



CITY OF LAKE FOREST PARK CITY COUNCIL REGULAR MEETING

Thursday, September 10, 2026 at 7:00 PM

Meeting Location: In Person and Virtual / Zoom

17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY:

Please note, this link works for both the Budget & Finance Meeting (6:00 p.m.) and Regular Meeting (7:00 p.m.).

**Join Zoom Webinar: <https://us06web.zoom.us/j/89716009522>
Call into Webinar: 253-215-8782 | Webinar ID: 897 1600 9522**

The City Council is providing opportunities for public comment by submitting a written comment or by attending in person to provide oral public comment.

HOW TO PARTICIPATE WITH ORAL COMMENTS:

If you are attending the meeting in person, there is a sign-in sheet located near the entrance to the Council Chambers. Simply fill the form out and the Mayor will call your name at the appropriate time. Oral comments are limited to 3:00 minutes per speaker. Oral comments are not being accepted via Zoom.

The meeting is being recorded.

HOW TO SUBMIT WRITTEN COMMENTS:

Written comments will be submitted to the Council if received by 5:00 p.m. on the date of the meeting; otherwise, they will be provided to the City Council the next day. The City Clerk will read your name and subject matter into the record during Public Comments.

As allowed by law, the Council may add and take action on items not listed on the agenda. For up-to-date information on agendas, please visit the City's website at www.cityofflp.gov

Meetings are shown on the city's website and on Comcast channel 21 for subscribers within the Lake Forest Park city limits.

AMENDED

AGENDA

1. CALL TO ORDER: 7:00 PM
2. PLEDGE OF ALLEGIANCE
3. ADOPTION OF AGENDA
4. PUBLIC COMMENTS

The Council will not be accepting online public comments. Comments are limited to a three (3) minute time limit.

This is an opportunity for the public to address the City Council on any item within its purview or control.

- *Oral public comments are only accepted in person to ensure the orderly conduct of the meeting.*
- *Speakers are limited to three (3) minutes.*
- *Councilmembers may not respond during public comments, but may ask staff to follow up, if appropriate.*
- *Public comments may not be used to promote or oppose candidates for public office or ballot measures.*
- *The Mayor or presiding officer may interrupt comments that violate these instructions, are unrelated to the Council's purview or control, or otherwise hinder the orderly conduct of the meeting.*

5. PROCLAMATIONS

- A. Recognizing September 11, 2026 as Patriot Day and a Day of Service and Remembrance

6. PRESENTATIONS

- A. AMENDED - Capital Improvement Plan - Budget Review for 2027-2028**

7. CONSENT CALENDAR

The following items are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which case the item will be removed from the Consent Calendar in its normal sequence on the agenda.

- A. August 13, 2026 City Council Regular Meeting Minutes
- B. City Expenditures for the Period Ending August 27, 2026 (*pre-paid*)
- C. City Expenditures for the Period Ending September 10, 2026

- D. Resolution 26-2096/Authorizing Mayor to Sign the Interagency Agreement between the Washington State Administrative Office of the Courts and the Lake Forest Park Municipal Court for the Language Access and Interpreter Reimbursement Program for the period 2026-2027 (*First Presentation/Action*)

8. OLD BUSINESS

- A. Resolution 26-2093 and Resolution 26-2094/Authorizing the Mayor to sign Professional Service Agreements with Facet NW, Inc. for on-call arborist support services and arborist services to support the Sound Transit Bus Rapid Transit (ST3) permit review (Second Presentation)

9. NEW BUSINESS

- A. Resolution 26-2097/Confirming the appointment of Leslie Peterson as the Finance Director
- B. Resolution 26-2098/Authorizing the Mayor to Sign a Professional Services Agreement with Skillings, Inc. for 100% Design of the Beach Drive Lift Station Project (First Presentation)

10. COUNCIL DISCUSSION AND ACTION

11. COUNCILMEMBER REPORTS

12. MAYOR'S REPORT

13. CITY ADMINISTRATOR'S REPORT

- A. September 10, 2026 City Administrator's Report

14. OTHER BUSINESS

15. ADJOURN

FUTURE SCHEDULE

- Thursday, September 17, 2026, 6:00 p.m. Budget & Finance Committee Meeting – *hybrid meeting (City Hall and via Zoom)*

- Monday, September 21, 2026, 6:00 p.m. Committee of the Whole Meeting – *hybrid meeting (City Hall and via Zoom)*

- Thursday, September 24, 2026, 6:00 p.m. City Council Special Work Session – *hybrid meeting (City Hall and via Zoom)*

- Thursday, September 24, 2026, 7:00 p.m. City Council Regular Meeting – *hybrid meeting (City Hall and via Zoom)*

- Monday, September 28, 2026, 6:00 p.m. City Council Special Meeting – *hybrid meeting (City Hall and via Zoom)*

As allowed by law, the Council may add and take action on items not listed on the agenda.

Any person requiring a disability accommodation should contact city hall at 206-368-5440 by 4:00 p.m. on the day of the meeting for more information.



PROCLAMATION

WHEREAS, this year marks the 25th anniversary of September 11, 2001, when our nation faced an unprecedented attack on U.S. soil, and the American people responded with remarkable courage and heroism; and

WHEREAS, in the aftermath of this tragedy, Americans came together, demonstrating unity and compassion as they supported one another, grieved together, and began the challenging task of rebuilding their communities, neighborhood by neighborhood; and

WHEREAS, on December 18, 2001, the United States Congress passed a joint resolution designating September 11 as Patriot Day to honor and remember the individuals who lost their lives as a result of the terrorist attacks; and

WHEREAS, in 2002, family members of the victims, first responders, and others established "9/11 Day" to ensure that the anniversary of the September 11 attacks would be marked by acts of service and volunteerism, fulfilling the commitment to "Never Forget"; and

WHEREAS, on April 21, 2009, Congress passed the Serve America Act, designating September 11 as an annual "National Day of Service and Remembrance" and entrusted the AmeriCorps agency with leading this nationwide initiative; and

WHEREAS, on the anniversary of the September 11 attacks, it is fitting to honor the resilience and strength of the American people through acts of service to our nation and local communities; and

WHEREAS, by participating in this National Day of Service and Remembrance, we pay homage to those who lost their lives or were injured, recognize the bravery of first responders and those who continue to serve our country, including active duty and reserve soldiers, veterans, and their families; and

WHEREAS, numerous organizations—including nonprofits, faith-based groups, public agencies, educational institutions, private businesses, and individuals—are organizing activities across the nation to observe September 11 as a day of service.

NOW, THEREFORE, the Mayor and City Council of the City of Lake Forest Park, do hereby proclaim September 11, 2026 as

PATRIOT DAY and a NATIONAL DAY OF SERVICE AND REMEMBRANCE

in the City of Lake Forest Park and encourage all members of the community to honor the fallen and celebrate the enduring American spirit of resilience through acts of service.

Signed this 10th day of September 2026

Tom French, Mayor

CITY OF LAKE FOREST PARK
CITY COUNCIL REGULAR MEETING MINUTES
August 13, 2026

It is noted that this meeting was held in person in the City Council Chambers and remotely via Zoom.

Councilmembers present: Tracy Furutani, Deputy Mayor; Larry Goldman, Vice Chair; Paula Goode, Matt Muilenburg (via Zoom), Semra Riddle, Josh Rosenau, Ellyn Saunders (via Zoom)

Councilmembers absent: none

Staff present: Tom French, Mayor; Phillip Hill, City Administrator; Kim Adams Pratt, City Attorney; Diego Zanella, Interim Police Chief; Mark Hofman, Community Development Director; Matt McLean, City Clerk

Others present: 21 visitors

CALL TO ORDER

Mayor French called the regular City Council meeting of August 13, 2026, to order at 7:01 p.m.

FLAG SALUTE

Mayor French led the Pledge of Allegiance.

ADOPTION OF AGENDA

Cmbr. Riddle moved to adopt the agenda as presented. **Cmbr. Goode seconded. The motion to adopt the agenda as presented carried unanimously.**

PUBLIC COMMENTS

Mayor French invited comments from the public.

Philip Nelson provided comments questioning why the L90 culvert project item was removed from the agenda.

Andrew Olson provided comments regarding the L90 culvert project; it seems like a solution looking for a problem.

Don Fiene provided comments in support of staying true to the three-touch rule.

Jeff & Rhonda Okezaki provided comments against any work happening on the L90 culvert.

Melanie Rodger provided comments against making NE 185th St into a one-way street.

Mayor French gave some brief comments replying to L90 comments.

There being no one else in the audience wishing to speak, Mayor French closed public comment.

PROCLAMATIONS

Thanking Jack Tonkin

Mayor French provided brief comments on Jack Tonkin’s contributions to the community and read the proclamation.

FINAL CONFIRMATION

Appointing Jean Reid to the Lake Forest Park Planning Commission Position 5 (partial term)

Council interviewed Planning Commission candidate Jean Reid.

Deputy Mayor Furutani moved to appoint Jean Reid to the Lake Forest Park Planning Commission, Position 5. **Cmbr. Rosenau seconded. The motion carried unanimously. Cmbr. Saunders was present but did not vote.**

PRESENTATIONS

Revenue & Expenditure Fiscal Year-End Projections for 2025-2026 Biennium

Administrator Hill gave a brief presentation and responded to Council questions.

Washington Collaborative Elected Leaders Institute

Deputy Mayor Furutani gave a brief presentation and responded to Council questions.

Cmbr. Saunders left the meeting at 8:05 p.m.

CONSENT CALENDAR

Cmbr. Riddle moved to approve the Consent Calendar. **Cmbr. Goode seconded. The motion carried unanimously.**

A. July 23, 2026 City Council Regular Meeting Minutes

- B. A Pre-paid Accounts Payable dated 8/3/2026 Claim Fund Check No. 89570 in the amount of \$11,784.31, an Accounts Payable dated 8/13/2026 Claim Fund Check Nos. 89571 through 89648 in the amount of \$460,222.20, a 7/8/2026 Payroll Fund ACH transaction in the amount of \$255,867.59, a 7/23/2026 Payroll Fund ACH transaction in the amount of \$195,182.73, a 7/23/2026 Direct Deposit transaction in the amount of \$213,067.43, and an 8/7/2026 Direct Deposit transaction in the amount of \$219,773.01. Additional approved transactions: Wire transaction, Chicago Title, \$340,000.00; ACH transaction, US Bank, \$32,733.14. Total approved transactions: \$1,728,630.41.
- C. Resolution 26-2092/Accepting the Horizon View Park Trail Restoration Project
- D. Ordinance 26-1319/Granting to McLeodUSA Telecommunications Services, LLC, Its Successors and Assigns, a Nonexclusive Master Permit, for Five Years, to Construct, Maintain, Operate, Replace, and Repair a Telecommunication System, In, Across, Over, Along, Under, Through, and Below Public Rights-of-Way of the City

NEW BUSINESS

Resolution 26-2093 and Resolution 26-2094/Authorizing the Mayor to Sign Professional Services Agreements with Facet NW, Inc. for On-Call Arborist Support Services and Arborist Support Services to Support the Sound Transit Bus Rapid Transit (ST3) Permit Review (first presentation)

Director Hofman gave a brief presentation and responded to Council questions.

These will be brought back at future meetings.

COUNCILMEMBER/MAYOR/CITY ADMINISTRATOR REPORTS

Councilmembers reported on meetings they had attended.

Mayor French gave a brief report.

Administrator Hill gave a brief report.

EXECUTIVE SESSION

Executive Session – Qualifications of an Applicant for Public Employment RCW 42.30.110(1)(g) and Potential Litigation pursuant to RCW 42.30.110(1)(i)

The City Council went into Executive Session at 8:30 p.m. for approximately 20 minutes to discuss qualifications of an applicant for public employment RCW 42.30.110(1)(g) and potential litigation pursuant to RCW 42.30.110(1)(i).

The Council returned from the Executive Session at 8:50 p.m.

1 OTHER BUSINESS

2
3 Resolution 26-2095/Authorizing the Mayor to Sign an Employment Agreement
4 with Diego Zanella for the Chief of Police Position

5
6 Administrator Hill gave a brief presentation.

7
8 Deputy Mayor Furutani moved to approve Resolution 26-2095/Authorizing the
9 Mayor to Sign an Employment Agreement with Diego Zanella for the Chief of
10 Police Position. Cmbr. Riddle seconded.

11
12 Interim Chief Zanella shared brief comments and responded to Council questions.

13
14 The motion to approve Resolution 26-2095 carried unanimously.

15
16 Authorizing the Mayor to Sign the Engagement Letter with the Arete Law Group

17
18 Vice Chair Goldman moved to waive the three-touch rule regarding the
19 Engagement Letter with Arete Law Group. Deputy Mayor Furutani seconded.
20 The motion carried unanimously.

21
22 Vice Chair Goldman moved to authorize the Mayor to sign the Engagement
23 Letter with the Arete Law Group. Cmbr. Riddle seconded. The motion carried
24 unanimously.

25
26 ADJOURNMENT

27
28 There being no further business, Mayor French adjourned the meeting at 9:20 p.m.

29
30
31
32 _____
33 Tom French, Mayor

34
35
36 _____
37 Matt McLean, City Clerk

City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
08/27/26

VOUCHER CERTIFICATION AND APPROVAL

We, the undersigned members of the Finance Committee of the City of Lake Forest Park, Washington, do hereby certify that the merchandise or services hereinafter specified have been received, a Pre-paid Accounts Payable Dated 8/11/2026 CLAIM FUND Check No. 89649 in the amount of \$4,937.48, an Accounts Payable Dated 8/27/2026 CLAIM FUND Check Nos. 89650 through 89700 in the amount of \$464,516.91, a 8/07/26 PAYROLL FUND ACH transaction in the amount of \$210,799.40, and a 8/21/26 DIRECT DEPOSIT transaction in the amount of \$211,829.12, are approved for payment this 27th day of August 2026.

- Additional approved transactions are:**
ACH transaction Elavon in the amount of \$1,600.31
ACH transaction Invoice Cloud in the amount of \$1,260.70
ACH transaction State of Washington in the amount of \$11,085.62
ACH transaction Wex Bank in the amount of \$162.44

Total approved claim fund transactions: \$906,191.98

City Clerk

Mayor

Finance Committee

Accounts Payable

Computer Check Register

User: tbaker@cityofflp.gov
Printed: 08/11/2026 - 3:53PM
Batch: 00011.08.2026 - AP 08/11/26 - Special Run
Bank Account: Operatin



Check		Vendor No	Vendor Name	Date	Invoice No	amount
89649	Operatin	KEENEYS	KEENEY'S OFFICE INTERI	8/11/2026		
					08102026	2,038.18
					08102026	2,038.18
					08102026	430.56
					08102026	430.56
			Check 89649 Total:			4,937.48
			Report Total:			4,937.48

Accounts Payable

Check Register Totals Only

User: sschindele
Printed: 8/20/2026 - 10:51 AM
Batch: 00027.08.2026 - AP 08.27.26



Check	Date	Vendor No	Vendor Name	Amount	Voucher
89650	08/27/2026	AMERTRAF	AMERICAN TRAFFIC SOLUTIONS	77,201.62	89650
89651	08/27/2026	BASLER	ANTHONY CARL BASLER	245.00	89651
89652	08/27/2026	BENSONJ	JAYSON BENSON	797.40	89652
89653	08/27/2026	BIOCLEAN	BIO CLEAN, INC.	552.00	89653
89654	08/27/2026	BRANDONC	BRANDON CARLSRUD	805.07	89654
89655	08/27/2026	CENTURY2	CENTURY LINK	114.10	89655
89656	08/27/2026	LFPCITY	CITY OF LAKE FOREST PARK	495.00	89656
89657	08/27/2026	LFPUTIL	CITY OF LAKE FOREST PARK	1,183.80	89657
89658	08/27/2026	LYNNWOOD	CITY OF LYNNWOOD	13,400.35	89658
89659	08/27/2026	DATABAR	DATABAR	2,205.84	89659
89660	08/27/2026	DATAQUES	DATAQUEST, LLC	151.25	89660
89661	08/27/2026	DAVIDEVA	DAVID EVANS & ASSOCIATES INC	2,376.23	89661
89662	08/27/2026	DAYWIREL	DAY WIRELESS SYSTEMS	347.76	89662
89663	08/27/2026	GORDONTH	GORDON THOMAS HONEYWELL	3,245.00	89663
89664	08/27/2026	GOUINS	SAMANTHA GOUIN	320.73	89664
89665	08/27/2026	GRAY&OS	GRAY & OSBORNE INC	5,518.37	89665
89666	08/27/2026	GROSS	ROBERT GROSS	767.35	89666
89667	08/27/2026	GUARDIAN	GUARDIAN ALLIANCE TECHNOL	102.00	89667
89668	08/27/2026	HOMEDEPO	DEPARTMENT 32 - 2501271310 HO	785.67	89668
89669	08/27/2026	INFOBIPV	INFOBIP VOICE INC	1,050.13	89669
89670	08/27/2026	INLINESE	INLINE SECURITY FENCE LLC	13,228.84	89670
89671	08/27/2026	JETCITY	JET CITY PRINTING INC	49.64	89671
89672	08/27/2026	JOHNSTON	JOHNSTON GROUP LLC	3,925.00	89672
89673	08/27/2026	KCNETWRK	KING COUNTY FINANCE	824.00	89673
89674	08/27/2026	KCVICTIM	KING COUNTY FINANCE	177.33	89674
89675	08/27/2026	KCSEWER	KING COUNTY FINANCE & BUSIN	259,349.74	89675
89676	08/27/2026	KCPET	KING COUNTY PET LICENSE	75.00	89676
89677	08/27/2026	LOOMIS	LOOMIS	586.62	89677
89678	08/27/2026	MadroLaw	MADRONA LAW GROUP, PLLC	10,270.00	89678
89679	08/27/2026	NAVIA-1	NAVIA BENEFIT SOLUTIONS	1,203.50	89679
89680	08/27/2026	NORTHUTI	NORTHSHORE UTILITY DISTRICT	7,695.91	89680
89681	08/27/2026	OFFICEDE	OFFICE DEPOT INC	330.91	89681
89682	08/27/2026	OREILLY	O'REILLY AUTOMOTIVE STORES,	7.17	89682
89683	08/27/2026	PACEENG	PACE ENGINEERS INC	8,000.00	89683
89684	08/27/2026	PACOFFA	PACIFIC OFFICE AUTOMATION	540.72	89684
89685	08/27/2026	PITBOWRE	PITNEY BOWES-RESERVE ACCT.	8,000.00	89685
89686	08/27/2026	PSE	PUGET SOUND ENERGY	485.31	89686
89687	08/27/2026	VALOAGAR	RAJYANESSA VALOAGA	421.23	89687
89688	08/27/2026	RESGROUP	RES GROUP NW LLC	3,609.55	89688
89689	08/27/2026	ROBLESJ	JUAN ROBLES	905.62	89689
89690	08/27/2026	SAFEBUIW	SAFEBUILT WASHINGTON, LLC	12,621.71	89690
89691	08/27/2026	STATEFIN	STATE TREASURERS OFFICE	15,322.72	89691
89692	08/27/2026	SUPERSEE	SUPER SEER CORPORATION	3,131.80	89692
89693	08/27/2026	THOMSONR	THOMSON REUTERS WEST	772.79	89693
89694	08/27/2026	TRANSUN	TRANSUNION VANTAGE DATA	0.41	89694
89695	08/27/2026	UTILUND	UTILITIES UNDERGROUND LOCA	129.72	89695
89696	08/27/2026	MPA	WA STATE MISDEMEANANT PROI	50.00	89696
89697	08/27/2026	WASTDOEC	WASHINGTON STATE DEPARTME	565.00	89697
89698	08/27/2026	DEPTLICC	WASHINGTON STATE DEPARTME	144.00	89698
89699	08/27/2026	WSPBCK	WASHINGTON STATE PATROL	288.00	89699

Check Date Vendor No Vendor Name Amount

Section 7, ItemB.

89700	08/27/2026	ZHELEZNM	MICHAEL ZHELEZNYAK	140.00	89700
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Check Total:	464,516.91
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Accounts Payable

Checks by Date - Summary by Check Date

User: sschindele
Printed: 8/20/2026 11:06 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	LEOFFTR	LEOFF TRUST	08/07/2026	1,143.32
ACH	NAVIA	NAVIA BENEFIT SOLUTIONS, INC.	08/07/2026	509.80
ACH	NAVIAFSA	NAVIA - FSA	08/07/2026	29.17
ACH	PFLTRUST	LFP PFL TRUST ACCOUNT	08/07/2026	3,556.84
ACH	TEAMDR	NATIONAL D.R.I.V.E.	08/07/2026	4.45
ACH	Z401AL	VANTAGEPOINT TRANSFER AGENTS-	08/07/2026	767.05
ACH	Z457	VANTAGEPOINT TRANSFER AGENTS-	08/07/2026	10,410.73
ACH	ZAWC	AWC	08/07/2026	52,058.44
ACH	ZEMPSEC	EMPLOYMENT SECURITY DEPT.	08/07/2026	1,530.78
ACH	ZEMPWACA	WA.CARES TAX	08/07/2026	1,335.72
ACH	ZGUILD	LFP EMPLOYEE GUILD	08/07/2026	925.00
ACH	ZICMA	VANTAGEPOINT TRANSFER AGENTS-	08/07/2026	36,989.28
ACH	ZL&I	WASHINGTON STATE DEPARTMENT C	08/07/2026	10,122.71
ACH	ZLEOFF	LAW ENFORCEMENT RETIREMENT	08/07/2026	14,822.59
ACH	ZLFPIRS	LAKE FOREST PARK/IRS	08/07/2026	43,792.94
ACH	ZPERS	PUBLIC EMPLOYEES RETIREMENT	08/07/2026	22,290.06
ACH	ZTEAM	TEAMSTERS LOCAL UNION #117	08/07/2026	280.34
ACH	ZWATWT	WASHINGTON TEAMSTERS WELFARE	08/07/2026	10,230.18
Total for 8/7/2026:				210,799.40
Report Total (18 checks):				210,799.40

Bank Reconciliation

Checks by Date

User: sschindele
Printed: 08/20/2026 - 11:07AM
Bank Accounts: PPOperat
System:
Cleared and Not Cleared Checks
Check Date: From 08/20/2026 To 08/23/2026
Print ACH Checks: True



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	8/21/2026		DD 00521.08.2026	PR		211,829.12
Total Check Count:						1
Total Check Amount:						211,829.12

Clearing House

Electronic AP Proof List

User: sschindele
 Printed: 08/20/2026 - 10:54AM
 Sort By: Vendor Name
 Batch: 00002.08.2026



Source	Vendor	Name	Transfer/Route	Check Digit	Account Number	Amount
AP5 027-08-2026	ELAVON	ELAVON,	/			1,600.31
AP5 027-08-2026	INVCLLOUD	INVOICE CLOUD,	/			1,260.70
AP5 027-08-2026	STATETAX	STATE OF WASHINGTON,	1250/0010	5	153501701202	11,085.62
AP5 027-08-2026	WEXBANK	WEX BANK - CHEVRON,	/			162.44
Records Printed: 4						14,109.07

City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
09/10/2026

VOUCHER CERTIFICATION AND APPROVAL

We, the undersigned members of the Finance Committee of the City of Lake Forest Park, Washington, do hereby certify that the merchandise or services hereinafter specified have been received, an Accounts Payable Dated 9/10/2026 CLAIM FUND Check Nos. 89701 through 89731 in the amount of \$106,917.62, are approved for payment this 10th day of September 2026.

Additional approved transactions are:
ACH transaction US Bank Statement in the amount of \$78,420.72

Total approved claim fund transactions: \$185,338.34

City Clerk

Mayor

Finance Committee

Bank Reconciliation

Checks by Date

User: sschindele
Printed: 09/03/2026 - 10:06AM
Bank Accounts: Operatin
System:
Cleared and Not Cleared Checks
Check Date: From 09/10/2026 To 09/10/2026
Print ACH Checks: True



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
89701	9/10/2026	AARD PEST CONTROL, INC		AP		218.60
89702	9/10/2026	ALL BATTERY SALES & SERVICE II		AP		149.81
89703	9/10/2026	AQUATECHNEX LLC		AP		625.00
89704	9/10/2026	AURORA RENTS INC		AP		57.44
89705	9/10/2026	BUENAVISTA SERVICES INC		AP		5,940.00
89706	9/10/2026	CADMAN MATERIALS INC		AP		194.92
89707	9/10/2026	CINTAS FIRST AID & SAFETY		AP		278.26
89708	9/10/2026	CONFIRENTIAL DATA DISPOSAL		AP		305.00
89709	9/10/2026	CORWIN OF PASCO, LLC		AP		270.00
89710	9/10/2026	CRESSY DOOR COMPANY, INC.		AP		344.45
89711	9/10/2026	DAVID EVANS & ASSOCIATES INC		AP		4,093.96
89712	9/10/2026	DTG ENTERPRISES, INC		AP		20.00
89713	9/10/2026	ESRI		AP		2,134.03
89714	9/10/2026	EUROSPORTS SEATTLE LLC		AP		36,525.98
89715	9/10/2026	FACET INC		AP		877.80
89716	9/10/2026	JOHNSON CONTROLS BUILDING S		AP		2,598.12
89717	9/10/2026	KING COUNTY FINANCE		AP		7,275.79
89718	9/10/2026	KING COUNTY FINANCE		AP		1,975.77
89719	9/10/2026	LAKE FOREST PARK ANIMAL HOSI		AP		491.14
89720	9/10/2026	LFP MUNICIPAL COURT		AP		555.00
89721	9/10/2026	MCNAMARA INDUSTRIES INC		AP		79.45
89722	9/10/2026	NORTHSHORE UTILITY DISTRICT		AP		8,349.97
89723	9/10/2026	PACIFIC OFFICE AUTOMATION		AP		102.82
89724	9/10/2026	PRINTWEST, INC.		AP		3,096.78
89725	9/10/2026	PUGET SOUND ENERGY		AP		97.94
89726	9/10/2026	SNOHOMISH CO SHERIFF'S OFFICE		AP		1,628.54
89727	9/10/2026	STAPLES ADVANTAGE		AP		402.07
89728	9/10/2026	STEWART MACNICHOLS HARMEL		AP		11,250.00
89729	9/10/2026	SUMMIT FIRE & SAFETY LLC		AP		7,976.73
89730	9/10/2026	TRANSPO GROUP USA INC		AP		919.51
89731	9/10/2026	WASHINGTON CRIMINAL JUSTICE		AP		8,082.74
Total Check Count:						31
Total Check Amount:						106,917.62

Accounts Payable

Checks by Date - Summary by Check Date

User: sschindele
Printed: 9/3/2026 10:22 AM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
8263362	COURTYAR	COURTYARD BY MARRIOTT	08/15/2026	1,131.69
8263366	COURTYAR	COURTYARD BY MARRIOTT	08/15/2026	66.82
8263641	GOOGLE	GOOGLE, LLC	08/15/2026	93.91
82606311	SUMMITLA	SUMMIT LAW GROUP PLLC	08/15/2026	82.80
82606312	GOURMETE	GOURMET ESPRESSO CATERING	08/15/2026	532.60
82606313	JOBTARGE	JOBTARGET	08/15/2026	125.00
82606314	JOBTARGE	JOBTARGET	08/15/2026	1,377.00
82606315	THIRDBOO	THIRD PLACE BOOKS	08/15/2026	27.54
82609381	KEURIG	KEURIG	08/15/2026	463.67
82609382	PITNEYMR	PITNEY BOWES GLOBAL FINANCIAL	08/15/2026	585.24
82609383	DOL	VEHICLE WASHINGTON STATE DEPAI	08/15/2026	72.75
82609384	COSTCO	COSTCO WAREHOUSE	08/15/2026	39.99
82609385	COSTCO	COSTCO WAREHOUSE	08/15/2026	104.97
82627511	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	91.01
82627512	ADOBE	ADOBE INC.	08/15/2026	641.13
82627513	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	14.33
82627514	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	209.74
82627515	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	29.55
82627516	ATLASP	ATLAS PHONES	08/15/2026	92.50
82627517	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	43.70
82627519	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	66.76
82627881	NATBARRI	NATIONAL BARRICADE CO. LLC	08/15/2026	532.85
82627882	PYE-BARK	PYE BARKER FIRE AND SAFETY LLC	08/15/2026	2,257.17
82627883	INTEGPHN	INTEGRA TELECOM, INC.	08/15/2026	1,653.98
82627884	PACTOP	PACIFIC TOPSOILS, INC.	08/15/2026	690.16
82627885	SUMMITLA	SUMMIT LAW GROUP PLLC	08/15/2026	1,090.50
82627886	NWCASCA	NORTHWEST CASCADE, INC.	08/15/2026	725.00
82627887	NWCASCA	NORTHWEST CASCADE, INC.	08/15/2026	193.30
82627888	NWCASCA	NORTHWEST CASCADE, INC.	08/15/2026	551.30
82627889	NWCASCA	NORTHWEST CASCADE, INC.	08/15/2026	460.65
82633461	PRICELIN	PRICELINE	08/15/2026	15.99
82633463	ALASKA	ALASKA AIR GROUP, INC.	08/15/2026	409.32
82633464	ALASKA	ALASKA AIR GROUP, INC.	08/15/2026	29.00
82633465	ALASKA	ALASKA AIR GROUP, INC.	08/15/2026	45.00
82634642	REDPEPPE	RED PEPPER	08/15/2026	140.00
82643321	COURTDEV	COURT DEVELOPMENT INC	08/15/2026	1,968.88
82643322	MCSRECYC	MCS RECYCLING	08/15/2026	200.00
82643323	HOMEDEPC	DEPARTMENT 32 - 2501271310 HOME I	08/15/2026	132.56
82660601	MRSC	MRSC	08/15/2026	45.00
82660602	MRSC	MRSC	08/15/2026	45.00
82660603	FEDEXFRE	FEDEX FREIGHT	08/15/2026	74.52
82660604	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	58.64
82660605	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	39.82
82660606	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	66.23
82660607	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	59.77
82660608	SAFEWAY	SAFEWAY	08/15/2026	6.72
82660609	SAFEWAY	SAFEWAY	08/15/2026	51.10

Check No	Vendor No	Vendor Name	Check Date	
82668881	CHEWY	CHEWY.COM	08/15/2026	112.87
82668882	SECURITE	SECURITE GUN CLUB, LLC	08/15/2026	47.41
82668883	ARROWHEI	ARROWHEAD FORENSICS	08/15/2026	474.88
82668884	ULINE	ULINE INC	08/15/2026	235.42
82668885	AURORARE	AURORA RENTS INC	08/15/2026	69.31
82668887	CHEWY	CHEWY.COM	08/15/2026	112.87
82689531	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	44.15
82689532	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	14.04
82689533	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	48.11
82689534	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	84.72
82689535	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	104.20
82698071	SUMMITLA	SUMMIT LAW GROUP PLLC	08/15/2026	82.80
82699151	SAFEWAY	SAFEWAY	08/15/2026	20.52
82699152	STARBUCK	STARBUCKS STORE #373	08/15/2026	66.24
82699153	GOODTOGC	GOOD TO GO	08/15/2026	5.70
82699154	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	110.39
82699155	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	54.08
82699157	HOMEDPC	DEPARTMENT 32 - 2501271310 HOME I	08/15/2026	151.57
82699158	SUMMITLA	SUMMIT LAW GROUP PLLC	08/15/2026	82.80
82699159	SCARABWE	SCARABWERKS LLC	08/15/2026	4,263.92
826275110	PROXMOXS	PROXMOX SERVER SOLUTIONS GmbH	08/15/2026	636.05
826275111	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	76.67
826275112	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	1,722.21
826275113	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	40.72
826275114	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	1,059.05
826275115	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	6.28
826275116	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	220.79
826275118	EASEUS	EASEUS	08/15/2026	66.13
826275119	ADOBE	ADOBE INC.	08/15/2026	641.13
826275120	WASABI	WASABI TECHNOLOGIES, INC	08/15/2026	155.30
826278810	SMARSH	SMARSH	08/15/2026	2,744.19
826278811	NORTHCIT	NORTH CITY WATER DISTRICT	08/15/2026	156.13
826278812	SEALIGHT	SEATTLE CITY LIGHT	08/15/2026	307.65
826278813	SEALIGHT	SEATTLE CITY LIGHT	08/15/2026	3,449.04
826278814	SEALIGHT	SEATTLE CITY LIGHT	08/15/2026	415.53
826278815	NORTHCIT	NORTH CITY WATER DISTRICT	08/15/2026	27.09
826278816	KDHCONSU	KDH CONSULTING, INC	08/15/2026	1,576.51
826278817	SEALIGHT	SEATTLE CITY LIGHT	08/15/2026	35.48
826278818	SEALIGHT	SEATTLE CITY LIGHT	08/15/2026	25.01
826278819	SUMMITLA	SUMMIT LAW GROUP PLLC	08/15/2026	722.50
826278820	VERIZWIR	VERIZON WIRELESS	08/15/2026	2,926.07
826278821	SEALIGHT	SEATTLE CITY LIGHT	08/15/2026	51.07
826278822	PYE-BARK	PYE BARKER FIRE AND SAFETY LLC	08/15/2026	706.51
826278823	NWCASCA	NORTHWEST CASCADE, INC.	08/15/2026	210.35
826278824	NORTHCIT	NORTH CITY WATER DISTRICT	08/15/2026	336.89
826278825	NORTHCIT	NORTH CITY WATER DISTRICT	08/15/2026	27.09
826278826	NORTHCIT	NORTH CITY WATER DISTRICT	08/15/2026	54.19
826278827	GUARDSEC	GUARDIAN SECURITY	08/15/2026	182.65
826278828	NORTHCIT	NORTH CITY WATER DISTRICT	08/15/2026	77.67
826278829	NATBARRI	NATIONAL BARRICADE CO. LLC	08/15/2026	3,579.06
826278830	SEALIGHT	SEATTLE CITY LIGHT	08/15/2026	3,528.05
826278831	SEALIGHT	SEATTLE CITY LIGHT	08/15/2026	29.13
826278832	SEALIGHT	SEATTLE CITY LIGHT	08/15/2026	25,047.39
826278833	NWCASCA	NORTHWEST CASCADE, INC.	08/15/2026	592.65
826278834	NWCASCA	NORTHWEST CASCADE, INC.	08/15/2026	551.30
826278835	NWCASCA	NORTHWEST CASCADE, INC.	08/15/2026	193.30
826278836	PYE-BARK	PYE BARKER FIRE AND SAFETY LLC	08/15/2026	2,257.17

				Section 7, Item C.
Check No	Vendor No	Vendor Name	Check Date	
826278837	NORTHCIT	NORTH CITY WATER DISTRICT	08/15/2026	167.43
826606010	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	14.05
826606011	AMAZON	AMAZON CAPITAL SERVICES INC	08/15/2026	36.42
826991510	GOODTOGO	GOOD TO GO	08/15/2026	6.75
826991511	TRUPANIO	TRUPANION	08/15/2026	140.91
Total for 8/15/2026:				78,420.72
Report Total (110 checks):				78,420.72



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	September 10, 2026
Originating Department	Court
Contact Person	Julie Espinoza, Court Administrator
Title	Resolution 26-2096/Authorizing Mayor to Sign the Interagency Agreement between the Washington State Administrative Office of the Courts and the Lake Forest Park Municipal Court for the Language Access and Interpreter Reimbursement Program for the period 2026-2027 (<i>First Presentation/Action</i>)

Legislative History

- September 10, 2026 (*First Presentation/Action*)
- Regular Meeting

Attachments:

- Resolution 26-2096
 - Interagency Agreement AOC3597

Executive Summary

This is an interagency agreement to provide reimbursement funds up to \$7,574 for interpreter services for court interpreters and language access service expenses. The Lake Forest Municipal Court has been using this program since 2022, and this will continue the service through 2027.

Background

Several years ago, the Washington State Administrative Office of the Courts (AOC) introduced the Interpreter Reimbursement program. The purpose of the program is to assist courts with the expenses incurred when providing interpreters for court-related matters.

Lake Forest Park Municipal Court is one of the courts that is invited to participate in the reimbursement program. This is due in part to the court’s active participation and compliance with the King County Municipal Courts Language Access Plan and regional Payment Policy.

We recommend that the Council support Lake Forest Park Municipal Court’s participation in the Interpreter Reimbursement Program. We continue to provide certified court interpreters to all court customers who access justice in our court. This is a one-touch request as it is time-sensitive and routine for the Court.

Fiscal & Policy Implications

The Court will be reimbursed up to \$7,574 for interpreter services for the period of July 1, 2026 through June 30, 2027.

Alternatives

<i>Options</i>	<i>Results</i>
• Approve	Court could receive reimbursement for interpreter services
• Deny	Court would receive no reimbursement for interpreter services

Staff Recommendation

Approve Resolution 26-2096/Authorizing Mayor to Sign the Interagency Agreement between the Washington State Administrative Office of the Courts and the Lake Forest Park Municipal Court for the Language Access and Interpreter Reimbursement Program for the period 2026-2027.

RESOLUTION NO. 26-2096

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE INTERAGENCY AGREEMENT WITH THE WASHINGTON STATE ADMINISTRATIVE OFFICE OF THE COURTS FOR LANGUAGE ACCESS AND INTERPRETER REIMBURSEMENT PROGRAM FOR THE PERIOD 2026-2027

WHEREAS, the City of Lake Forest Park Municipal Court seeks to improve access to the Court for limited English proficient, deaf, and hard of hearing persons in accordance with RCW Chapters 2.42 and 2.43; and

WHEREAS, the Washington State Administrative Office of Courts will provide reimbursement costs to the City of Lake Forest Park for costs related to the use of interpreter services; and

WHEREAS, the City of Lake Forest Park and the Washington State Administrative Office of the Courts have negotiated a new Interagency Agreement to provide for reimbursement costs to the City for interpreter services.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Forest Park, as follows:

Section 1. AUTHORIZATION. The Mayor is authorized to sign the Interagency Agreement between the Washington State Administrative Office of the Courts and the Lake Forest Park Municipal Court for the Language Access and Interpreter Reimbursement Program for the period 2026-2027 in substantially the same form as attached hereto as Exhibit A.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 10th day of September 2026.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

FILED WITH THE CITY CLERK: September 2, 2026
PASSED BY THE CITY COUNCIL: September 10, 2026
RESOLUTION NO.: 26-2096



**INTERAGENCY AGREEMENT
BETWEEN
WASHINGTON STATE ADMINISTRATIVE OFFICE OF THE COURTS
AOC3597
AND
LAKE FOREST PARK MUNICIPAL COURT
FOR
LANGUAGE ACCESS AND INTERPRETER REIMBURSEMENT PROGRAM (LAIRP)**

1. PARTIES TO THE AGREEMENT

This Interagency Agreement is made and entered into by and between the State of Washington acting by and through the Washington State Administrative Office of the Courts, hereinafter referred to as "AOC or Procuring Agency," and Lake Forest Park Municipal Court, referred to as "Court". The AOC and the Court may be referred to individually as a "Party" and collectively as the "Parties".

2. DEFINITIONS

For purposes of this agreement, the following definitions shall apply:

- a. "Credentialed Interpreter" means an interpreter who is Credentialed by the Administrative Office of the Courts, as defined in RCW 2.43.020 (1) or an interpreter certified by the Office of the Deaf and Hard of Hearing (ODHH) pursuant to WAC 388-818-500, *et. seq.* The names and contact information of AOC-certified interpreters are found, and incorporated herein by reference, at http://www.courts.wa.gov/programs_orgs/pos_interpret/ The names and contact information of ODHH-certified interpreters are found, and incorporated herein by reference, at: <https://fortress.wa.gov/dshs/odhhapps/Interpreters/CourtInterpreter.aspx>
- b. "Qualified Interpreter" means a non-credentialed interpreter who is qualified on the record by a judicial officer.
- c. "Legal proceeding" means any proceeding in any court, and in any type of hearing before a judicial officer, an administrative law judge, or before an administrative board, commission, agency, or licensing body of the state or any political subdivision, as defined in RCW 2.43.020 (4).
- d. "Qualifying Event" means a proceeding or event for which an interpreter is

appointed by an appointing officer pursuant to RCW 2.42 and/or RCW 2.43.

3. PURPOSE

The purpose of this Agreement is to partner with individual local courts in improving access to the Court for Limited English Proficient (LEP), deaf, hard of hearing, and deaf/blind (D/HH/DB) individuals in accordance with RCW Chapters 2.42 and 2.43.

a. These funds are intended to address each court's following needs:

- i. Financial Need – i.e., the gap between the court's available financial resources and the costs to meet its need for credentialed, and qualified interpreters, and the implementation of the Court's language access plan; and
- ii. Need for Court Interpreters – i.e., the public's right to access the court, and the court's responsibility to provide court credentialed, and qualified interpreters as required by RCW Chapters 2.42 and 2.43.

Need for Language Access in General – i.e., translations, customer service, technology enabling remote interpreting, and other things that are necessary for courts to provide fair and equitable access for LEP and D/HH/DB individuals.

THEREFORE, IT IS MUTUALLY AGREED THAT:

4. STATEMENT OF WORK

The Court shall:

- a. Ensure that the interpreter funding is used only for language access purposes and for reimbursement of costs paid to credentialed and qualified interpreters for Qualifying Events pursuant to **Appendix A**, which is incorporated in this agreement.
- b. Track and provide interpreter cost and usage data through the web application provided by the AOC LAIRP, reflecting information about the Court's interpreter and language access costs and services.
- c. Provide the AOC Project Manager with a list of all users who require access to submit data to the Language Access and Interpreter Reimbursement Program web application.
- d. Work with the AOC Language Access Team, the Interpreter and Language Access Commission, and neighboring courts to identify and implement best and promising practices for providing language access and interpreter services.
- e. Encourage its staff overseeing interpreter services at the court to attend trainings (in person and/or online) provided by the AOC Interpreter and Language Access Commission and Language Access Team.
- f. Elect to pay for interpreter services, if necessary, that are not in accordance with the provisions of **Appendix A** as set forth; while such payments will not be reimbursed, Court still commits to entering data into the application for these interpreter services, irrespective of their eligibility for reimbursement.

- g. Have a Language Access Plan (LAP) in place to receive reimbursement funds under this program.
 - i. The Court must submit the most recent version of their LAP to the AOC Project Manager.
 - a. Court that submitted an approved LAP in FY2026 is deemed in compliance with this program requirement and does not need to submit a new plan for FY2027.
 - b. Court that did not submit a LAP in FY2026 must submit the LAP to the AOC Project Manager at LAP@courts.wa.gov by **December 1, 2026**.
 - ii. The Court agrees to work with the AOC LAP Coordinator to update and revise the LAP for final approval by the AOC.
 - iii. The Court certifies that they will exercise reasonable due diligence in maintaining and updating their LAP as required by law.

5. PERIOD OF PERFORMANCE

Subject to its other provisions, the period of performance of this Agreement shall commence on **July 1, 2026**, and end on **June 30, 2027**, unless terminated sooner or extended, as provided herein.

6. COMPENSATION

AOC will reimburse the Court a total compensation not to exceed **\$7,574** for payments made during the period from **July 1, 2026**, through **June 30, 2027**, related to the purpose of this agreement.

Procuring Agency may extend the term of this Contract or increase funds by mutual written amendment. Such amendment shall be on the same terms and conditions as set forth in this Contract.

7. INVOICES; BILLING; PAYMENT

The Court will submit properly prepared itemized invoices quarterly through the web application on an A19 form to AOC Program Manager. The Data shall be submitted electronically to the AOC as described in Subsection 4.b., above, and in conjunction with the quarterly invoice. The Court shall maintain sufficient backup documentation of expenses under this Agreement observing the following:

- a. The Court shall receive payment for its costs for interpreter and language access services as set forth in **Appendix A** and incorporated herein.
- b. The Court shall not be reimbursed for interpreter services costs for Qualifying Events or other goods and services set forth in **Appendix A** until properly completed A19 invoices, corresponding data (*See subsection 4.b.*), and the AOC

approved LAP (See *subsection 4.g.*), are received and approved by AOC, pursuant to the following schedule:

- i. Reflecting Qualifying and non-qualifying Events and any goods or services purchased, between July 1, 2026, and September 30, 2026, must be received by the AOC no later than December 31, 2026.
 - ii. Reflecting Qualifying and non-qualifying Events and any goods or services purchased, between October 1, 2026, and December 31, 2026, must be received by the AOC no later than February 28, 2027.
 - iii. Reflecting Qualifying and non-qualifying Events and any goods or services purchased, between January 1, 2027, and March 31, 2027, must be received by the AOC no later than April 30, 2027.
 - iv. Reflecting Qualifying and non-qualifying Events and any goods or services purchased, between April 1, 2027, and June 30, 2027, must be received by the AOC no later than July 15, 2027.
- c. The Court shall submit documents related to reimbursement claims upon request by the AOC, including but not limited to translated materials or invoices for goods and services.
 - d. The Court shall make reasonable efforts to submit invoices by the due date. Any supplemental invoices submitted after the due date must be reported to the AOC for approval, which may be processed at the discretion of the AOC Project Manager.
 - e. Payment to Court for approved and completed work will be made by warrant or account transfer by AOC within 30 days after each quarterly deadline, provided that the invoice and data report are complete and accurate.
Incorrect or incomplete A19s shall be returned by AOC to the Court for correction and resubmission.
 - f. Payment will be considered timely if made by the AOC within thirty (30) calendar dates after each quarterly deadline. No A19 shall be submitted until after a deliverable has been accepted by the AOC Program Manager.
The AOC will not make any advanced payments or payments in anticipation of services or supplies under this Contract.

8. REVENUE SHARING

- a. AOC, in its sole discretion, may initiate revenue sharing. If AOC determines the Court may not spend all funds or spend more funds available under the Agreement, then AOC may reduce or increase the Agreement amount. AOC PM will notify the Court that funding will be reallocated.

- b. If the AOC initiates revenue sharing, then the Court must submit the final revenue sharing A19 to AOC Program Manager by July 15, 2027.

9. AGREEMENT MANAGEMENT

The Program Manager and Court Program Manager noted below shall be responsible for and shall be the contact people for all communications and billings regarding the performance of this Contract. The parties may change administrators by written notice.

AOC Program Manager	Court Program Manager
Tae Yoon PO Box 41170 Olympia, WA 98504-1170 Interpreterreimbursement@courts.wa.gov (360) 705-5281	Julie Espinoza Court Administrator 17425 Ballinger Way NE Lake Forest Park, WA 98155 jespinoza@cityofflp.gov (206) 368-5440

10. RECORDS, DOCUMENTS, AND REPORTS

- a. Records Retention. The Court shall maintain books, records, documents and other evidence of accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract. These records shall be subject at all reasonable times to inspection, review, or audit by personnel duly authorized by the AOC, the Office of the State Auditor, and federal officials so authorized by law, rule, regulation, or contract. The Court will retain all books, records, documents, and other material relevant to this contract as required, a minimum of six (6) years after end of period of performance (including all amendments to extend) or termination of the agreement or as otherwise specified and make them available for inspection by persons authorized under this provision. If any litigation, claim, or audit is commenced prior to the expiration of the required retention period, such period shall extend until all such litigation, claims, or audits have been resolved.
- b. Public Records. It is the policy of the Administrative Office of the Courts to facilitate access to its administrative public records. This Agreement and related records are subject to disclosure under [General Court Rule 31.1](#). For additional information, please contact the AOC [Public Records Officer](#).

11. RIGHTS IN DATA

Unless otherwise provided, data which originates from this Agreement shall be "works for hire" as defined by the U.S. Copyright Act of 1976 and shall be owned by the AOC. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register, and the ability to transfer these rights.

12. RESPONSIBILITY OF THE PARTIES

Each party to this Agreement assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omission on the part of itself, its employees, or its agents. Neither party assumes any responsibility to the other party for any third-party claims.

13. DISPUTE RESOLUTION

To the extent practicable, the Parties shall use their best, good faith efforts cooperatively and collaboratively to resolve any dispute that may arise in connection with this Agreement as efficiently as practicable, and at the lowest possible level with authority to resolve such dispute. The Parties shall make a good faith effort to continue without delay to carry out their respective responsibilities under this Agreement while attempting to resolve any such dispute. If, however, a dispute persists and cannot reasonably be resolved, it may be escalated within each organization. In such circumstance, upon notice by either party, each party, within five (5) business days shall reduce its description of the dispute to writing and deliver it to the other party. The receiving party then shall have three (3) business days to review and respond in writing. In the event the parties cannot agree on a mutual resolution within fifteen (15) business days, the parties shall appoint a member of a dispute resolution board within Thurston County, and those two appointed members will select a third. The Board shall employ dispute resolution measures and its result is binding. Both parties agree that the existence of a dispute notwithstanding, the Parties will continue without delay to carry out all respective responsibilities under this Agreement that are not affected by the dispute.

14. GENERAL PROVISIONS

- a. Amendment or Modification. Except as set forth herein, this Agreement may not be amended or modified except in writing and signed by a duly authorized representative of each party hereto. In revenue sharing procedures AOC will issue a unilateral amendment.
- b. Appendix. All appendices referred to herein are deemed to be incorporated in this Agreement in their entirety.
- c. Assignment. The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part,

without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

- d. Authority. Each party to this Agreement, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Agreement and that its execution, delivery, and performance of this Agreement has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
- e. Captions & Headings. The captions and headings in this Agreement are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this Agreement nor the meaning of any provisions hereof.
- f. Conformance. If any provision of this Agreement violates any statute or rule of law of the State of Washington, it is considered modified to conform to that statute or rule of law.
- g. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Agreement at different times and places by the Parties shall not affect the validity thereof so long as all the Parties hereto execute a counterpart of this Agreement.
- h. Electronic Signatures. An electronic signature or electronic record of this Agreement or any other ancillary agreement shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement or such other ancillary agreement for all purposes.
- i. Entire Agreement. This Agreement constitutes the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations, representations, and understandings between them. There are no representations or understandings of any kind not set forth herein.
- j. Governing Law. The validity, construction, performance, and enforcement of this Agreement shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its choice of law principles that would provide for the application of the laws of another jurisdiction.
- k. Independent Capacity. The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.
- l. Jurisdiction & Venue. In the event that any action is brought to enforce any provision of this Agreement, the parties agree to exclusive jurisdiction in Thurston

County Superior Court for the State of Washington and agree that in any such action venue shall lie exclusively at Olympia, Washington.

- m. No Agency. The parties agree that no agency, partnership, or joint venture of any kind shall be or is intended to be created by or under this Agreement. Neither party is an agent of the other party nor authorized to obligate it.
- n. Right of Inspection. The Court shall provide right of access to its facilities to the AOC, or any of its officers, or to any other authorized agent or official of the State of Washington at all reasonable times, in order to monitor and evaluate performance, compliance, and/or quality assurance under this agreement.
- o. Severability. If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this Agreement are declared to be severable.
- p. Termination for Cause. If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within 15 working days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.
- q. Termination for Convenience. Except as otherwise provided in this Agreement, either party may terminate this Agreement upon thirty (30) calendar days prior written notification. Upon such termination, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of such termination.
- r. Termination for Non-Availability of Funds. AOC's ability to make payments is contingent on availability of funding. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of this Agreement, AOC, at its sole discretion, may elect to terminate the Agreement, in whole or part, for convenience or to renegotiate the Agreement subject to new funding limitations and conditions. AOC may also elect to suspend performance of the Agreement until AOC determines the funding insufficiency is resolved. AOC may exercise any of these options with no notification restrictions, although AOC will make a reasonable attempt to provide notice.

In the event of termination or suspension, AOC will reimburse eligible costs incurred by the Court through the effective date of termination or suspension. Reimbursed

costs must be agreed to by AOC and the Court. In no event shall AOC's reimbursement exceed AOC's total responsibility under the agreement and any amendments.

- s. Suspension for Convenience. AOC may suspend this Agreement or any portion thereof for a temporary period by providing written notice to the Court a minimum of seven (7) calendar days before the suspension date. Court shall resume performance on the first business day following the suspension period unless another day is specified in writing by AOC prior to the expiration of the suspension period.

- t. Waiver. A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a writing signed by an authorized representative of the party and attached to the original Agreement.

EXECUTED AND EFFECTIVE as of the day and date first above written.

**WASHINGTON STATE ADMINISTRATIVE
OFFICE OF THE COURTS**

**Lake Forest Park Municipal Court
LAIRP**

Signature *Date*

Signature *Date*

Dawn Marie Rubio

Name

Tom French

Name

WA State Court Administrator / AOC Director

Title

Title

APPENDIX A

WASHINGTON STATE LANGUAGE ACCESS AND INTERPRETER REIMBURSEMENT PROGRAM FUNDING

FUNDING CONDITIONS AND PAYMENT STRUCTURE

The Language Access and Reimbursement Program funding conditions and payment structure shall be as follows:

1. GENERAL FUNDING CONDITIONS

The Washington State Administrative Office of the Courts (AOC) will reimburse Courts under this Agreement for the cost of spoken language interpretation and sign language interpretation and other goods and services that improve language access in the courts for Limited English Proficient (LEP), deaf, and hard of hearing persons. This includes interpreters credentialed by AOC (certified or registered), or otherwise court-qualified interpreters appointed pursuant to RCW 2.42 and RCW 2.43 under the following conditions listed under Section 2 “Qualifying Interpreter Events.”

It also includes goods and services that improve language access, listed under Section 3 “Language Access Goods and Services”.

Courts shall work with AOC staff in determining whether an expense that is not explicitly mentioned below, qualifies as a reimbursable expense under the Agreement.

2. QUALIFYING INTERPRETING EVENTS

A. Spoken Language Interpreters Qualifying Events

AOC will reimburse the Court 50% of the actual expenses for services of WA state AOC-credentialed or otherwise court-qualified interpreters pursuant to RCW 2.43 that meet one of the following conditions:

- a) If there is at least one WA state AOC credentialed interpreter in the language being used, then reimbursement will only be provided for using an AOC credentialed interpreter who is credentialed in that language.
- b) Compensation for interpreters for languages for which neither a certified interpreter nor registered interpreter is offered will be reimbursed where the interpreter has been qualified on the record pursuant to RCW 2.43.
- c) Courts will not be reimbursed for events using non-AOC credentialed interpreters if there is one or more WA state AOC credentialed interpreter listed for the language being used.

B. Sign Language Interpreters Qualifying Events

AOC will reimburse the Court 50% of the actual expenses for services of American Sign Language (ASL) interpreters and Certified Deaf Interpreters (CDI) pursuant to RCW 2.42 when the interpreter is listed with the Department of Social and Health Services, Office of Deaf and Hard of Hearing (DSHS, ODHHS) as a court-certified interpreter.

The Office of Deaf and Hard of Hearing (ODHH) at the Department of Social and Health Services (DSHS) maintains a list of Certified Court Sign Language Interpreters. This list includes American Sign Language (ASL) interpreters and Certified Deaf Interpreters (CDI). To qualify for reimbursement, and event using an ASL and/or CDI interpreter from this list must be used.

Certified interpreters are listed under three categories:

- Specialist Certificate: Legal – SC: L
- RID Certification with SC: L written test
- Intermediary Interpreters (Deaf Interpreter)

The most up to date list can be found here:
<https://fortress.wa.gov/dshs/odhhapps/Interpreters/CourtInterpreter.aspx>

C. Out of State Court Credentialed Interpreters Qualifying Events

AOC will reimburse the Court 25% of the actual expenses for services of out of state court credentialed or otherwise court-qualified interpreters pursuant to Exhibit I, Out of State Interpreter Reimbursement Policy, and Guidelines that meet all of the following conditions:

- a) Interpreter service is provided for a designated High Priority Language.
- b) Court has made reasonable efforts to secure a WA state court credentialed interpreter.
- c) A WA state court credentialed interpreter was not reasonably available for the assignment.
- d) The out of state interpreter holds credential status that aligns with WA state's court credential standards.
- e) The out of state interpreter has been provided with the Code of Professional Responsibility for Judiciary Interpreters. (GR11.2)

D. Staff Interpreters (Salaried Staff)

Reimbursement will be provided for salaried staff meeting the Qualifying Event conditions for 50% of the payment of credentialed spoken and sign language interpreters, as referenced in subsections 2.A and 2.B above.

E. Telephonic and Video Remote Interpreting and Services for Legal Proceedings

AOC will reimburse 50% of the costs for using certified, registered, or otherwise qualified interpreters operating by telephone or video for court proceedings. The services must meet the Qualifying Event conditions for the payment of credentialed spoken and sign language interpreters, as referenced in subsections 2.A and 2.B above.

3. LANGUAGE ACCESS GOODS AND SERVICES

Courts can request reimbursement for 100% of the costs for goods and services that will help increase language access in the Court.

Courts shall submit documents related to reimbursement claims under goods and services, including original and translated materials for translation services, and applicable invoices for other goods and services, upon request by the AOC.

The items listed below are common goods and services that courts have used to increase language access and will be improved for reimbursement.

- Translation services
- Telephonic interpreter services for events outside of court proceedings
- Portable video device(s) for video remote interpreting
- Equipment used for simultaneous interpretation
- Staff training on language access, interpreting, or bilingual skills improvement
- Interpreter scheduling software fees
- Printed signage for language assistance purposes

Items or services not listed above must be pre-approved (via email) by Language Access and Interpreter Reimbursement Program Coordinator prior to purchase or they may not qualify for reimbursement under the Program.

4. SCOPE OF REIMBURSEMENT FUNDING

Reimbursement payment under this Agreement will only be made to the Court when the cost is paid out of the budget or budgets, in the case of multi-court collaborative applicants of the Court responsible for full payment.

5. PAYMENT STRUCTURE

A. Reimbursement Rate

a) Spoken Language Interpreters

AOC will reimburse the Court 50% of the cost of AOC credentialed, or otherwise court-qualified interpreters providing services under this Agreement.

b) **Sign Language Interpreters**

AOC will reimburse the Court 50% of the cost of certified interpreters providing services under this Agreement.

c) **High Priority Language Out of State Interpreters**

AOC will reimburse the Court 25% of the cost of court credentialed, or otherwise court-qualified interpreters that meet WA standards providing services under this Agreement.

d) **Staff Interpreters (Salaried Staff)**

AOC will reimburse the Court 50% of the cost of AOC credentialed staff interpreters.

e) **Contracted Interpreters**

The cost of credentialed or otherwise qualified contract interpreters who are paid other than on an hourly basis, for example, on a half-day or flat rate basis, will be reimbursed at 50%.

f) **Remote Interpreting**

AOC will reimburse the Court 50% of the cost of using credentialed or otherwise qualified interpreters providing interpretation by telephone or video for legal proceedings.

g) **Cancellation Fees**

AOC will reimburse the Court 50% of cancellation fees paid to interpreter.

h) **Goods and Services**

AOC will reimburse the Court 100% of the approved cost of goods and services related to language access in courts. These services must not be part of a legal court proceeding.

B. Travel Time and Mileage

AOC will reimburse the Court 50% of the cost of interpreter travel time and mileage.

Interpreter travel time is reimbursable if a required party fails to appear. "Failure to appear" means a non-appearance by the LEP or deaf or hard of hearing client, attorneys, witnesses, or any necessary party to a hearing, thereby necessitating a cancellation or continuance of the hearing. The Court can be reimbursed for 50% of the cancellation fees paid to the interpreter.

EXHIBIT I

OUT OF STATE INTERPRETER REIMBURSEMENT POLICY

I. Policy Statement

The Language Access and Interpreter Reimbursement Program (LAIRP) establishes this policy to expand reimbursement eligibility for interpreter services provided by out of state court credentialed interpreters for designated High Priority Languages when a Washington state court credentialed interpreter is not readily available. Reimbursement is subject to the eligibility requirements, reimbursement rate, and other terms and conditions established in this policy.

II. Purpose

The purpose of this policy is to strengthen statewide language access support for Washington courts by establishing an equitable, sustainable, and data-driven framework for reimbursing eligible out of state interpreter services under LAIRP. The policy is designed to promote meaningful language access in courts by expanding reimbursement support while reaffirming Washington state court credentialed interpreters as the preferred resource whenever reasonably available.

III. Scope

This policy applies to:

- Courts participating in the LAIRP;
- Interpreter services provided by court credentialed out of state interpreters;
- Languages designated as High Priority Languages;
- Interpreter events occurring on or after July 1, 2026.

This policy does not apply to languages for which Washington state does not have a court credentialed interpreter. Reimbursement for interpreter services in those languages continues to be administered as outlined in the Interagency Agreement.

IV. Definitions

For the purpose of this policy:

Court Credentialed Interpreter means an interpreter who holds an active court interpreter credential issued by a state's administrative office of the courts or a nationally recognized credentialing body.

In State Court Credentialed Interpreter means an interpreter who acquired Washington state court credential (either certified or registered) by completing the steps required by Washington State Administrative Office of the Courts (AOC).

Out of State Court Credentialed Interpreter means an interpreter credentialed by another state's court system who does not currently hold a Washington state court interpreter credential through certification, registration, or reciprocity.

Reciprocity means the process by which an interpreter who is court credentialed in another state and in good standing may apply to obtain a court credentialed interpreter status in Washington state. Their credential was initially obtained from a non-Washington state and AOC grants reciprocity credentialing status through a requirement standard verification process.

High Priority Language means a language designated by the AOC as eligible for reimbursement under this policy based on an assessment of language access needs. A high priority language is identified as requiring additional reimbursement support to address a significant gap between language demand and interpreter supply.

Reasonable Effort means a documented process taken by the court to secure a Washington state court credentialed interpreter before utilizing an out of state court credentialed interpreter.

V.High Priority Languages

AOC shall annually designate High Priority Languages using LAIRP data and established evaluation criteria.

The criteria may include interpreter utilization, statewide interpreter availability, language demand, and other factors determined by the AOC to ensure equitable resource distribution.

High Priority Languages shall be reviewed periodically, and the list of included languages may be revised by AOC based on available data and program needs.

For Fiscal Year 2027, the following languages are designated as High Priority Languages.

Certified Languages	Registered Languages
Arabic Hmong	Burmese Dari Hungarian Kurdish - Kurmanji Laotian Marshallese Nepali Swahili Tigrinya Ukrainian Urdu

VI. Eligibility Requirements

To qualify for reimbursement, all of the following conditions must be met:

- A. Interpreter service is provided for a designated High Priority Language.
- B. Court has made reasonable efforts to secure a Washington state court credentialed interpreter.
- C. A Washington state court credentialed interpreter was not reasonably available for the assignment.
- D. The out of state interpreter holds credential status that aligns with Washington state's court credential standards.
- E. The out of state interpreter has been provided with the Code of Professional Responsibility for Judiciary Interpreters (GR11.2).

VII. Court Responsibilities

To claim reimbursement for interpreter services provided by an out of state interpreter, the Court is responsible for:

- A. Verifying the out of state interpreter's credential based on the Out of State Interpreter Credential Verification Guideline (Exhibit II).
- B. Providing the interpreter with the Code of Professional Responsibility for Judiciary Interpreters (GR11.2).
- C. Attesting interpreter's court credential status through the LAIRP application portal.
- D. Maintaining documentation supporting eligibility requirements.

- E. Submitting complete, accurate, and timely invoices in accordance with LAIRP requirements and applicable deadlines.

At any point, if an interpreter's credential attestation is determined to be inaccurately reported by the court even after the invoice has been paid, AOC reserves the right to revoke the reimbursement approval. In such cases, if reimbursement has occurred, courts shall be required to return the applicable reimbursement payment to AOC.

VIII.Reimbursement

Subject to court's available budget and overall program funds, LAIRP shall reimburse twenty-five percent (25%) of the total out of state interpreter services eligible expenses. Reimbursement rate may be revised at the discretion of the AOC to meet program needs.

Eligible expenses include:

- A. Interpreter service fees;
- B. Travel expenses, including accommodation, mileage, per diem, and other travel related costs consistent with applicable Washington state travel regulations; and
- C. Other AOC pre-approved expenses directly related to the provision of interpreter services.

Reimbursement may be limited by reimbursement caps, program funding, or other fiscal requirements established by the AOC.

IX.Exceptions

AOC may approve exceptions to the policy on a case-by-case basis to support critical language access needs.

Requests for exception shall be submitted in writing prior to scheduling the interpreter.

Courts may submit the request to the Program Manager, Tae Yoon at tae.yoon@courts.wa.gov.

X.Review and Updates

AOC may periodically review this policy to ensure continued alignment with program objectives, statewide interpreter needs, and fiscal sustainability.

Revisions may be adopted as necessary. AOC shall notify the courts via email notification of any revisions.

EXHIBIT II

OUT OF STATE INTERPRETER CREDENTIAL VERIFICATION

I. Purpose

This document provides Washington courts with standardized procedures for implementing the Out of State Interpreter Reimbursement Policy. Its purpose is to ensure that language access provided by out of state court credentialed interpreters meets established Washington state standards and qualifications. It serves as a step-by-step resource for courts to verify out of state court interpreter credentials, document compliance with policy requirements, and submit reimbursement requests under the Language Access and Interpreter Reimbursement Program (LAIRP).

II. Washington State Court Credentialed Standards

Washington state has two court credential types depending on the language:

- Certified Interpreter
- Registered Interpreter

In order for an interpreter to be credentialed in Washington state, the interpreter must:

1. Successfully pass the National Center for State Courts (NCSC) written exam with a minimum score of 80% or higher
2. Complete the interpreter orientation provided by the AOC
3. Successfully pass the oral requirement
 - Certified Interpreter: A passing score of 70% or higher on the NCSC oral exam on all three sections; sight, consecutive, and simultaneous interpretation
 - Registered Interpreter: English Oral Proficiency Interview (OPI) score 49 and above, Foreign Language OPI score superior and above from WA AOC approved testing companies for languages that do not have an NCSC oral exam
4. Complete the mandatory Ethics and Protocol Training provided by the AOC
5. Successfully pass a background check performed by WA State Patrol and complete the Interpreter Oath

WA state court credentialed interpreters need to fulfill a biennial compliance requirement to maintain an active WA AOC credential status.

An interpreter who acquired credential status originally in another state may become court credentialed in Washington state once they complete the required reciprocity

process. In such case, the interpreter is considered a Washington state court credentialed interpreter regardless of their current place of residence.

III. Verifying an Out of State Court Interpreter Credential

Prior to scheduling an out of state interpreter, the Court is responsible for verifying the interpreter's credentials. Because credentialing systems vary among states, courts should further verify that the interpreter's credential in another state aligns with Washington state credential standards.

The following process is intended to assist courts in completing the interpreter credential verification;

Step 1- Identify Language

Identify language and determine whether it is considered a certified or registered language. A list of credentialed languages can be found on the AOC website.

Step 2 - Identify Interpreter's Credential

- Identify the interpreter's credential type and the issuing state.
- Credential types across states include, but are not limited to, Master, Certified, Registered, Qualified, Conditionally Approved, Advanced, Journey, Provisionally Approved, Authorized, Proficient.

Step 3 - Verify the Credential

Verify whether the credential is active and in good standing. This may be completed by:

- Checking the official court interpreter registry maintained by the issuing state. Courts may refer to each state's interpreter roster link, if available, on the Nationwide Interpreter Resource List (Exhibit III).
- Contacting a court from the issuing state the interpreter has worked in.
- Requesting official documentation issued by the credentialing authority.

Step 4 - Evaluate Credential Equivalency to Washington standards

Evaluate whether the interpreter's credential from the issuing state is comparable to Washington state court credential standards outlined in Section II.

- When making this determination, courts should evaluate the credentialing requirements as a whole.
- Difference in credential types, titles, or structure does not necessarily indicate that a credential is not comparable to Washington standards.

Similarly, the use of the same credential title such as 'certified' or 'registered' does not automatically mean that the credential is equivalent to Washington state's credential requirements.

- Courts may refer to each state's language access website link on the Nationwide Interpreter Resource List (Appendix B).
- If additional guidance is needed regarding a credential or an unfamiliar credentialing structure, courts may contact the AOC Language Access team before scheduling the interpreter and submitting a reimbursement request.

Step 5- Maintain Documentation

Retain any documentation supporting the credential verification process.

- Documentation may include registry searches, credential verification records, correspondence, or other information used during the verification process.
- Courts may be requested to provide supporting documentation as part of the LAIRP reimbursement review or program administration.

IV.Submitting Reimbursement Request

To request reimbursement, Courts must report the interpreter event through the LAIRP application portal in accordance with established reporting procedures.

Specifically, to claim reimbursement under the Out of State Interpreter Reimbursement Policy, Court shall attest that:

- The out of state interpreter's credential has been verified.
- Interpreter's credentials align with Washington state standards.
- A Washington state court credentialed interpreter was not reasonably available for the interpreter event.

By submitting the reimbursement request and required attestation, the Court certifies that the verification was completed in accordance with these guidelines and necessary supporting documentation has been retained. Courts are not required to submit supporting documentation through the LAIRP application portal.

EXHIBIT III**NATIONWIDE INTERPRETER RESOURCE LIST**

This list can also be found on the LAIRP Application Portal

The links provided below are intended as a general reference to assist courts in locating publicly available information about interpreter rosters and language access websites in other states. These links are maintained by each state and may change without notice. Courts should verify interpreter credentials, qualifications, and other applicable requirements directly with the relevant state.

State	Interpreter Roster	Website
Alabama	Alabama Administrative Office of Courts	Alabama Administrative Office of Courts
Alaska	Verification by email	Language Interpreter Services - Alaska Court System
Arizona	Verification by email	AZCourts.gov > Arizona Language Access Information and Interpreter Resources
Arkansas	https://arcourts.gov/directories/court-interpreters-registry	Office of Court Interpreter Services (OCIS) Arkansas Judiciary
California	Search for an Interpreter Language Access Services	Home Language Access Services
Colorado	Managing & Staff Interpreter Contact Information	Interpreters & Translators Colorado Judicial Branch
Connecticut	Verification by email	Limited English Proficiency - CT Judicial Branch
Delaware	Available upon request	Delaware Court Interpreter Program - Administrative Office of the Courts - Delaware Courts - State of Delaware
Florida	Certified Interpreter Registry / Find an Interpreter / Court Interpreting / Court Services / Services - Florida Courts	Court Interpreting / Court Services / Services - Florida Courts
Georgia	gcr.onegovcloud.com/public/directory/	Committee on Interpreters – Office of Court Professionals

Hawaii	Find a Court Interpreter Hawaii	Judiciary Judiciary Language Assistance Policy
Idaho	https://isc.idaho.gov/administrative/rosters/other-court-rosters	https://isc.idaho.gov/about-the-courts/language-access
Illinois	Illinois Interpreter Registry	Find a Language Interpreter/Language Access Program in the Illinois Courts system
Indiana	Interpreters - Search	Office of Judicial Administration: Language Access
Iowa	Find an Interpreter Iowa Judicial Branch	Court Interpreters Iowa Judicial Branch
Kansas	No certification requirements	https://kscourts.gov/Public/Become-an-Interpreter
Kentucky	https://www.kycourts.gov/Court-Programs/Language-Access/Pages/Find-an-Interpreter.aspx	Language Access - Kentucky Court of Justice
Louisiana	https://www.lasc.org/court_interpreters/LASC_Interpreter_Registry.pdf	Office of Language Access - Louisiana Supreme Court
Maine	Verification by email	Interpreter and Translation Services: State of Maine Judicial Branch
Maryland	https://secure.scheduleinterpreter.com/marylandcourts/cgi-bin/reports.cgi?action=publicListing	Language Services Maryland Courts
Massachusetts	https://www.mass.gov/info-details/massachusetts-trial-court-interpreters-public-release-roster-prr-introduction	Trial Court Office of Language Access Mass.gov
Michigan	Certified Interpreters	Foreign Language Interpreter Certification Program
Minnesota	Court Interpreters Search	mncourts.gov
Mississippi	https://courts.ms.gov/aoc/courtinterpreter/registry.php	Court Interpreters - State of Mississippi Judiciary
Missouri	Missouri Foreign Language Court Interpreter Roster	Americans with Disabilities Act

Montana	Verification by email	Interpreters District of Montana United States District Court
Nebraska	https://nebraskajudicial.gov/programs-services/interpreters/statewide-register-interpreters	Language Access Nebraska Judicial Branch
Nevada	NVCCIP Roster 5.2026	Nevada Certified Court Interpreter Program Overview Administrative Office of the Courts
New Hampshire	Verification by email	Language Access/Interpreter Services New Hampshire Judicial Branch
New Jersey	https://www.njcourts.gov/sites/default/files/public/language-services/registry.pdf	https://www.njcourts.gov/public/get-help/request-interpreter
New Mexico	https://nmcenterforlanguageaccess.org/cms/en/services/language-interpreter-services-directory	Online Multilingual Language Access Training
New York	Verification by email	Language Access & Court Interpreters New York Courts
North Carolina	Verification by email	Office of Language Access Services North Carolina Judicial Branch
North Dakota	None	North Dakota Court System - Court Interpreters
Ohio	https://www.supremecourt.ohio.gov/docs/JCS/interpreterSvcs/certification/roster.pdf	Language Services Section » Supreme Court of Ohio
Oklahoma	https://www.oscn.net/static/forms/aoc_forms/interpreter.asp	Forms Certified Courtroom Interpreters
Oregon	Oregon Credentialed Court Interpreter Roster.pdf	https://www.courts.oregon.gov/languages/Pages/default.aspx
Pennsylvania	Interpreter Roster Interpreter Program Operations Judicial Administration Unified Judicial System of Pennsylvania	Language Access Operations Judicial Administration Unified Judicial System of Pennsylvania
Rhode Island	Not publicly available	Programs and Services
South Carolina	Interpreter Directory - South Carolina Judicial Branch	Court Access - South Carolina Judicial Branch

South Dakota	Verification by email	Language Access Resources SD Unified Judicial System SD UJS
Tennessee	https://tncourts.gov/programs/court-interpreters/find-court-interpreter	Court Interpreters Tennessee Administrative Office of the Courts
Texas	Find a Court Interpreter Texas	TJB Interpretation & Translation
Utah	Find a Court Interpreter	Court Interpreters
Vermont	Available upon request	Language Access: Interpreters and Translators Vermont Judiciary
Virginia	Foreign Language Services Virginia Court System	https://www.vacourts.gov/courtadmin/aoc/djs/programs/interpreters/home
Washington	Washington State Courts - Court Interpreters	Washington State Courts - Court Interpreters
West Virginia	Verification by email	Access to Justice West Virginia Judiciary
Wisconsin	https://www.wicourts.gov/services/interpreter/search.htm	Wisconsin Court System - Court services - For interpreters
Wyoming	Court Interpreter Services - Wyoming Judicial Branch	Court Interpreter Services - Wyoming Judicial Branch
District of Columbia	For Interpreters District of Columbia Courts	ADA and Language Accessibility District of Columbia Courts
Virgin Islands	Verification by email	https://www.vid.uscourts.gov/interpreter-services

GR 11.2

CODE OF PROFESSIONAL RESPONSIBILITY FOR JUDICIARY INTERPRETERS

(a) **Preamble.** As officers of the court, interpreters must maintain high standards of professional conduct that promote public trust and confidence in the administration of justice. The purpose of this code is to establish standards of conduct that interpreters must abide by in order to preserve the integrity and independence of the judicial system. It establishes core ethical principles of interpreter conduct in all aspects of their profession.

(b) **Scope.** The text of each rule is authoritative, while the comments provide important guidance in understanding the rules.

(c) **Applicability.** All interpreters serving in the judicial system must abide by this Code of Professional Responsibility.

(d) **Compliance.** Interpreters who violate the provisions of this code are subject to disciplinary action and/or any other sanction that may be imposed by law.

(e) **Definitions.**

(1) Source language – the original language of the writer or speaker.

(2) Target language – the language of the receiving reader or listener.

(3) Register – the degree of formality of language.

(4) Sight translation – the rendering of a written document directly into a spoken or signed language, not for purposes of producing a written document.

(f) **Canons.**

(1) *Accuracy.* Interpreters must reproduce in the target language the closest natural equivalent of the source language message without altering it by means of addition, omission, or explanation.

Comment

(1)[1] Interpreters are obligated to conserve every element of information contained in the source and target languages. In doing so, they fulfill a twofold duty: (1) to ensure that legal proceedings reflect in English precisely what is said or signed by limited English proficient individuals and (2) to place limited English proficient individuals on an equal linguistic footing with those who are fully proficient in English.

(1)[2] Interpreters are required to apply their best skills and judgment to render, as faithfully as reasonably possible, the meaning of what is said or signed, preserving the style and register of speech, and the ambiguities and nuances of the source statement.

Everything must be interpreted, even if it appears nonresponsive, obscene, rambling, or incoherent. This includes false starts and apparent misstatements. However, verbatim, "word for word," or literal interpretation is inappropriate if it distorts the meaning of what is said or signed.

Spoken language interpreters should convey the speaker's tone without reenacting or mimicking the speaker's emotions or dramatic gestures. Sign language interpreters, on the other hand, should employ visual cues, including facial expressions, body language, and hand gestures, which are structural elements of sign languages.

(1)[3] Interpreters have the duty to immediately address any situation or condition that impedes their ability to accurately interpret. Examples include, but are not limited to, linguistic ambiguities, unfamiliar terms, inaudible speech, inability to see a speaker, background noise or distraction, and pace of speech.

(1)[4] The obligation to preserve accuracy includes the interpreter's duty to correct any substantive errors of interpretation as soon as possible. Interpreters should be prepared to accept feedback, including challenges to their interpretation, in a professional and impersonal manner.

(1)[5] Due to the difficulty of extemporaneously interpreting recordings (such as 911 calls), the practice of doing so in court should be discouraged at all times. Rather, proper transcripts and corresponding written translations should be prepared in advance. If ordered by the presiding officer to interpret a recording in court, interpreters should comply but state, on the record, that they cannot guarantee the accuracy of the interpretation.

(1)[6] Interpreters should refrain from sight translating documents for the record. Rather, written translations of documents offered in an evidentiary hearing should be prepared in advance. If ordered by the presiding officer to sight translate such documents, interpreters should comply but state, on the record, that they cannot guarantee the accuracy of the sight translation.

(1)[7] The ethical responsibility to interpret accurately includes being prepared for assignments. Interpreters are encouraged to obtain documents and other information necessary to familiarize themselves with the nature and purpose of an assignment. Prior preparation is described below; it is especially important when testimony or documents include highly specialized terminology and subject matter.

Preparation may include but is not limited to:

- (i) reviewing relevant documents, such as criminal complaints, police reports, briefs, witness lists, jury instructions, prior depositions, etc.;
- (ii) asking interpreters previously involved in the case for information on language use or style; or
- (iii) asking attorneys involved in the case for additional relevant information.

(2) *Competence*. Interpreters must not knowingly accept any assignment beyond their skill level. If at any point, before or during an assignment, they have reservations about their ability to satisfy an assignment competently, they must immediately disclose this to all parties and, if applicable, to the court.

In their professional capacity, interpreters must not give legal or other advice or engage in any activity that may be construed as a service other than interpreting or translating.

Comment

(2)[1] Interpreters are duty bound to inquire about the assignment in advance and assess their competence to render services.

(2)[2] Interpreters are not qualified to give written or oral counsel about a legal matter that could affect the rights and responsibilities of the person receiving the advice. GR 24 sets forth what constitutes the practice of law.

(2)[3] Interpreters should maintain and expand competence in their field through professional development. Professional development includes steady practice, professional training, ongoing education, terminology research, regular and frequent interaction with colleagues and specialists in related fields, and staying abreast of new technologies, current issues, laws, policies, rules, and regulations that affect their profession.

(2)[4] Interpreters should know and follow established protocols for delivering interpreting services. When speaking in English, interpreters should speak at a volume that enables them to be heard throughout the courtroom. They should interpret in the first person and refer to themselves in the third person.

(3) *Honesty and Integrity*. Interpreters have an inviolable duty to provide honest services in which their behavior upholds the values outlined in this code. They must accurately represent their credentials, training, and relevant experience. Interpreters must not engage in conduct that impedes their compliance with this code or allow another to induce or encourage them to violate the law or this code.

Comment

(3)[1] It is essential that interpreters present a complete and truthful account of their credentials, training, and relevant experience prior to an assignment so that their ability to satisfy it competently can be fairly evaluated.

(4) *Impartiality and Neutrality.* Interpreters must faithfully render the source message without allowing their own views to interfere. They must refrain from conduct that may give an appearance of bias and must disclose any real or potential conflict of interest to all parties and the court, if applicable, as soon as they become aware of it.

Comment

(4)[1] Interpreters should strive for professional detachment. They should uphold impartiality by avoiding verbal and nonverbal displays of personal attitudes, prejudices, emotions, or opinions. Interpreters must faithfully render all statements, even those they find personally objectionable, without allowing their own views or opinions to interfere.

(4)[2] As officers of the court, interpreters serve the court and the public, regardless of whether publicly or privately retained. Interpreters must uphold neutrality by avoiding any behavior that creates the appearance of favoritism toward anyone. Interpreters should maintain professional relationships with persons using their services, discourage personal dependence on the interpreter, and avoid participation in the proceedings in any capacity other than providing interpreter services. During the course of the proceedings, interpreters should not converse with parties, witnesses, jurors, attorneys, or friends or relatives of any party, except in the discharge of their official functions.

(4)[3] Interpreters must not serve in any matter in which they have an interest, financial or otherwise, in the outcome, unless a specific exception is allowed by the judicial officer for good cause and noted on the record. Interpreters must not solicit or accept gifts or gratuities from any of the parties, even as a social courtesy, in order to maintain the appearance of neutrality. Interpreters must disclose to the parties and/or the court any circumstance that creates a potential conflict of interest, including but not limited to the following:

- (i) the interpreter is a friend, associate, or relative of a party, witness, victim, or counsel;
- (ii) the interpreter or the interpreter's friend, associate, or relative has a financial interest in the case at issue, a shared financial interest with a party to the proceeding, or any other interest that might be affected by the outcome of the case;
- (iii) the interpreter has served in an investigative capacity for any party involved in the case;

- (iv) the interpreter has previously been retained by a law enforcement agency to assist in the preparation of the criminal case at issue;
- (v) the interpreter is an attorney in the case at issue; or
- (vi) the interpreter has previously been retained for employment by one of the parties.

The existence of any one of the abovementioned circumstances should be evaluated by the parties and the court but should not automatically disqualify an interpreter from providing services. If an actual or perceived conflict of interest exists, the appropriate authorities should determine whether it is appropriate for the interpreter to withdraw based on the totality of the circumstances.

(5) *Confidentiality.* Interpreters must not divulge privileged or other confidential information obtained in their professional capacity. They must refrain from making any public statement on matters in which they serve.

Comment

(5)[1] Privileged communications take place within the context of a protected relationship, such as that between an attorney and client, a husband and wife, a priest and penitent, and a doctor and patient. The law often protects against forced disclosure of such conversations. Interpreters are bound to maintain the confidentiality of all privileged communications.

(5)[2] Interpreters are also routinely privy to communications that, while not necessarily privileged by law, are conveyed in confidence. In order to preserve the integrity of the judicial process, interpreters have an ongoing duty to refrain from disclosing information obtained in their professional capacity. This duty is consistent with CJC 2.10.

[Adopted effective November 17, 1989. Original Rule 11.1 was renumbered as Rule 11.2 effective September 1, 2005; Amended effective April 26, 2016; December 18, 2018; March 12, 2019.]



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	September 10, 2026
Originating Department	Community Development
Contact Person	Mark Hofman, Community Development Director
Title	Resolution 26-2093 and Resolution 26-2094/Authorizing the Mayor to sign Professional Service Agreements with Facet NW, Inc. for on-call arborist support services and arborist services to support the Sound Transit Bus Rapid Transit (ST3) permit review

Legislative History

- First PresentationAugust 13, 2026
- Second PresentationSeptember 10, 2026

Attachments:

- Resolution 26-2093 Authorizing the Mayor to Sign the Professional Services Agreement with Facet NW, Inc. for On-Call Arborist Support Services
- Professional Services Agreement for On-Call Arborist Support Services with Facet NW, Inc., including Exhibit A (Scope of Services) and Exhibit B (Rate Sheet)
- Resolution 26-2094 Authorizing the Mayor to Sign the Professional Services Agreement with Facet NW, Inc. for On-Call Arborist Services to Support the Sound Transit Bus Rapid Transit Permit Review
- Professional Services Agreement for On-Call Arborist Services to Support the Sound Transit Bus Rapid Transit Permit Review

Executive Summary

The City of Lake Forest Park is in need of on-call arborist services for permit review of Sound Transit Bus Rapid Transit project applications and also to provide general arborists services to support staff’s overflow needs. The work on Sound Transit applications and general applications are in separate contracts for ease of tracking and reimbursement.

Background

Council approved Resolutions 26-2076 through 26-2083 at the June 11, 2026, regular meeting for multiple on-call engineering review service agreements to support staff overflow needs and for permit review of the Sound Transit Bus Rapid Transit project applications. The City Council thereby authorized the Mayor to sign On-Call Services Agreements with David Evans and Associates, GeoEngineers, Otak, Inc., and Verdantes (formerly PACE) to provide engineering and permit processing support to the Public Works and Community Development departments. These engineering and development consultants were selected through a competitive Request for Qualifications (RFQ) process. The selected consultants demonstrated strong past performance, expertise and knowledge of a variety of engineering and development review services.

The selected engineering consultants do not have highly specialized arborist services with direct local experience with Lake Forest Park Municipal Code tree regulations, noticing, tracking, or permitting process. Services such as planning, architecture, arborist services, etc are exempt from the Small Works Roster requirements. The City desires to support the Public Works and Community Development departments with professional arborist services on an on-call, as-needed task order basis. It is beneficial for the City to obtain the services of a consultant with experience to perform this work to support City departments. Facet NW, Inc. is qualified and experienced in the work and with city codes and processes.

Work under the on-call contracts would include (but not be limited to):

- Reviewing development applications for conformance with the City's tree regulations per Chapter 16.14 LFPMC, and condition permit approvals to ensure appropriate tree protection during development, including tree inventories, tree replacement plans, and other technical arborist reports.
- Peer review, field assessment, and verification of environmental documentation submitted in support of development proposals for compliance with tree and other environmental regulations as they relate to Chapter 16.14 LFPMC, including, but not limited to:
 - a. Arborist reports;
 - b. Critical areas reports;
 - c. Habitat assessment reports;
 - d. Shoreline no net loss reports;
 - e. Geotechnical reports;
 - f. Mitigation plans, and;
 - g. SEPA checklists.
- Timely, accurate, and detailed responses to unexpected and regularly scheduled service requests.
- Field inspections of work associated with tree protection, removal, risk assessment, replacement, and monitoring.
- On-call support services for projects where the City requires expert review and analysis to determine consistency with Chapter 16.14 LFPMC.
- Collaborative work in a regulatory environment with other agencies, interest groups, and permit applicants.
- Attend project meetings, testify at public hearings, and participate in public meetings as requested by City staff.
- Staff training and technical assistance support for Lake Forest Park Tree Board.
- The creation of memorandums that provide analysis and narrative on how applicant-provided technical reports document compliance with applicable regulations.
- Witness Testimony- provide witness testimony on behalf of the City in the event of an appeal of a related City permit or land use decision.

Fiscal & Policy Implications

The need for these arborist support services is a direct result of development permit applications received by the City, which are paid for by the permit applicants through fees and reimbursement provisions.

Alternatives

Options	Results
• Approve the contracts for arborist support services.	City staff will benefit from access to specialized arborist services and dispersed, manageable workload.
• Do not approve the contracts for arborist support services.	Delay in permit processing; reliance on existing staff resources and contracted consultant firms for support and additional workload support.

Staff Recommendation

Approve Resolutions 26-2093 and 26-2094 authorizing the Mayor to sign the professional services agreements with Facet NW, Inc. for on-call arborist support services and on-call arborist services to support the Sound Transit Bus Rapid Transit permit review.

RESOLUTION NO. 26-2093

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE PROFESSIONAL SERVICES AGREEMENT WITH FACET NW, INC. FOR ON-CALL ARBORIST SERVICES TO SUPPORT TREE PERMIT REVIEW

WHEREAS, the Lake Forest Park Municipal Code requires technical review of tree permit applications in a timely manner; and

WHEREAS, the city is in need of on-call arborist services for review of tree permit applications; and

WHEREAS, Facet NW, Inc. has qualified and experienced arborists who can perform these services; and

WHEREAS, the City Attorney has reviewed and approved the form of the proposed contract.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Forest Park, as follows:

Section 1. AUTHORIZATION. The City Council of the City of Lake Forest Park hereby authorizes the Mayor to sign the Professional Services Agreement for On-Call Arborist Support Services with Facet NW, Inc. in substantially the same form as Attachment 1.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this ____ day of _____ 2026.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2093

**CITY OF LAKE FOREST PARK
PROFESSIONAL SERVICES AGREEMENT
Agreement Title: On-Call Arborist Support Services**

THIS AGREEMENT made and entered into by and between the **CITY OF LAKE FOREST PARK**, a Washington municipal corporation (the "City"), and **Facet NW, Inc.** (the "Consultant"), a Washington corporation, dated the last date signed below.

Consultant Business: Facet NW, Inc.
Consultant Address: 9706 4th Ave NE #300, Seattle, WA 98115
Consultant Phone: (206) 523-0024
Contact Name Drue Epping
Consultant e-mail: DEpping@facetnw.com
Federal Employee ID No.: 91136439
Authorized City Representative Mark Hofman, Community Development Director
for this contract: mhofman@cityofflp.gov

WHEREAS, the City desires to support the Public Works and Community Development departments with professional Arborist services on an on-call, as-needed basis; and

WHEREAS, it is beneficial for the City to obtain the services of a consultant with experience to perform this work to support City departments; and

WHEREAS, the City finds that Facet NW, Inc. is qualified and experienced in the work and with city codes and processes.

NOW, THEREFORE, the parties herein do mutually agree as follows:

1. Employment of Consultant. The City retains the Consultant to provide, on an on-call, Task Order basis, the services described in Exhibit A incorporated herein ("Scope of Work" or "Work"). Any inconsistency between this Agreement and the Scope of Work shall be resolved in favor of this Agreement. The Consultant shall perform the Work according to the terms and conditions of this Agreement.

The Consultant's project manager(s) of the Work shall be Drue Epping. The project manager(s) shall not be replaced without the prior written consent of the City.

The City will assign work, as needed, by written Task Order. The City does not guarantee a minimum amount of work, if any, to be assigned.

The Term of this Agreement shall be through June 30, 2029, with an option for up to one (1) 1-year extension, unless terminated earlier by either party according to Section 5.

2. Compensation.

A. The compensation to be paid to Consultant for the Work, including all services and expenses, shall be for services provided at the rates listed in Exhibit B, which includes rates for all items for Task Order Work. Consultant shall invoice the City monthly for each Task Order separately on the basis of the portion of the Work completed each month by the Consultant and sub-consultants.

B. Consultant shall be reimbursed for Eligible Expenses actually incurred that are approved for reimbursement by the City in writing before the expense is incurred.

C. Consultant may update Exhibit B annually, in accordance with Section 16.

3. Request for Payment.

A. Not more than once every thirty days the Consultant shall send electronically to ap@cityofilfp.gov its request for payment of each Task Order separately, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

4. Work Product. The Consultant shall submit all reports and other documents specified in each Task Order according to the schedule established in that same Task Order. If, after review by the City, the information is found to be unacceptable, Consultant, at its own expense, shall expeditiously correct such unacceptable work. If Consultant fails to correct unacceptable work, the City may withhold from any payment due an amount that the City reasonably believes will equal the cost of correcting the work.

Consultant hereby assigns to the City all right, title, and interest in and to any work product deliverables including all reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, created in connection with the Work.

5. Termination of Contract. City may terminate this Agreement by sending a written notice of termination to Consultant ("Notice") that specifies a termination date ("Termination Date") at least fourteen (14) days after the date of the Notice. Upon receipt of the Notice, the Consultant shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant's material breach, the Consultant shall be paid or reimbursed for all hours worked and Eligible Expenses incurred up to the Termination date, less all payments previously made; provided that work performed after date of the Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice in a timely manner.

6. Assignment of Contract – Subcontractors. Consultant shall not assign this contract or sub-contract or assign any of the Work without the prior written consent of the City.

7. Indemnification. The Consultant shall defend (except for professional liability claims), indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

However, because this agreement is subject to RCW 4.24.115, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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

A. No Limitation. The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

B. Minimum Scope of Insurance. The Consultant shall obtain insurance of the types and coverage described below:

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

C. Minimum Amounts of Insurance. The Consultant shall maintain the following insurance limits:

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

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

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

F. Verification of Coverage.

The Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.

G. Notice of Cancellation.

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

H. Failure to Maintain Insurance.

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

I. City Full Availability of Consultant Limits.

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

9. Independent Contractor. The Consultant is an independent Contractor responsible for complying with all obligations of an employer imposed under federal or state law. Personnel employed by Consultant shall not acquire any rights or status regarding the City.

10. Employment. The Consultant warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement or pay or agree to pay any such company or person any consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right either to terminate this Agreement without liability or to deduct from the Agreement price or consideration or to otherwise recover, the full amount of such consideration.

11. Audits and Inspections. The Consultant shall make available to the City during normal business hours and as the City deems necessary for audit and copying all of the Consultant's records and documents with respect to all matters covered by this Agreement.

12. City of Lake Forest Park Business License. Consultant shall obtain a City of Lake Forest Park business license before performing any Work.

13. Compliance with Federal, State and Local Laws. Consultant shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of the Work.

14. Waiver. Any waiver by the Consultant or the City of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.

15. Complete Agreement. This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.

16. Modification of Agreement. This Agreement may be modified by a writing that is signed by authorized representatives of the City and the Consultant.

17. Severability. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.

18. Notices.

A. Notices to the City of Lake Forest Park shall be sent to the following address:

City of Lake Forest Park
Attn: Mark Hofman, Community Development Director
17425 Ballinger Way NE
Lake Forest Park, WA 98155
Email: mhofman@cityoflfp.gov

B. Notices to the Consultant shall be sent to the following address:

Facet NW, Inc.
Attn: Drue Epping, Urban Forest Planner
9706 4th Ave NE #300, Seattle, WA 98115
Email: DEpping@facetnw.com

19. Venue. This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in King County.

20. Counterpart Signatures. This Agreement may be executed in one or more counterparts, including by facsimile, scanned or electronic signatures, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the last date signed below.

	CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.
CITY OF LAKE FOREST PARK WASHINGTON	COMPANY NAME
By: _____ Tom French, Mayor	By _____ Kimberly Frappier Principal, Arboriculture & Urban Forestry
Date _____	Date: _____

ATTEST:

Matthew McLean, City Clerk
Date: _____

APPROVED AS TO FORM:

Kim Adams Pratt, City Attorney
Date: _____

Exhibit A

Facet NW, Inc. On-Call Arborist Support Services- Scope of Services

Services may include, but are not limited to:

General Scope of Services

Upon the City's request, Facet NW, Inc. shall provide arborist review support services that may include:

1. Reviewing development applications for conformance with the City's tree regulations per Chapter 16.14 LFPMC, and condition permit approvals to ensure appropriate tree protection during development, including tree inventories, tree replacement plans, and other technical arborist reports.
2. Peer review, field assessment, and verification of environmental documentation submitted in support of development proposals for compliance with tree and other environmental regulations as they relate to Chapter 16.14 LFPMC, including, but not limited to:
 - a. Arborist reports;
 - b. Critical areas reports;
 - c. Habitat assessment reports;
 - d. Shoreline no net loss reports;
 - e. Geotechnical reports;
 - f. Mitigation plans, and;
 - g. SEPA checklists.
3. Timely, accurate, and detailed responses to unexpected and regularly scheduled service requests.
4. Field inspections of work associated with tree protection, removal, risk assessment, replacement, and monitoring.
5. On-call support services for projects where the City requires expert review and analysis to determine consistency with Chapter 16.14 LFPMC.
6. Collaborative work in a regulatory environment with other agencies, interest groups, and permit applicants.
7. Attend project meetings, testify at public hearings, and participate in public meetings as requested by City staff.
8. Staff training and technical assistance support for Lake Forest Park Tree Board.
9. The creation of memorandums that provide analysis and narrative on how applicant-provided technical reports document compliance with applicable regulations.

Witness Testimony

Provide witness testimony on behalf of the City in the event of an appeal of a related City permit or land use decision.

ESG STAFF RATES

Issued Date: 06/16/2026

Effective Through: 12/31/2026

Name	Staff Title	Hourly Billing Rate
Alex Capron	Planner 5	\$197
Alexandra Plumb	Planner 5	\$176
Allison Lisi	Ecologist 4	\$180
Amanda Sanelli	Landscape Architect 4	\$174
Amber Mikluscak	Principal 5	\$292
Anna Kagley	Planner 4	\$157
Anna Murphy	Ecologist 3	\$156
April Mulcahy	Ecological Designer 6	\$195
Becca Pitts	Ecologist 1	\$120
Carmel Gregory	Planner 5	\$197
Cassidy Blukis	Accounting Billing Clerk	\$105
Catherine Latt	Project/Contract Administrator	\$121
Colin Macdonald	Restoration Specialist	\$201
Cory Martinez	Project/Contract Administrator	\$148
Dan Nickel	Principal 7	\$296
Dawn Spilsbury Pucci	Planner 4	\$175
Devin Melville	Planner 4	\$165
Donna Keeler	Planner 7	\$241
Douglas Yormick	Planner 4	\$166
Drue Epping	Urban Forest Planner	\$151
Elisabeth Gonzalez	Ecologist 3	\$149
Evan Earhart	Arborist 2	\$144
Fern Huynh	Landscape Designer 1	\$131
Greg Johnston	Fisheries Biologist 6	\$201
Hilary Hahn	Planner 3	\$142
Hugh Mortensen	Principal 7	\$296
Hui Cao	Landscape Designer 3	\$141
Jaimi Mostellar	Planner 1	\$120
Jay Dally	Ecologist 2	\$132
Katy Crandall	Ecologist 5	\$201
Kelly Evans	Principal 1	\$248
Kendra Franklin	Operations Coordinator	\$125

*** HOURLY RATES ARE BILLED AT THE POSTED YEARLY RATE WHICH IS UPDATED ON JANUARY 1ST OF EACH YEAR. CLIENT WILL BE NOTIFIED OF UPDATED RATES PRIOR TO JANUARY BILLING.**

SEATTLE | KIRKLAND | BURLINGTON | WHIDBEY ISLAND | FEDERAL WAY | SPOKANE

[facetnw.com](https://www.facetnw.com)

Name	Staff Title	Hourly Billing Rate
Kenny Booth	Principal 5	\$296
Kim Frappier	Principal 1	\$212
Kim Miller	Graphics Designer 4	\$140
Kyle Cotchett	Planner 3	\$154
Lars Freeman-Wood	Arborist 3	\$158
Laura Keil	Landscape Designer 2	\$136
Marina French	Principal 1	\$234
Meg Harrison	Ecologist 2	\$140
Mikayla Nelson	Project/Contract Administrator	\$142
Mike Foster	Ecologist 6	\$238
Nathan Burroughs	GIS Analyst 4	\$175
Nell Lund	Principal 1	\$248
Pete Heltzel	Fisheries Biologist 5	\$205
Rachel Anderson	Planner 2	\$127
Rachel Henden	Planner 3	\$132
Roen Hohlfeld	Ecological Designer 5	\$183
Ryan Kahlo	Principal 1	\$248
Sage Yuasa	Ecologist 2	\$156
Sam Payne	Ecologist 4	\$180
Sydni Gibson	Accounting Billing Clerk	\$109
Tami Camper	Planner 4	\$168

*** HOURLY RATES ARE BILLED AT THE POSTED YEARLY RATE WHICH IS UPDATED ON JANUARY 1ST OF EACH YEAR. CLIENT WILL BE NOTIFIED OF UPDATED RATES PRIOR TO JANUARY BILLING.**



Facet
2026 In-House Expense Rates
Effective: 1/1/2026-12/31/2026

Description	Rate
2026 Mileage Allowable	Current Federal Rate
Photocopies - In House B&W 8.5x11	\$0.18 per page
Photocopies - In-House B&W 11x17	\$0.38 per page
Photocopies - In-House B&W 22x34	\$1.47 per page
Photocopies - In-House B&W 24x36	\$1.70 per page
Photocopies - In-House B&W 30x42	\$2.48 per page
Photocopies - In-House B&W 36x48	\$2.72 per page
Photocopies - In House Color 8.5x11	\$0.74 per page
Photocopies - In-House Color 11x17	\$1.51 per page
Photocopies - In-House Color 22x34	\$5.90 per page
Photocopies - In-House Color 24x36	\$7.44 per page
Photocopies - In-House Color 30x42	\$10.67 per page
Photocopies - In-House Color 36x48	\$10.78 per page
Photocopies - In-House Digital Mylar 22x34	\$26.25 per page
Photocopies - In-House Digital Mylar 24x36	\$31.50 per page
Drone and Insurance Fee	\$200.00 per day
26 Electrofishing Equipment Rental	\$500.00 per day
Field Tablet & Apps	\$25.00 per day
Toll Fees	At cost
Trimble DA2 Equipment Fee	\$50.00 per day
Water Quality Equipment Rental	\$50.00 per day
Web Survey Administration	\$35.00 per survey
Website Hosting Fee	\$50.00 per month
Website Hosting Fee	\$600.00 per year
Fish Exclusion Fencing Fee	\$300.00 per day
Prevailing Wage Filing Fees (\$40 affidavit/\$40 intent)	\$80.00 per each

RESOLUTION NO. 26-2094

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN THE PROFESSIONAL SERVICES AGREEMENT WITH FACET NW, INC. FOR ON-CALL ARBORIST SERVICES TO SUPPORT SOUND TRANSIT BUS RAPID TRANSIT (ST3) PERMIT REVIEW

WHEREAS, the Lake Forest Park Municipal Code requires the City to provide technical permit review in a timely manner for permits submitted for Sound Transit’s Bus Rapid Transit project; and

WHEREAS, the City needs on-call arborist services for permit review of the Sound Transit Bus Rapid Transit tree permit applications; and

WHEREAS, Facet NW, Inc. has qualified and experienced arborists who can perform these services; and

WHEREAS, the City Attorney has reviewed and approved the form of the proposed contract.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Forest Park, as follows:

Section 1. AUTHORIZATION. The City Council of the City of Lake Forest Park hereby authorizes the Mayor to sign the Professional Services Agreement for On-Call Arborist Services to Support Sound Transit Bus Rapid Transit (ST3) Permit Review with Facet NW, Inc. in substantially the same form as Attachment 1.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers and any references thereto.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this ____ day of _____ 2026.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2094

**CITY OF LAKE FOREST PARK
PROFESSIONAL SERVICES AGREEMENT
On-Call Arborist Services to Support the Sound
Transit Bus Rapid Transit (ST3) Permit Review**

THIS AGREEMENT made and entered into by and between the **CITY OF LAKE FOREST PARK**, a Washington municipal corporation (the "City"), and **Facet NW, Inc.** (the "Consultant"), a Washington corporation, dated the last date signed below.

Consultant Business: Facet NW, Inc.
Consultant Address: 9706 4th Ave NE #300, Seattle, WA 98115
Consultant Phone: (206) 523-0024
Contact Name Drue Epping
Consultant e-mail: DEpping@facetnw.com
Federal Employee ID No.: 91136439
Authorized City Representative Mark Hofman, Community Development Director
for this contract: mhofman@cityofflp.gov

WHEREAS, the City desires to provide technical permit review in a timely manner for permits submitted for the Sound Transit Bus Rapid Transit project; and

WHEREAS, it is beneficial for the City to obtain the services of a consultant with experience to perform this work to support City departments; and

WHEREAS, the City finds that Facet NW, Inc. is qualified and experienced in the work and with city codes and processes.

NOW, THEREFORE, the parties herein do mutually agree as follows:

1. Employment of Consultant. The City retains the Consultant to provide, on an on-call, Task Order basis, the services described in Exhibit A incorporated herein ("Scope of Work" or "Work"). Any inconsistency between this Agreement and the Scope of Work shall be resolved in favor of this Agreement. The Consultant shall perform the Work according to the terms and conditions of this Agreement.

The Consultant's project manager(s) of the Work shall be Drue Epping. The project manager(s) shall not be replaced without the prior written consent of the City.

The City will assign work, as needed, by written Task Order. The City does not guarantee a minimum amount of work, if any, to be assigned.

The Term of this Agreement shall be through June 30, 2029, with an option for up to one (1) 1-year extension, unless terminated earlier by either party according to Section 5.

2. Compensation.

A. The compensation to be paid to Consultant for the Work, including all services and expenses, shall be for services provided at the rates listed in Exhibit B, which includes rates for all items for Task Order Work. Consultant shall invoice the City monthly for each Task Order separately on the basis of the portion of the Work completed each month by the Consultant and sub-consultants.

B. Consultant shall be reimbursed for Eligible Expenses actually incurred that are approved for reimbursement by the City in writing before the expense is incurred.

C. Consultant may update Exhibit B annually, in accordance with Section 16.

3. Request for Payment.

A. Not more than once every thirty days the Consultant shall send electronically to ap@cityofilfp.gov its request for payment of each Task Order separately, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

4. Work Product. The Consultant shall submit all reports and other documents specified in each Task Order according to the schedule established in that same Task Order. If, after review by the City, the information is found to be unacceptable, Consultant, at its own expense, shall expeditiously correct such unacceptable work. If Consultant fails to correct unacceptable work, the City may withhold from any payment due an amount that the City reasonably believes will equal the cost of correcting the work.

Consultant hereby assigns to the City all right, title, and interest in and to any work product deliverables including all reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, created in connection with the Work.

5. Termination of Contract. City may terminate this Agreement by sending a written notice of termination to Consultant ("Notice") that specifies a termination date ("Termination Date") at least fourteen (14) days after the date of the Notice. Upon receipt of the Notice, the Consultant shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant's material breach, the Consultant shall be paid or reimbursed for all hours worked and Eligible Expenses incurred up to the Termination date, less all payments previously made; provided that work performed after date of the Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice in a timely manner.

6. Assignment of Contract – Subcontractors. Consultant shall not assign this contract or sub-contract or assign any of the Work without the prior written consent of the City.

7. Indemnification. The Consultant shall defend (except for professional liability claims), indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

However, because this agreement is subject to RCW 4.24.115, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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

A. No Limitation. The Consultant's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the Public Entity's recourse to any remedy available at law or in equity.

B. Minimum Scope of Insurance. The Consultant shall obtain insurance of the types and coverage described below:

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

C. Minimum Amounts of Insurance. The Consultant shall maintain the following insurance limits:

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

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

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

F. Verification of Coverage.

The Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work.

G. Notice of Cancellation.

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

H. Failure to Maintain Insurance.

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

I. City Full Availability of Consultant Limits.

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

9. Independent Contractor. The Consultant is an independent Contractor responsible for complying with all obligations of an employer imposed under federal or state law. Personnel employed by Consultant shall not acquire any rights or status regarding the City.

10. Employment. The Consultant warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement or pay or agree to pay any such company or person any consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right either to terminate this Agreement without liability or to deduct from the Agreement price or consideration or to otherwise recover, the full amount of such consideration.

11. Audits and Inspections. The Consultant shall make available to the City during normal business hours and as the City deems necessary for audit and copying all of the Consultant's records and documents with respect to all matters covered by this Agreement.

12. City of Lake Forest Park Business License. Consultant shall obtain a City of Lake Forest Park business license before performing any Work.

13. Compliance with Federal, State and Local Laws. Consultant shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of the Work.

14. Waiver. Any waiver by the Consultant or the City of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.

15. Complete Agreement. This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.

16. Modification of Agreement. This Agreement may be modified by a writing that is signed by authorized representatives of the City and the Consultant.

17. Severability. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.

18. Notices.

A. Notices to the City of Lake Forest Park shall be sent to the following address:

City of Lake Forest Park
Attn: Mark Hofman, Community Development Director
17425 Ballinger Way NE
Lake Forest Park, WA 98155
Email: mhofman@cityoflfp.gov

B. Notices to the Consultant shall be sent to the following address:

Facet NW, Inc.
Attn: Drue Epping, Urban Forest Planner
9706 4th Ave NE #300, Seattle, WA 98115
Email: DEpping@facetnw.com

19. Venue. This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in King County.

20. Counterpart Signatures. This Agreement may be executed in one or more counterparts, including by facsimile, scanned or electronic signatures, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the last date signed below.

	CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.
CITY OF LAKE FOREST PARK WASHINGTON	COMPANY NAME
By: _____ Tom French, Mayor	By _____ Kimberly Frappier Principal, Arboriculture & Urban Forestry
Date _____	Date: _____

ATTEST:

Matthew McLean, City Clerk

Date:

APPROVED AS TO FORM:

Kim Adams Pratt, City Attorney

Date:

Exhibit A

Facet NW, Inc. On-Call Arborist Support Services- Scope of Services

Services may include, but are not limited to:

General Scope of Services

Upon the City's request, Facet NW, Inc. shall provide arborist review support services that may include:

1. Reviewing development applications for conformance with the City's tree regulations per Chapter 16.14 LFP MC, and condition permit approvals to ensure appropriate tree protection during development, including tree inventories, tree replacement plans, and other technical arborist reports.
2. Peer review, field assessment, and verification of environmental documentation submitted in support of development proposals for compliance with tree and other environmental regulations as they relate to Chapter 16.14 LFP MC, including, but not limited to:
 - a. Arborist reports;
 - b. Critical areas reports;
 - c. Habitat assessment reports;
 - d. Shoreline no net loss reports;
 - e. Geotechnical reports;
 - f. Mitigation plans, and;
 - g. SEPA checklists.
3. Timely, accurate, and detailed responses to unexpected and regularly scheduled service requests.
4. Field inspections of work associated with tree protection, removal, risk assessment, replacement, and monitoring.
5. On-call support services for projects where the City requires expert review and analysis to determine consistency with Chapter 16.14 LFP MC.
6. Collaborative work in a regulatory environment with other agencies, interest groups, and permit applicants.
7. Attend project meetings, testify at public hearings, and participate in public meetings as requested by City staff.
8. Staff training and technical assistance support for Lake Forest Park Tree Board.
9. The creation of memorandums that provide analysis and narrative on how applicant-provided technical reports document compliance with applicable regulations.

Witness Testimony

Provide witness testimony on behalf of the City in the event of an appeal of a related City permit or land use decision.

ESG STAFF RATES

Issued Date: 06/16/2026

Effective Through: 12/31/2026

Name	Staff Title	Hourly Billing Rate
Alex Capron	Planner 5	\$197
Alexandra Plumb	Planner 5	\$176
Allison Lisi	Ecologist 4	\$180
Amanda Sanelli	Landscape Architect 4	\$174
Amber Mikluscak	Principal 5	\$292
Anna Kagley	Planner 4	\$157
Anna Murphy	Ecologist 3	\$156
April Mulcahy	Ecological Designer 6	\$195
Becca Pitts	Ecologist 1	\$120
Carmel Gregory	Planner 5	\$197
Cassidy Blukis	Accounting Billing Clerk	\$105
Catherine Latt	Project/Contract Administrator	\$121
Colin Macdonald	Restoration Specialist	\$201
Cory Martinez	Project/Contract Administrator	\$148
Dan Nickel	Principal 7	\$296
Dawn Spilsbury Pucci	Planner 4	\$175
Devin Melville	Planner 4	\$165
Donna Keeler	Planner 7	\$241
Douglas Yormick	Planner 4	\$166
Drue Epping	Urban Forest Planner	\$151
Elisabeth Gonzalez	Ecologist 3	\$149
Evan Earhart	Arborist 2	\$144
Fern Huynh	Landscape Designer 1	\$131
Greg Johnston	Fisheries Biologist 6	\$201
Hilary Hahn	Planner 3	\$142
Hugh Mortensen	Principal 7	\$296
Hui Cao	Landscape Designer 3	\$141
Jaimi Mostellar	Planner 1	\$120
Jay Dally	Ecologist 2	\$132
Katy Crandall	Ecologist 5	\$201
Kelly Evans	Principal 1	\$248
Kendra Franklin	Operations Coordinator	\$125

*** HOURLY RATES ARE BILLED AT THE POSTED YEARLY RATE WHICH IS UPDATED ON JANUARY 1ST OF EACH YEAR. CLIENT WILL BE NOTIFIED OF UPDATED RATES PRIOR TO JANUARY BILLING.**

SEATTLE | KIRKLAND | BURLINGTON | WHIDBEY ISLAND | FEDERAL WAY | SPOKANE

[facetnw.com](https://www.facetnw.com)

Name	Staff Title	Hourly Billing Rate
Kenny Booth	Principal 5	\$296
Kim Frappier	Principal 1	\$212
Kim Miller	Graphics Designer 4	\$140
Kyle Cotchett	Planner 3	\$154
Lars Freeman-Wood	Arborist 3	\$158
Laura Keil	Landscape Designer 2	\$136
Marina French	Principal 1	\$234
Meg Harrison	Ecologist 2	\$140
Mikayla Nelson	Project/Contract Administrator	\$142
Mike Foster	Ecologist 6	\$238
Nathan Burroughs	GIS Analyst 4	\$175
Nell Lund	Principal 1	\$248
Pete Heltzel	Fisheries Biologist 5	\$205
Rachel Anderson	Planner 2	\$127
Rachel Henden	Planner 3	\$132
Roen Hohlfeld	Ecological Designer 5	\$183
Ryan Kahlo	Principal 1	\$248
Sage Yuasa	Ecologist 2	\$156
Sam Payne	Ecologist 4	\$180
Sydni Gibson	Accounting Billing Clerk	\$109
Tami Camper	Planner 4	\$168

*** HOURLY RATES ARE BILLED AT THE POSTED YEARLY RATE WHICH IS UPDATED ON JANUARY 1ST OF EACH YEAR. CLIENT WILL BE NOTIFIED OF UPDATED RATES PRIOR TO JANUARY BILLING.**



Facet
2026 In-House Expense Rates
Effective: 1/1/2026-12/31/2026

Description	Rate
2026 Mileage Allowable	Current Federal Rate
Photocopies - In House B&W 8.5x11	\$0.18 per page
Photocopies - In-House B&W 11x17	\$0.38 per page
Photocopies - In-House B&W 22x34	\$1.47 per page
Photocopies - In-House B&W 24x36	\$1.70 per page
Photocopies - In-House B&W 30x42	\$2.48 per page
Photocopies - In-House B&W 36x48	\$2.72 per page
Photocopies - In House Color 8.5x11	\$0.74 per page
Photocopies - In-House Color 11x17	\$1.51 per page
Photocopies - In-House Color 22x34	\$5.90 per page
Photocopies - In-House Color 24x36	\$7.44 per page
Photocopies - In-House Color 30x42	\$10.67 per page
Photocopies - In-House Color 36x48	\$10.78 per page
Photocopies - In-House Digital Mylar 22x34	\$26.25 per page
Photocopies - In-House Digital Mylar 24x36	\$31.50 per page
Drone and Insurance Fee	\$200.00 per day
26 Electrofishing Equipment Rental	\$500.00 per day
Field Tablet & Apps	\$25.00 per day
Toll Fees	At cost
Trimble DA2 Equipment Fee	\$50.00 per day
Water Quality Equipment Rental	\$50.00 per day
Web Survey Administration	\$35.00 per survey
Website Hosting Fee	\$50.00 per month
Website Hosting Fee	\$600.00 per year
Fish Exclusion Fencing Fee	\$300.00 per day
Prevailing Wage Filing Fees (\$40 affidavit/\$40 intent)	\$80.00 per each



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	September 10, 2026
Originating Department	Executive
Contact Person	Phillip Hill, City Administrator
Title	Resolution 26-2097/Confirming the appointment of Leslie Peterson as the Finance Director

Legislative History

- First PresentationSeptember 10, 2026, City Council Regular Meeting

Attachments:

- Resolution No. 26-2097 confirming the appointment
- Leslie Peterson Cover Letter & Resume

Executive Summary

The administration interviewed two applicants for the vacant Finance Director position on August 24, 2026. Leslie Peterson was the unanimous pick of the three interview panels.

Background

The administration has been recruiting for the Finance Director position. Three panels interviewed two candidates, consisting of city staff, a Finance Director from a neighboring city, two council members, and the mayor. The three panels recommended hiring Leslie Peterson as the city’s new Finance Director.

Section 2.08.095 establishes the position and allows the mayor to appoint an individual to it, subject to confirmation by a majority of the city council.

Fiscal & Policy Implications

The 2025/2026 biennial budget provides sufficient budget for this position.

Alternatives

Options	Results
Adopt Resolution 26-2097 confirming the Mayor’s appointment of Leslie Peterson as the Finance Director.	Ms. Peterson will begin working for the city on September 16, 2026.
Do not adopt Resolution 26-2097 confirming the Mayor’s appointment of Leslie Peterson as the Finance Director.	The administration would continue recruiting for the position.

Staff Recommendation

Waive the three-touch rule and adopt Resolution 26-2097 confirming the Mayor’s appointment of Leslie Peterson as the Finance Director.

RESOLUTION NO. 26-2097

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAKE FOREST PARK, WASHINGTON, CONFIRMING THE
APPOINTMENT BY THE MAYOR OF LESLIE PETERSON
AS THE FINANCE DIRECTOR

WHEREAS, the administration recruited a new Finance Director; and

WHEREAS, a selection committee consisting of the Mayor, City Administrator, Police Chief, Finance Manager, Community Development Director, Human Resources Director, City Clerk, City of Kirkland Finance Director, and two Council Members performed interviews for the position of Finance Director; and

WHEREAS, section 2.08.095 of the Lake Forest Park Municipal Code requires the appointment of the Finance Director by the Mayor and confirmation by the City Council; and

WHEREAS, the Mayor has extended an employment offer to Leslie Peterson and she has accepted the Mayor’s offer; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Forest Park, as follows:

Section 1. CONFIRMATION. The City Council confirms the appointment by the Mayor of Leslie Peterson as the Finance Director of Lake Forest Park.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener’s/clerical errors, references, numbering, section/subsection numbers and any references thereto.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this 10th day of September 2026.

APPROVED:

Thomas French
Mayor

ATTEST/AUTHENTICATED:

Matt McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2097

Leslie Peterson, MPAcc

August 18, 2026

City of Lake Forest Park
17425 Ballinger Way N.E.
Lake Forest Park, WA 98155

Dear Hiring Committee:

I am very interested in the Finance Director position with the City of Lake Forest Park. I am currently in the process of relocating to the Lynnwood/Everett/Marysville area and am seeking an opportunity to continue my career in Washington local government finance. With more than ten years of governmental finance leadership experience, a recently completed Master of Professional Accounting, and eligibility to sit for the CPA examination, I believe my background is particularly well suited to this position.

I currently serve as the elected Treasurer for Stevens County, where I am responsible for the stewardship of public funds, countywide treasury operations, cash management, banking relationships, and an investment portfolio of approximately \$120 million. I oversee treasury activity across more than 100 governmental funds and regularly work with elected officials, department leaders, auditors, financial institutions, and staff on financial issues and long-term fiscal decisions.

My experience extends beyond the traditional treasury functions and includes countywide budgeting, revenue and expenditure analysis, financial forecasting, internal controls, financial reporting, audit preparation, and process improvement. Most recently, I was heavily involved in identifying and addressing structural budget issues and developing a balanced 2025 and 2026 County budgets after several years of misalignment between ongoing revenues and expenditures. For many years, I was also jointly responsible for preparing and coordinating the County's Annual Financial Report submitted to the Washington State Auditor's Office.

I also have experience leading payroll and IT teams in often complex projects and have worked with organizations such as MRSC and AWC for advice and as a resource for complicated government activities.

This is what particularly interests me about Lake Forest Park position of the Finance Director position, it combines the finance pieces of treasury and investment management, budgeting and long-range financial planning, accounting, financial reporting, debt management, internal controls, and advising elected and administrative leadership while partnering IT functions. This closely reflects the areas in which I have spent much of my career. I enjoy working through complex financial issues, improving processes, and providing decision-makers with financial information that is accurate, understandable, and useful.

I am also drawn to the opportunity to be part of the City's leadership team and to work collaboratively with the City Administrator, Mayor, City Council, department leadership, and Finance staff. Throughout my career in public service, I have learned that strong financial leadership requires both technical knowledge and the ability to build productive working relationships, communicate difficult financial issues clearly, and maintain public trust.

As I relocate to the area, I would welcome the opportunity to work on behalf of the leadership to the City of Lake Forest Park. Thank you for considering my application. I would appreciate the opportunity to discuss my background and interest in the position with you.

Sincerely,
Leslie Peterson, MPAcc
CPA Exam Eligible

SKILLS

- Municipal & Government Finance
- Executive Financial Leadership
- Operating & Capital Budget Development
- Multi-Year Financial Planning & Forecasting
- Treasury & Cash Management
- Public Investment Portfolio Management
- Governmental Accounting & GASB
- Financial Reporting & Analysis
- Washington State Auditor Compliance
- Internal Controls & Fiscal Accountability
- Revenue Forecasting & Analysis
- Banking & Financial Institution Management
- Purchasing & Expenditure Controls
- Payroll & Accounts Payable Oversight
- Governmental Fund Accounting
- Staff Leadership & Development

EDUCATION

EASTERN WASHINGTON MPACC,
MASTERS IN PROF ACCOUNTING
2026

EASTERN WASHINGTON
BA, **BACHELORS IN BUSINESS**
ADMINISTRATION
2006

Leslie Peterson, MPAcc

CPA EXAM ELIGIBLE

Public-sector finance executive with more than 10 years of governmental financial leadership experience overseeing complex municipal financial operations, budgeting, treasury and investment management, accounting, financial reporting, internal controls, regulatory compliance, and organizational financial strategy. Currently serving as an elected County Treasurer, with responsibility for financial activity across more than 100 governmental funds and an approximately \$120 million public investment portfolio.

Collaborative and resilient leader with demonstrated experience developing staff, improving financial systems and processes, resolving complex financial issues, strengthening internal controls, and navigating sensitive public-sector environments with integrity, professionalism, and sound judgment.

STEVENS COUNTY, WASHINGTON

County Treasurer | April 2016 - Current

Serve as an elected countywide financial executive responsible for treasury operations, cash and investment management, banking, financial controls, statutory compliance, and stewardship of public funds for a complex Washington local government.

- Provide executive-level financial leadership and advice to County Commissioners, department heads, elected officials, and other stakeholders regarding financial strategy, budgeting, revenues, cash management, investments, internal controls, and fiscal sustainability.
- Oversee treasury activity involving 100+ governmental funds, maintaining fund integrity, accountability, accurate cash positions, and compliance with Washington State requirements.
- Participate extensively in countywide operating and capital budget development, financial analysis, revenue forecasting, and long-range fiscal planning.
- Played a key role in identifying structural budget misalignment and developing a balanced 2026 County budget following multiple years of fiscal imbalance.
- Support Washington State Auditor examinations and address complex audit, compliance, financial reporting, and internal-control matters.
- Manage relationships with multiple banking and financial institutions and evaluate banking services, investment alternatives, financial products, and operational risks.
- Exercise independent executive judgment in confidential and politically sensitive matters while maintaining transparency, professionalism, and statutory responsibility.



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	September 10, 2026
Originating Department	Public Works
Contact Person	Katie Phillips, Project Manager
Title	Resolution 26-2098/Authorizing the Mayor to Sign a Professional Services Agreement with Skillings, Inc. for 100% Design of the Beach Drive Lift Station Project (<i>First presentation</i>)

Legislative History

- First PresentationSeptember 10, 2026, Regular Meeting

Attachments:

- Resolution 26-2098
- Professional Services Agreement with Skillings, Inc.

Executive Summary

The Department of Public Works (DPW) recommends awarding a Professional Services Contract to Skillings, Inc. (Consultant) in the amount of \$1,135,043.00 to advance the Beach Drive Lift Station Project (Project) from the existing 30% design through 100% design and subsequent Ready for Construction (RFC) documents. The contract will be supported by the Sewer Capital Fund.

Background

The current sewer configuration that serves the Civic Club, the future Lakefront Park, and five homes immediately to the East, includes two lift stations and a sewer main that runs through private property along Lake Washington’s edge. While still functional, the current sewer configuration is past its recommended service life.

This Project aims to decrease long-term maintenance costs by consolidating two lift stations into one and relocating the connected sewer main to the right-of-way. The City has achieved 30% design for the Project and wishes to advance the Project to a 100% design deliverable through the PSA.

A Request for Qualifications (RFQ) for 100% design of the Project was publicly advertised. The City received one proposal in response to our RFQ, from Skillings, Inc.

The Consultant’s scope and fee proposal is contained within the Professional Services Agreement attached as Attachment 2. Milestone deliverables include: project management and coordination; topographic survey and mapping; utility data acquisition and potholing; validation and refinement of the existing 30% design; advancement of design and development of 60%, 90%, and 100% Plans, Specifications, and Estimates (PS&E); Opinions of Probable Construction Cost at design milestones; preparation of final specifications and Ready for Construction documents; bid support; electrical engineering; geotechnical engineering; environmental permitting and agency coordination; right-of-way, easement, and property-owner coordination; side-sewer relocation/restoration planning; and community involvement/public outreach. The scope also includes preparation and coordination of the Final Engineering Report and Washington State Department of Ecology review and approval. City staff find the scope and fee appropriate for the required work and DPW finds Skillings, Inc. qualified to complete the work.

The City estimates that design will account for approximately 15% of the overall project cost. The proposed professional services agreement has a not-to-exceed amount of \$1,135,043.00. Following City Council authorization and contract execution, the design effort is anticipated to begin on January 31, 2027. The broad project schedule below reflects the anticipated start and is subject to refinement as design, permitting, property/easement coordination, funding, and agency reviews progress. Construction is presently anticipated to begin in January 2029; the construction advertisement date will be established as those prerequisites and bid authorization are completed.

Anticipated Project Schedule

- Design Development - approximately January 31, 2027
- 60% Design - approximately May 31, 2027
- 90% Design - approximately July 31, 2027
- 100% Design - approximately September 30, 2027
- Ready for Construction (RFC) Documents - approximately November 30, 2027
- Construction Advertisement/Bidding – Date to be established following final design, permitting, easement/property coordination, funding, and bid authorization
- Anticipated Construction Start - January 2029

Fiscal & Policy Implications

This Project is supported by the Sewer Capital Fund.

Alternatives

<i>Options</i>	<i>Results</i>
Adopt Resolution	The City will contract with Skillings, Inc. for 100% design of the Beach Drive Lift Station.
No Action	The City will not contract with Skillings, Inc.

Staff Recommendation

Move to adopt Resolution 26-2098 authorizing the Mayor to Sign a Professional Services Agreement with Skillings, Inc. for 100% Design of the Beach Drive Lift Station Project

RESOLUTION NO. 26-2098

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
LAKE FOREST PARK, WASHINGTON, AUTHORIZING
THE MAYOR TO SIGN A PROFESSIONAL SERVICES
AGREEMENT WITH SKILLINGS, INC. FOR 100% DESIGN
OF THE BEACH DRIVE LIFT STATION PROJECT

WHEREAS, the City desires to complete 100% design of the Beach Drive Lift Station;
and

WHEREAS, the City publicly advertised the project seeking proposals to complete
100% design; and

WHEREAS, the Consultant provided the City with a proposal to complete 100% design
of the project, which City staff have reviewed and found acceptable;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake
Forest Park, as follows:

Section 1. AUTHORIZATION TO EXECUTE AGREEMENT. The City Council of
the City of Lake Forest Park authorizes the Mayor to sign the Professional Services
Agreement with Skillings, Inc. included herewith as Attachment 1.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary
corrections to this resolution including, but not limited to, the correction of
scrivener’s/clerical errors, references, ordinance numbering, section/subsection
numbers, and any references thereto.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City
Council this ____ day of _____, 2026.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean

City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 26-2098

**CITY OF LAKE FOREST PARK
PROFESSIONAL SERVICES AGREEMENT
Agreement Title: Beach Drive Lift Station 100% Design**

THIS AGREEMENT made and entered into by and between the **CITY OF LAKE FOREST PARK**, a Washington municipal corporation (the "City"), and **Skillings, Inc.** (the "Consultant"), is dated this _____ day of _____ 20_____.

Consultant Business: Skillings, Inc.
Consultant Address: 5016 Lacey Blvd. SE, Lacey, WA 98503
Consultant Phone: 360-491-3399
Consultant Fax: N/A
Contact Name Robin Nelson, P.E.
Consultant e-mail: rnelson@skillings.com
Federal Employee ID No.: 91-1212924
Authorized City Representative Katie Phillips
for this contract:

WHEREAS, the City desires to complete 100% design of the Beach Drive Lift Station; and

WHEREAS, the City publicly advertised the project seeking proposals to complete 100% design; and

WHEREAS, the Consultant provided the City with a proposal to complete 100% design of the project, which City staff have reviewed and found acceptable;

NOW, THEREFORE, the parties herein do mutually agree as follows:

1. Employment of Consultant. The City retains the Consultant to provide the services described in Exhibit A incorporated herein, for the Beach Drive Lift Station 100% Design project (collectively "Scope of Work" or the "Work"). Any inconsistency between this Agreement and the Scope of Work shall be resolved in favor of this Agreement. The Consultant shall perform the Work according to the terms and conditions of this Agreement.

The City may revise the Work and the compensation only by a written Change Order signed by the authorized representatives of the parties that shall become a part of this Agreement.

The project manager(s) of the Work shall be Robin Nelson. The project manager(s) shall not be replaced without the prior written consent of the City.

Exhibit A Work shall commence when the City issues a notice to proceed and it shall be completed no later than December 31, 2028, unless the completion date is extended in writing by the City. Notwithstanding the foregoing, Consultant shall not be responsible for any delay or failure to meet deliverable deadlines if such delay or failure was caused in whole or in part by a delay or failure of the City.

2. Compensation.

A. The total compensation to be paid to Consultant for the Work in Exhibit A, including all services and expenses, shall not exceed one million, one-hundred and thirty-five thousand, forty-three Dollars (\$1,135,043.00) as shown on Exhibit B, which shall be full compensation for the Exhibit A Work. Consultant shall invoice the City monthly on the basis of the portion of the Work completed each month by the Consultant and sub-consultants.

B. Consultant shall be paid in such amounts and in such manner as described in Exhibits A and B.

C. Consultant shall be reimbursed for Eligible Expenses actually incurred that are approved for reimbursement by the City in writing before the expense is incurred. If overnight lodging is authorized, Consultant shall lodge within the corporate limits of City.

3. Request for Payment.

A. Not more than once every thirty days the Consultant shall send electronically to the City's Accounting Supervisor, ap@cityoflfp.gov, its request for payment of Exhibit A Work, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

4. Work Product. The Consultant shall submit all reports and other documents specified in Exhibits A and B according to the schedule established in Exhibits A and B. If, after review by the City, the information is found to be unacceptable, Consultant, at its expense, shall expeditiously correct such unacceptable work. If Consultant fails to correct unacceptable work, the City may withhold from any payment due an amount that the City reasonably believes will equal the cost of correcting the work.

All reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, are property of the City and may be used by the City for any purpose; provided that re-use without Consultant's permission shall be at the City's sole risk.

5. Termination of Contract. City may terminate this Agreement by sending a written notice of termination to Consultant (Notice) that specifies a termination date (Termination Date) at least fourteen (14) days after the date of the Notice. Upon receipt of the Notice, the Consultant shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant's material breach, the Consultant shall be paid or reimbursed for all hours worked and Eligible Expenses incurred up to the Termination date, less all payments previously made; provided that work performed after date of the Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice in a timely manner.

6. Assignment of Contract – Subcontractors. Consultant shall not assign this contract or sub-contract or assign any of the Work without the prior written consent of the City.

7. Indemnification. To the extent provided by law and irrespective of any insurance required of the Consultant, the Consultant shall defend and indemnify the City from any and all Claims arising out of or in any way relating to this Agreement; provided, however, the requirements of this paragraph shall not apply to that portion of such Claim that reflects the percentage of negligence of the City compared to the total negligence of all persons, firms or corporations that resulted in the Claim.

Consultant agrees that the provisions of this paragraph 7 apply to any claim of injury or damage to the persons or property of consultant's employees. As to such claims and with respect to the City only, consultant waives any right of immunity, which it may have under industrial insurance (Title 51 RCW and any amendment thereof or substitution thereof). THIS WAIVER IS SPECIFICALLY NEGOTIATED BY THE PARTIES AND IS SOLELY FOR THE BENEFIT OF THE CITY AND CONSULTANT.

As used in this paragraph: (1) "City" includes the City's officers, employees, agents, and representatives; (2) "Consultant" includes employees, agents, representatives, sub-consultants; and (3) "Claims" include, but is not limited to, any and all losses, claims, causes of action, demands, expenses, attorney's fees and litigation expenses, suits, judgments, or damage arising from injury to persons or property.

Consultant shall ensure that each sub-consultant shall agree to defend and indemnify the City to the extent and on the same terms and conditions as the Consultant pursuant to this paragraph.

8. Insurance.

A. Consultant shall comply with the following conditions and procure and keep in force at all times during the term of this Agreement, at Consultant's expense, the following policies of insurance with companies authorized to do business in the State of Washington. The Consultant's insurance shall be rated by A. M. Best Company at least "A" or better with a numerical rating of no less than seven (7) and otherwise acceptable to the City.

1. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence. If the City authorizes sublet work, the Consultant shall require each sub-consultant to provide Workers' Compensation Insurance for its employees, unless the Consultant covers such employees.

2. Commercial General Liability Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.

3. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile. A statement certifying that no vehicle will be used in accomplishing this Agreement may be substituted for this insurance requirement.

4. Professional Errors and Omissions Insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate. Coverage may be written on a claims made basis; provided that the retroactive date on the policy or any renewal policy shall be the effective date of this Agreement or prior, and that the extended reporting or discovery period shall not be less than 36 months following expiration of the policy. The City may waive the requirement for Professional Errors and Omissions Insurance whenever the Work does not warrant such coverage or the coverage is not available.

5. Each policy shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City.

Upon written request to the City, the insurer will furnish, before or during performance of any Work, a copy of any policy cited above, certified to be a true and complete copy of the original.

B. Before the Consultant performs any Work, Consultant shall provide the City with a Certificate of Insurance acceptable to the City Attorney evidencing the above-required insurance and naming the City of Lake Forest Park, its officers, employees and agents as Additional Insured on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insured. Receipt by the City of any certificate showing less coverage than required is not a waiver of the Consultant's obligations to fulfill the requirements.

C. Consultant shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Consultant shall provide the City with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.

D. In case of the breach of any provision of this section, the City may provide and maintain at the expense of Consultant insurance in the name of the Consultant and deduct the cost of providing and maintaining such insurance from any sums due to Consultant under this Agreement, or the City may demand Consultant to promptly reimburse the City for such cost.

9. Independent Contractor. The Consultant is an independent Contractor responsible for complying with all obligations of an employer imposed under federal or state law. Personnel employed by Consultant shall not acquire any rights or status regarding the City.

10. Employment. The Consultant warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement or pay or agree to pay any such company or person any consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right either to terminate this Agreement without liability or to deduct from the Agreement price or consideration or to otherwise recover, the full amount of such consideration.

11. Audits and Inspections. The Consultant shall make available to the City during normal business hours and as the City deems necessary for audit and copying all of the Consultant's records and documents with respect to all matters covered by this Agreement.

12. City of Lake Forest Park Business License. Consultant shall obtain a City of Lake Forest Park business license before performing any Work.

13. Compliance with Federal, State and Local Laws. Consultant shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of the Work.

14. Waiver. Any waiver by the Consultant or the City of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.

15. Complete Agreement. This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.

16. Modification of Agreement. This Agreement may be modified by a Change Order as provided in Section 1, or by a writing that is signed by authorized representatives of the City and the Consultant.

17. Severability. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.

18. Notices.

- A. Notices to the City of Lake Forest Park shall be sent to the following address:
City of Lake Forest Park
Attn: Katie Phillips, Project Manager
Department of Public Works
17425 Ballinger Way NE
Lake Forest Park, WA 98155
- B. Notices to the Consultant shall be sent to the following address:
Skillings, Inc.
Attn: Robin Nelson, P.E.
5016 Lacey Blvd. SE
Lacey, WA 98503

19. Venue. This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in King County.

20. Counterpart Signatures. This Agreement may be executed in one or more counterparts, including by facsimile, scanned or electronic signatures, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the last date signed below.

	CONSULTANT:
CITY OF LAKE FOREST PARK WASHINGTON	Skillings, Inc.
By: _____ Thomas French, Mayor	By: _____ Typed/Printed Name:
_____ Date	_____ Signature
	_____ Title
	_____ Date
ATTEST:	
_____ Matthew McLean, City Clerk	
Date: _____	

APPROVED AS TO FORM:	
Kim Adams Pratt, City Attorney	
Date: _____	

EXHIBIT A SCOPE OF WORK

Prepared for:

CITY OF LAKE FOREST PARK BEACH DRIVE SEWER IMPROVEMENTS (Final)

Introduction:

The City owns and operates two existing lift stations located within the Beach Drive NE right-of-way. The two lift stations were constructed in 1961, rehabilitated in 2002, and are past their intended operating lives. The City plans to replace the two lift stations with a single lift station. The City has completed preliminary due diligence for the project advancing design concepts to a 30% stage.

The project scope includes the design of a new lift station, extending to a depth of approximately 25 feet below ground surface, and 525 linear feet of new gravity sewer pipeline installed using trenchless Horizontal Directional Drilling techniques that serves five (5) private residences, Civic Club and community park on a 0.1-mile stretch of Beach Drive NE in Lake Forest Park. The project scope also includes the design of new sewer laterals for the impacted properties. It is the City's intention to abandon in place the two (2) existing lift stations and existing lake-line sewer main.

The City previously contracted with a consultant to develop 30% design plans that reflect this scope of work. These plans and associated files were provided to guide the preparation of this scope of work.

The project site includes critical areas (wetlands, stream buffer, and seismic hazards) and abuts Lake Washington. Additionally, the project will require work on private property in a sensitive community. Acquiring temporary construction easements will be a prerequisite to the construction phase of the project and will be included in the full design package.

Reference Documents:

The latest version of the **documents** will be used to provide guidance and background data for the development of the General Sewer Plan.

- Department of Ecology "Criteria for Sewage Works Design" August 2023
- City of Lake Forest Park Design and Construction Standards
- Latest at the time of contract execution, WSDOT/APWA Standard Specifications for Road, Bridge, and Municipal Construction
- City of Lake Forest Park Comprehensive Plan, November 2024
- Preliminary Engineering Report Beach Drive Lift Station, December 2025
- Lift Station 16 and 17 O&M Manuals, 12/17/2002

Scope of Services:

Scope of Services shall include project management, engineering design services, surveying and utility data acquisition services, community engagement, geotechnical and electrical engineering to support civil design, environmental permitting, acquisition of rights of entry and temporary construction and permanent easements, and construction management and construction inspection services. Deliverables will be due to the City at the 60%, 90%, and 100% design milestones. Bid document deliverables will be due

following City concurrence with the 100% design deliverables. Bid support shall also be included in the Scope of Services.

TASK 100PROJECT MANAGEMENT

Task Description:

Project Management includes the day-to-day coordination and management of the project design phase to ensure adequate resources are made available to achieve schedule and budget expectations for identified deliverables contained in this scope of work. Service includes but not limited to invoicing and progress reporting, progress meetings, QA/QC, and internal staff coordination and progress meetings.

Assumptions:

- Correspondence with the client will be through emails and phone calls.
- It is assumed the work will have a duration of 16 months from the notice to proceed.
- Bi-weekly progress meetings are assumed to be virtual via teams. We anticipate 32 bi-weekly progress meetings with City staff and project team estimated at 1.0 hr./ea.
- Milestone plan review meetings will be held at Lake Forest Park City Hall at the completion of the 60%, 90%, and 100% plans, specifications and estimates, phases.
- Table 1 list the anticipated meetings for this project through delivery of bid documents. These meetings are intended to review deliverable content, discuss project status, provide technical guidance, provided direction and memorialize action items.
- Community open house meetings will be conducted to engage the local neighborhood and Skillings will support City staff as a technical resource.
- City Council presentations are included in this scope of work as defined in Table 1.
- Skillings will prepare the bid packaging and provide bid support including responding to bidder questions, reviewing the bid proposals, preparing certified bid tabulation, and providing a recommendation for award.
- Construction contract management and full-time Construction Inspection is included in this scope of work.
- Hultz/BHU will provide electrical engineering as a subconsultant to Skillings.
- HWA Geosciences will provide geotechnical engineering as a subconsultant to Skillings.
- A Management Reserve in the amount of \$103,185.71 is established to provide the City with the flexibility to authorize additional funds to the Professional Services Agreement (AGREEMENT) for allowable unforeseen costs, time and materials tasks, or reimbursing the CONSULTANT for additional work beyond that already defined in this AGREEMENT.

Tasks:

- Schedule, coordinate, and attend project meetings throughout the duration of the project. **Table 1** defines these meetings indicating purpose, frequency and duration. Additionally, the consultant will provide meeting agendas, meeting minutes, and schedule updates included for each meeting.
- Meetings will provide interaction with City staff, Council, stakeholders and public sharing project progress, design directives, technical details, scheduling and responding to questions and concerns. Milestone plan review meetings will be held at Lake Forest Park City Hall at the completion of the 60%, 90%, and 100% design phases, Skillings will conduct weekly internal staff meetings discussing task progress, work assignments, and technical resource needs. Attend and present project updates at City Council Meetings. Attend Community open house meetings to engage the local neighborhood. Skillings will support City staff as a technical resource.

- Provide in-house project and staff coordination. Weekly internal staff meetings will be conducted to discuss project status and scheduling, provide and oversee design assignments, provide technical direction to staff designers, convey design directives and provide technical guidance to designers, and coordinate QA/QC needs for PS&E. Project management Work Plans will be provided to document assigned directions and memorialize action items.
- Provide monthly invoices with Earned Value Reports and Progress Reports.
- Coordination and subconsultant management including processing invoicing, progress reporting, and coordination of deliverables.
- Prepare a Project Management Plan that includes the following.
 - a. Communications plan
 - b. Master deliverables list.
 - c. Scope of Work and Level of Effort
 - d. Project Budget and Budget Management
 - e. Quality Management Plan
 - f. Project Schedule
 - g. Construction Opinion of Cost
 - h. Change Management Plan and Scope Change Log
 - i. Risk Management Plan and Risk Register
- Provide schedule updates.
- Provide monthly invoices with project update reports and earned value reports.
- Create a Comment Matrix form to document and track City comments and Skillings' responses to comments.
- Conduct QA/QC of all documents being formally submitted to the City.
- Attend two project open house / public outreach meeting. Prepare project posters and informational handouts.

Table 1

Description	Frequency	Duration	Est. Number
Bi-Weekly Progress Meeting City and Design Team	Bi-weekly	1.0 hrs	32
Design Review Meetings City	Milestones	6.0 hrs.	3
Community Open House City	TBD	6.0 hrs	3
Weekly In-House Team Meetings Skillings	Weekly	1.0 hrs.	64
Attend 3 City Council Meetings	TBD	6.0 hrs.	3

Deliverables:

- Project Management Plan
- Monthly invoices and earned value reports and progress reports.
- Materials for the public outreach meeting; project poster boards and informational handouts.
- Meeting Agendas and Minutes.
- Updated Project schedule
- Comment/Response Matrix
- Risk Register

- Change Management Matrix
- Updated Engineer’s Estimate at project milestones of 60%, 90%, and 100% Plans, Specifications, and Estimates.

TASK 200	BEACH DRIVE TOPOGRAPHIC SURVEY
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Task Description:

A topographic survey will be provided to support preparation of plans and specifications for construction of a new lift station, extending to a depth of approximately 25 feet below ground surface, and 525 linear feet of new gravity sewer pipeline installed using trenchless Horizontal Directional Drilling techniques that serves five (5) private residences, Civic Club, and City Park on a 0.1 mile stretch of Beach Drive NE in Lake Forest Park. The project scope also includes the design and construction of new sewer laterals for the seven (7) impacted properties. It is the City’s intention to abandon in place the two (2) existing lift stations and existing lake-line sewer main.

Topographic survey will combine conventional ground survey and data collection with aerial drone photogrammetry. Aerial drone survey will focus on private property data collection to document and record existing conditions. Given the anticipated duration of the project, we recommend three (3) drone flights. The first to support conventional topographic ground survey and data collection to produce base mapping of the project limits. We recommend up to two (2) additional drone flights to document any changes on private property during the progression of the design to capture any changing conditions. Updates to the base mapping will be completed to reflect current conditions prior to release of the 100% PS&E package. The aerial photogrammetry will also be used to support development of exhibits to support Public Engagement.

Skillings will engage the services of Vendor to complete underground utility location and verification both within Beach Drive and for the five (5) private properties, Civic Club, and City Park along the new side sewer alignments. This Vendor will conduct location and potholing of existing utilities and prepare an inventory of potholing data to include depth from existing surface to top of pipe or conduit, size of pipe or conduit, and pipe or conduit material identification. Potholing will be conducted using vector-extraction techniques to minimize restoration and access impacts. Each pothole will be numbered and data logged into a spreadsheet. The pothole locations will be documented by topographic survey and included in 60% PS&E. This information is required to not only inventory existing utilities but aid in utility coordination for the design effort.

Assumptions:

- A Record of Survey Map will be not required.
- New temporary construction easement areas will be staked in the field. This will be completed once the private side sewer alignments are confirmed in the design PS&E.
- Design Team will obtain rights of entry to the site, as needed to complete the survey.
- The survey topographic limits are defined as shown in the exhibit below.
- Up to three (3) drone flights are anticipated to document any changes to existing conditions on private property. Frequency will be determined with input and direction from City staff.
- This scope of work will include providing settlement monumentation at each of the five (5) residential homes fronting the Beach Drive sewer improvements in Beach Drive.

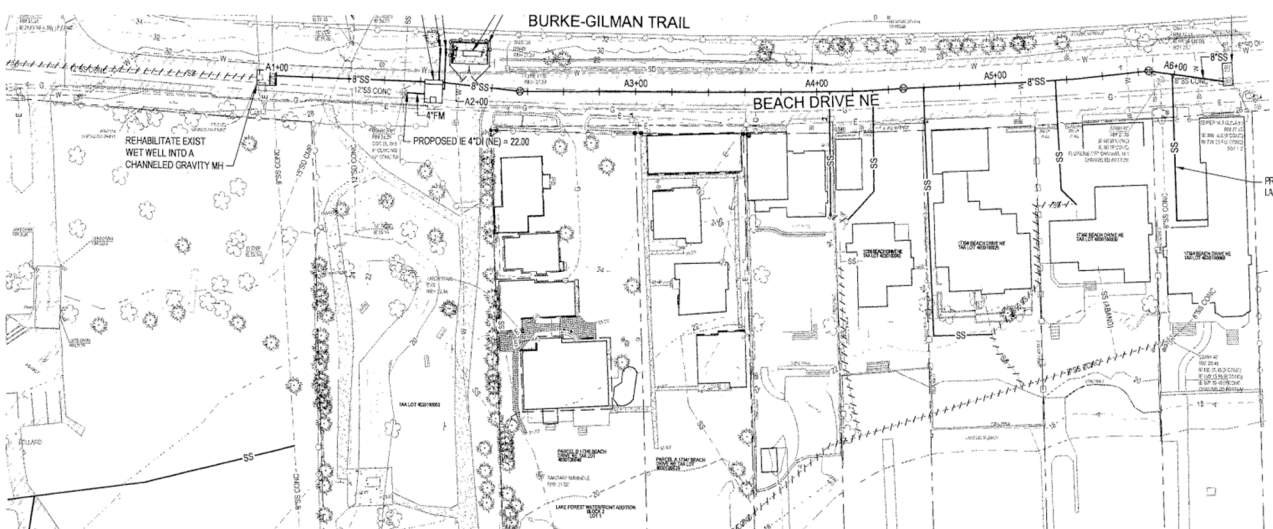
Task Description:

1. Review title reports for a boundary determination.
2. Research existing survey control and record maps.
3. Perform a field survey to locate and establish survey control points. Topographic survey of the area below.
4. Complete three (3) drone flights to document any changes to existing conditions on private property.
5. Topographic survey will identify and document existing structures and site conditions and install settlement monitoring benchmarks at defined structure locations for monitoring during construction.
6. Prepare letters to obtain right of entry. Letters to be sent by City-on-City letterhead. Skillings to provide form to be signed by property owner.
7. Topographic Survey of the area depicted in red on the attached Figure 2 Survey Limits map.
8. Process field data and develop AutoCAD base maps.
9. Coordinate with City staff and measure the size, depth, diameter, and elevation of pipe structures within the existing pump station.
10. Survey Pothole Location.
11. Prepare temporary construction easement exhibit and legal description for construction of the rerouted side sewers from sewer cleanout to new sewer main in Beach Drive.
12. Prepare permanent easement exhibit and legal description for construction of the emergency generator.
13. Provide QA/QC for deliverables.

Deliverables:

- AutoCAD Topographic Survey base map.
- Temporary Construction Easement descriptions and exhibit maps.
- Right of entry documents
- Final easement exhibits and legal descriptions.

Survey Limits:



TASK 300	BEACH DRIVE SEWER IMPROVEMENTS DESIGN DEVELOPMENT
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Task Description:

A preliminary engineering report was previously completed for this project in December 2025. The preliminary report described the following recommendations:

The City of Lake Forest Park operates two aging lift stations along Beach Drive NE that have exceeded their service life. This Preliminary Engineering Report recommends consolidating these facilities into a single, modern lift station to improve reliability, reduce maintenance, and coordinate with the City's upcoming Lakefront Park project. The proposed design includes a wet well/dry well configuration with increased pumping capacity to improve flushing velocity, power supply, new emergency backup, and controls. The project will also abandon the existing lake gravity sewer line and install a new gravity sewer in Beach Drive, while minimizing disruption to adjacent properties and park development. The project consolidates Lift Stations 16 and 17 into one facility positioned between the existing sites, with new gravity sewer, force main, and updated side sewer connections. Existing wet wells will be retrofitted for gravity flow, and the lake line will be abandoned. The estimated Opinion of Probable Construction Cost (OPCC) is approximately \$3.5 million, with a range of \$2.2 million to \$6.2 million based on AACE Class 5 estimates. The project schedule anticipates permitting and final design completed in late 2027, and construction in late 2028.

Horizontal Directional Drilling, a trenchless technology, was proposed for installation of the new gravity sewer main in Beach drive as well as installation of the seven (7) side sewers to be reversed and connected from private property, Lake Forest Park Civic Club, and Lakefront Park to the gravity main in Beach Drive. Traditional excavation and fill techniques will be used to complete the side sewer connections to the new sewer main, complete installation of new manholes and the installation of the lift station.

The report also contained a geotechnical report along with environmental permitting research and recommendations as appendices to support the 30 percent concept. This report was not submitted to Department of Ecology for review and approval.

The design development phase for this project will validate the current 30 percent sewer concept for the Beach Drive sewer improvements provided in the Preliminary Engineering Report. This phase will include obtaining rights of entry from the affected private residents to allow for access completing the topographic mapping and utility potholing efforts to develop a representative base map of the project site. One additional geotechnical soil boring to confirm soil characterization and soil properties provided at the northerly end of the proposed gravity sewer to augment geotechnical investigations previously completed. Our design development will include validating the findings and conclusions reached in the Preliminary Engineering Report, augmenting with additional data to support the preferred trenchless alternatives and create a final Engineering report complying with Department of Ecology "Criteria for Sewage Works Design" and WAC 173-240-060. The final engineering report will be submitted to Ecology for review and approval and become the Basis for Design for preparing bid documents for construction.

Assumptions:

- Final Engineering Report will be prepared consistently with WAC 173-240-060 and Ecology Criteria for Sewage Works Design Manual. This scope of work is founded upon the premise that the sewer main and side sewers will be a gravity collection system. City staff indicated low pressure sewer systems (LPSS) were considered in the alternatives analysis and due to operation and maintenance limitations would not be pursued further.
- Design efforts will follow the City's Design Engineering and Construction standards.

- Design efforts shall follow Department of Ecology Criteria for Sewage Works design. Should the City's design standards conflict with DOE design guidelines, DOE guidelines prevail.
- An improvement plan will be prepared for each private residential lot requiring an adjusted gravity side sewer. Gravity side sewer locations and connections are assumed from provided as-builts.
- The project design will be predicated on the existing Beach Drive Lift Stations remaining online and functional during the construction of the new Beach Drive Lift Station. Once the new Beach Drive lift station is online, modifications will be completed converting existing lift station to gravity flow through manholes and connected to the new gravity sewer.
- A construction sequencing plan will be developed to accommodate installation of new gravity side sewers to the new gravity sewer main in Beach Drive.
- Temporary bypass pumping plans and specifications will be provided with the pump station design.
- The lake-line gravity sewer main from Beach Drive is to be cut, capped, abandoned, and filled with CDF (control density fill).
- The City will provide additional updated high alarm, pump run time, and flow monitoring records to augment previously provided data for the existing lift stations to further aid in design development.
- Potholing will be provided by vendor using vactor extraction techniques to provide subsurface utility location and characterization.
- Hultz/BHU will provide electrical engineering for the pump station, as required.
- HWA Geosciences, geotechnical engineer, will provide a geotechnical investigation for the Beach Drive sewer improvements and gravity sewer.
- Commonstreet will provide right of way support obtaining rights of entry for design phase services and temporary construction easements for construction phase activities on private property.
- The new Beach Drive pump station will be designed as a duplex wet well/dry well below grade pump station.
- It is anticipated that HDD trenchless technology will be used for gravity main installation.
- Underground utility locates will be provided by a vendor.
- New emergency generator design will be provided sufficiently sized to support lift station in the event of power outages and the cost for providing this generator will be included in all construction cost estimates.
- Rights of Entry will be acquired from each of the property owners to gain access onto private property for topographic survey.
- Side sewer connections will all be served by gravity. No grinder pumps are anticipated.

Tasks:

1. Utility Coordination: Coordinate with affected utility companies. Locate existing utilities. Pothole of existing utilities. Provide vendor coordination
2. Create 3D map of existing utilities.
3. Review existing documents provided by utilities.
4. Review 30% preliminary engineering report content and conclusions
5. Prepare risk assessments and risk register to address design solutions.
6. Design decision approval matrix.
7. Validate findings and conclusions reached in the Preliminary Engineering report. Prepare draft Final Engineering Report consistent with DOE Design Guidelines and WAC 173-240-060 documenting sewer flows to the lift station, wet well design, pump sizing, valves, pump station site plan.
8. Prepare plans to reroute each affected Sanitary Side Sewer on each lot to the proposed gravity sewer. Show all work items to be constructed by the Contractor to reroute the side sewers. This

includes meeting with homeowners to determine location of existing sewer connection and routing of new sewer connections.

9. Update 30% Plans, Specifications, and Estimates to abandon the existing gravity sewer main in place, and the removal of the existing Beach Drive pump station force mains, abandoned gravity lines and power lines. This drawing will be used in the Engineering Report and environmental permit applications.
10. Research with utility contractors, potential ways, means and methods to install the gravity line with trenchless technology.
11. Prepare Quantity Take-off Notebook.
12. Update 30% Engineer's Estimate of Probable Cost to Construct.
13. Prepare project Specifications run list in CSI format.
14. Provide QA/QC of the updated 30% Plans, Specifications, and Estimates documents and draft Final Engineering Report.

Deliverables:

1. Rights of Entry for each of the property owners and Lake Forest Park Civic Club.
2. Risk register documenting risk assessments, in electronic pdf format
3. Design decisions matrix updates, in electronic pdf format.
4. 30% Plans update for the proposed gravity sewer line and abandon existing gravity sewer and abandoned Beach Drive pump station, in electronic pdf format.
5. Preliminary improvement plan for the five private residential properties, Civic Club and Lakefront Park requiring a rerouted side sewer included in the 30% update.
6. Updated Engineer's Estimate of Probable Cost to Construct.
7. Draft final engineering report for the proposed Beach Drive sewer improvements, submitted in electronic pdf format.

TASK 400 ENVIRONMENTAL DOCUMENTATION AND PERMITTING

Task Description:

The project corridor is located adjacent to Lake Washington and falls within the Shoreline Management Act (SMA) jurisdictional boundary and the Growth Management Act (GMA) boundary. The proposed work involves replacement of aging sewer infrastructure in an environmentally sensitive corridor and will require multiple environmental approvals from state and local agencies. The following sub-tasks make up the complete environmental permitting effort for the Beach Drive Sewer Improvements.

Task Assumptions:

- Permit fees are not included in this Scope of Work and will be paid directly by the City of Lake Forest Park.
- The Consultant will provide the City with regular updates on the status of pending permit applications as part of the monthly progress reporting described in Task 100.
- If any permit application requires significant additional effort beyond that described in this scope (e.g., full wetland delineation report, noise study, habitat mitigation plan, or federal ESA Section 7 consultation). It will be considered additional services and will be scoped and authorized by separate supplements.
- Shoreline permitting will require a public hearing. It is assumed that two (2) Skillings staff will attend the public hearing.
- It is assumed that two (2) staff will attend a pre-hearing check with City.

Task 401 - State Environmental Policy Act (SEPA)

Task Description:

A SEPA environmental checklist is required to determine whether the proposed project will have significant adverse environmental impacts. The SEPA Checklist is a requirement of the Shoreline Permit application process and is required for public review per the Washington State Environmental Policy Act.

Assumptions:

- The City of Lake Forest Park will serve as the lead agency for the SEPA review.
- The SEPA Checklist submittal requires a minimum of 60% site plan design to accompany the permit applications showing proposed improvements. One SEPA Checklist will be prepared and submitted for the Beach Drive Sewer Improvements project.
- Preliminary designs and all available environmental documentation will be utilized as accompanying exhibits for the final SEPA checklist package.
- The City will complete and submit the public notice of application required for the SEPA process.

Tasks:

1. Complete a site visit to assess existing conditions within the proposed project corridor and surrounding area that may be affected by the proposed improvements.
2. Prepare a draft SEPA Checklist for City review.
3. Conduct QA/QC review of the draft SEPA Checklist.
4. Revise the SEPA Checklist based on City review comments.
5. Submit the completed SEPA Checklist with supporting documentation to the City for the official SEPA submittal.

Deliverables:

- Draft SEPA Checklist with supporting documentation for City review (PDF).
- Final SEPA Checklist package for submittal to the City (PDF).

Task 402 – Critical Area Review

Task Description:

The City of Lake Forest Park classifies critical areas to include wetlands, streams, frequently flooded areas, geologically hazardous areas, and fish and wildlife habitat conservation areas. Herrera Environmental Consultants prepared a Critical Areas Report for the Beach Drive project corridor in July 2025 (Herrera Report). The work under this task is to review and validate the Herrera Report for use in supporting the project's shoreline and environmental permit applications.

Assumptions:

- Herrera Environmental Consultants completed a Critical Areas Report for the Beach Drive project corridor in July 2025. This report is assumed to be current, complete, and sufficient to support project permitting without requiring a new or supplemental critical areas study.

- The Critical Area Report included a Fish and Wildlife Habitat Conservation Area section outlining priority habitat and threatened and endangered species use within the project area. This portion of the report will be reviewed and updated with a current species list from WDFW, DNR, NOAA, and USFWS.
- The Herrera Report will be reviewed and validated by the Consultant for consistency with current City of Lake Forest Park critical areas regulations, the LFP Shoreline Master Program, and the scope of the proposed improvements prior to inclusion in permit application packages. It is assumed that the Herrera Report can be relied on and used by the City for permit application.
- A site visit may be conducted at the Consultant's discretion to confirm that existing conditions in the project corridor are consistent with the conditions documented in the Herrera Report. No new field delineation work is assumed under this task.
- If field conditions have changed materially since the Herrera Report was completed, or if the City or a reviewing agency determines the report requires supplementation, additional work will be scoped and authorized by separate supplements.
- It is assumed that Hydraulic Project Approval (HPA) will be required. Skillings to meet with Washington Department of Fish and Wildlife (WDFW) to confirm.
- It is assumed that an Army Corps of Engineers Permit Application (JARPA) will be required.

It is assumed that the area of disturbance will exceed 1.0 acres and will require permit coverage under the Statewide General Construction Stormwater Permit. Coverage for this permit is applied for by submitting an online Notice of Intent (NOI) for coverage.

Tasks:

1. Evaluate the Herrera Report for consistency with current City of Lake Forest Park critical areas regulations and the LFP Shoreline Master Program requirements applicable to the proposed project.
2. Conduct a site visit as needed to confirm that existing conditions in the project corridor are consistent with the Herrera Report findings. Meet with WDFW during site visit.
3. Update species and habitat occurrence with current species lists.
4. Prepare a brief technical memorandum documenting the review findings, confirming the report's applicability to the proposed project, and identifying any conditions or limitations on its use in permit applications, as it applies to both SMP and GMA requirements.
5. Incorporate the Herrera Report and validation memorandum into the Shoreline Substantial Development Permit application package and other permit submittals as applicable.
6. Provide QA/QC review of deliverables.
7. Prepare Hydraulic Project Approval (HPA) application and submit it to WDFW.
8. Prepare Joint Aquatic Resource Permit Application (JARPA) and permit exhibits.
9. Prepare Notice of Intent (NOI) with Ecology.

Deliverables:

- Technical Memorandum documenting review and validation of the Herrera Critical Areas Report for use in project permitting (PDF).
- Herrera Critical Areas Report (July 2025) incorporated as a supporting exhibit in permit application packages.

- HPA Application
- JARPA permit application package
- NOI application under Statewide General Construction Stormwater Permit

Task 403 - Shoreline Management Act – Substantial Development Permit Application

Task Description:

The project corridor is located within the Shoreline Management Act (SMA) jurisdictional boundary adjacent to Lake Washington. Proposed improvements, including installation of a new lift station, gravity sewer main, and sewer laterals, will require review and approval under the City of Lake Forest Park Shoreline Master Program (SMP). Restoration of the existing infrastructure footprint within the shoreline jurisdiction is anticipated to be a permitted action under the applicable sections of the Shoreline Management Code. The following scope tasks make up the completion of the Shoreline Substantial Development Permit Application.

Assumptions:

- Environmental work will follow the guidelines and standards identified within the City of Lake Forest Park Shoreline Master Program.
- The proposed project work is anticipated to remain within or immediately adjacent to the existing right-of-way and on private property.
- A pre-application conference with the City will be conducted to confirm submittal requirements and permit pathway prior to application preparation.
- The Beach Drive sewer improvement work will occur shoreward of the Ordinary High-Water Mark (OHWM) and the SMP Shoreline Substantial Development Permit is the anticipated permit pathway; however, project design may only require a Variance or may require a Conditional Use Permit.

Tasks:

1. Conduct a site visit to evaluate the proposed project location and document existing shoreline conditions.
2. Attend a pre-application conference with City planning staff to confirm the required permit pathway and submittal checklist requirements.
3. Prepare the Shoreline Substantial Development Permit Application package, including all required supporting documents as identified in the City SMP Submittal Checklist, including:
 - a. Project Narrative describing the proposed improvements and their relationship to shoreline regulations.
 - b. Site map showing the project location in relation to the Ordinary High-Water Mark (OHWM) and shoreline setback, including shoreline jurisdictional areas associated with Lyon Creek connected wetlands.
 - c. SEPA Checklist (prepared under Task 401).
 - d. Critical Areas documentation (prepared under Task 402).
 - e. Cultural / Historic Resources Documentation (prepared under Task 404).
 - f. Plan Set at applicable design level.

4. Submit the draft Shoreline Substantial Development Permit Application package to the City for review and comment.
5. Revise the application package based on City review comments.
6. Submit the final Shoreline Substantial Development Permit Application package to the City for official submittal.
7. Provide QA/QC review of all application materials. Attend pre-hearing check-in meeting with City prior to Shoreline hearing.
8. Attend Shoreline hearing.

Deliverables:

- Draft Shoreline Substantial Development Permit Application Package for City review (PDF).
- Final Shoreline Substantial Development Permit Application Package for official submittal (PDF).

Task 404 - Cultural Resources

Task Description:

Cultural resource investigation is required as part of the shoreline permit application. Cultural Resource Consultants (CRC) completed a historical and cultural resource investigation and published their findings in January 2026.

Assumptions:

- CRC's (January 2026) report "Cultural Resources Assessment for the Beach Drive Lift Station 30 Percent Design Project, Lake Forest Park, King County, Washington" is applicable to this project and will be used to support environmental permitting.
- CRC coordinated with the Washington State Department of Archaeology and Historic Preservation (DAHP). This review was completed under DAHP Project No. 2025-03-01768.
- Two potential historic properties were identified by CRC (January 2026). Historic Property Inventory Forms were completed for both properties, and it was determined that they are not eligible for listing on the Historic Register.
- This task will be to validate the work completed by CRC and determine if additional cultural review is required.
- It is assumed that the CRC report can be relied on and used to support permit application.
- It is assumed that DAHP coordinated with interested Tribes and that Tribal coordination has been completed. This task will include outreach to Tribes to continue project coordination.
- This Scope of Work does not include completion of a cultural report or any additional investigations.

Tasks:

1. Review CRC report to determine any changes in project elements or footprint based on design completed under this Scope of Work.
2. Prepare letter to interested Tribes providing current project information.

Deliverables:

- Technical Memorandum regarding level of cultural investigation completed in comparison to current project footprint.
- Letter to Tribes

TASK 500	BEACH DRIVE SEWER IMPROVEMENTS (60% DESIGN PLANS)
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Task Description:

This task is the next progression of Plans, Specifications, and Estimates development building upon the conclusions reached in the previous design development phase. The work effort will be completed in agreement with the design decision approval matrix and address solutions reached in the risk register. This work will include finalizing the engineering report, preparing draft technical specifications consistent with the specifications run list prepared in design development phase, and preparing engineering plans, profiles, and details for the gravity sewer and side sewer installation, and plans, sections and elevations for the new wet well/dry well lift station.

Assumptions:

- Skillings will prepare project manual front end bid proposal and contracts, bonding requirements, and insurance requirements for inclusion in the draft 60% specifications. The front-end documents will then be submitted to City Attorney for review and approval.
- A drainage report is assumed not to be required for this project and not included in this scope of work. If it is determined a drainage report is required, this will be extra work and compensation for this extra work will be drawn from the management reserve.

Tasks:

1. Update the Design Documentation File.
2. Prepare final Engineering Design Report.
3. Prepare 60% Pump Station improvement plans, sections and details, 60% plans profiles and details for gravity sewer main and appurtenances, and plans, profiles, and details for the side sewer conversions and Prepare surface restoration drawings on private property and street right of way.
4. Prepare aesthetic screening design for generator and pump station elements with elevations and 3D sketch/rendering/simulation and 2D poster board.
5. Prepare 60% Plan and Profile design for gravity and force main alignments.
6. Prepare 60% private side sewer relocations and initial restoration plans
7. Develop construction staging and sequencing plan
8. Develop shoring and dewatering plans
9. Review and update risk register
10. Continue 3rd Party utility coordination
11. Complete 2nd drone flight documenting private property site conditions
12. Update Quantity Take-off Notebook.
13. Prepare 60% Engineer's Estimate of Probable Cost to Construct.
14. Prepare 60% Project Manual and technical Specifications.
15. Prepare preliminary TCE
16. Provide coordination with Survey for temporary construction easement requirements and onsite staking of proposed side sewer alignment.
17. Provide QA/QC of the 60% Plans, Specifications, and Estimates documents.
18. Submit 60% PS&E to City for Review

19. Submit Engineering Report to Ecology for review

Deliverables:

- 60% Plans, profiles and details submitted in electronic pdf format
- One set of printed 11x17 plans, profiles, and details mailed to remote office location
- 60% Specifications submitted in electronic pdf format
- One set of 60% Specifications mailed to remote office location
- 60% Opinion of Probable Cost submitted in electronic pdf format
- One paper copy of Opinion for cost mailed to remote office location
- Final engineering design report submitted in electronic pdf format.
- Comment matrix

TASK 600	BEACH DRIVE SEWER IMPROVEMENTS (90% DESIGN PLANS)
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Task Description:

This task is the next progression of Plans, Specifications, and Estimates development building upon the conclusions reached in the previous 60% design development phase. The work effort will be completed in agreement with the design decision approval matrix and address solutions reached in the risk register. This work will include preparing progression on technical specifications, engineering plans, profiles, and details for the gravity sewer and side sewer installation, and plans, sections and elevations for the new wet well/dry well lift station. This work will also include updating the engineer's opinion of probable cost and preparing the review response matrix addressing city review comments from the 60% design effort.

Assumptions:

- The City has reviewed the 60% submittal and provided comments which will be incorporated into the 90% Plans, Specifications, and Estimates.

Tasks:

1. Update review and response matrix.
2. Incorporate City review comments and prepare 90% Pump Station improvement plans, sections and details, 90% plans profiles and details for gravity sewer main and appurtenances, and plans, profiles, and details for the side sewer conversions and Prepare surface restoration drawings on private property and street right of way.
3. Prepare final landscaping and restoration plans for private sewer alignments
4. Review and Update Risk Register
5. Address and respond to DOE review comments for Engineering report
6. Prepare 90% Project Manual and technical Specifications Include specifications provided by Geotech subconsultant.
7. Incorporate 90% electrical plans and technical specifications from electrical subconsultant into 90% submittal package including electrical service, controls and emergency generator and coordinate between City and electrical subconsultant telemetry requirements for the lift station.
8. Develop shoring and dewatering plans
9. Develop construction staging and sequencing plan
10. Continue 3rd Party Utility Coordination
11. Update Quantity Take-off Notebook.
12. Prepare 90% Engineer's Estimate of Probable Cost to Construct.

13. Complete TCEs for construction on private properties
14. Provide QA/QC of the 90% Plans, Specifications, and Estimates documents.
15. Submit 90% Plans, Specifications, and Estimates to City for review
16. Submit Final Engineering Report to Ecology

Deliverables:

- 90% Plans, profiles and details submitted in electronic pdf format
- One set of printed 11x17 plans, profiles, and details mailed to remote office location
- 90% Specifications submitted in electronic pdf format
- One set of 90% Specifications mailed to remote office location
- 90% Opinion of Probable Cost submitted in electronic pdf format
- One paper copy of Opinion for cost mailed to remote office location
- Comment matrix

TASK 700 BEACH DRIVE FINAL DESIGN (100% DESIGN PLANS)**Task Description:**

This task is the next progression of Plans, Specifications, and Estimates development building upon the conclusions reached in the previous 90% design development phase. The work effort will be completed in agreement with the design decision approval matrix and address solutions reached in the risk register. This work will include preparing progression on technical specifications, engineering plans, profiles, and details for the gravity sewer and side sewer installation, and plans, sections and elevations for the new wet well/dry well lift station. This work will also include updating the engineer's opinion of probable cost and preparing and providing the review response matrix addressing city review comments from the 90% design effort.

Assumptions:

- The City has reviewed and provided comments on the 90% submittal. Comments received from the City will be incorporated into the final submittal.

Tasks:

1. Update review and response matrix.
2. Incorporate City review comments and prepare 100% Pump Station improvement plans, sections and details, 100% plans profiles and details for gravity sewer main and appurtenances, and plans, profiles, and details for the side sewer conversions and Prepare surface restoration drawings on private property and street right of way.
3. Prepare final landscaping and restoration plans for private sewer alignments
4. Review and Update Risk Register
5. Prepare 100% specifications Include specifications provided by Geotech subconsultant.
6. Incorporate 90% electrical plans and technical specifications from electrical subconsultant into 100% submittal package including electrical service, controls and emergency generator and coordinate between City and electrical subconsultant telemetry requirements for the lift station.
7. Develop shoring and dewatering plans
8. Develop construction staging and sequencing plan
9. Continue 3rd Party Utility Coordination
10. Update Quantity Take-off Notebook.
11. Prepare 100% Engineer's Estimate of Probable Cost to Construct

12. Conduct 3rd Drone Flight to document current conditions on private property
13. Complete TCEs for construction on private properties
14. Provide QA/QC of the 100% Plans, Specifications, and Estimates documents.
15. Submit 100% Plans, Specifications, and Estimates to City for review
16. Submit 100% Plans, Specifications, and Estimates to Ecology for review and approval

Deliverables:

- Final PS&E for the Beach Drive Pump Station, Force main, gravity line and side sewers (two paper 11" x 17" copy, two full size 22x34, and one PDF electronic copy). One paper copy of deliverables set to City and one copy set to remote office locations.
- Final Engineer's Estimate of Probable Cost to Construct. (two paper copies, one PDF electronic copy)
- Review Response Matrix, electronic pdf format
- AutoCAD Civil 3D 2025 DWG files of completed Final Improvement Plans.
- Comment matrix

TASK 800	BEACH DRIVE SEWER IMPROVEMENTS BID DOCUMENTS (RFC)
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Task Description:

This task is the final progression of Plans, Specifications, and Estimates development building upon the conclusions reached in the previous 100% design development phase. The work effort will be completed in agreement with the design decision approval matrix and address solutions reached in the risk register. This work will include updating the engineer's opinion of probable cost and preparing and providing the review response matrix addressing city review comments from the 100% design effort. The RFC phase will culminate in stamped and signed Plans, Specifications, and Estimates package ready for bid advertisement and award.

Assumptions:

- The City has reviewed the 100% submittal and provided comments which will be incorporated into the RFC Plans, Specifications, and Estimates.
- The City has received approval from Ecology for construction of the proposed improvements.

Tasks:

1. Prepare RFC Plans, profiles and details for the proposed Lift Station, gravity sewer main including converting existing pump stations to manholes, side sewers, and forcemain improvement plans. Incorporate City's review comments. Finalize required telemetry and coordinate final design with the electrical subconsultant including electrical service, controls and emergency generator.
2. Update Quantity Take-off
3. Prepare RFC Engineer's Estimate of Probable Cost to Construct
4. Prepare RFC Project Specifications
5. Provide QA/QC of the RFC PS&E documents.
6. Stamp and Sign RFC documents
7. Prepare E-transmit of DWG AutoCAD files for all improvement plans.
8. Prepare Design Closeout Documentation and file maintenance.

Deliverables:

- RFC documents for the Beach Drive Lift station provided in electronic pdf format.

- RFC documents for the Beach Drive gravity sewer, forcemain, and side sewer plans and specifications in electronic pdf format.
- Review Response Matrix, electronic pdf format

TASK 900	ELECTRICAL ENGINEERING COORDINATION
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Task Description

This task includes review and inclusion of electrical deliverables into the engineering report, 60%, 90%, and 100% Plans, Specifications and Estimates and Ready for Construction documents. Electrical subconsultant scope of work is included in Appendix A.

Assumptions:

- This work will be provided by Hultz/BHU

Tasks:

- See Appendix A for Electrical Subconsultant tasks and deliverables including emergency generator plans and details.

TASK 1000	GEOTECHNICAL ENGINEERING COORDINATION
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Task Description:

This task includes review and inclusion of Geotechnical deliverables into the engineering report, 60%, 90%, and 100% Plans, Specifications and Estimates, and Ready for Construction documents. This work will include 2 additional monitoring wells at the southerly and northerly project limits and include groundwater sampling and testing throughout the design phase of the project to determine if any contaminants are present that will need mitigation during dewatering activities during construction phase. A report will be prepared to support environmental permitting efforts discussed in Tasks 400. Geotechnical subconsultant scope of work is included in Appendix B.

Assumptions:

- This work will be provided by HWA Geosciences

Tasks:

- See Appendix B for Geotechnical Subconsultant tasks and deliverables.

TASK 1100	RIGHT OF WAY COORDINATION
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Task Description:

This task includes review and inclusion of Right of way deliverables into the engineering report, 60%, 90%, and 100% Plans, Specifications and Estimates, and Ready for Construction documents. Right of Way subconsultant scope of work is included in Appendix C.

Assumptions:

- This work will be provided by Commonstreet Consultants

Tasks:

See Appendix C for Right of Way Subconsultant tasks and deliverables.

TASK 1200 COMMUNITY INVOLVEMENT

Task Description:

Skills will support City staff to engage the residents along Beach Drive in Community open forums and individual on-site meetings. This task includes individual meetings with the 5 residents requiring side sewer rerouting and the Lake Forest Park Civic Club representatives. Further, we anticipate the need for 3 open house meetings with the remaining 21 residents to the north of the project limits to coordinate roadway access, contractor staging, and convey project details and timeline information. The purpose of these meetings is to maintain open dialogue to better understand the neighborhood concerns and means and methods to address their concerns in the Plans, Specifications, and Estimates.

Assumptions:

- City staff will coordinate the open house meetings including scheduling and venue selection.
- The City will lead these meetings and Skillings will be a technical resource.
- Skillings will prepare exhibits and handouts for the open house meetings.
- Skillings will prepare individual exhibits, and restoration plans for Lakefront Park, Civic Club, and 5 residential lots receiving side sewer re-routing.
- Skillings will prepare handouts to share with the remaining 21 homes north of the project limits.

Tasks:

1. Attend 3 open house community meetings
2. Prepare exhibits and handouts to support communication and dialogue during the open house events.
3. Attend 6 on-site meetings with residents and Civic Club impacted by side sewer re-routing.
4. Attend up to 3 open house meetings with the 21 residents and commercial properties with roadway access impacts.

Deliverables:

- Two 24 x 36 exhibits for each open house meeting, mounted on form-core boards for public viewing.
- 25 tri-fold handouts for each open house meeting
- 11x17 plan and profile of new side sewer alignment and restoration plan to share with each of the 5 homeowners.

END SCOPE OF WORK

Prepared by: Robin Nelson, P.E.

July 29, 2026

Reviewed by: Thomas E. Skillings, P.E.

July 29, 2026

NEGOTIATED HOURLY RATE (NHR):					
Classification	Man Hours	X	Rate	=	Cost
PRINCIPAL-IN-CHARGE	232	X	\$335.00	=	\$77,720.00
SENIOR PROJECT MANAGER	752	X	\$286.00	=	\$215,072.00
SENIOR PROJECT ENGINEER	399	X	\$297.00	=	\$118,503.00
ENGINEER	1131	X	\$198.00	=	\$223,938.00
ENVIRONMENTAL MANAGER	66	X	\$309.00	=	\$20,394.00
PROJECT SCIENTIST	279	X	\$126.00	=	\$35,154.00
COMMUNICATIONS SPECIALIST	24	X	\$194.00	=	\$4,656.00
PROFESSIONAL LAND SURVEYOR	35	X	\$217.00	=	\$7,595.00
PROJECT SURVEYOR	105	X	\$155.00	=	\$16,275.00
SURVEY PARTY CHIEF	8	X	\$136.00	=	\$1,088.00
2 MAN SURVEY CREW	120	X	\$235.00	=	\$28,200.00
SURVEY TECHNICIAN	76	X	\$132.00	=	\$10,032.00
INSPECTOR	0	X	\$182.00	=	\$0.00
PROJECT ADMINISTRATOR	16	X	\$171.00	=	\$2,736.00
Total Hours =			3243		Total NHR = \$761,363.00
REIMBURSABLES:					
Vendor APS	\$20,000.00	+	15%	=	\$23,000.00
Mileage	3300	X	\$0.760	=	\$2,508.00
Miscellaneous Expenses	\$5,325.50	X	0%	=	\$5,325.50
					Total Expenses= \$30,833.50
SUBCONSULTANT COST (See Exhibit E):					
Geotechnical	\$124,341.00	X	15%	=	\$142,992.15
Electrical - Hultz/BHU	\$34,661.00	X	15%	=	\$39,860.15
ROW Commonstreet	\$49,398.50	X	15%	=	\$56,808.28
					Total Subconsultants = \$239,660.58
SUB-TOTAL (NHR + REIMBURSABLES + SUBCONSULTANTS):					
					Sub Total = \$1,031,857.08
MANAGEMENT RESERVE FUND:					
SUB TOTAL =		\$1,031,857.08	X	10%	= MRF = \$103,185.71
GRAND TOTAL					
GRAND TOTAL =					\$1,135,043
PREPARED BY: Robn Nelson, P.E.					
				DATE:	Revised 7/22/2026
REVIEWED BY: Tom Skillings, P.E.					
				DATE:	Revised 7/22/2026

Item	Description	Basis	Quantity	Rate	Total
1	Telephone	Month			\$0.00
2	Auto Rental	Each			\$0.00
3	Lodging	Day	0	\$273.80	\$0.00
4	Per Diem-Meal	Day	22	\$92.00	\$2,024.00
5	Photocopies - Blk & White	Each	1500	\$0.10	\$150.00
6	Photocopies - Color	Each	450	\$0.35	\$157.50
7	Half Sized Prints	Each	500	\$0.50	\$250.00
8	Full Sized Prints	Each	24	\$6.00	\$144.00
9	Postage	Month			\$0.00
10	Shipping	Remote Office in Nevada	3	\$100.00	\$300.00
11	FAXs	Each			\$0.00
12	Miscellaneous Project Costs	Month	18	\$100.00	\$1,800.00
13	Miscellaneous Survey Costs	Estimated	1	\$500.00	\$500.00
14	InRoads Software	Month-No of years		\$950.00	\$0.00
Total Miscellaneous Expenses					\$5,325.50
15	Utility Locate (APS)	Estimated	1	\$20,000.00	\$20,000.00
	Mileage (22 trips)	Per Mile	3300	0.760	\$2,508.00
Total Expenses					\$27,833.50
Assumptions					
1	Telephone	Estimated			
2	Auto Rental	Estimated trips			
3	Mileage	Estimated miles	102trips @ 150 mi/trip		
4	Lodging				
5	Per Diem-Meal				
6	Photocopies - Blk & White	Estimated Specifications	300 pages per manual x 5		
7	Photocopies - Colored	Estimated Engineering Report	150 pages x 3		
8	Half Sized Prints		2 sets		
9	Full Sized Prints		2 sets		
10	Postage	Estimated to Remote Office in Nevada			
11	Shipping	Estimated			
12	FAXs	Estimated			
13	Miscellaneous Project Costs	Estimated			
14	Miscellaneous Survey Costs	Estimated			
15	Purchase Order	Estimated			
Prepared by: Robin Nelson, P.E.		Date: Revised July 2, 2026			

26024 CITY OF LAKE FOREST PARK BEACH DRIVE SEWER IMPROVMENTS				PRINCIPAL-IN-CHARGE	SENIOR PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENVIRONMENTAL MANAGER	PROJECT SCIENTIST	COMMUNICATIONS SPECIALIST	PROFESSIONAL LAND SURVEYOR	PROJECT SURVEYOR	SURVEY PARTY CHIEF	2 MAN SURVEY CREW	SURVEY TECHNICIAN	INSPECTOR	PROJECT ADMINISTRATOR
TASK #	TASK DESCRIPTION	START DATE	END DATE														
100	PROJECT MANAGMENT	6/1/2026	5/31/2027														
101	Biweekly Progress Meetings (32 @ 1.5 hr/ea)			48	48	48											
102	Milestone Plan Review Meetings (3 @ 6 hrs/ea)				18	18											
103	Attend 3 City Council Meetings (3@ 6 hours/ea)				18												
104	Internal Design Team Meetings (64 @ 1 hr/ea)			32	64	64	64										
105	Monthly Invoicing and Progress Report (16 @ 1 hr/ea)				16												16
106	Subconsultant Coordination and Management				32												
107	Prepare PMP			4	24		32										
108	Schedule Updates				8												
109	Preparing meeting agendas and minutes				114												
110	Project Management & Oversight (Risk Register, Descision Matrix, and Communication Documentation.)				88												
111	Change Management and Documentation				40												
112	QA/QC Project Management Deliverables			40													
200	TOPOGRAPHIC SURVEY AND MAPPING	6/1/2026	6/30/2026														
201	Review Title Reports for Boundary Determinations										2	10					
202	Research Existing survey control and records map										1	5					
203	Field survey to locate and establish survey control													10			
204	Field topographic survey of Beach Drive and pot-holed utilities													20			
205	Field topographic survey of private sidesewers and Civic Center													40			
206	Install foundation settlement monitoring control on private residences													10			

207	Aerial Drone Survey of Private Residences (1st flight)						8								12		
208	Process field data and develop C3D base mapping											40			40		
209	Prepare legal descriptions and exhibits for TCEs										12	16					
210	Stake TCE's in the field											16		40			
211	QA/QC Deliverables										8						
300	DESIGN DEVELOPMENT	6/1/2026	9/30/2026														
301	Coordinate and Manage Vendor Potholing for Existing Utilities				1	4	8										
302	Create C3D mapping of existing utilities				1	4	40										
303	Research and review utility mapping (documents provided by others) Along with Utility coordination					4	24										
304	Review existing documentation provided by City including Options Analysis and Pre-design report prepared by others.				8	8	8										
305	Prepare Risk Assessment and Risk register			4	4	4											
306	Prepare Design Decision Matrix				2												
307	Validate 30% Design provided by others, Prepare draft Final Engineering Report				4	2	40										
308	Prepare Side sewer relocation plans including homeowner meetings					4	40										
309	Update 30% Plans					2	32										
310	Research and discuss HDD means and methods with contractors and update risk register			2	4	4	4										
311	Prepare Quantity Take-off Notebook					1	2										
312	Update 30% Opinion of Probable Cost					1	8										
313	Develop Specification Run List (CSI Format)				1	4											
314	QC all deliverables			16	16												
400	ENVIRONMENTAL PERMITTING	6/1/2026	9/30/2026														
401	SEPA						4	40									
402	Critical Area Review				1		16	16	90								
403	Shorelines Management Permitting				9			44	140								
404	Cultural Resources							2	9								
500	60% PS&E SUBMITTAL	10/1/2026	11/30/2026														
501	Update Design Documentation File					4	8										
502	Finalize Engineering Report				8	8	24										

503	Prepare 60% PS&E Plans for Lift Station					8	32										
504	Prepare 60% PS&E for Gravity sewer and sidesewers					2	24										
505	60% side sewer relocation plan and profiles and Develop preliminary landscaping restoration plans					2	40										
506	Develop Construction Sequencing and Staging Plans				2	4	12										
507	Develop Shoring and Dewatering Plan and details				4	8	40										
508	Review and Update Risk Register				8	8	4										
509	Continue 3rd party utility coordination					2	8										
510	Conduct 2nd Drone Flight to document current conditions on private property						8							12			
511	Update quantity takeoffs				2	8	32										
512	Update Opinion of Probable Cost for 60% submittal						8										
513	Prepare 60% Specifications				4	8	24										
514	Coordination with survey and review draft TCEs				2												
515	QA/QC all deliverables and address internal comments			24	4	8	16										
516	Submit 60% PS&E Submittal to City for Review				1		2										
517	Submit Engineering Report to Ecology for Review and Approval				1		1										
	90% PS&E SUBMITTAL	12/1/2026	1/31/2027														
601	Update review and response matrix					2	12										
602	Prepare 90% PS&E Plans for Lift Station, gravity sewer main & sidesewers					4	40										
603	Develop preliminary landscaping restoration plans				1	4	16										
604	Review and Update Risk Register				4	4	4										
605	Address Ecology review comments on Engineering Report					4	40										
606	Prepare 90% specifications				8	8	40										
607	Include 90% Electrical Power and Emergency Generator Plans and SCADA plans						2										
608	Develop Shoring and Dewatering Plan and details				4	4	12										
609	Update Construction Sequencing and Staging Plans				2	4	8										
610	Continue 3rd party utility coordination					2	8										
611	Prepare finalize exhibits for sidesewer relocations						8										

612	Update quantity takeoffs					4											
613	Update Opinion of Probable Cost for 90% submittal				1	4											
614	Coordination with survey and review final TCEs			2						2							
615	QA/QC all deliverables and address internal comments		24	2	4	24											
616	Submit 90% PS&E Submittal to City for Review			1		1											
617	Submit Final Engineering Report to Ecology for Review and Approval			1		1											
700	100% PS&E SUBMITTAL	2/1/2027	3/31/2027														
701	Update review and response matrix			1	1	2	12										
702	Prepare 100% PS&E Plans for Lift Station, gravity sewer main & sidesewers			1	2	8	32										
703	Develop Final landscaping restoration plans				1	4	12										
704	Review and Update Risk Register			2	2	2											
705	Prepare 100% specifications					4	32										
706	Include 100% Electrical Power and Emergency Generator Plans and SCADA plans					2	8										
707	Develop Shoring and Dewatering Plan and details			1	2	8											
708	Update Construction Sequencing and Staging Plans			2	8	8											
709	Continue 3rd party utility coordination					2	8										
710	Prepare final exhibits for 5 Private sidesewer relocations & Civic Center					4	24										
711	Update quantity takeoffs			1	2	8											
712	Update Opinion of Probable Cost for 100% submittal			1	2	8											
713	Conduct final drone flight to document current conditions on Private Property			1		8					8		12				
714	Final TCEs			2	4					12	16						
715	QA/QC all deliverables		24	2	24	24											
716	Submit 100% PS&E Submittal to City for Review			2													
717	Submit 100% Plans and Specifications to Ecology for Review and Approval			2													
800	READY FOR CONSTRUCTION (RFC) SUBMITTAL	4/1/2027	5/31/2027														
801	Prepare RFC documents incorporating review comments from the 100% PS&E.					2	24										

802	Update quantity takeoffs					4											
803	Update Opinion of Probable Cost for RFC submittal				1	2	8										
804	Prepare RFC Specifications				1	2	8										
805	QA/QC RFC submittal				1	2	4										
806	Stamp and Sign RFC Plans and Specifications				4												
807	Prepare E-transmittal for CAD files and Specifications						4										
808	Design Closeout Documentation				2		4										
900	ELECTRICAL ENGINEERING COORDINATION	5/1/2026	3/31/2027														
901	Review, Coordination, and Inclusion of Electrical subs deliverables				8		8										
902	QA/QC of subconsultant deliverables			4	8												
1000	GEOTECHNICAL ENGINEERING COORDINATION	6/1/2026	11/30/2026														
1001	Review, Coordination, and Inclusion of Electrical subs deliverables				20		8										
1002	QA/QC of subconsultant deliverables			8	12												
1100	RIGHT OF WAY COORDINATION	6/1/2026	4/1/2027														
1101	Review, Coordination, and Inclusion of Electrical subs deliverables				12		8										
1102	QA/QC of subconsultant deliverables				8												
1200	COMMUNITY INVOLVEMENT	6/1/2026	5/31/2027														
1201	Attend Community Meetings (3 @ 6hrs/ea)				18	18											
1202	Prepare Exhibits for 5 Private Property & Civic Center Sidesewer Relocation and Restoration				1	2	24			24							
1203	Attend 5 meetings with Private Homeowners and 1 meeting with Civic Center (6 mtgs @ 6 hrs/ea)				36												
1204	Allow for 3 open house meetings with individual 21 affected homeowners along Beach Drive for informational and educational project engagement.				18	18											
	HOURS PER DISCIPLINE			232	752	399	1131	66	279	24	35	105	8	120	76	0	16

APPENDIX A



July 27, 2026

Skillings

5016 Lacey Boulevard SE
Lacey, WA 98503

Attention: Robin Nelson

Subject: **City of Lake Forest Park – Sewer Improvements**
Engineering Services Proposal - Design (REV 3)

Dear Robin:

Thank you for this opportunity to submit our proposal for electrical engineering services for this project.

Project Description

The project replaces two existing lift stations with a single lift station, installs a new gravity sewer pipeline to serve private residences and two community parks, and new sewer laterals for seven impacted properties. The two existing lift stations will be abandoned in place. A previously prepared 30% design plans reflect this scope of the project.

Scope of Services

General: Our scope of work is for the electrical power systems and pump controls, including a natural gas fired generator.

Design Phase: Provide electrical engineering, design, drawings, and technical specifications for our scope. Work includes:

- Electrical load calculations and conductor/raceway sizing.
- Electrical design drawings, with one line diagram, panel schedules, and equipment connections.
- Attending online meetings to review/coordinate the design.
- Coordination with local electrical utility for power service.
- Stainless steel enclosure for pump starters and controls.
- On-site gas fired generator and automatic transfer switch.
- Pump controls and sequencing.
- Progress submittals (60%, 90%, Construction Set).
- SCADA.
- Specifications.
- Cost Estimates (60%, 90%, Construction Set).

Bid and Construction Phases: See separate proposal.

July 27, 2026
City of Lake Forest Park – Sewer Improvements
Engineering Services Proposal – Design (REV 3)
Page 2

Proposed Fee

We propose to provide our services on a lump sum fee basis for:

60% Design	\$ 15,313
90% and 100% Design	<u>\$ 19,348</u>
Total	\$ 34,661

2026 Hourly rates for any hourly work: Principal \$250/hr; Associate Principal \$225/hr; Senior Engineer \$180/hr; Senior Project Manager \$170/hr; Project Engineer \$165/hr; Project Manager \$150/hr; Senior Designer \$130/hr; Project Designer \$120/hr; CAD Technician \$110/hr; Clerical \$75/hr. We assume an additional 4% for any additional services provided in 2027, and 7.5% for services provided in 2028

Assumptions/Qualifiers

1. If there are Owner standards we are to adhere to, those will be provided to us prior to the start of our design.
2. No utility locates are included in our scope.
3. No structural engineering or design of seismic anchorage is included in our scope (these can be specified as bidder designed where not covered by the structural engineer or others).
4. We assume that the Owner (and other interested parties) will review our progress submittal and final design documents to confirm their design intent is being met.
5. Meetings will be the virtual type.
6. Project will not be bid until all permit comments have been resolved.
7. SCADA programming and shop drawings will be by the contractor.
8. If we are not retained for construction phase services (submittal reviews, responding to questions, site visits, etc.) claims shall be waived to the extent they could have been avoided had we provided such services.

We appreciate this opportunity to work with you.

Sincerely,
Hultz | BHU Engineers Inc.



Rick Hultz
Principal

APPENDIX B



July 31, 2026
HWA Project No. 2026-058-21

Skillings
5016 Lacey Boulevard Southeast
Lacey, Washington 98503

Attn: **Robin Nelson, P.E.**

Subject: **GEOTECHNICAL ENGINEERING, HYDROGEOLOGICAL, AND
GEOENVIRONMENTAL DESIGN SERVICES
Lift Station & Sewer Improvements Project
Beach Drive Southeast
Lake Forest Park, Washington**

Dear Robin,

Thank you for the opportunity to present this proposal from HWA GeoSciences Inc. (HWA) to provide geotechnical engineering, hydrogeological, and geoenvironmental services for the City of Lake Forest Park's Beach Drive Lift Station & Sewer Improvements Project. Our proposed scope of work is presented below.

PROJECT BACKGROUND

Our understanding is that the City of Lake Forest Park (the City) has requested a scope and fee for the final design of a new lift station and sewer improvements that are anticipated to extend from approximately 17337 to 17364 Beach Drive SE. The City previously completed an alternatives analysis and developed a 30% design for a potential trenchless alternative that was provided to our team after the project was awarded. This included a 30% design geotechnical report prepared by Ciani & Hatch Engineering (CHE). HWA has also performed work in the area to support the ongoing design of the Lakefront Park project with the City.

Based on the available geotechnical information, the site soils are anticipated to consist of approximately 30 feet of soft / loose alluvial soils overlying dense / hard glacially consolidated soils. Groundwater is anticipated to be encountered at about 5 to 8 feet below the ground surface. The project alignment is mapped as being within a seismic hazard zone, and it is in close proximity to Lake Washington and Lyon Creek. It is also in relative proximity to a property listed by the Washington State Department of Ecology (Ecology) as a cleanup site where drycleaning solvents were released to soil and groundwater.

Based on the information available and our understanding of the project, we propose the following scope of services to support developing the site design:

PROJECT MANAGEMENT

- **Project Setup**
- **Project Coordination Meetings:** HWA will attend up to four (4) virtual meetings with the City and/or the design team to coordinate work, or to discuss our findings. This is anticipated to include one (1) kickoff meeting and up to three (3) design meetings, each lasting up to 1 hour.
- **Project and Contract Management:** HWA will prepare monthly invoices, and progress reports throughout the duration of the project, which we anticipate to be twelve (12) months. We will correspond with the design team in the form of emails, and telephone calls, as necessary. We will provide project management for our services, and we will coordinate with and manage all our subcontractors.

GEOTECHNICAL SERVICES

Existing geotechnical borings are shown on the attached markup of the 30% submittal provided to our team. Previous borings are located at about STA -100, STA 200, and STA 400. We propose an additional boring to collect additional subsurface information at the northeast end of the proposed alignment, at about STA 650. We propose the following set of geotechnical services to support the project:

Geotechnical Fieldwork:

- **Plan and Coordinate Subsurface Exploration Program:** HWA will plan and coordinate the geotechnical exploration program for the project that will include advancing one additional geotechnical boring at the northeast end of the proposed alignment. This boring will be advanced to approximately 50 feet below the ground surface to support development of geotechnical recommendations.
- **Site Reconnaissance and Utility Locates:** HWA will conduct a reconnaissance of the project site to identify site access challenges and to mark exploration locations prior to notifying the one-call utility service. An additional site visit will be performed to verify that the proposed exploration location is clear of utilities prior to mobilizing our equipment.
- **Generate Geotechnical Subsurface Exploration Plan (SEP):** HWA will prepare a geotechnical SEP for the proposed work that will detail the type, location, and extent of proposed field exploration along with logistics necessary to perform the work such as traffic control plans and staging areas. The SEP will be submitted to the City for review and approval. We assume any required permits or rights of entry will be acquired by others at no cost to HWA.
- **Conduct Geotechnical Borings:** A truck- or track-mounted drill rig equipped with hollow-stem auger and/or mud rotary tooling will be used to advance an additional geotechnical boring at the site. The boring will be drilled by a licensed geotechnical/well

driller under subcontract to HWA and monitored under the full-time observation of an HWA representative. The boring will be completed as a permanent groundwater monitoring well that can be used for pump testing and as an observation well during construction.

- ***Generate Exploration Logs and Assign Laboratory Testing:*** Samples retrieved from our exploration will be sealed in plastic bags and taken to our Bothell, Washington laboratory for further examination and testing. Testing will evaluate moisture contents, grain-size distributions, and/or Atterberg limits. Soil and laboratory test information will be presented in a summary log that will be generated upon completion of our exploration program.

Geotechnical Engineering and Analysis:

- ***Review Available Geotechnical Information:*** Upon notice to proceed, HWA will review available geotechnical information from the previous report prepared by CHE during the 30% design. We will prepare a memorandum to document our concurrence, or note any non-concurrence, with CHE's geotechnical recommendations and to compile existing information from other projects, such as the Lakefront Park project.
- ***Evaluate Geologic and Seismic Hazards:*** The site is mapped as a seismic hazard on the City's critical hazard map; HWA will either concur with existing assessments or evaluate the site for nearby faults or other geologic hazards, and provide a qualitative assessment of their potential impacts to the project.
- ***Generate Seismic Design Parameters:*** Based on the geologic information obtained from our field exploration program in the vicinity of the improvements, HWA will either concur with CHE's previously recommended parameters or determine the Site Class for seismic design and generate seismic design parameters. We assume that if updates to seismic parameters are required, they will be based on procedures outlined in ASCE 7-22 to comply with forthcoming building code updates for Washington State, anticipated at the end of 2026.
- ***Evaluate Liquefaction and Lateral Spreading Potential:*** HWA will either concur with CHE's liquefaction and lateral spreading assessments or evaluate the susceptibility of the subsurface soils to liquefaction and assess the potential impacts to the proposed improvements.
- ***Develop Recommendations for Temporary Shoring:*** HWA will either concur with CHE's recommendations or develop new recommendations for pipe installation including trench shoring, suitability of in situ soil for trench support, and trench dewatering considerations.
- ***Develop Buoyancy and Lateral Earth Pressures Recommendations:*** HWA will either concur with CHE's recommendations for buoyancy and lateral earth pressures or develop new recommendations.

- ***Develop Recommendations for Trenchless Construction:*** HWA will either concur with CHE's trenchless construction recommendations or develop new recommendations.
- ***Develop Considerations for General Earthwork and Construction:*** HWA will evaluate the site conditions and provide general considerations or recommendations regarding earthwork and construction for the site including recommendations for pipe bedding and backfill and suitability of in situ soil for reuse.

Reporting:

- ***HWA QA/QC:*** HWA will have all design calculations and geotechnical recommendations reviewed by a senior principal prior to distribution to the design team or the City.
- ***Draft Geotechnical Engineering Report:*** HWA will prepare a draft geotechnical report to support 60% design. This report will present the results of our field explorations and include:
 - A description of the geotechnical site exploration program.
 - The logs of the site investigations, including any existing subsurface geotechnical data and the results of any field tests conducted.
 - A description of all laboratory tests conducted and the test results.
 - A description of the geologic and seismic setting.
 - A site plan showing exploration and groundwater monitoring well locations.
 - Engineering recommendations for construction of the proposed improvements.
- ***Respond to Review Comments:*** HWA will respond to review comments in the form of emails to the design team.
- ***Final Geotechnical Engineering Report:*** The report will be finalized at the 90% design milestone after comments from the City and design team are received. We assume that only one round of comment review will be required and that comments will be consolidated by others and provided to HWA in one document.

Geotechnical Deliverables:

- Existing Data Review Memorandum (PDF)
- Geotechnical Subsurface Exploration Plan (PDF)
- Draft Geotechnical Engineering Report (PDF)
- Final Geotechnical Engineering Report (PDF)

GEOPHYSICAL SURVEY

We understand that trenchless construction is anticipated to be preferred at this site and horizontal directional drilling (HDD) is likely to be the preferred method. HDD is typically well suited for clays and sands; however, as the drill head advances it can be deflected off of contacts with dense material, such as the glacially consolidated soils along the alignment that were noted to be near the bottom of the currently proposed pipe invert.

Geophysical surveys are a non-invasive and cost-effective means to map subsurface geological structures and contacts. This would be useful for evaluating the depth of the contact with the glacial soils along the entire project alignment, which would help reduce uncertainty with selecting and planning for trenchless construction and shoring design at the manholes and the lift station. Geophysical data can also be used to support seismic design. We recommend the City consider including a geophysical survey as part of the scope of work and propose the following set of services to support the project:

Geophysical Study Fieldwork:

- ***Plan and Coordinate Geophysical Survey:*** HWA will plan and coordinate a geophysical survey along the approximately 600 foot alignment to estimate depth to dense material. We assume that a two-person crew will be sufficient for this effort and that traffic control will not be required.
- ***Conduct Geophysical Survey:*** The combined MAM (Microtremor Array Measurements) and MASW (Multichannel Analysis of Surface Waves) method evaluates ground stiffness by measuring shear-wave velocity (V_s) of the subsurface. The purpose of the survey is to collect shear wave velocity measurements at several locations along the project alignment and identify any distinct changes in geologic conditions and/or subsurface stratigraphy (i.e., depth to dense soils or bedrock) and highlight areas of interest for conducting geotechnical explorations.

Passive and active data collection methods are used in combination for the geophysical survey. Passive methods utilize vibrations induced by ordinary activity such as passing vehicles; active methods rely on inducing a shear wave at a known point and time, such as hitting a plate at the ground surface with a mallet or hammer. The array geometry including geophone spacing will be determined by a field representative from HWA experienced with geophysical surveys.

Reporting:

- ***Additional HWA QA/QC:*** All evaluations and deliverables will be reviewed by a senior or principal engineer prior to distribution to the design team or the City.
- ***Additional Reporting:*** Data collected during the geophysical survey will be processed to obtain a shear wave velocity model for each array location along the alignment. The individual one-dimensional shear wave velocity profiles generated from each array

location will then be used to construct the final two-dimensional shear wave velocity cross section for stratigraphic interpretation. Results of the geophysical survey will be provided in the geotechnical report.

Geophysical Survey Deliverables:

- Geologic Cross Section and Shear Wave Velocity Data

HYDROGEOLOGICAL SERVICES

Based on the depth of the groundwater table and the proximity to Lake Washington, dewatering is anticipated to be a significant component of construction. We propose the following set of hydrogeological services to support the project:

Well and Aquifer Testing

- ***Plan and Coordinate Pump Testing:*** HWA will plan and coordinate single-well pump tests for up to three monitoring wells on Beach Drive to estimate potential dewatering rates. We assume that up to a three-person crew will be sufficient for this effort and that traffic control will not be required.
- ***Pump Testing:*** HWA will set up and monitor datalogging pressure transducers to collect baseline water levels in pumping wells for at least 24 hours prior to testing, including barometric and temperature effects. HWA will then set up and monitor a variable rate step test for up to 4-hours to ascertain desired pumping rates for a subsequent constant-rate aquifer pumping test for up to 4-hours (and 24-hour recovery test) similar to State of Washington standards for drinking water well testing (173-160 WAC). Pumping tests may be at least one day apart to allow for aquifer recovery.

We anticipate that an in-house 2 inch well pump that can pump at a maximum rate of 5 gallons per minute may be sufficient for this work, however, a more powerful suction pump system may be rented if necessary. Large diameter wells and specialty pumps provided by a pumping subcontractor would be required to evaluate high rates and are not part of this scope. We have assumed that groundwater discharged from the tests will be relatively clean and can be discharged into the local storm system or vegetated areas.

Reporting:

- ***Pump Testing Analysis:*** HWA will perform analysis of testing data to estimate aquifer parameters including hydraulic conductivity and transmissivity using applicable analytical approaches.
- ***Preliminary Dewatering Analysis:*** HWA will perform analysis of testing data to estimate dewatering rates for approximately 650 feet of trench along Beach Drive SE. Dewatering rates will assume the use of sheet piles within excavations and will be for the excavation

depths specified at the time of the analysis. Additional analysis for different alignments, depths, or different trench conditions will require additional effort. Results of this analysis are intended to be used by the design team and the City for planning purposes only and should not be provided to the Contractor. Dewatering design is the responsibility of the contractor.

- ***Additional HWA QA/QC:*** All evaluations and deliverables will be reviewed by a senior or principal hydrogeologist or engineer prior to distribution to the design team or the City.
- ***Additional Reporting:*** HWA will develop a final dewatering memorandum for internal use by the City for the purpose of estimating dewatering rates and costs and preparing the construction specifications. Pump testing results with estimated hydraulic conductivities will be provided as an appendix to the geotechnical report, which will also include general dewatering recommendations.

Hydrogeological Services Deliverables:

- Pump Testing Results as Appendix in Geotechnical Report (PDF)
- Final Internal Dewatering Memo (PDF)

GEOENVIRONMENTAL SERVICES

As mentioned above, an Ecology-listed cleanup site (Cleanup ID 396) is located near the project footprint, roughly 400 feet to the west. Documents available via Ecology's cleanup site database indicate that releases of tetrachloroethene (PCE) and trichloroethene (TCE) to shallow groundwater took place at that site between 1964 and 1989. Cleanup and monitoring efforts at the site were ongoing as of 2025. Due to the current project's proximity to that site and up- or cross-gradient location, there is a concern that the contaminant plume could have reached the project footprint, or could be pulled into it by project dewatering efforts. We propose the following set of geoenvironmental services to support the project:

Geoenvironmental Fieldwork:

- ***Additional Well Installation and Environmental Screening/Sampling:*** HWA will oversee a supplemental exploration program for the project that will include advancing one additional soil boring at the west-southwest end of the proposed alignment. This boring will be advanced to approximately 20-30 feet below the ground surface and completed as a resource protection well for the purpose of groundwater sampling. Soil samples will be collected every 2.5 feet and field-screened using a photo-ionization detector (PID) and standard observational techniques. Selected samples will be collected into laboratory-provided glassware for analysis. Sampling equipment will be decontaminated between each sample collected from this boring. The boring will

otherwise be conducted in the same manner and during the same driller and consultant deployment as the geotechnical boring described above.

- **Groundwater Sampling:** No sooner than 48 hours after drilling, HWA will collect groundwater samples using low-flow sampling techniques from each of the two new and two existing wells on site. Groundwater field parameters (conductivity, pH, temperature, dissolved oxygen and oxidation-reduction potential) will be recorded during purging. The sampler will wear a clean pair of disposable gloves for each new sample and record any notable observations. All groundwater samples will be analyzed for volatile organic compounds (VOCs) by EPA Method 8260D.

Reporting:

- **Draft Groundwater Sampling Memorandum:** HWA will prepare a draft memorandum summarizing the results of the initial drilling, soil sampling, and groundwater sampling investigation. This report will present the results of our field explorations and include:
 - A description of the site exploration program.
 - Boring logs, with observations (if any) of contamination.
 - A description of the geologic and hydrogeologic setting.
 - A site plan showing exploration and groundwater monitoring well locations.
 - A description of all laboratory tests conducted and the test results.
 - Discussion of construction wastewater disposal implications.
- **Final Groundwater Sampling Memorandum:** The memorandum will be finalized after comments from the City and design team are received. We assume that only one round of comment review will be required and that comments will be consolidated by others and provided to HWA in one document.
- **Environmental Construction Specifications:** HWA will provide drop-in specifications for an approach to be followed by the project contractor to monitor for groundwater contaminant migration during dewatering and (if necessary) appropriately manage construction wastewater flows.

Geoenvironmental Deliverables:

- Draft Groundwater Sampling Memorandum (PDF)
- Final Groundwater Sampling Memorandum (PDF)
- Environmental Construction Specifications (PDF)

ASSUMPTIONS/CONDITIONS

The following assumptions were made as part of the development of the proposal for HWA's geotechnical engineering and hydrogeological services:

- All exploration locations will be within the City's rights-of-way or property for which rights of entry have been previously secured. All required permits will be provided by others at no cost to HWA.
- Utility locates will be comprehensive and accurate enough to allow reliable and safe location of our boring. Vacuum extraction of the upper portion of our boring is not included.
- Field explorations for geotechnical borings, geophysical surveys, and/or pump testing can be accomplished during normal daylight workdays and hours, with at least a minimum of 8 hours available per day.
- Traffic control will be required for drilling. Geophysics and pump testing will not require traffic control.
- Exploration locations will be field located using handheld GPS and measurement from existing known features. Surveying of actual exploration locations is not included.
- Analysis, testing, storage, and handling of potentially contaminated soil and groundwater (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or groundwater are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to HWA.
- Discharge from pump testing may be directed to nearby storm drains or into vegetated areas, as appropriate.
- Flow rates provided in the Internal Dewatering Memorandum will be valid for the trench geometries/lengths defined in the document. Such rates are not applicable to trench lengths/depths of other sizes (i.e., rates provided for a 50-foot-long open trench are not twice the expected rates for a 25-foot-long open trench).
- Only one round of review of the Geotechnical Engineering Report will be required.
- Following delivery of the draft report, all soil samples will be disposed of, unless otherwise mutually agreed upon. Long-term storage of soil samples by HWA is not included.

CLIENT RESPONSIBILITIES

1. Provide access to the site to perform site reconnaissance, utility locates, field work, and groundwater monitoring.
2. Provide necessary permits and rights of entry at no cost to HWA.

3. Provide advance notice to the community of site activities before each mobilization.

PROJECT BUDGET

We estimate that the scope of services proposed herein will require a budget as detailed on the attached project cost estimate. We will not exceed the attached cost estimate without your prior authorization. However, if during the evaluation of the available data or during our field exploration unanticipated subsurface conditions are revealed that would require a level of effort beyond the scope of our study, we will contact you immediately to discuss any necessary modifications to our scope of services and/or budget estimate.

The budget presented in this proposal reflects an estimate based on our current understanding of the project requirements for a scope of work developed from the information provided. Within the limits of HWA's total project, we reserve the right to transfer hours and budget dollars between tasks to satisfy project requirements. Our budget also reflects estimated direct costs to the project for testing, drilling, etc. HWA may also transfer funds allocated for direct costs to professional/technical hours or vice versa, to satisfy project requirements.



Thank you again for the opportunity to provide this proposal for geotechnical engineering and hydrogeological services to support the City of Lake Forest Park's Beach Drive Lift Station & Sewer Improvements Project. Should you have any questions regarding this proposal, or require additional services, please contact us at your convenience.

Sincerely,

HWA GEOSCIENCES INC.

A handwritten signature in blue ink, reading "William R. Rosso".

William R. Rosso, P.E.
Geotechnical Engineer

A handwritten signature in blue ink, reading "Steven R. Wright".

Steven R. Wright, P.E.
Geotechnical Engineer, Vice President

Attachments: Project Cost Estimate
30% Submittal Markup

Scope of Work

Refer to the project scope of work document.

ESTIMATED HWA LABOR:

WORK TASKS	2026 BILLING RATES										TOTAL	TOTAL
	Principal IX	Geotech. Eng. VIII	Geotech. Eng. VI	Geotech. Eng. II	Hydro-geologist V	Geologist V	Geologist IV	CAD	Contracts Admin	HOURS		
DESCRIPTION	\$350.00	\$330.00	\$250.00	\$160.00	\$230.00	\$200.00	\$160.00	\$155.00	\$185.00			
Project Management	0	0	29	0	0	0	0	0	20	49		\$10,950
Project setup			1						2	3		\$620
Project coordination meetings			4							4		\$1,000
Project and Contract Management			24						18	42		\$9,330
Geotechnical	8	16	38	48	6	0	16	12	0	144		\$31,060
Plan and coordinate field exploration program			2	2						4		\$820
Site reconnaissance and utility locates (two site visit)			2				6			8		\$1,460
Generate geotechnical subsurface exploration plan (SEP)		1	1	4	2			4		12		\$2,300
Conduct geotechnical boring (1 day)			1				10			11		\$1,850
Generate boring log and assign laboratory testing			1		4					5		\$1,170
Review available geotechnical information		2	4	8						14		\$2,940
Evaluate Geologic and Seismic Hazards			1	2						3		\$570
Generate Seismic Design Parameters			1	2						3		\$570
Evaluate Liquefaction and Lateral Spreading Potential			1	2						3		\$570
Develop Recommendations for Temporary Shoring			1	2				4		7		\$1,190
Develop Recommendations Buoyancy and Lateral Earth Pressures			1	2						3		\$570
Develop Recommendations for Trenchless Construction		4	4	4						12		\$2,960
Develop Considerations for General Earthwork and Construction		1	2	4						7		\$1,470
HWA QA/QC	8									8		\$2,800
Draft Geotechnical Data Report		4	8	12				4		28		\$5,860
Respond to Review Comments on Draft Geotechnical Data Report		2	4							6		\$1,660
Final Geotechnical Data Report		2	4	4						10		\$2,300
Geophysics	4	0	4	0	0	19	9	0	0	36		\$7,640
Plan and coordinate geophysical fieldwork			2			2				4		\$900
Conduct Geophysical Survey						9	9			18		\$3,240
Additional HWA QA/QC	4									4		\$1,400
Additional Reporting			2			8				10		\$2,100
Hydrogeology	16	2	6	9	59	0	9	0	0	101		\$24,210
Plan and coordinate pump testing			2		2					4		\$960
Pump Testing Fieldwork				9	9		9			27		\$4,950
Pump Testing Analysis					24					24		\$5,520
Dewatering Analysis					16					16		\$3,680
Additional HWA QA/QC	16									16		\$5,600
Additional Reporting		2	4		8					14		\$3,500
Geoenvironmental	11	0	0	0	22	0	38	0	0	71		\$14,990
Additional Well Installation and Environmental Screening/Sampling							10			10		\$1,600
Groundwater Sampling (4x wells)							20			20		\$3,200
Groundwater Sampling Memorandum (draft)	2		0		16		8			26		\$5,660
Groundwater Sampling Memorandum (final)	1				4					5		\$1,270
Environmental Construction Specifications	8		0		2					10		\$3,260
TOTAL LABOR CHARGES:	39	18	77	57	87	19	72	12	20	401		\$88,850

LABORATORY TESTING SUMMARY:

Test	Est. No. Tests	Unit Cost	Total Cost
Moisture Content w/Description	10	\$40	\$400
Percent Passing #200 Sieve	2	\$125	\$250
Combined Grain Size & Hydrometer	6	\$330	\$1,980
Atterberg Limits	2	\$310	\$620
LABORATORY TESTING TOTAL:			\$3,250

ENVIRONMENTAL LABORATORY TESTING SUMMARY:

Test	Tests	Cost	Cost
VOCs by EPA Method 8260D	6	\$170	\$1,020
ENVIRONMENTAL LABORATORY TESTING TOTAL:			\$1,020

ESTIMATED COSTS PER TASK:

Project Management	\$10,950
Geotechnical Services	\$51,039
Geophysical Survey	\$9,140
Hydrogeological Services	\$29,840
Geoenvironmental Services	\$23,372
TOTAL SUBCONTRACTOR COSTS:	\$124,341

ESTIMATED DIRECT EXPENSES:

Mileage: 0.725/mi, 11 round trips at 20 miles/trip	\$160
GPS Unit Rental, \$75/day, 3 day	\$225
Transducer Rental: \$650/datalogger, 5	\$3,250
Water Level Indicator: \$30/day, 6 days	\$180
Development Pump/Surge Block	\$200
Pump Test Pump and Generator	\$2,000
Geophysics Equipment	\$1,500
Photoionization Detector (PID)	\$125
Peristaltic Sampling Pump	\$50
Laboratory Testing	\$3,250
TOTAL DIRECT EXPENSES:	\$10,940

ESTIMATED SUBCONTRACTOR COSTS:

Private Utility Locate	\$775
Traffic Control	\$6,000
Drilling Subcontractor - 1 day	\$15,000
YSI Rental	\$150
Environmental Laboratory	\$1,020
Subcontractor Mark-Up (7%)	\$1,606
TOTAL SUBCONTRACTOR COSTS:	\$24,551

TASK TOTALS AND SUMMARY:

Total Labor Cost	\$88,850
Direct Expenses	\$10,940
Subconsultant Costs	\$24,551
TOTAL:	\$124,341

APPENDIX C



April 6, 2026

Skillings

Attn: Robin Nelson
5016 Lace Blvd. SE
Lacey, WA 98503

Re: Scope and Fee Proposal – Lake Forst Park: Beach Drive NE Sewer Lift Station Project

Thank you for the opportunity to provide right of way services for this important sewer system improvement project for the City of Lake Forest Park. It is our understanding that Commonstreet is providing turn-key right of way services for the Beach Drive NE Sewer Lift Station Project. This work will include early design/pre-acquisition support services, title review, valuations of partial acquisitions, property owner negotiations, acquisition documentation, and file closing support. The scope and fee proposal provided herein is in response to a request for a scope and fee for this project with no Federal Highway Administration (FHWA) funding and does not include certification support.

Scope Summary and Project Understanding

This project will replace two existing sewer lift stations with a single lift station. The fee proposal provided herein is based upon an assumption of potential ROW impacts, assuming up to seven (7) rights of entry and up to seven (7) partial acquisitions (permanent and/or temporary easements) from seven (7) parcels. The project also requires one (1) partial acquisition of permanent or long-term rights on the trail parcel owned by King County. It is understood that any change in scope will require an amendment in scope and fee. All ROW activities will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and the City's ROW Procedures. This is a total amount not to exceed (NTE) budget and allocation between subtasks is for reference only and does not constitute separate budgets for each subtask.

Assumptions

- This project is locally funded and no WSDOT ROW Certification will be required.
- Commonstreet has been provided a *30% Submittal Beach Drive Lift Station Site Plan*. This scope and fee is based upon that drawing.
- Impacts on private properties will be limited to work realigning and reconnecting the existing side-sewer connections to private residences. Installation and construction work of the new main sewer line and lift station will be conducted within existing City-owned right of way or on City-owned property (with the exception of land rights required on the King County-owned trail parcel).
- If it is determined there will be project impacts to private properties (unrelated to side-sewer connections) that require additional temporary easement rights along the south boundary of Beach Drive NE, waiver valuations and/or appraisals will be completed. This work will require additional scope and fee.
- The City requires no more than seven (7) rights of entry.

- The City requires no more than seven (7) partial acquisitions from seven (7) parcels consisting of permanent and/or temporary easements for work specifically related to realigning and reconnecting the existing side-sewer connections to private residences.
- The aforementioned seven (7) partial acquisitions do not require appraisal valuations, as the purpose of the construction work on private property is for the direct benefit of each individual private property. Existing improvements on private property will be protected in place or replaced with like kind. All property owners will agree to conveying the necessary rights without requiring compensation.
- The City requires no more than one (1) partial acquisition from one (1) King County-owned parcel consisting of a permanent and/or temporary easement/permit.
- If the acquisition of property rights on the King County-owned parcel requires an appraisal valuation, an appraisal will be completed. Said appraisal will require additional scope and fee.
- There are no full acquisitions.
- No design changes will occur after the initial valuation assignment is authorized.
- Legal descriptions suitable for recording and meeting all requirements will be provided to Commonstreet from a licensed survey company.
- No occupants or personal property will be displaced requiring relocation services and no relocation services will be required.
- The City will provide ROW document templates or Commonstreet will utilize WSDOT templates and provide to the City for review and approval. Revisions will be limited to no more than two rounds of review prior to City approval.
- Once offer package templates are approved by the City, no changes will be made.
- Property owners with improvements in the existing ROW will be notified by Commonstreet and all encroachments will be removed, cured, or abandoned during the acquisition process.
- Title reports will be provided by the City and/or ordered by Commonstreet.
- The City will pay directly to the title company all expenses for title commitments, recording fees, escrow services, and title insurance.
- If the Notice to Proceed (NTP) is received after 120 days from this proposal, fees and billing rates may require revision to reflect cost of living increases and current business conditions.

Best regards,



Joel Schleppi
Project Manager
Western/Central Washington

Scope of Services

Task 1.0 –Project Management and Administration

- Prepare for and attend early design development meetings as requested by the City or the project team;
- Provide pre-acquisition services as requested by the City or project team to support early design development;
- Prepare for and attend up to three (3) community meetings;
- Respond to inquiries and needs identified by your team, the City, and/or project stakeholders;

- Oversight of preliminary ROW activities to comply with project requirements;
- Provide written and oral status updates on right of way activities;
- Review City's Right of Way Procedures;
- Develop and execute the Right of Way program in compliance with state law and Uniform Act requirements;
- Maintain quality control/quality assurance protocols in the execution of the ROW tasks;
- Coordinate title reviews;
- Provide oversight to all aspects of the ROW program.

Task 2.0 – Acquisition Services

- Create state or federal-compliant project files for each parcel;
- Request the City order new and/or updates to existing title commitments;
- Review title reports for each parcel and identify every exception;
- Once a parcel's title interest has been reviewed, identify methods of clearance per City direction;
- Project file set-up;
- Produce templates approved by City to draft offer packages;
- QA/QC all documents, tasks, and processes before, during, and after acquisition process;
- Prepare and present rights of entry documents to affected property owners for signature;
- Prepare, deliver, and present offer packages;
- Clear encroachments to comply with federal and state requirements.

Task 3.0 – Project File Close Out

- Collaborate with City during closing and recording processes;
- Set up client escrow account or facilitate execution of all conveyance documents and closing data along with recorded conveyance documents and closing of files;
- Compile completed/closed files;
- Prepare parcel files (electronic and/or hard copy) in a format requested by the City and provide to City for retention.



	Scope and Fee Table Summary				
	City of Lake Forest Park - Beach Drive NE Sewer Lift Station Project				
	4/6/2026				
	Attachment A				
	The below schedule of hourly rates shall be increased by five percent (5%) annually on the anniversary of the effective date of the contract. Services subcontracted by Commonstreet will be invoiced at cost plus ten percent (10%).				
	Tasks	Job Classifications	Rate	Qty.	Total
1.0	Project Management and Administration	Principal	\$306.00	4	\$1,224.00
		Project Manager	\$188.00	28	\$5,264.00
		Senior Project Control Specialist	\$155.00	28	\$4,340.00
2.0	Acquisition Services	Project Manager	\$188.00	18	\$3,384.00
		Sr. Right of Way Agent	\$155.00	36	\$5,580.00
		Right of Way Agent	\$125.00	124	\$15,500.00
		Senior Project Control Specialist	\$155.00	24	\$3,720.00
3.0	Project and File Close-Out	Project Manager	\$188.00	12	\$2,256.00
		Sr. Right of Way Agent	\$155.00	12	\$1,860.00
		Right of Way Agent	\$125.00	12	\$1,500.00
		Senior Project Control Specialist	\$155.00	28	\$4,340.00
	Hourly Total			326	\$48,968.00
	Expenses		Rate	Qty.	Total
	Other Direct Costs (ODC's)	Copying, Printing, Mailing, Recording	\$300.00	1	\$300.00
		Mileage at current federal rate	0.725	180	\$130.50
	Expense Total				\$430.50
	Contract Total				\$49,398.50

City Administrator Report

City of Lake Forest Park

Date: September 10, 2026

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

CC: Honorable Mayor Tom French
Leadership Team

The City Administrator Report is meant to provide the council, staff and community an update on the activities of the City and on issues that concern the City. This memo will be provided in each Council packet and is divided into key sections.

Please let me know if you have any questions or need additional information about any of the following items and please feel free to contact any of the department heads for additional information.

I. Intergovernmental and local issues update.

Police Department

From August 4 – September 1, 2026, Lake Forest Park Police Department Patrol Officers, Detectives, and Support Services Officers responded to a total of 854 calls for service. These calls included both incidents dispatched by NORCOM and officer-initiated activities. The breakdown below summarizes the types of calls handled during this reporting period:

- 49 Behavioral Health Incidents
- 18 Disturbances
- 7 Domestic Violence Incident
- 5 Hit & Runs
- 2 Suicide/Suicide Attempt
- 39 Suspicious Incidents
- 11 Thefts/Forgeries
- 3 Drug Investigations
- 16 Warrant Arrests
- 114 Requests for assistance (by community members, fire department, other police agencies, etc.)
- 474 Traffic stops, traffic accidents and traffic related calls
- 116 Miscellaneous calls (alarms, foot patrol, property lost & found, animal problem, etc.)

Lake Forest Park



Traffic Safety

August 2026

Traffic Stops	413
Traffic General	54
Traffic Collisions	11
Traffic Abandon	7
DUI	1
Impounds	3

Fleeing motorcycle.....not today!

- On July 20, a small motorbike was seen by two officers traveling in the bus lane westbound at the 17500 block of SR 522. The small motorbike turned onto Ballinger Way NE, where it was observed not having a license plate. The officers observed the driver looking back at them, then proceeding to veer between other vehicles and the curb and eluding. The officers tried to initiate a traffic stop, but the motorcyclist continued to drive away. The officers then passed the stopped vehicles on the left and were able to position their patrol car in front of the small motorbike, where the subject then stopped. The driver, who originally refused to provide identification, was eventually identified and charged with RCW46.20.500, no motorcycle endorsement; 46.61.165.A, HOV lane violation; 46.30.020, operating a motor vehicle without insurance; and 46.16A.030.2, operating a vehicle without current registration and plates.

1, 2, 3... strikes you're out!

- A little after midnight, a vehicle was stopped for not having their lights on and the driver was found to have expired registration and no insurance.
- A vehicle was pulled over for not having a license plate. They were found to be an Uber Eats delivery driver who did not have a valid driver's license. The driver was instructed to finish their delivery and have someone come pick them up.
- A vehicle was observed failing to stop at a stop sign, then found to have no insurance and a suspended license.

Collision:

- On August 14, a vehicle traveling northbound from Beach Dr. onto Ballinger Way NE at Ballinger Way/Bothell Way stopped at the light, then proceeded to drive into the crosswalk, preparing for a right hand turn onto northbound 522, when it collided with a

bicycle traveling southbound on the Burke Gillman Trail. There were no apparent injuries.

The Roundabout Journey:

- During “day 2” of the southbound 40th PL NE closure, one officer made 7 traffic stops in a short amount of time, sitting in the closure. While in the middle of a traffic stop, a driver disregarded the closure and the officer’s presence. The vehicle was stopped and educated. Multiple officers have been conducting emphasis at this location to educate and enforce as needed.

Emphasis Patrol:

- 19800blk of 55th Ave NE - Posted speed limit is 25mph, average speeds between 33-45mph
- 19000blk of 35th Ave NE - Multiple stops made with violations between 37 and 48 mph
- 15500blk of Bothell Way NE - 55 and 64 mph
- 18500blk of Ballinger Way NE - 45mph

Notable speed violations:

- A vehicle was caught traveling 58mph in a 20mph zone
- 15300blk of Bothell Way NE 59mph in a 35mph zone
- 41st Pl. NE and NE 197th St. - 41mph
- 17200blk of Bothell Way NE - 83mph

II. Internal City Information**III. Council Information****2026 Election information**

On August 24, the King County Director of Elections issued an order placing the City’s Proposition 1 on the November ballot. The Order and key dates are attached. The local voters’ pamphlet and ballots will be mailed on October 14, 2026. The Vote Center opens on October 14.

Community Development and Public Works

Sound Transit BRT - Sound Transit is seeking local development and building permits for a proposed Bus Rapid Transit project in the City of Lake Forest Park along SR522. Acquisitions of additional right-of-way have occurred over the past years and appear to now be accomplished. The development and building applications required by adopted Lake Forest Park Municipal Code prior to commencement of construction are now being submitted to the City. In summary, the proposed project likely includes:

Lake Forest Park Primary Improvements:

- Three paired station locations:
 - NE 153rd St Station (SR 522 and NE 153rd St).
 - NE 165th St Station (SR 522 and NE 165th St).
 - Ballinger Way Station (SR 522 and Ballinger Way NE).
- Adding a dedicated bus lane for the entire length of the project segment.
- Adding stormwater infrastructure and utilities.
- Building a new sidewalk and planting strip on the east side of SR 522 for safe pedestrian access.
- Building retaining walls along the west and east sides for sections of SR 522 between NE 147th St and 41st Ave NE.
- Adding a connection to the Burke-Gilman Trail at 41st Ave NE to allow for continuous pedestrian access from NE 145th St to Ballinger Way NE.

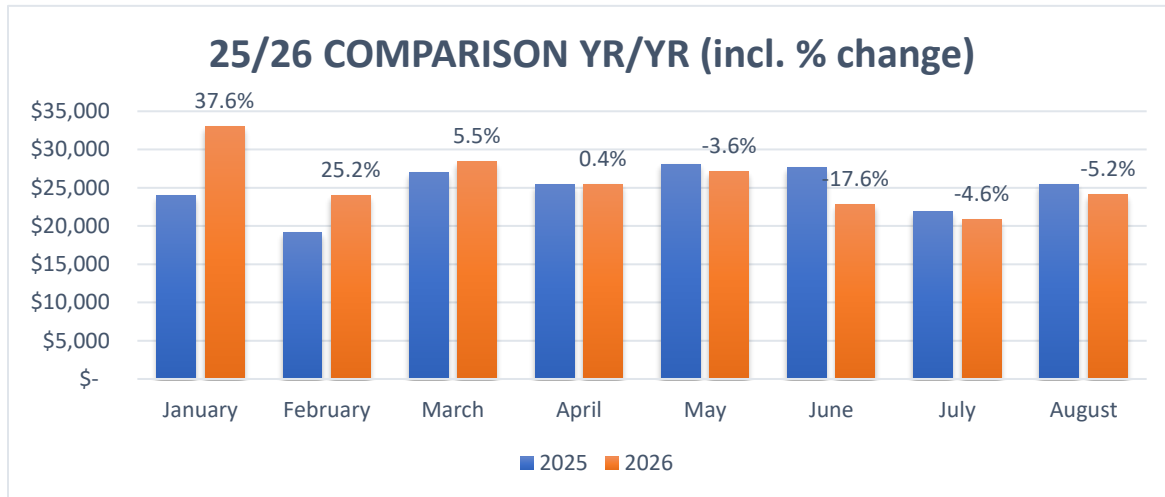
Sound Transit communicated in late June 2026 that they anticipate submitting one right-of-way excavation permit application, one right-of-way tree removal permit application, ten major critical area permit applications, forty-one right-of-way retaining wall permits, forty-one grading permits, and approximately ten building/demolition permits.

As of the writing of this update, the City has formally received one right-of-way excavation permit application, one right-of-way major tree removal permit application, four major critical area permit applications, and four right-of-way retaining wall permits. Each of these applications is active under procedural completeness review by staff and technical review/distribution has not occurred. As applications may be deemed complete, staff will prepare for the extensive required public noticing of a review and comment period(s) as determined by the code permit types and regulations.

Passport Services

Passport applications over the summer months have trended slightly down year-over-year but have generally remained steady. In August 2026, agents processed 467 applications and took 327 pictures bringing in \$24,160. This is slightly down from 2025 with 526 applications, 354 pictures, and \$25,490 in revenue.

Graph below.



IV. Response to Citizen and Council Comments

V. Contract Reporting

AG-26-038: Public Safety Testing Investigations, NTE \$5,000

AG-06-002 renewal: American Society of Composers, Authors, and Publishers, \$464

AG-16-057 renewal: Esri, \$2,134

VI. Legislative Update

VII. Community Events

VIII. Upcoming City Sponsored Events

IX. Meetings Calendar

North King County Coalition on Homelessness

September 17, 2026, 1:00 PM - 2:30 PM

City Council Budget & Finance Committee Meeting (hybrid meeting)

September 17, 2026, 6:00 PM - 7:30 PM

City Hall and via Zoom

City Council Committee of the Whole Meeting (hybrid meeting)

September 21, 2026, 6:00 PM - 8:00 PM

City Hall and via Zoom

City Council Regular Meeting (hybrid meeting)

September 24, 2026, 7:00 PM - 9:00 PM

City Hall and via Zoom

City Council Special Meeting (hybrid meeting)

September 28, 2026, 6:00 PM - 8:00 PM

City Hall and via Zoom



Order of the Director

WHEREAS, the City Council of the City of Lake Forest Park, King County, Washington, did present July 13, 2026, Resolution No. 26-2084, dated June 25, 2026, wherein they direct that a special election be held, pursuant to RCW 29A.04.330 for submission to the qualified voters of said jurisdiction, a ballot measure for their consideration; and

WHEREAS, said governing body requests that the special election be held November 3, 2026; and

WHEREAS, the request is found to be in compliance with the pertinent statutes governing special elections;

NOW, THEREFORE, BE IT ORDERED by the Director, King County Elections, as ex officio supervisor of elections, having deemed that an emergency exists, that a special election shall be held in the jurisdiction of the City of Lake Forest Park on November 3, 2026, said election to be conducted entirely by mail for the purpose of submitting to the qualified voters of said jurisdiction the following ballot measure:

City of Lake Forest Park

Proposition No. 1

Public Safety Services Levy Lid Lift

The City Council of the City of Lake Forest Park adopted Resolution No. 26-2084 to fund Public Safety Services.

This proposition would fund Public Safety Services per the Resolution including police services, safety equipment, 911 dispatch, emergency management services, jail services, and mental health crisis response by temporarily setting the maximum total regular levy rate at \$0.88920/\$1,000 for collection in 2027, with annual increases for five years based on inflation (Seattle region CPI-U). Qualifying low-income seniors, disabled veterans, and other disabled persons are exempt under RCW 84.36.381.

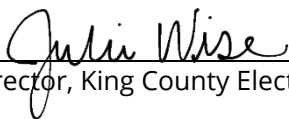
Should this proposition be approved?

Yes

No

The foregoing ballot title has been certified in accordance with RCW 29A.36.071.

DATED at Renton, Washington, this 24th day of August 2026.



Director, King County Elections

Key dates for November 3, 2026, general and special election

- Overseas & service and out-of-state ballots mailed – September 18
- Local voters' pamphlets mailed – October 13
- Ballots mailed – October 14
- Vote Center* opens – October 14
King County Elections, 919 SW Grady Way, Renton, WA 98057
A list of vote centers will be available about 30 days before each election:
kingcounty.gov/en/dept/elections/how-to-vote/ballots/return-my-ballot/vote-centers
- Ballot drop boxes open – October 15
The list of ballot drop boxes open for an election will be available about 30 days prior to election day: <https://kingcounty.gov/en/dept/elections/how-to-vote/ballots/return-my-ballot/ballot-drop-boxes>
- Last day for mail & online voter registrations and transfers – October 26
- Last day for in-person voter registrations and transfers – November 3
- Ballots must be returned to a ballot drop box no later than 8 p.m. on November 3. If returning by mail, USPS recommends mailing at least one week before Election Day.
- Election certified – November 24

* Vote Centers are non-precinct-based locations for voters who need assistance. Each center has voting machines that offer audio or large-print ballots, as well as other assistive devices for those seeking accessible voting options. All voters can also register to vote and get their ballot through 8 pm on Election Day at any of our Vote Center locations.