TOWN OF YARROW POINT
COUNCIL REGULAR MEETING MINUTES
April 10, 2018
7:00PM

The following is a summary of the proceedings and is not a verbatim transcript.

CALL TO ORDER:
Mayor Dicker Cahill called the meeting to order at 7:00 PM

PRESENT:

Mayor: Dicker Cahill

Councilmembers: Mary Elmore
Stephan Lagerholm
Steve Bush
Andy Valaas
Carl Scandella

Staff: Austen Wilcox – Town Deputy Clerk
Stacia Schroeder – Town Engineer
Mona Green – Town Planner
Scott Missall – Town Attorney

Guests: Terri Gordon – Sunnybrae Properties LLC Manager
Tim Graham – Sunnybrae Properties LLC Attorney
Greg Juneau – Triad Associates
Tim Reynolds – IS Outsource

APPEARANCES:
None.

MINUTES:
March 8, 2018 Special Meeting
March 13, 2018 Regular Meeting

MOTION: Councilmember Valaas moved to approve the special minutes of March 8, 2018 as presented. Councilmember Bush seconded the motion.

VOTE: 5 For, 0 Against, 0 Abstain. Motion carried.
**MOTION:** Councilmember Valaas moved to approve the special minutes of March 13, 2018 as presented. Councilmember Scandella seconded the motion.

**VOTE:** 5 For, 0 Against, 0 Abstain. Motion carried.

**CONSENT CALENDAR:**
Mayor Cahill reported that the Consent Calendar total amount was higher this month due to a quarterly payment to the Clyde Hill Police Department for police services.

Councilmember Bush requested further detail on an invoice related to former IT services. Town staff will provide Councilmember Bush with the detail.

Councilmember Elmore requested detail on an invoice from Earthcorps. Mayor Cahill explained the work was performed in Wetherill and the funds are coming out of the Wetherill Fund, which the Town manages on behalf of the Wetherill Commission.

**MOTION:** Councilmember Valaas moved to approve the Consent Calendar as presented including the Payment Approval Report dated 4/04/2018 approving payments as shown totaling $160,902.97 plus payroll, benefits, and tax expenses of $25,200.88 as shown on the attached payroll and benefits reports for a grand total of $186,103.85. Councilmember Lagerholm seconded the motion.

**VOTE:** 5 For, 0 Against, 0 Abstain. Motion Carried.

The following items were also approved as part of the Consent Calendar:
- Payment Approval Report; March
- Payroll, Tax, & Benefits Registers; March
- Town Planner Invoice; March
- Town Engineer Invoice; March
- Building Official Invoice; March

**STAFF REPORTS:**
- Deputy Clerk Wilcox reported that the updated Town website had a soft launch on April 6th as planned. Mr. Wilcox shared that a Park Board member with web design expertise has volunteered her time to assist with the final design.

- Engineer Schroeder gave an overview of the current status of the playground project. The Town has hired an outside firm to review a SEPA application.

- Engineer Schroeder gave an update on the 41st street paving project. The project will begin once drier weather comes around. Dry weather will also allow for the completion of three pending roadway restoration projects (approved by Council earlier this year).
Mayor Cahill stated that he met with Lieutenant Kolling to discuss common regulations in both jurisdictions to ease enforcement efforts. Separately, the Mayor requested that CHPD conduct a drive-through at 6pm each evening to help identify construction work-hours violators.

Councilmember Elmore reported an incident she witnessed of a Clyde Hill police officer directing a driver of a vehicle on the Lid using an unfriendly tone. Councilmember Elmore requested that the Mayor follow up with the department regarding the matter.

The Park Board’s annual Clean-Up Day is scheduled for April 28.

Councilmember Bush stated that he has noticed a drop in water pressure since recent work for City of Bellevue ROW project was performed on Points Drive. Town Engineer Schroeder stated that she will discuss this with the City of Bellevue Inspector.

**REGULAR BUSINESS:**
Town Engineer Schroeder gave an overview of the proposed Boundary Line Adjustment which was previously reviewed by the Planning Commission at the February 26 special meeting, and subsequently recommended to Council for approval. In 2013, Triad Associates, a professional land surveyor working on the Foster property at 4421 91st Ave NE, determined the deed language for several surrounding lots reflected in the original 1907 Yarrow Point Plat, not the most recent 1913 re-plat of Yarrow Point. The purpose of this Boundary Line Adjustment is to correct the legal descriptions of the parcels identified so that those legal descriptions conform to the acknowledged boundaries of those parcels. In late 2017, the Town’s Engineer and Planner met with agents from the Sunnybrae Properties, LLC, estate and their professional surveyor. BLA No. 72 will serve to confirm the 1913 plat documents and rectify the outdated deed language. All existing structures will be maintained, and no new lots will be created upon approval of this BLA.

Town Engineer Schroeder stated the Town did not receive any objections for the proposed BLA.

Tim Graham, attorney representing Sunnybrae Properties, shared further background on BLA proposal.

**AB 18-10  **  **Boundary Line Adjustment No. 72, Public Hearing, for Approval**

| The Mayor opened the Public Hearing at: 7:26 PM |

| No comment. |

| The Mayor closed the Public Hearing at: 7:27 PM |

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MOTION: Councilmember Scandella moved to approve Boundary Line Adjustment No. 72 to correct the legal descriptions of the parcels identified so that those legal descriptions conform to the acknowledged boundaries of those parcels. Councilmember Valaas seconded the motion.

VOTE: 5 For, 0 Against, 0 Abstain. Motion carried.

AB 18-11  IT Infrastructure Upgrade Project, for Approval
Mayor Cahill asked IS Outsource representative, Tim Reynolds, to brief the Council for the proposed IT infrastructure upgrade. Mr. Reynolds shared that the proposed central monitoring system will reinforce the Town’s existing firewall and backup systems.

The Council discussed the following elements of the proposal:
  o organizing current server files prior to transition
  o retention/archiving plan and policy
  o physical location of the server
  o integration of new infrastructure with current software/programs
  o costs associated with presented proposal

MOTION: Councilmember Valaas moved to authorize the Mayor to proceed with the proposed improvements, labor, and hardware supplied by ISOutsource for an infrastructure upgrade project. Councilmember Bush seconded the motion.

VOTE: 5 For, 0 Against, 0 Abstain. Motion carried.

AB 18-12  WRIA 8, Resolution 336, for Approval
Councilmember Scandella gave an explanation of the WRIA 8 program. Councilmember Scandella gave history of WRIA 8 and its intent to protect habitat restoration. The Resolution supports the extension of a ten-year plan and also partners with other government entities. The WRIA 8 Plan is the approved plan to meet the requirements of the Federal Endangered Species Act and recover WRIA 8’s Threatened Cedar River and Sammamish River Chinook salmon populations.

The Mayor thanked Councilmember Scandella for his involvement in WRIA 8.

MOTION: Councilmember Bush moved to approve Resolution No. 336, thereby ratifying the 2017 update to the Water Resource Inventory Area Chinook Salmon Conservation Plan. Councilmember Valaas seconded the motion.

VOTE: 5 For, 0 Against, 0 Abstain. Motion carried.

MAYOR & COUNCIL REPORTS:

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• Council discussed an email they received from a resident who would like to meet with them individually to discuss a complaint against the Town. They further inquired about the Council’s duty for corresponding individually with public inquiries.

• Attorney Missall spoke on regulations for cell towers and their utility billing.

• The Town’s Attorney joined a different law firm: Attorney Missall stated the rates will be the same and that he will be sending the Town a new engagement letter.

• **SR 520 Maintenance Update:** Mayor Cahill gave an overview of WSDOT’s maintenance services. It has been determined by WSDOT that they cannot contract out union labor to perform maintenance services on their own property. There are provisions that may granted from WSDOT to enter their property to assist with maintenance. Mayor Cahill stated the importance of identifying the boundaries near the bike trail that are WSDOT’s property and Town property for maintenance reasons.

• **Operations and Staffing Plan:** Mayor Cahill gave an update on the current staffing plan. Mayor Cahill will provide job descriptions to Council.

• **Internal Risk Assessment Priority List, update:** Mayor Cahill met with Town consultants to discuss any internal liabilities they recognize.

• The Town is assisting the 4th of July Chair in finding a suitable replacement.

• Councilmember Valaas is concerned that the playground costs will exceed the amount allocated for the Town playground project. Mayor Cahill stated that the Engineer will be requesting bids and the Council can then discuss next steps.

• Council discussed the renewal of the police services contract and the importance of including potential new requirements in a renewal.

**ADJOURNMENT:**

*MOTION:* Councilmember Valaas moved to adjourn the meeting at 8:50 pm. Councilmember Bush seconded the motion.

*VOTE:* 5 For, 0 Against, 0 Abstain. Motion carried.

**APPROVED:**

Dicker Cahill, Mayor

**ATTEST:**

Austen Wilcox, Deputy Clerk

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