



FINANCE & ADMINISTRATION COMMITTEE MEETING

Tuesday, November 18, 2025, at 6:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS

Chair: Bryan Holloway

Councilmembers: Jolyon Johnson and Cara Christensen

This meeting will be conducted in person and remotely using Zoom.

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **880 1897 0598** and Password **1830050121** if prompted.

Join by Internet: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
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CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

PUBLIC COMMENTS (online public comments will not be taken).

MINUTES

- [1.](#) Approval of the minutes dated November 4, 2025.

APPROVAL OF WARRANTS / CLAIMS

- [2.](#) Consideration of Claims Report dated November 24, 2025.

AGENDA BILLS

- [3.](#) **AB25-109:** Appointment of Municipal Court Judge
- [4.](#) **AB25-112:** Authorization for Continued Legal Services with K&L Gates
- [5.](#) **AB25-114:** Agreement for Attorney Legal Services with Madrona Law PLLC

DISCUSSION

6. Future Meeting Agenda Items (Informational Only):
 - 2026 LTAC Funding
 - Amendment to Financial Management Policy

CITY COUNCIL AGENDA REVIEW

- [7.](#) Review Draft City Council Agenda dated November 24, 2025.

ADJOURNMENT



FINANCE & ADMINISTRATION COMMITTEE & COMMITTEE OF THE WHOLE MEETING MINUTES NOVEMBER 4, 2025

This meeting was conducted in person at Snoqualmie City Hall and remotely using Zoom.

CALL TO ORDER - Chair Bryan Holloway called the meeting to order at 6:00 pm.

Committee Members: Councilmembers Bryan Holloway, Cara Christensen, and Jo Johnson were present.

Mayor Katherine Ross was also present.

City Staff:

Mike Chambless, City Administrator; Dena Burke, City Attorney; Deana Dean, City Clerk; Fletcher Lacroix, IT Director; Mona Davis, Community and Economic Development Director; Drew Bouta, Finance Director; Janna Walker, Budget Manager; Robert Thrall, Legal Assistant; Nicole Wiebe, Community Liaison; Jen Hughes, Deputy Finance Director; Jeff Hamlin, Parks & Public Works Director; Phil Bennett, Deputy Parks & Public Works Director; Andrew Vining, Project Engineer; Gary Horejsi, Interim Police Chief; Mike Bailey, Fire Chief; Kim Johnson, HR Manager; and Jimmie Betts, IT Support.

AGENDA APPROVAL - The agenda was approved as presented.

PUBLIC COMMENTS – There were no public comments.

MINUTES – The minutes dated October 21, 2025, were approved as presented.

APPROVAL OF WARRANTS / CLAIMS – The claims report dated November 10, 2025, was approved to move forward at the November 10, 2025, City Council meeting on the consent agenda.

AGENDA BILLS

3. AB25-100: Resolution Adopting the 2025 Strategic Plan. This item was introduced by City Administrator Mike Chambless. Discussion led by Brian Murphy from BERK Consulting. Committee questions followed. Additional information provided by Community Liaison Wiebe. This item is approved to move forward at the November 10, 2025, City Council meeting on the non-consent agenda.
4. AB25-092: Ordinance Adopting Snoqualmie School District Impact Fees for 2026. This item was introduced by Community & Economic Development Director Mona Davis. Additional information provided by Ryan Stokes from Snoqualmie Valley School District. This item is approved to move forward at the November 10, 2025, City Council meeting for first reading of the ordinance.
5. AB25-107: 2025-2026 Mid-Biennium Amendment. This item was introduced by Budget Manager Janna Walker. Discussion followed. Additional information provided by Finance Director Bouta, City Attorney Burke, Deputy Parks & Public Works Director Bennett, and Interim Police Chief Horejsi.
6. AB25-098: Resolution related to Personnel Policies. This item was introduced by HR Manager Kim Johnson. This item is approved to move forward at the November 10, 2025, City Council meeting on the non-consent agenda.

7. AB25-096: Resolution Adopting 2026 Salary Schedule for Non-Represented Management & Professional (M&P) Employees. This item was introduced by Finance Director Bouta. This item is approved to move forward at the November 10, 2025, City Council meeting on the non-consent agenda.
8. AB25-089: Resolution Amending the Financial Management Policy. This item was introduced by City Attorney Burke. Additional information provided by Finance Director Bouta. Committee questions and comments followed. This item is approved to move forward at the November 10, 2025, City Council meeting on the non-consent agenda.
9. AB25-104: Ordinance Certifying an Increase in Property Taxes. This item was introduced by Budget Manager Walker. This item is approved to move forward at the November 10, 2025, City Council meeting for Public Hearing and first reading of the ordinance.
10. AB25-105: Property Tax Levy Ordinance. This item was introduced by Budget Manager Walker. This item is approved to move forward at the November 10, 2025, City Council meeting for Public Hearing and first reading of the ordinance.

DISCUSSION

It was moved by CM Holloway, seconded by CM Johnson to amend the agenda removing Council Murals and 2026 Legislative Priorities Discussions which passed unanimously.

11. Council Chambers Murals. Removed from the agenda.
12. 2026 Legislative Priorities. Removed from the agenda.
13. Future Meeting Agenda Items (Informational Only):
 - 2026 LTAC Funding
 - Comprehensive Fee Study Presentation and Resolution Adopting Fee Schedule
 - Appointment of Municipal Court Judge
 - Amendment of SMC to align with Financial Policy
 - Authorization for continued legal services with K&L Gates
 - Agreement for Attorney Legal Services with Madrona Law PLLC
 - Approve 2026 Council Meeting Calendar

CITY COUNCIL AGENDA REVIEW

14. Review Draft City Council Agenda dated November 10, 2025. The November 10, 2025, City Council agenda was approved as amended.

ADJOURNMENT

The meeting was adjourned at 7:34 pm.

Minutes prepared by Deana Dean, City Clerk.

Recorded meeting audio is available on the city website after the meeting.

Minutes approved at the_____, 2025, Finance & Administration Committee Meeting.



Drew Bouta, Director of Finance

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Snoqualmie, Washington 98065

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To: City Council
Finance & Administration Committee

From: Drew Bouta, Director of Finance

Date: November 24, 2025

Subject: CLAIMS REPORT
Approval of payments for the period: October 7, 2025, through November 6, 2025

BACKGROUND

Per RCW 42.24.080, all claims presented against the city by persons furnishing materials, rendering services, or performing labor must be certified by the appropriate official to ensure that the materials have been furnished, the services rendered, or the labor performed as described, and that the claims are just, due, and unpaid obligations against the city, before payment can be made. Expedited processing of the payment of claims when certain conditions have been met allows for the payment of claims before the legislative body has acted to approve the claims when: (1) the appropriate officers have furnished official bonds; (2) the legislative body has adopted policies that implement effective internal control; (3) the legislative body has provided for review of the documentation supporting the claims within a month of issuance; and (4) that if claims are disapproved, they shall be recognized as receivables and diligently pursued. The City of Snoqualmie meets all requirements of this state law.

Pursuant to Snoqualmie Municipal Code (SMC) Chapter 3.85, all Claims, Demands and Vouchers against the city, provides that the Finance Director or her designee will examine all claims prior to payment and provide periodic reporting of the payments to the City Council for final approval. Per SMC 3.85.040, to meet these requirements, the Finance Director schedules payment of claims and payroll for monthly Finance & Administration Committee review followed by full City Council approval on the consent agenda. Per SMC 3.85.050, documentation supporting claims paid and the Finance Director's written report are made available to all city council members at City Hall for 48 hours prior to the Finance & Administration Committee meeting. Following the 48-hour review period, the Finance & Administration Committee considers the claims as part of its regular agenda and recommends to the full city council whether to approve or disapprove the claims. Consistent with these requirements, this report seeks City Council approval of payment of claims and payroll batches summarized in the table below.

ANALYSIS

All payments made during these periods were found to be valid claims against the city. The City's internal controls include certification of the validity of all expenditures by the appropriate department and an internal audit conducted by designated finance department staff who review all claims and payroll payments. Staff performs system validation and exception reviews to validate payroll records. The Finance Director performs a random sampling review of supporting documentation for claims payments to ensure validity, as well as regularly reviews its processes to ensure appropriate internal controls are in place. The City issues disbursements for claims and payroll via the following methods:

- Warrant: paper negotiable instruments, very much like, although legally distinct from, checks
- Commercial Credit Card: as authorized by Financial Management Policy
- Electronic Funds Transfer (EFT). EFTs are electronic banking transactions (no paper instrument) of two basic types: (1) Automated Clearing House (ACH) for Electronic Fund Transfer (EFT) and (2) Wire Transfers a direct transfer between bank accounts

The following table summarizes the claims and payments authorized by the Finance Director:

The foregoing amounts were budgeted in the 2025-2026 biennial budget, and sufficient funds are available to cover these payments, as appropriate. Details pertaining to the individual vendor payments are available in documentation provided for the Finance & Administration Committee and subsequent City Council review by accessing the following link on the city website: [Claims Report](#)

CITY OF SNOQUALMIE
Disbursements for Council Approval
Claims, Payroll and Miscellaneous

CLAIMS					
Date	Warrants			ACH	
	From #	Thru #	Amount	Qty	Amount
10/7/2025	86025	86030	\$ 9,168.74		9,168.74
10/7/2025	2025163	2025171		9	\$ 433,923.83
10/30/2025	85955	85996	\$ 687,674.23		687,674.23
11/5/2025	85997	85998	\$ 28,745.73		28,745.73
11/6/2025	85999	86024	\$ 155,090.37		155,090.37
					-
					-
					-
					-

Grand Total 1,314,602.90

MISCELLANEOUS DISBURSEMENTS				
Date	Description	ACH Amount	Wire Amount	MISC TOTAL
11/3/2025	Merchant Card Fees - Fiserv Merchant	\$ 123.83		\$ 123.83
11/3/2025	Merchant Card Fees - PayConex	\$ 172.19		\$ 172.19
11/3/2025	Merchant Card Fees - Bankcard (Elavon)	\$ 11,019.64		\$ 11,019.64
11/4/2025	Merchant Card Fees - Tyler Munis	\$ 81.05		\$ 81.05
11/4/2025	Navia Benefits Solutions	\$ 4,193.54		\$ 4,193.54
11/5/2025	Merchant Card Fees - American Express	\$ 1,825.68		\$ 1,825.68
				\$ -

Grand Total 17,415.93

PAYROLL					
Date	Warrants			ACH	
	From #	Thru #	Amount	Qty	Amount
10/16/2025 - 10/31/2025				111	\$ 391,747.53
					-
					-
					-

Grand Total 391,747.53

Total 1,723,766.36

The following claims and payments were objected to by Finance Director: **NONE**

(Itemize claims/demands amounts and circumstances, and summarize reasons for objection)

I, the undersigned, do hereby certify under penalty of perjury that the claims and payroll warrant and/or checks itemized above were issued to pay just, due, and unpaid obligations of the City of Snoqualmie for materials furnished, services rendered, or labor performed, and that I am authorized to authenticate and certify the foregoing.

Drew Bouta, Director of Finance

Date

FINANCE & ADMINISTRATION COMMITTEE RECOMMENDATION: Approve / Not Approve

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$9,168.74

For claims warrants numbered 85999 through 86024 & dated 10/7/2025

VENDOR NAME	ACCOUNT	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE	CHECK DATE
Dimartino	631.00.000.23150.231500.	2025	10	INV	P	472.50	86025	Payroll 10/7/2025	Life/AD&D- Fire	10/7/2025	10/7/2025
IAFF - Political	631.00.000.23150.231500.	2025	10	INV	P	4.18	86026	Payroll 10/7/2025	IAFF Payroll Contribution	10/7/2025	10/7/2025
IAFF Local 1762	631.00.000.23150.231500.	2025	10	INV	P	5,039.06	86027	Payroll 10/7/2025	Fire Dues- September 2025	10/7/2025	10/7/2025
SNOQ POLICE ASSN	631.00.000.23150.231500.	2025	10	INV	P	1,600.00	86028	Payroll 10/7/2025	Police Dues- September	10/7/2025	10/7/2025
WSCFF	631.00.000.23150.231500.	2025	10	INV	P	1,125.00	86029	Payroll 10/7/2025	Medical Expense Reimb. Program- Fire	10/7/2025	10/7/2025
WSPMT	631.00.000.23150.231500.	2025	10	INV	P	928.00	86030	Payroll 10/7/2025	Long Term Disability- Police	10/7/2025	10/7/2025

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$433,923.83

For claims warrants numbered 2025163 through 2025171 & dated 10/7/2025

AWC Benefits	631.00.000.23150.231500.	2025	10	DIR	P	167,467.95	2025163	Payroll 10/7/2025	Health/Disab Benefits	10/7/2025	10/7/2025
DSHS	631.00.000.23150.231500.	2025	10	DIR	P	500.00	2025164	Payroll 10/7/2025	Child Support	10/7/2025	10/7/2025
Voya	631.00.000.23150.231500.	2025	10	DIR	P	225.00	2025165	Payroll 10/7/2025	Deferred Compensation Program	10/7/2025	10/7/2025
ICMA - Mission Sq	631.00.000.23150.231500.	2025	10	DIR	P	5,963.12	2025166	Payroll 10/7/2025	Deferred Compensation Program	10/7/2025	10/7/2025
AFLAC	631.00.000.23150.231500.	2025	10	DIR	P	78.13	2025167	Payroll 10/7/2025	Aflac Insurance	10/7/2025	10/7/2025
DRS	631.00.000.23150.231500.	2025	10	DIR	P	90,510.68	2025168	Payroll 10/7/2025	DRS Pension//Deferred Compensation Program	10/7/2025	10/7/2025
NWFFT Trust	631.00.000.23150.231500.	2025	10	DIR	P	35,557.17	2025169	Payroll 10/7/2025	Health Benefits- Fire	10/7/2025	10/7/2025
NAVIA AP	634.00.000.23150.231500.	2025	10	DIR	P	416.67	2025170	Payroll 10/7/2025	Flexible Spending Account	10/7/2025	10/7/2025
EFTPS	631.00.000.23150.231500.	2025	10	DIR	P	133,205.11	2025171	Payroll 10/7/2025	IRS Tax Deposit	10/7/2025	10/7/2025

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$687,674.23

For claims warrants numbered 85955 through 85996 & dated 10/30/2025

VENDOR NAME	ACCOUNT	YEAR	PERIOD	TYPE	STATUS	AMOUNT	CHECK NO	INVOICE	FULL DESC	INVOICE DATE	CHECK DATE
A & H Embroidery	001.15.034.55850.523100.	2025	10	INV	P	210.31	85955	19902	Clothing Order For Teamsters Employees	9/15/2025	10/30/2025
A & H Embroidery	001.06.007.51473.523100.	2025	10	INV	P	330.53	85955	19902	Clothing Order For Teamsters Employees	9/15/2025	10/30/2025
A & H Embroidery	001.14.031.55860.523100.	2025	10	INV	P	178.44	85955	19902	Clothing Order For Teamsters Employees	9/15/2025	10/30/2025
A & H Embroidery	001.16.035.54230.523100.	2025	10	INV	P	73.12	85955	19902	Clothing Order For Teamsters Employees	9/15/2025	10/30/2025
A & H Embroidery	401.18.037.53481.523100.	2025	10	INV	P	32.49	85955	19902	Clothing Order For Teamsters Employees	9/15/2025	10/30/2025
A & H Embroidery	402.20.040.53580.523100.	2025	10	INV	P	32.49	85955	19902	Clothing Order For Teamsters Employees	9/15/2025	10/30/2025
A & H Embroidery	403.22.050.53130.523100.	2025	10	INV	P	16.25	85955	19902	Clothing Order For Teamsters Employees	9/15/2025	10/30/2025
A & H Embroidery	502.11.020.51888.523100.	2025	10	INV	P	843.85	85955	19902	Clothing Order For Teamsters Employees	9/15/2025	10/30/2025
A & H Embroidery	510.24.053.51820.523100.	2025	10	INV	P	8.14	85955	19902	Clothing Order For Teamsters Employees	9/15/2025	10/30/2025
BAINA	402.20.040.53580.548000.	2025	10	INV	P	3,481.60	85956	1256	Casino Tribal Sampling Pass Through	10/3/2025	10/30/2025
CENLINK	502.11.020.51888.542000.	2025	10	INV	P	701.26	85957	300575004 9/25	Snoqualmie Police land lines - 9/20-10/19/25	9/20/2025	10/30/2025
Central Welding	001.09.014.52220.531910.	2025	10	INV	P	166.91	85958	0002501803	Oxygen USP Gas/Hazmat charge	9/30/2025	10/30/2025
Chinook Lumber	402.20.040.53580.531300.	2025	10	INV	P	225.50	85959	2147607	Roof Repair Supplies	9/18/2025	10/30/2025
COS	001.09.014.52250.547300.	2025	10	INV	P	948.41	85960	9/25 COS UB	City of Snoqualmie Utility Bills	10/6/2025	10/30/2025
COS	001.13.000.51820.547300.	2025	10	INV	P	90.51	85960	9/25 COS UB	City of Snoqualmie Utility Bills	10/6/2025	10/30/2025
COS	001.12.028.57680.547300.	2025	10	INV	P	44,895.45	85960	9/25 COS UB	City of Snoqualmie Utility Bills	10/6/2025	10/30/2025
COS	001.08.009.52150.547300.	2025	10	INV	P	1,174.54	85960	9/25 COS UB	City of Snoqualmie Utility Bills	10/6/2025	10/30/2025
COS	001.16.035.54230.547300.	2025	10	INV	P	7,292.63	85960	9/25 COS UB	City of Snoqualmie Utility Bills	10/6/2025	10/30/2025
COS	001.16.035.54270.547300.	2025	10	INV	P	294.14	85960	9/25 COS UB	City of Snoqualmie Utility Bills	10/6/2025	10/30/2025
COS	401.18.037.53481.547300.	2025	10	INV	P	964.82	85960	9/25 COS UB	City of Snoqualmie Utility Bills	10/6/2025	10/30/2025
COS	401.19.039.53935.547300.	2025	10	INV	P	49,092.31	85960	9/25 COS UB	City of Snoqualmie Utility Bills	10/6/2025	10/30/2025
COS	402.20.040.53580.547300.	2025	10	INV	P	12,590.93	85960	9/25 COS UB	City of Snoqualmie Utility Bills	10/6/2025	10/30/2025
COS	403.22.050.53130.547300.	2025	10	INV	P	5,804.34	85960	9/25 COS UB	City of Snoqualmie Utility Bills	10/6/2025	10/30/2025
COS	510.24.053.51820.548000.	2025	10	INV	P	6,774.92	85960	9/25 COS UB	City of Snoqualmie Utility Bills	10/6/2025	10/30/2025
CRESSY	510.24.053.51820.548000.	2025	10	INV	P	630.63	85961	211698	Bay door repair public works Door 1 and Door 2	9/29/2025	10/30/2025
CTV	001.16.035.54230.531300.	2025	10	INV	P	55.69	85962	8410029	Sheet Metal screws and drills	8/28/2025	10/30/2025
CTV	001.16.035.54230.531300.	2025	10	INV	P	21.28	85962	8410499	Batteries	9/7/2025	10/30/2025
CTV	001.16.035.54230.531300.	2025	10	INV	P	7.86	85962	8410621	Hex Nut Box	9/10/2025	10/30/2025
CTV	401.18.037.53481.531300.	2025	10	INV	P	602.52	85962	8410655	(24) Gal Muriatic Repl Acid	9/11/2025	10/30/2025
CTV	401.18.037.53481.531300.	2025	10	INV	P	6.41	85962	8411249	Paint Brushes	9/22/2025	10/30/2025
CTV	403.22.050.53130.531300.	2025	10	INV	P	69.82	85962	8410601	Tire Tub, Flex Coupling, AP Cleaner	9/10/2025	10/30/2025

CTV	403.22.050.53130.531300.	Repair & Maintenance Supplies	2025	10	CRM	P	-15.29	85962	B410661	Return of Tire Tube	9/11/2025	10/30/2025
DAVDOOR	001.12.028.57680.548000.	Repair & Maintenance Services	2025	10	INV	P	1,603.44	85963	INV0017383	Deadbolt replaced-Chase Door at Fisher Ck Park	10/7/2025	10/30/2025
Evergreen Courier LL	402.20.040.53585.542300.	Postage & Freight	2025	10	INV	P	114.00	85964	000372	courier samples to lab	10/6/2025	10/30/2025
FIREPENNY	001.09.014.59422.564000.	Machinery & Equipment	2025	10	INV	P	390.93	85965	92471	ATI Armored Reel Booster Hose for Brush Truck	10/9/2025	10/30/2025
GRTELOOR	510.24.053.51820.548000.	Repair & Maintenance Services	2025	10	INV	P	9,820.00	85966	311785-202	Yearly carpet steam clean City Hall, Police & FD	9/25/2025	10/30/2025
HD Fowler	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	10	INV	P	4,243.36	85967	17152572	Meter boxes, parts for tap on Silva	10/10/2025	10/30/2025
IMC	001.13.117.51250.541115.	Municipal Court Services-Costs	2025	10	INV	P	6,800.75	85968	SQL Sept 2025	Snoqualmie court filings - September 2025	10/8/2025	10/30/2025
K&L Gates	001.04.004.51541.541100.	Outside Legal Services - Gen	2025	10	INV	P	4,373.49	85969	100226280	Snoqualmie Tribe Agreements-thru 9/30/25	10/3/2025	10/30/2025
KSI	001.08.009.52110.541000.	Professional Svcs - General	2025	10	INV	P	417.14	85970	622654	Repair of Pro Laser 4 Radar Unit	10/6/2025	10/30/2025
LLS	001.08.009.52122.541000.	Professional Svcs - General	2025	10	INV	P	45.81	85971	11723613	SNO/NB PD interpretation services - September 2025	9/30/2025	10/30/2025
Minuteman Press	001.28.065.57390.549300.	Printing	2025	10	INV	P	790.68	85972	96114	SNO/NB PD interpretation services - September 2025	9/30/2025	10/30/2025
Minuteman Press	001.07.008.55720.549300.	Printing	2025	10	INV	P	990.68	85973	96115	October 2025 UB Inserts - Halloween	10/9/2025	10/30/2025
MONROECC	403.22.050.53130.548000.	Repair & Maintenance Services	2025	10	INV	P	982.24	85974	MCC2508.0130	SW Pond Vegetation Maint, Trail Maint, Fence Repair	9/12/2025	10/30/2025
NHTS	001.09.014.52250.548000.	Repair & Maintenance Services	2025	10	INV	P	3,755.75	85975	52066	2025 Fire Hose Testing	9/26/2025	10/30/2025
PRE-EMPL	001.03.003.51810.541000.	Professional Svcs - General	2025	10	INV	P	15.65	85976	393104	Background check for 1 new hire	9/30/2025	10/30/2025
PROSPECT	417.13.457.59435.563000.	Class A Res & Pump Sta - Const	2025	10	INV	P	458,420.11	85977	Pay Est #4 - Reclm	Mobilization,TESC/dewatering,Res Foundation,piping	8/31/2025	10/30/2025
PSE	001.08.009.52150.547100.	Electricity	2025	10	INV	P	1,966.35	85978	002083 9/25 #2	Account 300000002083	9/25/2025	10/30/2025
PSRFA	501.23.051.54868.548000.	Repair & Maintenance Services	2025	10	INV	P	2,707.56	85979	16325	Fire Apparatus Repair & Service #602 Crimson Truck	9/18/2025	10/30/2025
Puget Sound Emergenc	001.09.014.52250.542100.	Radio Communication Services	2025	10	INV	P	3,322.80	85979	2515	Q4 2025 Fire Public Safety Radios	10/1/2025	10/30/2025
RTA	501.23.051.54868.531820.	Info Tech Components	2025	10	INV	P	9,533.16	85980	70518	Fleet Software update - V 7.2. no longer support	10/9/2025	10/30/2025
SNAP-ON TOOLS	501.23.051.54868.535900.	Small Tools & Equipment	2025	10	INV	P	798.68	85981	ARV/65733687	Tire pressure monitor sensor relearn tool w/ wand	9/10/2025	10/30/2025
SNAP-ON TOOLS	501.23.051.54868.535900.	Small Tools & Equipment	2025	10	INV	P	332.15	85981	ARV/65780320	Tire pressure monitor sensor relearn tool	9/15/2025	10/30/2025
STORMLK	403.22.030.53130.531300.	Repair & Maintenance Supplies	2025	10	INV	P	2,311.49	85982	25-698	Plants for Green Snoqualmie Day at Park Street	10/3/2025	10/30/2025
Trailer Boss	501.23.052.59448.564000.	Fleet Vehicles & Equipment	2025	10	INV	P	19,999.63	85983	269852	ER&R replacement asset #421 Equip. Trailer	10/7/2025	10/30/2025
TRANSU	001.08.009.52110.549200.	Dues-Subscriptions-Memberships	2025	10	INV	P	163.80	85984	944321-202509-1	Credit Check-TruLookup Search 9/1-9/30/25	10/1/2025	10/30/2025
TUSCAN	501.23.051.54868.548940.	Property Damage Repairs	2025	10	INV	P	627.90	85985	930889	#109 vs. elk accident repair graphics and install	10/6/2025	10/30/2025
TWINSTAR	001.08.009.52122.541000.	Professional Svcs - General	2025	10	INV	P	343.98	85986	114	SNO/NB PD vehicle car washes 7/1-7/31/2025	10/2/2025	10/30/2025
TWINSTAR	014.08.012.52110.541000.	Professional Svcs - General	2025	10	INV	P	343.98	85986	114	SNO/NB PD vehicle car washes 7/1-7/31/2025	10/2/2025	10/30/2025
UFJ/BART	403.22.030.53130.541000.	Professional Svcs - General	2025	10	INV	P	1,020.00	85987	2025-1676	Level 3 laboratory shipping and analysis 5/13/25	5/23/2025	10/30/2025
UNITEDSI	403.22.050.53130.548000.	Repair & Maintenance Services	2025	10	INV	P	204.00	85988	INV-5637638	Portable Toilet Service for DOC Operations-9/25	9/30/2025	10/30/2025
URNW	401.18.037.53481.545100.	Rent - Shop Equipment	2025	10	INV	P	1,146.60	85989	235589951-017	Ford 4x4 XL Crew truck rental 9/17-10/15/25	10/4/2025	10/30/2025
USFIRE	001.09.014.52220.531051.	Personal Protective Equipment	2025	10	INV	P	501.02	85990	806217	Phenix Fire Helmet	10/3/2025	10/30/2025
VALLEYD	001.13.117.51591.541111.	Public Defender Services	2025	10	INV	P	6,650.00	85991	Sept-2025	Public defense services - Snoqualmie cases - 09/25	10/3/2025	10/30/2025
Water Mgmt Labs	401.18.037.53481.541000.	Professional Svcs - General	2025	10	INV	P	66.00	85992	232298	Investigative bacteria samples-hospital main tlein	9/26/2025	10/30/2025
WESTPAY	001.08.009.52110.549200.	Dues-Subscriptions-Memberships	2025	10	INV	P	250.30	85993	852617872	Clear research database 9/1-9/30/25	10/1/2025	10/30/2025
WILACE	403.22.050.53130.531300.	Repair & Maintenance Supplies	2025	10	INV	P	5.44	85994	15316358	Brush for SW Facility Project	9/30/2025	10/30/2025
WSP BF	633.13.000.58930.589305.	Concealed Pistol License Remit	2025	10	INV	P	132.00	85995	12601553	Fingerprinting background checks - SEPTEMBER 2025	10/1/2025	10/30/2025
TEAMSTERS Local Union	631.00.000.23150.231500	Undistributed Payroll Deductns	2025	10	INV	P	5,026.00	85996	09/22/25 PR	Teamsters Dues - September	9/22/2025	10/30/2025

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$28,745.73

For claims warrants numbered 85997 through 85998 & dated 11/5/2025

DOE	417.13.423.59434.541070.	Source of Supply - Studies & I	2025	10	INV	P	9,281.25	85997	CRA 9UJH6	Deposit-Cost Reimbursement Agreement w/ Dept of Ecology	10/27/2025	11/5/2025
Ferguson Water Works	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	10	INV	P	727.13	85998	0078592	Meters	6/5/2025	11/5/2025
Ferguson Water Works	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	10	INV	P	518.11	85998	0082568	4" Meter Register	6/5/2025	11/5/2025
Ferguson Water Works	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	10	INV	P	5,805.82	85998	0095902-1	3/4" meters	10/20/2025	11/5/2025
Ferguson Water Works	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	10	INV	P	7,076.82	85998	0095902-2	2" meters	10/22/2025	11/5/2025
Ferguson Water Works	401.18.037.53481.531300.	Repair & Maintenance Supplies	2025	10	INV	P	5,336.60	85998	0099785	1.5" registers and 2" registers	10/17/2025	11/5/2025

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$155,090.37

For claims warrants numbered 85999 through 86024 & dated 11/6/2025

911 SUPP	014.08.012.52122.531050.	Uniforms & Protective Gear	2025	10	INV	P	362.87	85999	INV-2-56145	C. Hendricks name external carrier & PD name plate	10/8/2025	11/6/2025
AM TEST	402.20.040.53585.541000.	Professional Svcs - General	2025	10	INV	P	1,740.00	86000	A25J0005	Third party lab testing	10/1/2025	11/6/2025
Cat WK PL	510.24.053.51820.531300.	Repair & Maintenance Supplies	2025	10	INV	P	108.62	86001	332093	Knoll office desk repair city hall work station	10/17/2025	11/6/2025
COI	001.08.009.52360.541502.	Jail Services - Issaquah	2025	10	INV	P	23,654.25	86002	25000335	Issq Jail-Booking, housing Snoq inmates - June2025	7/30/2025	11/6/2025
COI	001.08.009.52360.541502.	Jail Services - Issaquah	2025	10	INV	P	24,500.35	86002	25000417	Issq Jail-Booking, housing Snoq inmates - July2025	9/25/2025	11/6/2025
COI	001.08.009.52360.541502.	Jail Services - Issaquah	2025	10	INV	P	24,224.91	86002	25000454	Issq Jail-Booking, housing Snoq inmates - Aug 2025	10/17/2025	11/6/2025

COI	001.08.009.52360.541502.	Jail Services - Issaquah	2025	10	INV	P	23,542.44	86002 25000462	Issq Jail-Booking, housing Snoq inmates - Sept2025	10/18/2025	11/6/2025
COMCAST	502.11.020.51888.542200.	INET Internet Network Services	2025	10	INV	P	426.22	86003 0559927-10-25	Secondary internet service	10/11/2025	11/6/2025
Evergreen Courier LL	402.20.040.53585.542300.	Postage & Freight	2025	10	INV	P	114.00	86004 000369	Courier service of sample to lab	9/29/2025	11/6/2025
FCI	501.23.052.59448.564000.	Fleet Vehicles & Equipment	2025	10	INV	P	1,554.68	86005 18717	VHF radio, lights & console install #455	10/22/2025	11/6/2025
Gateway Controls	402.20.040.53580.548000.	Repair & Maintenance Services	2025	10	INV	P	3,151.62	86006 2026322	Repair safety device on entry gate	10/1/2025	11/6/2025
GRAINGER	402.20.040.53580.531910.	Operating Supplies	2025	10	INV	P	209.20	86007 9649877074	Clip boards	9/22/2025	11/6/2025
HD Supply Facil Main	510.24.053.51820.531300.	Repair & Maintenance Supplies	2025	10	INV	P	29.79	86008 9241925929	Facility parts & supplies cabinet lock replace	10/10/2025	11/6/2025
HD Supply Facil Main	510.24.053.51820.531340.	Custodial & Cleaning Supplies	2025	10	INV	P	143.62	86008 9241925928	Bathroom air freshener refills City hall	10/10/2025	11/6/2025
KC 710	001.16.035.54230.548000.	Repair & Maintenance Services	2025	10	INV	P	148.00	86009 144874-144882	Traffic signal maintenance	9/30/2025	11/6/2025
KING COUNTY	001.16.035.54264.548000.	Traffic Signal Maintenance	2025	10	INV	P	4,726.47	86009 144874-144882	Traffic signal maintenance	9/30/2025	11/6/2025
KING COUNTY	001.12.028.57680.544400.	Taxes & Assessments	2025	10	INV	P	3.22	86010 KC Tax 2025-2	KC property tax 2025	5/8/2025	11/6/2025
KING COUNTY	401.13.000.53481.544400.	Taxes & Assessments	2025	10	INV	P	3.22	86010 KC Tax 2025-2	KC property tax 2025	5/8/2025	11/6/2025
KING COUNTY	402.13.000.53580.544400.	Taxes & Assessments	2025	10	INV	P	3.21	86010 KC Tax 2025-2	KC property tax 2025	5/8/2025	11/6/2025
Kissler	402.20.040.53580.548000.	Repair & Maintenance Services	2025	10	INV	P	2,296.47	86011 11814	Biosolids hauling	9/11/2025	11/6/2025
Kissler	402.20.040.53580.548000.	Repair & Maintenance Services	2025	10	INV	P	2,004.33	86011 11834	Biosolids hauling	9/23/2025	11/6/2025
LAI	001.09.014.52220.531912.	EMS Supplies & Equipment	2025	10	INV	P	387.39	86012 1647529	First aide EMS supplies	10/15/2025	11/6/2025
LEVEL3	001.09.014.52220.531912.	EMS Supplies & Equipment	2025	10	INV	P	110.88	86012 1647681	Navy blue gait belt w/nickel buckle	10/16/2025	11/6/2025
MADRONA	502.11.020.51888.542000.	Telephone/Cable Services	2025	10	INV	P	2,407.38	86013 756240632	Monthly telephone service	10/1/2025	11/6/2025
PACIFICA	001.04.004.51541.541100.	Outside Legal Services - Gen	2025	10	INV	P	118.50	86014 13254	AT&T franchise (services)	10/8/2025	11/6/2025
PSRFA	001.23.051.54868.548000.	Outside Legal Services - Gen	2025	10	INV	P	2,116.50	86015 100962	Ladder Properties code enforcement	9/16/2025	11/6/2025
PSTEST	501.08.009.52110.549200.	Repair & Maintenance Services	2025	10	INV	P	740.26	86016 16577	Fire apparatus repair, truck upfit, radios	10/2/2025	11/6/2025
RH2	402.20.019.53510.541000.	Dues-Subscriptions-Memberships	2025	10	INV	P	232.00	86017 PST25-1206	Subscription fees - 03	10/9/2025	11/6/2025
RH2	402.20.019.53510.541000.	Professional Svcs - General	2025	10	INV	P	8,386.35	86018 101895	Operational Support	6/18/2025	11/6/2025
SCORE	001.08.009.52360.541504.	Professional Svcs - General	2025	10	INV	P	8,653.30	86018 103301	Operational Support	9/22/2025	11/6/2025
ST AUDITOR	001.06.007.51423.541091.	Jail Services - SCORE	2025	10	INV	P	4,902.91	86019 8953	Booking, housing Snoqualmie inmates September 2025	10/10/2025	11/6/2025
SUMMIT LAW	001.03.003.51810.541120.	State Auditor Services	2025	10	INV	P	9,660.50	86020 1170856	FY2022-2023 Audit services - September 2025	10/9/2025	11/6/2025
SUMMIT LAW	001.04.004.51541.541100.	Legal Finance Consulting Svcs	2025	10	INV	P	287.00	86021 167169	Employment advice	10/16/2025	11/6/2025
TODDSTOW	001.04.004.51541.541100.	Outside Legal Services - Gen	2025	10	INV	P	1,570.60	86021 167170	IAFF Negotiations	10/16/2025	11/6/2025
USFIRE	001.08.009.52122.541000.	Professional Svcs - General	2025	10	INV	P	409.13	86022 50622	Evidence impound - 2005 Silver Honda Accord	10/6/2025	11/6/2025
USFIRE	001.09.014.52220.531051.	Personal Protective Equipment	2025	10	INV	P	502.56	86023 806241	Phenix fire helmet, freight parts	10/16/2025	11/6/2025
WCIA	501.00.000.39520.395200.	Insurance Recovery-Asset Loss	2025	10	INV	P	1,649.62	86024 WCIA25-1304	Subrogation Less Deductible	10/16/2025	11/6/2025

ADVICE REGISTER - SEMI MONTH

WARRANT: 251107 From: 10/16/2025 To: 10/31/2025

NAME	CHK #	NET PAY
AHMED, HIND	000002325	4,472.47
BACHER, ANNE M	000002326	3,243.15
BAILEY, MICHAEL	000002327	5,823.31
BARNET, RYAN	000002328	4,824.35
BATTLES, JASON	000002329	5,188.91
BEACH, LYLE	000002330	4,069.27
BEINNER, MARY	000002331	300.66
BENNETT, PHILIP	000002332	4,935.32
BENSON, ETHAN	000002333	494.88
BETTS, JIMMIE L	000002334	3,186.79
BLACK, MELINDA	000002335	3,612.72
BOSTICK, MAX	000002336	4,110.11
BOUTA, ANDREW	000002337	4,941.85
BROWN, CHRIS E	000002338	4,411.03
BRUMFIELD, SAMANTHA	000002339	3,061.77
BUELNA, REBECCA	000002340	3,162.02
BUERGI, DANIEL R	000002341	4,117.20
BURKE, DENA	000002342	5,245.09
BYRD, TYLER D	000002343	3,169.62
CHAMBLESS, MICHAEL	000002344	7,095.09
CHRISTENSEN, CARA	000002345	498.03
COOPER, JOHN	000002346	3,915.06
COTTON, CATHERINE	000002347	494.88
DALY, MICHELLE R	000002348	3,150.96
DALZIEL, RYAN A	000002349	3,501.88
DAVIS, RAMONA	000002350	4,711.93
DEAN, DEANA L	000002351	4,224.95
DEWAR, MILES Z	000002352	2,555.32
DUDDLES, MARTHA J	000002353	2,715.44
ECKER, BRENDON J	000002354	2,770.04
FAVRO, KRISTEN	000002355	318.89
FLORIDA, HEATHER K	000002356	2,944.82
FOUTS, JACOB T	000002357	4,029.38
FRY, PATRICK	000002358	4,952.54
GAMBLE, DYLAN A	000002359	3,121.19
GEORGE, JASON A	000002360	5,957.45
HALBERT, KEVIN F	000002361	3,414.58
HAMLIN, JEFFREY T	000002362	5,866.50
HARRIS, DONALD I	000002363	4,489.16
HAWK, DALTON J	000002364	3,193.30
HEATH, GREGORY Q	000002365	2,995.05
HEBEL, RICHARD	000002366	3,107.39
HEDGER, MATTHEW	000002367	5,901.31
HENDERSON, KYLA A	000002368	3,449.23
HENDRICKS, CORY D	000002369	4,121.03
HOLLOWAY, BRYAN	000002370	544.99
HOLMES, THOMAS E	000002371	8,232.80
HOREJSI, GARY W	000002372	4,209.53
HOYLA, KOBE R	000002373	3,377.34
HSING, CHRISTOPHER	000002374	2,447.78
HUGHES, JENNIFER L	000002375	3,706.29
IVERSON, CHRISTINE L	000002376	2,364.01
JOHNSON, JOLYON M	000002377	494.88

ADVICE REGISTER - SEMI MONTH

WARRANT: 251107 From: 10/16/2025 To: 10/31/2025

NAME	CHK #	NET PAY
JOHNSON, KIMBERLY G	000002378	3,921.60
JONGEKRYG, ANDREW P	000002379	2,884.73
KNOWLES, KENNETH	000002380	3,603.78
LACROIX, LAFLECHE	000002381	4,585.66
LATHAM, ANDREW F	000002382	3,486.51
LATHROP, NICHOLAS S	000002383	2,162.75
LEMOINE, BLAKE S	000002384	2,685.97
LIEBETRAU, MICHAEL K	000002385	2,628.28
LOEHNDORF, SCOTT A	000002386	3,100.27
MACVICAR, NEIL S	000002387	3,137.35
MAINSTONE, BRIAN R	000002388	3,568.93
MARKWARDT, KYLE C	000002389	3,417.24
MCCALL, DANNA M	000002390	3,652.20
MEADOWS, JOSEPH R	000002391	4,291.04
MENDOZA-MARTINEZ, SUZETTE Y	000002392	1,481.07
MILLER, MATTHEW L	000002393	5,154.28
MOATE, DANIEL W	000002394	4,912.34
NEAL, RYAN T	000002395	3,841.97
NITSCH, DAVID J	000002396	318.88
O'DONNELL, PETER A	000002397	2,979.44
O'NEIL, KERRY K	000002398	3,038.24
OCEGUEDA, JUAN M	000002399	3,302.46
OROZCO, JORGE	000002400	3,137.74
ORRE, ASHLEY K	000002401	2,429.85
OWENS, JACK T	000002402	2,930.41
PARKER, BENJAMIN T	000002403	4,007.37
PETER, MICHAEL H	000002404	4,845.40
PHAM, THAI Q	000002405	3,406.31
QUADE, JOAN E	000002406	2,774.73
RAMOS, DAMIAN	000002407	3,225.07
RASMUSSEN, ERIK R	000002408	4,767.83
REN, JUSTIN K	000002409	3,389.51
ROBLES, STEVEN A	000002410	2,971.05
ROSS, KATHERINE G	000002411	2,197.53
SANDIN, KEVIN	000002412	2,822.17
SCHANNAUER, WYATT	000002413	3,421.93
SCHUMANN, ZACHARY J	000002414	3,204.94
SHINN, TODD	000002415	4,193.36
SMITH, CHASE A	000002416	5,513.30
SNYDER, KEVIN S	000002417	4,471.80
SPEARS, JOSEPH E	000002418	4,113.57
STEWART, JAKE R	000002419	2,426.63
THRALL, ROBERT J	000002420	2,730.48
TOZIER, THERESA M	000002421	3,265.46
TREPTOW, ILYSE	000002422	3,706.36
TYE, SHERRI	000002423	3,048.55
VINING, ANDREW E	000002424	4,216.69
VLADIS, DMITRIY	000002425	6,850.10
WALKER, JANNA L	000002426	3,574.59
WASHINGTON, LOUIS R	000002427	394.88
WEISS, JASON A	000002428	6,810.41
WERRE, CHRISTOPHER T	000002429	5,462.97
WEST, MATTHEW A	000002430	4,754.27

ADVICE REGISTER - SEMI MONTH

WARRANT: 251107 From: 10/16/2025 To: 10/31/2025

NAME	CHK #	NET PAY
WESTMAN, JESSE	000002431	3,676.59
WIEBE, NICOLE H	000002432	2,837.22
WILSON, CHRISTOPHER A	000002433	3,126.26
WOLFE, ALBERT R	000002434	3,298.79
WOTTON, ROBERT	000002435	344.88
Total Deposits: 111		391,747.53

** END OF REPORT - Generated by Ilyse Treptow **

Council Agenda Bill

AB Number

AB25-109

Agenda Bill Information

Title *

Appointment of Municipal Court Judge

Action *

Motion

Council Agenda Section

Committee Report

Council Meeting Date *

11/24/2025

Staff Member

Deana Dean

Department *

Administration

Committee

Finance and Administration

Committee Date

11/18/2025

Exhibits

Packet Attachments - If any

x1 Oath of Office - Judge Stewart 2022-2025.pdf

476.36KB

x2 Issaquah AB 9076.pdf

310.74KB

Summary

Introduction *

Brief summary.

This agenda bill requests City Council confirmation of the appointment of N. Scott Stewart as Judge of the Snoqualmie Municipal Court.

Proposed Motion

Move to confirm the appointment of Judge Stewart as Snoqualmie's Municipal Court Judge with appointment expiring December 31, 2029.

Background/Overview *

What was done (legislative history, previous actions, ability to hyperlink)

The City of Snoqualmie contracts with the City of Issaquah for Municipal Court Services. RCW 3.50.055 allows for appointment without an election as long as the position continues as less than full-time equivalent. Judge Stewart has served as Issaquah's Municipal Court Judge since 2007 and his current appointment expires December 31, 2025. The Issaquah City Council confirmed the next four year appointment at their regular meeting on October 20, 2025. Each agency that contracts for Issaquah Municipal Court Services is also required to confirm the appointment and administer an Oath of Office.

Snoqualmie has by Ordinance No. 999 created a municipal court pursuant to RCW 3.50. Per the current Interlocal Agreement for Court Services and Facilities, the Mayor of Snoqualmie appoints, and the Snoqualmie City Council confirms, the currently appointed judge of the Issaquah Municipal Court as judge of the Snoqualmie Municipal Court. The Snoqualmie Municipal Court has jurisdiction as provided in RCW 3.50.020. A case filed in Issaquah Municipal Court is a Snoqualmie Municipal Court case, notwithstanding its filing in the Issaquah Municipal Court.

Under the terms of the Interlocal Agreement for Court Services, Issaquah appoints a qualified judge (or judge pro tem) who presides over and hears Snoqualmie municipal cases. The Snoqualmie City Administrator may provide input to the Issaquah City Administrator in connection with the selection or reappointment of any municipal judge, provided, the final decision on appointment or reappointment is made by Issaquah. All personnel of the Issaquah Municipal Court, including the Judge, are employees of Issaquah.

Analysis *

Judge Stewart was previously confirmed by Snoqualmie City Council at the November 22, 2021 regular meeting and the Oath of Office was administered on December 28, 2021.

Following Council confirmation, the City Clerk will schedule an appointment with Judge Stewart prior to year end to administer the Oath.

Budgetary Status *

This action has no budgetary implications.

Budget Summary

The City's ILA with the City of Issaquah for court services establishes fees and requires that Snoqualmie's Mayor and City Council confirms judge appointments. The fees listed within the ILA, which expires December 31, 2026, are updated based on the Seattle-Tacoma-Bellevue CPI-W and not on judge compensation. The confirmation of Judge Stewart is not expected to affect City expenditures.



OATH OF OFFICE

State of Washington)
) S.S.
 County of King)

I, N. Scott Stewart, having been duly appointed to the position of
 Snoqualmie Municipal Court Judge
 Term Expiring December 31, 2025

"I do solemnly swear (or so affirm) that I will support the Constitution of the United States and the Constitution of the State of Washington and that I will faithfully discharge the duties of the office of judge of the Municipal Court of the City of Snoqualmie, according to the best of my ability."

*Subscribed and sworn before me this
 28th day of December 2021.*


 Deborah Estrada, City Clerk


 N. Scott Stewart, Judge

CERTIFICATE

City of Snoqualmie



*On the 22nd day of November 2021, the Snoqualmie City Council unanimously confirmed the
City of Issaquah's appointment of*

Judge N. Scott Stewart

*to serve as Snoqualmie's Municipal Court Judge;
appointment expiring the 31st day of December 2025.*

*IN WITNESS THEREFORE, I have herunto set my hand and affixed the official seal of
the City of Snoqualmie this 23rd day of November 2021.*



Deborah A. Estrada, City Clerk



**CITY COUNCIL
AGENDA BILL**

City Council Regular Meeting - Oct 20 2025

Item 3.

AB 9076 -

Consent Calendar

Appointment of Municipal Judge

**Proposed Council Action:
Confirm**

**DEPARTMENT OF
OTHER COUNCIL MEETINGS
COMP PLAN POLICY NOS.
OTHER POLICIES
EXHIBITS**

City Clerk's Office Tisha Gieser
n/a
n/a
n/a
A. Statement of Qualifications
B. Oath of Office

City Attorney Review

City Attorney Review Date:

SUMMARY STATEMENT

Introduction

This agenda bill requests City Council confirmation of the appointment of N. Scott Stewart as Judge of the Issaquah Municipal Court.

Background

Judge N. Scott Stewart is currently the Judge of the Issaquah Municipal Court, and his term expires on Dec. 31, 2025.

Judge Stewart has served as Issaquah's Municipal Court Judge since July 2007 and has provided tremendous value to the court. He has handled thousands of proceedings, including complex motions and jury trials.

Judge Stewart has been a member of the Washington State Bar Association since 1988. He served as the Court Commissioner for the City of Tukwila from 1995 to 1998 and as a pro tem judge in the cities of Tukwila, Renton, Kirkland, Maple Valley, Des Moines and Enumclaw, as well as the King County District Court.

In 2021, Judge Stewart and the court staff started a Community Court calendar with a goal of removing the barriers that many of the persons appearing in court face in obtaining services and, ultimately, to restore them to self-sufficiency. This program has been successful in connecting participants to opportunities for education and job training, offering support for mental health and substance abuse, and helping with reducing recidivism in the community.

Judge Stewart has also taught a street law class at Issaquah High School since 2011 in his capacity as the Issaquah Municipal Court Judge. He has served as faculty at the Washington Judicial College, teaching Sentencing and Probation and as faculty for the Washington State Bar Association's Pro Tem Training, teaching Practice Bias and Procedural Fairness in 2015, 2017 and 2020, and Pro Se Litigants in 2022 and 2025.

Judge Stewart's resume is attached (Exhibit A).

Proposal

The Mayor recommends confirming N. Scott Stewart's reappointment to a four year term as Judge of the Issaquah Municipal Court, expiring Dec. 31, 2029.

RCW 3.50.055 allows for this appointment as long as the position continues as a less than full-time equivalent. In that case, an election is not required.

The judge must satisfy state law qualifications, be a citizen of the United States and be admitted to practice law in the State of Washington. The judge is not required to be a resident of Issaquah, but must reside in King County. N. Scott Stewart meets these requirements.

Next Steps

Following Council confirmation, the Mayor will conduct the oath of office with Judge Stewart prior to the year end.

Financial Information

The expenditure for this appointment, including salary and benefits, is approximately \$217,337. This amount is covered in the proposed 2026 budgeted for municipal court salaries and benefits.

Administration's Recommendation

Confirm Mayor's Appointment of Judge Stewart to serve as an Issaquah Municipal Court Judge for a four year term; appointment expiring on December 31, 2029.

Update

n/a

Alternative(s)

Choose not to reappoint Judge Stewart. (Impact: The City will need to recruit for this appointment, effective January 1, 2026.)

RECOMMENDATION

Administration / Executive Department:

MOVE TO:

Confirm Mayor's appointment of N. Scott Stewart to serve as an Issaquah Municipal Court Judge; appointment expiring December 31, 2029.

N. SCOTT STEWART
Statement of Qualifications

WORK EXPERIENCE (legal):

ISSAQUAH MUNICIPAL COURT, Issaquah, Washington

MUNICIPAL COURT JUDGE, 2007 through Present

COURT COMMISSIONER, 2005 through 2007

Preside over criminal jury and bench trials, arraignments, pre-trials, motion calendars, sentencing and review hearings, mitigation and contested hearings on traffic infractions.

In response to Covid 19 pandemic established a virtual courtroom employing video conferencing streamed to YouTube; create, sign and calendar digital documents utilizing OCOURTs; manage and store all court files using SharePoint.

Associations: District and Municipal Court Judges Association

Committees: District and Municipal Court Judges Education Committee
 Annual Judicial Conference Education Committee

Faculty: Washington State Judicial College - 2017, 2018, 2019
 Course Taught: Sentencing and Probation

Washington State Bar Association Pro Tem Training - 2015, 2017, 2020
 Course Taught: Practice Bias and Procedural Fairness

District and Municipal Court Judges Spring Program – 2019
 Course Taught - Techniques to Enhance Behavior Change: A Colloquium Based Approach

District and Municipal Court Judges Spring Program – 2016
 Course Taught: Ineffective Assistance of Counsel and Prosecutorial Misconduct

District and Municipal Court Judges Spring Program – 2013
 Course Taught: Understanding Sovereign Citizens

Judges in the Classroom, Street Law, Issaquah High School, 2011 through Present

KING COUNTY MUNICIPAL AND DISTRICT COURTS, Numerous Locations

JUDGE PRO TEM, January 1995 through 2007

COURT COMMISSIONER, Tukwila, 1995 through 1998

King County District Courts, as well as Tukwila, Renton, Issaquah, Kirkland, Maple Valley, Des Moines, Enumclaw and Pacific Municipal Courts

Preside over criminal and civil trials, including both jury and bench trials, arraignments, pre-trials, motion calendars, sentencings and reviews, mitigation and contested hearings on traffic infractions, small claims, as well as numerous miscellaneous calendars including towing hearings, petitions for protection and anti-harassment orders, and name changes.

N. SCOTT STEWART***Statement of Qualifications, Page 2*****STEWART MacNICHOLS HARMELL, INC., P.S., Kent, Washington**

ATTORNEY, SENIOR PARTNER, 1995 through Present

Co-manage a law firm of twenty employees, including fifteen attorneys

CENTRAL WASHINGTON UNIVERSITY, Des Moines, Washington

ADJUNCT PROFESSOR, 2000 through 2015

Taught students in their third and fourth year of college. Classes included: Evidence and Arrest, Legal Writing, Legal Research, Introduction to Paralegal Studies, Family Law and Great American Trials.

LORING AND STEWART, Attorneys at Law, Renton, Washington

(Prev. Law Office of N. S. Stewart)

PARTNER: Conducted client interviews and evaluated claims, managed medical and other injury data, prepared demands, negotiated settlements, drafted pleadings, and performed arbitrations and trials in personal injury cases. Retained clients, reviewed police reports and investigated defenses, negotiated dispositions and conducted trials in extensive criminal misdemeanor practice, including conflict public defender cases for the cities of Renton and Tukwila.

1992 through 1994

WAITT, JOHNSON & MARTENS, Attorneys at Law, Seattle, Washington

ASSOCIATE: Conducted extensive civil litigation discovery, including preparing interrogatories and deposing claimants and witnesses. Researched and wrote arguments, drafted motions and pleadings, and presented argument in Federal and Superior Courts. Learned superior legal skills in this AV rated Seattle law firm.

1988 through 1992

MILLER & VALENTINI, P.A., Attorneys at Law, Bloomington, Minnesota

LEGAL INTERN: Interviewed clients and investigated defenses, negotiated plea bargains and conducted trials in criminal misdemeanor cases. Evaluated cases, drafted pleadings, researched memoranda, wrote motions and supporting briefs in plaintiff's personal injury practice.

1987 through 1988

HENNEPIN COUNTY PROSECUTOR'S OFFICE, Minneapolis, Minnesota

LIMITED PRACTICE INTERN: Represented the State in all stages of misdemeanor criminal proceedings.

Prepared legal documents within Complex Crimes Section of Felony Division.

1987

UNIVERSITY OF MINNESOTA LAW SCHOOL, Minneapolis, Minnesota

RESEARCH ASSISTANT: Assisted Professor Bryden in the Constitutional Law Department with legal research in preparation for a journal article concentrating on issues of Equal Protection under the United States Constitution.

1987

N. SCOTT STEWART

Statement of Qualifications, Page 3

WORK EXPERIENCE (non-legal)

ERNST HOME CENTERS, Renton, Washington

Started in 1977 as a Boxboy and progressed to position of Head Sales Specialist when left for law school in August 1985. Learned excellent customer service skills. Employee of the Year 1984.

JUDICIAL EDUCATION

WASHINGTON STATE JUDICIAL COLLEGE, Tacoma, Washington

Certificate of Completion, January 1998

Certificate of Completion, January 2006

Completed intensive program focusing on issues of concern to district and municipal court judges and court commissioners. The program provided an opportunity for judges and commissioners to acquire knowledge and skills essential to the performance of their judicial responsibilities; to familiarize themselves with resources of particular interest to the bench; and to interact, discuss and problem solve. Admission was limited to sitting judges and court commissioners

NATIONAL JUDICIAL COLLEGE, San Diego, California

Advanced Bench Skills: Procedural Fairness

Certificate of Completion, February 2016

LAW SCHOOL AND COLLEGE

UNIVERSITY OF MINNESOTA LAW SCHOOL, Minneapolis, MN

Juris Doctor, *Cum Laude*, May 1988

Dean's Honor List 1986, 1987, 1988

Moot Court Teaching Director, 1987-1988

-taught legal research, writing and oral advocacy to first year law students

Finalist, Oral Advocacy Competition, 1987

UNIVERSITY OF WASHINGTON, Seattle, WA

Bachelor of Arts, Political Science, June 1984

C E R T I F I C A T E

City of Issaquah STATE OF WASHINGTON, COUNTY OF KING

On the 20th day of October, 2025, the Issaquah City Council
confirmed the Mayor's appointment of

Judge N. Scott Stewart

to serve as Issaquah's Municipal Court Judge;
appointment expiring the 31st day of December 2029.

*IN WITNESS THEREFORE, I have hereunto set my hand and affixed the official seal,
this _____ day of _____, 2025.*

CITY CLERK

OATH OF OFFICE

State of Washington)
) s.s.
County of King)

I, N. Scott Stewart, having been duly appointed to the position of Issaquah Municipal Court Judge, term expiring December 31, 2029, do solemnly swear that I will faithfully and impartially discharge the duties of this office as prescribed by law and to the best of my ability, and that I will support and maintain the Constitution of the State of Washington and of the United States of America.

Dated this ____ day of _____, 2025.

MAYOR

JUDGE

Council Agenda Bill

AB Number

AB25-112

Agenda Bill Information

Title*

Authorization for continued legal services with K&L Gates

Action*

Motion

Council Agenda Section

Committee Report

Council Meeting Date*

11/24/2025

Staff Member

Dena Burke

Department*

Legal

Committee

Finance and Administration

Committee Date

11/18/2025

Exhibits

Packet Attachments - if any

x1 K&L Gates Engagement Letter 6.5.2023.pdf	411.27KB
x2 AB 24-073.pdf	914.17KB
x3 K&L Gates 2026 Rates.pdf	247.64KB

Summary

Introduction*

Brief summary.

The City entered into an engagement letter with K&L Gates on June 6, 2023, for legal services related to fee -to -trust, fee -for -service, and other legal matters.

The initial approved amount was for \$50,000. On June 24, 2024 Council approved an additional \$80,000 (AB 24-073) for continued legal representation. The City has exceeded the previously approved \$80,000 spending threshold and seeks Council approval for an additional \$80,000 for continued legal representation.

Proposed Motion

Move to approve an additional \$80,000 for continued legal representation with K&L Gates

Background/Overview*

What was done (legislative history, previous actions, ability to hyperlink)

The City is seeking to collaborate and negotiate with the Tribe on several matters, including the below items.

-Casino Impact Mitigation Fund

-Fee for Service Agreement

-Fee to Trust Issues

Additionally, there are other legal matters involving Tribal Law. Tribal Law is complex and nuanced, requiring the expertise of outside counsel. It is an area of specialization and expertise that some attorney's choose to focus on entirely for their career.

The City Attorney has worked to reduce outside counsel costs involving K&L Gates. For example, in 2024 the City spent \$93,893.84. In 2025, the City spent \$21,090.75.

Analysis*

Due to the complex and nuanced nature of Tribal Law, it is recommended to authorize an additional \$80,000 for continued legal representation with K&L Gates. These funds can be used to negotiate and advocate on the above mentioned matters, which will protect the City's interests.

Budgetary Status*

This is an extra-budget expenditure.

Budget Summary

The City budgeted \$4,374,673 for Administrative Departments Services (#001) within the 2025-26 Biennial Budget. Currently, \$2,097,622 has been spent, with \$61,998 encumbered for existing contracts, leaving \$2,215,052 for additional expenditures. After including a contract amendment of \$80,000 with K&L Gates, \$11,805 of which has already been already spent, Administrative Departments Services (#001) would have an available budget of \$2,146,857. See the table below on the following page.

While there is currently sufficient appropriation remaining to fund the contract amendment, based on current budget forecasts the City would likely require an amendment in the amount of \$68,195. This amendment would be separate from the mid-biennium amendment detailed in AB25-107.

Fiscal Impact

Amount of Expenditure	Amount Budgeted	Appropriation Requested
\$80,000.00	\$4,374,673.00	\$68,195.00

Fiscal Impact Screenshot

Administrative Departments Services (#001)

2025-26 Biennial Budget	
Beginning Budget	\$ 4,374,673
Expenditures	\$ (2,097,622)
Outstanding Contract Value	\$ (61,998)
Current Available Budget	\$ 2,215,052
Cost of AB25-112	\$ (68,195)
Available Budget after AB25-112	\$ 2,146,857

K&L GATES

June 5, 2023

Bart Freedman
Bart.freedman@klgates.com

T +1 206 370 7655

F + 1 206 623 7022

Katherine Ross, Mayor
City of Snoqualmie
38624 River Street
PO Box 987.
Snoqualmie, WA 98065

Re: Confirmation of Engagement

Dear Mayor Ross:

Thank you for asking K&L Gates LLP (the "Firm" or "K&L Gates") to represent the City of Snoqualmie ("City of Snoqualmie"). We welcome this opportunity and look forward to working with you on this engagement.

I enclose our Terms of Engagement for Legal Services (the "Terms") which supplement this letter and include additional information regarding our legal services, our relations with our clients, our billing and payment arrangements, potential conflicts, and other matters. These Terms will apply to all matters on which we may represent you, except as you and we may otherwise expressly agree.

Please review this letter and the Terms carefully. If they are not consistent with your understanding of our engagement in any respect or if you have any questions concerning the nature and terms of our engagement, please contact me as soon as possible so that we can promptly address your concerns.

The Scope of Our Engagement

The Firm is being engaged to act as counsel solely for the City of Snoqualmie and not for any affiliated entity (including parents and subsidiaries), shareholder, partner, member, manager, director, officer or employee not specifically identified herein.

You have retained the Firm to advise you with respect to certain agreements relating to fee-to-trust and potential fee-for-service, and to address those additional matters for which the Firm expressly agrees to provide representation. You agree that we are authorized to take instruction in this matter primarily from you.

K&L Gates will only provide legal services. We have not been retained, and expressly disclaim any obligation, to provide business or investment advice.

Our Charges

Our statements for professional services will be substantially based upon the amount of time spent by lawyers, paralegals, and other professionals who perform services on your behalf and their respective hourly rates as then in effect. Those hourly rates vary by office across the Firm, take into account the timekeepers' experience in particular areas, and are adjusted periodically. Our charges for fees, disbursements, and other charges and the basis for our invoices are addressed in more detail in the enclosed Terms.

Our Billing and Payment Arrangements

We will generally render statements for professional services and related charges on a monthly basis and expect payment to be made within 30 days of your receipt of our statement, without regard to the consummation or outcome of the matter for which we have been engaged. In the event our statements are not timely paid, we reserve the right to suspend our services until satisfactory payment arrangements are made or to terminate our services if such arrangements are not made and if such termination is otherwise appropriate. You may, of course, terminate our services at any time.

Our Staffing of Your Engagement and Communications with You

I will be your principal contact with respect to the Firm's representation of the City of Snoqualmie. Based on a 9% discount off of our local hourly rates, my current hourly rate for this matter is \$705.00. Ben Mayer and Natalie Reid will be assisting in this matter. Ben's hourly rate for this matter is \$546.00 and Natalie's hourly rate for this matter is \$482.00.

Our representation of you will be staffed by other partners, associates and other professional staff as may be appropriate under the circumstances. We will endeavor to keep you apprised of significant developments in the course of our engagement, to consult with you about our work on an ongoing basis and to obtain your direction on critical issues.

You should contact me with any questions you may have about our work or any other aspect of our representation of you. You can reach me at the office (206-370-7655) or on my mobile telephone (206-963-2794) at your convenience.

Conflicts of Interest

We have searched the Firm's conflicts database and have disclosed to you any ethical conflicts of interest, as defined by the applicable rules of professional conduct, that existed at the time. Such conflicts, if any, have been resolved to your and to our satisfaction. With respect to conflicts of interest that may arise in the future during our engagement by you, the Terms includes a Conflict of Interest section in which you agree to a limited, prospective waiver. This means that,

if all the conditions set forth therein are met, and provided that the matter is not substantially related to the matters we handled or are handling for you, the Firm 1) may represent another client in a matter in which its interests are adverse to your interests, and 2) may represent as a client any individual or entity that is or has been adverse to you. Please review this section, as well as all other sections of the Terms, in detail.

Our Agreement

In providing legal services to you, absent timely advice from you to the contrary, we will act in reliance upon the understanding that this letter and the enclosed Terms constitute our mutual understanding with respect to the terms of our retention. If you proceed with the use of our services, please sign and return this letter.

On behalf of K&L Gates, I thank you for the opportunity to represent the City of Snoqualmie. We look forward to serving you.

Very truly yours,

DocuSigned by:

Bart Friedman

9B9A30A1FD44449...

Bart Friedman

Enclosure: Terms of Engagement for Legal Services

I confirm our engagement of K&L Gates LLP as set forth herein and in the enclosed Terms of Engagement.

The City of Snoqualmie

DocuSigned by:

Katherine Ross

A7F8D713102C4A4...

Katherine Ross
Mayor

Date: 6/6/2023

K&L GATES LLP

TERMS OF ENGAGEMENT FOR LEGAL SERVICES

Thank you for selecting K&L Gates LLP (“K&L Gates”) to represent you and to provide legal services as described in our engagement letter. These Terms of Engagement for Legal Services (the “Terms”), together with our engagement letter, set forth the basis upon which K&L Gates will provide legal services to you. Absent a contrary agreement between us, we will understand that our engagement letter and these Terms supersede any prior oral understandings between us and together form the contract (“Engagement Contract”) for our initial engagement and any subsequent assignments upon which you and we may mutually agree.

We believe it is important to establish clearly the basic terms of our engagement at the outset. Accordingly, if you have any questions concerning these Terms, please contact the lawyer responsible for your engagement so that your questions or concerns may be addressed and resolved promptly.

INTRODUCTION

K&L Gates comprises multiple affiliated entities: a limited liability partnership named K&L Gates LLP organized under the laws of Delaware (“K&L Gates-US,” the “Firm,” or “we” or “us” as the context requires) and maintaining offices in certain states throughout the United States and in a number of international multiple affiliated entities.¹

OTHER K&L GATES ENTITIES

You agree that, as your agent, we may engage other K&L Gates entities to assist us in carrying out our engagement, where appropriate and with notice to you.

Numerous countries in which our offices are located have enacted Anti-Money Laundering (“AML”) laws. If K&L Gates lawyers in any of these offices are engaged to assist you in matters within the scope of our engagement, it will be necessary to comply with the applicable AML laws. In connection therewith, we or lawyers from the appropriate office may be required to

obtain additional, specific evidence of client identity from you and/or to report certain transactions to the authorities. If these AML requirements are applicable, you will be informed of the details needed for compliance.

OUR LAWYER-CLIENT RELATIONSHIP

The Firm has been engaged to represent only the client(s) named in our engagement letter (“you” or the “Client”), even if someone other than you, including an insurer, is responsible for paying, or has agreed to pay, our statements. Accordingly, absent a specific, separate engagement to represent such other persons or entities, (1) if our Client is an individual, the Firm has not agreed to represent, and is not representing, any other person or any affiliated entity; (2) if our Client is a corporation, partnership, joint venture or other entity, the Firm has not agreed to represent, and is not representing, any of your constituents, including directors, officers, employees, managing agents, partners, members, shareholders, affiliates (including parents and subsidiaries) or other persons associated with you; and, (3) if our Client is a trade association or other member organization, the Firm has not agreed to represent, and is not representing, any director, officer, member of or other entity represented by you or any of your other constituents.

In addition, the Firm’s engagement to represent you is limited to the matter(s) described in our engagement letter and to any additional matters for which the Firm expressly agrees to provide legal representation.

You acknowledge that the Firm has not provided you with legal advice concerning the terms and conditions of our Engagement Contract.

OUR CHARGES FOR LEGAL SERVICES

A. Legal Fees

Our statements for professional services will be substantially based upon the time spent by

¹ K&L Gates comprises multiple affiliated entities: a limited liability partnership named K&L Gates LLP organized under the laws of Delaware (“K&L Gates-US,” the “Firm,” or “we” or “us” as the context requires) and maintaining offices in certain states throughout the United States and in Beijing (“K&L Gates LLP Beijing Representative Office”), Berlin, Doha, Dubai, Frankfurt, Munich, Seoul (“K&L Gates LLP Seoul Foreign Legal Consultant Office”), and Shanghai (“K&L Gates LLP Shanghai Representative Office”); an Australian multi-disciplinary partnership maintaining offices in Brisbane, Melbourne, Perth and Sydney (“K&L Gates-AUS”); a limited liability partnership (also named K&L Gates LLP); incorporated in England and Wales and maintaining offices in London and Paris (“K&L Gates-UK”); a Delaware general partnership (“K&L Gates Belgium”) maintaining an office in Brussels; a limited liability partnership established under the laws of

Ireland (K&L Gates (Ireland) LLP) maintaining an office in Dublin; a private limited company registered with the Luxembourg Register of Commerce and Companies (“K&L Gates Volckrick S.à.r.l.”) with an office in Luxembourg; a Hong Kong general partnership (“K&L Gates, Solicitors”) maintaining an office in Hong Kong; a professional association established and organized under the laws of Italy named Studio Legale Associato with an office in Milan; a general partnership organized under the laws of Brazil named K&L Gates LLP – Consultores em Direito Estrangeiro/Direito Norte-Americano, with an office in São Paulo; a Taiwan general partnership (“K&L Gates”) maintaining an office in Taipei; a joint enterprise formed in accordance with Japanese regulations (“K&L Gates Gaikokuho Joint Enterprise”) maintaining an office in Tokyo; and a limited liability company organized under the laws of Singapore (“K&L Gates Straits Law LLC”).

professionals, including lawyers, paralegals and other staff members operating under the supervision of lawyers, who perform services on your behalf. The hourly rates for those individuals are based upon their experience and vary by office across the Firm. Time spent on your matters will include meetings with you and others; traveling; considering, preparing and working on documents, pleadings and other papers; written and electronic correspondence; and, making and receiving telephone calls. Whether or not a matter proceeds to completion, our statements will include all work done and all expenses incurred, unless otherwise agreed.

Our hourly rates are periodically reviewed and adjusted. In preparing our statements for professional services, we will use our hourly rates in effect when our services were rendered.

Information regarding standard hourly rates and other charges established by the Firm is proprietary to the Firm. You agree not to disclose such information to third parties without the Firm's prior written consent. In the event that you are served with a demand or legal process that you believe requires you to disclose such information, you agree to notify the Firm immediately of such demand or process, and to reasonably cooperate with the Firm in protecting the Firm's proprietary information from disclosure without the Firm's consent.

Where requested, we may provide you an estimate of the overall costs that may be incurred in connection with a particular engagement. Any such estimate is necessarily based on a number of uncertain factors and future developments and may be influenced by your decisions and by the actions of third parties. Accordingly, any estimate we provide shall not constitute a promise or agreement that we will render the necessary services within a specific time or for a specific amount. The Firm's statements for professional services will be based on the Firm's billing policies, as set forth herein, and the charges reflected in such statements may vary from any estimates previously given.

B. Disbursements

You will be billed for disbursements and other charges relating to our professional services. With respect to disbursements incurred on your behalf to vendors and other third parties for incidental expenses (such as filing fees and travel expenses), you will be billed at our invoiced cost. With respect to internally-generated and other charges (such as photocopying), you will be billed in accordance with our Schedule of Standard Charges in effect when the charge is incurred. Our current Schedule is attached to these Terms. Where the nature of our engagement requires the retention of third parties (e.g., expert witnesses, accountants, actuaries or other consultants, mediators

or arbitrators), we will obtain your approval for such retention, and we will forward their statements for services and expenses directly to you for payment.

C. Other K&L Gates Entities Charges

Where, with notice to you, we have engaged another K&L Gates entity to assist us in our representation of you, we will include their charges in our statement for professional services unless you ask us to arrange for the other K&L Gates entity to invoice you separately.

OUR BILLING AND PAYMENT ARRANGEMENTS

A. Billing

It is our general practice to render statements for professional services and related charges on a monthly basis. We will send a final statement after completion of our work.

B. Payment

We will expect payment to be made within thirty days after your receipt of our statement, without regard to the consummation of any proposed transaction or the outcome of any matter. Payment should be made by you in the full amount of our statement and you will be responsible also for any withholding tax or other deduction that may be chargeable to you by the relevant taxing authorities or by a governmental entity. In the event our statements are not paid in a timely manner, we reserve the right to defer further work on your account and, where such arrearage is not resolved after notice of delinquency is given to you, to terminate our representation of you. Under such circumstances, you agree to consent to, and not oppose, such termination and to sign a substitution of counsel and/or such other document as may be reasonably necessary to effect the Firm's termination of our lawyer-client relationship, including the Firm's withdrawal of its prior appearance in any court or other litigated proceeding. The termination of our lawyer-client relationship shall not affect your ongoing responsibility for any fees or other charges incurred as of the date of our notice of termination.

C. Liens

You hereby grant K&L Gates a lien, to the extent permissible under applicable law, on any and all claims that are the subject of our representation under the Engagement Letter and Terms of Engagement. K&L Gates's lien will be for any sums owing to the Firm for any unpaid costs, or attorney's fees and expenses, at the conclusion of our services. The lien will attach to any recovery you may obtain, whether by arbitration award, judgment, settlement or otherwise. An effect of such a lien is that K&L Gates may be able to compel payment of fees and costs from any such funds

recovered on your behalf even if our representation of you has terminated before the end of the matter. Because a lien may affect your property rights, you may seek the advice of an independent lawyer of your own choosing before agreeing to such a lien. By accepting and agreeing to be bound by the Engagement Letter and Terms of Engagement, you represent and agree that you have had a reasonable opportunity to consult such an independent lawyer and—whether or not you have chosen to consult such an independent lawyer—you agree that K&L Gates will have a lien as specified above.

D. Third Party Payment Responsibility

If a third party (including an insurer) undertakes to pay any portion of the Firm's bills, 1) you will remain responsible for payment of any amounts billed by the Firm and not paid by that third party, 2) you hereby consent to the application of those funds to the outstanding balance of your account with the Firm and waive any right you might otherwise have to direct us to pay or apply those funds in any other fashion, and 3) to the extent any such third party makes payment to us on your behalf accompanied by directions as to what portion of outstanding fees and expenses are to be covered by such payment, you hereby consent to us adhering to those directions and waive any right you might otherwise have to direct us to pay or apply those funds in any other fashion. If you are awarded legal fees or costs by a court or other party, you will remain responsible for payment of the Firm's billed fees and other charges, even if the award to you is less than the amounts we have billed you. Where we have agreed to represent multiple clients in a matter, each client will be jointly and severally responsible for payment of the Firm's statements.

E. Questions

If you have any questions about any statement that we submit to you, you should contact the lawyer responsible for your engagement as soon as you receive it so that we may understand and address your concerns promptly.

TERMINATION

A. Your Right to Terminate

You may terminate our engagement on any or all matters at any time, with or without cause. Your termination of our services will not affect your responsibility to pay for billed and unbilled legal services rendered or other charges incurred as of the date of termination and, where appropriate, for such expenses as we may incur in effecting an orderly transition to successor lawyers of your choice.

B. Our Right to Terminate

Subject to any applicable ethical rule or legal requirement, the Firm reserves the right to terminate its representation of you prior to the conclusion of our services, subject to such permission from any court or tribunal as may be required under the circumstances. In such event, we will provide you with reasonable notice of our decision to terminate and afford you a reasonable opportunity to arrange for successor lawyers, and we will assist you and your successor lawyers in effecting a transition of the engagement. Reasons for the Firm's termination may include your breach of our Engagement Contract including, without limitation, failure to pay outstanding statements in a timely manner as set forth above, the risk that continued representation may result in our violation of applicable rules of professional conduct or legal standards or of our obligations to any tribunal or third parties, your failure to give us clear or proper direction as to how we are to proceed or to cooperate in our representation of your interests, or other good cause.

C. Termination Upon Conclusion

Unless it is previously terminated, the Firm's representation of you, and our lawyer-client relationship with you, will terminate automatically as of the date of the last task performed by the Firm, regardless of whether (1) the Firm sends you a closing letter, (2) the Firm sends you invoices for unpaid expenses or fees, (3) a matter for you is open in the Firm's accounting records, or (4) the Firm refers to any matter for you on its website.

D. Post-Engagement Matters

After the conclusion or termination of our representation of you as described in our engagement letter and these Terms, changes in relevant laws, regulations or decisional authorities may affect your rights and obligations. Unless you engage the Firm to provide future services and to advise you with respect to any issues that may arise in the future as a result of such changes, we will have no continuing obligation to advise you with respect to future legal developments.

OUR COMMUNICATIONS WITH CLIENTS

The Firm's lawyers strive to keep our clients reasonably informed about the status of our engagements and promptly to comply with reasonable requests for information. To enable us to provide effective representation, you agree to be truthful and to cooperate with us in the course of the engagement and to keep us reasonably informed of material developments.

If there are particular limitations on how you would like us to communicate with you, please advise us in advance about your preferences. Unless you advise

us to the contrary, however, we will assume that communication by e-mail is acceptable to you. Absent special arrangements, we do not employ encryption technologies in our electronic communications.

CONFIDENTIALITY

A. Confidentiality and Disclosure

We owe a duty of confidentiality to all our clients. Accordingly, you acknowledge that we will not be required to disclose to you, or use on your behalf, any documents or information in our possession with respect to which we owe a duty of confidentiality to another client or former client.

Information regarding standard hourly rates and other charges established by the Firm is proprietary to the Firm. Information regarding the Firm's security procedures, policies, and systems is proprietary and confidential to the Firm. Disclosure of this information to outside parties poses a significant security risk to the Firm and its clients. Accordingly, you agree not to disclose such information to third parties without the Firm's prior written consent. In the event that you are served with a demand or legal process that you believe requires you to disclose such information, you agree to notify the Firm immediately of such demand or process, and to reasonably cooperate with the Firm in protecting the Firm's proprietary and confidential information from disclosure without the Firm's consent.

Notwithstanding any provisions to the contrary the Firm acknowledges that you are subject to the Washington Public Records Act and therefore materials designated as confidential may be subject to disclosure under the Act.

B. Disclosure to Certain Third Parties

You agree that we may, when required by our insurers, auditors or other advisers, provide details to them of any matter or matters on which we have represented you.

C. Disclosure to Other K&L Gates Entities

You agree that we may disclose confidential information relating to you, or any matters on which we are representing you, to other K&L Gates entities.

D. Disclosure of Representation

You agree that, in Firm brochures, attorney biographies, and other materials or information about our practice, we may indicate the general nature of our representation of you, your identity as a Firm client, and examples of engagements handled on your behalf. Consistent with our ethical obligations, we will not disclose any confidential information. If you do not

wish to have your name mentioned in our materials, please so inform us in writing.

E. Internet/Cloud-Based Services and Data Protection

Any information, including personal data, that K&L Gates collects in our global legal practice may be controlled, stored and processed in, and transferred among, any of our offices and with such contractors, vendors, consultants, professional advisors, and other service providers as we engage to assist us in our practice or to meet our clients' legal needs (collectively, "contractors"), and may be transferred to and through any country, including countries that may not have privacy (data protection) legislation and regulations comparable, for example, to countries in the European Economic area. The location of our offices and of such contractors may change from time to time, and we may acquire offices and engage contractors in other countries at any time.

In addition, we may use internet/cloud-based infrastructure, services and applications for storing information and files, sharing information with clients and contractors, and for ease of access. These internet/cloud-based services and applications may include, among others, email, mobile phone applications, voice services, electronic data/document websites, appointment/event tracking, contact information storage, time tracking, file sharing with you and other authorized persons or entities, and file synchronization services to keep such information up to date. We understand that, in engaging the Firm, you expressly consent to all such control, storage, processing and transfers.

Whether we control, store, or process this information in our offices or with internet/cloud-based service providers or other contractors, we have an obligation under the applicable rules of professional conduct to protect your confidential information and not reveal such information without your informed consent. We are therefore advising you of the likelihood that during the course of this engagement we may use internet/cloud-based services and applications in your representation. Consistent with applicable rules and ethics opinions, we will take reasonable steps to prevent the disclosure of confidential information, including reviewing the various policies, procedures, and security safeguards that any internet/cloud-based service providers have in place. Although the use of these services and applications involves some degree of risk that third parties may access confidential information, we believe and, by signing this letter, you agree that the benefits of using these services and applications outweigh the risk of any accidental disclosure.

When we handle personal data in connection with the services we provide to you, including any data

we outsource to internet/cloud-based service providers or other contractors or share within our offices around the world, we will comply with applicable data privacy regulations (e.g., the EU General Data Protection Regulation 2016/679, the California Consumer Privacy Act, the Chinese Personal Information Protection Law).

CONFLICTS OF INTEREST

The Firm's lawyers, acting in a variety of practice areas and in multiple jurisdictions, provide and will provide legal services to thousands of current clients and future clients. Those clients may be competitors, customers, suppliers or have other business dealings and relationships inter se. As a result, those clients may have matters in which their interests are actually or potentially adverse to one another.

In these circumstances, the Firm's ability 1) to represent you in any matter involving, directly or indirectly, another client, and 2) to represent as a client any individual or entity that is or has been adverse to you will be governed exclusively by applicable rules of professional conduct, unless otherwise agreed to by you and the Firm and, as appropriate, any other Firm client. To allow the Firm to represent both you and other current and future clients in pending or future matters to the fullest extent consistent with applicable ethical restrictions, we request our clients to agree to a limited waiver of certain actual or potential conflicts of interest.

Specifically, by this engagement, (1) you agree that the Firm can represent other clients whose interests are actually or potentially adverse to you and can represent as a client any individual or entity that is or has been adverse to you, provided that: (a) the matter is not substantially related to any current or concluded matter in which the Firm has represented you; (b) in carrying out any such other representation, the Firm shall not violate the duty of confidentiality that we owe to you; and, (c) prior to undertaking the other representation, the Firm has reasonably concluded, in the existing circumstances, including this consent, that the Firm can provide competent and diligent representation to you and each other affected client and that the other representation complies with applicable ethical standards; and, (2) you agree that you will not seek to disqualify us from representing other clients with respect to any matters where such provisos are satisfied.

You further agree that, if you choose to withdraw your consent to the Firm's representation of another client in any such other representation, you will, at our request, engage other counsel, and, after any brief and reasonably necessary transition period (for which we will not bill you), you will permit us to terminate our representation of you unless any rule or statute or tribunal with jurisdiction precludes us from doing so.

We have a large and diverse transactional patent practice. You agree that no conflict of interest is presented when, on behalf of other Firm clients, we render patentability, infringement and validity opinions regarding, and advance patentability arguments over, patents and/or patent applications owned, licensed or controlled by you, but not handled by our law firm. In order to avoid any misunderstanding, we request that our clients, by accepting our engagement letter and these Terms, confirm that they do not think it is a conflict of interest (or that any conflict of interest is waived) when we opine for one client with respect to a patent owned by another client of the firm or distinguish same during prosecution of a patent application.

We also have a large and diverse transactional trademark practice. You agree that no conflict of interest is presented when, on behalf of other Firm clients, we render registrability, infringement and validity opinions regarding, and advance registrability arguments over, registered or unregistered trademarks and/or trademark registration applications owned, licensed or controlled by you, but not handled by our law firm. In order to avoid any misunderstanding, we request that our clients, by accepting our engagement letter and these Terms, confirm that they do not think it is a conflict of interest (or that any conflict of interest is waived) when we opine for one client with respect to a trademark owned by another client of the firm or distinguish same during prosecution of a trademark application.

The Firm represents various third party funders ("TPFs") that provide financing for, without limitation, court based litigation, arbitration proceedings, and court judgment and arbitral award enforcement proceedings in various countries around the world (collectively, "Financing Activities"). There may be situations (known or unknown to the Firm) in which a client of the Firm (which we do not represent in relation to its Financing Activities) is providing or has provided financing to the adverse party in a matter in which the Firm is representing you. The Firm has determined that it would be able to provide competent and diligent representation to both the TPF and you in such a situation and that our representation of each will not be materially limited by our responsibilities to the other. As a condition of this engagement, you consent to the Firm's representation of you and TPFs (in matters unrelated to our work for you). In the event you seek funding or related services (known or unknown to the Firm), from TPFs, you agree that the Firm will not consider the TPF to be a client of the Firm solely as a result of the TPF providing funding and related services to you. Furthermore, you agree the Firm is in no way precluded from representing other clients in any matters adverse to TPFs that have provided or are currently providing financing or related services to you.

Finally, you agree that, for the purposes of determining whether any conflict may exist, only the client(s) identified in our engagement letter, and not any

affiliated entity or person, shall be considered our client.

SANCTIONS

The firm and its lawyers are subject to legal requirements relating to international sanctions enforced in various jurisdictions. These various laws and regulations may at any time impose restrictions or prohibitions on our ability to continue work on your matter due to the parties or activity involved. In such event, we may have legal obligations, or otherwise determine it is appropriate, to take certain steps including potentially reporting matters to relevant authorities and pausing or stopping work for you immediately. Where appropriate we also may decide to apply for a government license under which work may be permitted to continue, but we are under no obligation to do so. Should additional work become necessary as a result of international sanctions, we will advise you about the estimated costs and timescales that may be involved.

OPPOSING LAWYERS

In addition to our representation of business and not-for-profit entities as well as individuals, we also regularly serve as legal counsel to lawyers and law firms. From time to time, we engage other lawyers and law firms to represent us. As a result, opposing lawyers in a matter may be a lawyer or law firm that we represent now or may represent in the future. Likewise, opposing lawyers in a matter may represent us now or in the future. Further, we have professional and personal relationships with many other lawyers, often because of our participation in professional organizations. Collectively, these situations are common in the legal field. We believe that these relationships with other lawyers will not adversely affect our ability to represent you.

DOCUMENT RETENTION

Your original hard copy documents and property, described further below, will be returned to you upon request at the conclusion of our representation of you and upon our receipt of payment for outstanding fees and other charges, subject to applicable Rules of Professional Conduct. At that time, you also will have the opportunity to receive the remainder of your client file (other than any original documents previously returned to you). Some K&L Gates offices maintain files in a digital image format. If you request your file from any of those offices, we will provide it in an electronic format on a CD, DVD or other medium. Should you decide not to accept your remaining file at that time, you authorize us to destroy your files at our discretion. If you do not request the return of your file at the time our representation of you is concluded, we may retain or destroy the file without further notice to you.

Original documents and property, if not returned to you for any reason, will be designated for permanent retention and will not be destroyed without your prior approval. Such items include, but are not limited to, money orders, travelers checks, stocks and bonds, final executed releases, settlement agreements, contracts and sale or purchase agreements, judgments, deeds, titles, easements, wills and trusts, powers of attorney and all other dispositive estate planning documents.

You agree that our drafts of documents, notes, internal working papers, internal e-mail and electronic databases shall be and remain the property of K&L Gates LLP and shall not be considered part of your client file.

The Firm retains the right to make copies of your file, at our expense, for our own information and retention purposes.

FIRM LAWYERS' PRIVILEGE

We believe it is in your interest as well as the Firm's interest that, in the event ethical or other legal issues arise during our representation of you, including conflict of interest issues or potential disputes between us, the Firm lawyers working on your behalf are able to receive informed, confidential advice regarding their obligations. Accordingly, if we determine in our discretion that it is necessary or advisable for Firm lawyers to consult with our internal or outside counsel, you agree that they may do so and that you recognize the Firm has a lawyer-client privilege protecting the communications between the Firm lawyers working on your behalf and the Firm's internal or outside counsel.

NEW YORK FEE DISPUTE PROCESS

If any of our New York licensed lawyers work on this matter and if a material portion of the legal services we provide to you takes place in New York, you may have an option to invoke arbitration should a fee dispute arise between you and us during or at the conclusion of this engagement. Specifically, in any civil matter where the fee dispute involves a sum of up to \$50,000, you may have a right to compel resolution by binding arbitration. In addition, whether or not binding arbitration is available, both you and we are encouraged to seek resolution of lawyer-client disputes, including fee disputes, through mediation, and the New York Courts and Bar have established a program for mediation of such disputes by an impartial mediator. In the event that any fee dispute should arise in this engagement which is not promptly and satisfactorily resolved between us, we shall furnish you with further details concerning the procedures and effects of arbitration and mediation, so that you can make an informed decision as to how to proceed in the circumstances.

CLIENT RESPONSIBILITIES

It is possible that you may have insurance policies relating to the matter that is the subject of our engagement. You should carefully check the insurance policies you have purchased and, if coverage may be available, you should provide notice to all insurers that may provide such coverage as soon as possible. Although we will be pleased to assist you in assessing the potential for coverage under any policies you may have, our engagement will not include advising you with respect to the existence or availability of insurance coverage for matters within the scope of our engagement unless you supply us with copies of your insurance policies and expressly request our advice on the potential coverage available under such policies.

SEVERANCE OF TERMS

If all or any part of our Engagement Contract is or becomes illegal, invalid or unenforceable in any respect, then the remainder will remain valid and enforceable.

THIRD PARTY RIGHTS

No provision of our Engagement Contract is intended to be enforceable by any third party. Accordingly, no third party shall have any right to enforce or rely on any provision of our Engagement Contract.

ASSIGNMENT**A. Permitted Assignment**

We may assign the benefit of our Engagement Contract to any partnership or corporate entity that carries on the business of K&L Gates-US in succession to us and you will accept the performance by such assignee of the Engagement Contract in substitution for our performance. References in these Terms (other than in this paragraph) and in any relevant engagement letter to the Firm or to K&L Gates-US shall include any such assignee.

B. Other Assignment

Subject to the foregoing paragraph, neither you nor we shall have the right to assign or transfer the benefit or burden of our Engagement Contract without the written consent of the other party.

DEFINITIONS

In these Terms a reference to a “**matter**” is to a transaction, case or other matter as to which at any time you have engaged us to represent you; and, any reference to “**our services**” is to the legal services to be provided by us to you as described in our

engagement letter and any other legal services provided by us to you at any time in relation to a matter.

INCONSISTENCIES

In the event of any inconsistency between our engagement letter and these Terms, the engagement letter shall prevail.

RESOLVING PROBLEMS AND DISPUTES

If you have any complaints or concerns about our work for you, please raise these in the first instance with the lawyer responsible for your engagement or with the Firm’s Chairman or Global Managing Partner. We will investigate your complaint promptly and carefully and do what we reasonably can to resolve the difficulties to your satisfaction.

APPLICATION OF TERMS

These Terms supersede any earlier terms of business we may have agreed with you and, in the absence of express agreement to the contrary, will apply to the services referred to in any engagement letter accompanying these Terms and all subsequent legal services we provide to you.

Dated: March 30, 2023

K&L GATES LLP

SCHEDULE OF STANDARD CHARGES

2023

DESCRIPTION OF CHARGE: =====	STANDARD CHARGE =====	UNIT BASIS =====
Photocopying/Image Printing	\$0.20	Each copy
Color Copying/Printing	\$1.00	Each copy
Media Duplication	\$25.00	Per CD/DVD

Legal Research: The Firm pays for Lexis and Westlaw under monthly fixed fee contracts. The actual, monthly fixed fee is allocated to all users of the database each month, and client charges for such usage are directly proportional to the actual research conducted on their behalf.

Secretarial Overtime: As required by client specific circumstances, secretarial overtime will be charged at the Firm's average hourly rate for secretarial overtime.

The following are examples of items that will be charged at their out-of-pocket cost to K&L Gates:

Courier (Federal Express, UPS, etc.)

Business Meals

Off-site Storage Retrieval



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-073
June 24, 2024
Consent Agenda

Item 4.

AGENDA BILL INFORMATION

TITLE:	AB24-073: Authorization for continued legal services with K&L Gates	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Move to approve an additional \$80,000 for continued legal representation with K&L Gates.	<input checked="" type="checkbox"/> Action Needed: <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Mike Chambless	6/3/2024
	Finance	Janna Walker	6/11/2024
	Legal	David Linehan	6/3/2024
	City Administrator	Mike Chambless	6/13/2024

DEPARTMENT:	Administration		
STAFF:	Deana Dean, City Clerk		
COMMITTEE:	Finance & Administration	COMMITTEE DATE: June 18, 2024	
EXHIBITS:	1. Engagement Letter		

AMOUNT OF EXPENDITURE	\$ 80,000
AMOUNT BUDGETED	\$ 11,257,982
APPROPRIATION REQUESTED	\$ 0

SUMMARY

INTRODUCTION

The City entered into an engagement letter with K&L Gates on June 6, 2023, for legal services related to fee-to-trust, fee-for-service, and other legal matters. The City has exceeded the \$50,000 spending threshold and seeks Council approval for an additional \$80,000 for continued legal representation.

ANALYSIS

Administration is actively engaged with K&L Gates on several legal matters and is seeking Council approval as required under the Financial Management Policies.

BUDGET IMPACTS

Administration recommends approving expenditures up to \$80,000 for continued legal representation with K&L Gates. The 2023-24 amended budget appropriates \$11,257,982 for General Fund (#001) administration activities. Currently, \$8,094,064 has been spent in the current biennium, with \$416,538 in outstanding contract value and an estimated \$1,369,472 in current employees' salary and benefits payable for the remainder of the biennium. With the addition of an estimated \$80,000 payable to K&L Gates, the remaining Biennial Budget appropriation is \$1,297,908, as shown within the table on the following page. Therefore,

sufficient appropriation exists within the 2023-2024 Biennial Budget (General Fund #001) to fund the expenditure.

General Fund Administration (#001)

2023-2024 Amended Biennial Budget	
Beginning Budget	\$ 11,257,982
Expenditures	\$ (8,094,064)
Outstanding Contract Value <i>(Previously Approved)</i>	\$ (416,538)
Estimated Labor Value for Remainder of Biennium (City Employees)	\$ (1,369,472)
Current Available Budget	\$ 1,377,908
Value of this Contract <i>(AB24-073)</i>	\$ (80,000)
Available Budget after AB24-073	\$ 1,297,908

PROPOSED ACTION

Move to approve an additional \$80,000 for continued legal representation with K&L Gates.

From: Patterson, Dawnelle <dawnelle.patterson@klgates.com>
Sent: Monday, October 6, 2025 10:18 AM
To: Robert Thrall <RThrall@snoqualmiewa.gov>
Cc: Dena Burke <DBurke@snoqualmiewa.gov>
Subject: RE: 2026 Billing Rates

CAUTION: This email originated from outside the City of Snoqualmie. **Do not click links or open attachments** unless you recognize the sender and know the content is safe.

Hello! Here are our rates for the timekeepers we expect to bill time on your behalf.

David Wang: \$685.00
Ben Mayer: \$800.00
Bart Freedman: \$875.00

Please note that Bart's time will remain flat through 2026. He will continue to bill at his 2025 rate through 2026.

Please let me know if you need additional information.
Thank you,
Dawnelle

From: Robert Thrall <RThrall@snoqualmiewa.gov>
Sent: Monday, October 06, 2025 9:02 AM
To: Patterson, Dawnelle <dawnelle.patterson@klgates.com>
Cc: Dena Burke <DBurke@snoqualmiewa.gov>
Subject: 2026 Billing Rates

Hi Dawnelle,

When you have a moment, can you please provide us with your 2026 Billing Rates?

Thank you,
Robert

Robert Thrall
Legal Asst/Deputy City Clerk
City of Snoqualmie

425.888.1555 | 425.681.1798
rthrall@snoqualmiewa.gov



NOTICE OF PUBLIC DISCLOSURE: Any correspondence from or to this e-mail account may be a public record. Accordingly, this email, in whole or in part, may be subject to disclosure pursuant to 42.56 RCW.

This electronic message contains information from the law firm of K&L Gates LLP. The contents may be privileged and confidential and are intended for the use of the intended addressee(s) only. If you are not an intended addressee, note that any disclosure, copying, distribution, or use of the contents of this message is prohibited. If you have received this e-mail in error, please contact me at dawnelle.patterson@klgates.com.

Council Agenda Bill

AB Number

AB25-114

Agenda Bill Information

Title*

Agreement for Attorney Legal Services with Madrona Law PLLC

Action*

Motion

Council Agenda Section

Committee Report

Council Meeting Date*

11/24/2025

Staff Member

Dena Burke

Department*

Legal

Committee

Finance and Administration

Committee Date

11/18/2025

Exhibits

Packet Attachments - if any

x2 Madrona Law Group, PLLC Agreement 2025-26.docx

38.43KB

x1 Res xxxx Madrona Law.docx

16.71KB

Summary

Introduction*

Brief summary.

Sound legal advice is essential for a city to operate effectively, responsibly, and in the best interest of its residents. Ensuring full legal advice mitigates legal and financial risks by ensuring that City policies, contracts, and actions comply with local, state, and federal laws. Legal counsel also plays a critical role in protecting the city's assets and interests: whether defending against litigation, negotiating agreements, or advising on land use and development. Moreover, it supports transparent and accountable governance by guiding elected officials and staff through complex regulatory frameworks, ethical standards, and procedural requirements. Robust legal advice is a cornerstone of a well-functioning municipal government.

Legal needs within a municipal government are inherently difficult to forecast, often emerging with little warning and requiring immediate attention. From sudden litigation and regulatory changes to urgent land use disputes or personnel matters, the City must be prepared to respond swiftly to protect public interests and ensure compliance with the law. These situations frequently demand specialized legal expertise and rapid decision making, which means it essential to have flexible access to outside counsel. The

unpredictable and high-paced nature of municipal legal issues underscores the importance of maintaining responsive legal support to mitigate risk and uphold effective governance.

Proposed Motion

Move to adopt Resolution 1735 approving the Madrona Law PLLC Agreement and authorizing the Mayor to sign.

Background/Overview*

What was done (legislative history, previous actions, ability to hyperlink)

On May 11, 2023, the City of Snoqualmie entered into an agreement with Madrona Law Group, PLLC (Madrona) for Interim City Attorney and legal services, with a not-to-exceed compensation amount of \$50,000. As the City's legal needs evolved, the agreement was amended twice: first, on June 26, 2023, increasing the compensation cap to \$295,865; and, again on October 28, 2024, raising the limit to \$508,194.

Throughout 2025, the City of Snoqualmie encountered a series of high-profile, emergent legal challenges that demanded substantial legal support. The urgency of these matters was further compounded by a staffing gap, as the Legal Assistant–Deputy City Clerk position was vacant from March to August 2025. During this period, Madrona provided critical legal guidance. As a result of the intensive support required, the contracted compensation amount was exceeded and now must be reconciled.

Although the City no longer requires Interim City Attorney services, Madrona continues to serve as a trusted legal advisor, particularly in specialized areas such as land use. Given the unpredictable and often urgent nature of municipal legal needs, the City seeks to enter into a new agreement with Madrona to ensure continued access to outside legal counsel on an as-needed basis.

The proposed agreement includes a not-to-exceed amount of \$150,000 and has a term that ends December 31, 2026. This allocation will reconcile the prior contract overage and provide funding for ongoing legal services, allowing the City to remain responsive and well-supported in its legal affairs.

Analysis*

The attached agreement is for Madrona to provide legal services on an as needed basis. The Staff recommendation is to approve the agreement.

Budgetary Status*

This is an extra-budget expenditure.

Budget Summary

The City budgeted \$4,374,673 for Administrative Departments Services (#001) within the 2025-26 Biennial Budget. Currently, \$2,097,622 has been spent, with \$61,998 encumbered for existing contracts, leaving \$2,215,052 for additional expenditures. After including a contract amendment of \$150,000 with Madrona Law Group PPLC, \$45,321 of which has already been already spent, Administrative Departments Services (#001) would have an available budget of \$2,110,373. See the table below on the following page.

While there is currently sufficient appropriation remaining to fund the contract amendment, based on current budget forecasts the City would likely require an amendment in the amount of \$104,679. This amendment would be separate from the mid-biennium amendment detailed in AB25-107 and would be brought forward in 2026.

Fiscal Impact

Amount of Expenditure	Amount Budgeted	Appropriation Requested
\$150,000.00	\$4,374,673.00	\$104,679.00

Fiscal Impact Screenshot

Administrative Departments Services (#001)

2025-26 Biennial Budget	
Beginning Budget	\$ 4,374,673
Expenditures	\$ (2,097,622)
Outstanding Contract Value	\$ (61,998)
Current Available Budget	\$ 2,215,052
Cost of AB25-114	\$ (104,679)
Available Budget after AB25-114	\$ 2,110,373

RESOLUTION NO. 1735**A RESOLUTION OF THE CITY OF SNOQUALMIE, WASHINGTON,
AUTHORIZING THE SIGNING OF AN AGREEMENT FOR LEGAL
SERVICES WITH MADRONA LAW GROUP PLLC**

WHEREAS, the City of Snoqualmie and Madrona Law Group, PLLC (Madrona) entered into an agreement for Interim City Attorney and Legal Services on May 11, 2023 with the not to exceed compensation amount of the agreement of \$50,000. This agreement with Madrona provided for an Interim City Attorney and legal services; and,

WHEREAS, the first amendment to the agreement was entered on June 26, 2023. This amendment increased the not to exceed compensation amount of the agreement to \$295,865; and,

WHEREAS, the second amendment to the agreement was entered on October 28, 2024. This amendment increased the not to exceed compensation amount of the agreement to \$508,194; and,

WHEREAS, in 2025 there were several high-profile and fast paced legal issues and lawsuits the City was involved in; and,

WHEREAS, Madrona provided legal support as the City navigated complex and emergent legal issues, and the contracted amount has been exceeded and must be reconciled; and

WHEREAS, Madrona still provides legal services to the City. The scope of the services has changed since the agreement was first entered. The City no longer requires Madrona to provide Interim City Attorney services, but Madrona continues to play a pivotal role, advising on an array of legal matters for the City; and,

WHEREAS, legal needs are difficult to predict and are high paced in nature, requiring assistance from outside counsel at times on an urgent basis to protect the City and mitigate risk; and,

WHEREAS, the City anticipates requiring assistance in specialized areas of law, particularly land use; and,

WHEREAS, the City now looks to enter into a new agreement with Madrona for legal services. This agreement will allow for Madrona to continue to provide legal services for the City on an as needed basis; and,

WHEREAS, the new agreement with Madrona has a not to exceed amount of \$150,000 and expires on December 31, 2026, which will cover and reconcile the prior contract overage and provide additional allocation for 2026.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Snoqualmie as follows:

SECTION 1. New Service Agreement. The Mayor is authorized to sign the new agreement for legal services with Madrona attached as Exhibit A.

SECTION 2. Effective Date. This resolution shall be effective immediately upon the adoption.

SECTION 3. Corrections by the City Clerk. Upon approval of the City Attorney, the City Clerk is authorized to make necessary corrections to this resolution, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or resolution numbering and section/subsection numbering.

PASSED by the City Council of the City of Snoqualmie, Washington, this 24th day of November 2025.

Katherine Ross, Mayor

ATTEST:

Deana Dean, City Clerk

AGREEMENT FOR LEGAL SERVICES

This Agreement for Legal Services ("Agreement") is made on this 24 day of November, 2025, between Madrona Law Group, PLLC ("Madrona") and the City of Snoqualmie ("Client").

SECTION 1. LEGAL SERVICES.

Madrona shall provide legal services to Client as requested and directed by the Mayor, City Councilmembers, City Administrator, or City Attorney. David Linehan will be the lead attorney for Madrona in representing Client under this Agreement. Mr. Linehan may delegate assignments (or portions thereof) to other lawyers at the firm, or collaborate with such other lawyers, when doing so will enable Client to benefit from additional expertise or efficiency. If Mr. Linehan is unable to attend a specific meeting, another lawyer at the firm will provide coverage upon sufficient notice.

SECTION 2. RESPONSIBILITIES OF ATTORNEYS AND CLIENT.

Madrona will perform the legal services called for under this Agreement in accordance with the rules of professional responsibility for attorneys in Washington State, keep Client informed of progress and developments, and respond promptly to Client's inquiries and communications. Client will be truthful and cooperative with Madrona, keep Madrona reasonably informed of developments, and timely make any payments required by this Agreement.

SECTION 3. COMPENSATION.

- A. Client will pay Madrona for the legal services provided under this Agreement pursuant to the fees listed in Exhibit A, up to a maximum of one hundred and fifty thousand dollars (**\$150,000**). Madrona will charge in increments of one tenth of an hour, rounded off for each particular activity to the nearest one tenth of an hour. The minimum time charged for any particular activity will be one tenth of an hour. Madrona will charge for all activities undertaken in providing legal services to Client under this Agreement, including, but not limited to, the following: attending meetings and conferences; reviewing and preparing correspondence and legal documents; performing legal research and writing legal opinions; and engaging in telephone calls and video conferences. When travel is necessary, Madrona may charge for their reasonable travel time at Madrona's regular hourly rates. When two or more of Madrona's personnel are engaged in working on a matter at the same time, such as in conferences between them, the time of each will be charged at his or her hourly rate.
- B. Madrona will review their hourly rates once per year. If, while this Agreement is in effect, Madrona implement an increase in the hourly rates being charged to clients, that increase may be applied to fees incurred under this Agreement, but only with

respect to services provided thirty (30) days or more after written notice of the increase is mailed to Client. Rate adjustments will typically be effective January 1 of the year following such written notice without the need for a written amendment to this Agreement. If Client declines to accept the increased rates, the parties may negotiate an alternate rate, or Client may terminate this Agreement by written notice effective when received by Madrona, provided Client executes and returns a substitution-of-attorney form immediately on its receipt from Madrona if Madrona is Client's attorney of record in any proceeding.

SECTION 4. COSTS.

- A. Client will pay all costs in connection with Madrona's representation of Client under this Agreement. Costs may be advanced by Madrona and then billed to Client. Costs include, but are not limited to, court filing fees, deposition costs, expert fees and expenses, investigation costs, messenger service fees, postage fees, photocopying expenses, and process server fees.
- B. Madrona shall not charge Client for mileage costs, nor for long-distance telephone charges. In addition, Madrona shall not charge Client for legal research fees incurred by Madrona as part of their standard use of any online legal research database. Extraordinary legal research costs may be billed to the Client upon Client's approval.

SECTION 5. STATEMENTS.

- A. Madrona shall render to Client a statement for fees, costs, and expenses incurred on a periodic basis (generally monthly). Such statement(s) shall indicate the basis of the fees, including the hours worked, the hourly rate(s), and a brief description of the work performed. Separate billing categories can be established to track costs associated with Client funding categories or to track project costs, or such other basis as the Client may direct. Reimbursable costs shall be separately itemized.
- B. Payments shall be made by Client within thirty (30) days of receipt of the statement, except for those specific items on an invoice which are contested or questioned and are returned by Client with a written explanation of the question or contest, within thirty (30) days of receipt of the invoice. Payments made more than thirty (30) days after the due date shall draw interest at the rate of 12% per annum.

SECTION 6. INDEPENDENT CONTRACTOR.

Madrona shall perform all legal services required under this Agreement as an independent contractor of Client, and shall remain, at all times as to Client, a wholly independent contractor with only such obligations as are required under this Agreement. Neither Client, nor any of its employees, shall have any control over the manner, mode, or means by which Madrona, its agents or employees, render the legal services required

under this Agreement, except as otherwise set forth and as required by the rules of professional conduct applicable to Madrona. Client shall have no voice in the selection, discharge, supervision or control of Madrona's employees, servants, representatives, or agents, or in fixing their number, compensation, or hours of service.

SECTION 7. INSURANCE.

Madrona shall maintain for the duration of this Agreement professional liability insurance with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit. Madrona shall provide Client with written notice of any policy cancellation within two business days of their receipt of such notice. Failure on the part of Madrona to maintain the insurance as required shall constitute a material breach of contract, upon which Client may, after giving five business days' notice to Madrona to correct the breach, immediately terminate the contract.

SECTION 8. NOTICES.

Notices required pursuant to this Agreement shall be given by personal service upon the party to be notified, or by delivery of same into the custody of the United States Postal Service, or its lawful successor; postage prepaid and addressed as follows:

CLIENT:

City of Snoqualmie
Attn: Dena Burke, City Attorney
38624 SE River Street
Snoqualmie, WA 98065

ATTORNEYS:

Madrona Law Group, PLLC
14205 SE 36th Street
Suite 100, PMB 440
Bellevue, WA 98006

Service of a notice by personal service shall be deemed to have been given as of the date of such personal service. Notice given by deposit with the United States Postal Service shall be deemed to have been given on the second consecutive business day following the deposit of the same in the custody of said Postal Service. Either party hereto may, from time to time, by written notice to the other, designate a different address or person which shall be substituted for that specified above.

SECTION 9. TERM.

- A. This Agreement shall take effect upon mutual execution by the parties and shall remain in full force and effect until December 31, 2026 unless terminated by either party hereto. Client may discharge Madrona at any time. Madrona may withdraw

from Client's representation at any time, to the extent permitted by law and the Rules of Professional Conduct, upon thirty (30) days' notice to Client, unless a shorter period is agreed to by Client.

- B. In the event of termination or withdrawal, Client will pay Madrona professional fees and costs, in accordance with this Agreement, for all work done (and costs incurred) through the date of cessation of legal representation.

SECTION 10. CONFLICTS.

Madrona has no present or contemplated engagements which are adverse to the Client. Madrona agrees that they shall not represent any other client in a matter (either litigation or non-litigation) in which Madrona's representation would be adverse to the Client. If, in the future, the Client asks Madrona to represent the Client in a matter that is adverse to another current or former client of Madrona, Madrona will determine whether and under what circumstances Madrona may undertake such representation and, if appropriate, seek informed consent(s) from affected parties.

SECTION 11. GENERAL PROVISIONS.

This Agreement sets forth the entire agreement of the parties. Any amendments must be in writing and signed by both parties. This Agreement shall be construed, performed, and enforced in accordance with the laws of the State of Washington. If any provision of this Agreement is held to be invalid, illegal, or unenforceable, the remaining portions of this Agreement shall remain in full force and effect and construed so as to best effectuate the original intent and purpose of this Agreement.

AGREED TO AND ACKNOWLEDGED BY:

CITY OF SNOQUALMIE

MADRONA LAW GROUP, PLLC

By: _____
Katherine Ross, Mayor

By: _____
David A. Linehan, Member

Dated: _____

Dated: _____

APPROVED AS TO FORM:

By: _____
Dena Burke, City Attorney

Dated: _____

EXHIBIT A
MADRONA LAW GROUP, PLLC
2026 HOURLY RATES

ATTORNEYS:

Laurie Halvorson	\$315
Eileen M. Keiffer	\$415
David A. Linehan	\$415
Kim Adams Pratt	\$415
Ann Marie J. Soto	\$415
Karen Stambaugh	\$345
Rachel B. Turpin	\$415

STAFF:

Paralegal	\$180
Legal Assistant	\$90



CITY COUNCIL ROUNDTABLE MEETING, 6:00 PM
CITY COUNCIL REGULAR MEETING, 7:00 PM
Monday, November 24, 2025
Snoqualmie City Hall, 38624 SE River Street & Zoom

MAYOR & COUNCIL MEMBERS

Mayor Katherine Ross

Councilmembers: Ethan Benson, Cara Christensen, Catherine Cotton, Bryan Holloway, Jo Johnson, Louis Washington, and Robert Wotton

This meeting will be conducted in person at Snoqualmie City Hall and remotely using Zoom.

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **813 0614 8787** and Password **1800110121** if prompted.

Join by Internet: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **813 0614 8787**; Enter Password **1800110121**

ROUNDTABLE AGENDA, 6 PM

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

SPECIAL BUSINESS

1. Executive Session pursuant to RCW 42.30.110(1)(b) To consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.
2. Executive Session pursuant to RCW 42.30.110(1)(i) To discuss with legal counsel representing the agency matters relating to agency enforcement actions, or to discuss with legal counsel representing the agency litigation or potential litigation to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

ADJOURNMENT

REGULAR AGENDA, 7 PM

CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

Presentations

3. SnoValley Chamber of Commerce

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

(NOTE: No online public comments will be accepted during the meeting. Written comments are encouraged and may be submitted via in-person drop off, mail, or e-mail to cityclerk@snoqualmiewa.gov. All written comments must be received by 3:00 p.m. on the day of the scheduled meeting.)

CONSENT AGENDA

4. Approve the City Council Meeting Minutes dated November 10, 2025.
5. Approve the Claims Report dated November 24, 2025.
6. **AB25-109:** Appointment of Municipal Court Judge

ORDINANCES

7. **AB25-092:** Ordinance Adopting Snoqualmie School District Impact Fees for 2026
Proposed Action: Move to approve Ordinance 1312 updating the Snoqualmie Valley School District's Impact Fees for 2026.
8. **AB25-103:** Critical Areas Ordinance
Proposed Action: Move to approve Ordinance 1313 amending Snoqualmie Municipal Code Title 19 Chapter 19.12 related to Critical Areas.
9. **AB25-104:** Ordinance Certifying an Increase in Property Taxes
Proposed Action: Move to approve Ordinance 1311 certifying an increase in regular property tax revenue for the fiscal year commencing January 1, 2026.
10. **AB25-105:** Property Tax Levy Ordinance
Proposed Action: Move to approve Ordinance 1310 levying regular property taxes for the fiscal year commencing January 1, 2026.
11. **AB25-107:** 2025-2026 Mid-Biennium Amendment
Proposed Action: Move to approve Ordinance 1309 amending the 2025-2026 biennial budget.
12. **AB25-120:** Electric Motorcycle Ordinance
Proposed Action: First Reading of Ordinance 1315.

COMMITTEE REPORTS

Public Safety Committee:

Community Development Committee:

13. **AB25-116:** Puget Sound Regional Council (PSRC) Conditional Certification to 2024 Comprehensive Plan
Proposed Action:

Parks & Public Works Committee:

14. **AB25-110:** Eastside Transportation Agreement

Proposed Action:

15. **AB25-111:** Amendment of Class IV Work Crew Master Agreement with Washington State Department of Corrections

Proposed Action:

16. **AB25-117:** Amendment of Landscape Maintenance Agreement for Facilities

Proposed Action:

17. **AB25-118:** Amendment of Landscape Maintenance Agreement for Mini-Parks

Proposed Action:

18. **AB25-119:** Amendment of Landscape Maintenance Agreement for Snoqualmie Parkway and Right-of-Way's

Proposed Action:**Finance & Administration Committee:**

19. **AB25-112:** Authorization for Continued Legal Services with K&L Gates

Proposed Action:

20. **AB25-114:** Agreement for Attorney Legal Services with Madrona Law PLLC

Proposed Action:**Committee of the Whole:****REPORTS**

21. Mayor's Report
22. Commission/Committee Liaison Reports

ADJOURNMENT

Accommodation: Requests for assistance or accommodations can be arranged by contacting the City Clerk by phone at (425) 888-8016 or by e-mail at cityclerk@snoqualmiewa.gov no later than 3:00 pm the day of the meeting.