

**YARROW POINT
TOWN COUNCIL MEETING AGENDA**

March 8, 2022

7:00 p.m.

Town Hall 4030 95th Ave NE, Yarrow Point, WA. 98004

1-253-215-8782 Meeting ID: 816 1303 3551#

Members of the public may participate in person at Town Hall or by phone/online. Town Hall has limited seating available up to 15 public members. Individuals who call in remotely who wish to speak live should register their request with the Deputy Clerk at 425-454-6994 or email depclerk@yarrowpointwa.gov and leave a message before 4:30PM on the day of the March 8, 2022, Council meeting. Wait for the Deputy Clerk to call on you before making your comment. If you dial in via telephone, please unmute yourself by dialing *6 when it is your turn to speak. Speakers will be allotted 3-minutes for comments. Please state your name and address and you will be asked to stop when you reach the 3-minute limit.

Join on your computer or mobile app

Or call in (audio only)

1-253-215-8782

Meeting ID: 816 1303 3551#

<https://us02web.zoom.us/j/81613033551>

PLEDGE OF ALLEGIANCE

CALL TO ORDER: Mayor Katy Kinney Harris

COUNCIL ROLL CALL: Stephan Lagerholm, Carl Scandella, Chuck Porter, Andy Valaas and Kathy Smith

1. APPROVAL OF AGENDA:

2. STAFF REPORTS: (10-minutes)

3. MINUTES: (3-minutes)

- A. Minutes of regular meeting February 8, 2022
- B. Minutes of special meeting February 28, 2022

4. CONSENT CALENDAR: (5-minutes)

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.

APPEARANCES/PUBLIC COMMENT:

Members of the public may speak concerning items that either are or are not on the agenda. The Council takes these matters under advisement. Please state your name and address and limit comments to 3 minutes. If you call in via telephone, please unmute yourself by dialing *6 when it is your turn to speak. Comments via email may be submitted to depclerk@yarrowpointwa.gov or regular mail to: Town of Yarrow Point 4030 95th Ave NE Yarrow Point, WA. 98004

REGULAR BUSINESS: (40-minutes)

- 5. **AB 22-21 – NE 36th Street Engineer Design Proposal**
- 6. **AB 22-22 – Flock Safety camera location facing south on 92nd Ave NE – cost options**
- 7. **AB 22-23 – Resolution 359 – Council liaison for Planning Commission**
- 8. **AB 22-24 – Resolution 360 – Council liaison for Park Board**
- 9. **AB 22-25 – Addition of two Little Lending Libraries**
- 10. **AB 22-26 – Resolution 361 – Condemnation of Russian invasion of Ukraine**

11. MAYOR & COUNCIL REPORTS: (5-minutes)

12. ADJOURNMENT

*To subscribe to our email list, email Town Hall at: townhall@yarrowpointwa.gov
Town of Yarrow Point, 4030 95th Ave. NE, Yarrow Point, WA 98004
425-454-6994, townhall@yarrowpointwa.gov*

STAFF REPORTS

1. Police Reports
2. Fire-EMS Reports - *(Not yet received.)*
3. Commission Minutes:
 - February 15, 2022 Special Planning Commission Minutes
 - February 22, 2022 Park Board Minutes



MEMO

To: Yarrow Point City Council
From: Chief Kyle Kolling
Date: March 8, 2022
Re: February 2022 Summary

Greetings,

February was a great month for training:

- Regular monthly training through PoliceOne Academy continued with 2 hours of instruction on responding to active shooter incidents and safety and procedure in domestic violence responses.
- Officer Fernandez attended a 40 hour training as a step to qualify as a Field Training Officer and train any new future officers within the department.
- Detective Swai attended a training on information technology for law enforcement and understanding its usefulness for investigating crimes.
- The entire police department participated in the quarterly firearms training range day in order to maintain firearms proficiency.

5 Facebook posts were created in February which reached over 749 people. Our page garnered over 392 engagements this month by the public (reactions, comments, and shares). In addition, the Sentinel e-newsletter continued with four editions published to almost 800 recipients. We now have 130 followers on our Instagram account. Our Twitter account now has 18 followers and growing.

The Clyde Hill Police department is one of eight Eastside police departments involved in a Catalytic Converter Task Force. This Task Force was formed due to the rising number of catalytic converter thefts in the region. Bellevue police department alone reported an increase of 400% in their jurisdiction. The goal of this Task Force is to educate the public on catalytic converter thefts and, in doing so, hopefully prevent future thefts. Corporal Humphreys recently attended a press conference held by Bellevue Police, in which they addressed the rise of this crime and gave tips on what members of the public could do to prevent these thefts.



Town of Yarrow Point
February 2022

22-0425	02-02-2022	9000 BLK NE 38 th Pl	Assault DV	Swai
<p>Officers responded to a physical disturbance at a residence. While responding, dispatch advised that the suspect had left the scene. After further investigation officers determined that an assault had occurred, but could not locate the suspect during their area check. Case forwarded to the City Prosecutor.</p>				
22-0616	02-16-2022	9000 BLK NE 34 th St	Noise Complaint	Fernandez
<p>Officers responded to a residence in the area in reference to a barking dog complaint. Upon arrival they found said dog in the front yard of the residence, barking. Officers contacted the resident and advised them that they needed to control the dog's whereabouts during quiet hours. Resident stated "OK" and later called back to complain about the person who made the complaint against their dog. Report taken for information/documentation purposes only.</p>				
22-0640	02-17-2022	9000 BLK NE 34 th St	Follow Up	Cobrea
<p>Caller wished to speak to a supervisor and made claims that their court order was being violated. Officer verified that there is no current order in place and advised caller that any other contract agreements would be a civil issue that would need to be handled by the courts. Caller also made complaints about prior incidents and stated that they were not happy with the outcome. Caller was also not able to provide any information or evidence about these new allegations. Report taken for information/documentation purposes only.</p>				



Town of Yarrow Point ACTIVITY REPORT

	February 2022	January 2022	2022 YTD	2021 YTD
CRIMES AGAINST PERSONS				
Assault	0	0	0	0
Domestic Violence/Disturbance	1	0	0	0
Harassment	0	0	0	0
Order violation	0	0	0	0
Rape/sex offenses	0	1	1	0
Robbery	0	0	0	0
Other (<i>Abuse, APS, civil, CPS, custodial interference, extortion</i>)	0	0	0	0
PROPERTY CRIMES				
Burglary	0	1	1	0
Fraud	0	0	0	0
MV Prowl	0	0	0	0
MV Theft	0	0	0	0
Theft	0	1	1	2
Other (<i>Arson, illegal dumping, malicious mischief, prowler, trespass</i>)	0	6	6	1
ARRESTS				
Drug/alcohol	0	0	0	0
Warrants	0	0	0	0
Other	1	0	1	0
TRAFFIC ACTIVITY				
Criminal Traffic	0	0	0	0
Infractions	14	6	20	0
Warnings	4	10	14	6
Traffic accidents	0	0	0	0
Traffic stops	9	11	20	8
OTHER				
Alarms	3	0	3	2
Complaints				
~Animal	0	1	1	3
~Fireworks	0	0	0	0
~Noise	2	0	2	1
~Parking	10	0	10	1
~Soliciting	0	0	0	0
Deaths	0	0	0	0
Suspicious	2	1	3	0
Drug/alcohol	0	0	0	0
PUBLIC SERVICES				
Other Public Services (<i>area check, assist, community policing, contacts, direct enforcement/patrol, 911 hang-ups, fire assist, follow up, on-view, order service, walk through, welfare check</i>)	17	10	27	33



Issued Ticket Report Summary
 Yarrow Point
 2/1/2022 through 2/28/2022

Citations - Non-Traffic	1	
<i>DV Assault 4</i>	1	9000 BLK NE 38TH PL

Criminal Traffic	0	
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Infractions - Traffic	9	
<i>MV Failure to Turn On Signal</i>	1	8800 POINTS DR
<i>Speed 11-15 MPH Over Limit (40 or Under)</i>	4	8900 POINTS DR
		3400 BLK 92ND AVE NE
		9000 POINTS DR (2)
<i>Speed 16-20 MPH Over Limit (40 or Under)</i>	4	8900 POINTS DR (2)
		9000 POINTS DR (2)

Infractions - Parking	5	
Parked Blocking Lane of Travel	3	9300 BLK NE 40TH ST
		4000 94TH AVE NE (2)
Parking Zones Established	2	4620 95TH AVE NE
		4200 95TH AVE NE

**TOWN OF YARROW POINT
PLANNING COMMISSION SPECIAL MEETING (TELECONFERENCE)
MINUTES
February 15, 2022**

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 7:10 p.m.

PRESENT:

Chairman: Carl Hellings – Excused absence

Commissioners: Chuck Hirsch
Jeffrey Shiu
David Feller
Lee Sims

Staff: Austen Wilcox – Deputy Clerk
Mona Green – Town Planner

Guests: Vadim Bondarev – Resident
Debbie Prudden – Resident

APPEARANCES:

Vadim Bondarev resident at 4029 95th Ave NE thanked the Planning Commission for their efforts creating a private property tree code. He discussed a petition requesting issues to be addressed in the current code.

MINUTES:

January 18, 2022 Regular Meeting

MOTION: Motion by Commissioner Shiu seconded by Commissioner Hirsch to approve the minutes of the January 18, 2022 regular meeting as presented.

VOTE: 4 For, 0 Against. Motion carried.

STAFF REPORTS:

Town Planner Mona Green gave a report of the February 8 Council meeting. She discussed the upcoming March 8 joint Planning Commission/Council meeting.

REGULAR BUSINESS:

PCAB 22-02 – Preparation for March 8 joint Planning/Council meeting

The following topics are potential research items the Council will assign to the Planning Commission.

- Hedge Code: Not clear. Needs review and to be re-deciphered.
- Short term rentals (Airbnb.)

- Consider amendments to private property tree ordinance.
- Public tree code needs to be in line with the private property tree code.
- Right of way parking: Consider separating ROW parking from construction parking discussion.
- Encroachment agreements & paving in the right of way.

The Planning Commission directed staff to inform Mayor and Council that they heard from resident Bondarev who presented information regarding the petition and his issues regarding the tree code. The Planning Commission is willing to revisit issues around the tree code as the Council directs.

The Planning Commission welcomed newly appointed Commissioner Lee Sims to the Planning Commission.

Town Planner Mona Green informed the Commission that she will be retiring in March. The Planning Commission thanked Mona for her long tenure of service to Yarrow Point.

ADJOURNMENT:

MOTION: Motion by Commissioner Feller seconded by Commissioner Shiu to adjourn the meeting at 7:56 p.m.

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

APPROVED:

ATTEST:

Carl Hellings, Chairman

Austen Wilcox, Deputy Clerk

**TOWN OF YARROW POINT
PARK BOARD (TELECONFERENCE) REGULAR MEETING MINUTES
February 23, 2022
7:00 p.m.**

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 7:05 p.m.

IN ATTENDANCE:

Chairperson: John McGlenn

Members: Doug Waddell
Dicker Cahill – Excused absence
Carolyn Whittlesey – Excused absence
Krista Fleming
Kathy Smith *Ex officio member*

Staff: Austen Wilcox - Deputy Clerk

Guests: Laurie Bugbee – Resident
Steve Fleming – Resident
Gordon Webb – Resident
Jim Kauth – Resident
Pat Feltn – Resident

APPEARENCES

Laurie Bugbee resident at 9426 NE 37th Pl thanked the Park Board for their efforts to create a plan to maintain Sally's Alley. She shared comments about the Sally's Alley Master Plan and has concerns about potential nuisances created by some of the inclusions in the Plan.

Steve Fleming resident at 3798 94th Ave NE thanked the Park Board for their efforts to create a plan to maintain Sally's Alley. He discussed a proposed fence and shared his concerns regarding emergency vehicle access the fence could limit.

Gordon Webb resident at 9420 NE 37th Pl stated that he agrees with residents Laurie Bugbee and Steve Fleming regarding their comments and concerns about Sally's Alley Master Plan. He shared comments in opposition of the proposed lights and benches and noted the importance to maintain environment of Sally's Ally.

Jim Kauth resident at 9434 NE 37th Pl shared concerns regarding a proposed walking path behind his house.

Pat Feltin resident at 9429 NE 37th Pl questioned what the proposed pathway is for and discussed tree maintenance.

REGULAR BUSINESS:

PB AB 22-02 Sally’s Alley Master Plan - Discussion

The Park Board discussed the comments and input provided by the residents. The Park Board agrees that Sally’s Alley should not be turned into a gathering place which could become a nuisance to the surrounding neighbors. The extra tables and lights are not favored.

They discussed maintaining the pathway and types of material to use.

The Plan should be cognizant of native plants and wildlife.

Park Board Chairman McGlenn will work to get an estimate cost of the design proposal to provide to Mayor and Council.

PB AB 22-03 Potential placement of ROW walking path adjacent to address 4015 95th Ave NE – Discussion

The Park Board discussed resident Dennis Buchanan’s concerns regarding pedestrian safety around the corner of 95th Ave NE & 40th St. It can be hard for vehicles to see pedestrians around this corner and Mr. Buchanan would like to see a defined pathway in the ROW for pedestrians to walk on, so they are out of the lane of traffic.

The Park Board discussed the potential removal of one or two trees in the ROW that may need to be removed and they will put together a suggestion for the Mayor and Council to review.

OTHER REPORTS:

Park Board members Kathy Smith and Krista Fleming discussed the possibility to request approval for the addition of two additional Little Lending Libraries on town property. The discussion will be brought up at the March 8 Council meeting.

ADJOURNMENT:

Park Board Chairman John McGlenn adjourned the meeting at 7:56 p.m.

APPROVED:

ATTEST:

John McGlenn, Park Board Chairman

Austen Wilcox, Deputy Clerk

**TOWN OF YARROW POINT
COUNCIL REGULAR (TELECONFERENCE) MEETING MINUTES
February 8, 2022
7:00 p.m.**

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

CALL TO ORDER:

Mayor Katy Kinney Harris called the meeting to order at 7:00 p.m.

PRESENT:

Mayor: Mayor Katy Kinney Harris

Councilmembers: Stephan Lagerholm
Carl Scandella
Chuck Porter
Andy Valaas
Kathy Smith

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

Guests: Dawn Hanson – Clyde Hill Police Department
Vadim Bondarev – Resident
Cheryl Pietromonaco – Resident
Lee Sims – Resident
Debbie Prudden – Resident
Haleh Clapp – Resident

APPROVAL OF AGENDA

MOTION: Motion by Councilmember Lagerholm seconded by Councilmember Porter to approve the agenda as presented.

VOTE: 5 For, 0 Against. Motion carried.

STAFF REPORTS:

A. Police Report

Lieutenant Dawn Hanson gave a report on January police activity.

- Issue on 9400 block of NE 34th St.
- 6 tickets.

Lieutenant Hanson advises those who encounter a homeless person to call 911 as the PD has resources to provide them.

Lieutenant Hanson discussed the need for the addition of another Flock Safety LPR camera to capture vehicles exiting the Point on 92nd Ave NE. Staff is researching cost and will present options to Council at the March 8 meeting.

Staff will contact the WSDOT inquire about restoration on the roundabout from a truck that crashed in December.

1. MINUTES

Mayor Harris noted that the town will be producing action minutes and not capturing detailed public comment for liability and parliamentary reasons. The audio recordings of meetings will be referred to for detailed discussion.

A. Amended minutes of December 14, 2021 Regular Meeting

MOTION: Motion by Councilmember Porter seconded by Councilmember Scandella to approve the December 14, 2021 minutes as amended.

VOTE: 5 For, 0 Against. Motion carried.

B. Minutes of January 11, 2022 Regular Meeting

MOTION: Motion by Councilmember Valaas seconded by Councilmember Lagerholm to approve the January 11, 2022 minutes as presented.

VOTE: 5 For, 0 Against. Motion carried.

2. CONSENT CALENDAR:

MOTION: Motion by Councilmember Valaas seconded by Councilmember Lagerholm to approve the Consent Calendar as presented. The Payment Approval Report dated 2/03/2022 approving payments as shown totaling \$58,154.26 plus payroll, benefits, and tax expenses of \$30,517.24 as shown on the attached payroll & benefits report for a total of \$88,671.50.

VOTE: 5 For, 0 Against. Motion carried.

APPEARANCES:

Vadim Bondarev resident at 4029 95th Ave NE discussed a petition he submitted to the town regarding the private property tree code ordinance.

Cheryl Pietromonaco resident at 3445 92nd Ave NE noted that she has heard trees being cut since the passage of the private property tree ordinance. She discussed her ongoing hedge complaint requesting enforcement of the hedge code and requests to have her complaint be placed on the March Council agenda.

Mary Jane Swindley resident at 3813 94th Ave NE asked about resident communication regarding burglaries.

Mayor Harris responded stating that resident communication is a topic that will be discussed at the upcoming February 28 special meeting.

Debbie Prudden resident at 3805 94th Ave NE discussed tree cutting on her property of trees that were diseased and provided comments regarding the private property tree code.

Haleh Clapp resident at 4415 91st Pl NE discussed the potential King County purchase of the Kirkland La Quinta Inn. She discussed a petition regarding concern about the distance the potential La Quinta is adjacent to schools and daycares.

REGULAR BUSINESS

3. AB 22-05: NE 42nd St/91st Ave NE Stormwater Upsizing & UGC project acceptance

The updated Final Progress Estimate addresses calculation errors found in the initial estimate.

MOTION: Motion by Councilmember Valaas seconded by Councilmember Scandella to approve the Final Progress Estimate #9 and officially accept project as complete.

VOTE: 5 For, 0 Against. Motion carried

4. AB 22-06: Gray & Osborne chosen to be Yarrow Point's 3-year on-call engineer

The Town of Yarrow Point intends to design stormwater projects both this year for NE 36th Street and in 2023 for 94th Ave NE according to the latest capital improvement plan (2022-2027). Recent projects have proven it is beneficial for the town engineer to design and manage these projects in conjunction with a professional engineering firm.

The Revised Code of Washington (RCW) Chapter 39.80 requires the town to publish its need for engineering services in advance, concisely stating the general scope and nature of the project or work for which services are required. The attached Request for Qualifications (RFQ) was sent to several local engineering firms on January 12th, 2022, and posted on the town's website to satisfy this requirement.

The Town received three (3) proposals: BlueLine Group, PACE Engineers, and Gray & Osborne. These proposals were evaluated by town staff the week of February 1st and it was decided the most qualified firm was Gray & Osborne. This firm has provided a Fee Proposal for review and approval.

MOTION: Motion by Councilmember Scandella seconded by Councilmember Lagerholm to approve Gray & Osborne, Inc. as the Town's 3-Year On-Call Engineer for 2022-2024.

VOTE: 5 For, 0 Against. Motion carried

5. AB 22-07: 4235 91st Ave NE – Proposal to replace stormwater trench drain

In October 2021, shortly after the repaving project was completed, the residents at 4235 91st Ave NE – Matt & Kim Millen reached out to Town staff regarding the existing trench drain that spans their driveway. Their concerns centered mainly around the unsightliness of a one-foot span on the west side of the existing 70LF long trench drain that did not get ground and overlaid.

In the months that followed, Town staff investigated the circumstances that surrounded this discrepancy with the project managers from King County Roads and Lakeside Industries. In short, it was said that the equipment used for the main roadway was much wider and easily capable of grinding the concrete 2-inches down while the much smaller piece of equipment used on the back side of the drain was not capable of

grinding the concrete.

The proposal from AA Asphaltting LLC is to saw cut and remove the ~1 inch of asphalt around the drain, chip down the two (2) inches of concrete that surrounds the drain, and install three (3) inches of new asphalt.

MOTION: Motion by Councilmember Valaas seconded by Councilmember Smith to approve revised bid #3105 from AA Asphaltting LLC not to exceed \$7,000.00.

VOTE: 5 For, 0 Against. Motion carried.

Councilmember Lagerholm discussed the town's decrease in real estate excise tax revenue and asked town staff to examine finances to future Capitol project planning.

6. AB 22-08: Appointment of resident Lee Sims to the Planning Commission

Appoint resident Lee Sims to the Planning Commission for a 6-year term.

Lee Sims stated that he looks forward to working on the Planning Commission.

MOTION: Motion by Councilmember Smith seconded by Councilmember Valaas to appoint resident Lee Sims to the Planning Commission for a 6-year term.

VOTE: 5 For, 0 Against. Motion carried.

7. AB 22-09: Private Property Tree Ordinance petition consideration

Discuss petition submitted by resident Vadim Bondarev.

Council discussed the following.

- Enforcement mechanisms; creating positive incentives vs. punitive.
- Fines.
- Possibility to bring one or two residents temporarily onto the Planning Commission to find a comfortable resolution for the issues referenced in the petition.
- Setbacks and location of building structures around trees.
- Listening to public comment.
- Possibility to have the Planning Commission revisit certain aspects of the Code for amendment.

8. AB 22-10: Use for American Rescue Plan Act (ARPA) Funds

Due to the small size of the town workforce and the work demands on town employees, all town employees who are required by the Mayor to work onsite are to be considered essential workers for this purpose.

The town has received funding through the American Rescue Plan Act (ARPA), which act authorizes premium pay to essential workers.

The authorization for payment of premium pay provided in Section 1 shall continue until the Mayor's emergency order is repealed. The resolution shall be revisited in three-months.

Mayor and Council discussed the inclusion of essential town consultants to premium pay. Mayor thanked the town employees and consultants for their dedicated service to the town.

MOTION: Motion by Councilmember Lagerholm seconded by Councilmember Scandella to adopt Resolution No. 355, a Resolution of the Town Council of the Town of Yarrow Point, Washington, Authorizing the Mayor to approve the payment of premium pay to the town's essential workers with ARPA funds.

VOTE: 5 For, 0 Against. Motion carried

9. AB 22-11: 2022 Planning Commission project scope/first pass: (20-minutes)

The Council will have a joint meeting with the Planning Commission at the regular March 8 Council meeting to discuss the following topics.

- Hedge Code: Not clear. Needs review and to be re-deciphered.
- Short term rentals (Airbnb.)
- Consider amendments to private property tree ordinance.
- Public tree code needs to be in line with the private property tree code.
- Right of way parking: Consider separating ROW parking from construction parking discussion.
- Encroachment agreements & paving in the right of way.

10. MAYOR AND COUNCIL REPORTS:

Mayor:

- A committee has been assembled to address an ongoing issue of canine feces that are not picked up by owners around the Point. The committee will present ideas for resolution to Council.
- King County is considering the purchase of the La Quinta Inn for permanent supportive housing. The town will provide information on the town's website to direct questions to including a contact to the county. Mayor Harris noted that the town supports the end of homelessness and the annual contribution to Affordable Regional Coalition for Housing (ARCH.)

Councilmember Porter:

Councilmember Porter noted that he had a meeting with the Town's I.T. provider and he is satisfied with their security measures to protect the town against cyber threats **that are commercially reasonable.**

11. ADJOURNMENT:

MOTION: Motion by Councilmember Scandella seconded by Councilmember Valaas to adjourn the meeting at 9:15 p.m. Councilmember Valaas seconded the motion.

VOTE: 5 For, 0 Against. Motion carried.

APPROVED:

ATTEST:

Katy Kinney Harris, Mayor

Bonnie Ritter, Clerk-Treasurer

DRAFT

**TOWN OF YARROW POINT
COUNCIL SPECIAL MEETING MINUTES
February 28, 2022
4:00 p.m.**

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

CALL TO ORDER:

Mayor Katy Kinney Harris called the meeting to order at 4:00 p.m.

PRESENT:

Mayor: Mayor Katy Kinney Harris

Councilmembers: Stephan Lagerholm
Carl Scandella
Chuck Porter
Andy Valaas
Kathy Smith

Staff: Bonnie Ritter – Clerk Treasurer
Austen Wilcox – Deputy Clerk
Mona Green – Town Planner
Stacia Schroeder – Town Engineer
Emily Miner – Town Attorney

Guests:

REGULAR BUSINESS

1. AB 22-13 – Continued Discussion of Potential Tree Code Amendments and Enforcement

Council discussed Ordinance 715 that is to be implemented March 6 and shared the opinions they've heard from talking with residents. Council discussed amendments and creating an incentive program.

MOTION: Motion by Councilmember Valaas, seconded by Councilmember Porter to implement Ordinance 715 as presented on March 6 and put an incentive program and review for amendments on the 2022 Planning Commission work plan.

VOTE: 5 For, 0 Against. Motion carried.

2. AB 22-14 – Discussion of Change to Regular Meeting Start Times

Mayor Harris proposed an earlier start time for Council meetings. Mayor Harris will discuss with staff and bring a resolution with an earlier start time to Council for a vote.

3. AB 22-15 – Discussion of Planning Commission’s 2022 Workplan

Council discussed adding the following topics to the Planning Commission’s 2022 Workplan.

- Tree code amendments and incentive program.
- Hedge code.
- Short term rentals.

4. AB 22-16 – Discussion of acquisition of iPads for Council members

Council discussed options to purchase an iPad or other electronic device to eliminate the purchase of paper copy Council packets and following best practices for PRA requests.

Staff will further review associated costs and bring this back to Council for further consideration.

5. AB 22-17 – Discussion of communication channels with residents

Council agreed that current methods of broadcasting resident communication with residents is working. Council suggests the use of Twitter for postings.

6. AB 22-18 – Liaisons to Park Board and Planning Commission

Council discussed having Planning Commission and Park Board liaisons.

A resolution will be brought to Council at the March 8 meeting assigning Councilmember Scandella as the Planning Commission liaison and Councilmember Smith as the Park Board Ex Officio Member as outlined in TYPMC 2.32.040 Ex officio members.

7. AB 22-19 – Clerk-Treasurer budget update

Council discussed the following budget items.

- Stormwater projects.
- CIP projects.
- Real Estate Excise tax projections.

Mayor Harris read ‘Executive Sessions RCW 42.30.11(1)(i)’ and closed the special meeting at: 5:05 p.m.

Mayor Harris opened the Executive Session at: 5:10 p.m.

Mayor Harris closed the Executive Session at 6:05 p.m. and re-opened the Special Meeting at 6:05 p.m. noting that the Executive Session has been extended for 15-minutes. Mayor Harris closed the Special Meeting at 6:05 p.m. and re-opened the Executive Session at 6:05 p.m.

Mayor Harris closed the Executive Session at 6:25 p.m. and re-opened the Special Meeting at 6:25 p.m. noting that the Executive Session has been extended for 1-hour. Mayor Harris closed the Special Meeting at 6:25 p.m. and re-opened the Executive Session at 6:25 p.m.

Mayor Harris closed the Executive Session at 6:35 p.m. and reopened the special meeting at 6:35 p.m.

8. ADJOURNMENT:

MOTION: Motion by Councilmember Valaas seconded by Councilmember Lagerholm to adjourn the meeting at 6:35 p.m. Councilmember Valaas seconded the motion.

VOTE: 5 For, 0 Against. Motion carried.

APPROVED:

ATTEST:

Katy Kinney Harris, Mayor

Bonnie Ritter, Clerk-Treasurer

DRAFT

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

Consent Calendar
March 8, 2022

Consent Calendar	Proposed Council Action: 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 and Payroll Reports

Recommended Action:

Motion to: Approve the Consent Calendar as presented including:

The Payment Approval Report dated 03/03/2022 approving payments as shown totaling **\$90,026.62** plus payroll, benefits, and tax expenses of **\$31,488.58** as shown on the attached payroll & benefits report for a total of **\$121,515.20**.

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
Banner Bank					
700	Banner Bank	Drop Box, Domain/website renew, aws, misc.	02/15/2022	2,238.13	
700	Banner Bank	Office supplies	02/15/2022	266.82	
700	Banner Bank	ROW supplies	02/15/2022	268.12	
700	Banner Bank	Clerk-Treasurer BARS training	02/15/2022	215.00	
700	Banner Bank	WFOA dues	02/15/2022	75.00	
700	Banner Bank	Mayor/town cell phones	02/15/2022	118.21	
700	Banner Bank	Christmas Ship supplies	02/15/2022	334.27	9,307.26
Total Banner Bank:				3,515.55	
CITY OF BELLEVUE					
212	CITY OF BELLEVUE	Sewer and Water services	02/08/2022	387.33	799.92
Total CITY OF BELLEVUE:				387.33	
City of Bellevue					
233	City of Bellevue	ARCH Administrative Budget contribution	03/03/2022	2,447.00	2,447.00
Total City of Bellevue:				2,447.00	
CODE PUBLISHING					
108	CODE PUBLISHING	Code updates	02/23/2022	232.68	232.68
Total CODE PUBLISHING:				232.68	
Comcast					
301	Comcast	Internet and fax	02/14/2022	257.26	782.50
Total Comcast:				257.26	
Comcast Business- VoiceEdge					
1374	Comcast Business- VoiceE	Town Phone System	02/15/2022	252.00	1,017.05
Total Comcast Business- VoiceEdge:				252.00	
CRYSTAL AND SIERRA SPRINGS					
1046	CRYSTAL AND SIERRA S	Water cooler	02/12/2022	67.36	129.53
Total CRYSTAL AND SIERRA SPRINGS:				67.36	
DIGITAL REPROGRAPHICS					
256	DIGITAL REPROGRAPHIC	February Council packets	02/04/2022	306.53	849.02
Total DIGITAL REPROGRAPHICS:				306.53	
First Choice Home Service					
329	First Choice Home Service	Clan roof, vents, flashing, gutters downspouts	02/09/2022	825.00	825.00
Total First Choice Home Service:				825.00	
Gaylynn Brien					
1151	Gaylynn Brien	Sales Tax reports	01/31/2022	50.00	100.00
Total Gaylynn Brien:				50.00	
Harris, Katy K					
459	Harris, Katy K	Reimburse for Verizon personal phone	02/28/2022	110.79	1,111.69

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
	Total Harris, Katy K:			110.79	
ISLAND SECURITY SYSTEMS					
21	ISLAND SECURITY SYST	Security Monitoring	02/01/2022	159.50	159.50
	Total ISLAND SECURITY SYSTEMS:			159.50	
ISOutsource					
1301	ISOutsource	Update firewall, vulnerability scan	02/25/2022	790.07	
1301	ISOutsource	Monthly Billing for February	02/10/2022	55.05	2,403.72
	Total ISOutsource:			845.12	
King County Finance					
454	King County Finance	4th Qtr 2021 - 2% liquor profits and excise tax	02/11/2022	78.55	78.55
	Total King County Finance:			78.55	
King County Treasury					
603	King County Treasury	NE 42nd Overlay Project	01/31/2021	102.90	
603	King County Treasury	Nox Weed & King CD for town parcels	02/24/2022	252.57	355.47
	Total King County Treasury:			355.47	
KIRKLAND MUNICIPAL COURT					
111	KIRKLAND MUNICIPAL C	Court Costs	02/16/2022	107.04	308.40
	Total KIRKLAND MUNICIPAL COURT:			107.04	
MONA H. GREEN					
219	MONA H. GREEN	Building/Fence permits	02/28/2022	472.50	
219	MONA H. GREEN	Pre-applications	02/28/2022	168.75	
219	MONA H. GREEN	Site plans	02/28/2022	270.00	
219	MONA H. GREEN	SEPA	02/28/2022	405.00	
219	MONA H. GREEN	Shoreline Sub Development	02/28/2022	135.00	
219	MONA H. GREEN	Shoreline Exemption	02/28/2022	405.00	
219	MONA H. GREEN	General Administration	02/28/2022	2,328.75	11,508.75
	Total MONA H. GREEN:			4,185.00	
MUNICIPAL PERMIT SERVICE, LLC					
350	MUNICIPAL PERMIT SER	Meetings with staff on ROW issues	02/28/2022	251.76	
350	MUNICIPAL PERMIT SER	Building permit inspections	02/28/2022	1,394.89	
350	MUNICIPAL PERMIT SER	Mechanical/Plumbing inspections	02/28/2022	443.94	
350	MUNICIPAL PERMIT SER	Demolition permit inspection	02/28/2022	34.76	
350	MUNICIPAL PERMIT SER	Plan review	02/28/2022	1,906.25	9,634.78
	Total MUNICIPAL PERMIT SERVICE, LLC:			4,031.60	
Northern Waters					
304	Northern Waters	Lower 7 heads to grade at 42nd Road End Beach	02/17/2022	137.63	137.63
	Total Northern Waters:			137.63	
NORTHWEST CIVIL SOLUTIONS					
450	NORTHWEST CIVIL SOLU	NE 36th Str CIP #1	02/28/2022	156.25	
450	NORTHWEST CIVIL SOLU	42nd - 91st Stormwater Upsizing and UGC Project	02/28/2022	625.00	

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
450	NORTHWEST CIVIL SOLU	Pre-applications	02/28/2022	531.25
450	NORTHWEST CIVIL SOLU	Plan review	02/28/2022	1,718.75	
450	NORTHWEST CIVIL SOLU	Right of Way Permits	02/28/2022	1,718.75	
450	NORTHWEST CIVIL SOLU	General Administration	02/28/2022	2,687.50	14,625.00
Total NORTHWEST CIVIL SOLUTIONS:				7,437.50	
Ogden Murphy Wallace					
1390	Ogden Murphy Wallace	Clerk	02/14/2022	812.50	
1390	Ogden Murphy Wallace	Council	02/14/2022	1,397.50	
1390	Ogden Murphy Wallace	Land Use	02/14/2022	2,952.50	
1390	Ogden Murphy Wallace	Mayor/Executive	02/14/2022	3,172.50	15,777.50
Total Ogden Murphy Wallace:				8,335.00	
PGH Excavating, Inc.					
318	PGH Excavating, Inc.	NE 42nd St - 91st Ave Stormwater and UGC Project	02/08/2022	4,720.36	
318	PGH Excavating, Inc.	NE 42nd St - 91st Ave Stormwater and UGC Project	02/08/2022	5,541.30	
318	PGH Excavating, Inc.	NE42nd-91st Stormwater & UGC Project	01/12/2022	17,090.08	
318	PGH Excavating, Inc.	NE 42nd St - 91st Ave Stormwater and UGC Project	01/12/2022	20,062.27	47,414.01
Total PGH Excavating, Inc.:				47,414.01	
PUGET SOUND ENERGY					
604	PUGET SOUND ENERGY	Street lights for 9220 Points Drive NE	02/04/2022	701.60	113,443.17
Total PUGET SOUND ENERGY:				701.60	
Regional Animal Services of KC					
283	Regional Animal Services o	Pet license renewal	02/28/2022	15.00	15.00
Total Regional Animal Services of KC:				15.00	
SEA-TAC SWEEPING SERVICE					
46	SEA-TAC SWEEPING SE	Street Cleaning	02/07/2022	367.50	
46	SEA-TAC SWEEPING SE	Street cleaning	02/07/2022	367.50	2,220.00
Total SEA-TAC SWEEPING SERVICE:				735.00	
Sound Law Center					
1280	Sound Law Center	Dreizen SSDP hearing (reimbursed)	02/15/2022	2,355.00	2,355.00
Total Sound Law Center:				2,355.00	
Stewart MacNichols Harmell, Inc., P.S.					
1384	Stewart MacNichols Harmel	Public Defender Services - January & Feb	02/12/2022	500.00	500.00
Total Stewart MacNichols Harmell, Inc., P.S.:				500.00	
THE SEATTLE TIMES					
192	THE SEATTLE TIMES	Shoreline Mgmt Dev and special meeting notices	02/28/2022	432.10	851.32
Total THE SEATTLE TIMES:				432.10	
Zhuang, Eric					
1460	Zhuang, Eric	Street Deposit Refund	02/01/2022	3,750.00	3,750.00

Vendor	Vendor Name	Description	Invoice Date	Amount Paid	YTD Payments
	Total Zhuang, Eric:			3,750.00	
	Grand Totals:			90,026.62	

Certification of the Consent Calendar as presented including the Payment Approval Report dated 03/03/2022 approving payments as shown totaling \$90,026.62, plus payroll, tax, and benefit expenses of \$31,488.58; as shown on the attached payroll & tax and benefits report for a grand total of \$121,515.20.

I, the undersigned, do hereby certify that the items herein listed are proper obligations of the Town in accordance with the Town budget and directives of the Council and Mayor.

Clerk/Treasurer: Bonnie Ritter _____

Dated: February 8, 2022

Mayor Katy K Harris: _____

Councilmember Stephan Lagerholm: _____

Councilmember Carl Scandella: _____

Councilmember Charles H Porter: _____

Councilmember Andy Valaas: _____

Councilmember Kathy Smith: _____

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
02/28/2022	CDPT		0	EMPLOYMENT SECURITY DEPT	5	Quarterly Employment Security P	001-2200000	46.90-
02/28/2022	CDPT		0	DEPT OF LABOR & INDUSTRY	6	Quarterly L & I Workers Compens	001-2200000	112.27-
02/28/2022	CDPT		0	EMPLOYMENT SECURITY DEPT	8	Quarterly WA FMLA WA Paid Fa	001-2200000	140.71-
02/28/2022	PC	02/25/2022	220221	Lovas, Istvan	9002		999-1010110	4,842.71-
02/28/2022	PC	02/25/2022	220222	Wilcox, Austen	9037		999-1010110	4,452.99-
02/28/2022	PC	02/25/2022	220223	Ritter, Bonnie	9041		999-1010110	6,291.86-
02/28/2022	PC	02/25/2022	220224	Harris, Kathryn K	9047		999-1010110	1,367.84-
02/28/2022	CDPT	02/17/2022	220225	Association of Washington Cities	9	Health and Dental Insurance Insu	001-2200000	902.40-
02/28/2022	CDPT	02/17/2022	220225	Association of Washington Cities	9	Health and Dental Insurance Hea	001-2200000	2,503.50-
02/28/2022	CDPT	02/17/2022	220225	Association of Washington Cities	9	Health and Dental Insurance Den	001-2200000	167.64-
02/28/2022	CDPT	02/17/2022	220225	Association of Washington Cities	9	Health and Dental Insurance Visi	001-2200000	36.06-
02/28/2022	CDPT	02/17/2022	220226	DEPT OF RETIREMENT SYSTE	1	State Retirement PERS II Pay P	001-2200000	1,316.60-
02/28/2022	CDPT	02/17/2022	220226	DEPT OF RETIREMENT SYSTE	1	State Retirement PERS II Pay P	001-2200000	2,121.89-
02/28/2022	CDPT	02/17/2022	220227	Federal Tax	2	941 Taxes Social Security Pay P	001-2200000	1,518.16-
02/28/2022	CDPT	02/17/2022	220227	Federal Tax	2	941 Taxes Social Security Pay P	001-2200000	1,518.16-
02/28/2022	CDPT	02/17/2022	220227	Federal Tax	2	941 Taxes Medicare Pay Period:	001-2200000	355.06-
02/28/2022	CDPT	02/17/2022	220227	Federal Tax	2	941 Taxes Medicare Pay Period:	001-2200000	355.06-
02/28/2022	CDPT	02/17/2022	220227	Federal Tax	2	941 Taxes Federal Withholding T	001-2200000	3,438.77-
Grand Totals:			<u>15</u>					<u>31,488.58-</u>



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SCOTT M. MISSALL
206.515.2241
smissall@omwlaw.com

February 14, 2022

VIA EMAIL ONLY TO
clerk-treasurer@yarrowpointwa.gov

Bonnie Ritter
Clerk Treasurer
Town of Yarrow Point
4030 95th Ave. N.E.
Yarrow Point, WA 98004

Re: *Legal Services; Monthly Invoice*

Dear Bonnie:

This letter transmits our invoices for work performed in the month of January. The total amount for new work performed is \$8,335.00 which includes a courtesy writeoff of <\$65> on Matters 3 (Council) and 5 (Mayor). There is \$3,565.00 outstanding from last month, for a total balance due of ~~\$11,900.00~~. You will find a remittance form on the last page of each invoice, but you may send a single check for the total amount.

Much of our work was related to the transition from Mayor Cahill to Mayor Harris, which is already beginning to slow down. Please let me know if you have any questions.

Thank you for seeking our assistance—we appreciate working with you, Mayor Harris, Austen, and everyone at Town Hall.

Sincerely,

OGDEN MURPHY WALLACE, P.L.L.C.

Scott M. Missall, Town Attorney

SXM:lfs
Enclosures



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February 7, 2022

Town of Yarrow Point
Attn: Katy Harris, Mayor
4030 95th Ave. NE
Yarrow Point, WA 98004

Invoice No. 860000
Client No. 05716
Matter No. 000001
Billing Attorney: SXM

INVOICE SUMMARY

For professional services rendered through January 31, 2022:

RE: Clerk/Treasurer

Professional Services	\$ 812.50
Total Reimbursable Costs	<u> \$.00</u>
TOTAL THIS INVOICE	\$ 812.50

Client No. 05716
 Matter No. 000001

February 7, 2022
 Invoice No. 860000

PROFESSIONAL SERVICES

Date	Atty	Description of Service	Hours	Amount
1/06/22	SXM	Begin review of 1.11 Council packet	.20	65.00
1/11/22	SXM	Emails with A. Wilcox regarding meeting issues; Email to B. Ritter regarding WA LTC withholding	.20	65.00
1/26/22	SXM	Review and respond to email from B. Ritter regarding Council action on minutes; Review long email from Town resident regarding Council minutes; Email preliminary response to Mayor, B. Ritter and A. Wilcox	.30	97.50
1/27/22	SXM	Review email from A. Wilcox regarding Town resident comments on Council minutes	.40	130.00
1/28/22	SXM	Review and respond to emails regarding Council minutes, requirements, and issues; Research and assemble support for same; Begin drafting summary memorandum for Mayor	1.40	455.00
TOTAL PROFESSIONAL SERVICES				\$ 812.50

SUMMARY OF PROFESSIONAL SERVICES

Name	Atty	Rate	Hours	Total
Missall, Scott	SXM	325.00	2.50	812.50
TOTALS			2.50	\$ 812.50

TOTAL THIS INVOICE \$ 812.50



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February 7, 2022

Town of Yarrow Point
Attn: Katy Harris, Mayor
4030 95th Ave. NE
Yarrow Point, WA 98004

Invoice No. 860001
Client No. 05716
Matter No. 000003
Billing Attorney: SXM

INVOICE SUMMARY

For professional services rendered through January 31, 2022:

RE: Council

Professional Services	\$ 1,430.00
Less Courtesy Discount	<u>\$ -32.50</u>
Net Professional Services	\$ 1,397.50
Total Reimbursable Costs	<u>\$.00</u>
TOTAL THIS INVOICE	<u>\$ 1,397.50</u>
Previous Balance	<u>\$ 2,842.50</u> Paid
TOTAL BALANCE DUE	<u>\$ 4,240.00</u>

Client No. 05716
 Matter No. 000003

February 7, 2022
 Invoice No. 860001

PROFESSIONAL SERVICES

Date	Atty	Description of Service	Hours	Amount
1/07/22	SXM	Finish Council agenda review	.30	97.50
1/11/22	SXM	Attend Council meeting	1.90	617.50
1/12/22	SXM	Organize working files from 1.11 meeting; Draft email memorandum to Mayor addressing Council issues from last night's meeting; Finalize same and send	2.10	682.50
1/24/22	SXM	Confer with E. Miner regarding Council schedule (Courtesy no charge)	N/C.10	N/C32.50
TOTAL PROFESSIONAL SERVICES				\$ 1,430.00
Less Courtesy Discount				<u>\$ -32.50</u>
NET PROFESSIONAL SERVICES				\$ 1,397.50

SUMMARY OF PROFESSIONAL SERVICES

Name	Atty	Rate	Hours	Total
Missall, Scott	SXM	325.00	4.40	1,430.00
TOTALS			4.40	\$ 1,430.00

TOTAL THIS INVOICE **\$ 1,397.50**

Client No. 05716
Matter No. 000003

February 7, 2022
Invoice No. 860001

PREVIOUS BALANCE DETAIL

INVOICE NUMBER	DATE	INVOICE TOTAL	PAYMENTS RECEIVED	ENDING BALANCE
858999	1/11/22	2,842.50	.00	2,842.50

Previous Balance

\$ 2,842.50 *Pa*

Balance Due This Invoice

\$ 1,397.50

TOTAL BALANCE DUE

~~\$ 4,240.00~~



OGDEN MURPHY WALLACE, PLLC
901 FIFTH AVENUE, SUITE 3500
SEATTLE, WA 98164-2008

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February 7, 2022

Town of Yarrow Point
Attn: Katy Harris, Mayor
4030 95th Ave. NE
Yarrow Point, WA 98004

Invoice No. 860002
Client No. 05716
Matter No. 000004
Billing Attorney: SXM

INVOICE SUMMARY

For professional services rendered through January 31, 2022:

RE: Land Use

Professional Services	\$ 2,952.50
Total Reimbursable Costs	<u>\$.00</u>
TOTAL THIS INVOICE	\$ 2,952.50
Previous Balance	<u>\$ 135.00</u> <i>Paid</i>
TOTAL BALANCE DUE	\$ 3,087.50

Client No. 05716
 Matter No. 000004

February 7, 2022
 Invoice No. 860002

PROFESSIONAL SERVICES

Date	Atty	Description of Service	Hours	Amount
1/12/22	SXM	Review and respond to emails from/to Mayor and M. Green regarding tree code projects, revisions and schedule; Confer with E. Miner regarding same; Follow up emails	.90	292.50
1/12/22	EFM	Confer with S. Missall regarding status of ongoing projects	.30	67.50
1/13/22	SXM	Confer with E. Miner regarding tree code issues and today's zoom with Mayor and M. Green; Review and evaluate emails and attachments from Mayor regarding tree code issues and next steps; Review RCW options; Zoom with Mayor, M. Green and E. Miner regarding tree code status, issues, and actions	2.90	942.50
1/13/22	EFM	Prepare for call regarding Tree Code Amendments (review code, review state law, and review caselaw); Confer with S. Missall regarding same; Meeting with K. Harris and S. Missall regarding same	2.30	517.50
1/14/22	SXM	Review, evaluate and respond to emails from/to E. Miner, M. Green and Mayor regarding FAQ and tree code issues	.50	162.50
1/14/22	EFM	Review and respond to emails regarding tree code	.20	45.00
1/21/22	SXM	Review draft FAQ; Emails with E. Miner regarding same and additional changes	.50	162.50
1/21/22	EFM	Review tree code ordinance and FAQ and emails regarding same	.20	45.00
1/26/22	SXM	Call from Mayor regarding ROW construction staging and parking, permit requirements, and meeting to review same; Scan and respond to email (w/ attachments) from S. Schroeder regarding Gibson short plat access issues; Begin reviewing attachments	1.10	357.50
1/27/22	EFM	Review short subdivision documents	.30	67.50
1/31/22	SXM	Assemble and begin reviewing construction parking materials and 8830 construction parking situation	.90	292.50
TOTAL PROFESSIONAL SERVICES				\$ 2,952.50

SUMMARY OF PROFESSIONAL SERVICES

Name	Atty	Rate	Hours	Total
Missall, Scott	SXM	325.00	6.80	2,210.00
Miner, Emily	EFM	225.00	3.30	742.50
TOTALS			10.10	\$ 2,952.50

TOTAL THIS INVOICE \$ 2,952.50

Client No. 05716
Matter No. 000004

February 7, 2022
Invoice No. 860002

PREVIOUS BALANCE DETAIL

INVOICE NUMBER	DATE	INVOICE TOTAL	PAYMENTS RECEIVED	ENDING BALANCE
859000	1/11/22	135.00	.00	135.00

Previous Balance

\$ 135.00

PM

Balance Due This Invoice

\$ 2,952.50

TOTAL BALANCE DUE

~~\$ 3,087.50~~



OGDEN MURPHY WALLACE, PLLC
901 FIFTH AVENUE, SUITE 3500
SEATTLE, WA 98164-2008

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February 7, 2022

Town of Yarrow Point
Attn: Katy Harris, Mayor
4030 95th Ave. NE
Yarrow Point, WA 98004

Invoice No. 860003
Client No. 05716
Matter No. 000005
Billing Attorney: SXM

INVOICE SUMMARY

For professional services rendered through January 31, 2022:

RE: Mayor / Executive

Professional Services	\$ 3,205.00
Less Discount	<u>\$ -32.50</u>
Net Professional Services	\$ 3,172.50
Total Reimbursable Costs	<u>\$.00</u>
TOTAL THIS INVOICE	\$ 3,172.50
Previous Balance	<u>\$ 587.50</u>
TOTAL BALANCE DUE	\$ 3,760.00

Pd

Client No. 05716
 Matter No. 000005

February 7, 2022
 Invoice No. 860003

PROFESSIONAL SERVICES

Date	Atty	Description of Service	Hours	Amount
1/11/22	SXM	Calls with Mayor regarding Town and Council issues; Review RCW and prepare for follow up call; Discussion call with Mayor regarding roles, responsibilities, town issues, scheduling and other matters	1.60	520.00
1/13/22	SXM	Email from Mayor regarding Council follow up issues (Courtesy no charge)	.10	32.50
1/14/22	SXM	Review and evaluate email from Mayor regarding Town collection and disposal of nuisance material from public ROW; Review YPMC and RCW as to Town authority to do so; Reply with analysis and references of same in support of Town action; Follow up emails; Review and respond to emails from Mayor and E. Miner regarding assembly of Council rules and meeting guidance	1.20	390.00
1/18/22	SXM	Review, evaluate and respond to email from Mayor regarding OPMA issues and procedures; Follow up emails with E. Miner and Mayor	1.20	390.00
1/18/22	EFM	Review and respond to email regarding OPMA and PRA matters	.50	112.50
1/18/22	DTP	Research and review sample council procedure documents for Mayor; Send research and conclusions to E. Miner	1.70	425.00
1/26/22	SXM	Locate and review samples of Council procedural rules; Emails with E. Miner regarding same and call to discuss	.50	162.50
1/26/22	EFM	Confer with S. Missall regarding status of ROW parking issues	.20	45.00
1/27/22	SXM	Review samples of city/town council procedural rules; Confer with E. Miner regarding same and approach for Yarrow	.80	260.00
1/27/22	EFM	Review sample council rules of procedure	.90	202.50
1/28/22	EFM	Review, analyze and confer with S. Missall regarding emails from A. Wilcox and Mayor and Council / Clerk meeting minute procedures and best practices	.50	112.50
1/31/22	SXM	Continue work on short memorandum regarding Council minutes; Check YPMC and insert in memorandum; Call with Mayor regarding six or seven current Town topics and issues	1.70	552.50

TOTAL PROFESSIONAL SERVICES	\$ 3,205.00
Less Discount	<u>\$ -32.50</u>
NET PROFESSIONAL SERVICES	\$ 3,172.50

Client No. 05716
Matter No. 000005

February 7, 2022
Invoice No. 860003

SUMMARY OF PROFESSIONAL SERVICES

Name	Atty	Rate	Hours	Total
Missall, Scott	SXM	325.00	7.10	2,307.50
Miner, Emily	EFM	225.00	2.10	472.50
Pollom, Drew	DTP	250.00	1.70	425.00
TOTALS			10.90	\$ 3,205.00

TOTAL THIS INVOICE **\$ 3,172.50**

Client No. 05716
Matter No. 000005

February 7, 2022
Invoice No. 860003

PREVIOUS BALANCE DETAIL

INVOICE NUMBER	DATE	INVOICE TOTAL	PAYMENTS RECEIVED	ENDING BALANCE
859001	1/11/22	587.50	.00	587.50

Previous Balance

\$ 587.50

Balance Due This Invoice

\$ 3,172.50

TOTAL BALANCE DUE

\$ 3,760.00

**Yarrow Point Building Official and Administration Services Invoice
February 2022**

Steven R. Wilcox
Municipal Permit Services, LLC
109 NW 112th. NW Seattle, WA 98177
EIN: 77-0688460 UBI: 602719863

Activity											
Type: Building Official (104 000 000 559 60 48 00)											
Date	Job Function	Name	Description of Work	Permit Type	Permit #	Hours	Travel Time (Round Trip)	Rate	Mileage (Round Trip at .585/mile)	Mileage Charge	Total Charge
2/1/22	Meeting	Wazeri; 3806 95th Ave. NE	Meeting with staff to discuss proposal to use Town ROW during private construction	Building	20-8200	1.00	0.00	\$ 125.00	3.00	\$ 1.76	\$ 126.76
2/17/22	Meeting	Wazeri; 3806 95th Ave. NE	Meeting with staff to discuss proposal to use Town ROW during private construction	Building	20-8200	1.00	0.00	\$ 125.00	0.00	\$ -	\$ 125.00
						0.00	0.00	\$ 125.00	0.00	\$ -	\$ -
Activity Total for Building Official (104 000 000 559 60 48 00)						2.00	0.00		3.00	\$ 1.76	\$ 251.76

Activity											
Type: Inspections											
Date	Job Function	Name	Description of Work	Permit Type	Permit #	Hours	Travel Time (Round Trip)	Charge	Mileage (Round Trip at .585/mile)	Mileage Charge	Total Charge
2/1/22	Inspection	Kim; 2822 88th Ave. NE	Rough gas piping and pressure test. Failed	Mechanical	PP-2022-03	1.00	0.00	\$ 125.00	3.00	1.76	\$ 126.76

2/3/22	Inspection	Siverson; 4442 95th Ave. NE	Furnace and A/C final. Failed due to lack of combustion air. Contacted the installer.	Mechanical	MP-2021-23	0.75	0.00	\$ 125.00	6.00	3.51	\$	97.26
2/7/22	Inspection	Kim; 2822 88th Ave. NE	Re-inspect rough gas piping and pressure test	Mechanical	PP-2022-03	0.50	0.00	\$ 125.00	2.00	1.17	\$	63.67
2/7/22	Inspection	Pardikar; 4434 95th Ave. NE	Framing	Building	BP-2021-11	0.50	0.00	\$ 125.00	2.00	1.17	\$	63.67
2/7/22	Inspection	Pardikar; 4434 95th Ave. NE	Rough plumbing	Plumbing	PP-2022-05	0.25	0.00	\$ 125.00	0.00	0.00	\$	31.25
2/7/22	Inspection	Yarrow Point Beach Club; 96th Ave. NE	Final pier and boat lift. Close out.	Building	20-8163	0.75	0.00	\$ 125.00	2.00	1.17	\$	94.92
2/8/22	Inspection	Kim; 2822 88th Ave. NE	Service water	Building	21-8310	0.50	0.00	\$ 125.00	6.00	3.51	\$	66.01
2/14/22	Inspection	Biege; 9051 NE 37th Pl.	Final demolition. Close out	Demolition	DP-2021-02	0.25	0.00	\$ 125.00	6.00	3.51	\$	34.76
2/14/22	Inspection	Biege; 9051 NE 37th Pl.	NSFR footing	Building	BP-2021-02	2.00	0.00	\$ 125.00	0.00	0.00	\$	250.00
2/17/22	Inspection	Yarrow LLC; 9018 NE 39th	Footing. Failed due to extensive changes. Failed. Reviewed status of the entire project and changes underway. Advised the contractor	Building	BP-2021-08	2.50	0.00	\$ 125.00	6.00	3.51	\$	316.01
2/23/22	Inspection	Siverson; 4442 95th Ave. NE	Re-inspect furnace and A/C exchange. Includes air volume calculations by the contractor	Building	MP-2021-23	0.75	0.00	\$ 125.00	6.00	3.51	\$	97.26
2/24/22	Inspection	Biege; 9051 NE 37th Pl.	NSFR foundation walls	Building	BP-2021-02	2.50	0.00	\$ 125.00	3.00	1.76	\$	314.26
2/24/22	Inspection	Morrow; 4427 91st. Pl. NE	Rough plumbing including service and DWV on test	Building	PP-2021-08	1.00	0.00	\$ 125.00	3.00	1.76	\$	126.76
2/25/22	Inspection	Guilford; 8807 NE 33th ST.	Partial footing	Building	21-8264	0.50	0.00	\$ 125.00	6.00	3.51	\$	66.01
2/25/22	Inspection	Guilford; 8807 NE 33th ST.	Underground plumbing on test	Plumbing	PP-2021-15	0.50	0.00	\$ 125.00	0.00	0.00	\$	62.50
2/25/22	Inspection	Guilford; 8807 NE 33th ST.	Underground mechanical	Mechanical	MP-2021-28	0.50	0.00	\$ 125.00	0.00	0.00	\$	62.50
	Inspection					0.00	0.00	\$ 125.00	0.00	0.00	\$	-

Activity Total for Inspections (104 000 000 559 60 41 00) **14.75** **0.00** **\$ 125.00** **51.00** **\$ 29.84** **\$ 1,873.59**

Activity
Type: **Plan Review**

Date	Job Function	Name	Description of Work	Permit Type	Permit #	Hours	Charge	(Round Trip at	Mileage Charge	Total Charge
2/2/22	Plan Review	Wazeri; 3806 95th Ave. NE	Amend permit conditons regarding use of the public	Building	20-8200	0.75	\$ 125.00	0.00	0	\$ 93.75
2/8/22	Plan Review	Warner; 9235 NE 37th PI.	Revisions and admin to re-assemble permits set	Building	BP-2021-04	1.25	\$ 125.00	0.00	0	\$ 156.25
2/11/22	Plan Review	Biege; 9051 NE 37th PI.	Structural and architectural revisions. First review with	Building	BP-2021-02	4.5	\$ 125.00	0.00	0	\$ 562.50
2/23/22	Plan Review	Biege; 9051 NE 37th PI.	Structural and architectural revisions. Second review	Building	BP-2021-02	2	\$ 125.00	0.00	0	\$ 250.00
2/24/22	Plan Review	Yetter; 9127 NE 36th St.	Pre-application meeting	Building	Pre-App-2022-02	0.5	\$ 125.00	0.00	0	\$ 62.50
2/28/22	Plan Review	Esparza;/Chen; 9043 NE 37th PI	Demolition permit review with correction letter	Demolition	DP-2021-04	2.5	\$ 125.00	0.00	0	\$ 312.50
3/2/22	Plan Review	Esparza;/Chen; 9043 NE 37th PI	Review of 2018 WSEC	Building	BP-2021-15	3.75	\$ 125.00	0.00	0	\$ 468.75
	Plan Review					0	\$ 125.00	0.00	0	\$ -

Activity Total for Plan Review (104 000 000 559 69 49 00) **11.50** **\$ 125.00** **\$ 1,906.25**

Activity
Type: **Administrative Services**

Date	Job Function	Name	Description of Work	Hours	Charge	Total Charge
	Administrative Services		Invoice preparation	0.00	\$35.00	\$0.00

Activity Total for Administrative Services **\$0.00**

Activity
Type:

Activity Total for Administrative Services (no account number assigned)

\$0.00

Note: This invoice reflects 2021 IRS mileage rate of 58.5 cents/mile

TOTAL \$ 4,031.59

Yarrow Point Invoice Detail

February 2022

Stacia K. Schroeder, PE
 Northwest Civil Solutions, LLC
 14251 131st Avenue NE Kirkland, WA 98034
 EIN: 26-4149507 UBI: 602-884-283

FUND: Capital Improvement			ACTIVITY TYPE: CIP #1 - NE 36th St	ACTIVITY CODE: XXXXX		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
2/23/22	Administration	Town of Yarrow Point	Research and answer Roger's (G&O) questions about scope of work	1.25	\$ 125.00	\$ 156.25
Activity Subtotal for Town Engineer - CIP #S-2				1.25	\$ 125.00	\$ 156.25
FUND: Capital Improvement			ACTIVITY TYPE: NE 42nd Street/ 91st Ave NE Stormwater Upsizing and UGC Project	ACTIVITY CODE: XXXXX		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
2/2/22	Administration	Town of Yarrow Point	Project Closeout tasks; 4235 91st Ave NE - review AA revised estimate and prepare for council review	1.75	\$ 125.00	\$ 218.75
2/3/22	Administration	Town of Yarrow Point	Coord w/ AA Asphalt Re: billing and tax charged	0.25	\$ 125.00	\$ 31.25
2/8/22	Administration	Town of Yarrow Point	Attend council meeting for project acceptance and 4235 91st Ave NE street repair	1.00	\$ 125.00	\$ 125.00
2/15/22	Administration	Town of Yarrow Point	Misc tasks Re: strip drain and project closeout (NOC)	1.25	\$ 125.00	\$ 156.25
2/16/22	Administration	Town of Yarrow Point	Update Contractor UBI No. on NOC; file signed final payment voucher and send to Kevin - G&O	0.75	\$ 125.00	\$ 93.75
Activity Subtotal for Town Engineer - NE 42nd Street				5.00	\$ 125.00	\$ 625.00
FUND: Capital Improvement			ACTIVITY TYPE: NE 37th Street - Storm Improvements & Paving Plan (T-1)	ACTIVITY CODE: XXXXX		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
-	Administration	Town of Yarrow Point	-	0.00	\$ 125.00	\$ -
Activity Subtotal for Town Engineer - CIP #T-1				0.00	\$ 125.00	\$ -
FUND: Capital Improvement			ACTIVITY TYPE: 94th Ave NE - Survey (S-4)	ACTIVITY CODE: XXXX		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
-	Administration	Town of Yarrow Point	-	0.00	\$ 125.00	\$ -
Activity Subtotal for Town Engineer - CIP #S-4				0.00	\$ 125.00	\$ -
Activity Total for Capital Improvement Projects				6.25	\$ 125.00	\$ 781.25

Yarrow Point Invoice Detail

February 2022

Stacia K. Schroeder, PE
Northwest Civil Solutions, LLC
14251 131st Avenue NE Kirkland, WA 98034
EIN: 26-4149507 UBI: 602-884-283

Activity Type: Pre-Applications

Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge	
2/23/22	Pre-application	Pelzer; 4628 95th Ave NE	Research and coord w/ staff to prepare for 3/3/22 pre-app	0.75	\$ 125.00	\$ 93.75	
2/23/22	Pre-application	Yetter; 9127 NE 36th St	Research and coord w/ staff to prepare for 2/24/22 pre-app; read through variance and coord w/ Mona	2.25	\$ 125.00	\$ 281.25	
2/24/22	Pre-application	Yetter; 9127 NE 36th St	Attend meeting and send follow up email with comments	1.25	\$ 125.00	\$ 156.25	
Activity Subtotal for Pre-Applications					4.25	\$ 125.00	\$ 531.25

Activity Type: Plan Review (Boundary Line Adjustment/ Short Plat)

Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge	
-	BLA Review	-	-	0.00	\$ 125.00	\$ -	
Activity Subtotal for Plan Review					0.00	\$ 125.00	\$ -

Activity Type: Plan Review/ Inspection - Site Development Permit

Date	Job Function	Name	Description of Work	Hours	Charge	Total Charge
2/1/22	Inspection	Peters; 4652 95th Ave NE	On-site for storm drainage inspection	1.00	\$ 125.00	\$ 125.00
2/3/22	Plan Review	Guralnick; 9429 NE 40th St	Site Plan review; coord w/ Mona and Steve; issue plan comments	1.50	\$ 125.00	\$ 187.50
2/3/22	Plan Review	Warner; 9235 NE 37th St	Check permit review completed and coord w/ staff for issuance; mtg w/ applicant at town hall Re: encroachment agreement required	1.50	\$ 125.00	\$ 187.50
2/3/22	Plan Review	Matthews; 9003 NE 41st St	Review new SFR application; coord w/ Mona Re: pool and shed to remain; issue comments via email	3.75	\$ 125.00	\$ 468.75
2/4/22	Plan Review	Warner; 9235 NE 37th St	Update exhibits A & B and review agreement; coord w/ staff for next steps	1.00	\$ 125.00	\$ 125.00
2/4/22	Plan Review	Belfiore; 9009 NE 42nd St	Review bulkhead replacement and issue comments	1.75	\$ 125.00	\$ 218.75
2/8/22	Plan Review	Guralnick; 9429 NE 40th St	Mtg w/ Dan on-site to discuss project scope and answer questions	1.25	\$ 125.00	\$ 156.25
2/15/22	Plan Review	Guralnick; 9429 NE 40th St	Review revised site plan and send to staff for additional review comments	0.75	\$ 125.00	\$ 93.75

Yarrow Point Invoice Detail

February 2022

Stacia K. Schroeder, PE
Northwest Civil Solutions, LLC
14251 131st Avenue NE Kirkland, WA 98034
EIN: 26-4149507 UBI: 602-884-283

2/16/22	Plan Review	Guralnick; 9429 NE 40th St	Coord w/ staff to issue permit	SD #22-04	0.50	\$	125.00	\$	62.50
2/16/22	Plan Review	Matthews; 9003 NE 41st St	Respond to engineer's email Re: questions about comments issued	SD #22-02	0.75	\$	125.00	\$	93.75
Activity Subtotal for Plan Review - Site Development Permit					13.75	\$	125.00	\$	1,718.75

Yarrow Point Invoice Detail

February 2022

Stacia K. Schroeder, PE
Northwest Civil Solutions, LLC
14251 131st Avenue NE Kirkland, WA 98034
EIN: 26-4149507 UBI: 602-884-283

Activity Type: Permit Review/Inspection - Right of Way Use Permit(s)

Date	Job Function	Name	Description of Work		Hours	Charge	Total Charge
2/1/22	Plan Review	Wazeri; 3806 95th Ave NE	Mtg w/ Mayor and Steve W. at town hall	ROW #20-8202	2.00	\$ 125.00	\$ 250.00
2/2/22	Inspection	Biege; 9051 NE 37th St	coord w/ Contractor Re: start of work	ROW #21-03	0.25	\$ 125.00	\$ 31.25
2/4/22	Plan Review	Hunter; 9010 NE 34th ST	Review and approve permit	ROW #22-02	0.75	\$ 125.00	\$ 93.75
2/5/22	Plan Review	Wazeri; 3806 95th Ave NE	Review permit and issue comments	ROW #20-8202	3.25	\$ 125.00	\$ 406.25
2/7/22	Inspection	Biege; 9051 NE 37th St	On-site for storm drainage inspection; Send asphalt patch repair information to contractor - Joey @ Linescapes	ROW #21-03	1.25	\$ 125.00	\$ 156.25
2/9/22	Plan Review	Wazeri; 3806 95th Ave NE	Review R/W Use permit again; check in with Town Attorney - Scott Re: agreements	ROW #20-8202	1.25	\$ 125.00	\$ 156.25
2/15/22	Plan Review	Wazeri; 3806 95th Ave NE	Review latest plan revisions from applicant; review town attorney's email; coord w/ park board - John McGlenn Re: trail layout and project status	ROW #20-8202	1.50	\$ 125.00	\$ 187.50
2/16/22	Plan Review	Wazeri; 3806 95th Ave NE	Add Steve's conditions and respond to attorney email; coord for meeting	ROW #20-8202	0.50	\$ 125.00	\$ 62.50
2/17/22	Plan Review	Wazeri; 3806 95th Ave NE	Zoom mtg w/ staff Re: next steps	ROW #20-8202	1.00	\$ 125.00	\$ 125.00
2/23/22	Plan Review	Comcast; 9235 NE 37th St	Review and send comments to applicant	ROW #22-03	0.75	\$ 125.00	\$ 93.75
2/25/22	Plan Review	Wazeri; 3806 95th Ave NE	Read through town attorney memo; coord w/ Katy and return comments;	ROW #20-8202	0.50	\$ 125.00	\$ 62.50
2/28/22	Plan Review	Comcast; 9030 Points Dr NE	Review and approve permit	ROW #22-04	0.75	\$ 125.00	\$ 93.75
Activity Subtotal for Permit Review/Inspection - Right of Way Use Permit(s)					13.75	\$ 125.00	\$ 1,718.75
Activity Total for Pre-apps/Plan Reviews/ Permits/ Inspections					31.75	\$ 125.00	\$ 3,968.75

Yarrow Point Invoice Detail

February 2022

Stacia K. Schroeder, PE
Northwest Civil Solutions, LLC
14251 131st Avenue NE Kirkland, WA 98034
EIN: 26-4149507 UBI: 602-884-283

FUND: Unknown			Activity Type: General Administration	Invoice Code: Unknown		
Date	Job Function	Name	Description of Work	Hours	Rate	Total Charge
2/1/22	Administration	Town of Yarrow Point	4015 95th Ave NE - Onsite for mtg w/ resident Re: pathway construction adjacent to home; follow up coord w/ John McGlenn and staff	2.00	\$ 125.00	\$ 250.00
2/2/22	Administration	Town of Yarrow Point	Review 3-year on-call engineer proposals and prepare for council packet	2.00	\$ 125.00	\$ 250.00
2/2/22	Administration	Town of Yarrow Point	Buchanan Pathway - review and respond to emails; mtg w/ John M. at town hall Re: scope of potential project	1.25	\$ 125.00	\$ 156.25
2/3/22	Administration	Town of Yarrow Point	4000-4700 95th Ave street light investigation	2.00	\$ 125.00	\$ 250.00
2/3/22	Administration	Town of Yarrow Point	On-site at NE 34th Street to investigate tree removal concerns	0.75	\$ 125.00	\$ 93.75
2/4/22	Administration	Town of Yarrow Point	Storm Main/ Cross bore notification to utility companies; on-site mtg w/ PSE gas	1.75	\$ 125.00	\$ 218.75
2/4/22	Administration	Town of Yarrow Point	Coord w/ Mayor Harris and on-site at 3802 94th to investigate tree touching power line	0.50	\$ 125.00	\$ 62.50
2/4/22	Administration	Town of Yarrow Point	Review tree removal request (Horowitz 4425 94th Ave NE); coord w/ Mona Re: 3/6/22 deadline on tree code regulations	0.50	\$ 125.00	\$ 62.50
2/8/22	Administration	Town of Yarrow Point	Check on Sally's Alley grass repair to release street deposit on building permit	0.25	\$ 125.00	\$ 31.25
2/8/22	Administration	Town of Yarrow Point	On-call engineer RFQ summary presented to council for approval; notification to interested engineering firms	0.75	\$ 125.00	\$ 93.75
2/9/22	Administration	Town of Yarrow Point	Mtg w/ Town Clerk Re: CIP & Budget	0.25	\$ 125.00	\$ 31.25
2/11/22	Administration	Town of Yarrow Point	Stormwater Annual Clean and camera video review - 95th Ave NE	1.75	\$ 125.00	\$ 218.75
2/14/22	Administration	Town of Yarrow Point	Stormwater Annual Clean and camera video review - 95th Ave NE; make notes to repair broken sections	4.50	\$ 125.00	\$ 562.50
2/15/22	Administration	Town of Yarrow Point	Impromptu mtg at town hall with Webb Surveyor Re: 9001 NE 41st St storm drainage as-builts	0.25	\$ 125.00	\$ 31.25
2/15/22	Administration	Town of Yarrow Point	Final street deposit release form for 3801 95th Ave NE; coord w/ Austen for release of funds	0.25	\$ 125.00	\$ 31.25
2/15/22	Administration	Town of Yarrow Point	Phone conversation w/ Comcast - Ray Re: 9003 NE 41st cross bore status and his future replacement/ new role	0.25	\$ 125.00	\$ 31.25
2/15/22	Administration	Town of Yarrow Point	Review and file compaction test results and photos for 4218 94th Ave NE pavement restoration	0.25	\$ 125.00	\$ 31.25
2/15/22	Administration	Town of Yarrow Point	Send email to town clerk, Mayor, and Town Attorney Re: use of ARPA funds for stormwater project	0.25	\$ 125.00	\$ 31.25
2/15/22	Administration	Town of Yarrow Point	Review special meeting agenda for 2/28 and provide comments Re: stormwater utility board members needed	0.25	\$ 125.00	\$ 31.25
2/16/22	Administration	Town of Yarrow Point	Respond to email from Mayor Harris Re: status of 9000 NE 42nd Street paving	0.25	\$ 125.00	\$ 31.25
2/23/22	Administration	Town of Yarrow Point	Return email to PSE IntoLight Re: street light request for 4000-4700 95th Ave NE	0.25	\$ 125.00	\$ 31.25

Yarrow Point Invoice Detail

February 2022

Stacia K. Schroeder, PE
Northwest Civil Solutions, LLC
14251 131st Avenue NE Kirkland, WA 98034
EIN: 26-4149507 UBI: 602-884-283

2/23/22 Administration	Town of Yarrow Point	Read through Sally's Alley Concept Plan and reach out to John McGlenn for update	0.25 \$	125.00 \$	31.25
2/25/22 Administration	Town of Yarrow Point	Attend Special Meeting	1.00 \$	125.00 \$	125.00
Activity Subtotal for General Administration			21.50 \$	125.00 \$	2,687.50

Yarrow Point Invoice Detail

February 2022

Stacia K. Schroeder, PE
Northwest Civil Solutions, LLC
14251 131st Avenue NE Kirkland, WA 98034
EIN: 26-4149507 UBI: 602-884-283

TOWN REIMBURSED ACTIVITIES

Activity Total for Capital Improvement Projects	6.25	\$125.00	\$781.25
Activity Total for Applicant - Pre-apps/Plan Reviews/ Permits/ Inspections	31.75 \$	125.00	\$3,968.75
Activity Total for Reimbursed Categories	38.00 \$	125.00	\$4,750.00

TOWN GENERAL ADMINISTRATION ACTIVITIES

Activity Total for General Administration	21.50	\$125.00	\$2,687.50
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TOWN TOTAL FOR ALL ACTIVITIES

	59.50 \$	125.00	\$7,437.50
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Mona H. Green, Town Planner

PROFESSIONAL PLANNING SERVICE

February 2022

INVOICE #22547

Date		Type		Hours	Charge
02/01/22	9003 NE 41, Matthews: research; comm w arch, staff	Bldg	2022-03	1.25	168.75
02/01/22	9051 NE 37 Pl, Biege: t/conf contractor re revision; rev	Bldg	2021-02	0.50	67.50
02/01/22	3806 95 Ave NE, Wazeri: staff disc; revise package	Bldg	20-8200	0.50	67.50
02/03/22	4660 95 Ave NE, YPBC: status w agent	Bldg	20-8163	0.25	33.75
02/11/22	2822 - 88 Ave NE, Kim: rev file; site visit; approval	Fence	2022-01	1.00	135.00
	SUBTOTAL - BLDG/FENCE			3.50	472.50
02/02/22	9003 NE 37, Weber: follow up w arch (residence)	PreApp	2022-01	0.25	33.75
02/24/22	9127 NE 36, Yetter: e-mail; prep & mtg	PreApp	2022-02	1.00	135.00
	SUBTOTAL - PREAPP			1.25	168.75
02/01/22	3806 95 Ave NE, Wazeri: rev file; comm re status	Site	20-8201	0.50	67.50
02/03/22	9429 NE 40 St, Guralnick: rev, comment	Site	2022-04	0.50	67.50
02/15/22	9249 NE 40 St, Guralnick: revision, comment	Site	2022-04	0.50	67.50
02/28/22	4415 - 95 Ave NE, Clapp: new info; file	Site	2022-03	0.50	67.50
	SUBTOTAL - SITE			2.00	270.00
02/13/22	9003 NE 37 Pl, Weber: rev & analysis; issue DNS-M; ECY filing; notices	SEPA	2022-02	3.00	405.00
	SUBTOTAL - SEPA			3.00	405.00
02/25/22	9003 NE 37 Pl, Weber: rev file; prep notice	SDP	2022-02	1.00	135.00
	SUBTOTAL - SHORELINE SUBSTANTIAL DEVELOPMENT			1.00	135.00
02/11/22	9003 NE 41 St, Matthews: rev, prep SX	SX	2021-06	1.00	135.00
02/14/22	4415 91 Ave NE, Clapp: prep SX; e-mail	SX	2021-04	1.00	135.00
02/18/22	9009 NE 42, Belfiore: prep, issue SX	SX	2022-01	1.00	135.00
	SUBTOTAL - SHORELINE EXEMPTION			3.00	405.00
02/01/22	Tree code work			2.00	270.00
02/02/22	Mtg Town Hall			1.25	168.75
02/08/22	Tree code work; resident correspondence			1.25	168.75
02/08/22	Town Council mtg			2.00	270.00
02/09/22	PSRC re comp plan			0.50	67.50
02/14/22	PC matters			0.50	67.50
02/15/22	Shoreline memorandum			1.00	135.00
02/15/22	PC meeting			1.00	135.00
02/16/22	9001 NE 41: t/conf w arch	Pending		0.25	33.75
02/18/22	9330 NE 40: t/conf developer	Pending		0.25	33.75
02/22/22	T/conf re dev regs new waterfront residence	Pending		0.25	33.75
02/22/22	Tree code matters			1.00	135.00
02/23/22	Comp Plan			1.00	135.00

Mona H. Green, Town Planner

PROFESSIONAL PLANNING SERVICE

February 2022

INVOICE #22547

02/23/22	Tree code matters			0.25	33.75
02/28/22	Town Council mtg			2.00	270.00
02/28/22	9071 NE 34, Teo: t/conf, e-mail re pending	Pending		0.25	33.75
02/28/22	4402 - 94 Ave NE: site visit re tree code/pending	Pending		0.50	67.50
02/28/22	Mtgs/consults with staff, public throughout month			2.00	270.00
	SUBTOTAL - MISC			17.25	2328.75
	TOTAL			31.00	4185.00

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

Agenda Bill 22-21
March 8, 2022

NE 36th Street Engineering Design Proposal	Proposed Council Action: For approval.
Presented by:	Town Engineer, Stacia Schroeder, PE
Exhibits:	<ul style="list-style-type: none">Proposal from Gray & Osborne, Inc. (\$36,800.00)

Summary:

Gray & Osborne, Inc. submitted a proposal for the design work for Capital Improvement Project #1 – NE 36th Street.

The scope of work defined in Exhibit ‘A’ and estimated in Exhibit ‘B’ includes the following activities:

- Project Management and QA/QC
- Mapping
- Utility Coordination
- Preliminary Design
- Final Design
- Bid and Award Services; and
- Quality Assurance/ Quality Control

The recommendation is to approve the proposal for Gray & Osborne, Inc. to provide engineering services for the NE 36th Street project.

Recommended Action:

For approval.

**PROPOSAL AND CONTRACT
FOR
PROFESSIONAL ENGINEERING SERVICES**

**TOWN OF YARROW POINT
WASHINGTON**

MARCH 2022

G&O Job. No. PR224.09

**GRAY & OSBORNE, INC.
CONSULTING ENGINEERS**

**CONTRACT FOR
PROFESSIONAL ENGINEERING SERVICES**

THIS Contract, between the TOWN OF YARROW POINT, Washington, hereinafter called the "Agency"; and GRAY & OSBORNE, INC., Consulting Engineers, Seattle, Washington, hereinafter called the "Engineer".

WITNESSETH:

WITNESSETH THAT, the Agency now finds that it is in need for the engagement of professional engineering services. The purpose of this Contract is to define the scope of work to be performed, the conditions under which it shall be performed, and method of payment for professional engineering services authorized by the Agency.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties hereto do mutually agree as follows:

ARTICLE 1

EMPLOYMENT OF THE ENGINEER

The Agency, acting pursuant to its vested authority, does hereby engage the Engineer and the Engineer agrees to furnish the engineering services as requested by the Agency in connection with the NE 36th Street Stormwater Improvements, hereinafter also called the "Project." These services are outlined in this Contract and shall be undertaken upon request by the Agency to the Engineer.

ARTICLE 2

CHARACTER & EXTENT OF ENGINEERING SERVICES

Upon execution of this Contract, and authorization of the Agency to proceed, the Engineer shall provide engineering services more fully described in Exhibit "A." The Engineer shall provide and direct qualified personnel to perform the services required of and from it pursuant to the express terms of this Contract. The Engineer shall exercise the degree of skill and judgment normally exercised by recognized professional firms performing services of a similar nature and will perform the services to the reasonable satisfaction of the Agency.

The Engineer may employ competent professionals to assist in the completion of the work as described as scope of work and budget herein.

The information so secured by Engineer in its performance of the services shall be made available to the Agency and the Engineer for the use and development of the Agency's projects.

ARTICLE 3

SCOPE OF OWNER SERVICES

The AGENCY shall provide or perform the following:

Provide full information as to the Agency's requirements for the Project.

Assist the Engineer by making available all information in its possession pertinent to the site of the Project, including previous reports, drawings, plats, surveys, utility records, and any other data relative to the Project. Absent specific written direction to the contrary, the Engineer shall be entitled to rely upon the completeness and accuracy of such documentation unless that document would not be deemed complete or accurate by a reasonably professional engineer.

Examine all studies, reports, sketches, estimates, specifications, drawings, proposals, and other documents presented by the Engineer; provided, however, this examination is not expected to be performed by engineers or construction professionals, and the Agency is entitled to rely on Engineer's expertise.

ARTICLE 4

COMPENSATION

It is mutually agreed that the Agency will compensate the Engineer for services furnished based on the cost reimbursement method.

The total cost of these services shall not exceed the amount shown in Exhibit "B" without further written authorization by the Agency.

Total compensation is based on the following:

- (a) Cost Ceiling: The total amount of compensation for engineering services as described herein, and as further defined in letters or exhibits to this Contract including profit (fee), out-of-pocket expenses, direct labor costs, direct overhead and indirect overhead shall not exceed the total dollar cost agreed upon, without a formal amendment to this Contract.
- (b) Compensation Determination: Payment for work accomplished is on the basis of the Engineer's fully burdened labor cost plus direct non-salary costs.

1. Fully burdened labor costs are determined by multiplying the hours spent by employees on the project, times the employee's fully burdened billing rate. The fully burdened billing rates are identified on Exhibit "C" and include direct salary cost, overhead, and profit. Overhead includes federal, state, and local taxes; insurance and medical; professional development and education; vacations and holidays; secretarial and clerical work; GIS, CADD, and computer equipment; owned survey equipment and tools; attendance at non-project-specific public meetings for the purpose of keeping the public informed in regard to infrastructure improvements in the community and how the public will be affected; rent, utilities, and depreciation; office expenses; recruiting; professional services; incentive and retirement; and facilities cost of capital.
2. The direct non-salary costs are those costs directly incurred in fulfilling the terms of this Contract including, but not limited to travel, reproduction, supplies and fees for special professional services of outside consultants. If the Engineer is directed to employ special, professional expertise, the Agency will be billed by the Engineer for the special service invoiced amount plus ten percent (10%) for administrative overhead. The Engineer will obtain the Agency's prior written approval before employing such expertise.

Payment of compensation shall be upon submittal to the Agency of a bill by the Engineer at approximate monthly intervals for services rendered during the preceding time period.

The Agency may withhold payments otherwise due hereunder in the event of Engineer's failure to perform the services as required by this Contract, or for defective Services or not remedied, fines or penalties assessed, or damages incurred by the Agency caused or contributed to by the acts or omissions of Engineer.

The cost records and accounts pertaining to this Contract are to be kept available for inspection by representatives of the Agency for a period of three (3) years after final payment. In the event any audit or inspection identifies any discrepancy in the financial records, the Engineer shall provide clarification and/or make adjustments accordingly.

ARTICLE 5

ADDITIONAL WORK

If during the performance of this contract, or subsequent to completion of the work under this contract, other or additional services other than those previously specified, including but not limited to additions or revisions by the Agency are ordered in writing by the Agency, the Engineer agrees to provide the services and the Agency agrees to

compensate the Engineer under the same method of Compensation Determination described herein, to be determined at the time the additional services are ordered. The Engineer agrees not to proceed with the additional services until such time as the costs for the additional services have been approved by the Agency.

ARTICLE 6

PUBLIC RECORDS REQUESTS

The Engineer shall comply with Agency requests for documents which are the result of public records requests made under the Public Records Act. The Agency hereby acknowledges that gathering, copying and transmitting documents requested in this manner is Additional Work and agrees to compensate the Engineer accordingly.

ARTICLE 7

MAJOR REVISIONS

If, after the design has been approved by the Agency, and the Engineer has proceeded with the final design, and has performed work in processing same and the Agency authorizes new or substantially alters the design, the Agency will pay the Engineer a just and equitable compensation as mutually agreed upon by the Agency and the Engineer, or if an agreement cannot be reached within thirty (30) days, the parties shall attempt to agree on equitable compensation through mediation pursuant to Article 12.

ARTICLE 8

COST ESTIMATE

The Agency is herewith advised that the Engineer has no control over the cost of labor, material, and equipment, including the contractors' and suppliers' methods of producing and delivering such goods and services; or over the methods and styles of competitive bidding or market conditions; and, accordingly, the Engineer's cost estimates are made and furnished on the basis of its experience and qualifications and represent only its best judgment as a design professional and within its familiarity with the construction industry, and, as such, the Engineer cannot and does not warrant, in any other manner or style, the accuracy of the cost estimates, nor that the estimates will or will not vary significantly with bids received by or construction costs realized by the Agency.

ARTICLE 9

FACILITIES TO BE FURNISHED BY THE ENGINEER

The Engineer shall furnish and maintain a central office, work space and equipment suitable and adequate for the prosecution of the work that is normal to the functioning of an established operating engineering practice.

ARTICLE 10

OWNERSHIP OF PLANS

All reports, designs, drawings and specifications prepared by the Engineer, as provided under this Contract shall be and do become the property of the Agency upon payment to the Engineer of its compensation as set forth in this Contract. To the extent that any such materials do not qualify as a work made for hire under applicable law, and to the extent that such materials include or constitute trade secret, copyrightable or other protectable intellectual property, Engineer hereby assigns all right, title and interest of Engineer in such materials (including all related intellectual property rights) to the Agency upon payment of Engineer's compensation as set forth in this Contract. Reuse of any of the instruments of services of the Engineer by the Agency on extensions of this project or on any other project without the written permission of the Engineer shall be at the Agency's risk and the Agency agrees to defend, indemnify and hold harmless the Engineer from all claims, damages and expenses including attorney's fees arising out of such unauthorized reuse of the Engineer's instruments of service by the Agency or by others acting at the direction of the Agency.

ARTICLE 11

SEVERABILITY

If any provision of this Contract is held invalid, the remainder of this Contract shall not be affected thereby, if such remainder would then continue to conform to the terms and requirements of the applicable law.

ARTICLE 12

MEDIATION

All claims, disputes and other matters in question between Agency and Engineer shall, in the first instance, be subject to mediation. Either party may notify the other, by certified mail, of the existence of a claim or dispute. If such claim or dispute cannot promptly be resolved by the parties, either party may contact the Judicial Arbitration and Mediation Service, Inc., or any other recognized mediation service agreed to by the parties, to arrange for the engagement and appointment of a mediator for the purpose of assisting the parties to amicably resolve the claim or dispute. The cost of the mediator shall be borne equally by the parties. The Agency and Engineer further agree to cooperate fully with the appointed mediator's attempt to resolve the claim or dispute, and also agree that litigation may not be commenced, by either party, for a period of ninety calendar days following the receipt by the other party of the written notice of claim or dispute. This mediation provision may be asserted by either party as grounds for staying such litigation.

ARTICLE 13

ASSIGNABILITY

The Engineer shall not assign nor transfer any interest in this Contract without the prior written consent of the Agency.

ARTICLE 14

EQUAL EMPLOYMENT OPPORTUNITY

The Engineer agrees that it will not discriminate against any employee or applicant for employment because of race, religion, color, sex, age or national origin.

The parties hereby incorporate 41 C.F.R. 60-1.4(a)(7); 29 C.F.R. Part 471, Appendix A to Subpart A; 41 C.F.R.60-300.5(a)11; and 41 C.F.R. 60-741.5(a)6; if applicable.

This contractor and subcontractor shall abide by the requirements of 41 C.F.R. 60-300.5(a) and 41 C.F.R. 741.5(a). These regulations prohibit discrimination against qualified protected veterans, and qualified individuals on the basis of disability, respectively, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and qualified individuals with disabilities, respectively.

ARTICLE 15

COVENANT AGAINST CONTINGENT FEES

The Engineer warrants that no person or selling agency has been employed or retained to solicit or secure this Contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fees, excepting bona fide employees. For breach or violation of this warranty, the Agency shall have the right to annul this Contract without liability or in its discretion to deduct from the Contract price or consideration or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

ARTICLE 16

SAFETY

The duty and/or Services furnished hereunder by the Engineer, does not include a review of the adequacy of any contractor's safety measures in, on, or near a project construction site. The contractor alone shall have the responsibility and liability thereof, and shall be insured accordingly. Neither the activities of the Engineer, nor the presence of the Engineer's employees at a site, shall relieve the contractor of their obligations, duties, and responsibilities with any health or safety precaution required to ensure the safety of the jobsite.

ARTICLE 17

INDEMNITY AGREEMENT

The Engineer shall hold the Agency harmless from, and shall indemnify the Agency against, any and all claims, demands, actions or liabilities caused by or occurring by reason of any negligent act or omission of the Engineer, its agents, employees or subcontractors, arising out of or in connection with the performance of this Contract.

In those cases where damages have been caused by the concurrent negligence of the Agency and Engineer, its agents, employees or subcontractors the Engineer shall be required to indemnify the Agency for that portion of the damages caused by the negligence of the Engineer, its agents, employees or subcontractors.

The Engineer has no duty to indemnify the Agency where damages were caused by the sole negligence of the Agency.

Respecting claims asserted against the Agency by an employee of Engineer, this indemnification obligation shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for employees of indemnitor under worker's compensation acts, disability benefit acts or other employee benefit acts; provided further that Engineer waives any worker's compensation immunity under Title 51 of the Revised Code of Washington with respect to such claims of Engineer's employees against the Agency. **BOTH PARTIES ACKNOWLEDGE THAT THIS WAIVER WAS MUTUALLY NEGOTIATED.**

ARTICLE 18

INSURANCE

1. Public Liability

The Engineer shall provide evidence of comprehensive Public Liability and Property Damage Insurance which includes but is not limited to, operations of the Engineer, commercial general liability, and blanket limited contractual liability with limits of not less than:

COMPREHENSIVE GENERAL LIABILITY

Bodily Injury & Property Damage: \$1,000,000 each person
\$1,000,000 each occurrence
\$1,000,000 each aggregate

AUTOMOBILE LIABILITY

Bodily Injury: \$1,000,000 each person
\$1,000,000 each occurrence

Property Damage: \$1,000,000 single limit

The Agency shall be named as an additional insured as respects this Contract. In conjunction therewith, the Engineer shall furnish a certificate of such insurance to the Agency at the time of execution of this Contract. Each certificate shall disclose each applicable deductible and/or self-insured retention and shall contain a statement of the insurer's obligation to notify Agency at least thirty (30) days prior to cancellation, except for non-payment which shall be ten (10) days prior to cancellation. Any policy that provides the insurance required shall be endorsed to be primary to and noncontributory with any insurance maintained by the Agency. Any deductible amount or self-insured retention is the sole responsibility of Engineer.

B. Professional Liability

The Engineer shall provide Professional Errors and Omissions Liability Insurance which shall provide coverage for any negligent professional acts, errors or omissions for which the Engineer is legally responsible, with limits of not less than:

PROFESSIONAL ERRORS \$1,000,000 each occurrence
AND

OMISSIONS LIABILITY \$1,000,000 aggregate

The Engineer shall furnish a certificate of such insurance to the Agency at the time of execution of this Contract. Engineer shall maintain Professional Errors and Omissions Liability Insurance for six years after termination of this Agreement.

ARTICLE 19

STATUS OF ENGINEER

The Engineer is an independent contractor operating for its own account, and is in no way and to no extent an employee or agent of the Agency. The Engineer shall have the sole judgment of the means, mode or manner of the actual performance of this Contract. The Engineer, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing this Contract.

ARTICLE 20

CERTIFICATION OF ENGINEER

Attached hereto is Exhibit "D" Certification Regarding Debarment, Suspension and Other Responsibility Matters.

ARTICLE 21

CHOICE OF LAW/JURISDICTION/VENUE

This Contract shall be governed as to validity, interpretation, construction and effect, and in all other respects, by the laws of the State of Washington. Jurisdiction of any suit or action arising out of or in connection with this Contract shall be in the State of Washington, and the venue thereof be in the same County as the Agency.

ARTICLE 22

NOTICES

In every case where, under any of the provisions of this Contract or in the opinion of either the Agency or the Engineer or otherwise, it shall or may become necessary or desirable to make, give, or serve any declaration, demand, or notice of any kind or character or for any purpose whatsoever, the same shall be in writing, and it shall be sufficient to either (1) deliver the same or a copy thereof in person to the Mayor, if given by the Engineer, or to the President, Secretary, or receptionist or other person manning the front desk of the Engineer personally, if given by the Agency; or (2) mail the same or a copy thereof by registered or certified mail, postage prepaid, addressed to the other party at such address as may have theretofore been designated in writing by such party, by notice served in the manner herein provided, and until some other address shall have been so designated, the address of the Agency for the purpose of mailing such notices shall be as follows:

TOWN OF YARROW POINT
4030 95th Avenue NE
Yarrow Point, Washington 98004

and the address of the Engineer shall be as follows:

GRAY & OSBORNE, INC.
1130 Rainier Avenue South
Suite 300
Seattle, Washington 98144

ARTICLE 23

ATTORNEY'S FEES

The parties agree that in the event a civil action is instituted by either party to enforce any of the terms and conditions of this Contract, or to obtain damages or other redress for any breach hereof, the substantially prevailing party shall be entitled to recover from the other party, in addition to its other remedies, its reasonable attorney's fees in such suit or action and upon any appeal therefrom.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year written below.

ENGINEER: Gray & Osborne, Inc.

AGENCY: Town of Yarrow Point

By: _____
Michael B. Johnson
(Signature)

By: _____
(Signature)

Name/Title: Michael B. Johnson, P.E., President

Name/Title: _____
(Print)

Date: 3/1/22

Date: _____

"Equal Opportunity/Affirmative Action Employer"

EXHIBIT A

SCOPE OF WORK

TOWN OF YARROW POINT NE 36TH STREET STORMWATER PROJECT

In 2020, the Town of Yarrow Point completed a Comprehensive Stormwater Management Plan (CSWMP). The highest priority project is the NE 36th Street Stormwater project, which includes diverting a small portion of Basin G into Basin D (NE 36th Street) and replacing approximately 250 linear feet of 8-inch concrete storm drain pipe with 12-inch drain pipe. In addition, there are several catch basins that require replacement and an extension (approximately 180 linear feet) of the storm drainage system to serve a house on 90th Avenue NE. The Town now desires to have Gray & Osborne, Inc. (Engineer) prepare plans, specifications, and cost estimates to publicly bid storm drainage improvements and the associated pavement restoration on NE 36th Street. The Town has completed a topographical survey (PACE, 2021) and drain pipe sizing (CSWMP, 2020). This exhibit and the attached Exhibit B describe our scope of work and fee proposal for completing engineering design services for the NE 36th Street Stormwater Project (Project). This scope of work does not include construction management or inspection services.

SCOPE OF WORK

The Engineer will provide utility coordination and prepare plans, specifications, and engineering cost estimates (PS&E) for the Town to advertise, bid, award, and construct the Project. The Town desires to bid and construct the Project in 2022. The Engineer will utilize existing utility information, topographical survey, peak flow calculations, pipe video inspection, and other items already completed by the Town. Based on our understanding, the Engineer will provide the following engineering design services as described to provide the related work.

Task 1 – Project Management and Quality Assurance/Quality Control

Provide overall project management and oversight.

1. Provide overall project management and oversight of Gray & Osborne resources, monitor and manage budget, manage and oversee the schedule of deliverables, manage quality assurance/quality control (QA/QC) program, and provide client contact.
2. Oversee two in-house QA/QC meetings during the course of the Project. The meetings will include senior project staff and selected team members. The meetings serve to include constructability review, risk management assessment, and identification and pursuit of critical path items and other design criteria, as well as schedule, budget, and deliverables.

3. Ensure incorporation of relevant recommendations and suggestions into the final design resulting from QA/QC reviews.

Task 2 – Mapping

The Town will provide the electronic files of the topographic survey of the project area completed by PACE Engineers in 2021. No additional survey is anticipated or included in this scope of work. The Engineer shall be able to rely on the completeness and accuracy of the existing survey information provided by the Town for design purposes.

1. Utilize the existing survey information to establish vertical and horizontal control for survey and mapping at a scale of 1" = 20' horizontal and 1" = 5' vertical. Utilize the existing survey control information to identify a minimum of three survey control points for vertical and horizontal control within the project area.

Task 3 – Utility Coordination

Coordinate with all affected utilities during the course of project design, including engaging field personnel to assist with completion of stormwater design. It is assumed that up to two meetings with utility companies will be required to complete the design.

1. Request available utility record drawings, as-built drawings, mapping, etc., of sufficient detail to understand the type, size, and extent of utilities in the area.
2. Incorporate existing utility information into construction documents.

It is assumed the Town will coordinate with individual property owners regarding impacts to existing private amenities within the affected corridors.

Task 4 – Preliminary Design

Prepare preliminary plans, specifications, and engineering cost estimates for use in reviews by the Town and utilities.

1. Incorporate utility as-built information, survey data, and other available and relevant information into the development of a base map.
2. Superimpose proposed horizontal alignment and vertical profile onto the base map.
3. Prepare preliminary construction plans in Town-approved format including title sheet, legend, location and vicinity maps, survey control,

plan and profile sheets, pavement restoration, driveway and site restoration plans, and special notes and details.

It is assumed the road profiles will remain unchanged, and that road widening or the installation of curbs, gutters, sidewalks, etc., will not be included.

It is assumed roadway subgrade repairs are not necessary and roadway restoration will include a 3-inch asphalt patch over a 6-inch layer of compacted crushed surfacing.

4. Prepare draft specifications in WSDOT format referencing the 2022 Standard Specifications and Amendments thereto. Specifications to include Town-approved proposal, contract, and bonding documents.
5. Calculate preliminary bid quantities and prepare preliminary construction cost estimate.
6. Conduct QA/QC meeting.
7. Meet with the Town to present and review preliminary plans and specifications. Provide plans to utility companies, as required.
8. Incorporate relevant review comments from Town and QA/QC into final drawings and specifications.

Task 5 – Final Design

Prepare final plans, specifications, and engineering cost estimates for use as bid documents suitable for bidding, award, and construction of the Project.

1. Prepare final construction plans in Town-approved format including plan and profile sheets and special details. The final design will be the result of Town and utility review and direction. Restoration plans will only include restoration of affected areas located within the public rights-of-way of NE 36th Street and 92nd Avenue NE.
2. Prepare final specifications in WSDOT format including proposal, contract, and bonding documents.
3. Calculate final quantities and prepare final construction cost estimate.
4. Conduct a final QA/QC meeting.
5. Meet with the Town to present and review final plans and specifications. Provide final plans to utility companies, as required.

6. Revise plans and specifications to reflect relevant review comments and prepare final plans and specifications for public bidding.

Task 6 – Bid and Award Services

Assist the Town during the bid and award phases.

1. Answer bid inquiries.
2. Prepare and distribute any bid addenda as may be required.
3. Review bids and bidder's qualifications.
4. Prepare the letter of recommendation for award.

Task 7 – Quality Assurance/Quality Control

Implement a QA/QC program.

1. Oversee two in-house QA/QC meetings during the course of the Project. The meetings will include senior project staff and selected team members. The meetings serve to include constructability review, risk management assessment, and identification and pursuit of critical path items and other design criteria, as well as schedule, budget, and deliverables.
2. Ensure incorporation of relevant recommendations and suggestions into the final design resulting from QA/QC reviews.

DELIVERABLES

At the conclusion of the design effort and during the course of the project as applicable, the Engineer will deliver to the Town and utilities the following documents:

- One electronic set of the preliminary plans (AutoCAD/Civil 3D and PDF) and cost estimate (PDF).
- One electronic set of preliminary project specifications (PDF).
- One electronic set of the final plans (AutoCAD/Civil 3D and PDF) and cost estimate (PDF).
- One electronic set of final project specifications (PDF).
- Four paper sets of project specifications and full-size construction drawings.

BUDGET

The maximum amount payable to the Engineer for completion of work associated with this scope of work, including contingencies, salaries, overhead, direct non-salary costs, and net fee, will not be exceeded without prior written authorization of the Town. The budget amount assumes that the design and bidding of the Project will be complete by July 2022.

PROJECT ASSUMPTIONS REGARDING TOWN RESPONSIBILITIES

This scope of work and the resulting maximum amount payable are based on the following assumptions and those stated Town responsibilities provided elsewhere in this scope as required for the design of the project. Changes in these assumptions and responsibilities may cause a change in scope of the services being offered and result in a corresponding adjustment of the contract price.

1. Town will perform the required duties necessary to advertise and solicit bids for the Project.
2. All work will be performed on land owned by the Town or land for which the Town has easement rights; therefore, no work is included for identifying needed easements or property acquisitions, and no work is included for preparing legal descriptions, property map exhibits, or temporary or permanent easements. Any work associated with negotiating and acquiring easements from affected property owners will be conducted by the Town.
3. Access onto all necessary private and public properties will be made available by the Town.
4. The Town will process SEPA for the project, including determination, advertisement, and publication of required SEPA documentation. A Town right-of-way use permit is required, but application will be made by the Town.
5. The Town will provide overall coordination and approval of the product deliverables, including timely review of all submittals.
6. The Town will facilitate any public meetings, and arrange for location(s) to convene such workshops and meetings, and pay any costs, if any, for the rental of such location(s).
7. Geotechnical exploration or investigation is not included in the scope of work. It is assumed that soils in the area are sufficient for typical utility and pavement construction. Pavement restoration work is assumed to include only asphalt patching of trenches.

8. It is assumed that the downstream conveyance system has adequate capacity and also that the drain pipe sizes have been predetermined from prior analyses, and therefore, a downstream analysis or hydrologic/hydraulic analysis is not required. It is assumed that the information contained in the 2020 Town of Yarrow Point Comprehensive Stormwater Management Plan is sufficient and correct for design purposes. Further, it is assumed that design or sizing of additional storm drainage treatment or flow control facilities is not required.
9. It is assumed that the existing stormwater outfall into Lake Washington is adequate in size and in sufficient condition to continue to serve as the discharge for the system and that no environmental studies or permitting will be required for the Project.
10. Funding for this Project, at this time, has been designated from local funds.

EXHIBIT B

ENGINEERING SERVICES SCOPE AND ESTIMATED COST

Town of Yarrow Point - NE 36th Street Stormwater Improvements

Tasks	Principal Hours	Project Manager Hours	Civil Engineer Hours	AutoCAD/ GIS Tech./ Eng. Intern Hours	Professional Land Surveyor Hours
1 Project Management and QA/QC	12				
2 Mapping		4	4	4	2
3 Utility Coordination		8	8	4	
4 Preliminary Design	8	16	48	32	2
5 Final Design	8	8	32	24	2
6 Bid and Award Services	2	4	4	2	
7 Quality Assurance/Quality Control	4	4	4	4	
Hour Estimate:	34	44	100	70	6
Estimated Fully Burdened Billing Rate:*	\$185	\$180	\$140	\$105	\$175
Fully Burdened Labor Cost:	\$6,290	\$7,920	\$14,000	\$7,350	\$1,050

Total Fully Burdened Labor Cost: \$ 36,610

Direct Non-Salary Cost:

Mileage & Expenses (mileage @ current IRS rate) \$ 120

Printing \$ 70

TOTAL ESTIMATED COST: \$ 36,800

* Actual labor cost will be based on each employee's actual rate. Estimated rates are for determining total estimated cost only. Fully burdened billing rates include direct salary cost, overhead, and profit.

EXHIBIT “C”

GRAY & OSBORNE, INC.

**PROFESSIONAL ENGINEERING SERVICES CONTRACT
FULLY BURDENED BILLING RATES*
THROUGH JUNE 15, 2022****

<u>Employee Classification</u>	<u>Fully Burdened Billing Rates</u>		
AutoCAD/GIS Technician/Engineering Intern	\$ 50.00	to	\$150.00
Electrical Engineer	\$120.00	to	\$195.00
Structural Engineer	\$110.00	to	\$190.00
Environmental Technician/Specialist	\$ 83.00	to	\$151.00
Engineer-In-Training	\$ 95.00	to	\$155.00
Civil Engineer	\$110.00	to	\$145.00
Project Engineer	\$125.00	to	\$160.00
Project Manager	\$140.00	to	\$215.00
Principal-in-Charge	\$145.00	to	\$215.00
Resident Engineer	\$122.00	to	\$167.00
Field Inspector	\$ 95.00	to	\$154.00
Field Survey (2 Person)***	\$180.00	to	\$270.00
Field Survey (3 Person)***	\$300.00	to	\$380.00
Professional Land Surveyor	\$125.00	to	\$175.00
Secretary/Word Processor***	N/A		

* Fully Burdened Billing Rates include overhead and profit.

** Updated annually, together with the overhead.

All actual out-of-pocket expenses incurred directly on the project are added to the billing. The billing is based on direct out-of-pocket expenses; meals, lodging, laboratory testing and transportation. The transportation rate is \$0.58 per mile or the current maximum IRS rate without receipt IRS Section 162(a).

***Administration expenses include secretarial and clerical work; GIS, CADD, and computer equipment; owned survey equipment and tools (stakes, hubs, lath, etc. – Note: mileage billed separately at rate noted); miscellaneous administration tasks; facsimiles; telephone; postage; and printing costs, which are less than \$150.

EXHIBIT “D”

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

3. The Engineer, Gray & Osborne, Inc., certifies to the best of its knowledge and belief, that it and its principals:
- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - Have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission or fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (I)(B) of this certification; and
 - Have not within a 3-year period preceding this application/proposal had one or more public transactions (federal, state, or local) terminated for cause or default.



Michael B. Johnson, P.E., President
Gray & Osborne, Inc.

3/1/22

Date

The Agency may confirm the Engineer’s suspension or debarment status on General Services Administration Excluded Parties List System website: www.epls.gov.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/1/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners of Washington, LLC PMB #369, 19689 7th Ave NE, Ste 183 Poulsbo WA 98370	CONTACT NAME: Allison Barga PHONE (A/C No. Ext): 360-626-2007 E-MAIL ADDRESS: allison.barga@assuredpartners.com		FAX (A/C, No): 360-626-2007
	INSURER(S) AFFORDING COVERAGE		
INSURED Gray & Osborne Inc 1130 Rainier Avenue South, Suite 300 Seattle WA 98144	INSURER A: The Charter Oak Fire Insurance Company		NAIC # 25615
	INSURER B: The Travelers Indemnity Company of Connecticut		25682
	INSURER C: Travelers Property Casualty Company of America		25674
	INSURER D: Travelers Casualty and Surety Company		19038
	INSURER E:		
	INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 536541646

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> OCP/XCU/BFPD <input checked="" type="checkbox"/> Separation Instds GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			6808N74449A	9/10/2021	9/10/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA8P536892	9/10/2021	9/10/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP8N747012	9/10/2021	9/10/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			6808N74449A	9/10/2021	9/10/2022	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER WA Stop Gap E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liab: Claims Made Pollution Liab: Occurrence Form			105339819	9/10/2021	9/10/2022	\$1,000,000 Per Claim \$1,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project: NE 36th St SW Improvements
 The certificate holder is an additional insured per the attached.

CERTIFICATE HOLDER**CANCELLATION**

TOWN OF YARROW POINT
 4030 95th Avenue NE
 Yarrow Point WA 98004

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED (ARCHITECTS, ENGINEERS AND SURVEYORS)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

1. The following is added to SECTION II – WHO IS AN INSURED:

Any person or organization that you agree in a "written contract requiring insurance" to include as an additional insured on this Coverage Part, but:

- a. Only with respect to liability for "bodily injury", "property damage" or "personal injury"; and
- b. If, and only to the extent that, the injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the "written contract requiring insurance" applies, or in connection with premises owned by or rented to you.

The person or organization does not qualify as an additional insured:

- c. With respect to the independent acts or omissions of such person or organization; or
- d. For "bodily injury", "property damage" or "personal injury" for which such person or organization has assumed liability in a contract or agreement.

The insurance provided to such additional insured is limited as follows:

- e. This insurance does not apply on any basis to any person or organization for which coverage as an additional insured specifically is added by another endorsement to this Coverage Part.
- f. This insurance does not apply to the rendering of or failure to render any "professional services".
- g. In the event that the Limits of Insurance of the Coverage Part shown in the Declarations exceed the limits of liability required by the "written contract requiring insurance", the insurance provided to the additional insured shall be limited to the limits of liability required by that "written contract requiring insurance". This endorsement does not increase the limits of insurance described in Section III – Limits Of Insurance.

- h. This insurance does not apply to "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the "written contract requiring insurance" specifically requires you to provide such coverage for that additional insured, and then the insurance provided to the additional insured applies only to such "bodily injury" or "property damage" that occurs before the end of the period of time for which the "written contract requiring insurance" requires you to provide such coverage or the end of the policy period, whichever is earlier.

2. The following is added to Paragraph 4.a. of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:

The insurance provided to the additional insured is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured for a loss we cover. However, if you specifically agree in the "written contract requiring insurance" that this insurance provided to the additional insured under this Coverage Part must apply on a primary basis or a primary and non-contributory basis, this insurance is primary to other insurance available to the additional insured which covers that person or organizations as a named insured for such loss, and we will not share with the other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and
- (2) The "personal injury" for which coverage is sought arises out of an offense committed;

after you have signed that "written contract requiring insurance". But this insurance provided to the additional insured still is excess over valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured when that person or organization is an additional insured under any other insurance.

COMMERCIAL GENERAL LIABILITY

3. The following is added to Paragraph 8., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

We waive any right of recovery we may have against any person or organization because of payments we make for "bodily injury", "property damage" or "personal injury" arising out of "your work" performed by you, or on your behalf, done under a "written contract requiring insurance" with that person or organization. We waive this right only where you have agreed to do so as part of the "written contract requiring insurance" with such person or organization signed by you before, and in effect when, the "bodily injury" or "property damage" occurs, or the "personal injury" offense is committed.

4. The following definition is added to the **DEFINITIONS** Section:

"Written contract requiring insurance" means that part of any written contract under which you are required to include a person or organization as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs and the "personal injury" is caused by an offense committed:

- a. After you have signed that written contract;
- b. While that part of the written contract is in effect; and
- c. Before the end of the policy period.

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

Agenda Bill 22-22
March 8, 2022

Flock Safety camera location facing south on 92nd Ave NE – cost options	Proposed Council Action: For approval.
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Presented by:	Deputy Clerk Austen Wilcox
Exhibits:	<ul style="list-style-type: none">• Flock pricing options to purchase 1 additional camera.• Flock fee schedule to move a camera to a new location.

Summary:

At the February 8 regular Council meeting, Lieutenant Hanson discussed the need for a camera facing south to capture vehicles’ rear license plates exiting Yarrow Point on 92nd Ave NE.

Staff received pricing options to add one additional camera, or transfer a current camera to the location on 92nd Ave NE.

Recommended Action:

For approval.



MOST POPULAR

Sparrow

1 camera

\$1,900/yr*

\$350 implementation fee
per camera

- LPR evidence within 3hrs
- Free cloud storage for 7 days
- Install anywhere
- Maintenance Free
- Amazon-like search
- Protects Privacy
- Used by Police

Sparrow Real-time

1 camera

\$2,400/yr*

\$350 implementation fee
per camera

Everything in Standard and:

- Cloud storage for 30 days
- Real-time access to evidence
- Real-time alerts sent to police
 - NCIC
 - NCMEC
 - Custom

*24 month agreement.

Professional Services Schedule:

- Camera relocation, existing pole non-AC powered | **\$350**
- Camera relocation, Flock pole and/or AC powered | **\$750**
- Camera replacement as a result of vandalism, theft, or damage | **\$500**
- Pole replacement as a result of vandalism, theft, or damage | **\$500**
- Trip charge | **\$350**

Examples:

Angle adjustment (elective)

Install additional Flock signage

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

Agenda Bill 22-23
March 8, 2022

Council liaison for Planning Commission	Proposed Council Action: For approval.
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Presented by:	Mayor Harris
Exhibits:	Resolution 359

Summary:

Select Councilmember Scandella as the Planning Commission liaison.

Recommended Action:

Approve Resolution 359.

**TOWN OF YARROW POINT
RESOLUTION NO. 359**

**A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF YARROW POINT, WASHINGTON,
APPROVING A LIAISON TO THE TOWN PLANNING
COMMISSION**

WHEREAS, the Yarrow Point Town Council desires to select one from among its number to be a member of the Town's Planning Commission, ex officio, to act as liaison between the town council and the Planning Commission; and

WHEREAS, the Town Council selects Councilmember Carl Scandella to serve as the Town Council's ex officio member to the Planning Commission.

NOW THEREFORE, THE TOWN COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Councilmember Scandella is hereby selected to serve as the Town Council's ex officio member of the Planning Commission, and to serve as liaison with only voting rights on the Planning Commission only where his vote will break a tie.

Section 2. Should Councilmember Scandella's status as a member of on the Town Council cease for any reason, then his status as an ex officio member of the Planning Commission shall likewise be terminated.

Section 3. This resolution shall take effect immediately.

RESOLVED THIS 8th DAY OF MARCH 2022.

Katy K Harris, Mayor

ATTEST:

Bonnie Ritter, Town Clerk-Treasurer

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

Agenda Bill 22-24
March 8, 2022

Council liaison for Park Board	Proposed Council Action: For approval.
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Presented by:	Mayor Harris
Exhibits:	Resolution 360

Summary:

Select Councilmember Kathy Smith as the Park Board liaison.

Recommended Action:

Approve Resolution 360.

**TOWN OF YARROW POINT
RESOLUTION NO. 360**

**A RESOLUTION OF THE TOWN COUNCIL OF THE
TOWN OF YARROW POINT, WASHINGTON,
APPROVING A LIAISON TO THE TOWN PARK
COMMISSION**

WHEREAS, Yarrow Point Municipal Code Section 2.32.040 states that the town council shall select one from among its number to be a member of the park board, ex officio, to act as liaison between the town council and the Park Board; and

WHEREAS, the Town Council selects Councilmember Kathy Smith to serve as the Town Council's ex officio member to the Park Board.

NOW THEREFORE, THE TOWN COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Councilmember Smith is hereby selected to serve as the Town Council's ex officio member of the Park Board.

Section 2. Should Councilmember Smith's status as a member of the Town Council cease for any reason, her status as an ex officio member of the Park Board shall likewise be terminated.

Section 3. This resolution shall take effect immediately.

RESOLVED THIS 8th DAY OF MARCH 2022.

Katy K Harris, Mayor

ATTEST:

Bonnie Ritter, Town Clerk-Treasurer

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

Agenda Bill 22-25
March 8, 2022

Little Lending Library	Proposed Council Action: For approval.
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Presented by:	Councilmember Kathy Smith
Exhibits:	None.

Summary:

The Park Board is seeking Council permission to permit the placement of Little Libraries at Town Hall and Road End Beach contingent upon design and location approval.

Recommended Action:

For approval.

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

Agenda Bill 22-26
March 8, 2022

Condemnation of Russian invasion of Ukraine	Proposed Council Action: For approval.
Presented by:	Mayor Harris
Exhibits:	Resolution No. 361

Summary:

An emergency Resolution strongly condemning the Russian invasion of Ukraine, denouncing Russian President Vladimir Putin's years-long aggression against this sovereign country, supporting Ukraine and the Ukrainian people, and encouraging the United States and its partners to continue the exceptionally strong sanctions against Russia.

Recommended Action:

For approval.

**TOWN OF YARROW POINT
RESOLUTION NO. 361**

**AN RESOLUTION OF THE TOWN COUNCIL OF THE TOWN
OF YARROW POINT, WASHINGTON, STRONGLY
CONDEMNING THE RUSSIAN INVASION OF UKRAINE,
DENOUNCING RUSSIAN PRESIDENT VLADIMIR PUTIN'S
YEAR-LONG AGGRESSION AGAINST THIS SOVEREIGN
COUNTRY, SUPPORTING UKRAINE AND THE UKRAINIAN
PEOPLE, AND ENCOURAGING THE UNITED STATES AND
ITS PARTNERS TO CONTINUE THE EXCEPTIONALLY
STRONG SANCTIONS AGAINTS RUSSIA.**

WHEREAS, on February 24, 2022, after months of troop and tank buildups, Russia began shelling and rocket attacks on several major cities in Ukraine, including its capital, Kyiv; and

WHEREAS, these Russian troops have met with strong and courageous opposition from the Ukrainian military and citizen-resistance; and

WHEREAS, Russian President Vladimir Putin has long expressed ambitions to control Ukraine after the fall of the Soviet Union and more recently after many countries in Eastern and Central Europe, once part of the Soviet bloc, proceeded toward democratic governments and joined alliances with western European nations; and

WHEREAS, Ukraine has been at war with Russia since 2014, when Mr. Putin illegally annexed the Crimea region of Ukraine after it's pro-Russian president was ousted; two other regions in Ukraine are controlled by separatist forces backed by Mr. Putin, who have waged protracted fighting against the Ukrainian military; Mr. Putin refuses to acknowledge the inviolability of Ukraine's sovereign territory and the legitimacy of their democratically-elected leadership; and

WHEREAS, over the last week, the United States and its Western European allies have announced strong measures that undoubtedly will cause Moscow to suffer economically even as it struggles to tame Ukraine militarily: from new weapons transfers to anti-corruption punishments to powerful sanctions on Russian banks to the closing of the European Union's airspace to Russian flights; and

WHEREAS, residents and employees of the Town of Yarrow Point are directly and indirectly affected by this senseless war; and

WHEREAS, this Council stands with Ukrainian President Volodymyr Zelenskyy who has stated "I am pleased even more allies have come forward with defensive and humanitarian aid. We must stand with the Ukrainian people as they defend their country and democracies everywhere"; and

WHEREAS, this resolution constitutes an emergency measure for the immediate preservation of public peace, property, health or safety, now, therefore,

BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF YARROW POINT, WASHINGTON:

Section 1. That this Council strongly condemns the Russian invasion of Ukraine, denounces Vladimir Putin's years-long aggression against this sovereign country, supports Ukraine and the Ukrainian people, and encourages the United States and its partners to continue the exceptionally strong sanctions against Russia.

Section 2. That the Town of Yarrow Point Clerk is directed to transmit copies of this resolution to United States President Joe Biden, Washington State Governor Jay Inslee, and all members of the United States Congress including Washington State Senators Maria Cantwell and Patty Murray.

Section 3. That this resolution is hereby declared to be an emergency measure and, provided it receives the affirmative vote of two-thirds of all the members elected to Council, it shall take effect and be in force immediately upon its adoption and approval by the Mayor; otherwise it shall take effect and be in force from and after the earliest period allowed by law.

Katy K Harris, Mayor

ATTEST:

Bonnie Ritter, Town Clerk-Treasurer

Town Council Project Tracking Sheet



Project Number	Project Description	Status	Priority	Lead person	Date/year started	Updated	Date/year Complete	Comments
21-01	Park Board Improvements to Sally's Alley	Ongoing		John McGlenn/PB	10/21/22	2/22/22		John McGlenn and PB working on plans
21-02	Private Property Tree Code Communication to residents & implementation	Completed	High	Mayor/Attorney/Staff	9/21/21	2/1/22	2/23/22	Sent communication via snail mail/email to residents informing them of the new tree code, including FAQ's and reference to website for complete ROW & private property tree codes.
21-05	Parking Overhaul; separate Construction Parking and ROW Pa	Future	High	Staff/Town Planner/Attorney	10/21/21	11/12/21		OLD: The PC has been tasked to research ROW parking. Mayor Cahill reported there is \$95,000.00 in the budget to make ROW parking improvements.
21-07	Emergency preparedness	Future		Mayor & staff				Summer
21-08	Ongoing maintenance to Town Hall	Ongoing		Mayor & staff		3/2/22		Re-staining Town Hall has been deferred to spring of 2022. The roof was cleaned and walkway pressured washed on 3/2.
22-02	4 street lights on north end of 92nd Ave NE	Started		Staff	1/22/22	1/25/22		4th light (SLAT4769) out again.
22-03	Add additional streetlights on 95th Ave NE	Started		Town Engineer	1/22/22	2/3/22		Councilmember Porter stated there are not enough streetlights on 95 th . Ask PSE to install more lights on 95 th . Town Engineer Schroeder has contacted PSE to add 6 additional lights to 95th.
22-04	Traffic backups on roundabout	Started	Future topic	Mayor/Clyde Hill/WSDOT	1/22/22	2/1/22		Councilmember discussed traffic backups off the freeway and roundabout due to a school buses and parents. Work with WSDOT and Clyde Hill to improve pedestrian safety and traffic @ roundabout.
22-05	Addition of one Flock Safety LPR camera to capture vehicles exiting the Point on 92nd	Started	High	Staff	2/8/22			Staff has contacted Flock and will present cost options at the March 8 meeting.
22-06	Follow up with WSDOT regarding restoration to roundabout due to truck accident in December	Started		Staff	2/10/2022	2/22/2022		Under way
22-07	Sport Court refinishing	Started		Austen	2/10/22			The sport court needs to be resurfaced. Last resurfaced July 2019. Several options will be presented at April meeting.
22-08	Roundabout Safety	Started	Future topic	Mayor & Council	1/11/22	2/1/22		Roundabout pedestrian safety concerns. Consider a barrier between the pathway and roadway (this could include plantings.)
22-09	Acquisition of iPads or other electronic device for Council	Started		Staff	2/28/22			Staff is researching costs for iPads for Council to eliminate the hard copy Council packets and to follow best PRA practices.

Town Council Project Tracking Sheet



Project Number	Project Description	Status	Priority	Lead person	Date/year started	Updated	Date/year Complete	Comments
22-10	Join Twitter to post Town news & notices	Started		Staff	2/28/22	3/7/22	3/7/2022	Research the option to join Twitter as another place to broadcast Town related news and notices. Staff created a Twitter account on 3/7 and will post news and notices to this additional media source.
22-11	Safe corner passing NE 40th/95th	Started		Staff & Park Board	3/3/22			Planning walking path around corner on Buchanan's property and ROW.
Last update: 3/7/2022								