

**YARROW POINT  
TOWN COUNCIL MEETING AGENDA  
Tuesday, June 9, 2020  
7:00 p.m. via conference call at:  
206-485-3849 Conference ID: 386 311 970#**

With the adoption of the Town's Proclamation of Local Emergency and issuance of the Governor's Stay-at-Home Proclamation and Open Public Meetings Guidance, Town Hall is closed to the public and Town Council meetings must be held by teleconference or online means. Accordingly, all Town Council regular and special meetings will be conducted by teleconference/online only. Members of the public may participate in those meetings by phone/online using the links and/or numbers above. However, no contemporaneous public comment will be accepted.

**PLEDGE OF ALLEGIANCE**

**CALL TO ORDER:** Mayor Dicker Cahill

**COUNCIL ROLL CALL:** Carl Scandella, Stephan Lagerholm, Andy Valaas, Mary Elmore, and Steve Bush

**APPEARANCES:**

Due to remote conferencing there will be no contemporaneous public comments at the Council meeting. If residents or the public have questions, concerns or comments surrounding the COVID-19 (Coronavirus) pandemic, other Town business or issues, or the Council agenda, they may submit comments via email or regular mail to [depclerk@yarrowpoint.gov](mailto:depclerk@yarrowpoint.gov) to be included in the record. Comments or questions submitted may be addressed at the next scheduled regular Council meeting.

**The Mayor will present legalities of how public meetings must be held and what essential business can be discussed during the COVID-19 Pandemic, in accordance with State proclamations and guidelines.**

**1. CONSENT CALENDAR**

*Consists of routine items for which Council discussion is not required. A Councilmember may request that an item be moved to Regular Business for discussion. Consent items are approved with one vote.*

**2. MINUTES**

A. Minutes of regular meeting of May 12, 2020

**3. STAFF REPORTS**

**REGULAR BUSINESS:**

**4. AB 20-16 – Approval of Park Commission Recommendation for Utility Box Wrapping**

**5. AB 20-17 – CIP/TIP Plan – 2021-2026**

**6. AB 20-18 – Mayor Pro Tem**

**7. Mayor's & Council Reports**

- Mayor: Cancellation of 4<sup>th</sup> of July Celebration
- Mayor: Town Security

**8. ADJOURNMENT**

*To subscribe to our email list, email Town Hall at: [townhall@yarrowpointwa.gov](mailto:townhall@yarrowpointwa.gov)  
Town of Yarrow Point, 4030 95<sup>th</sup> Ave. NE, Yarrow Point, WA 98004  
425-454-6994, [townhall@ci.yarrow-point.wa.us](mailto:townhall@ci.yarrow-point.wa.us)*

**Business of The Town Council  
Town of Yarrow Point, WA**

Consent Calendar  
June 9, 2020

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Consent Calendar	<b>Proposed Council Action:</b> Approve Consent Calendar
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Presented by: Clerk-Treasurer

Exhibits: Consent Calendar Items

**Summary:**

The Consent Calendar consists of items considered routine for which a staff recommendation has been prepared, and for which Council discussion is not required. A council member may request that an item be removed from the Consent Calendar and placed under Regular Business for discussion. Items on the Consent Calendar are voted upon as a block and approved with one vote.

The following document are included in this section:

- Payment Approval Report and Payroll Report: May

With keeping this packet printing to a minimum, the consultants' invoices are not included in this packet, and are included on the Payment Approval Report. If anyone wants to see the actual consultant's invoice, please contact Austen, and he will email you a copy.

**Recommended Action:**

Move To: Approve the Consent Calendar as presented including the Payment Approval Report dated 06/03/2020 approving payments as shown totaling **\$57,484.77**, plus payroll, benefits, and tax expenses of **\$29,216.22** as shown on the attached payroll & benefits report for a total of **\$86,700.99**.

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
<b>Banner Bank</b>					
700	Banner Bank	Office Supplies	05/18/2020	87.11	
700	Banner Bank	Mutt Mitts-(6,000 for \$587), gloves, misc.	05/18/2020	822.08	
700	Banner Bank	Constant Contact	05/18/2020	49.51	
700	Banner Bank	AWS backup	05/18/2020	302.18	
700	Banner Bank	Paddle board rack	05/18/2020	319.99	13,920.03
Total Banner Bank:				1,580.87	
<b>CITY OF BELLEVUE</b>					
212	CITY OF BELLEVUE	ARCH Administrative Budget	05/17/2020	2,401.00	
212	CITY OF BELLEVUE	ARCH Trust Fund	05/17/2020	7,600.00	134,597.00
Total CITY OF BELLEVUE:				10,001.00	
<b>Comcast</b>					
301	Comcast	Internet and fax line	05/14/2020	247.95	1,383.21
Total Comcast:				247.95	
<b>Comcast Business- VoiceEdge</b>					
1374	Comcast Business- VoiceE	Town Phone System	05/15/2020	245.17	1,224.48
Total Comcast Business- VoiceEdge:				245.17	
<b>CRYSTAL AND SIERRA SPRINGS</b>					
1046	CRYSTAL AND SIERRA S	Town Hall Water Cooler	05/09/2020	43.41	250.42
Total CRYSTAL AND SIERRA SPRINGS:				43.41	
<b>DIGITAL REPROGRAPHICS</b>					
256	DIGITAL REPROGRAPHIC	May Council Packets	05/07/2020	276.53	
256	DIGITAL REPROGRAPHIC	Pagoda plans	05/07/2020	52.17	
256	DIGITAL REPROGRAPHIC	Plans for 4416 95th - to be reimbursed	06/02/2020	101.09	2,305.78
Total DIGITAL REPROGRAPHICS:				429.79	
<b>Gaylynn Brien</b>					
1151	Gaylynn Brien	Sales Tax reports	05/31/2020	50.00	250.00
Total Gaylynn Brien:				50.00	
<b>Iron Creek Construction LLC</b>					
1295	Iron Creek Construction LL	Install approx. 190 lf of curb on 92nd	06/01/2020	17,750.00	56,971.50
Total Iron Creek Construction LLC:				17,750.00	
<b>ISLAND SECURITY SYSTEMS</b>					
21	ISLAND SECURITY SYST	Security System Monitoring	06/01/2020	154.00	308.00
Total ISLAND SECURITY SYSTEMS:				154.00	
<b>ISOutsource</b>					
1301	ISOutsource	iVSAT rememdiation, backup full remediation	05/31/2020	3,261.40	7,402.94
Total ISOutsource:				3,261.40	



Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
<b>MONA H. GREEN</b>					
219	MONA H. GREEN	Building Permits	05/31/2020	438.75	
219	MONA H. GREEN	Site Development	05/31/2020	67.50	
219	MONA H. GREEN	Shoreline Substantial Development	05/31/2020	168.75	
219	MONA H. GREEN	Mechanical permit	05/31/2020	33.75	
219	MONA H. GREEN	Miscellaneous	05/31/2020	945.00	16,335.00
Total MONA H. GREEN:				1,653.75	
<b>MUNICIPAL PERMIT SERVICE, LLC</b>					
350	MUNICIPAL PERMIT SER	Building Permit Inspections	05/31/2020	1,057.14	
350	MUNICIPAL PERMIT SER	Demo Permits	05/31/2020	62.50	
350	MUNICIPAL PERMIT SER	Mechanical/Plumbing Permits	05/31/2020	255.18	
350	MUNICIPAL PERMIT SER	Plan Review	05/31/2020	62.50	16,455.57
Total MUNICIPAL PERMIT SERVICE, LLC:				1,437.32	
<b>Northern Waters</b>					
304	Northern Waters	Spring activation - town hall and beach	05/18/2020	393.25	468.25
Total Northern Waters:				393.25	
<b>NORTHWEST CIVIL SOLUTIONS</b>					
450	NORTHWEST CIVIL SOLU	42nd and 91st Stormwater Upsizing and UGC Project	05/31/2020	281.25	
450	NORTHWEST CIVIL SOLU	Update Comprehensive Stormwater Mgmt Plan	05/31/2020	93.75	
450	NORTHWEST CIVIL SOLU	Boundary Line Adjustment Plan Review	05/31/2020	31.25	
450	NORTHWEST CIVIL SOLU	Plan Reivew of Site Development Permit	05/31/2020	781.25	
450	NORTHWEST CIVIL SOLU	Review right of way use permit	05/31/2020	312.50	
450	NORTHWEST CIVIL SOLU	General Administration	05/31/2020	4,156.25	28,843.75
Total NORTHWEST CIVIL SOLUTIONS:				5,656.25	
<b>Ogden Murphy Wallace</b>					
1390	Ogden Murphy Wallace	Review w/Dep Clerk and Mayor regarding Council age	05/14/2020	520.00	
1390	Ogden Murphy Wallace	Review, advise and attend Council meeting	05/14/2020	877.50	
1390	Ogden Murphy Wallace	Work on boat noise ordinance	05/14/2020	1,212.50	
1390	Ogden Murphy Wallace	Work on LPR Cameras MOU w/CH and Mayor; boat or	05/14/2020	1,850.00	19,177.40
Total Ogden Murphy Wallace:				4,460.00	
<b>Pace Engineers, INC.</b>					
1152	Pace Engineers, INC.	Stormwater Management Plan Update	05/12/2020	8,442.00	17,589.00
Total Pace Engineers, INC.:				8,442.00	
<b>PUGET SOUND ENERGY</b>					
604	PUGET SOUND ENERGY	Town Hall	05/26/2020	168.96	
604	PUGET SOUND ENERGY	Street lights	05/26/2020	776.73	5,092.22
Total PUGET SOUND ENERGY:				945.69	
<b>SEA-TAC SWEEPING SERVICE</b>					
46	SEA-TAC SWEEPING SE	Street cleaning	05/25/2020	317.50	
46	SEA-TAC SWEEPING SE	Street cleaning	05/25/2020	317.50	3,175.00
Total SEA-TAC SWEEPING SERVICE:				635.00	

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
THE SEATTLE TIMES					
192	THE SEATTLE TIMES	Notice for Shoreline Mgmt Sub Devel	04/29/2020	97.92	1,248.12
Total THE SEATTLE TIMES:				97.92	
Grand Totals:				57,484.77	

Certification of the Consent Calendar as presented including the Payment Approval Report dated 06/03/2020 approving payments as shown totaling \$57,484.77, plus payroll, tax, and benefit expenses of \$29,216.22 as shown on the attached payroll & tax and benefits report for a grand total of \$86,700.99.

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 Town of Yarrow Point, and that I am authorized to authenticate and certify to said claim.

Clerk/Treasurer: Bonnie Ritter \_\_\_\_\_

Dated: June 9, 2020

Mayor Dicker Cahill: \_\_\_\_\_

Councilmember Steve Bush: \_\_\_\_\_

Councilmember Mary Elmore: \_\_\_\_\_

Councilmember Stephan Lagerholm: \_\_\_\_\_

Councilmember Carl Scandella: \_\_\_\_\_

Councilmember Andy Valaas: \_\_\_\_\_

Report Criteria:

- Computed checks included
- Manual checks included
- Supplemental checks included
- Termination checks included
- Transmittal checks included
- Void checks included

Pay Period Date	Journal Code	Check Issue Date	Check Number	Payee	Payee ID	Description	GL Account	Amount
05/30/2020	CDPT	03/23/2020	0	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security P	001-2200000	
05/30/2020	CDPT		0	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security P	001-2200000	44.31-
05/30/2020	CDPT		0	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I Workers Compens	001-2200000	373.94-
05/30/2020	CDPT		0	EMPLOYMENT SECURITY DEPT	8	Quarterly WA FMLA WA Paid Fa	001-2200000	85.29-
05/30/2020	PC	05/22/2020	5613	Cahill, Richard	9030			
05/30/2020	PC	05/22/2020	5614	Schroeder, Ashley	9044		999-1010110	717.23-
05/30/2020	PC	05/22/2020	5615	Lovas, Istvan	9002		999-1010110	4,239.32-
05/30/2020	PC	05/22/2020	5616	Wilcox, Austen	9037		999-1010110	3,434.12-
05/30/2020	PC	05/22/2020	5617	Ritter, Bonnie	9041		999-1010110	5,508.71-
05/30/2020	CDPT	05/19/2020	52020	Association of Washington Cities	9	Health and Dental Insurance Insu	001-2200000	825.21-
05/30/2020	CDPT	05/19/2020	52020	Association of Washington Cities	9	Health and Dental Insurance Hea	001-2200000	2,275.20-
05/30/2020	CDPT	05/19/2020	52020	Association of Washington Cities	9	Health and Dental Insurance Den	001-2200000	164.37-
05/30/2020	CDPT	05/19/2020	52020	Association of Washington Cities	9	Health and Dental Insurance Visi	001-2200000	36.06-
05/30/2020	CDPT	05/19/2020	52021	DEPT OF RETIREMENT SYSTE	1	State Retirement PERS II Pay P	001-2200000	1,467.14-
05/30/2020	CDPT	05/19/2020	52021	DEPT OF RETIREMENT SYSTE	1	State Retirement PERS II Pay P	001-2200000	2,388.30-
05/30/2020	CDPT	05/19/2020	52022	Federal Tax	2	941 Taxes Social Security Pay P	001-2200000	1,373.55-
05/30/2020	CDPT	05/19/2020	52022	Federal Tax	2	941 Taxes Social Security Pay P	001-2200000	1,373.55-
05/30/2020	CDPT	05/19/2020	52022	Federal Tax	2	941 Taxes Medicare Pay Period:	001-2200000	321.24-
05/30/2020	CDPT	05/19/2020	52022	Federal Tax	2	941 Taxes Medicare Pay Period:	001-2200000	321.24-
05/30/2020	CDPT	05/19/2020	52022	Federal Tax	2	941 Taxes Federal Withholding T	001-2200000	4,267.44-
Grand Totals:			17					29,216.22-

**TOWN OF YARROW POINT  
COUNCIL REGULAR MEETING (TELECONFERENCE) MINUTES  
May 12, 2020  
7:00 pm**

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:** Bonnie Ritter – Clerk-Treasurer  
Austen Wilcox – Deputy Clerk  
Scott Missall – Town Attorney  
Stacia Schroeder – Town Engineer  
Mona Green – Town Planner

**Guests:** Dawn Hanson – Clyde Hill Police Lieutenant

**APPEARANCES:**

None.

**1. PUBLIC MEETING GUIDELINES**

The Town Attorney presented legalities of how public meetings must be held and what essential business can be discussed during the COVID-19 Pandemic, in accordance with State proclamations and guidelines.

**2. CONSENT CALENDAR:**

Mayor Cahill discussed specific line items on the Consent Calendar.  
Deputy Clerk Wilcox shared about the recent purchase of Bluebeam, a program that allows for electronic plan review by the Town's community development consultants.

**MOTION:** Councilmember Valaas moved to approve the Consent Calendar including the Payment Approval Report dated 5/6/2020 approving payments as shown totaling \$208,811.21, plus payroll, benefits, and tax expenses of \$27,467.69 as shown on the attached payroll and benefits reports for a grand total of \$236,278.90. Councilmember Bush seconded the motion.

VOTE: 5 For, 0 Against. Motion carried.

### **3. MINUTES**

A. Minutes of regular meeting March 10, 2020

MOTION: Councilmember Valaas moved to approve the regular meeting minutes of March 10, 2020. Councilmember Scandella seconded the motion.

VOTE: 4 For, 0 Against, Councilmember Elmore abstained. Motion carried.

B. Minutes of regular meeting of April 14, 2020

MOTION: Councilmember Bush moved to approve the regular meeting minutes of April 14, 2020. Councilmember Valaas seconded the motion.

VOTE: 5 For, 0 Against. Motion carried.

### **4. STAFF REPORTS:**

**A. Police Report:** Lieutenant Hanson provided a report of April police activity including car prowls, burglaries, a recovered stolen vehicle, and mail theft. There has been an increase in crime and fraud during the COVID-19 Pandemic.

#### **B. Town Engineer Report:**

##### 2019 NE 42<sup>nd</sup> Street/91<sup>st</sup> Ave NE Stormwater Upsizing and UGC Project

Town Engineer Schroeder shared that City of Bellevue will begin their work June 1, 2020 and the work is expected to go 6-weeks. Yarrow Point's project will begin on/around June 1st. In the meantime, Town staff is expecting an updated PSE power design by the week ending May 8th, 2020. Over the next two months, while City of Bellevue is constructing the water main, our goal is to finalize the PSE, Comcast, and CenturyLink design, and then finalize Gray & Osborne's civil design package. Assuming everything goes well the Town will have bids in hand by the end of September 2020. She addressed questions from Council and noted that the website will be updated.

##### Stormwater Management Plan Update

PACE completed the 2019 SWMP final update on April 14, 2020. The Town Engineer completed her review on April 29th, 2020. She met with PACE to discuss several areas of the report that still needed updating. PACE is currently working to revise the final draft per those comments and is scheduled to publish a second final draft on/around May 29th.

NOTE: The PACE council presentation will be rescheduled for later in 2020.

#### **C. Town Planner Report:**

Town Planner Green stated that electronic plan review has been running smoothly and that the Town has been utilizing Dropbox to transfer permit submittals back and forth with the applicant. She discussed current and anticipated permit activity.

**REGULAR BUSINESS:**

**5. AB 20-12: 2019 Annual Report**

Clerk-Treasurer Ritter gave a presentation on her work putting together the 2019 Annual Report. She answered questions from Council and explained a lot of changes made to BARS accounts. She attended seminars and webinars put on by the State Auditor's office as well as participating in phone calls with individuals from the Auditor's office. She reviewed the exhibits included in the Council packet.

MOTION: Councilmember Valaas moved to approve the 2019 Annual Report as presented, to be submitted to the State Auditor by May 29, 2020. Councilmember Bush seconded the motion.

VOTE: 5 For, 0 Against. Motion carried.

**6. AB 20-13: Approval of funds for rolled concrete feature at town entry**

Engineer Schroeder gave a presentation of the bid proposal from Iron Creek Construction LLC to build a curb on the shoulder of town entry to improve pedestrian safety. At the March 10 Council meeting, staff provided a report of the latest updates on the Town entry improvement project designed by the Park Commission. For safety priority and cost, the project will be phased. Council chose to proceed with the following order of phasing:

Phase 1 – Concrete work & pedestrian safety improvements.

Phase 2 – Landscaping.

Phase 3 – Utility box wrapping

Iron Creek Construction LLC revised their previous bid to meet the requirements under Phase 1.

Park Commission Chairman McGlenn recommends that the DOT review the project plans. Mayor Cahill responded that a member from WSDOT met on site with him previously to discuss pedestrian safety in the roundabout.

MOTION: Councilmember Valaas moved to approve Iron Creek Construction LLC bid for the amount of \$17,750.00 for concrete work & pedestrian improvements at Town entry.

Councilmember Scandella seconded the motion.

VOTE: 5 For, 0 Against. Motion carried.

**7. AB 20-14: Flock Safety LPR cameras – approval of policies and procedures**

Mayor Cahill discussed the Memorandum of Understanding Regarding Automatic License Plate Reader Cameras drafted by the Town Attorney. The cameras would be capturing the model, type, and color of vehicles. He discussed the procedure of collected data by a flow chart supplement. Procedures on public records requests were also discussed.

Town Attorney Missall discussed the management of the system and explained that data is not stored after 30 days.

Council discussed the next steps for a public awareness campaign and to offer information FAQ sheets available at Town Hall and Town website.

MOTION: Councilmember Scandella moved to approve the Memorandum of Understanding Regarding Automatic License Plate Reader Cameras. Councilmember Lagerholm seconded the motion.

VOTE: 5 For, 0 Against. Motion carried.

#### **8. AB 20-15: Policy regarding construction permit extensions**

Deputy Clerk Wilcox shared the policy created by the Town's Attorney regarding the extension of construction permits in existence on or before March 23, 2020 due to the Governor's Stay at Home Order. Mayor Cahill authorized sixty (60) additional days from such completion, termination or expiration. The policy shall be in effect commencing May 4, 2020 and until it is altered or revoked. The Town is currently reviewing and processing new applications however it cannot issue them until further direction is given from the State Governor's office.

#### **7. MAYOR AND COUNCIL REPORTS:**

##### Mayor Cahill

- Several Town 4<sup>th</sup> of July events are cancelled including the fireworks show. The Council discussed the annual 4<sup>th</sup> of July events and concludes that it would be best to cancel them this year due to the COVID-19 Pandemic. Mayor Cahill stated that ultimately, the Town will follow the guidelines provided by the State Governor's office.

##### Councilmember Bush

- A large part of the Town's budget includes real estate excise tax (REET) revenue. Councilmember Bush said that we should project and forecast for upcoming REET for this year. Mayor Cahill responded saying that the Town has started off the year strong with REET revenue and will give an update at the next Council meeting.

##### Councilmember Scandella

- There is a section of unmaintained ROW on 84<sup>th</sup> St near a Medina gas station on the Clyde Hill side. Mayor Cahill noted that Yarrow Point Public Works has been maintaining the 92<sup>nd</sup> Ave NE lid in WSDOT's absence but will reach out to Clyde Hill to find out the status regarding ongoing maintenance in the area referenced on 84<sup>th</sup> St. Ultimately, this area is up to Clyde Hill's responsibility to maintain.

##### Councilmember Elmore

- Councilmember Elmore shared that she has been involved in the Points 4<sup>th</sup> of July events since 1976 but does not see how the events can safely take place this year due to the COVID-19 Pandemic.

##### Councilmember Valaas

- Councilmember Valaas suggests including draft minutes for review in upcoming teleconference Council meetings.

- Councilmember Valaas suggests that the Town takes a stronger position to obey the Governor’s orders to prohibit the incoming of landscapers. Councilmember Valaas asked if Clyde Hill Police Dept has been making citations to landscapers. Mayor Cahill responded that the Town has been receiving a great number of calls and we are educating and informing first and encouraging residents to communicate with their provider by taking appropriate action. Mayor Cahill noted that he spoke with Clyde Hill and they have not cited a landscaper to date.

Councilmember Bush

- Councilmember Bush shared that he has discussed the landscaping topic with several residents. He suggests not prohibiting landscapers and suggests that residents inform their providers of the Governor’s best practices for preventing the spread of COVID-19.
- Councilmember Bush stated that the Town needs to contact their I.T. provider to discuss back up retainment policies. Mayor Cahill will follow up.

**8. ADJOURNMENT:**

MOTION: Councilmember Elmore moved to adjourn the meeting at 8:44 pm.

Councilmember Bush seconded the motion.

VOTE: 5 For, 0 Against. Motion carried.

APPROVED:

ATTEST:

\_\_\_\_\_  
Dicker Cahill, Mayor

\_\_\_\_\_  
Bonnie Ritter, Clerk-Treasurer



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STAFF REPORTS
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1. Engineer Reports
  - A. 2019 NE 42<sup>nd</sup> Street/91<sup>st</sup> Ave NE Stormwater Upsizing and UGC Project
  - B. Stormwater Management Plan Update
2. Police Reports for May
3. Fire/EMS Reports
4. Commission Minutes
  - Planning Commission of May 18, 2020
  - Park Commission of May 26, 2020



# PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
6/9/20	2019 NE 42 <sup>nd</sup> Street/ 91 <sup>st</sup> Ave NE Stormwater Upsizing & UGC Project	Stacia Schroeder

## STATUS SUMMARY

The 2019 NE 42<sup>nd</sup> Street/ 91<sup>st</sup> Ave NE Stormwater Upsizing & UGC Project is underway!

In regards to the City of Bellevue water main project, a contract was executed with KarVel Construction and their Notice to Proceed is June 22<sup>nd</sup>.

In the meantime, Town staff received an updated PSE power design on May 27<sup>th</sup>, 2020. These drawings were reviewed by our civil engineer Grey & Osborn and forwarded to Comcast and CenturyLink to begin their revised design. Over the next two months, while COB is constructing the water main, our goal is to finalize the PSE, Comcast, and CenturyLink design, and then finalize Gray & Osborne's civil design package. Assuming everything goes well the Town will have bids in hand by the end of September 2020.

## PROJECT OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
RFQ	100	October 2018	Stacia Schroeder	2 RFQ's rec'd 11/8 @ 10am
TYP Chooses Engineering Firm	100	November 2018	Evaluation Committee	Gray & Osborne – Roger Kuykendall
Scope of Work/ Design Proposal	100	December 2018	Stacia Schroeder	1 <sup>st</sup> Mtg set for 12/6/18 @ 9am
Town Review/ Approval	100	February 2019	Town Council	
Project Design	90	July 2020	Stacia Schroeder	90% January 2020 then on HOLD

## BUDGET OVERVIEW

CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
Stormwater Design (2019)	\$30,000			CIP S-1: Design
UGC Design (2019)	\$40,000			CIP U-1: Design
Jan 2019 – May 2020 Town Engineer Project Management		\$12,062.50	Yes	

Jan 2019 – May 2020 Civil Engineering Consultant Gray & Osborne, Inc.		\$42,562.07	Yes	Contract Amt: \$42,600.00
Evergreen Concrete Cutting:	\$0	\$2,043.00	No	Coring Pavement to determine depth
<b>Total:</b>	<b>\$70,000</b>	<b>\$56,667.57</b>		
Construction (2020: Stormwater plus ½ Overlay)	\$585,000	\$0		CIP S-2: Construction (7/9/19) CIP ½T-2: Overlay
Construction (2020: UGC plus ½ Overlay)	\$585,000	\$0		CIP U-2: Construction (7/9/19) CIP ½T-2: Overlay

## RISK AND ISSUE HISTORY

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ISSUE	STATUS	DATE

## CONCLUSIONS/NEXT STEPS

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## PROJECT STATUS REPORT

REPORT DATE	PROJECT NAME	PREPARED BY
6/9/20	Stormwater Management Plan Update	Stacia Schroeder

### STATUS SUMMARY

PACE completed the 2019 SWMP final update on April 14, 2020. As the Town Engineer, I completed my review on April 29<sup>th</sup>, 2020. I met with PACE – John Forba that same afternoon to discuss several areas of the report that still needed updating after the many pages of information and review comments I gave them in February. PACE is currently working to revise the final draft per those comments and is scheduled to publish a second final draft soon.

NOTE: The PACE council presentation will be rescheduled for later in 2020.

### PROJECT OVERVIEW

TASK	% DONE	TARGET DUE DATE	LEAD	NOTES
RFQ	100	October 2018	Stacia Schroeder	3 RFQ's rec'd 11/8 @ 10am
TYP Chooses Engineering Firm	100	November 2018	Evaluation Committee	Interviews set for 12/13
Scope of Work/ Design Proposal/ Town Review	100	December 2018/ January 2019	Stacia Schroeder/ SUAC/ Mayor Cahill	
Town Staff – Compile Drainage Information	100	February 2019	Town Engineer	
SWMP Staff Review	100	February 2020 April 2020	Town Engineer	Returned comments to PACE 2/24/20 and 4/29/2020
SWMP Final Update - PACE	95	June 2020	Town Engineer	

### BUDGET OVERVIEW

CATEGORY	BUDGETED	EXPENDED	ON TRACK?	NOTES
SWMP Update (2019)	\$80,000			
Jan 2019 – May 2019 Town Engineer Project Management		\$18,656.25	No	Jan/ Feb 2019: Several hours spent researching permit records and gathering information for inclusion into new SWMP Feb 2020 and April 2020 final draft review
Jan 2019 – May 2019 Civil Engineering Consultant PACE Engineers, Inc.		\$71,192.75	No	Contract Amt: \$72,034.00; Expecting to exceed budget by ~15-20%; CB's in system inventory exceeded these proposal amount and including these structures in the final report causing an increase in cost.

Total	\$80,000	\$89,849.00		
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**RISK AND ISSUE HISTORY**

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ISSUE	STATUS	DATE

**CONCLUSIONS/NEXT STEPS**

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**TOWN OF YARROW POINT  
PLANNING COMMISSION (TELECONFERENCE) MEETING MINUTES  
May 18, 2020**

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

**CALL TO ORDER:**

Carl Hellings Planning Commission Chairman called the meeting to order at 7:12pm

**PRESENT:**

Chairman:	Carl Hellings
Commissioners:	Trevor Dash Chuck Hirsch Amy Pellegrini Jennifer Whittier - Absent
Staff:	Austen Wilcox – Town Deputy Clerk Bonnie Ritter – Town Clerk-Treasurer Mona Green – Town Planner
Guests:	Debbie Prudden - Resident

**MINUTES:**

Minutes of special meeting March 2, 2020

**MOTION:** Commissioner Dash moved to approve the minutes of the March 2, 2020 special meeting as presented. Commissioner Hirsch seconded the motion.

**VOTE:** 4 For, 0 Against, 0 Abstain. Motion carried.

**APPEARANCES:**

No comments.

**STAFF REPORTS:**

Town staff gave a report of the May Council meeting including the following topics discussed:

- 2019 Annual Report – Approved by Council and to be submitted to the State Auditor by May 29, 2020.
- Bluebeam software – Program purchased for Town Community Development consultants to review projects electronically.
- License plate reader cameras – Council approved a policies and procedures. Mayor Cahill is currently working on a public awareness campaign. The Planning Commission will write a letter to the Mayor and Council offering suggestions for signage for public awareness of the cameras.
- Many Points 4<sup>th</sup> of July events are being cancelled including the fireworks show.

**REGULAR BUSINESS:**

**PCAB 20-03** Private Property Tree Code – Continued Discussion

The Planning Commission discussed having an arborist provide input based on a list of priorities the Planning Commission shared in an outline with the Town Council at the regular February 11, 2020 Council meeting. Town Planner Mona Green will work with the Planning Commission to create the list and forward a request for approval for arborist funding to the Mayor.

MOTION: Commissioner Dash moved to adjourn the meeting at 7:47pm. Commissioner Pellegrini seconded the motion.

VOTE: 4 For, 0 Against, 0 Abstain. Motion carried.

APPROVED:

ATTEST:

\_\_\_\_\_  
Carl Hellings, Chairman

\_\_\_\_\_  
Austen Wilcox, Deputy Clerk

**TOWN OF YARROW POINT  
PARK BOARD REGULAR (TELECONFERENCE) MEETING MINUTES  
May 26, 2020  
7:00pm**

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

**CALL TO ORDER:**

Park Board Chairman John McGlenn called the meeting to order at 7:05pm

**IN ATTENDANCE:**

**Chairperson:** John McGlenn

**Members:** Kathy Smith  
Doug Waddell – Excused absence  
Carolyn Whittlesey – Excused absence  
Trevor Dash  
Krista Fleming

**Staff:** Austen Wilcox - Deputy Clerk

**Guests:**

**APPEARANCES**

Deputy Clerk Wilcox read a letter submitted to the Park Board from resident Meredith Shank at address 9089 NE 39<sup>th</sup> Pl. Ms. Shank thanked the Park Board for their support of the Town's greenspaces and supports development of a switchback trail in Morningside Park. She would like to see additional support for work done in Wetherill Nature Preserve to make the park more walkable in the rainy season.

**REGULAR BUSINESS:**

The Park Board discussed the following items:

**PB AB 20-02** Status of Town Entry Project

Park Board Chairman John McGlenn stated that the Council approved Phase 1 of the Town Entry project at their May 12, 2020 Council meeting. For safety priority and cost, the project will be phased. Council chose to proceed with the following order of phasing:

- Phase 1 – Concrete work & pedestrian safety improvements.
- Phase 2 – Landscaping.
- Phase 3 – Utility box wrapping.



Iron Creek Construction LLC was awarded the contract for Phase 1.

The Park Board agreed to push the landscaping out until after the summer months.

The Park Board requested that staff check with the Mayor to find out when Phase 2 and Phase 3 will be on the Council's agenda. Deputy Clerk Wilcox will follow up with Mayor Cahill.

The Park Board discussed a natural versus historical-based graphic design for the utility box wrapping. A natural-based graphic that blends into the environment was the consensus among the members in attendance at the present meeting. Park Board member Fleming will create a new draft image to circulate to the other members for review and discussion.

**PB AB 20-03 Planning for Pedestrian Trail in Morningside Park**

The Park Board discussed local trail areas to review for ideas for an improved version of the Morningside Park path. Park Board members agreed to meet at a nearby park in Bellevue to review, gather ideas, and discuss a potential similar pathway system that could be constructed at Morningside Park.

The Park Board requests to get on the Council's September agenda to review their projection plan for a trail and related funding. Deputy Clerk Wilcox will calendar in an agenda bill for the Park Board during the September Council meeting.

Ongoing maintenance in Morningside Park needs to be continued.

**OTHER REPORTS:**

- Deputy Clerk Wilcox noted that 4<sup>th</sup> of July Points activities are being cancelled due to the COVID-19 Pandemic. A statement is planned to go out notifying the community of the cancellation by the Town.
- The Park Board discussed two properties located on the east and west entrances of Sally's Alley and their relation to the entrance points to the pathway. They discussed potential effects redevelopment would have to Sally's Alley pathway.

**ADJOURNMENT:**

Park Board Chairman John McGlenn adjourned the meeting at 7:45pm.

APPROVED:

ATTEST:

\_\_\_\_\_  
John McGlenn, Park Board Chairman

\_\_\_\_\_  
Austen Wilcox, Deputy Clerk

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Proposal from Traffic Wrapz – Utility box wrapping for town entry landscaping project	<b>Proposed Council Action:</b> Approve Traffic Wrapz proposal
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**Presented by:** Deputy Clerk

**Exhibits:** Traffic Wrapz proposal dated March 6, 2020

**Summary:**

The Town received a proposal from Traffic Wrapz, a company recommended by PSE, to wrap the three utility boxes on the west side shoulder of 92<sup>nd</sup> Ave NE as part the Town Entry landscaping improvement project. The Town has received permission from CenturyLink, the owner of the utility boxes, to wrap them. The Park Commission is currently working on a design that will be a natural-based graphic that blends into the environment. An example design is provided. Once chosen, the design will be sent to Traffic Wrapz who will produce and install the wrap. Traffic Wrapz has previously visited the site to gather measurements for their proposal. Please note that our representative from Traffic Wrapz has waived the 60-day proposal expiration as noted on the bottom of pg. 5 of the proposal and will allow us to move forward when we are ready.

As an update on the concrete work (phase 1), Iron Creek Construction is slated to begin work the week of June 8. Park Commission Chairman McGlenn and Engineer Schroeder met on 6/1 and determined that the subgrade work and installation of the crushed rock pathway which previously fell under the required scope of the landscaper, would be best left to Iron Creek Construction as they are set up for flaggers and have the proper equipment. Iron Creek Construction will be performing this additional work at the same time they are out doing the concrete work. The additional cost will fall under the Engineer's contingency. The landscape provider will now only be responsible for installing the plants and the Park Commission has decided to hold off on the actual planting until fall. The landscaping company will supply a revised bid to install just the plantings and this will be included in the September Council agenda.

**Recommended Action:**

Approve Traffic Wrapz proposal dated March 6, 2020 for the amount of \$6,379.91 for phase 3 of the Town Entry landscaping project.

TrafficWrapz Headquarters  
515 North Flagler Drive Suite P300  
West Palm Beach, Florida 33401

March 6, 2020



Yarrow Point,

We are pleased to have the opportunity to provide a proposal for your current project. We have offices or production facilities in West Palm Beach Florida, Seattle Washington, Los Angeles California and Buffalo New York. Our TrafficWrapz branded products were developed specifically for city and municipal industrial applications. Our patent-pending, exclusive products and techniques exceed industry standards by implementing our own exclusive certification protocol that involves testing, safety protocols, continuous education and training focused on beautification applications. We partner with cities, companies large and small, across North America to bring their ideas to life since 1995.

We have been trusted to bring creativity and ideas to organizations for many years and are looking forward in earning your trust. From a small project to large, we manage everything within our organization. We have a staff including: project specialists, designers, production specialists, artist implementation specialists and logistics. This insures our high quality standards from concept to execution are met.

We have worked with municipalities across North America implementing complicated projects from 1 item to thousands. In fact, many of the leading traffic cabinet manufacturers only trust our products and company to install on their equipment across North America. This gives us the ability to manage the entire process from concept to production to installation for thousands of custom applications or just one.

**If you have not seen our video of our products in action, paste the below link in your browser.**

[Trafficwrapz.com/videos](https://trafficwrapz.com/videos)

Our experience and dedicated staff stands by our clients and our reputation as a company. Additional information and a proposal are included. We are looking forward in personally serving your organization and your community.

Sincerely,

Daniel Gittere  
Executive Vice President

*Herb Kiekenapp will also be personally managing your project.*

Feel free to contact Herb at:

1.855.55WRAPZ Ext 201

[Herb@trafficwrapz.com](mailto:Herb@trafficwrapz.com)

## Why Trafficwrapz?

Experience, creativity, technologically advanced, detailed and exclusively focused on city beautification: We are not a sign shop that does wraps. We are a city beautification company that engineered products to beautify and protect city equipment and objects. We are endorsed by the largest traffic and utility companies in the nation for our quality, safety standards, longevity of product and guaranteed it will not infringe on your equipment's operation.

The idea and the application of a graffiti proof / easy to clean durable product was founded by our team, and it's patent pending. We spent years developing the technology, techniques and process. Our team has exclusive partnerships with DuPont™ and co-developed this technology. Our technology and application is the only product that has been tested and listed for use on traffic and utility cabinets in the world.

### The film:

It's advanced and Boeing, NASA, and many other organizations use variations of this technology. It's even used to protect the new fleet of Good Year blimps. We created the only true conformable graffiti and chemical resistant film in the world.

### Protect your masterpieces from:

Acid Etching	Dirt
Epoxy paint	Environmental contaminates
Markers	Chemicals
UV / Fading	Stickers / adhesives

### Other features:

Self Cleaning
Chemical / natural cleaners compatible
Luster finish to reduce headlight glare

### Don't be fooled:

We provide all technical specifications and warranties in writing. Make sure you ask all companies for technical bulletins, product information, and warranties. Verify certification to touch and wrap electrical equipment by manufacturers and have a safety protocol on installations on intersections. Ask for printed product samples and test the materials (Use MEK, epoxy paint, oil markers and graffiti cleaners on the samples). Look at the print quality.

Just because a company wrapped an object, does not make them qualified to wrap a sophisticated piece of city infrastructure. Ask for references and photos. Concentrate on seams, corners and rivets. Everything looks good from a distance; many cities do not take a closer look.

### What to watch out for:

*(Real examples from Olympia WA and Fort Lauderdale FL)*



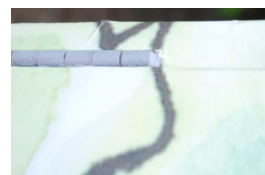
Rivet issues



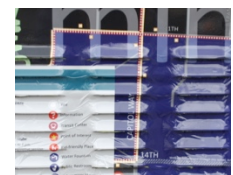
Lack of coverage



Bad installations



Pixelated graphics



Graphics failing

**Here is what to expect from us:**

Professional project management, experienced designers, High-resolution printing, and a dedicated and trained team

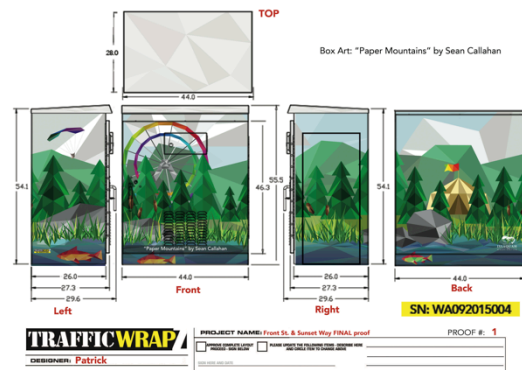
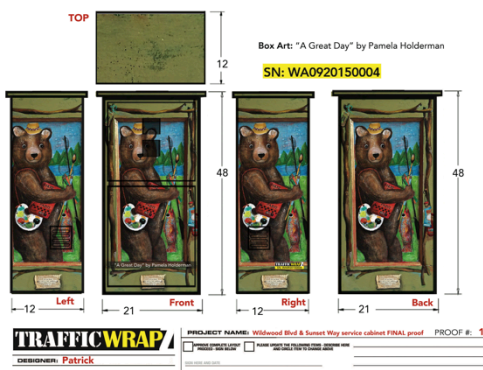
**What to expect for proofing:**

We've worked with the Historical society to scan / get old photography to place on historical locations. Many times it's hard to imagine what it will look like, so we show them before we install the product through a 3D visualization or a proof. We've also worked with local art schools to help bring art programs alive.

**3D Proof (additional charge)**

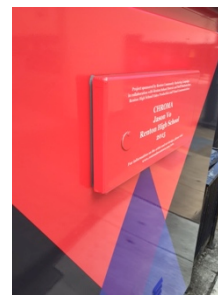
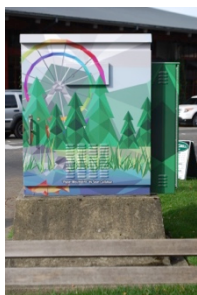


**Art Proofs (included in proposal)**



**Examples of projects**

Small or large, customized or creative, our team is ready. TrafficWrapz ONLY focuses and does beatification projects. In installing on traffic cabinets and electrical fixtures.





**Coverage specifications:**

- Cabinet will be covered on all 4 sides, including door lips, doorframes, and doors. There is also an option to include the top of the cabinet.
- Accesses to cabinets are not required, but do allow us to do a better coverage on the door opening edges.
- Will be cut / designed / installed to the specific cabinet type (NEMA, M Series, etc)

**Material specifications:**

- Certified High definition / high quality graphic base material (Specific material may vary upon application)
- Certified TW 360hd DuPont™ Tedlar exclusive protective finish with Anti-graffiti, graffiti proof & chemical resistant films
- Multi layered exclusive film (wrap) designed for traffic cabinets. Multi layered exclusive film, with enhanced features protecting your investment such as:
  - UV Protected / fade resistant, 5-7 year rated protective coating
  - Acid rain / environmental toxin resistant
  - Will not degrade in ocean communities (High salt levels in environment / air)
  - Rated for anti-Graffiti protection (exclusive engineered films allows easy non-toxic removal of graffiti)
  - Rated / tested to use typical cabinet cleaners (including Methyl ethyl ketone) and new natural cleaners
  - High Definition graphics / art reproduction
  - Material / process reviewed by major cabinet manufacturer
  - Every-day scratch resistant (Not form severe objects such as a knife or blunt object)

**Warranties:**

1 year warranty on workmanship, 5 years fade / UV protectant depending on climate zone

*\*Although our materials are built to last (Up to 2x vinyl decal), certain exclusions apply. Please refer to product information sheet for detailed information.*

**Did you know?**

- Our products are not typical vinyl material or claimed graffiti-proof products found at sign manufacturers and wrap shops. Normal vinyl degrades faster when exposed to sun and typical UV protective laminates may fail in this type of application. Our exclusive protective film TW 360hd are true anti-graffiti / graffiti proof and chemical resistant films and will not be damaged when your city uses typical cleaning products on it. You can even use our own Soy based biodegradable natural cleaner.
- We developed our own installation procedures that use NO flammable cleaners and preparation cleaners. This meets requirements when operating on electrical equipment.
- We work on beautification projects around the nation

## Our proposal:

Our proposal includes everything listed to complete your project and there are no hidden charges. There are additional preparations below you may have to prepare for. Our proposal listed below includes set up design time, accesses to our image catalog, project management, our exclusive product, basic cleaning preparation and installation. We will manage the project with your team. If the boxes are smaller than what you provided, your quote will be reduced. If we are provided incorrect information on size, specifications and art requirements, we may have to provide a new estimate.

## Preparation prior to install:

If cabinets have rust or paint chips, the areas should be lightly sanded and primed 2 weeks prior to installation. To insure a successful install, landscaping such as bushes and shrubs should be trimmed away from the cabinet. Other surface imperfections from nature such as heavy moss, algae and soil buildup should also be cleaned at least 3 days prior installation.

## Cabinet Executions:

Manufacture	Model	IN INCHES			Main Structure		Top of Structure		Art / Setup	Site Visit	Total
		H	W	D	Film	Install & Prep	Film	Install & Prep			
<b>Yarrow Point</b>											
	Cab 1	54	43	28	\$1,093.50	\$607.50	\$180.60	\$100.33	\$ 200.00	\$ 35.00	\$2,216.93
	Cab 2	48	36	14	\$910.80	\$386.00	\$75.60	\$42.00	\$ 200.00	\$ 35.00	\$1,649.40
	Cab 3 & Extra	64	22	9	\$812.60	\$451.44	\$42.08	\$23.38	\$ 160.00	\$ 35.00	\$1,524.49
<b>Other Charges</b>											<b>\$5,390.83</b>
	Prevailing wage administration				YES						
	Admin & Prevailing wage paperwork									\$450.00	
	Sales Tax					10%					\$539.08
<b>TOTAL</b>											<b>\$989.08</b>

<b>Total</b>	<b>\$6,379.91</b>
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## Terms:

50% upon acceptance, 50% upon completion

## SIGNATURE & APPROVAL TO PROCEED

Estimate Approval: _____	_____
Signature	Date
Print Name: _____	_____
Fax back to: 561-282-6075	

## Proposal expiration:

60 days from proposal package date

## Proposal does not include:

Permits, local licenses and administration fee's

Sales Tax: Local sales tax will be added if a proper tax-exempt certificate is not presented











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<b>Capital Improvement Plan/Transportation Improvement Plan 2021-2026</b>	<b>Proposed Council Action:</b> For discussion only, ordinance for adoption will be on the July agenda.
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**Presented by:** Town Engineer Stacia Schroeder

**Exhibits:** Capital Improvement Plan – Transportation Plan (2021-2026)  
2019 SWMP CIP Recommendations  
2019 SWMP CIP Map  
Capital Improvement Plan Funds Exhibit

**Summary:**

This capital improvement plan represents the latest information available from the updated 2019 Stormwater Management Plan and is for discussion only.

**Recommended Action:**

For discussion only. The ordinance to adopt the new plan(s) will be on the July agenda.

**YARROW POINT  
CAPITAL IMPROVEMENT PLAN (2021 - 2026)  
TRANSPORTATION IMPROVEMENT PLAN (2021 - 2026)**

Approved by: Yarrow Point Town Council

Date: July x, 2020

Ordinance Number: xxx

DATE SUBMITTED: 07/xx/20

NO.	YEAR	STREET / LOCATION	FROM	TO	(mi)	PROJECT SCOPE	CONDITION	BUDGET	SOURCE
<b>I. TRANSPORTATION IMPROVEMENT PROJECTS</b>									
T - 1	2021	91st Ave NE NE 42nd Street	NE 42nd St 92nd Ave NE	92nd Ave NE Road End Beach	0.15 0.15	2" Grind and Overlay in conjunction with stormwater project (To be completed after Stormwater (S-1) and UGC project (U-1))	3.5	\$220,000.00	REET Heavy Truck Fee
T - 2	2021	NE 37th Street	92nd Ave NE	West to Lake	0.14	2" Grind and Overlay - Design/ Bid/ Construct/ Close Out	3.5	\$160,000.00	REET Heavy Truck Fee
T - 3	2022	NE 36th Street	91st Ave NE	92nd Ave NE	0.05	2" Grind and Overlay (To be completed after Stormwater (S-2 & 3) project)	3.5	\$85,000.00	REET Heavy Truck Fee
T - 4	2023	NE 34th Street	92nd Ave NE	West to Lake	0.16	2" Grind and Overlay - Design/ Bid/ Construct/ Close Out	3.5	\$160,000.00	REET Heavy Truck Fee
T - 5	2024	94th Ave NE	92nd Ave NE	NE 40th Street	0.30	So. 1/2: 2" Grind and Overlay; No. 1/2: Full Depth Reconstruction (To be completed after Stormwater (S-4 & 5) and UGC project (U-2 & 3))	3.5	\$260,000.00	REET Heavy Truck Fee
T - 6	2026	92nd Ave NE	NE 38th Street	NE 42nd Street	0.2	2" Grind and Overlay (To be completed after Stormwater (S-6 & 7) project)	3.5	\$150,000.00	REET Heavy Truck Fee

**II. STORM WATER PROJECTS**

S - 1	2021	NE 42nd Street	92nd Ave NE	Road End Beach	0.15	Stormwater Construction - Incl. Bid/ Manage/ Construct/ Close Out (Upsize 850LF of 12" diam. pipe to 24" diam.)		\$475,000.00	REET SW Utility
S - 2	2021	NE 36th Street	91st Ave NE	92nd Ave NE	0.05	Final Engineering Design (Upsize 250LF NE 36th St CIP #1)		\$25,000.00	REET SW Utility
S - 3	2022	NE 36th Street	91st Ave NE	92nd Ave NE	0.05	Stormwater Construction - Incl. Bid/ Manage/ Construct/ Close Out (Install 250LF 12" NE 36th St CIP #1)		\$184,000.00	REET SW Utility
S - 4	2023	94th Ave NE (CIP #2)	92nd Ave NE	NE 40th St	0.16	Final Engineering Design (815LF)		\$30,000.00	REET SW Utility
S - 5	2024	94th Ave NE (CIP #2)	92nd Ave NE	NE 40th St	0.16	Stormwater Construction - Incl. Bid/ Manage/ Construct/ Close Out (Upsize 690LF of 8" diam. pipe to 15" diam.)		\$300,000.00	REET SW Utility
S - 6	2025	92nd Ave NE	NE 38th Street	NE 42nd Street	0.2	Final Engineering Design (1,050 LF new storm system)		\$35,000.00	REET Heavy Truck Fee
S - 7	2026	92nd Ave NE	NE 38th Street	NE 42nd Street	0.09	Stormwater Construction - Incl. Bid/ Manage/ Construct/ Close Out (1,050 LF new storm system)		\$468,000.00	REET Heavy Truck Fee

**III. UNDERGROUND CONVERSION PROJECTS**

U - 1	2021	91st Ave NE NE 42nd Street	NE 42nd St 92nd Ave NE	92nd Ave NE Road End Beach	0.15 0.15	Construction: 800LF single-phase/705LF three-phase w/ no street lights Bid/ Manage/ Construct/ Close Out		\$475,000.00	REET
U - 2	2023	94th Ave NE	92nd Ave NE	NE 40th Street	0.30	Final Design		\$35,000.00	REET
U - 3	2024	94th Ave NE	92nd Ave NE	NE 40th Street	0.30	Construction: 690LF single-phase w/ no street lights Bid/ Manage/ Construct/ Close Out		\$250,000.00	REET

**IV. OTHER PROJECTS**

O - 1									
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- 1 = excellent (new/recent overlay within past 5-10 yr. +-)
- 2 = good (older overlay, no obvious damage)
- 3 = fair (some cracks)
- 4 = fair-poor (several cracks, some alligators/settlement)
- 5 = poor (several cracks, alligators, settlement/potholes)

- 1) The above budget figures shown are in 2020 dollars and are to be considered preliminary probable project costs only. More precise budget figures will need to be determined once the final scope of each project is defined, which will require more extensive research, survey, and scope definition prior to the particular year's budgeting.
- 2) The projects identified above are preliminary in scope. Projects may be added to or deleted from this list.

## CHAPTER 5 CAPITAL IMPROVEMENT PLAN

### 5.1 METHODOLOGY

The 2019 Town of Yarrow Point Capital Improvement Plan (CIP) is an essential tool used to organize and prioritize vital storm drainage system improvements. Each basin recommendation made in Chapter 3 was included in the CIP. Each project was then prioritized into categories based on the following criteria: potential flooding, construction impacts, and the effect that completion of the project would have on the rest of the system. All project costs are in 2020 dollars and the unit prices attempt to take into account sales tax on materials. Table 5-1 shows the prioritization of all projects.

### 5.2 PROJECT RECOMMENDATIONS

The recommended capital improvements for the 2019 Plan are limited to correcting existing conveyance problems and future conveyance problems based on developed conditions, as well as replacing substandard drainage structures. The recommended capital improvements are listed and prioritized in Table 5-1. All projects that are required to convey existing and proposed flows have been sized to convey the 25-year flow (industry standard) unless noted.

Figure 5-1 Capital Improvement Projects is an insert which shows the locations of the projects. Detailed cost estimates are located in Appendix B.

**Table 5-1: Recommended Capital Improvement Projects**

<b>Construction Projects</b>				
<b>Project ID</b>	<b>CIP #</b>	<b>General Description</b>	<b>Estimated Cost<sup>1</sup></b>	<b>Priority Level</b>
G-1 D-1	1 <sup>2</sup>	This project consists of approximately 250 LF of new 12" Pipe between G-12 and D-2 that will divert flows to Basin D. Also includes outfall upgrades at the discharge point of Basin D, as well as replacing or repairing 6 damaged catch basins in Basin D.	\$184,000	High
J-2	2	Replaces approximately 690 linear feet of existing 8" pipe with larger 15" diameter pipe between structures J-37 and J-46 plus pipe downstream of J-46 to the tee connection to fully contain flows from developed conditions.	\$290,000	Medium-High

## Construction Projects

Project ID	CIP #	General Description	Estimated Cost <sup>1</sup>	Priority Level
H-2	3	Install approximately 400 feet of thickened edge while abandoning 400 linear feet of existing perforated pipe between structures H-3 and H-10 and routing water to the existing 12" line on the east side of 91 <sup>st</sup> Ave. NE	\$121,000	Medium-High
H-1	4	Replaces approximately 525 linear feet of existing pipe damaged by major root intrusion between structures H-17 and H-22.	\$224,000	Medium-High
G-2	5	Upsize between G-32 and G-60 fully contain flows from existing and developed conditions. 1,050 linear feet of new 18" pipe.	\$468,000	Medium High
J-1	6	Replaces approximately 550 linear feet of existing pipe with larger 15" diameter pipe between structures J-21 and J-57 to fully contain flows from developed conditions.	\$185,000	Medium
G-3	7	Replaces approximately 420 linear feet of existing pipe with 12" diameter pipe between structures G-53 and G-56 to fully contain flows from existing and developed conditions.	\$167,000	Medium
G-4	8	Replaces approximately 50 linear feet of existing pipe with 12" diameter pipe between structures G-29 and Tee-5 in NE 37 <sup>th</sup> St. and the pipe downstream of G-30 to fully contain flows from existing and developed conditions.	\$35,000	Low
G-6	9	Replace 420 linear feet of pipe between G-6 and G-11 with 12" pipe to fully contain flows from existing and developed conditions.	\$160,000	Low
G-5	10	Replace broken 18 linear feet of 8" pipe between G-33 and G-36 in NE 38 <sup>th</sup> St. and reinstall catch basin over 92 <sup>nd</sup> trunk line to reduce clogging potential	\$28,000	Low
G-7	11	Replace CMP pipe between G-48 and G-49 in 94 <sup>th</sup> Ave. NE	\$13,000	Low
<b>Construction Projects Total</b>			<b>\$1,876,000</b>	

<sup>1</sup>All costs are in 2020 dollars

<sup>2</sup>Required to contain the 100-year storm event in NE 42<sup>nd</sup> St.

## Programmatic Projects

Project ID	CIP#	General Description	Estimated Cost <sup>1</sup>	Priority Level
PP-1	12	Adopt current Department of Ecology Stormwater Management Manual for Western Washington. Includes review of Municipal Code for conflicts and includes production of a stormwater addendum of the manual specific to the Town. Develop a map for the Town to identify parcels which meet direct discharge requirements.	\$30,000	High
PP-2	13	Inventory all existing private flow control facilities and create a database using GIS to ensure regular maintenance is performed.	\$30,000	Medium
PP-3	14	Update Town of Yarrow Point 2010 Standard Plans and Notes	\$25,000	Medium
PP-4	15	Create Policies and Procedures for the Stormwater Operations and Maintenance Program. See Section 6.2	\$25,000	Medium
PP-5	16	Annual Cleaning and Video Inspection Program (6-Year Cycle)	\$30,000	Medium
<b>Programmatic Projects Total</b>			<b>\$140,000</b>	
<sup>1</sup> All costs are in 2020 dollars				

### 5.3 OTHER RECOMMENDATIONS

The following additional recommendations are suggested to the Town of Yarrow Point:

- The Town should verify that easements exist for outfalls to Lake Washington located on private property (Basins A, B, C, D, E, F, and H/I). If traditional easements do not exist, it is that possible prescriptive easements may. If easements were not previously granted, the Town should attempt to obtain them from the property owners. Additionally, the town should determine if all outfalls to Lake Washington extend to the ordinary high-water line as this is a requirement for the Ecology direct discharge exemption (see Section 2.3.3).
- Results of the field survey and evaluation (see Appendix C, separately bound as Volume 2 – System Inventory) indicate multiple drainage structures in the inventory have large amounts of debris buildup in their sumps and other drainage structures have other identified problems (some structures have significant cracking and are deficient), the majority of these being inoperable lids. The majority of structures located on private property are not included in the inventory. The Town of Yarrow Point Public Works Department should investigate these problem structures and, at the very least, remove sediment buildup in sumps and pipes.
- Volume 2 of this document should be periodically updated as capital improvement projects and other development projects involving the public storm drainage system are completed.
- A centrally managed drainage complaint database should be created and maintained by the Town to aid in developing future projects and correctly prioritizing Town needs.
- The Town should consider implementing a public education program to make residents aware of the negative effects of stormwater pollution. As stated in the Ecology Phase II Permit coverage exemption letter, implementation of stormwater Best Management Practices and public education will maximize the likelihood that Ecology will not bring the Town back under Phase II coverage in the future.
- The Town should consider adopting the current Department of Ecology’s Stormwater Management Manual for Western Washington. While the is not an Ecology Phase II Permit Municipality, we feel that by adopting the most current standards will maximize the likelihood that Ecology will not bring the Town back under Phase II coverage in the future. In addition, we believe the Town, its receiving waters, and its residents benefit from using the best and most recent practices and technologies.
- The Town should consider updating the standard plans and notes. This will ensure that construction projects within the Town, both public and private, are using construction methods and practices that are currently the industry standard.







# Capital Improvement Plan Funds

## PRIMARY FUNDING: REET

0.5% of Property Tax  
(~\$220,000/ YR)

### TIP – STREET PROJECTS

#### FUNDING:

- 1.) HEAVY TRUCK FEE ~\$100,000/ YR
- 2.) Motor Vehicle Fuel Tax ~\$20,000/YR

- 40% Maintenance (~\$40,000 min)
  - Istvan Salary
  - Pagodas
  - Street Repairs
  - Restriping
- 60% Improvement Projects (~\$60,000 min)
  - Overlays and Striping

### STORMWATER PROJECTS

#### FUNDING: STORMWATER UTILITY FEE

FIXED 419 LOTS \* \$153.60/YR ~\$64,000/ YR

- 40% Maintenance (~\$25,600 min)
  - Video Existing Lines
  - Cleaning sediment and debris in CB's
  - Repairs
- 60% Improvement Projects (~\$38,400 min)
  - Stormwater CIPs outlined in Comp Plan



### UNDERGROUND CONVERSION PROJECTS

- 100% Design and Construction (Budget \$1.3 million)
  - 91<sup>st</sup> Ave NE, NE 42<sup>nd</sup> Street, etc

FUNDING: KC Flood Control District

Fixed: \$12,000/ YR

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Appointment of Mayor Pro Tem	<b>Proposed Council Action:</b> Appoint Mayor Pro Tem
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**Presented by:** Mayor Cahill

**Exhibits:** None.

**Summary:**

According to RCW 35.27.160, the Mayor shall preside over all meetings of the Council at which he or she is present. A Mayor Pro Tem may be chosen by the Council for a specified period of time, not to exceed six months, to act as the Mayor in the absence of the Mayor.

**Recommended Action:**

Move that a member of the Council be appointed to serve as the Mayor Pro Tem for the next six months – July 1, 2020 through December 31, 2020.