221.28
Invoice: 658APR19				231304	658APR19			-59.01
				-59.01	91421355	547100	05/02/2019 SLS-4 IRENE/LOWER HAWLEY GG-SWR-ELECTRIC	-59.01
Invoice: 520-298APR19				231305	520-298APR19			-249.27
				-249.27	91421355	547100	05/02/2019 SLS-5 WW/SUNDAY COVE GG-SWR-ELECTRIC	-249.27
Invoice: 640APR19				231306	640APR19			-14.15
				-14.15	91011768	547100	05/02/2019 BRIAN DR S/BOOTH EL PANEL GG-C/E-PARKS-ELECTRIC	-14.15

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 983APR19				231307	983APR19			-11.48
				-11.48	91111264	547100	05/02/2019 MILLER RD NE BEACON GG-STREET-TRAF CONTROL-UTILITY	
Invoice: 067APR19				231308	067APR19			-10.42
				-10.42	91111263	547100	05/02/2019 MADISON PARKING LOT GG-STRT-STREET LIGHTING-UTIL	
Invoice: IL7APR19				231309	IL7APR19			-74.48
				-74.48	91111263	547100	05/02/2019 MADISON PRJ HS TO WINSLOW II GG-STRT-STREET LIGHTING-UTIL	
Invoice: 466APR19				231310	466APR19			-11.46
				-11.46	91111264	547100	05/02/2019 MADISON/HS RAINBRINGER GG-STREET-TRAF CONTROL-UTILITY	
Invoice: 093APR19				231312	093APR19			-2,919.92
				-2,919.92	91411345	547100	05/02/2019 FLETCHER BAY WELL FIELD GG-WTR-ELECTRIC	
Invoice: 444APR19				231313	444APR19			-590.69
				-590.69	91011755	547100	05/02/2019 BI COMMONS GG-C/E-COMMONS-ELECTRIC	
Invoice: 461APR19				231314	461APR19			-5,971.02
				-5,971.02	91425358	547100	05/02/2019 WWTP GG-WWTP-ELECTRIC	
Invoice: WW&305APR19				231315	WW&305APR19			-512.18
				-512.18	91111264	547100	05/02/2019 WINSLOW WAY & 305 GG-STREET-TRAF CONTROL-UTILITY	
Invoice: 831APR19				231316	831APR19			-3,047.37
				-3,047.37	91411345	547100	05/02/2019 SANCE AVE NE WELL FIELD GG-WTR-ELECTRIC	
Invoice: 797APR19				231317	797APR19			-183.47
				-183.47	91011255	547100	05/02/2019 MUNI CRT - METER E3 GG-C/E-COURT BLDG-ELECTRIC	
Invoice: 247APR19				231318	247APR19			-33.57
				-33.57	91435838	547100	05/02/2019 SSWM/DECANT FACILITY GG-DECANT-ELECTRIC	
Invoice: 143APR19				231319	143APR19			-10.42
				-10.42	91111264	547100	05/02/2019 REITAN RD/WELCOME TO BI GG-STREET-TRAF CONTROL-UTILITY	
Invoice: IL1APR19				231320	IL1APR19			-218.24
				-218.24	91111263	547100	05/02/2019 ERKSN/MDSN/WW/KNTCHL GG-STRT-STREET LIGHTING-UTIL	

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CITY OF BAINBRIDGE ISLAND  
 A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 710APR19				231321	710APR19			-263.79
				-263.79	91421355	547100	05/02/2019 SLS-2 WILLAGE CENTER GG-SWR-ELECTRIC	
Invoice: 893APR19				231322	893APR19			-697.70
				-697.70	91111263	547100	05/02/2019 MUNI ST LKIGHTIN GG-STRT-STREET LIGHTING-UTIL	
Invoice: 040-751APR19				231323	040-751APR19			-10.74
				-10.74	91411345	547100	05/02/2019 520 ERICKSEN AVE PRV GG-WTR-ELECTRIC	
Invoice: SPRINGAPR19				231324	SPRINGAPR19			-51.40
				-51.40	91111263	547100	05/02/2019 SPRINGRIDGE RD/HANSEN HILL GG-STRT-STREET LIGHTING-UTIL	
Invoice: LYNCTRAPR19				231325	LYNCTRAPR19			-84.57
				-84.57	91111263	547100	05/02/2019 4238 LYNWOOD CTR RD GG-STRT-STREET LIGHTING-UTIL	
Invoice: BKLYN&MADAPR19				231326	BKLYN&MADAPR19			-13.80
				-13.80	91111263	547100	05/02/2019 NEW BKLYN & MAD AVE ST LIGHT GG-STRT-STREET LIGHTING-UTIL	
Invoice: 2360-MADAPR19				231327	2360-MADAPR19			-13.80
				-13.80	91111263	547100	05/02/2019 2360 MAD AVE N GG-STRT-STREET LIGHTING-UTIL	
Invoice: MAD&ORDAPR19				231328	MAD&ORDAPR19			-13.80
				-13.80	91111263	547100	05/02/2019 MADISON AVE & ORDWAY CROSS ST GG-STRT-STREET LIGHTING-UTIL	
Invoice: BKLYN&NTOWNAPR19				231329	BKLYN&NTOWNAPR19			-13.80
				-13.80	91111263	547100	05/02/2019 NB & NTOWN ST LIGHT GG-STRT-STREET LIGHTING-UTIL	
Invoice: WING&AZALEAAPR19				231330	WING&AZALEAAPR19			-11.36
				-11.36	91111263	547100	05/02/2019 WING PT & AZALEA ST LIGHT GG-STRT-STREET LIGHTING-UTIL	
Invoice: W.OFMAD-PH1APR19				231331	W.OFMAD-PH1APR19			-944.46
				-944.46	91111263	547100	05/02/2019 W. OF MAD-BAINBRIDGE CO GG-STRT-STREET LIGHTING-UTIL	
Invoice: E.OFMAD-PH2APR19				231332	E.OFMAD-PH2APR19			-1,874.23
				-1,874.23	91111263	547100	05/02/2019 E/ OF MADISON BAINBRIDGE CO PH2 GG-STRT-STREET LIGHTING-UTIL	
Invoice: MAD&H.S.APR19				231334	MAD&H.S.APR19			-43.81
				-43.81	91111263	547100	05/02/2019 MADISON AVE/H.S. AVE ST LT GG-STRT-STREET LIGHTING-UTIL	

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CITY OF BAINBRIDGE ISLAND  
 A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL DESC			
Invoice: 2681APR19			231336	2681APR19	05/02/2019			-10.42
			-10.42	91011768 547100	BJUNE WFP BOOTH EL PANEL-4 GG-C/E-PARKS-ELECTRIC			
Invoice: 2996APR19			231337	2996APR19	05/02/2019			-17.68
			-17.68	91411345 547100	965 WEAVER RS NW GG-WTR-ELECTRIC			
Invoice: 3010APR19			231338	3010APR19	05/02/2019			-10.42
			-10.42	91011768 547100	BJUNE WFP BOOTH EL PANEL - 3 GG-C/E-PARKS-ELECTRIC			
Invoice: 3028APR19			231339	3028APR19	05/02/2019			-11.78
			-11.78	91011768 547100	BJUNE WFP BOOTH EL PANEL-2 GG-C/E-PARKS-ELECTRIC			
Invoice: 3044APR19			231340	3044APR19	05/02/2019			-10.42
			-10.42	91011739 547100	278 WW E KIOSK COMM EVENTS-ELECTRICITY			
Invoice: 3051APR19			231341	3051APR19	05/02/2019			-10.84
			-10.84	91011768 547100	BJUNE WFP BOOTH EL PANEL-1 GG-C/E-PARKS-ELECTRIC			

CHECK 350570 TOTAL: -30,302.41

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* -30,302.41

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	1	30,302.41

\*\*\* GRAND TOTAL \*\*\* -30,302.41

Payment was presented to bank before positive pay could be done which resulted in the bank rejecting the payment.

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

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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL	ACCOUNT DESC	T OB	DEBIT	CREDIT				
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2019 6	90								
APP 001-213000	06/11/2019	350570	VOID			GENERAL - ACCOUNTS PAYABLE			8,084.41
APP 635-111100	06/11/2019	350570	VOID			AP CASH DISBURSEMENTS JOURNAL		8,084.41	
APP 401-213000	06/11/2019	350570	VOID			CASH			8,942.30
APP 635-111100	06/11/2019	350570	VOID			AP CASH DISBURSEMENTS JOURNAL		8,942.30	
APP 101-213000	06/11/2019	350570	VOID			ACCOUNTS PAYABLE			5,075.05
APP 635-111100	06/11/2019	350570	VOID			AP CASH DISBURSEMENTS JOURNAL		5,075.05	
APP 402-213000	06/11/2019	350570	VOID			STREETS - ACCOUNTS PAYABLE			8,167.08
APP 635-111100	06/11/2019	350570	VOID			AP CASH DISBURSEMENTS JOURNAL		8,167.08	
APP 403-213000	06/11/2019	350570	VOID			CASH			33.57
APP 635-111100	06/11/2019	350570	VOID			AP CASH DISBURSEMENTS JOURNAL		33.57	
						GENERAL LEDGER TOTAL		30,302.41	30,302.41
									30,302.41
APP 631-130000	06/11/2019	M051719	VOID			DUE TO/FROM CLEARING			
APP 001-130000	06/11/2019	M051719	VOID			GENERAL - DUE TO/FROM CLEARING		8,084.41	
APP 401-130000	06/11/2019	M051719	VOID			DUE TO/FROM CLEARING		8,942.30	
APP 101-130000	06/11/2019	M051719	VOID			STREETS - DUE TO/FROM CLEARING		5,075.05	
APP 402-130000	06/11/2019	M051719	VOID			DUE TO/FROM CLEARING		8,167.08	
APP 403-130000	06/11/2019	M051719	VOID			DUE TO/FROM CLEARING		33.57	
						SYSTEM GENERATED ENTRIES TOTAL		30,302.41	30,302.41
						JOURNAL 2019/06/90	TOTAL	60,604.82	60,604.82

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

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2019 6	90	06/11/2019	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	8,084.41	8,084.41
				FUND TOTAL	8,084.41	8,084.41
101 STREET FUND 101-130000 101-213000	2019 6	90	06/11/2019	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	5,075.05	5,075.05
				FUND TOTAL	5,075.05	5,075.05
401 WATER OPERATING FUND 401-130000 401-213000	2019 6	90	06/11/2019	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	8,942.30	8,942.30
				FUND TOTAL	8,942.30	8,942.30
402 SEWER OPERATING FUND 402-130000 402-213000	2019 6	90	06/11/2019	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	8,167.08	8,167.08
				FUND TOTAL	8,167.08	8,167.08
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2019 6	90	06/11/2019	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	33.57	33.57
				FUND TOTAL	33.57	33.57
631 CLEARING FUND 631-130000 635-111100	2019 6	90	06/11/2019	DUE TO/FROM CLEARING CASH	30,302.41	30,302.41
				FUND TOTAL	30,302.41	30,302.41

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

FUND	DUE TO	DUE FROM
001 GENERAL FUND		8,084.41
101 STREET FUND		5,075.05
401 WATER OPERATING FUND		8,942.30
402 SEWER OPERATING FUND		8,167.08
403 STORM & SURFACE WATER FUND		33.57
631 CLEARING FUND		
	30,302.41	
	<u>30,302.41</u>	<u>30,302.41</u>
TOTAL	30,302.41	30,302.41

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

06/14/2019 09:08 | CITY OF BAINBRIDGE ISLAND  
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VOID

cc 6/14/19

KRS  
6-14-19

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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

-----  
350571 05/17/2019 VOID    1485 VERIZON WIRELESS    231270    9829309066      05/01/2019      -4,569.42  
Invoice: 9829309066      CITYWIDE CELL PHN SVCS  
-4,569.42 91011189 542100      GG-C/E-CITY HALL-PHONE

CHECK    350571 TOTAL:      -4,569.42

NUMBER OF CHECKS    1      \*\*\* CASH ACCOUNT TOTAL \*\*\*      -4,569.42

COUNT      AMOUNT

-----  
TOTAL VOIDED CHECKS      1      4,569.42

\*\*\* GRAND TOTAL \*\*\*      -4,569.42

Payment was presented to bank before positive pay could be done, resulting in Umpqua rejecting the payment.

Confirmed: funds returned 5/21 after initial clearing on 5/20.

06/14/2019 09:08  
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|CITY OF BAINBRIDGE ISLAND  
 |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

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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	135									
		APP 001-213000	06/14/2019	350571	VOID			GENERAL - ACCOUNTS PAYABLE			4,569.42
		APP 635-111100	06/14/2019	350571	VOID			AP CASH DISBURSEMENTS JOURNAL		4,569.42	
								CASH			
								AP CASH DISBURSEMENTS JOURNAL			
								GENERAL LEDGER TOTAL		4,569.42	4,569.42
		APP 631-130000	06/14/2019	M051719	VOID			DUE TO/FROM CLEARING			4,569.42
		APP 001-130000	06/14/2019	M051719	VOID			GENERAL - DUE TO/FROM CLEARING		4,569.42	
								SYSTEM GENERATED ENTRIES TOTAL		4,569.42	4,569.42
								JOURNAL 2019/06/135		9,138.84	9,138.84
								TOTAL		9,138.84	9,138.84

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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	135	06/14/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING	4,569.42	
001-213000				GENERAL - ACCOUNTS PAYABLE		4,569.42
				FUND TOTAL	4,569.42	4,569.42
631 CLEARING FUND	2019 6	135	06/14/2019			
631-130000				DUE TO/FROM CLEARING		4,569.42
635-111100				CASH	4,569.42	
				FUND TOTAL	4,569.42	4,569.42

06/14/2019 09:08  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL  
JOURNAL ENTRIES TO BE CREATED

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FUND		DUE TO	DUE FROM
001 GENERAL FUND		4,569.42	
631 CLEARING FUND			4,569.42
	TOTAL	4,569.42	4,569.42

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VOID  
@ 6/19/19

K123  
6-19-19

06/19/2019 10:14 | CITY OF BAINBRIDGE ISLAND  
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CASH ACCOUNT: 635 111100 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

350778 06/26/2019 VOID 5 ACE HARDWARE .00

Invoice:

S/b 7821 Aramark

CHECK 350778 TOTAL: .00

350851 06/26/2019 VOID 7365 PAVEMENT CONSULTANTS .00

Invoice:

S/b 4305 AFTS

CHECK 350851 TOTAL: .00

NUMBER OF CHECKS 2 \*\*\* CASH ACCOUNT TOTAL \*\*\* .00

COUNT AMOUNT

TOTAL VOIDED CHECKS 2 .00

\*\*\* GRAND TOTAL \*\*\* .00

Input error caused invoices to pay to incorrect vendors.

Checks were voided prior to cash disbursements journal was processed.

Voided both checks & invoices. Will process on next check run.

Manual

cc 6/6/19

06/06/2019 15:07 | CITY OF BAINBRIDGE ISLAND  
cchristianson | A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

350762 06/06/2019 PRD 8646 ISLAND HANDS 231888 17456-17457 05/23/2019 M060619 11,394.04

Invoice: 17456-17457

MAY 2019 JANITORIAL CONTRACT

11,052.22 73011183 54110000269 JANITORIAL CONTRACT-PRO SVCS

341.82 73425358 54110000269 JANITORIAL CONTRACT-PRO SVCS

CHECK 350762 TOTAL: 11,394.04

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 11,394.04

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 11,394.04

\*\*\* GRAND TOTAL \*\*\* 11,394.04

06/06/2019 15:07  
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|CITY OF BAINBRIDGE ISLAND  
 |A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

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 |apcshdsb

CLERK: cchristianson

YEAR PER	JNL	ACCOUNT DESC	T OB	DEBIT	CREDIT				
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2019 6	52	GENERAL - ACCOUNTS PAYABLE						11,052.22	
APP 001-213000	06/06/2019	M060619	060619			AP CASH DISBURSEMENTS JOURNAL			11,394.04
APP 635-111100	06/06/2019	M060619	060619			CASH			
APP 402-213000	06/06/2019	M060619	060619			AP CASH DISBURSEMENTS JOURNAL		341.82	
APP 402-213000	06/06/2019	M060619	060619			ACCOUNTS PAYABLE			
APP 402-213000	06/06/2019	M060619	060619			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								11,394.04	11,394.04
APP 631-130000	06/06/2019	M060619	060619			DUE TO/FROM CLEARING		11,394.04	
APP 001-130000	06/06/2019	M060619	060619			GENERAL - DUE TO/FROM CLEARING			11,052.22
APP 402-130000	06/06/2019	M060619	060619			DUE TO/FROM CLEARING			341.82
APP 402-130000	06/06/2019	M060619	060619						
SYSTEM GENERATED ENTRIES TOTAL								11,394.04	11,394.04
JOURNAL 2019/06/52 TOTAL								22,788.08	22,788.08

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019	6	52	06/06/2019			
001-130000					GENERAL - DUE TO/FROM CLEARING		11,052.22
001-213000					GENERAL - ACCOUNTS PAYABLE	11,052.22	
					FUND TOTAL	11,052.22	11,052.22
402 SEWER OPERATING FUND	2019	6	52	06/06/2019			
402-130000					DUE TO/FROM CLEARING		341.82
402-213000					ACCOUNTS PAYABLE	341.82	
					FUND TOTAL	341.82	341.82
631 CLEARING FUND	2019	6	52	06/06/2019			
631-130000					DUE TO/FROM CLEARING	11,394.04	
635-111100					CASH		11,394.04
					FUND TOTAL	11,394.04	11,394.04

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JOURNAL ENTRIES TO BE CREATED

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FUND		DUE TO	DUE FROM
001 GENERAL FUND			11,052.22
402 SEWER OPERATING FUND		11,394.04	341.82
631 CLEARING FUND			
	TOTAL	11,394.04	11,394.04

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US Bank - May 2019

cc 6/11/19

06/11/2019 09:44  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
350763	06/11/2019	PRTD	7314	US BANK	231784	04/25/19-JB	05/27/2019 POL/PORT OF BROWNSVILLE/M8 FUEL	374.41
Invoice: 04/25/19-JB								
					374.41	54025212 532000	MARINE - FUEL	
					231785	05/04/19-JB	05/27/2019 POL/PORT OF BROWNSVILLE/M11 FUEL	84.24
Invoice: 05/04/19-JB								
					84.24	54025212 532000	MARINE - FUEL	
					231786	04/24/19-BB	05/27/2019 POL/SAFEWAY/ALL HANDS SUPPLIES	70.87
Invoice: 04/24/19-BB								
					35.43	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES	
					35.44	53011212 443410	POLICE - C/E PATROL TRAINING	
					231787	04/23/19-BB	05/27/2019 POL/WESTSIDE PIZZA/ALL HANDS: FOOD	406.03
Invoice: 04/23/19-BB								
					203.03	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES	
					203.00	53011212 443410	POLICE - C/E PATROL TRAINING	
					231788	04/26/19-BB	05/27/2019 POL/GARTNER STUDIOS/CERTIFICATES	31.96
Invoice: 04/26/19-BB								
					31.96	51011211 53110000933	PD AWARDS GALA-SUPPLIES	
					231789	05/01/09-BB	05/27/2019 POL/GOOD2GO/ACCT REPLENISH	40.00
Invoice: 05/01/09-BB								
					5.00	51011214 443410	PD-C/E-ADMIN-TRAINING	
					35.00	53011212 543100	PATROL-TRAVEL/MEALS/LODGING	
					231790	05/08/19-BB	05/27/2019 POL/AMAZON/VACUUM WARRANTY	11.40
Invoice: 05/08/19-BB								
					11.40	51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBERSHP	
					231791	05/09/19-BB	05/27/2019 POL/WSP/BG CHECK FOR DUOWM APPLICANT	12.00
Invoice: 05/09/19-BB								
					12.00	55011757 541100	PD-HARBORMASTER-PROF SVCS	
					231792	0510/19-BB	05/27/2019 POL/AMAZON/CHAIRS (2)	555.88
Invoice: 0510/19-BB								
					555.88	53011212 531100	PD-C/E-PATROL SUPPLIES	
					231793	05/10/19-BB-A	05/27/2019 POL/AMAZON/CHAIRS (4)	992.42
Invoice: 05/10/19-BB-A								
					992.42	53011212 531100	PD-C/E-PATROL SUPPLIES	
					231794	05/13/19-BB	05/27/2019 POL/AMAZON/VACUUM BAGS	29.42
Invoice: 05/13/19-BB								
					29.42	51011211 531100	PD-C/E-ADM-SUPPLIES	
					231795	05/11/19-BB	05/27/2019 POL/BIZCHAIR.COM/CHAIRS (2)	434.89
Invoice: 05/11/19-BB								
					434.89	53011212 531100	PD-C/E-PATROL SUPPLIES	
					231796	05/11/19-BB-A	05/27/2019	119.78

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CITY OF BAINBRIDGE ISLAND  
 A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL DESC			
Invoice: 05/11/19-BB-A			119.78	51011211 531100				
			231797	05/14/19-BB	05/27/2019		USB0619	-168.54
Invoice: 05/14/19-BB			-168.54	33011161 544000				
			231798	05/21/19-BB	05/27/2019		USB0619	100.00
Invoice: 05/21/19-BB			100.00	51011191 549100				
			231799	05/20/19-BB	05/27/2019		USB0619	138.88
Invoice: 05/20/19-BB			138.88	51011214 443410				
			231800	05/22/19-CC	05/27/2019		USB0619	35.01
Invoice: 05/22/19-CC			35.01	61011581 531100				
			231801	05/22/19-CC-A	05/27/2019		USB0619	30.40
Invoice: 05/22/19-CC-A			30.40	61011581 531100				
			231802	05/21/19-GC	05/27/2019		USB0619	33.88
Invoice: 05/21/19-GC			33.88	61011581 543100				
			231803	04/25/19-KD	05/27/2019		USB0619	1.00
Invoice: 04/25/19-KD			1.00	31011572 541100				
			231804	04/29/19-KD	05/27/2019		USB0619	24.00
Invoice: 04/29/19-KD			24.00	31011572 542450				
			231805	05/13/19-KD	05/27/2019		USB0619	56.30
Invoice: 05/13/19-KD			56.30	31011572 549100				
			231806	04/25/19-KE	05/27/2019		USB0619	90.00
Invoice: 04/25/19-KE			90.00	53011212 53110000962				
			231807	04/28/19-KE	05/27/2019		USB0619	16.90
Invoice: 04/28/19-KE			16.90	53011212 53110000962				
			231808	05/03/19-KE	05/27/2019		USB0619	16.32
Invoice: 05/03/19-KE			16.32	53011212 53110000962				
			231809	05/09/19-KE	05/27/2019		USB0619	111.04

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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	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
Invoice: 05/09/19-KE				111.04	53011212 54110000962				
						05/27/2019	USB0619		69.61
				231810	05/16/19-KE				
Invoice: 05/16/19-KE				69.61	53011212 53110000962				
						05/27/2019	USB0619		371.87
				231811	05/17/19-KE				
Invoice: 05/17/19-KE				371.87	53011212 54110000962				
						05/27/2019	USB0619		44.44
				231812	05/20/19-KE				
Invoice: 05/20/19-KE				44.44	53011212 532000				
						05/27/2019	USB0619		13.06
				231813	05/20/19-KE-A				
Invoice: 05/20/19-KE-A				13.06	53011212 53110000962				
						05/27/2019	USB0619		1,159.87
				231814	05/24/19-KE				
Invoice: 05/24/19-KE				1,159.87	53011212 54110000962				
						05/27/2019	USB0619		45.16
				231815	04/30/19-JH				
Invoice: 04/30/19-JH				22.58	51011214 443410				
				22.58	61470581 443410				
						05/27/2019	USB0619		20.50
				231816	05/02/19-JH				
Invoice: 05/02/19-JH				20.50	51011214 443410				
						05/27/2019	USB0619		41.49
				231817	05/01/19-JH				
Invoice: 05/01/19-JH				41.49	51011214 443410				
						05/27/2019	USB0619		303.18
				231818	05/01/19-JH-A				
Invoice: 05/01/19-JH-A				303.18	51011214 443410				
						05/27/2019	USB0619		65.00
				231819	05/17/19-JH				
Invoice: 05/17/19-JH				65.00	51011211 543100				
						05/27/2019	USB0619		70.95
				231820	05/20/19-JH				
Invoice: 05/20/19-JH				70.95	51011211 54310000589				
						05/27/2019	USB0619		395.00
				231821	05/08/19-CK				
Invoice: 05/08/19-CK				395.00	53011212 443410				

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL DESC			
			231822	05/08/19-CK-A	05/27/2019		USB0619	250.00
Invoice: 05/08/19-CK-A			250.00	53011212 443410	POL/CIT INTL/CIT COURSE REG FEE POLICE - C/E PATROL TRAINING			
			231832	04/29/19-GK	05/27/2019		USB0619	49.86
Invoice: 04/29/19-GK			49.86	53011212 531100	POL/AMAZON/TACTICAL BIPOD PD-C/E-PATROL SUPPLIES			
			231833	04/25/19-RL	05/27/2019		USB0619	130.92
Invoice: 04/25/19-RL			130.92	31011131 531100	EX/THATSASOME/CM LUNCH: PCD EX-GF-SUPPLIES			
			231834	05/02/19-RL	05/27/2019		USB0619	15.00
Invoice: 05/02/19-RL			15.00	11011116 543100	CC/OLYMPIC ESD/NETWRK BKFST: MEDINA COUNCIL-TRAVEL/MEALS/LODGING			
			231835	05/06/19-RL	05/27/2019		USB0619	19.71
Invoice: 05/06/19-RL			19.71	41011141 531100	FIN/NAMETAGCOUNTRY/PITTS FIN - C/E ADMIN SUPPLIES			
			231836	05/15/19-RL	05/27/2019		USB0619	249.22
Invoice: 05/15/19-RL			124.61	41011141 531100	CC,FIN/AMAZON/CHAIRS: MT, DP FIN - C/E ADMIN SUPPLIES			
			124.61	11011116 531100	COUNCIL - SUPPLIES			
			231837	05/15/19-RL-A	05/27/2019		USB0619	70.64
Invoice: 05/15/19-RL-A			35.32	41011141 531100	EX,FIN/ULINE/RECYCLE BOXES FIN - C/E ADMIN SUPPLIES			
			35.32	31011131 531100	EX-GF-SUPPLIES			
			231838	05/15/19-RL-B	05/27/2019		USB0619	92.75
Invoice: 05/15/19-RL-B			92.75	31011131 531100	EX/MARKETPLACE/APRIL BDAY LUNCHES EX-GF-SUPPLIES			
			231839	05/15/19-RL-C	05/27/2019		USB0619	54.50
Invoice: 05/15/19-RL-C			54.50	41011141 531100	FIN/AMAZON/MAT FIN - C/E ADMIN SUPPLIES			
			231840	05/23/19-RL	05/27/2019		USB0619	34.36
Invoice: 05/23/19-RL			34.36	31011131 531100	EX/NAMETAGCOUNTRY/BROWN, MCSHERRY EX-GF-SUPPLIES			
			231841	05/24/19-RL	05/27/2019		USB0619	125.00
Invoice: 05/24/19-RL			125.00	11011116 543100	CC/PAYPAL/MARDIPAWS GALA: MEDINA COUNCIL-TRAVEL/MEALS/LODGING			
			231846	05/06/19-JL	05/27/2019		USB0619	18.30
Invoice: 05/06/19-JL			18.30	52011212 443410	POL/LIL JON'S/LUNCH POLICE - C/E INVEST TRAINING			
			231847	05/07/19-JL	05/27/2019		USB0619	31.16
Invoice: 05/07/19-JL					POL/ARDEL CORP/FUEL			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE	VENDOR NAME						
				INVOICE DTL DESC					
				31.16	52011212	443410			
				231848	05/07/19	JL-A	05/27/2019	USB0619	12.79
Invoice: 05/07/19-JL-A									
				12.79	52011212	443410			
				231849	05/08/19	JL	05/27/2019	USB0619	18.30
Invoice: 05/08/19-JL									
				18.30	52011212	443410			
				231850	05/15/19	JL	05/27/2019	USB0619	19.15
Invoice: 05/15/19-JL									
				19.15	52011212	443410			
				231851	05/15/19	JL-A	05/27/2019	USB0619	19.15
Invoice: 05/15/19-JL-A									
				19.15	52011212	443410			
				231852	05/13/19	AL	05/27/2019	USB0619	42.75
Invoice: 05/13/19-AL									
				42.75	31011256	443410			
				231853	05/15/19	AL	05/27/2019	USB0619	141.41
Invoice: 05/15/19-AL									
				141.41	31011256	443410			
				231854	05/20/19	AL	05/27/2019	USB0619	341.08
Invoice: 05/20/19-AL									
				341.08	31011256	443410			
				231856	04/25/19	CL-A	05/27/2019	USB0619	19.61
Invoice: 04/25/19-CL-A									
				19.61	62471591	531100			
				231857	04/24/19	CL	05/27/2019	USB0619	8.39
Invoice: 04/24/19-CL									
				8.39	91029179	531100			
				231858	04/29/19	CL	05/27/2019	USB0619	124.39
Invoice: 04/29/19-CL									
				124.39	62471591	531100			
				231859	05/01/19	CL	05/27/2019	USB0619	110.12
Invoice: 05/01/19-CL									
				110.12	63470586	542450			
				231860	05/06/19	CL	05/27/2019	USB0619	127.10
Invoice: 05/06/19-CL									
				127.10	61011581	531100			
				231861	05/08/19	CL	05/27/2019	USB0619	29.89
Invoice: 05/08/19-CL									

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				29.89	62471591 531100				
						05/27/2019	USB0619		75.18
Invoice: 05/09/19-CL	05/09/19-CL			231862	05/09/19-CL				
				75.18	61011581 531100				
						05/27/2019	USB0619		23.90
Invoice: 05/08/19-CL-A	05/08/19-CL-A			231863	05/08/19-CL-A				
				23.90	63470586 542450				
						05/27/2019	USB0619		23.83
Invoice: 05/15/19-CL	05/15/19-CL			231864	05/15/19-CL				
				23.83	63470586 542450				
						05/27/2019	USB0619		5.29
Invoice: 05/24/19-CL	05/24/19-CL			231865	05/24/19-CL				
				5.29	62471591 531100				
						05/27/2019	USB0619		299.00
Invoice: 05/21/19-SM	05/21/19-SM			231866	05/21/19-SM				
				299.00	21011125 531100				
						05/27/2019	USB0619		23.89
Invoice: 05/15/19-EP	05/15/19-EP			231867	05/15/19-EP				
				23.89	52011212 543100				
						05/27/2019	USB0619		17.95
Invoice: 05/18/19-EP	05/18/19-EP			231868	05/18/19-EP				
				17.95	52011212 532000				
						05/27/2019	USB0619		32.65
Invoice: 05/18/19-EP-A	05/18/19-EP-A			231869	05/18/19-EP-A				
				32.65	52011212 531100				
						05/27/2019	USB0619		20.17
Invoice: 05/22/19-EP	05/22/19-EP			231870	05/22/19-EP				
				20.17	52011212 543100				
						05/27/2019	USB0619		5.45
Invoice: 04/30/19-JR	04/30/19-JR			231871	04/30/19-JR				
				5.45	62471591 531100				
						05/27/2019	USB0619		5.99
Invoice: 04/30/19-JR-A	04/30/19-JR-A			231872	04/30/19-JR-A				
				5.99	62471591 531100				
						05/27/2019	USB0619		900.00
Invoice: 05/01/19-JR	05/01/19-JR			231873	05/01/19-JR				
				900.00	61470581 545000				
						05/27/2019	USB0619		307.70
Invoice: 04/30/19-JR-B	04/30/19-JR-B			231874	04/30/19-JR-B				

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
				INVOICE DTL DESC				
				307.70	62471591	531100	BLDG - BLDG OFFICE SUPPLIES	
				231875	05/01/19-JR-A		05/27/2019 USB0619	6.98
Invoice: 05/01/19-JR-A				6.98	62471591	531100	PCD/WALMART/LIFESAVERS BLDG - BLDG OFFICE SUPPLIES	
				231876	05/03/19-JR		05/27/2019 USB0619	11.52
Invoice: 05/03/19-JR				11.52	62471591	531100	PCD/WALMART/BLDG SFTY MNTH SUPPLIES BLDG - BLDG OFFICE SUPPLIES	
				231877	05/06/19-JR		05/27/2019 USB0619	674.11
Invoice: 05/06/19-JR				674.11	62471591	531100	PCD/TUNA GRAPHICS/SHIRTS: BLDG INSP BLDG - BLDG OFFICE SUPPLIES	
				231878	05/15/19-JR		05/27/2019 USB0619	35.00
Invoice: 05/15/19-JR				35.00	61011584	443410	PCD/MRSC/AFF. HSNQ SEMINAR: JS PCD - C/E ADM TRAINING	
				231879	05/10/19-JR		05/27/2019 USB0619	9.07
Invoice: 05/10/19-JR				9.07	62471591	531100	PCD/TUNA GRAPHICS/SHIRTS: BLDG SFTY MNTH BLDG - BLDG OFFICE SUPPLIES	
				231880	05/17/19-JR		05/27/2019 USB0619	213.64
Invoice: 05/17/19-JR				213.64	62471594	443410	PCD/ICC/BOOKS: JL BLDG - BLDG TRAINING TRAVEL	
				231881	05/17/19-JR-A		05/27/2019 USB0619	750.00
Invoice: 05/17/19-JR-A				750.00	62471594	443410	PCD/ICC/EXAM: JL BLDG - BLDG TRAINING TRAVEL	
				231882	05/20/19-JR		05/27/2019 USB0619	-750.00
Invoice: 05/20/19-JR				-750.00	62471594	443410	PCD/ICC/CREDIT FOR EXAM BLDG - BLDG TRAINING TRAVEL	
				231883	05/20/19-JR-A		05/27/2019 USB0619	5.45
Invoice: 05/20/19-JR-A				5.45	62471591	531100	PCD/DOLLAR TREE/BALLOONS: BLDG SFTY MNTH BLDG - BLDG OFFICE SUPPLIES	
				231884	05/22/19-JR		05/27/2019 USB0619	57.42
Invoice: 05/22/19-JR				57.42	61011581	531100	PCD/SAFEWAY/RETIREMENT CAKE: GC PCD - C/E ADMIN SUPPLIES	
				231885	05/20/19-BS		05/27/2019 USB0619	47.92
Invoice: 05/20/19-BS				47.92	53011212	531100	POL/AMAZON/USB CHARGERS PD-C/E-PATROL SUPPLIES	
				231889	04/26/19-BS		05/27/2019 USB0619	5,029.92
Invoice: 04/26/19-BS				5,029.92	54025212	548100	POL/KITSAP MUFFLER/M8 TRAILER REPAIR MARINE - REPAIRS	
				231890	05/03/19-BS		05/27/2019 USB0619	232.56
Invoice: 05/03/19-BS							POL/MCGARD/PROPELLER LOCKS(3)	

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
				INVOICE DTL DESC				
				232.56	54025212	531100	MARINE - SUPPLIES	
				231891	05/16/19-BS		05/27/2019 USB0619	1,820.43
Invoice: 05/16/19-BS				1,820.43	54025212	548100	POL/SAFE BOATS INTL/ENGINE SVC M8 MARINE - REPAIRS	
				231892	05/14/19-CS		05/27/2019 USB0619	39.64
Invoice: 05/14/19-CS				39.64	51011211	53110000589	POL/WESTSIDE PIZZA/PIZZA FOR GIRL SCOUTS PD-COMM OUTREACH-SUPPLIES	
				231893	05/08/19-SW		05/27/2019 USB0619	53.35
Invoice: 05/08/19-SW				53.35	51011211	520000	POL/GALLS/BELT PD-C/E ADMIN-BENEFITS	
				231894	04/30/19-HW		05/27/2019 USB0619	42.00
Invoice: 04/30/19-HW				21.00	61011584	443410	PCD/BANANA LEAF THAI/SUPERV TRNG PCD - C/E ADM TRAINING	
				21.00	51011214	443410	PD-C/E-ADMIN-TRAINING	
				231895	05/21/19-HW		05/27/2019 USB0619	24.00
Invoice: 05/21/19-HW				24.00	61011581	543100	PCD/ANTHONY'S/KRCC MEETING PCD - C/E ADMIN TRAVEL EXPENSE	
				231896	05/15/19-TZ		05/27/2019 USB0619	30.00
Invoice: 05/15/19-TZ				30.00	53011212	443410	POL/SAFEWAY/FUEL: DRUG TRAINING POLICE - C/E PATROL TRAINING	
				231897	05/05/19-TD		05/27/2019 USB0619	23.97
Invoice: 05/05/19-TD				23.97	21011125	531100	CRT/AMAZON/LIGHT LAMP COURT - SUPPLIES	
				231898	04/26/19-TS		05/27/2019 USB0619	40.28
Invoice: 04/26/19-TS				40.28	21011125	531100	CRT/PLANTRONICS/PHONE HEADBANDS COURT - SUPPLIES	
				231899	05/10/19-TD		05/27/2019 USB0619	39.26
Invoice: 05/10/19-TD				39.26	21011125	531100	CRT/CRYSTAL SPRINGS/WATER COURT - SUPPLIES	
				231900	05/15/19-TD		05/27/2019 USB0619	26.00
Invoice: 05/15/19-TD				26.00	21011125	531100	CRT/AMAZON/PERSONAL: REPAID 06/04 COURT - SUPPLIES	
				231901	05/01/19-KB		05/27/2019 USB0619	19.15
Invoice: 05/01/19-KB				19.15	33011164	443410	HR/WSF/FERRY HR-C/E-TRAINING EXP	
				231902	05/01/19-KB-A		05/27/2019 USB0619	564.04
Invoice: 05/01/19-KB-A				564.04	33011164	443410	HR/RED ROOF/LODGING HR-C/E-TRAINING EXP	
				231903	05/02/19-KB		05/27/2019 USB0619	121.17

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL DESC			
Invoice: 05/02/19-KB			121.17	33011164 443410				
					05/27/2019	USB0619		25.50
Invoice: 05/03/19-KB			25.50	33011164 443410				
					05/27/2019	USB0619		14.60
Invoice: 05/03/19-KB-A			14.60	33011164 443410				
					05/27/2019	USB0619		90.00
Invoice: 05/10/19-KB			90.00	91011211 531100				
					05/27/2019	USB0619		13.68
Invoice: 05/14/19-KB			13.68	91011211 531100				
					05/27/2019	USB0619		225.00
Invoice: 05/14/19-KB-A			225.00	33011161 549100				
					05/27/2019	USB0619		22.25
Invoice: 05/15/19-KB			22.25	91011211 531100				
					05/27/2019	USB0619		11.25
Invoice: 05/16/19-KB			11.25	91011211 531100				
					05/27/2019	USB0619		239.56
Invoice: 04/25/19-SM			239.56	53011212 53110000956				
					05/27/2019	USB0619		2,724.98
Invoice: 04/26/19-SM			2,724.98	81011881 535500				
					05/27/2019	USB0619		27.25
Invoice: 05/01/19-SM			27.25	81011881 548500				
					05/27/2019	USB0619		202.64
Invoice: 05/08/19-SM			202.64	81011881 535500				
					05/27/2019	USB0619		1,087.82
Invoice: 05/08/19-SM-A			1,087.82	81011881 535500				
					05/27/2019	USB0619		174.30
					05/27/2019	USB0619		

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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	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
Invoice: 05/08/19-SM-B				174.30	81011881 535500				
						05/27/2019	USB0619		20.72
Invoice: 05/18/19-SM				20.72	81011881 548500				
						05/27/2019	USB0619		926.49
Invoice: 05/21/19-SM-A				926.49	81011881 535500				
						05/27/2019	USB0619		-122.50
Invoice: 04/30/19-KJ				-122.50	36011143 549100				
						05/27/2019	USB0619		7,163.00
Invoice: 05/01/19-KJ				7,163.00	36011143 545000				
						05/27/2019	USB0619		-150.00
Invoice: 05/09/19-KJ				-150.00	11011116 542450				
						05/27/2019	USB0619		64.46
Invoice: 05/07/19-KS				64.46	41011141 531100				
						05/27/2019	USB0619		18.00
Invoice: 05/08/19-KS				18.00	41011141 531100				
						05/27/2019	USB0619		16.34
Invoice: 04/29/19-KG				16.34	71111431 531100				
						05/27/2019	USB0619		29.02
Invoice: 05/01/19-KG				29.02	71111431 531100				
						05/27/2019	USB0619		530.52
Invoice: 05/06/19-KG				530.52	71011321 443410				
						05/27/2019	USB0619		93.49
Invoice: 05/24/19-KG				93.49	72011321 531100				
						05/27/2019	USB0619		21.14
Invoice: 05/27/19-KG				21.14	72011321 531100				
						05/27/2019	USB0619		10.15
						05/27/2019	USB0619		

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

						INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 05/27/19-KG-A		10.15	72011321 531100						
		231931	05/03/19-CK			05/27/2019		USB0619	143.36
Invoice: 05/03/19-CK		143.36	73638935 443410						
		231932	05/07/19-CK			05/27/2019		USB0619	637.32
Invoice: 05/07/19-CK		637.32	73637891 443410						
		231933	05/09/19-CK			05/27/2019		USB0619	26.16
Invoice: 05/09/19-CK		26.16	73011183 531100						
		231934	05/14/19-CK			05/27/2019		USB0619	16.34
Invoice: 05/14/19-CK		16.34	73411345 549100						
		231935	05/15/19-CK			05/27/2019		USB0619	320.39
Invoice: 05/15/19-CK		320.39	73637891 531100						
		231936	05/22/19-CK			05/27/2019		USB0619	302.93
Invoice: 05/22/19-CK		302.93	73637891 531100						

CHECK - - -350763 TOTAL: 34,238.21

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 34,238.21

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	34,238.21

\*\*\* GRAND TOTAL \*\*\* 34,238.21

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 JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL	ACCOUNT DESC	T OB	DEBIT	CREDIT				
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2019 6	88					GENERAL - ACCOUNTS PAYABLE		30,272.99	
APP 001-213000	06/11/2019	USB0619	USBANK			AP CASH DISBURSEMENTS JOURNAL			34,238.21
APP 635-111100	06/11/2019	USB0619	USBANK			CASH			
APP 407-213000	06/11/2019	USB0619	USBANK			AP CASH DISBURSEMENTS JOURNAL		2,499.52	
APP 101-213000	06/11/2019	USB0619	USBANK			ACCOUNTS PAYABLE			
APP 101-213000	06/11/2019	USB0619	USBANK			AP CASH DISBURSEMENTS JOURNAL		45.36	
APP 631-213000	06/11/2019	USB0619	USBANK			STREETS - ACCOUNTS PAYABLE			
APP 401-213000	06/11/2019	USB0619	USBANK			AP CASH DISBURSEMENTS JOURNAL		1,404.00	
APP 401-213000	06/11/2019	USB0619	USBANK			ACCOUNTS PAYABLE			
APP 401-213000	06/11/2019	USB0619	USBANK			AP CASH DISBURSEMENTS JOURNAL		16.34	
						AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		34,238.21	34,238.21
						DUE TO/FROM CLEARING		32,834.21	
APP 631-130000	06/11/2019	USB0619	USBANK			GENERAL - DUE TO/FROM CLEARING			30,272.99
APP 001-130000	06/11/2019	USB0619	USBANK			DUE TO/FROM CLEARING			2,499.52
APP 407-130000	06/11/2019	USB0619	USBANK			STREETS - DUE TO/FROM CLEARING			45.36
APP 101-130000	06/11/2019	USB0619	USBANK			DUE TO/FROM CLEARING			16.34
APP 401-130000	06/11/2019	USB0619	USBANK						
						SYSTEM GENERATED ENTRIES TOTAL		32,834.21	32,834.21
						JOURNAL 2019/06/88	TOTAL	67,072.42	67,072.42

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

JOURNAL ENTRIES TO BE CREATED

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2019 6	88	06/11/2019	GENERAL - DUE TO/FROM CLEARING		30,272.99
				GENERAL - ACCOUNTS PAYABLE	30,272.99	
				FUND TOTAL	30,272.99	30,272.99
101 STREET FUND 101-130000 101-213000	2019 6	88	06/11/2019	STREETS - DUE TO/FROM CLEARING		45.36
				STREETS - ACCOUNTS PAYABLE	45.36	
				FUND TOTAL	45.36	45.36
401 WATER OPERATING FUND 401-130000 401-213000	2019 6	88	06/11/2019	DUE TO/FROM CLEARING		16.34
				ACCOUNTS PAYABLE	16.34	
				FUND TOTAL	16.34	16.34
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2019 6	88	06/11/2019	DUE TO/FROM CLEARING		2,499.52
				ACCOUNTS PAYABLE	2,499.52	
				FUND TOTAL	2,499.52	2,499.52
631 CLEARING FUND 631-130000 631-213000 635-111100	2019 6	88	06/11/2019	DUE TO/FROM CLEARING	32,834.21	
				ACCOUNTS PAYABLE	1,404.00	
				CASH		34,238.21
				FUND TOTAL	34,238.21	34,238.21

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|CITY OF BAINBRIDGE ISLAND  
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JOURNAL ENTRIES TO BE CREATED

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FUND	DUE TO	DUE FROM
001 GENERAL FUND		30,272.99
101 STREET FUND		45.36
401 WATER OPERATING FUND		16.34
407 BUILDING & DEVELOPMENT FUND		2,499.52
631 CLEARING FUND		
	32,834.21	
	<u>32,834.21</u>	<u>32,834.21</u>
TOTAL	32,834.21	32,834.21

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE	VENDOR NAME						
-----									
350764	06/14/2019	PRTD	1235 AT&T ONENET SERVICE	232073	1270171027	06/01/2019	M061019	19.81	
Invoice: 1270171027				19.81	91011189 542100	FIN/FAX LONG DIST JUN 19			
				232074	1270179005	06/01/2019	M061019	.63	
Invoice: 1270179005				.63	91011189 542100	PCD/FAX LONG DIST JUN 19			
						GG-C/E-CITY HALL-PHONE			
						GG-C/E-CITY HALL-PHONE			
							CHECK	350764 TOTAL:	20.44
-----									
350765	06/14/2019	PRTD	47 BAINBRIDGE DISPOSAL	231937	0000868400	05/31/2019	M061019	1,591.86	
Invoice: 0000868400				143.25	91011215 547900	CITYWIDE DISP SVCS MAY 19			
				446.20	91011768 547900	GG-C/E-PD-GARBAGE			
				332.83	91425358 547900	GG-C/E-PARKS-GARBAGE			
				669.58	91011897 547900	GG-WWTP-GARBAGE (NOT BIOSOLIDS)			
						GG-C/E-O&M YARD FAC-GARBAGE			
				231938	0000868600	05/31/2019	M061019	347.39	
Invoice: 0000868600				347.39	91011189 547900	C.H. DISP SVC MAY 19			
				231939	0000868659	05/31/2019	M061019	56.07	
Invoice: 0000868659				56.07	91011189 547903	BIG BELLY DISP SVC MAY 19			
						BIG BELLY SOLAR GARBAGE CANS			
				232075	0000868362	05/31/2019	M061019	264.91	
Invoice: 0000868362				264.91	91011755 547900	SS DISPOSAL SVCS MAY 19			
						GG-C/E-COMMONS-GARBAGE			
							CHECK	350765 TOTAL:	2,260.23
-----									
350766	06/14/2019	PRTD	551 CENTURYLINK	232076	0225JUN19	06/02/2019	M061019	108.61	
Invoice: 0225JUN19				108.61	91011897 542100	O&M FIRE ALARM MONIT			
				232077	0456JUN19	06/02/2019	M061019	69.99	
Invoice: 0456JUN19				69.99	91421891 542100	VILLAGE SEWER PUMP TELEM			
						GG-SWR-FAC-PHONE			
				232078	0754JUN19	06/02/2019	M061019	72.94	
Invoice: 0754JUN19				72.94	91411891 542100	FLETCHER BAY WELL TELEM			
						GG-WTR-FAC-PHONE			
				232079	1745JUN19	06/02/2019	M061019	52.27	
Invoice: 1745JUN19				52.27	91011189 542100	C.H. ELEVATOR SVC LINE			
						GG-C/E-CITY HALL-PHONE			
				232080	3736JUN19	06/02/2019	M061019	108.61	
Invoice: 3736JUN19				108.61	91011189 542100	C.H. FIRE ALARM MONIT			
						GG-C/E-CITY HALL-PHONE			

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A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
INVOICE DTL DESC								
Invoice: 5211JUN19				232081 5211JUN19	06/02/2019		M061019	194.30
				194.30 91011215 542100	POL PHN SVCS GG-C/E-PD-PHONE			
Invoice: 8731JUN19				232082 8731JUN19	06/02/2019		M061019	57.11
				57.11 91011755 542100	COMMONS FIRE ALARM MONIT GG-C/E-COMMONS-PHONE			
Invoice: 9136JUN19				232083 9136JUN19	06/02/2019		M061019	146.72
				146.72 91011189 542100	C.H. SECURITY ALARM MONIT GG-C/E-CITY HALL-PHONE			
Invoice: 9791JUN19				232084 9791JUN19	06/02/2019		M061019	137.80
				137.80 91011215 542100	POL TI MANDUS TELCOM GG-C/E-PD-PHONE			
Invoice: 9840JUN19				232085 9840JUN19	06/02/2019		M061019	50.35
				50.35 91411891 542100	HEAD OF BAY WELL TELEM GG-WTR-FAC-PHONE			
Invoice: 9858JUN19				232086 9858JUN19	06/02/2019		M061019	50.35
				50.35 91411891 542100	SANDS AVE WELL TELEM GG-WTR-FAC-PHONE			
							CHECK 350766 TOTAL:	1,049.05
350767 06/14/2019 PRTD		634 CITY OF BAINBRIDGE I		232097 PLN51478	06/14/2019		M061019	180.00
Invoice: PLN51478				180.00 72011316 541100	ENG/PLN51478 VEGETATION MAINT ENG-GF-NOXIOUS WEED CONTROL			
							CHECK 350767 TOTAL:	180.00
350768 06/14/2019 PRTD		1971 KELLEY IMAGING SYSTE		232087 24915615	06/03/2019		M061019	279.04
Invoice: 24915615				279.04 51011211 545000	POL/E-STUDIO4555C COPIER LEASE PD-C/E-ADMIN RENTS/LEASE			
Invoice: 24849986				232098 24849986	05/22/2019		M061019	343.38
				343.38 72011321 545000	ENG/E-STUDIO4505AC COPIER LEASE ENG - C/E ADMIN RENTS & LEASES			
							CHECK 350768 TOTAL:	622.42
350769 06/14/2019 PRTD		6279 MENG ANALYSIS		232090 18903-106	11/30/2018		M061019	5,905.00
Invoice: 18903-106				5,905.00 73011183 54110000911	CITY HALL SIDING ANALYSIS CH SIDING REPAIR-PROF SVCS			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
INVOICE DTL DESC								
							CHECK 350769 TOTAL:	5,905.00
350770	06/14/2019	PRTD	420 PITNEY BOWES INC	231940	3308919305	05/30/2019	M061019	1,036.08
Invoice: 3308919305				1,036.08	44011141 545000	FIN/MAIL MACHINE LEASE Q2 2019		
							CHECK 350770 TOTAL:	1,036.08
350771	06/14/2019	PRTD	1205 PUGET SOUND ENERGY	231267	9932APR19	05/08/2019	M061019	10.42
Invoice: 9932APR19				10.42	91011739 547100	184 WINSLOW WAY E		
							CHECK 350771 TOTAL:	20.84
350772	06/14/2019	PRTD	1205 PUGET SOUND ENERGY	231269	CITY HALL MAR19	05/01/2019	M061019	3,517.93
Invoice: CITY HALL MAR19				3,517.93	91011189 547100	CITY HALL - MARCH 2019		
							CHECK 350772 TOTAL:	6,046.83
350773	06/14/2019	PRTD	6714 TOSHIBA FINANCIAL SE	231942	24849985	05/22/2019	M061019	244.47
Invoice: 24849985				244.47	21011125 545000	CRT/E-STUDIO3005AC LEASE		
							CHECK 350773 TOTAL:	518.07
350774	06/14/2019	PRTD	1485 VERIZON WIRELESS	231270	9829309066	05/01/2019	M061019	4,569.42
Invoice: 9829309066				4,569.42	91011189 542100	CITYWIDE CELL PHN SVCS		
							CHECK 350774 TOTAL:	3,131.71
350774	06/14/2019	PRTD	1485 VERIZON WIRELESS	232102	9831286209	06/01/2019	M061019	3,131.71
Invoice: 9831286209				3,131.71	91011189 542100	CITYWIDE CELL PHNS SVCS		
							CHECK 350774 TOTAL:	3,131.71

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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

-----  
 CHECK 350774 TOTAL: 7,701.13

350775 06/14/2019 PRD 969 DEPARTMENT OF LICENS 229291 00009717 02/21/2019 M061019 270.00  
 Invoice: 00009717 FEB19 CPL TRANSMITTAL  
 270.00 41654860 586000 GUN PERMIT OUT

CHECK 350775 TOTAL: 270.00

350776 06/14/2019 PRD 1205 PUGET SOUND ENERGY 231268 3319APR19 05/08/2019 M061019 23.42  
 Invoice: 3319APR19 PW/CASEY ST WATER METER  
 23.42 73416345 547100 CASEY STREET WTR-ELECTRICITY

232101 3319MAY19 06/07/2019 M061019 22.48  
 Invoice: 3319MAY19 PW/CASEY ST WATER METER  
 22.48 73416345 547100 CASEY STREET WTR-ELECTRICITY

CHECK 350776 TOTAL: 45.90

NUMBER OF CHECKS 13 \*\*\* CASH ACCOUNT TOTAL \*\*\* 25,675.99

COUNT AMOUNT

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 TOTAL PRINTED CHECKS 13 25,675.99

\*\*\* GRAND TOTAL \*\*\* 25,675.99

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	150										
APP	001-213000		06/14/2019	M061019	061419			GENERAL - ACCOUNTS PAYABLE			24,510.03	
								AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100		06/14/2019	M061019	061419			CASH				25,675.99
								AP CASH DISBURSEMENTS JOURNAL				
APP	402-213000		06/14/2019	M061019	061419			ACCOUNTS PAYABLE			402.82	
								AP CASH DISBURSEMENTS JOURNAL				
APP	401-213000		06/14/2019	M061019	061419			ACCOUNTS PAYABLE			219.54	
								AP CASH DISBURSEMENTS JOURNAL				
APP	631-213000		06/14/2019	M061019	061419			ACCOUNTS PAYABLE			273.60	
								AP CASH DISBURSEMENTS JOURNAL				
APP	650-213000		06/14/2019	M061019	061419			ACCOUNTS PAYABLE			270.00	
								AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL											25,675.99	25,675.99
APP	631-130000		06/14/2019	M061019	061419			DUE TO/FROM CLEARING			25,402.39	
APP	001-130000		06/14/2019	M061019	061419			GENERAL - DUE TO/FROM CLEARING				24,510.03
APP	402-130000		06/14/2019	M061019	061419			DUE TO/FROM CLEARING				402.82
APP	401-130000		06/14/2019	M061019	061419			DUE TO/FROM CLEARING				219.54
APP	650-130000		06/14/2019	M061019	061419			DUE TO/FROM CLEARING				270.00
SYSTEM GENERATED ENTRIES TOTAL											25,402.39	25,402.39
JOURNAL 2019/06/150 TOTAL											51,078.38	51,078.38

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019 6	150	06/14/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		24,510.03
001-213000				GENERAL - ACCOUNTS PAYABLE	24,510.03	
				FUND TOTAL	24,510.03	24,510.03
401 WATER OPERATING FUND	2019 6	150	06/14/2019			
401-130000				DUE TO/FROM CLEARING		219.54
401-213000				ACCOUNTS PAYABLE	219.54	
				FUND TOTAL	219.54	219.54
402 SEWER OPERATING FUND	2019 6	150	06/14/2019			
402-130000				DUE TO/FROM CLEARING		402.82
402-213000				ACCOUNTS PAYABLE	402.82	
				FUND TOTAL	402.82	402.82
631 CLEARING FUND	2019 6	150	06/14/2019			
631-130000				DUE TO/FROM CLEARING	25,402.39	
631-213000				ACCOUNTS PAYABLE	273.60	
635-111100				CASH		25,675.99
				FUND TOTAL	25,675.99	25,675.99
650 AGENCY FUND	2019 6	150	06/14/2019			
650-130000				DUE TO/FROM CLEARING		270.00
650-213000				ACCOUNTS PAYABLE	270.00	
				FUND TOTAL	270.00	270.00

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			24,510.03
401 WATER OPERATING FUND			219.54
402 SEWER OPERATING FUND			402.82
631 CLEARING FUND		25,402.39	270.00
650 AGENCY FUND			
	TOTAL	25,402.39	25,402.39

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL	ACCOUNT DESC	T	OB	DEBIT	CREDIT	
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC	
2019 6	243	GENERAL - ACCOUNTS PAYABLE				9,900.00	
APP 001-213000	06/19/2019	M061819	061919			AP CASH DISBURSEMENTS JOURNAL	
APP 635-111100	06/19/2019	M061819	061919			CASH	
						AP CASH DISBURSEMENTS JOURNAL	
GENERAL LEDGER TOTAL						9,900.00	9,900.00
APP 631-130000	06/19/2019	M061819	061919			DUE TO/FROM CLEARING	
APP 001-130000	06/19/2019	M061819	061919			GENERAL - DUE TO/FROM CLEARING	
SYSTEM GENERATED ENTRIES TOTAL						9,900.00	9,900.00
JOURNAL 2019/06/243 TOTAL						19,800.00	19,800.00

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|CITY OF BAINBRIDGE ISLAND  
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JOURNAL ENTRIES TO BE CREATED

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019 6	243	06/19/2019	GENERAL - DUE TO/FROM CLEARING		9,900.00
001-130000				GENERAL - ACCOUNTS PAYABLE	9,900.00	
001-213000						
				FUND TOTAL	9,900.00	9,900.00
631 CLEARING FUND	2019 6	243	06/19/2019	DUE TO/FROM CLEARING	9,900.00	
631-130000				CASH		9,900.00
635-111100						
				FUND TOTAL	9,900.00	9,900.00

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND		9,900.00	
631 CLEARING FUND			9,900.00
	TOTAL	9,900.00	9,900.00

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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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
350779	06/26/2019	PRTD	9205 ALBRECHT, RICHARD	232105	78454	06/17/2019		06/23/19	160.71
			Invoice: 78454						
				160.71	421	122100			
								UB 12460 3698 POINT WHITE DRIVE NE	
								SEWER ACCOUNTS RECEIVABLE	
								CHECK 350779 TOTAL:	160.71
350780	06/26/2019	PRTD	863 INTERSTATE BATTERIES	231950	22057818	05/28/2019		06/23/19	257.19
			Invoice: 22057818						
				257.19	53011212	531100			
								POL/VEH 212 BATTERY	
								PD-C/E-PATROL SUPPLIES	
								CHECK 350780 TOTAL:	257.19
350781	06/26/2019	PRTD	7994 PENINSULA SERVICES	232120	89780	05/31/2019		06/23/19	64.00
			Invoice: 89780						
				64.00	51011211	541100			
								POL/MOBILE SHREDDING	
								PD-C/E-ADM-PROF SVCS	
				232121	89779				
			Invoice: 89779						
				32.00	21011125	541100			
								CRT/MOBILE SHREDDING	
								COURT - PROFESSIONAL SERVICES	
								CHECK 350781 TOTAL:	96.00
350782	06/26/2019	PRTD	8014 ALSTON, COURTNAGE &	232122	119023	05/31/2019		06/23/19	960.00
			Invoice: 119023						
				960.00	72311942	64110000724			
								ENG/PROF SVCS: HARRISON PROPERTY	
								PD/COURT BLDG-PROF SVCS/DESIGN	
								CHECK 350782 TOTAL:	960.00
350783	06/26/2019	PRTD	2331 AM TEST INC	231951	110253	05/14/2019		06/23/19	185.00
			Invoice: 110253						
				185.00	73425358	54110000391			
								PW/WWTP LAB TESTING	
								LAB & TESTING SVCS-WWTP	
								CHECK 350783 TOTAL:	185.00
350784	06/26/2019	PRTD	7166 AMERICAN MESSAGING	231952	W4104492TF	06/01/2019		06/23/19	93.45
			Invoice: W4104492TF						
				93.45	73637891	542100			
								PW/MESSAGING SVC JUN 19	
								O&M - ALLOC FACIL TELEPHONE	
								CHECK 350784 TOTAL:	93.45
350785	06/26/2019	PRTD	4710 ASSOCIATED PETROLEU	231953	1439894-IN	05/28/2019		06/23/19	717.59
			Invoice: 1439894-IN						
				717.59	73638932	532000			
								PW/250 GAL UNLEADED	
								O&M-FUEL ALLOC TO OTH DEPTS	
				231954	1429454-IN				
			Invoice: 1429454-IN						
								05/28/2019	06/23/19
								PW/124 GAL DIESEL	403.98

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
				403.98 73638893 532000				
					O&M-FUEL USE-ALLOCATION			
				231955 1429223-IN	05/23/2019		06/23/19	1,016.47
Invoice: 1429223-IN					PW/350 GAL UNLEADED			
				1,016.47 73638932 532000				
					O&M-FUEL ALLOC TO OTH DEPTS			
				231956 1429222-IN	05/23/2019		06/23/19	522.51
Invoice: 1429222-IN					PW/165 GAL DIESEL			
				522.51 73638893 532000				
					O&M-FUEL USE-ALLOCATION			
					CHECK	350785	TOTAL:	2,660.55
350786	06/26/2019	PRTD	7821 AUS WEST LOCKBOX	231957 1991265145	05/30/2019		06/23/19	53.99
Invoice: 1991265145					PW/LAUNDRY SERVICE			
				53.99 73638893 589310				
					LAUNDRY SERVICES			
					CHECK	350786	TOTAL:	53.99
350787	06/26/2019	PRTD	4365 AUTOMATIC FUNDS TRAN	231958 BAIN1905028	05/31/2019		06/23/19	343.65
Invoice: BAIN1905028					FIN/REMIT MAY 2019: B&O			
				343.65 41011141 541100				
					FIN - C/E ADMIN PROF SERVICES			
				231959 108623	05/17/2019		06/23/19	4.78
Invoice: 108623					UB/FINAL BILL: PRINT & MAIL			
				.89 43411341 541100				
				.89 43421351 541100				
				1.50 91411891 542500				
				1.50 91421891 542500				
					FIN - WATER ADMIN PROF SERVICE			
					FIN - SEWER ADMIN PROF SERVICE			
					GG-WTR-FAC-POSTAGE			
					GG-SWR-FAC-POSTAGE			
				231960 108440	05/08/2019		06/23/19	13.84
Invoice: 108440					UB/FINAL BILL: PRINT & MAIL			
				2.42 43411341 541100				
				2.42 43421351 541100				
				4.50 91411891 542500				
				4.50 91421891 542500				
					FIN - WATER ADMIN PROF SERVICE			
					FIN - SEWER ADMIN PROF SERVICE			
					GG-WTR-FAC-POSTAGE			
					GG-SWR-FAC-POSTAGE			
				232123 108890	06/03/2019		06/23/19	737.59
Invoice: 108890					FIN/STATEMENT PREP & MAIL			
				159.85 43411341 541100				
				159.85 43421351 541100				
				208.95 91411891 542500				
				208.94 91421891 542500				
					FIN - WATER ADMIN PROF SERVICE			
					FIN - SEWER ADMIN PROF SERVICE			
					GG-WTR-FAC-POSTAGE			
					GG-SWR-FAC-POSTAGE			
					CHECK	350787	TOTAL:	1,099.86
350788	06/26/2019	PRTD	54 BAINBRIDGE RENTAL IN	231962 CON#49667	06/03/2019		06/23/19	87.19
Invoice: CON#49667					PW/BLACK CHAPS			
				87.19 73637891 531100				
					OFFICE SUPPLIES			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: CON#50007				232124	CON#50007	06/11/2019	06/23/19	175.38
				175.38	73111427	531100	PW/LOPPER 32" DUAL CUT OFFICE SUPPLIES	
Invoice: CON#49973				232125	CON#49973	06/10/2019	06/23/19	43.58
				43.58	73011189	531100	PW/TRIMMER LINE O&M - C/E FACIL OFC SUPPLIES	
Invoice: CON#49818				232126	CON#49818	06/06/2019	06/23/19	818.96
				818.96	73111427	531100	PW/PRUNING, TRIMING TOOLS OFFICE SUPPLIES	
							CHECK 350788 TOTAL:	1,125.11
350789 06/26/2019 PRTD		55 SOUND PUBLISHING, IN		232127	7922786-2357312	05/31/2019	06/23/19	140.00
Invoice: 7922786-2357312				140.00	61470581	544000	PCD/PPM: BLACKWOOD PCD - DEV ADMIN ADVERTISING	
Invoice: 7922786-2363366				232128	7922786-2363366	05/31/2019	06/23/19	140.00
				140.00	63470586	544000	PCD/PPM: FAIRYLAND CUR-DEV-ZONING-ADV	
							CHECK 350789 TOTAL:	280.00
350790 06/26/2019 PRTD		55 SOUND PUBLISHING, IN		231963	BIR858533	05/31/2019	06/23/19	90.90
Invoice: BIR858533				90.90	11011113	544000	CC/ORD 2019-14,2019-16 COUNCIL - LEGAL NOTICES	
Invoice: BIR858581				231964	BIR858581	05/31/2019	06/23/19	76.74
				76.74	11011113	544000	CC/ORD 2019-17 (TREES) COUNCIL - LEGAL NOTICES	
Invoice: BIR858571				231965	BIR858571	05/31/2019	06/23/19	100.35
				100.35	11011113	544000	CC/ORD 2019-15 COUNCIL - LEGAL NOTICES	
Invoice: BIR858703				231966	BIR858703	05/31/2019	06/23/19	108.61
				108.61	63470586	544000	PCD/NOTICE OF SEPA DETERMIN. CUR-DEV-ZONING-ADV	
							CHECK 350790 TOTAL:	376.60
350791 06/26/2019 PRTD		55 SOUND PUBLISHING, IN		232007	7923070-2372728	05/31/2019	06/23/19	44.37
Invoice: 7923070-2372728				44.37	33011161	544000	HR/AD: PAYROLL SPECIALIST HR-C/E-ADVERTISING	
							CHECK 350791 TOTAL:	44.37

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
INVOICE DTL DESC								
350792	06/26/2019	PRTD	9212 BAO, YI FEN	232112	78461	06/17/2019	06/23/19	38.75
	Invoice: 78461			38.75	411	122100	UB 11187 912 ISAAC AVENUE NE WATER ACCOUNTS RECEIVABLE	
							CHECK 350792 TOTAL:	38.75
350793	06/26/2019	PRTD	7242 BELFAIR HOSE & HYDRA	231984	28014	06/04/2019	06/23/19	310.98
	Invoice: 28014			155.49	73111423	548100	PW/HYDRAULIC RAM REPAIR REPAIRS & MAINTENANCE	
				155.49	73111427	548100	O&M-ACCESS RDSIDE R&M	
							CHECK 350793 TOTAL:	310.98
350794	06/26/2019	PRTD	9202 BRENDA BERRY	231967	06/01/19	06/01/2019	06/23/19	150.00
	Invoice: 06/01/19			150.00	41625860	586000	FIN/DAMAGE DEP REFUND: 6/1 SC/COMMONS ROOM DEP-DISBURSEME	
							CHECK 350794 TOTAL:	150.00
350795	06/26/2019	PRTD	9201 BAINBRIDGE ISLAND ED	231968	06/05/19	06/05/2019	06/23/19	150.00
	Invoice: 06/05/19			150.00	41625860	586000	FIN/DAMAGE DEP REFUND: 6/5 SC/COMMONS ROOM DEP-DISBURSEME	
							CHECK 350795 TOTAL:	150.00
350796	06/26/2019	PRTD	50 BAINBRIDGE ISLAND EL	231969	20190048	05/23/2019	06/23/19	283.40
	Invoice: 20190048			283.40	73011183	548100	PW/HEAT PUMP REPAIR O&M-C/E-CH FAC-REPAIRS	
				231970	20190062		05/23/2019	06/23/19
	Invoice: 20190062			637.65	73411345	548100	PW/HEAD OF BAY WELL MAINT REPAIRS & MAINTENANCE	637.65
				232129	20190061		05/23/2019	06/23/19
	Invoice: 20190061			846.20	73011897	548100	PW/GENERATOR REPAIR O&M-C/E-PWYD FAC-REPAIRS	846.20
							CHECK 350796 TOTAL:	1,767.25
350797	06/26/2019	PRTD	3775 BAINBRIDGE ISLAND SP	231980	2019BIPD	06/05/2019	06/23/19	1,942.50
	Invoice: 2019BIPD			185.00	51011211	549100	POL/ANNUAL DUESX21 PD-C/E-ADM-DUES/SUBCR/MEMBRSH	
				185.00	52011212	549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH	
				1,572.50	53011212	549100	PD-C/E-PATROL-DUES/SUBCR/MEMBR	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL DESC				
							CHECK 350797 TOTAL:	1,942.50	
350798	06/26/2019	PRTD	4380 BPMS SOFTWARE	232130 1900	06/11/2019		06/23/19	397.00	
	Invoice: 1900				IT/WTR BKFLW MGMT SFTWR LIC RENEW				
				397.00 81411341 548500	IT-WTR-COMP MAINT SUPPORT				
							CHECK 350798 TOTAL:	397.00	
350799	06/26/2019	PRTD	9180 BROCKMAN BUILDERS IN	231971 PLN50862VAR	05/29/2019		06/23/19	381.33	
	Invoice: PLN50862VAR				PERMIT PLN50862 VAR REFUND				
				381.33 47047 345810	ZONING & SUBDIVISION FE				
							CHECK 350799 TOTAL:	381.33	
350800	06/26/2019	PRTD	853 KATHRYN M CARRUTHERS	231972 05/24/19	05/24/2019		06/23/19	180.00	
	Invoice: 05/24/19				CRT/3 HRS PRO TEMP				
				180.00 21011125 541210	COURT - JUDGE PRO TEMPORE SVCS				
	Invoice: 06/10/19				06/10/2019		06/23/19	240.00	
					CRT/4 HRS PRO TEMP				
				240.00 21011125 541210	COURT - JUDGE PRO TEMPORE SVCS				
							CHECK 350800 TOTAL:	420.00	
350801	06/26/2019	PRTD	1847 CATALYST WORKPLACE A	231985 288090	05/28/2019		06/23/19	2,623.40	
	Invoice: 288090				PW/STAND UP DESK: JG				
				2,623.40 73011897 531100	O&M-C/E-PWY FAC-SUPPLIES				
							CHECK 350801 TOTAL:	2,623.40	
350802	06/26/2019	PRTD	551 CENTURYLINK	232132 5996JUN19	06/07/2019		06/23/19	83.95	
	Invoice: 5996JUN19				E-PHONE @ WFP DOCK				
				83.95 91011757 542100	GG-GF-WFP DOCK-PHONE				
							CHECK 350802 TOTAL:	83.95	
350803	06/26/2019	PRTD	9207 CHRISTOLINI, CHARLES	232107 78456	06/17/2019		06/23/19	38.06	
	Invoice: 78456				UB 10046 648 ANNIE ROSE LANE NW				
				38.06 411 122100	WATER ACCOUNTS RECEIVABLE				
							CHECK 350803 TOTAL:	38.06	
350804	06/26/2019	PRTD	8491 CHUCKALS, INC.	231986 988786-0	06/04/2019		06/23/19	232.49	
	Invoice: 988786-0				CRT/OFFICE SUPPLIES				
				232.49 21011125 531100	COURT - SUPPLIES				

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL DESC				
							CHECK 350804 TOTAL:	232.49	
350805	06/26/2019	PRTD	103 CITY OF BAINBRIDGE I	231987 21900106	06/04/2019		06/23/19	152.79	
		Invoice: 21900106			MAY 19 WELL WATER USE				
				50.58 73011189 547500	O&M-C/E-FAC-CITY WTR/SWR				
				30.77 73411345 547500	O&M-WTR MAINT-CITY WTR/SWR				
				71.44 73421355 547500	O&M-SWR-CITY WATER/SEWER BILL				
							CHECK 350805 TOTAL:	152.79	
350806	06/26/2019	PRTD	104 CITY OF BREMERTON	232133 BKAT000487	06/04/2019		06/23/19	2,840.75	
		Invoice: BKAT000487			IT/BKAT: JUNE 2019				
				2,840.75 81011881 542420	IT-C/E-TELEVISTED COUNCIL MEET				
							CHECK 350806 TOTAL:	2,840.75	
350807	06/26/2019	PRTD	518 WA ST CRIMINAL JUSTI	232134 201132663	06/07/2019		06/23/19	250.00	
		Invoice: 201132663			POL/DT MASTER RECERT: BENKERT				
				250.00 53011212 443410	POLICE - C/E PATROL TRAINING				
							CHECK 350807 TOTAL:	250.00	
350808	06/26/2019	PRTD	8111 COMMUNITY SOLAR SOLU	231988 MAY19	06/03/2019		06/23/19	323.69	
		Invoice: MAY19			MAY 19 SOLAR NET METERING				
				323.69 91011189 54500000627	CH SOLAR-NET METERING PYMTS				
							CHECK 350808 TOTAL:	323.69	
350809	06/26/2019	PRTD	9211 CORTES, MADELEINE	232111 78460	06/17/2019		06/23/19	74.68	
		Invoice: 78460			UB 10652 1039 IHLAND WAY PLACE NE				
				74.68 411 122100	WATER ACCOUNTS RECEIVABLE				
							CHECK 350809 TOTAL:	74.68	
350810	06/26/2019	PRTD	7016 CUSTOM PRINTING	231991 8592	05/30/2019		06/23/19	67.85	
		Invoice: 8592			PCD/BIZ CARDS: BH				
				67.85 62471591 531100	BLDG - BLDG OFFICE SUPPLIES				
				232210 8627					
		Invoice: 8627			06/12/2019		06/23/19	67.85	
				67.85 31011131 531100	EX/BIZ CARDS: MCHERRY				
					EX-GF-SUPPLIES				
							CHECK 350810 TOTAL:	135.70	

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE	VENDOR NAME						
INVOICE DTL DESC									
350811	06/26/2019	PRTD	9200 WILLIAM DENMAN	231992	PLN50862 SVAR	05/29/2019	06/23/19	5,724.00	
Invoice: PLN50862 SVAR				5,724.00	47047	345810	PERMIT PLN50862 SVAR REFUND ZONING & SUBDIVISION FE		
				231993	PLN50862 VAR	05/29/2019	06/23/19	763.34	
Invoice: PLN50862 VAR				763.34	47047	345810	PERMIT PLN50862 VAR REFUND ZONING & SUBDIVISION FE		
							CHECK	350811 TOTAL:	6,487.34
350812	06/26/2019	PRTD	672 DSC INC	231994	99180	06/05/2019	06/23/19	349.94	
Invoice: 99180				349.94	73638594	66400000975	PW/LOAD BINDER, CHAIN 2019PUP TRAILER-EQUIPMENT		
							CHECK	350812 TOTAL:	349.94
350813	06/26/2019	PRTD	866 INDIE BOOKS LLC	232135	6/11/19	06/11/2019	06/23/19	3.33	
Invoice: 6/11/19				3.33	01136	362500	PARKING OVERPAYMENT FAC & PARKING RENTAL-LONG TERM		
							CHECK	350813 TOTAL:	3.33
350814	06/26/2019	PRTD	8816 ECOANALYSTS, INC.	231995	2025	05/23/2019	06/23/19	900.00	
Invoice: 2025				900.00	73425358	54110000391	PW/WWTP 2Q FATHEAD MINNOW TESTING LAB & TESTING SVCS-WWTP		
							CHECK	350814 TOTAL:	900.00
350815	06/26/2019	PRTD	8336 ENVIROISSUES, INC.	232136	240-003-000-2	06/11/2019	06/23/19	714.50	
Invoice: 240-003-000-2				714.50	72334953	64245000596	OLYMPIC DRIVE OUTREACH SR305-OLYMPIC NM-OUTREACH		
							CHECK	350815 TOTAL:	714.50
350816	06/26/2019	PRTD	208 EVERGREEN SAFETY COU	231996	072762	06/03/2019	06/23/19	1,108.06	
Invoice: 072762				1,108.06	73111264	443410	PW/FLAGGER CERT O&M-STREET-TRAF CONTROL-TRAINI		
							CHECK	350816 TOTAL:	1,108.06
350817	06/26/2019	PRTD	8238 EXELTECH CONSULTING,	232137	1907-02	06/12/2019	06/23/19	25,964.74	
Invoice: 1907-02				1,557.88	72413434	66300200596	OLYMPIC DRIVE NM IMPROVEMENTS SR305-OLYMPIC WTR CONSTR ADM		
				24,406.86	72334951	66300200596	SR305-OLYMPIC NM-CONSTR ADMIN		

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
					INVOICE DTL DESC			
							CHECK 350817 TOTAL:	25,964.74
350818	06/26/2019	PRTD	7510 EXPERIAN	232138	CD2002001925	05/31/2019	06/23/19	92.65
Invoice: CD2002001925				92.65	52011212	549100	POL/INFO SVCS PD-C/E-INV-DUES/SUBSCR/MEMBERSH	
							CHECK 350818 TOTAL:	92.65
350819	06/26/2019	PRTD	5781 EXTERMINATION SERVIC	231997	32522	04/12/2019	06/23/19	90.47
Invoice: 32522				90.47	73011215	548100	PW/POL FAC PEST CNTRL: APR 19 O&M-C/E-POLICE FAC-REPAIRS	
							CHECK 350819 TOTAL:	90.47
350820	06/26/2019	PRTD	9210 FIR ACRES HOME, LLC	232110	78459	06/17/2019	06/23/19	23.65
Invoice: 78459				23.65	411	122100	UB 10229 391 FIR ACRES DRIVE NW WATER ACCOUNTS RECEIVABLE	
							CHECK 350820 TOTAL:	23.65
350821	06/26/2019	PRTD	9215 FRIEDA, SOPHIE	232115	78464	06/17/2019	06/23/19	296.63
Invoice: 78464				296.63	411	122100	UB 12208 9439 CAPSTAN DRIVE NE WATER ACCOUNTS RECEIVABLE	
							CHECK 350821 TOTAL:	296.63
350822	06/26/2019	PRTD	9206 GARDINER, SOMER	232106	78455	06/17/2019	06/23/19	13.56
Invoice: 78455				13.56	411	122100	UB 12372 7922 GRAND AVENUE NE WATER ACCOUNTS RECEIVABLE	
							CHECK 350822 TOTAL:	13.56
350823	06/26/2019	PRTD	187 GOV'T FINANCE OFFICE	232140	0161365S-2019	06/04/2019	06/23/19	50.00
Invoice: 0161365S-2019				50.00	41011141	549100	FIN/GAAFR REVIEW NEWSLETTER FIN-C/E-DUES, SUBS, MEMBERSHIPS	
							CHECK 350823 TOTAL:	50.00
350824	06/26/2019	PRTD	7451 GOOD TO GO!	232149	TB-191586904	06/05/2019	06/23/19	7.00
Invoice: TB-191586904				7.00	72431831	543100	ENG/TOLL CHARGE FOR 232: SC ENG - SSWM ADM TRAVEL EXPENSE	
							CHECK 350824 TOTAL:	7.00

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME			INVOICE DTL DESC			
350825	06/26/2019	PRTD 513 GRAINGER	231998	9191753293	05/31/2019		06/23/19	236.10
		Invoice: 9191753293			PW/WATER PRESSURE GAUGES (4)			
			236.10	73411345 531100	OFFICE SUPPLIES			
			231999	9197472534	06/06/2019		06/23/19	15.60
		Invoice: 9197472534			PW/LIQUID LEVEL			
			15.60	73411345 531100	OFFICE SUPPLIES			
			232000	9196335666	06/05/2019		06/23/19	296.36
		Invoice: 9196335666			PW/LIQUID LEVELS (19)			
			296.36	73411345 531100	OFFICE SUPPLIES			
					CHECK		350825 TOTAL:	548.06
350826	06/26/2019	PRTD 252 H.D. FOWLER COMPANY	232001	I5155678	05/23/2019		06/23/19	535.68
		Invoice: I5155678			PW/STO IRRIG SUPPLIES			
			535.68	73111262 53110000668	STO IRRIGATION MAINT-SUPPLIES			
					CHECK		350826 TOTAL:	535.68
350827	06/26/2019	PRTD 8514 HERITAGE-CRYSTAL CLE	231990	15713404	05/28/2019		06/23/19	121.16
		Invoice: 15713404			PW/OIL FILTER RECYCLING			
			121.16	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
					CHECK		350827 TOTAL:	121.16
350828	06/26/2019	PRTD 7918 INFRASTRUCTURE MGMT	232003	14018-5	05/31/2019	21800109	06/23/19	4,245.00
		Invoice: 14018-5			PAVEMENT CONDITIONS ASSESSMENT			
			4,245.00	72111421 54110000993	PVMT CONDITION ASSESS PRF SVC			
			232142	14018-2	03/29/2019	21800109	06/23/19	21,740.00
		Invoice: 14018-2			PAVEMENT CONDITIONS ASSESSMENT			
			21,740.00	72111421 54110000993	PVMT CONDITION ASSESS PRF SVC			
					CHECK		350828 TOTAL:	25,985.00
350829	06/26/2019	PRTD 8381 INVINTUS MEDIA, INC	232143	7768	06/05/2019		06/23/19	87.74
		Invoice: 7768			IT/STREAMING MEDIA HOSTING MAY 2019			
			87.74	81011881 548500	IT - C/E COMPUTER SUPPORT			
			232144	7744	05/09/2019		06/23/19	87.74
		Invoice: 7744			IT/STREAMING MEDIA HOSTING APR 2019			
			87.74	81011881 548500	IT - C/E COMPUTER SUPPORT			
			232145	7739	05/07/2019		06/23/19	87.74
		Invoice: 7739			IT/STREAMING MEDIA HOSTING MAR 19			
			87.74	81011881 548500	IT - C/E COMPUTER SUPPORT			

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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							CHECK 350829 TOTAL:	263.22
350830	06/26/2019	PRTD	9209 ISRAELSON, MATHEW	232109	78458	06/17/2019	06/23/19	55.47
	Invoice: 78458			55.47	411	122100	UB 11416 8950 WOODBANK DRIVE NE WATER ACCOUNTS RECEIVABLE	
							CHECK 350830 TOTAL:	55.47
350831	06/26/2019	PRTD	9203 JORDAL, RICHARD	232103	78452	06/17/2019	06/23/19	565.22
	Invoice: 78452			565.22	411	122100	UB 10354 222 GROW AVENUE NW WATER ACCOUNTS RECEIVABLE	
							CHECK 350831 TOTAL:	565.22
350832	06/26/2019	PRTD	7961 KATY BIGELOW, ARBORI	232004	5626	05/31/2019	06/23/19	125.00
	Invoice: 5626			125.00	73011189	54110000354	PW/SHRUB EVAL @ BPA TREE PRES/REMOVAL-OM-PROF SVCS	
				232146	5643		06/11/2019	06/23/19
	Invoice: 5643			135.00	73111427	54110000354	PW/EUCLID TREE REPORT TREE PRES/REMOVAL-RD-PROF SVCS	135.00
				232148	5601		05/15/2019	06/23/19
	Invoice: 5601			500.00	61011586	541100	REVISIONS TO BIMC CHAPTER 16.1 PCD-ZONING/LU REGS-PROF SVCS	500.00
							CHECK 350832 TOTAL:	760.00
350833	06/26/2019	PRTD	333 KITSAP COUNTY AUDITO	232150	444085	05/22/2019	06/23/19	38.00
	Invoice: 444085			38.00	36426143	551000	UB/LID #20 PARTIAL RELEASE CLERK-SIS-RECORDING	
				232151	443162		05/14/2019	06/23/19
	Invoice: 443162			104.00	63470588	551000	PCD/BLD21645 COVENANT CUR-DEV PLAN-RECORDING FEES	104.00
				232152	439951		04/16/2019	06/23/19
	Invoice: 439951			106.00	72011593	541100	ENG/ORD 2018-04 ENG-GF-DEV-PROF SVCS	106.00
							CHECK 350833 TOTAL:	248.00
350834	06/26/2019	PRTD	1496 KITSAP COUNTY SEWER	232008	KCSD7-COBI-2019-JUN	05/20/2019	06/23/19	18,857.65
	Invoice: KCSD7-COBI-2019-JUN			18,857.65	73426356	551000	PW/JUN 19 SEWER SVCS SIS-SD#7 PROCESSING CHGS	

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL DESC				
								CHECK 350834 TOTAL: 18,857.65	
350835	06/26/2019	PRTD	1505 KITSAP COUNTY TREASU	232005	MAY19	05/31/2019	06/23/19	81.53	
Invoice: MAY19						MAY19 KC OUT COURT REMIT			
				39.53	41612860	586000	CRIME VICTIMS-OUT		
				42.00	41613860	586000	COUNTY LAW LIB - DISB OUT		
								CHECK 350835 TOTAL: 81.53	
350836	06/26/2019	PRTD	1971 KELLEY IMAGING SYSTE	232153	IN537278	06/06/2019	06/23/19	85.22	
Invoice: IN537278						CRT/CT13879-01 OVERAGE 3/16-6/15			
				85.22	21011125	545000	COURT - RENTS & LEASES - OPER		
				232154	IN537279			1,367.33	
Invoice: IN537279						ENG/CT13607-01 OVERAGE 3/16-6/15			
				1,367.33	72011321	545000	ENG - C/E ADMIN RENTS & LEASES		
								CHECK 350836 TOTAL: 1,452.55	
350837	06/26/2019	PRTD	1971 KELLEY IMAGING SYSTE	232155	24973919	06/11/2019	06/23/19	239.26	
Invoice: 24973919						PCD/E-STUDIO4555C COPIER LEASE			
				239.26	61470581	545000	PCD - DEV ADMIN RENTS & LEASES		
								CHECK 350837 TOTAL: 239.26	
350838	06/26/2019	PRTD	8114 KENYON DISEND, PLLC	232156	188795	05/31/2019	06/23/19	3,584.60	
Invoice: 188795						LEGAL/PROF SVCS: MAY 2019			
				3,584.60	32470152	54111100775	LIT-RICH PERMITTING		
								CHECK 350838 TOTAL: 3,584.60	
350839	06/26/2019	PRTD	309 KITSAP TIRE CENTER I	232006	221666	06/06/2019	06/23/19	777.20	
Invoice: 221666						POL/VEH 139 BOAT TRAILER TIRES (6)			
				777.20	54025212	531100	MARINE - SUPPLIES		
								CHECK 350839 TOTAL: 777.20	
350840	06/26/2019	PRTD	8727 KNOWBE4, INC.	232157	INV61544	06/13/2019	06/23/19	1,042.32	
Invoice: INV61544						IT/SECURITY AWARENESS TRAINING			
				1,042.32	81011881	443410	IT - C/E TRAINING		
								CHECK 350840 TOTAL: 1,042.32	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
INVOICE DTL DESC								
350841	06/26/2019	PRTD	7987 LEGACY TELECOMMUNICA	232158	39774	05/31/2019	06/23/19	10,654.75
Invoice: 39774								
				2,264.15	73421355	548100	PW/CITYWIDE GENERATOR SVC	
				754.72	73426355	548100	WIN COLL-R&M	
				754.72	73011183	548100	O&M-SIS-REPAIRS	
				754.72	73011897	548100	O&M-C/E-CH FAC-REPAIRS	
				754.72	73411345	548100	O&M-C/E-PWYD FAC-REPAIRS	
				1,172.84	73425358	548100	REPAIRS & MAINTENANCE	
				4,198.88	73011256	548100	O&M-WWTP-REPAIRS	
							O&M-C/E-DIS PREP-REPAIRS	
							CHECK 350841 TOTAL:	10,654.75
350842	06/26/2019	PRTD	7015 LEXIPOL LLC	232159	28838	05/09/2019	06/23/19	6,288.00
Invoice: 28838								
				6,288.00	51011215	548500	POL/SOFTWARE SUPPORT & DTB	
							POLICE - C/E FACIL COMP MAINT	
							CHECK 350842 TOTAL:	6,288.00
350843	06/26/2019	PRTD	5011 LEXISNEXIS RISK SOLU	232009	1272084-20190531	05/31/2019	06/23/19	54.50
Invoice: 1272084-20190531								
				54.50	52011212	549100	POL/INFORMATION SVCS	
							PD-C/E-INV-DUES/SUBSCR/MEMBRSH	
				232039	1272084-20190331A	03/31/2019	06/23/19	7.74
Invoice: 1272084-20190331A								
				7.74	52011212	549100	POL/INFO SVCS - SHORT PD INV	
							PD-C/E-INV-DUES/SUBSCR/MEMBRSH	
							CHECK 350843 TOTAL:	62.24
350844	06/26/2019	PRTD	6748 LFS MARINE & OUTDOOR	232160	K08765/1	06/10/2019	06/23/19	123.72
Invoice: K08765/1								
				123.72	73637891	531100	PW/HI-VIS GEAR	
							OFFICE SUPPLIES	
							CHECK 350844 TOTAL:	123.72
350845	06/26/2019	PRTD	8375 MOORE IACOFANO GOLTS	232180	0058942	06/06/2019	21600063 06/23/19	925.88
Invoice: 0058942								
				925.88	72321951	64110000708	DESIGN SERVICES FOR WYATT WAY	
							WYATT-MAD TO LOVELL-ENG/DESIGN	
				232181	0058949	06/07/2019	06/23/19	10,623.95
Invoice: 0058949								
				637.44	72413434	66300300596	CONSTRUCTION ADMINISTRATION SU	
				9,986.51	72334951	66300300596	SR305-OLYMPIC WTR CONSTR ENG	
							SR305-OLYMPIC NM-CONSTR PH ENG	
							CHECK 350845 TOTAL:	11,549.83

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
INVOICE DTL DESC								
350846	06/26/2019	PRTD	7038 MOON SECURITY SERVIC	232010	982533	05/31/2019	06/23/19	700.00
	Invoice: 982533							
				700.00	21011232	545000		
							CRT/HOUSE ARREST MONIT MAY 19	
							COURT-ELECT HOME DET'N-EQ RENT	
							CHECK 350846 TOTAL:	700.00
350847	06/26/2019	PRTD	4815 NATIONAL ASSOCIATION	232040	05/30/19	05/30/2019	06/23/19	225.00
	Invoice: 05/30/19							
				225.00	53011212	443410		
							POL/MANAGING FTO UNIT: BENKERT	
							POLICE - C/E PATROL TRAINING	
							CHECK 350847 TOTAL:	225.00
350848	06/26/2019	PRTD	4111 OLYMPIC SPRINGS INC	232011	319205	05/31/2019	06/23/19	97.50
	Invoice: 319205							
				97.50	51011215	531100		
							POL/PURIFIED WATER	
							POLICE - C/E FACIL SUPPLIES	
							CHECK 350848 TOTAL:	97.50
350849	06/26/2019	PRTD	7925 OMNIPARK, INC	232012	120118	06/03/2019	06/23/19	379.32
	Invoice: 120118							
				379.32	51011217	548500		
							POL/PARKING SYSTEM SUPPORT	
							PD-C/E-PARKING ENF-COMP SUPPOR	
							CHECK 350849 TOTAL:	379.32
350850	06/26/2019	PRTD	8286 SUPERINTENDENT OF P	232161	15157	06/05/2019	06/23/19	44.25
	Invoice: 15157							
				44.25	65438	386110		
							POL/FINGERPRINTING	
							AGENCY-FINGERPRINT REV TO SPI	
				232162	15161			44.25
	Invoice: 15161							
				44.25	65438	386110		
							POL/FINGERPRINTING	
							AGENCY-FINGERPRINT REV TO SPI	
							CHECK 350850 TOTAL:	88.50
350852	06/26/2019	PRTD	8655 PENINSULA TREE SERVI	232015	1909	06/06/2019	21900025 06/23/19	1,744.00
	Invoice: 1909							
				1,744.00	73111427	54810000354		
							PW/REMOVE MAPLE TREE AT 9891 MAND	
							TREE PRES & REMOVAL-ROADS	
							CHECK 350852 TOTAL:	1,744.00
350853	06/26/2019	PRTD	8229 PIPER THORNBURGH	232018	06/03/19	06/03/2019	06/23/19	90.00
	Invoice: 06/03/19							
				90.00	21011125	541210		
							CRT/1.5 HRS PRO TEMP SVCS	
							COURT - JUDGE PRO TEMPORE SVCS	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
								90.00
CHECK 350853 TOTAL:								90.00
350854	06/26/2019	PRTD	8922 REXEL USA INC.	232163	SC05228	05/25/2019	06/23/19	109.75
Invoice: SC05228				109.75	41011141	549900	FIN/FINANCE CHARGES FIN-C/E-MISC EXP	
CHECK 350854 TOTAL:								109.75
350855	06/26/2019	PRTD	5726 FERGUSON ENTERPRISES	232016	0135571	05/23/2019	06/23/19	631.28
Invoice: 0135571				631.28	73411345	531100	PW/WELL SITE MAINT SUPPLIES OFFICE SUPPLIES	
350855	06/26/2019	PRTD	5726 FERGUSON ENTERPRISES	232164	0140810	06/07/2019	06/23/19	74.45
Invoice: 0140810				74.45	73411345	531100	PW/3-1/2 PRES GA GLYC BM OFFICE SUPPLIES	
CHECK 350855 TOTAL:								705.73
350856	06/26/2019	PRTD	360 PROBUILD COMPANY LLC	232017	1749434	05/29/2019	06/23/19	5.50
Invoice: 1749434				5.50	73411345	531100	PW/PVC DRAIN COUPLING, BRICK OFFICE SUPPLIES	
CHECK 350856 TOTAL:								5.50
350857	06/26/2019	PRTD	2203 PUBLIC SAFETY TESTIN	232013	2019-0070	04/03/2019	06/23/19	264.00
Invoice: 2019-0070				264.00	91011211	541100	CIV SVC TESTING Q1 2019 GG-C/E-CIVIL SVC-PROF SVCS	
CHECK 350857 TOTAL:								264.00
350858	06/26/2019	PRTD	9173 PURPLE COMMUNICATION	232041	77191-77390	06/06/2019	06/23/19	693.60
Invoice: 77191-77390				693.60	11011116	541100	CC/RACE EQUITY TASK FORCE MEETING COUNCIL - PROF SERVICES	
CHECK 350858 TOTAL:								693.60
350859	06/26/2019	PRTD	6685 REGIONAL DISPOSAL CO	232165	0000156115	05/31/2019	06/23/19	5,553.68
Invoice: 0000156115				5,553.68	73425358	54790100551	MAY 2019 BIOSOLIDS DISPOSAL BIOSOLIDS WASTE DISPOSAL	
CHECK 350859 TOTAL:								5,553.68
350860	06/26/2019	PRTD	7965 REGIONAL TOXICOLOGY	231989	14077	05/15/2019	06/23/19	166.43
Invoice: 14077				166.43	21011125	531100	CRT/FORENSIC DRUG TEST KITS (25) COURT - SUPPLIES	

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

INVOICE DTL DESC

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CHECK    350860 TOTAL:      166.43

350861 06/26/2019 PRTD    8317 REID MIDDLETON, INC. 232166    1905096      05/24/2019 21700114 06/23/19      3,066.51  
Invoice: 1905096      PRF SVC-MCDONALD CREEK CULVERT  
3,066.51 72433438 64110000823    EH@MCDONALD CR CULVERT-DES  
CHECK    350861 TOTAL:      3,066.51

350862 06/26/2019 PRTD    8431 WILLIAM H. REILLY & 232019    1667      06/03/2019      06/23/19      870.07  
Invoice: 1667      PW/WWTP SUPPLIES  
870.07 73425358 531100      O&M-WWTP-SUPPLIES  
CHECK    350862 TOTAL:      870.07

350863 06/26/2019 PRTD    8622 ROOST LAND COMPANY, 232167    18-56      06/17/2019      06/23/19      4,125.00  
Invoice: 18-56      BOND IN LIEU OF ROW PERMIT #18-56  
4,125.00 62138    386000      PLANS DEPOSIT-NON-REVEN  
CHECK    350863 TOTAL:      4,125.00

350864 06/26/2019 PRTD    7240 SEECLICKFIX      232168    2017-2172      05/31/2019      06/23/19      2,750.00  
Invoice: 2017-2172      IT/SEECLICKFIX 2ND HALF 2019  
2,750.00 81011881 548500      IT - C/E COMPUTER SUPPORT  
CHECK    350864 TOTAL:      2,750.00

350865 06/26/2019 PRTD    7385 CHARLES P. SHANE    232021    002156      05/28/2019      06/23/19      131.25  
Invoice: 002156      LEGAL/PUB DEF 23199601  
131.25 32011281 541113      LGL-PUBLIC DEFENDER  
CHECK    350865 TOTAL:      131.25

350866 06/26/2019 PRTD    4689 SITESTAR DONOBI INTE 232169    6806502      06/03/2019      06/23/19      6,165.00  
Invoice: 6806502      IT/WAN-ISP Q3 2019  
6,165.00 81011881 545000      IT - C/E RENTS & LEASES  
CHECK    350866 TOTAL:      6,165.00

350867 06/26/2019 PRTD    7173 SKILLINGS CONNOLLY I 232170    11849      06/10/2019      06/23/19      40,780.24  
Invoice: 11849      SPORTSMAN CLUB & NEW BROOKLYN  
40,780.24 72321953 64110000715    SP CLUB/NB INTERSECTN-DESIGN

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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								40,780.24
CHECK 350867 TOTAL:								
350868	06/26/2019	PRTD	8129 SMARSH INC	232171	INV00509328	05/31/2019	06/23/19	104.31
Invoice: INV00509328				104.31	81011881 548500	IT/TEXT ARCHIVE		
								104.31
CHECK 350868 TOTAL:								
350869	06/26/2019	PRTD	8855 SOUND LAW CENTER	232022	2249	06/04/2019	06/23/19	2,152.50
Invoice: 2249				2,152.50	34470586 54111001027	HEX/PROF SVCS MAY 19		
								2,152.50
CHECK 350869 TOTAL:								
350870	06/26/2019	PRTD	601 SOUND REPROGRAPHICS	232172	70465	05/14/2019	06/23/19	208.77
Invoice: 70465				208.77	72011951 64950000596	ENG/OLYMPIC DR UPDATE		
								208.77
CHECK 350870 TOTAL:								
350871	06/26/2019	PRTD	9065 SOUNDWEST ENGINEERIN	232174	05-01-06	05/20/2019	06/23/19	797.50
Invoice: 05-01-06				797.50	72111425 54110000781	COUNTRY CLUB BULKHEAD & CULVER		
								797.50
CHECK 350871 TOTAL:								
350872	06/26/2019	PRTD	7193 EVERGREEN BOAT TRANS	232175	06/06/19	06/06/2019	06/23/19	1,458.38
Invoice: 06/06/19				1,458.38	55011757 54110000159	POL/FRANKIE DEMO		
								1,458.38
CHECK 350872 TOTAL:								
350873	06/26/2019	PRTD	8132 SPECTRA LABORATORIES	232023	19-04092	06/07/2019	06/23/19	45.00
Invoice: 19-04092				45.00	73425358 54110000391	PW/WWTP TESTING		
								45.00
CHECK 350873 TOTAL:								
350873	06/26/2019	PRTD	8132 SPECTRA LABORATORIES	232024	19-04072	06/07/2019	06/23/19	45.00
Invoice: 19-04072				45.00	73425358 54110000391	PW/WWTP TESTING		
								45.00
CHECK 350873 TOTAL:								
350873	06/26/2019	PRTD	8132 SPECTRA LABORATORIES	232025	19-04014	06/05/2019	06/23/19	900.00
Invoice: 19-04014				900.00	73425358 54110000391	PW/NPDES TESTING		
								900.00
CHECK 350873 TOTAL:								
350873	06/26/2019	PRTD	8132 SPECTRA LABORATORIES	232026	19-04009	06/04/2019	06/23/19	45.00
Invoice: 19-04009				45.00	73425358 54110000391	PW/WWTP TESTING		
								45.00
CHECK 350873 TOTAL:								



CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL DESC			
			20.51	41011141 531100				
			20.51	32011152 531100				
			232186	3415719336	06/01/2019		06/23/19	9.36
Invoice: 3415719336			9.36	41011141 531100	FIN/DRY ERASE MARKERS			
					FIN - C/E ADMIN SUPPLIES			
			232187	3415719328	06/01/2019		06/23/19	78.72
Invoice: 3415719328			14.83	11011116 531100	CC,EX,FIN/PENS, PAPER, CUPS			
			44.15	31011131 531100	COUNCIL - SUPPLIES			
			19.74	41011141 531100	EX-GF-SUPPLIES			
					FIN - C/E ADMIN SUPPLIES			
			232188	3415719333	06/01/2019		06/23/19	585.60
Invoice: 3415719333			299.66	31011131 531100	EX,FIN/PAPER, TONER			
			285.94	41011141 531100	EX-GF-SUPPLIES			
					FIN - C/E ADMIN SUPPLIES			
			232189	3415719327	06/01/2019		06/23/19	105.33
Invoice: 3415719327			39.48	31011131 531100	EX,LEGAL,FIN/PAPER, PENS			
			26.37	32011152 531100	EX-GF-SUPPLIES			
			39.48	41011141 531100	LGL-GF-SUPPLIES			
					FIN - C/E ADMIN SUPPLIES			
			232190	3415719411	06/01/2019		06/23/19	235.58
Invoice: 3415719411			235.58	73637891 531100	PW/OFFICE SUPPLIES			
					OFFICE SUPPLIES			
			232191	3415719413	06/01/2019		06/23/19	128.88
Invoice: 3415719413			128.88	73637891 531100	PW/OFFICE SUPPLIES			
					OFFICE SUPPLIES			
			232192	3415719414	06/01/2019		06/23/19	23.32
Invoice: 3415719414			23.32	73637891 531100	PW/SCISSORS			
					OFFICE SUPPLIES			
			232193	3415719508	06/01/2019		06/23/19	197.16
Invoice: 3415719508			197.16	51011211 531100	POL/PENS, BATTERIES, WIPES			
					PD-C/E-ADM-SUPPLIES			
			232194	3415719329	06/01/2019		06/23/19	47.14
Invoice: 3415719329			47.14	11011116 531100	CC/CUPS			
					COUNCIL - SUPPLIES			
			232195	3415719375	06/01/2019		06/23/19	72.87
Invoice: 3415719375			72.87	72011321 531100	ENG/DRY ERASE BOARD			
					ENG - C/E ADMIN SUPPLIES			
			232196	3415719376	06/01/2019		06/23/19	89.37
Invoice: 3415719376			89.37	72011321 531100	ENG/MEMO HOLDER, LABELS, PAPER			
					ENG - C/E ADMIN 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: 3415719379				232197	3415719379	06/01/2019	06/23/19	90.22
				90.22	72011321	531100	ENG/FOLDERS, SIGN HOLDER, PENCIL REFILL	
							ENG - C/E ADMIN SUPPLIES	
Invoice: 3415719462				232198	3415719462	06/01/2019	06/23/19	69.24
				69.24	61011581	531100	PCD/OFFICE SUPPLIES	
							PCD - C/E ADMIN SUPPLIES	
Invoice: 3415719467				232199	3415719467	06/01/2019	06/23/19	64.71
				64.71	61011581	531100	PCD/BINDERS, PAPER, PENS	
							PCD - C/E ADMIN SUPPLIES	
Invoice: 3415719464				232200	3415719464	06/01/2019	06/23/19	156.76
				156.76	61011581	531100	PCD/FOLDERS, PAPER	
							PCD - C/E ADMIN SUPPLIES	
							CHECK 350874 TOTAL:	2,055.16
350875 06/26/2019 PR TD		2122	STERICYCLE INC	232201	3004708429	05/31/2019	06/23/19	10.36
Invoice: 3004708429				10.36	51011211	541100	POL/BIOHAZARD DISPOSAL	
							PD-C/E-ADM-PROF SVCS	
							CHECK 350875 TOTAL:	10.36
350876 06/26/2019 PR TD		9214	STOWE, JENNIFER	232114	78463	06/17/2019	06/23/19	16.99
Invoice: 78463				16.99	411	122100	UB 12189 1838 SAKAI VILLAGE LOOP	
							WATER ACCOUNTS RECEIVABLE	
							CHECK 350876 TOTAL:	16.99
350877 06/26/2019 PR TD		8199	SYSTEMS FOR PUBLIC S	232202	35660	06/14/2019	06/23/19	884.70
Invoice: 35660				884.70	53011212	54110000956	POL/DASH CAM INSTALL X1	
							AXON CAMERA SYSTEMS-PROF SVCS	
Invoice: 35661				232203	35661	06/14/2019	06/23/19	884.70
				884.70	53011212	54110000956	POL/DASH CAM INSTALL X1	
							AXON CAMERA SYSTEMS-PROF SVCS	
Invoice: 35674				232204	35674	06/14/2019	06/23/19	884.70
				884.70	53011212	54110000956	POL/DASH CAM INSTALL X1	
							AXON CAMERA SYSTEMS-PROF SVCS	
Invoice: 35655				232205	35655	06/14/2019	06/23/19	884.70
				884.70	53011212	54110000956	POL/DASH CAM INSTALL X1	
							AXON CAMERA SYSTEMS-PROF SVCS	
Invoice: 35592				232206	35592	06/12/2019	06/23/19	851.73
				851.73	53011212	54110000956	POL/DASH CAM INSTALL X1	
							AXON CAMERA SYSTEMS-PROF SVCS	

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice:	35593	232207	35593	06/12/2019	06/23/19	851.73
				POL/DASH CAM INSTALL X1		
		851.73	53011212 54110000956	AXON CAMERA SYSTEMS-PROF SVCS		
Invoice:	35613	232208	35613	06/12/2019	06/23/19	884.70
				POL/DASH CAM INSTALL X1		
		884.70	53011212 54110000956	AXON CAMERA SYSTEMS-PROF SVCS		
Invoice:	35615	232209	35615	06/12/2019	06/23/19	884.70
				POL/DASH CAM INSTALL X1		
		884.70	53011212 54110000956	AXON CAMERA SYSTEMS-PROF SVCS		
Invoice:	35623	232211	35623	06/12/2019	06/23/19	884.70
				POL/DASH CAM INSTALL X1		
		884.70	53011212 54110000956	AXON CAMERA SYSTEMS-PROF SVCS		
Invoice:	35624	232212	35624	06/12/2019	06/23/19	884.70
				POL/DASH CAM INSTALL X1		
		884.70	53011212 54110000956	AXON CAMERA SYSTEMS-PROF SVCS		
Invoice:	35632	232213	35632	06/12/2019	06/23/19	884.70
				POL/DASH CAM INSTALL X1		
		884.70	53011212 54110000956	AXON CAMERA SYSTEMS-PROF SVCS		
Invoice:	35633	232214	35633	06/12/2019	06/23/19	884.70
				POL/DASH CAM INSTALL X1		
		884.70	53011212 54110000956	AXON CAMERA SYSTEMS-PROF SVCS		
Invoice:	35654	232215	35654	06/12/2019	06/23/19	884.70
				POL/DASH CAM INSTALL X1		
		884.70	53011212 54110000956	AXON CAMERA SYSTEMS-PROF SVCS		

CHECK 350877 TOTAL: 11,435.16

350878	06/26/2019	PRTD	4819 THOMSON REUTERS - WE	232031	840399443	06/01/2019	06/23/19	547.56
		Invoice: 840399443				LEGAL/INFO SVCS MAY 19		
				547.56	32011152 549100	LGL-GF-DUES & SUBSCRIPTIONS		

CHECK 350878 TOTAL: 547.56

350879	06/26/2019	PRTD	8243 TILZ	232032	31111	05/30/2019	06/23/19	340.00
		Invoice: 31111				PW/YARD WASTE MAY 19		
				155.00	91011189 547900	GG-C/E-CITY HALL-GARBAGE		
				185.00	91111427 547900	GG-STREET-ROADSIDE-GARBAGE		

CHECK 350879 TOTAL: 340.00



CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
-----								
							CHECK 350884 TOTAL:	156.58
350885	06/26/2019	PRTD	9121 TUMWATER PACK & SHIP	232035 MAR2019	05/28/2019		06/23/19	86.70
	Invoice: MAR2019				ENG/COPY SERVICES			
				86.70	72334951 64950000596	SR305-OLYMPIC NM-COPIES/PRNTNG		
							CHECK 350885 TOTAL:	86.70
350886	06/26/2019	PRTD	2425 THE UPS STORE #1265	232036 06/03/19	06/03/2019		06/23/19	65.35
	Invoice: 06/03/19				PW/SHIPPING			
				65.35	91425358 542500	GG-WWTP-POSTAGE/SHIPPING		
							CHECK 350886 TOTAL:	65.35
350887	06/26/2019	PRTD	1152 USA BLUE BOOK	232037 911624	05/31/2019		06/23/19	482.96
	Invoice: 911624				PW/PR VALVES, TUBE			
				482.96	73415345 531100	OFFICE SUPPLIES		
							CHECK 350887 TOTAL:	482.96
350888	06/26/2019	PRTD	553 UTILITIES UNDERGROUN	232038 9050126	05/31/2019		06/23/19	267.03
	Invoice: 9050126				PW/MAY EXCAVATION NOTICES			
				267.03	73637893 54110000393	O&M ALLOC-LOCATING SVCS		
							CHECK 350888 TOTAL:	267.03
350889	06/26/2019	PRTD	605 WA ST AUDITOR'S OFFI	232226 L131308	06/12/2019		06/23/19	27,539.62
	Invoice: L131308				2018 FINANCIAL AUDIT			
				15,998.76	91011423 541100	FIN-C/E STATE AUDITOR		
				2,824.09	91111433 541100	FIN-STREET-STATE AUDITOR		
				1,114.81	91411341 541100	GG-WTR-ADM-PROF SVCS		
				3,727.80	91421351 541100	GG-SWR-ADM-PROF SVCS		
				1,687.27	91431383 541100	GG-SSWM-ADM-PROF SVCS		
				1,093.45	91470148 541100	FIN-DEV-STATE AUDITOR		
				1,093.44	91471148 541100	FIN-BLDG-STATE AUDITOR		
							CHECK 350889 TOTAL:	27,539.62
350890	06/26/2019	PRTD	969 DEPARTMENT OF LICENS	230761 APR19CPL	04/23/2019		06/23/19	309.00
	Invoice: APR19CPL				APR19 CPL TRANSMITTAL			
				309.00	41654860 586000	GUN PERMIT OUT		
				232227	00009743		06/23/19	330.00
	Invoice: 00009743					MAY 19 CPL PAYMENTS		
				330.00	41654860 586000	GUN PERMIT OUT		

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

INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 350890 TOTAL:	639.00
350891	06/26/2019	PRTD	4104 WA ST FERRIES	232042	RK329747	05/31/2019		06/23/19	597.85
			Invoice: RK329747			MAY19 WAVE2GO FERRY CHARGES			
				8.50	31011131 543100	EX-GF-TRAVEL/MEALS/LODGING			
				76.60	41011141 543100	FIN - C/E ADMIN TRAVEL EXPENSE			
				429.80	51011211 543100	PD-C/E-ADM-TRAVEL/MEALS/LODGIN			
				63.80	72011321 543100	ENG - C/E ADMIN TRAVEL EXPENSE			
				19.15	73011189 543100	O&M-FAC-TRAVEL/MEALS/LODGING			
						CHECK 350891 TOTAL:			597.85
350892	06/26/2019	PRTD	952 WASHINGTON STATE PAT	232043	IL9008118	06/05/2019		06/23/19	119.25
			Invoice: IL9008118			FIN.MAY 19 BACKGROUND CHECKS			
				119.25	41654861 586100	AGENCY DISBURSEMENTS			
						CHECK 350892 TOTAL:			119.25
350893	06/26/2019	PRTD	2251 WA ST TREASURER	232044	MAY19	05/31/2019		06/23/19	2,679.45
			Invoice: MAY19			STATE OUT COURT REMIT MAY 19			
				1,134.63	41611860 586000	PSEA 60% OUT			
				563.58	41610860 586000	PSEA 30% OUT			
				31.32	41619860 586000	PSEA 3 - STATE DISB OUT			
				190.67	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT			
				38.01	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT			
				519.15	41614860 586000	JUDICIAL INFO SYST.-OUT			
				.12	41615860 586000	BREATH TEST-CUSTODIAL			
				.69	41615860 586000	BREATH TEST-CUSTODIAL			
				94.94	41618860 586000	TRAUMA CARE-OUT			
				27.74	41618860 586000	TRAUMA CARE-OUT			
				7.26	41618860 586000	TRAUMA CARE-OUT			
				41.66	41618860 586000	TRAUMA CARE-OUT			
				29.68	41615860 586961	STATE CRIME LAB			
						CHECK 350893 TOTAL:			2,679.45
			Invoice: MAY19 SBCC			05/31/2019		06/23/19	324.50
				324.50	41652860 586000	STATE OUT COURT REMIT SBCC MAY19			
						SBCC BLDG.-OUT			
						CHECK 350893 TOTAL:			3,003.95
350894	06/26/2019	PRTD	9208 WALDRIP, SHIRLEY	232108	78457	06/17/2019		06/23/19	17.64
			Invoice: 78457			UB 11095 701 WINSLOW WAY E			
				17.64	411 122100	WATER ACCOUNTS RECEIVABLE			
						CHECK 350894 TOTAL:			17.64

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME			INVOICE DTL DESC			
350895	06/26/2019	PRTD 9199 RICHARD WARNER	232046	06/09/19	06/07/2019		06/23/19	225.00
	Invoice: 06/09/19				6/9 DEPOSIT/FEE REFUND			
			200.00	62238 386000	PARK/DOCK USE DEPOSIT			
			25.00	01132 321300	GF-FIREWORKS/SPEC EVENT PERMIT			
					CHECK	350895	TOTAL:	225.00
350896	06/26/2019	PRTD 9128 THE WATERSHED COMPAN	232228	2019-0616	05/24/2019	21900006	06/23/19	217.25
	Invoice: 2019-0616				SSWM SIGN SERVICES			
			217.25	72431832 53110000664	ST DOE SSWM-SUPPLIES			
					CHECK	350896	TOTAL:	217.25
350897	06/26/2019	PRTD 9213 WEBB, DOROTHY	232113	78462	06/17/2019		06/23/19	12.48
	Invoice: 78462				UB 11396 8898 FLETCHER BOULEVARD NE			
			12.48	411 122100	WATER ACCOUNTS RECEIVABLE			
					CHECK	350897	TOTAL:	12.48
350898	06/26/2019	PRTD 5709 WEBCHECK INC	232047	6315	05/28/2019		06/23/19	359.70
	Invoice: 6315				UB/WEBCHECK SVC MAY 19			
			179.85	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
			179.85	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
					CHECK	350898	TOTAL:	359.70
350899	06/26/2019	PRTD 8390 WEST HILLS FORD MAZD	232048	111846	05/28/2019		06/23/19	48.32
	Invoice: 111846				POL/VEH #222 COVER			
			48.32	53011212 531100	PD-C/E-PATROL SUPPLIES			
					CHECK	350899	TOTAL:	48.32
350900	06/26/2019	PRTD 499 WESTBAY AUTO PARTS I	232049	457470	05/31/2019		06/23/19	27.32
	Invoice: 457470				PW/AIR, OIL FILTERS			
			27.32	990 141100	MERCHANDISE			
	Invoice: 457173		232050	457173	05/30/2019		06/23/19	132.85
					PW/BRAKE DRUMS, PADS			
			132.85	73411345 531100	OFFICE SUPPLIES			
	Invoice: 456971		232051	456971	05/29/2019		06/23/19	170.43
					PW/BRAKE SHOES, ROTORS, CYLINDERS			
			170.43	73411345 531100	OFFICE SUPPLIES			
	Invoice: 456867		232052	456867	05/29/2019		06/23/19	33.48
					PW/SOLVENT			



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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME			INVOICE DTL DESC			
Invoice: 449971			232065	449971	05/02/2019		06/23/19	9.80
			9.80	990 141100	PW/WIPERS			
					MERCHANDISE			
Invoice: 449989			232066	449989	05/02/2019		06/23/19	97.99
			97.99	990 141100	PW/WIPERS			
					MERCHANDISE			
Invoice: 448113			232067	448113	04/25/2019		06/23/19	-38.02
			-38.02	990 141100	PW/FILTER WARRANTY CREDIT			
					MERCHANDISE			
Invoice: 447717			232068	447717	04/24/2019		06/23/19	146.51
			146.51	990 141100	PW/WIPERS, FILTERS			
					MERCHANDISE			
Invoice: 447310			232070	447310	04/23/2019		06/23/19	92.93
			92.93	990 141100	PW/FILTERS, COOLANT			
					MERCHANDISE			
Invoice: 444030			232071	444030	04/10/2019		06/23/19	128.33
			128.33	990 141100	PW/WIPERS, FILTERS			
					MERCHANDISE			
Invoice: 460100			232229	460100	06/10/2019		06/23/19	3.66
			3.66	73638935 531100	PW/TIRE VAL(2)			
					O&M-STD ALLOCATION-SUPPLIES			
Invoice: 460069			232230	460069	06/10/2019		06/23/19	43.91
			43.91	990 141100	PW/OIL, FUEL FILTERS			
					MERCHANDISE			
					CHECK		350900 TOTAL:	1,905.13
350901 06/26/2019 PRTD		9204 WINSLOW LAW GROUP PL	232104	78453	06/17/2019		06/23/19	14.84
Invoice: 78453			14.84	411 122100	UB 10580 568 ERICKSEN AVENUE NE			
					WATER ACCOUNTS RECEIVABLE			
					CHECK		350901 TOTAL:	14.84
350902 06/26/2019 PRTD		5 ACE HARDWARE	231943	43935/1	06/04/2019		06/23/19	103.51
Invoice: 43935/1			37.04	73011189 531100	PW/PIPE WRENCH, BOLT CUTTER			
			66.47	73111290 531100	O&M - C/E FACIL OFC SUPPLIES			
					O&M-STREET-MAINT O/H-SUPPLIES			
Invoice: 43924/1			231944	43924/1	06/03/2019		06/23/19	8.44
			8.44	73411345 531100	PW/KEYS(3)			
					OFFICE SUPPLIES			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME			INVOICE DTL DESC			
			231945	43920/1	06/03/2019		06/23/19	11.52
Invoice: 43920/1			11.52	73011183 531100	PW/SPRAY PAINT, CLAMP HOSE O&M-C/E-CH FAC-SUPPLIES			
			231946	43907/1	05/31/2019		06/23/19	8.16
Invoice: 43907/1			8.16	73011215 531100	PW/CABLE TIES O&M-C/E-POLICE FAC-SUPPLIES			
			231947	43904/1	05/31/2019		06/23/19	26.15
Invoice: 43904/1			26.15	73411345 531100	PW/BLEACH SPRAYER OFFICE SUPPLIES			
			231948	43892/1	05/30/2019		06/23/19	40.36
Invoice: 43892/1			40.36	73111262 53110000668	PW/STO IRRIG SUPPLIES STO IRRIGATION MAINT-SUPPLIES			
			231949	43888/1	05/30/2019		06/23/19	66.47
Invoice: 43888/1			66.47	73011183 531100	PW/TAP & DIE SETS O&M-C/E-CH FAC-SUPPLIES			
			231974	43965/1	06/07/2019		06/23/19	5.44
Invoice: 43965/1			5.44	73111264 531100	PW/ALUMINUM YARD STICK O&M-STREET-TRAF CONTROL-SUPPLY			
			231975	43968/1	06/07/2019		06/23/19	14.09
Invoice: 43968/1			14.09	73011189 531100	PW/KEYS (5) O&M - C/E FACIL OFC SUPPLIES			
			231976	43953/1	06/06/2019		06/23/19	10.89
Invoice: 43953/1			10.89	73011189 531100	PW/RATCHET & SOCKET SET O&M - C/E FACIL OFC SUPPLIES			
			231977	43952/1	06/06/2019		06/23/19	30.50
Invoice: 43952/1			30.50	73111427 531100	PW/PLANT FOOD OFFICE SUPPLIES			
			231978	43951/1	06/06/2019		06/23/19	55.90
Invoice: 43951/1			55.90	73111264 531100	PW/LAGS & WASHERS O&M-STREET-TRAF CONTROL-SUPPLY			
			232116	44012/1	06/12/2019		06/23/19	41.41
Invoice: 44012/1			41.41	72011322 531100	ENG/BOLT CUTTER ENG - C/E PLANS SUPPLIES			
			232117	43979/1	06/10/2019		06/23/19	13.16
Invoice: 43979/1			13.16	73011189 531100	PW/GARBAGE CAN REPAIRS O&M - C/E FACIL OFC SUPPLIES			
			232118	43986/1	06/10/2019		06/23/19	62.06
Invoice: 43986/1			62.06	73411345 531100	PW/AIR PLUGS, COUPLERS OFFICE SUPPLIES			

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

VOUCHER    INVOICE      INV DATE    PO      CHECK RUN      NET

INVOICE DTL DESC

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
232119	43988/1	06/10/2019		06/23/19	10.66

Invoice: 43988/1

10.66 73411345 531100

PW/SCREWDRIVER, SCREWS  
OFFICE SUPPLIES

CHECK    350902    TOTAL:      508.72

NUMBER OF CHECKS    123      \*\*\* CASH ACCOUNT TOTAL \*\*\*      276,834.44

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	123	276,834.44

\*\*\* GRAND TOTAL \*\*\*      276,834.44

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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	LINE DESC			
EFF DATE	REF 1	REF 2	REF 3		
2019 6	247	ACCOUNTS PAYABLE		36,473.36	
APP 402-213000		AP CASH DISBURSEMENTS JOURNAL			276,834.44
06/19/2019	06/23/19	CASH			
APP 635-111100		AP CASH DISBURSEMENTS JOURNAL			
06/19/2019	06/23/19	GENERAL - ACCOUNTS PAYABLE		72,035.62	
APP 001-213000		AP CASH DISBURSEMENTS JOURNAL			
06/19/2019	06/23/19	ACCOUNTS PAYABLE		78,360.69	
APP 301-213000		AP CASH DISBURSEMENTS JOURNAL			
06/19/2019	06/23/19	ACCOUNTS PAYABLE		4,496.33	
APP 631-213000		AP CASH DISBURSEMENTS JOURNAL			
06/19/2019	06/23/19	ACCOUNTS PAYABLE		9,095.67	
APP 401-213000		AP CASH DISBURSEMENTS JOURNAL			
06/19/2019	06/23/19	STREETS - ACCOUNTS PAYABLE		34,907.13	
APP 101-213000		AP CASH DISBURSEMENTS JOURNAL			
06/19/2019	06/23/19	ACCOUNTS PAYABLE		15,945.54	
APP 407-213000		AP CASH DISBURSEMENTS JOURNAL			
06/19/2019	06/23/19	ACCOUNTS PAYABLE		4,625.00	
APP 622-213000		AP CASH DISBURSEMENTS JOURNAL			
06/19/2019	06/23/19	ACCOUNTS PAYABLE		4,978.03	
APP 403-213000		AP CASH DISBURSEMENTS JOURNAL			
06/19/2019	06/23/19	ACCOUNTS PAYABLE		3,932.23	
APP 650-213000		AP CASH DISBURSEMENTS JOURNAL			
06/19/2019	06/23/19	ACCOUNTS PAYABLE		11,984.84	
APP 901-213000		AP CASH DISBURSEMENTS JOURNAL			
06/19/2019	06/23/19				
GENERAL LEDGER TOTAL				276,834.44	276,834.44
				272,338.11	
APP 631-130000		DUE TO/FROM CLEARING			36,473.36
06/19/2019	06/23/19	DUE TO/FROM CLEARING			
APP 402-130000		DUE TO/FROM CLEARING			72,035.62
06/19/2019	06/23/19	GENERAL - DUE TO/FROM CLEARING			
APP 001-130000		DUE TO/FROM CLEARING			78,360.69
06/19/2019	06/23/19	DUE TO/FROM CLEARING			
APP 301-130000		DUE TO/FROM CLEARING			9,095.67
06/19/2019	06/23/19	DUE TO/FROM CLEARING			
APP 401-130000		DUE TO/FROM CLEARING			34,907.13
06/19/2019	06/23/19	STREETS - DUE TO/FROM CLEARING			
APP 101-130000		DUE TO/FROM CLEARING			15,945.54
06/19/2019	06/23/19	DUE TO/FROM CLEARING			
APP 407-130000		DUE TO/FROM CLEARING			4,625.00
06/19/2019	06/23/19	DUE TO/FROM CLEARING			
APP 622-130000		DUE TO/FROM CLEARING			4,978.03
06/19/2019	06/23/19	DUE TO/FROM CLEARING			
APP 403-130000		DUE TO/FROM CLEARING			3,932.23
06/19/2019	06/23/19	DUE TO/FROM CLEARING			
APP 650-130000		DUE TO/FROM CLEARING			

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

|P 30  
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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL	ACCOUNT DESC	T OB	DEBIT	CREDIT				
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
APP 901-130000	06/19/2019	06/23/19	062619			DUE TO/FROM CLEARING			11,984.84
	06/19/2019	06/23/19	062619						
SYSTEM GENERATED ENTRIES TOTAL								272,338.11	272,338.11
JOURNAL 2019/06/247 TOTAL								549,172.55	549,172.55

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 |A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

|P 31  
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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2019 6	247	06/19/2019	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	72,035.62	72,035.62
				FUND TOTAL	72,035.62	72,035.62
101 STREET FUND 101-130000 101-213000	2019 6	247	06/19/2019	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	34,907.13	34,907.13
				FUND TOTAL	34,907.13	34,907.13
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2019 6	247	06/19/2019	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	78,360.69	78,360.69
				FUND TOTAL	78,360.69	78,360.69
401 WATER OPERATING FUND 401-130000 401-213000	2019 6	247	06/19/2019	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	9,095.67	9,095.67
				FUND TOTAL	9,095.67	9,095.67
402 SEWER OPERATING FUND 402-130000 402-213000	2019 6	247	06/19/2019	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	36,473.36	36,473.36
				FUND TOTAL	36,473.36	36,473.36
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2019 6	247	06/19/2019	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	4,978.03	4,978.03
				FUND TOTAL	4,978.03	4,978.03
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2019 6	247	06/19/2019	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	15,945.54	15,945.54
				FUND TOTAL	15,945.54	15,945.54
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2019 6	247	06/19/2019	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	4,625.00	4,625.00
				FUND TOTAL	4,625.00	4,625.00
631 CLEARING FUND	2019 6	247	06/19/2019			

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 |A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

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FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631-130000				DUE TO/FROM CLEARING	272,338.11	
631-213000				ACCOUNTS PAYABLE	4,496.33	276,834.44
635-111100				CASH		
				FUND TOTAL	276,834.44	276,834.44
650 AGENCY FUND	2019 6	247	06/19/2019	DUE TO/FROM CLEARING		3,932.23
650-130000				ACCOUNTS PAYABLE	3,932.23	
650-213000						
				FUND TOTAL	3,932.23	3,932.23
901 CITY-WIDE REPORTING FUND	2019 6	247	06/19/2019	DUE TO/FROM CLEARING		11,984.84
901-130000				ACCOUNTS PAYABLE	11,984.84	
901-213000						
				FUND TOTAL	11,984.84	11,984.84

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

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FUND		DUE TO	DUE FROM
001	GENERAL FUND		72,035.62
101	STREET FUND		34,907.13
301	CAPITAL CONSTRUCTION FUND		78,360.69
401	WATER OPERATING FUND		9,095.67
402	SEWER OPERATING FUND		36,473.36
403	STORM & SURFACE WATER FUND		4,978.03
407	BUILDING & DEVELOPMENT FUND		15,945.54
622	EXPENDABLE TRUST FUND	272,338.11	4,625.00
631	CLEARING FUND		3,932.23
650	AGENCY FUND		11,984.84
901	CITY-WIDE REPORTING FUND		
	TOTAL	272,338.11	272,338.11

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

# Retainage Release

cc 6/14/19

06/14/2019 09:33  
cchristianson

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 1  
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CASH ACCOUNT: 628	111100	CASH-RETAINAGE	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
INVOICE DTL DESC								
179	06/14/2019	PRTD	50 BAINBRIDGE ISLAND EL	232072	RETREL-791	06/11/2019	RT061219	844.07
Invoice: RETREL-791						RET REL: HVAC SOFTWARE UPGRADE		
				844.07	41628860	586000	RETAINAGE RELEASE	
						CHECK	179 TOTAL:	844.07
						NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***
						COUNT		AMOUNT
						TOTAL PRINTED CHECKS	1	844.07
							*** GRAND TOTAL ***	844.07

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|P 2  
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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	137							
APP 622-213000					ACCOUNTS PAYABLE		844.07	
06/14/2019	RT061219	061419			AP CASH DISBURSEMENTS JOURNAL			
APP 628-111100					CASH-RETAINAGE			844.07
06/14/2019	RT061219	061419			AP CASH DISBURSEMENTS JOURNAL			
							<hr/>	<hr/>
JOURNAL 2019/06/137						TOTAL	844.07	844.07

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622 EXPENDABLE TRUST FUND	2019 6	137	06/14/2019			
622-213000				ACCOUNTS PAYABLE	844.07	844.07
628-111100				CASH-RETAINAGE		
				FUND TOTAL	844.07	844.07

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



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 25, 2019

**ESTIMATED TIME:**

**AGENDA ITEM:** Special City Council Meeting/Retreat Minutes, May 31, 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:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[053119 Special City Council Meeting Minutes - Retreat.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING/RETREAT  
FRIDAY, MAY 31, 2019

MEETING MINUTES

BREAKFAST (8:00 AM TO 8:30 AM)

1. INTRODUCTION - 8:30 AM

Mayor Medina called the meeting to order at 8:38 a.m.

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

Ron Holifield, from Strategic Government Resources, provided an introduction to the session.

2. FEEDBACK FROM COUNCIL CONVERSATIONS / CURRENT THEMES

Ron Holifield discussed feedback from conversations with Council members.

3. OBSERVATIONS ON THE "LIFE CYCLE" OF CITY / COUNCIL GOVERNANCE

- What does a high-functioning Council do?
- What does a high-functioning City do?
- What are the key ingredients, particularly around community engagement?
  - Goal setting & accountability
  - Financial stewardship (long-range planning)
  - Emphasize Professionalism
  - Robust communication & transparency
  - Constructive community engagement.

Ron Holifield led the Council in a discussion on Council governance.

4. WHAT COULD COBI DO NEXT TO MOVE UP THE GOVERNANCE CURVE

- Set citywide goals and metrics (in progress)
- Shift calendar to provide Council input ahead of budget (planned for March 2020)
- Consider new approach to community engagement
  - Citizen's Academy
  - Task Force Model vs. Standing Committees

Ron Holifield provided a presentation on building trust through citizen engagement.

## LUNCH

### 5. HOW DO WE GET THERE? - "PATH" AND "MATH"

- Considerations for Citizen Engagement
  - What committees are required?
  - What could happen next?
- What resources are needed to make this initiative sustainable (engagement & communication)
- What is feasible given financial forecasts?

Council discussed each citizen advisory committee and the format of the committees.

### 6. SHARING THE "WHY" – CITY GOALS AND METRICS (SECOND DRAFT)

Council discussed City goals.

### 7. WRAP-UP/ADJOURN

Mayor Medina adjourned the meeting at 4:23 p.m.

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Kol Medina, Mayor

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Kelly Jahraus, Deputy City Clerk



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 25, 2019

**ESTIMATED TIME:**

**AGENDA ITEM:** City Council Study Session Meeting Minutes, June 4, 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:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[June 4, 2019 Study Session Minutes.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

CITY COUNCIL STUDY SESSION  
TUESDAY, JUNE 4, 2019

MEETING MINUTES

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

Mayor Medina called the meeting to order at 6:00 p.m. in Council Chambers.

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

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

Mayor Medina asked to add a discussion on the May 31, 2019 retreat as Item 6B.

Councilmember Tirman moved and Councilmember Peltier seconded to approve the agenda as amended. The motion was approved by unanimous consent.

3) **MAYOR'S REPORT**

Mayor Medina reported that on Friday, May 31, 2019, the City Council spent the day in a retreat.

4) **PRESENTATIONS**

**4.A Use of Housing Trust Fund – Executive, Helpline House**

Cover Page

Memo to COBI Council re Housing Trust fund 2019

Deputy City Manager Schroer introduced Maria Metzler of Helpline House. Council discussed Helpline House's request for funding. Further discussion will take place at the June 25, 2019 Business Meeting.

**4.B Traffic Calming Program – Public Works**

Cover Page

Traffic Calming Program I.docx

Various Traffic Calming Programs.pdf

Traffic Calming CC June 4 2019.pptx

Potential Traffic Calming Locations Identified by Citizens.docx

Public Works Director Loveless introduced the agenda item. Council requested a timeline. City Manager Smith stated a pilot program is coming soon.

#### **4.C Informational Briefing on Winslow Hotel Project – Planning**

[Cover Page](#)

Interim Planning Director Wright and Planner Sontag introduced the agenda item. They presented an overview of the project and answered questions from Council. Council requested an explanation from staff on how the public can provide input on the project.

#### 5) UNFINISHED BUSINESS

##### **5.A Update on Moratorium – Planning**

[Cover Page](#)

[20190528 Moratorium work program status report.docx](#)

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

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

Interim Planning Director Wright provided an update on the moratorium workplan.

##### **5.B Design Guidelines Update – Planning**

[Cover Page](#)

[Design Guidelines EC Report.pdf](#)

[Public Meeting Boards.pdf](#)

Senior Planner Carr introduced the agenda item. Council asked to review draft Design Guidelines prior to Planning Commission review.

Mayor Medina adjourned the meeting at 8:30 p.m. for a break; the meeting reconvened at 8:35 p.m.

##### **5.C Police and Municipal Court Funding Options – Executive**

[Cover Page](#)

[Police-Municipal\\_Court\\_for\\_CC\\_June\\_04\\_2019\\_Update.pptx](#)

City Manager Smith introduced the agenda item. Deputy City Manager Schroer provided an in-depth review of potential funding options. Council will discuss funding options at a future business meeting.

#### 6) COUNCIL DISCUSSION

##### **6.A Ethics Program - Mayor Medina**

[Cover Page](#)

Mayor Medina introduced the agenda item. Deputy City Attorney Sepler provided information to Council. Council provided direction to staff regarding proposed revisions to the program and directed the City Clerk to keep on file any new requests or complaints submitted while the program is being revised. Council consideration of advisory opinions and determinations issued by the Ethics Board will be scheduled for the July 2, 2019 Study Session.

##### **6.B May 31, 2019 Council Retreat [added]**

Council deferred discussion on the committees and commissions to the next meeting.

7) FUTURE COUNCIL AGENDAS

**7.A Future City Council Agendas**

Cover Page

City Council Regular Business Meeting 061119.pdf

City Council Study Session 061819.pdf

City Council Regular Business Meeting 062519.pdf

8) FOR THE GOOD OF THE ORDER

City Manager Smith spoke about workplace security.

9) ADJOURNMENT

Mayor Medina adjourned the meeting at 10:27 p.m.

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Kol Medina, Mayor

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Kelly Jahraus, Deputy City Clerk



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 25, 2019

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** 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:**

Consider approval with 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. On June 11, 2019, the Council forwarded an amended version of Ordinance No. 2019-13 for approval with the June 25, 2019 Consent Agenda. Specifically, the Council amended Section 6 to remove language implementing a civil infraction related to bites to people by livestock and Section 11 to remove language requiring the licensing of cats.

**FISCAL IMPACT:**

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

**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 195 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.

On June 11, 2019, the Council forwarded an amended version of Ordinance No. 2019-13 for approval with the June 25, 2019 Consent Agenda. Specifically, the Council amended Section 6 to remove language implementing a civil infraction related to bites to people by livestock and Section 11 to remove language requiring the licensing of cats.

Attached for Council's consideration is a revised Ordinance No. 2019-13, adopting the Kitsap Humane Society's recommendations, as amended by the Council on June 11, 2019. Several minor housekeeping changes were made to fully implement the June 11, 2019 Amendments and maintain the policy originally proposed for the sections of Ordinance No. 2019-13 that were not amended. A redline showing what changes were made to the ordinance is attached below.

**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](#)

[Ordinance No. 2019-13, Adopting Kitsap Humane Society's Recommended Updates to the City's Animal Control Code - Redline Showing June 11, 2019 Amendments](#)

**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"> <li>• Owning an excess number of dogs or cats</li> <li>• Operating or maintaining a “hobbyist” facility without a valid license, or operating such facility in a fashion contrary to code requirements</li> <li>• Failure to license a cat or dog</li> <li>• Animal bites (separate from a PDA)</li> <li>• 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</li> <li>• Sale, barter or transfer of pets in public places, unless sanctioned</li> <li>• Failure to provide adequate care for pets or livestock</li> <li>• Confinement of an animal in a wheeled vehicle (where the pet’s life is at risk)</li> <li>• Pets chasing livestock</li> </ul>	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.

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**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).

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#### **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;

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**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.

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**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 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 "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.B.

C. 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.

**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.B.

C. For the purposes of this section, the term “livestock” shall have the same meaning as provided in BIMC 6.04.085.C.

**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.B.

**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 – Optional for cats.**

To facilitate reuniting ~~dogs~~ pets with their owners, it is unlawful for any person to own, keep, or have control of any dog 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**

**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.

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

~~C. 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 “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

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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.~~CB~~.

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

C. For the purposes of this section, the term “livestock” shall have the same meaning as provided in BIMC 6.04.085.C.

**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.~~CB~~.

**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 dogs ~~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.

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**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.





CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 25, 2019

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** 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:**

Consider approval with Consent Agenda.

**SUMMARY:**

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

**FISCAL IMPACT:**

<b>Amount:</b>	\$189,605.02
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	\$189,605.02
<b>Included in Current Budget?</b>	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**

<b>ROAD NAME</b>	<b>Center Stripe (LF)</b>	<b>Edge Line (LF)</b>	<b>Painted Wide Line (LF)</b>	<b>RPM Type 1 (EA)</b>	<b>RPM Type 2 (EA)</b>	<b>Recessed Pavement Marker Type 2 (EA)</b>	<b>Removing Paint Line (LF)</b>	<b>Remove Raised Pavement Marker (EA)</b>	<b>Remove Plastic Crosswalk Line (Per SQ FT)</b>	<b>Removing Plastic Traffic Marker (EA)</b>
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**

<b>ROAD NAME</b>	<b>Center Stripe (LF)</b>	<b>Edge Line (LF)</b>	<b>Painted Wide Line (LF)</b>	<b>RPM Type 1 (EA)</b>	<b>RPM Type 2 (EA)</b>	<b>Recessed Pavement Marker Type 2 (EA)</b>	<b>Removing Paint Line (LF)</b>	<b>Remove Raised Pavement Marker (EA)</b>	<b>Remove Plastic Crosswalk Line (Per SQ FT)</b>	<b>Removing Plastic Traffic Marker (EA)</b>
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**

<b>ROAD NAME</b>	<b>Center Stripe (LF)</b>	<b>Edge Line (LF)</b>	<b>Painted Wide Line (LF)</b>	<b>RPM Type 1 (EA)</b>	<b>RPM Type 2 (EA)</b>	<b>Recessed Pavement Marker Type 2 (EA)</b>	<b>Removing Paint Line (LF)</b>	<b>Remove Raised Pavement Marker (EA)</b>	<b>Remove Plastic Crosswalk Line (Per SQ FT)</b>	<b>Removing Plastic Traffic Marker (EA)</b>
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**

<b>ROAD NAME</b>	<b>Center Stripe (LF)</b>	<b>Edge Line (LF)</b>	<b>Painted Wide Line (LF)</b>	<b>RPM Type 1 (EA)</b>	<b>RPM Type 2 (EA)</b>	<b>Recessed Pavement Marker Type 2 (EA)</b>	<b>Removing Paint Line (LF)</b>	<b>Remove Raised Pavement Marker (EA)</b>	<b>Remove Plastic Crosswalk Line (Per SQ FT)</b>	<b>Removing Plastic Traffic Marker (EA)</b>
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**

<b>ROAD NAME</b>	<b>Center Stripe (LF)</b>	<b>Edge Line (LF)</b>	<b>Painted Wide Line (LF)</b>	<b>RPM Type 1 (EA)</b>	<b>RPM Type 2 (EA)</b>	<b>Recessed Pavement Marker Type 2 (EA)</b>	<b>Removing Paint Line (LF)</b>	<b>Remove Raised Pavement Marker (EA)</b>	<b>Remove Plastic Crosswalk Line (Per SQ FT)</b>	<b>Removing Plastic Traffic Marker (EA)</b>
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**

<b>ROAD NAME</b>	<b>Center Stripe (LF)</b>	<b>Edge Line (LF)</b>	<b>Painted Wide Line (LF)</b>	<b>RPM Type 1 (EA)</b>	<b>RPM Type 2 (EA)</b>	<b>Recessed Pavement Marker Type 2 (EA)</b>	<b>Removing Paint Line (LF)</b>	<b>Remove Raised Pavement Marker (EA)</b>	<b>Remove Plastic Crosswalk Line (Per SQ FT)</b>	<b>Removing Plastic Traffic Marker (EA)</b>
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
<b>Total</b>	<b>439,006</b>	<b>529,624</b>	<b>65,336</b>	<b>100</b>	<b>2,181</b>	<b>503</b>	<b>300</b>	<b>560</b>	<b>562</b>	<b>29</b>



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 25, 2019

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Funding Opportunity - Emergency Management Program Grant (EMPG) - Executive

**STRATEGIC PRIORITY:** Safe City

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:**

Consider approval with Consent Agenda.

**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:**

<b>Amount:</b>	13,553
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	\$13,553 (revenue)
<b>Included in Current Budget?</b>	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 25, 2019

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** 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:**

Consider approval with Consent Agenda.

**SUMMARY:**

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

**FISCAL IMPACT:**

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

**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

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Executed this \_\_\_ day of \_\_\_\_\_, 2019.

Approved as to form

**KITSAP TRANSIT**

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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

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ROBERT GELDER, Commissioner

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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 \_\_\_\_\_, 2019.

**KITSAP COUNTY BOARD OF  
COMMISSIONERS**

\_\_\_\_\_  
EDWARD E. WOLFER~~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 25, 2019

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** 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:**

Approve with the Consent Agenda.

**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, the third point of which has been amended per the discussion at the June 11th meeting; 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:**

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

**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 for CC 06252019](#)

**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 the City can help the community 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 25, 2019

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** 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:**

Consider approval with Consent Agenda.

**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:**

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

**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><b>Mayor</b> Kol Medina</p> <p><b>Council Liaison</b> Joe Deets</p> <p><b>Chair</b> David McCaughey</p>	<p><b>Climate Change Advisory Committee</b></p> <p><b>Position 5</b> Julie Matthews – June 2022  <b>Position 6</b> Jens Boemer – June 2022  <b>Position 7</b> Deborah Rudnick – June 2022 (Reappoint)</p>	<p>Jens Boemer  Deborah Rudnick*  Julie Matthews  Michelle McClure*</p>
<p><b>Mayor</b> Kol Medina</p> <p><b>Council Liaisons</b> Rashman Nassar Leslie Schneider</p>	<p><b>Cultural Funding Advisory Committee –</b>  <span style="background-color: yellow;">(Appoint through end of 2-year funding cycle -12/31/2021)</span></p> <p><b>Position 1</b> Sal DeRosalia  <b>Position 2</b> Jim Cash  <b>Position 3</b> Tara DeCoster  <b>Position 4</b> Diane Walker  <b>Position 5</b> Steve Rabago  <b>Position 6</b> Becky Crook  <b>Position 7</b> 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><b>Mayor</b> Kol Medina</p> <p><b>Council Liaison</b> Ron Peltier</p> <p><b>Chair</b> Joe Dunstan</p>	<p><b>Design Review Board</b></p> <p><b>Position 2</b> Laurel Wilson – June 2020  <b>Position 5</b> Shawn Parks – June 2022  <b>Position 6</b> Todd Thiel – June 2022  <b>Position 7</b> Michael Loverich – June 2022</p>	<p>Pamela Cole  Matthew Dekker  Michael Loverich  Shawn Parks  Todd Theil  Laurel Wilson</p>
<p><b>Mayor</b> Kol Medina</p> <p><b>Council Liaison</b> Rasham Nassar</p> <p><b>Chair</b> Charlie Kratzer</p>	<p><b>Environmental Technical Advisory Committee</b></p> <p><b>Position 5</b> Michelle McClure – June 2022  <b>Position 6</b> Jane Hannuksela – June 2022  <b>Position 8</b> 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><b>Mayor</b> Kol Medina</p> <p><b>Council Liaison</b> Sarah Blossom</p> <p><b>Chair</b> Suzanne Keel-Eckmann</p>	<p><b>Ethics Board</b></p> <p><b>Position 5</b> Jennifer Hodges – June 2022</p>	<p>Sue Coble Bunn Margo Dannemiller Jennifer Hodges Lisa Neal Joseph Wolfe</p>
<p><b>Mayor</b> Kol Medina</p> <p><b>Council Liaison</b> Sarah Blossom</p> <p><b>Co-Chair</b> Megan Luce</p>	<p><b>Historic Preservation Commission</b></p> <p><b>Position 1</b> Eric Kortum – June 2020 <b>Position 5</b> Lori Weise – June 2022 <b>Position 6</b> Sandra Burke – June 2022 (Reappoint) <b>Position 7</b> 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><b>Lodging Tax Advisory Committee</b> <b>(Appoint through end of funding cycle - 12/31/2019)</b></p> <p><b>Position 1</b> Susie Burdick (Eligible Business Representative) <b>Position 2</b> Dominique Cantwell (Eligible Business Representative) <b>Position 3</b> John Dinsmore (Eligible Business Recipient) <b>Position 4</b> Nancy Fortner (Eligible Business Recipient)</p>	<p>Susie Burdick* Dominique Cantwell* John Dismore* Nancy Fortner*</p>
<p>No Interviews Held</p>	<p><b>Planning Commission</b></p> <p><b>Position 5</b> William Chester – June 2022 (Reappoint) <b>Position 6</b> Lisa Macchio – June 2022 (Reappoint) <b>Position 7</b> 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](mailto:noreply@civicplus.com)  
**To:** [City Admin](#)  
**Subject:** Online Form Submittal: Citizen Advisory Group Application  
**Date:** Sunday, April 28, 2019 11:00:04 PM

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## 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
<b>Experience &amp; Qualifications</b>	
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	<b>Electric Power Research Institute, 3420 Hillview Avenue, Palo Alto, CA 94304, UNITED STATES</b>
Dates	since November 2014
Occupation or position held	<b>Principal Technical Leader “Transmission Operations and Planning”</b>
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"><li>- Leading the timely revision of IEEE interconnection standards 1547.x and 2800.x.</li><li>- Leading research on distributed energy resource modeling for transmission planning studies and related impact assessment for bulk system reliability</li><li>- Leading Transmission &amp; Distribution Operations &amp; Planning Coordination, TSO/DSO and Tx/Dx Planning Interaction, Processes, and Data Exchange research and technology transfer.</li><li>- Key contributor to various industry working groups, including IEEE, CIGRE, and NERC.</li></ul>
Type of business or sector	Non-profit research institute in the electric power sector
Name and type of organization providing education and training	<b>Electrical Sustainable Energy Department, Faculty of Electrical Engineering, Mathematics and Computer Science, Delft University of Technology, THE NETHERLANDS</b>
Dates	November 2012 – October 2014
Title of qualification awarded	<b>Ph.D. Candidate / Researcher at Delft University of Technology</b>
Principal subjects/occupational skills covered	Refer to section Education and training on page 2
Name and address of employer	<b>Ecofys Germany GmbH, Am Karlsbad 11, D-10785 Berlin, GERMANY</b>
Dates	September 2007 – October 2012
Occupation or position held	<b>Senior Consultant “Power Systems and Markets”</b>
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"><li>- Supporting the German Government in the development of the German Ancillary Services Ordinance for Wind Power Plants (“SDLWindV”)</li><li>- 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</li><li>- 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)</li><li>- 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)</li></ul>
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	<b>German Federal Ministry for the Environment, Nature Conservation and Nuclear Safety, Stresemannstraße 128-130, D-10117 Berlin, GERMANY</b>
Dates	January 2006 – December 2007
Occupation or position held	<b>Consultant</b>
Main activities and responsibilities	Support of the Division for Hydropower, Wind Energy and Grid Integration of Renewable Energies <ul style="list-style-type: none"> <li>- Connecting the ministry with the European and international wind energy community</li> <li>- Supporting the ministry with technical expertise on grid integration of wind power plants</li> <li>- 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)</li> </ul>
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	<b>Electrical Sustainable Energy Department, Faculty of Electrical Engineering, Mathematics and Computer Science, Delft University of Technology, THE NETHERLANDS</b>
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	<b>Doctorate (Ph.D., Dr.-Ing.)</b>
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	<b>Robert Bosch Foundation and German National Academic Foundation („Studienstiftung des deutschen Volkes“) in cooperation with the German Federal Foreign Office, GERMANY</b>
Dates	August 2005 – January 2006 (early cessation in favor of contract with German Environment Ministry)
Title of qualification awarded	<b>Postgraduate Program in International Affairs</b> (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"> <li>- European and international institutions (various trainers), 3 weeks</li> <li>- Advanced negotiation skills (trainer: Mark Young, Rational Games, Inc), 1 week</li> <li>- Advanced English (Southampton English Language Centre), 3 weeks</li> <li>- Others</li> </ul>

Name and type of organization providing education and training	<b>Institute of Power Systems and Power Economics, Technical University of Dortmund, GERMANY</b>
Dates	October 1999 – May 2005
Title of qualification awarded	<b>Graduate engineer (Dipl.-Ing.) in Electrical Engineering</b>
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"> <li>- Operation and control of power systems</li> <li>- Electricity Markets</li> <li>- Wind Turbines</li> <li>- Power Electronics</li> </ul> Including a half-year study period abroad at Universidad de Chile, Santiago de Chile, CHILE

## Volunteering & awards

Organization	<b>Institute of Electrical and Electronics Engineers (IEEE)</b>
Membership	Member of the Power & Energy Society since 2008
Key contribution	<b>Thought leadership on Distributed Energy Resources Integration into Bulk Power Systems</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- Secretary, <a href="#">IEEE Standards Coordinating Committee 21</a></li> <li>- Secretary, <a href="#">Energy Development &amp; Power Generation (EDPG) Committee's Wind and Solar Power Plant Interconnection and Design Subcommittee</a></li> <li>- Chair, <a href="#">ED&amp;PG Wind and Solar Plant Interconnection Working Group</a></li> <li>- Chair, IEEE P2800 Standard for Interconnection and Interoperability of Inverter-Based Resources Interconnecting with Associated Transmission Electric Power Systems</li> <li>- Vice-Chair, IEEE P1547 Standard for Interconnection and Interoperability of Distributed Energy Resources with Associated Electric Power Systems Interfaces</li> <li>- 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</li> </ul>

Organization	<b>International Council on Large Electric Systems (CIGRE)</b>
Membership	Member since 2016
Key contribution	<b>Author, chapter on Aggregate Distributed Energy Resources Modeling for Bulk Power Systems</b>
Main activities and responsibilities	<ul style="list-style-type: none"> <li>- 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)</li> </ul>

Organization	<b>Energy Systems Integration Group (ESIG)</b>
Membership	Invited panel speaker and tutorial instructor since 2011
Key contributions	<ul style="list-style-type: none"> <li>- Sharing of lessons learned from Germany's 50.2 Hz retrofit program for distribution-connected PV systems</li> <li>- Progress updates on revision / new DER interconnection requirements from IEEE Std 1547-2018</li> <li>- Transmission &amp; Distribution Operations and Planning Coordination, including TSO-DSO</li> </ul>
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](mailto: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

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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](mailto: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
<b>Experience &amp; Qualifications</b>	
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](mailto: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.*

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Type the Year 2019

---

How did you hear about the volunteer opportunity? Social Media

---

Other *Field not completed.*

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

**From:** [noreply@civicplus.com](mailto: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
<b>Experience &amp; Qualifications</b>	
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,	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](mailto: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](mailto: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.*

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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](mailto: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](mailto: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](mailto: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](mailto: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:

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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

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Feel free to attach your  
resume (optional):

*Field not completed.*

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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](mailto: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](mailto: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
<b>Experience &amp; Qualifications</b>	
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.

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Feel free to attach your resume (optional):

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Type the Year

2019

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How did you hear about the volunteer opportunity?

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Other - See below

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Other

City Manager e-newsletter

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

### **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](mailto: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

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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

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### Experience & Qualifications

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

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

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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

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

## **EMPLOYMENT HISTORY**

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- 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**

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- 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**

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- Languages:      English - fluent, Italian - basic, Russian - basic, Lithuanian - native.  
IT Skills:        MS Office, PhotoShop, LaTeX, proficient at internet-based research.

## **INTERESTS**

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- 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](mailto: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](mailto: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](mailto: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
<b>Experience &amp; Qualifications</b>	
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,	My name is Matthew Dekker and I am the owner and CEO of an architectural woodworking and metal fabrication company ( <a href="http://www.gaugegroup.com">www.gaugegroup.com</a> ) 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](mailto: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](mailto: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 5<sup>th</sup> 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](http://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](http://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](http://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](http://www.carrygear.com)

[www.detours.us](http://www.detours.us)

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

**DETOURS BICYCLE BAGS** SEPTEMBER 2010 – OCTOBER 2012 [www.detours.us](http://www.detours.us)

GENERAL MANAGER - DESIGN DIRECTOR

**CARRY GEAR SOLUTIONS** JANUARY 2007 – AUGUST 2010 [www.carrygear.com](http://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](mailto: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 1<sup>st</sup> 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 3<sup>rd</sup> 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](mailto: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](mailto: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	
<a href="#">Step One</a>	<p data-bbox="557 1465 948 1528"><b>Have you served on any city advisory groups in the past?*</b></p> <p data-bbox="557 1541 846 1579"> <input checked="" type="radio"/> Yes           <input type="radio"/> No         </p>	
2. <a href="#">Experience &amp; Qualifications</a>	<p data-bbox="1024 1465 1386 1528"><b>If so, please indicate which groups:</b></p> <div data-bbox="1024 1541 1461 1625" style="border: 1px solid #ccc; padding: 5px;">ETAC</div>	
	<p data-bbox="557 1656 1352 1719"><b>Please share your qualifications for this appointment (skills, activities, training, education) if any:</b></p> <div data-bbox="557 1732 1461 1875" style="border: 1px solid #ccc; padding: 5px;">           Licensed Geologist Hydrogeologist in the State of Washington             See attached resume         </div>	

- 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](mailto: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
<b>Experience &amp; Qualifications</b>	
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](mailto: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
<b>Experience &amp; Qualifications</b>	
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](mailto: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

---

Current Position Marketing Manager

---

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, 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](mailto: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
<b>Experience &amp; Qualifications</b>	
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,	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

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**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](mailto: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.*

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**From:** [noreply@civicplus.com](mailto: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](mailto: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

---

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

**From:** [noreply@civicplus.com](mailto: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 20<sup>th</sup> 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 5<sup>th</sup> 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 73<sup>rd</sup> Society for American Archaeology Meeting, Vancouver, WA (poster). *Investigation of Residential Mobility and Herding Practices in Heterogeneous Environments with 87Sr/86Sr*.
- 2007 72<sup>nd</sup> Society for American Archaeology Meeting, Austin, Texas (paper). *Time-to-Degree and Attrition Rates in Archaeology Doctoral Education: an inconvenient truth*.
- 2006 71<sup>st</sup> Society for American Archaeology Meeting, San Juan, Puerto Rico (poster). *Pb Exposure and Metal Use in early Anglo-Saxon England*.
- 2004 62<sup>nd</sup> Plains Anthropological Conference, Billings, Montana (paper). *Possible dog scavenging of bone from Mummy Cave, Wyoming*.
- 2004 69<sup>th</sup> Society for American Archaeology Meetings, Montreal, Canada (paper). *Understanding the 5<sup>th</sup> Century Anglo-Saxon Invasion of England with O and Sr Isotopes*.
- 2003 5<sup>th</sup> 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 68<sup>th</sup> Society for American Archaeology Meetings, Milwaukee, Wisconsin (paper). *The Contribution of Archaeological Data to Understanding Holocene Climate Change: The Mummy Cave Story*.
- 2002 67<sup>th</sup> Society for American Archaeology Meetings, Denver, Colorado (poster). *Holocene Climate Change and Increased Diet Breadth at Mummy Cave, northwestern Wyoming*.
- 2001 59<sup>th</sup> Plains Anthropological Conference, Lincoln, Nebraska (paper). *Stasis or Change: What the Mummy Cave Fauna Reveal about Holocene Settlement-Subsistence Patterns in Northwestern Wyoming*.
- 2001 66<sup>th</sup> Society for American Archaeology Meetings, New Orleans, Louisiana (poster). *Ten Thousand Years of Holocene Hunting at Mummy Cave, Northwest Wyoming*.
- 2000 65<sup>th</sup> 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](mailto:noreply@civicplus.com)  
**To:** [City Admin](#)  
**Subject:** Online Form Submittal: Citizen Advisory Group Application  
**Date:** Tuesday, April 9, 2019 8:52:55 PM

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## 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
<b>Experience &amp; Qualifications</b>	
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):

*Field not completed.*

---

Type the Year

*Field not completed.*

---

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](mailto: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

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**From:** [noreply@civicplus.com](mailto:noreply@civicplus.com)  
**To:** [City Admin](#)  
**Subject:** Online Form Submittal: Citizen Advisory Group Application  
**Date:** Friday, March 29, 2019 1:05:50 PM

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## 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.*

---

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**From:** [noreply@civicplus.com](mailto: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](mailto: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

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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](mailto: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
<b>Experience &amp; Qualifications</b>	
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](mailto: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](mailto: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](mailto: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
<b>Experience &amp; Qualifications</b>	
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](mailto: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](mailto: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](mailto: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](mailto: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
<b>Experience &amp; Qualifications</b>	
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](mailto: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	
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Phone	
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---

Address	
---------	--

---

City	Bainbridge Island
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---

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](http://www.leeham.net)) and Leeham News and Analysis ([www.leehamnews.com](http://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](mailto: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](mailto:noreply@civicplus.com)  
**To:** [City Admin](#)  
**Subject:** Online Form Submittal: Citizen Advisory Group Application  
**Date:** Monday, April 8, 2019 9:16:47 PM

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## 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

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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](mailto:noreply@civicplus.com)  
**To:** [City Admin](#)  
**Subject:** Online Form Submittal: Citizen Advisory Group Application  
**Date:** Monday, April 29, 2019 10:43:30 AM

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## 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
<b>Experience &amp; Qualifications</b>	
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.*

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

**From:** [noreply@civicplus.com](mailto: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:

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

---

*Field not completed.*

Feel free to attach your  
resume (optional):

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*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](mailto:noreply@civicplus.com)  
**To:** [Roz Lassoff](#)  
**Subject:** Online Form Submittal: Citizen Advisory Group Application  
**Date:** Tuesday, December 18, 2018 11:59:36 AM

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## 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

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### 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

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- 2005 Master of Business Administration | University of Washington
- 1999 BACHELOR OF SCIENCE IN CONSTRUCTION MANAGEMENT | University of Washington

## COMMUNITY INVOLVEMENT

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- *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](mailto: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.*

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CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** June 25, 2019

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (8:00 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:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[Climate Change Advisory Committee Meeting Minutes, May 15, 2019](#)

[6.6.19 PSRC Growth Management Policy Board Meeting Notes](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



## MINUTES

Present: Committee members Derik Broekhoff, Gary Lagerloef, David McCaughey, Michelle McClure, Nora Ferm Nickum, Deborah Rudnick, James Rufo-Hill; Council Liaison Joe Deets  
Absent: Committee members Michael Cox, Lara Hansen  
Others: Ellen Schroer, Deputy City Manager; Britain Richardson and Andrea Martin, Cascadia Consulting Group  
Public: Deb Weinmann, Kelsey Hulse (PSE), Jens Boemer, Gloria Saylor

The meeting was called to order at 6:30 pm.

Minutes from the previous meeting (April 17, 2019) were approved.

### Public Comment

- Gloria Saylor said that she recently took a trip to England where she observed significant media attention on climate change and serious consideration of climate change in decision-making (e.g., whether or not to expand Heathrow Airport).
- Jens Boemer said that the recent Climate and Energy Forum event was a really interesting, informative, and well-managed event.

### Greenhouse Gas Inventory Update

- Project leads from Cascadia Consulting Group presented the preliminary greenhouse gas inventory findings. They are doing a municipal inventory specific to City operations and a community inventory for all of Bainbridge Island (including City operations). For each, they analyzed 2014 as a baseline year and 2018 as an additional year. They used ICLEI's U.S. Community Protocol and Local Government Operations Protocol.
- Community inventory: Preliminary findings indicate an increase in total Bainbridge Island emissions between 2014 and 2018 but a small decrease over that period on a per capita basis. Major sources of emissions include residential and commercial electricity, on-road vehicles, and air travel. It has been difficult to obtain data on propane use.
- Municipal inventory (City operations): Emissions from City operations comprise about 1% of the island's overall emissions. Preliminary findings indicate an increase in municipal emissions between 2014 and 2018; the increase appears to be driven by increases in fleet vehicle use and electricity use. There were also reductions in emissions from streetlights. Major sources of emissions are on-road fleet vehicles and electricity. The top electricity-using City facility is still the wastewater treatment plant, but that facility also showed a reduction in its emissions from 2014 to 2018.
- The final numbers will be in the final report.

### Workplan

- We may retool the Workplan to differentiate between planned short, medium, and long-term efforts and work with the City on selectively reaching out to staff with potential tactical measures to be implemented.

### Sea Level Rise Analysis

- James presented a draft sea level rise analysis. A standard response framework includes the options of protect, accommodate, and retreat. We should expect about two feet of sea level rise by 2100. It is mostly private property at risk. There are a lot of obvious hotspots.
- James will present at the Climate and Energy Forum at the Good Egg on Tuesday evening.

There will be a study session with Council on June 18 focused on the Committee workplan and the sea level rise analysis.

The meeting was adjourned at 8:10 pm.

  
Co-Chair

6/19/2019

06/19/19

Notes from June 6, 2019 PSRC Growth Management Policy Board Meeting  
Ron Peltier June 9, 2019

The agenda packet for the June 6, 2019 is available at:

<http://psrcwa.iqm2.com/Citizens/FileOpen.aspx?Type=1&ID=1711&Inline=True>

#### Overview

The main topics for discussion at the June 6th meeting were:

- 1) A presentation regarding Arlington-Marysville Manufacturing/Industrial Center subarea plan certification.
- 2) The draft Supplemental Environmental Impact Statement for Vision 2050.
- 3) Actions needed to proceed with identifying the Preferred Regional Growth Strategy for Vision 2050.
- 4) Climate Change, with its own chapter in Vision 2050.

#### Public Comment

There was more public comment at the beginning of this meeting than I've seen since I've been on the GMPB. Two of the commenters were climate change deniers, including an elderly white supremacist, who comments at the beginning of each meeting, and a black woman who objected the notion that humans can change the climate ("only God can do that"). Two commenters came from Pierce and Snohomish Counties advocating for allowing new schools to be located in rural areas, contrary to the preferred Transit Focused Growth Strategy. The rest of the commenters, about seven, commented in favor of Transit Focused Growth and/or goals and policies that would be most aggressive in reducing greenhouse gas emissions and striving towards meaningful benchmarks.

#### The draft Supplemental Environmental Impact Statement for Vision 2050

Public comment and analysis on the Draft Supplemental Environmental Impact Statement for Vision 2050, starting on page 26 of the agenda packet. This includes a summary of comments submitted by local jurisdictions and members of the public. This section also included a detailed analysis of the three Regional Growth Strategies being considered:

1. Stay the Course (a continuation of current trends regarding growth and development actually occurring on the ground);
2. Transit Focused Growth, which would focus more growth near cities, towns, urban centers, and high capacity growth centers (including ferry terminals); and
3. Reset Urban Growth, which would allow more growth in rural areas.

Transit Focused is currently preferred and overall scores the highest on all identified "preferred outcomes" for accommodating the projected growth over the next 30 years. The identified preferred outcomes include:

- **Climate.** Meaningful steps have been taken to reduce carbon emissions and

- minimize the region's contribution to climate change.
- **Community and Culture.** Distinct, unique communities are supported throughout the region, cultural diversity is maintained and increased, and displacement due to development pressure is mitigated.
  - **Economy.** Economic opportunities are open to everyone, the region competes globally, and has sustained a high quality of life. Industrial and manufacturing opportunities are maintained.
  - **Environment.** The natural environment is restored, protected, and sustained, preserving and enhancing natural functions and wildlife habitats.
  - **Equity.** All people can attain the resources and opportunities to improve their quality of life and enable them to reach their full potential.
  - **Health.** Communities promote physical, social, and mental well-being so that all people can live healthier and more active lives.
  - **Housing.** Healthy, safe, and affordable housing for all people is available and accessible throughout the region.
  - **Innovation.** The region has a culture of innovation that embraces and responds to change.
  - **Mobility and Connectivity.** A safe, clean, integrated, affordable, and highly efficient multimodal transportation system reduces travel times, promotes economic and environmental vitality, connects people, and supports the regional growth strategy.
  - **Natural Resources.** Natural resources are permanently protected, supporting the continued viability of resource-based industries, such as forestry, agriculture, and aquaculture.
  - **Public Facilities and Services.** Public facilities and services support local and regional growth plans in a coordinated, efficient, and cost-effective manner.
  - **Resilience.** The region's communities plan for and are prepared to respond to potential impacts from natural hazards and other adverse events.
  - **Rural Areas.** Rural communities and character are strengthened, enhanced, and sustained.

### **Action to Proceed with a Regional Growth Strategy – Preferred Alternative**

This agenda item included some lively discussion regarding planned percentages of growth for various identified areas, particularly in regards to rural areas. One board member, though, read a long statement asking for clarification as to whether identified growth targets are suggested targets or requirements for future certification by PSRC of comprehensive plans. Her name is Patricia Akiyama, representing the Master Builders Association – Business/Labor/Transit. It was a very thoughtful and impressive statement that my summary doesn't do justice to.

When I first joined the Growth Management Policy Board I thought it was odd to have representatives from groups with a vested interest in development. Having gotten to know Patricia a little, however, she genuinely cares about the environment, is thoughtful, and very competent.

**Growth in rural Pierce, Snohomish, and King Counties.** During this larger discussion about the preferred growth scenario the issue of density in the rural zones generated a lively, somewhat contentious, but quite professional discussion. Derek Young, from the Pierce County Council, explained the difficulties for Pierce in limiting rural growth. In a nutshell, an amount of rural land in Pierce have already been divided into smaller parcels making it difficult to limit development there. He asked for flexibility between the identified 6% for Pierce Counties rural lands in Vision 2050 and something more achievable (I don't remember the number he suggested).

To address the issue of entitled parcels in rural areas some on the board suggested making it harder to develop marginal properties located on and near critical areas. Transferring of development rights was also mentioned. Kathy Lambert, of the King County Council, argued for more flexibility, citing the fact that her 18 grandchildren need places to live in the rural parts of King County. She also cited issues with North Bend being discouraged from zoning for more commercial development and other small cities in King County that she said are having fiscal difficulties associated with restrictions on growth.

There was a whole matrix of proposed revisions to multi-county planning policies (MPPs) by Mike O'Brien, of the Seattle City Council. Mike is a strong proponent of limiting development in of rural areas, addressing climate change, and applying more pressure on jurisdictions to modify their development regulations in line with PSRC's Vision. As part of the Regional Growth Strategy discussion council member Obrien made these points in regards to climate change:

- Mike wants specific targets in place for GHG emissions reductions.
- He cited a figure of 10 million metric tons identified by the State as an appropriate goal (for the planning period up 'til 2050?) compared to 14-1/2 million metric tons projected by PSRC for Vision 2050's best performing Regional Growth Alternative, Transit Oriented Development. The point being that the policies identified so far for 2050 fall short in regards when it comes to adequately mitigating GHG emissions and climate change.
- Council member O'Brien wants to be able to tell people how 2050 will effectively address climate change, implying that what he seeing so far falls short. This is consistent with comments we heard at the beginning of the meeting from members of the public and various organizations, include the Audubon Society.

Council member O'Brien's new colleague on Seattle City Council, Abel Pacheco, showed up briefly and spoke passionately about maintaining strong policies in 2050 to address climate change so that "30 years from now I can tell young people what I did to address the threat of climate change".

**Kitsap County letter Advocating for more growth in Kitsap's high capacity transit centers.** I attend KRCC PlanPol meetings with Rasham as the alternate to that board, where projected growth distribution in Kitsap County has been a topic of discussion.

Commissioner Ed Wolfe showed up at the June 6<sup>th</sup> GMPB meeting with a letter asking for the PSRC Growth Management Policy Board to sign off on revising Kitsap County's distribution of projected growth, increasing the amount identified for high capacity transit centers, from 30 to 38%. The additional 8% appears to be allocated to Kingston, which does have a high capacity ferry terminal. The requested revision signed public official from all four of Kitsap County's cities. The policy change brought forward by Commissioner Wolfe was not discussed at the recent KRCC PlanPol meeting where the County was asking for more population allocated to Silverdale, an urban growth center.

### **Climate Change – New Chapter for Vision 2050**

As the board got to this agenda item we were running out of time (GMPB meetings always start and end on time), though much of the meeting had already had the thread of climate change running through it. Staff is proposing a new chapter devoted to climate change in Vision 2050, which seemed to be universally supported by the board. Also intriguing was mention by PSRC staff of possibly identifying growth scenarios that could result in greenhouse gas emission reductions more in line with benchmarks needed to mitigate climate change.

### **My thoughts**

Interacting with elected officials from around the regions who face issues and challenges, that Bainbridge Island is somewhat immune to, has been humbling. It's impressive to see how PSRC Staff and the Growth Management Policy Board has come around to a good faith effort at trying to address climate change as part of the Vision 2050 planning process. It's a daunting challenge. One of the central challenges, I believe, is in planning for growth that may not be sustainable and which may not fit into a growth alternative that actually "restores and sustains the environment" or adequately addresses climate change through significant reductions in GHG emissions. Time will tell about that. Identifying growth scenarios that WOULD adequately reduce GHG emissions could potentially be a wake up call regarding what's possible when planning for 1.8 million more people by 2015.

Regarding the letter read by Commissioner Ed Wolfe at the June 6<sup>th</sup> GMPB meeting, I'm wondering how such a significant proposed change to growth allocations could fail to be reviewed by KRCC's PlanPol committee and then be submitted without running it by all of KRCC's representatives to PSRC's Growth Management Policy Board. In the absence of Mayor Rob Putaansuu I was the representative for other towns and cities in Kitsap at the June 6<sup>th</sup> meeting.