



**CITY OF SNOQUALMIE**  
**CITY COUNCIL REGULAR HYBRID MEETING**  
**Monday, May 08, 2023, at 7:00 PM**  
**Snoqualmie City Hall, 38624 SE River Street & Zoom**

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**MAYOR & COUNCIL MEMBERS**

Mayor Katherine Ross

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

*This meeting will be conducted in person and remotely using teleconferencing technology provided by Zoom.*

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**CALL TO ORDER & ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL**

**PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS**

**Public Hearings**

**Appointments**

1. Fire Badge Pinning and Introduction of New Staff

**Presentations**

- [2.](#) Council Retreat Follow Up and Discussion
3. Snoqualmie Housing Action Plan

**Proclamations**

- [4.](#) **AB23-060:** National Police Week Proclamation No. 23-07
- [5.](#) **AB23-061:** National EMS Week Proclamation 23-08.

**PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA**

**CONSENT AGENDA**

- [6.](#) Approve the City Council Meeting Minutes dated April 24, 2023.
- [7.](#) Approve the Claims Approval Report dated May 8, 2023.

- [8.](#) **AB23-058:** Resolution Selecting Parametrix for the Construction Management of Snoqualmie Parkway Rehabilitation Project

## ORDINANCES

### COMMITTEE REPORTS

**Public Safety Committee:**

**Community Development Committee:**

**Parks & Public Works Committee:**

- [9.](#) **AB23-057:** Resolution Approving Purchase Order for WRF Headworks Belt Screen

**Proposed Action:** Adopt Resolution No. 1646 approving a purchase order with Huber Technology Inc. (Huber) for a replacement EscaMax Belt Screen.

**Finance & Administration Committee:**

- [10.](#) Committee Reform Discussion

**Committee of the Whole:**

### REPORTS

11. Mayor's Report
12. Commission/Committee Liaison Reports
- [13.](#) Department Reports for April 2023.

### CLOSED/EXECUTIVE SESSION

14. Potential executive session pursuant to RCW 42.30.110(1)(i)(i) and (iii): 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, specifically:
- (i) Litigation that has been specifically threatened to which the agency, the governing body, or a member acting in an official capacity is, or is likely to become, a party; and
- (iii) Litigation or legal risks of a proposed action or current practice that the agency has identified when public discussion of the litigation or legal risks is likely to result in an adverse legal or financial consequence to the agency.

### ADJOURNMENT





## ---- City of Snoqualmie: Council Retreat

March 24 & 25, 2023

## Focus: Identifying our Priorities

Designed & facilitated by  
certified Technology of  
Participation Facilitator:



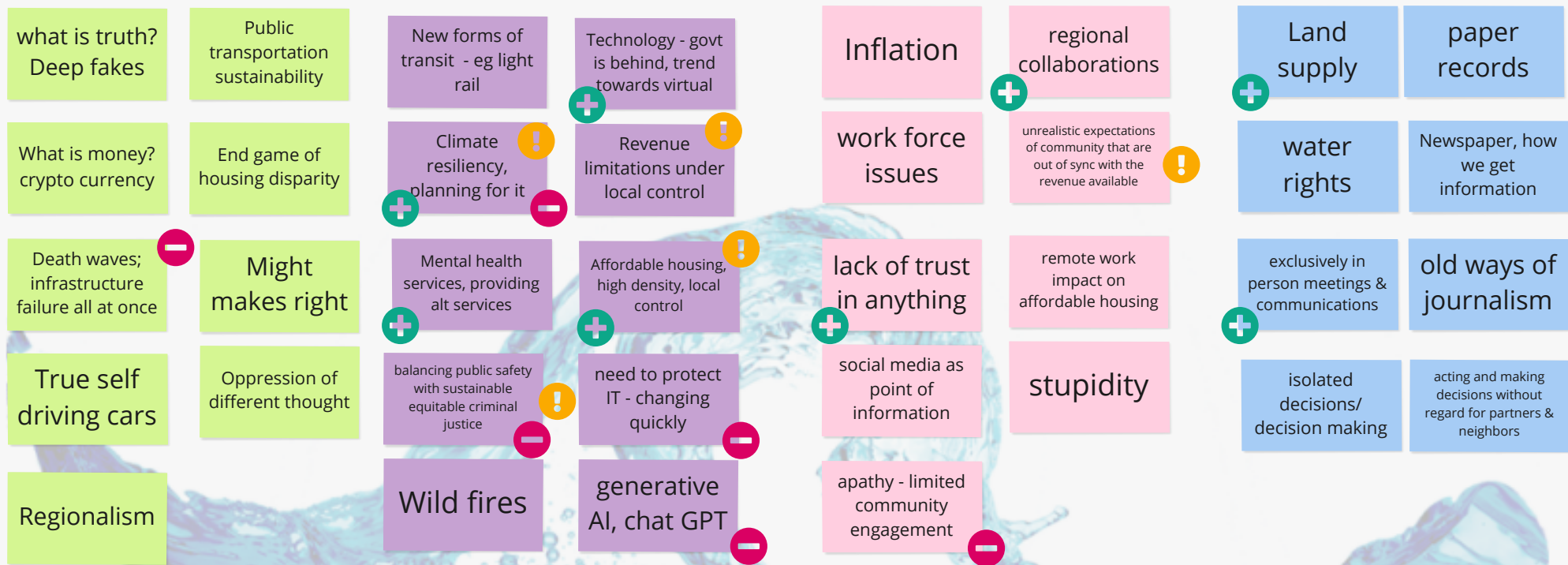
Una McAlinden, CTF



Creative  
Strategy  
Solutions

# What is going on around us that we need to HEED or pay attention to

Item 2.



Horizon

Emerging

Established

Disappearing

## What trends might we leverage to our advantage?

generative AI, for  
content creation for  
community engagement  
and information

regional collaborations.  
if local revenue is  
diminishing, we can  
pool resources,

doing more  
together than  
apart

climate resiliency - building code, mitigation aspects which can leverage things beyond public safety - fire breaks could lead to other types of activities

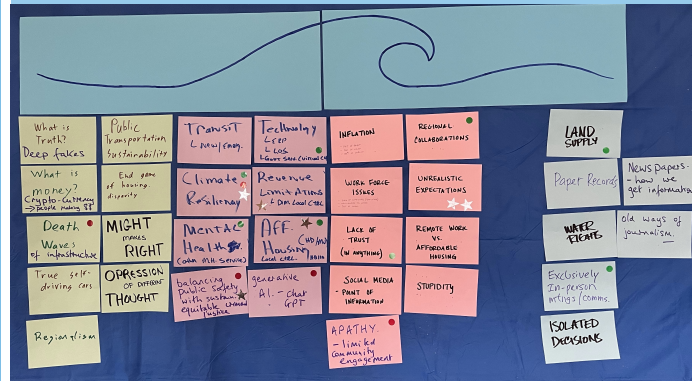
concept of land supply -  
protects the environment  
by limiting where we build,  
make this clearer

mental health services,  
behavioral health specialist in  
the police dept, opportunity to  
support community

## What trends point to challenges or issues we need to address?

Land supply -  
future growth,  
affordable housing

water rights,  
finite resource



# What implications are emerging for our work?

Item 2.

financial solvency - our revenues are dropping below our expenditures rapidly

urgent budget considerations

overall sustainability -  
financial, economic,  
environmental

we need the city to  
be here for long time,  
forward thinking

# Encourage Economic Vibrancy

Bold = likely community priority  
★ = Council member priority

Item 2.

## Current Reality

What's in place now?

- Shop-local campaigns
- Reasonably walkable retail outlets/centers
- Mill site approved and in phase 1
- Fully built out Snoq Ridge business park
- Tourist attractions: railway museum and falls
- Chamber & City highlights unique elements

What's missing?

- Transportation options
- Not all retail/full service available
- Local workforce - 88% of workers don't live here
- Opportunities for recreation in the City

What are relevant opportunities?

- Provide more retail options
- Residents go elsewhere to spend money
- Encourage the right kinds of retail
- Highly skilled professional resident work base
- Expansion of business park - new jobs

What are relevant threats?

- Cost of commercial rent
- Inflation & interest rates
- Cost of housing stock

## 1-2 year Accomplishments

Mill Site

Train Museum

Rails Project

Successfully defend appeal

Special Event

GEMT

Model Train

Green = completed

Those remaining = in progress

## Success Indicators



**Increase tax base by more business & economic activity**

Creation of more local jobs

**Increase in people who live and work here**

Increase in tourist spend here - come to falls and shop here

★ **Retention of the small businesses**

Increase in new business in the area

**More retail on center street**

Commercial activity expanded to Douglas

Staff Update: What specific projects are underway that will move the needle?

What would be different in 2 years that show city really mobilized behind this priority area? What shifts or changes would we see?

# Bolster Neighborhood Livability

Bold = likely community priority

★ = Council member priority

Item 2.

## Current Reality

### What's in place now?

- Partners other community events
- Architectural charm
- Dark sky status
- Walkable community
- Urban trails system
- Really good parks system - well used
- Community events both coordinated and not coordinated: music, block party
- Large urban forest / many street trees

### What's missing?

- Walkable trail in residential area
- Corner stores
- Lack of housing diversity - largely single family houses
- Bicycle paths/protected bike lanes
- Youth-focused activities - community center, pool
- Seniors-focused activities
- Do something with the Woodman

### What are relevant opportunities?

- Form-based code - use land and buildings for multiple things (multi-use zoning)
- Comp plan update in process - ability to define what we want
- Annexable area
- Riverwalk - recreation
- Proposed improvements/expansion at Community Center

### What are relevant threats?

- Kingco planning code - prevents us moving into UGA
- Lower population density limits retail spend and success
- Floodplain and flood way - limits growth
- Sandy Cove park - erosion by River
- Eradicate community uniqueness
- Last mile problem - How do we convince busses to come out here

## 1-2 year Accomplishments

CRS & Flood Mitigation

UGA boundaries

SMC code amendment on retail

Pavements (PCI)

Riverwalk

Sandy Cove

Special Events

Sidewalk repairs

Community Center Expansion

Staff Update: What specific projects are underway that will move the needle?

## Success Indicators

★ ★  
**Community center expanded - added pool**

Comp plan done - expected end of 2024

**More youth and senior programs and engagement**

★  
Woodman building re-activated

Residents can walk to retail

What would be different in 2 years that show city really mobilized behind this priority area? What shifts or changes would we see?

# Invest in Transportation & infrastructure

## Current Reality

### What's in place now?

- Metro Bus service infrequent
- SVT - local transit
- State funding @ various levels for priority projects
- Investment in historic downtown infrastructure
- Significant sidewalk installation

### What's missing?

- Bus service for SR-18
- Bus drivers
- Bus shelters
- Private for higher options - Lack of Uber and Lyft
- Park 'n Rides, rush hour services, ways to connect our residents to transit hubs/nubs
- Sufficient facilities for youth and seniors city-wide

### What are relevant opportunities?

- Social media as a way to share successes - celebrating when we get things done
- Infrastructure updates - improve when upgrading
- More innovated ways of re-doing our intersections etc traffic calming - signals to drivers

### What are relevant threats?

- Possibility of losing \$\$ for SR-18
- Aging infrastructure, all coming due for upgrades
- Constrained funding
- Staff capacity
- Inflationary cost - cost more later, sense of urgency

## 1-2 year Accomplishments

Parkway Overlay

PW On Call Staff

City Hall & Fire Station Improvements

FD station Location Planning

CIP

NPDES Permit Renewal

Financial Transparency Models

Wastewater Phase 3 Project

Road Marking Program

Tribe & City Fee for Service Agreement

Sign Program

Aquifer Storage Recovery

Staff Update: What specific projects are underway that will move the needle?

## Success Indicators

**Metro service on SR-18** ★

**Residents have public transit options**

**Bus shelters**

**Community aware of impacts/results**

★ Expanded infrastructure for seniors and youth

**Funding for all key projects**

Towncenter phase 3, Riverwalk, Sandy cove

What would be different in 2 years that show city really mobilized behind this priority area? What shifts or changes would we see?

# Enhance Quality of Life

Bold = likely community priority

★ = Council member priority

Item 2.

## Current Reality

### What's in place now?

- Sidewalks in place - reasonable infrastructure
- Trail networks
- Extensive network of parks - well maintained
- Urban forest
- Strong community events program - city and partners
- Beautiful views
- Strong public safety response
- Safe streets
- Local hospital
- Clean water and clean air

### What's missing?

- Not enough activities etc for youth and seniors
- Primary care physicians
- Max capacity for HHS providers - waitlists
- Middle housing and affordable housing
- Learning to swim and river safety - capacity and waitlisted for existing programs

### What are relevant opportunities?

- Comprehensive plan
- Parks plan - 46 parks - opportunity for new facilities, ages & activities
- Adult sports activities support
- Pocket parks - smaller parks that are easier to maintain
- Attracting regional sports arenas
- All-inclusive playground
- Government & public partnerships

### What are relevant threats?

- Ongoing funding
- Competing regional recreational entities
- Competing regional political interests
- Limited local control over regulations from legislative or higher bodies
- Wildfires - climate resiliency

Designed & facilitated by Una McAlinden, Creative Strategy Solutions

## 1-2 year Accomplishments

Snow  
Plowing

Scada Cellular  
Modems

Middle  
Housing

Financial  
Transparency  
Tools

Alternative FD  
Response  
Models

Park/Playground  
Inclusive  
Improvements

Sidewalk  
Projects

Road  
Projects

Urban  
Forestry

## Success Indicators

Residents are happy.  
Quality of life is  
maintained or  
expanded

Maintaining +  
expanding the historic  
heart/district look and  
feel

Expanded  
opportunities for  
recreation incl  
aquatics

We keep our green  
spaces, parks, and  
urban forests

Healthy air



Shift in policy  
toward diversity  
of housing

All-age, indoor  
recreation  
spaces



Staff Update: What specific projects are underway that will move the needle?

What would be different in 2 years that show city really mobilized behind this priority area? What shifts or changes would we see?

# Assure a Safe Community

Bold = likely community priority  
★ = Council member priority

Item 2.

### Current Reality

*What's in place now?*

- Full service public safety system
- No call too small policy
- Regional fire aids & accredited fire dept
- Coalition of small police agencies
- Behavioral health specialist

*What's missing?*

- Vacant police positions
- Curtailed response options
- Limited academy space - 9 months
- No mental health crisis venue (jail or ER)

*What are relevant opportunities?*

- Behavioral health spec increasing capacity & effectiveness
- Alternatives to punishment/incarceration

*What are relevant threats?*

- Climate change
- Blake Fix - impact on drug law
- Ltd availabilities of incarceration
- Not jailing when we should
- Closing King county jail (proposed) with no proposed replacement
- Echo Glen juvenile center - state not taking responsibility
- Poor quality lithium batteries

### 1-2 year Accomplishments

Dept of Ecology H2O 3yr Inspection	Viable & Secure Network
Hired new water superintendent	WRF Phase 3 Expansion
Citywide Badge (ID)	Police Programs
Maintained "no call too small"	Regional Involvement in Police Matters
EOC Support	Hired police captain BHS
Streamline Police Hiring	Crime Enforcement & Investigations
Accredited FD	

### Success Indicators

Fully staffed -  
more officers  
present

Police attend  
more events -  
schools

Drug court -  
Blake fix => drop  
in drug crimes

Uninterrupted  
clean water  
supply and sewer

Ongoing status  
quo of response  
maintained

Neighborhood  
relationships

Retention of police &  
fire - community  
benefits from longevity

Is crime going  
down - houses and  
businesses safe

Staff Update: What specific projects are underway that will move the needle?

What would be different in 2 years that show the city really mobilized behind this priority area? What shifts or changes would we see?



# Insure Fiscal Transparency & Operational Stability

Bold = likely community priority

★ = Council member priority

Item 2.

## Current Reality

### What's in place now?

- Clear, well thought-out budget
- Strong finance team
- Revised and updated finance & policies
- Clean audit multiple years
- More career development opportunities internally

### What's missing?

- Ability to be comfortable with financial forecasting
- Need to recognize the reality ahead
- Other revenue streams

### What are relevant opportunities?

- New ERP systems
- Increase career ladder opportunities internally
- Plan ahead for revenue needs or service levels
- New revenue streams
- Economic development
- Inter-government partnerships

### What are relevant threats?

- Staffing levels, open positions
- Legislative limitations to 1% on property tax
- Not enough funding to maintain services
- Unstable job market
- Competing for staff with other cities

## 1-2 year Accomplishments

Financial Dashboard

ERP Implementation

operated below budget the last several years

financial policy updates

added financial staff

Forecasting Tools

Asset Inventory

GEMT

CIP budget

Enhancing Processes

Financial Transparency Tools

## Success Indicators

**Maintained or expanded service levels**

Continue to operate in the black - operating expenses do not exceed operating revenue

**More robust and diverse revenue sources**

**We don't have to go to community for \$\$ or for less \$\$**

New ERP system has atomic level of data availability

Leverage grants opportunity

Maintain levels of reserve

Staff Update: What specific projects are underway that will move the needle?

What would be different in 2 years that show the city really mobilized behind this priority area? What shifts or changes would we see?

# Success Indicators: Council Members' Priorities & Anticipated Community Priorities

Bold = likely community priority  
★ = Council member priority

Item 2.

## Encourage Economic Vibrancy

Increase tax base by more business & economic activity



Creation of more local jobs

Increase in people who live and work here

Increase in tourist spend here - come to falls and shop here

Retention of the small businesses



Increase in new business in the area

More retail on center street

Commercial activity expanded to Douglas

## Bolster Neighborhood Livability

Community center expanded - added pool



Comp plan done - expected end of 2024

More youth and senior programs and engagement

Woodman building re-activated



Residents can walk to retail

## Invest in Transportation & Infrastructure

Metro service on SR-18



Residents have public transit options

Bus shelters

Community aware of impacts/results

Expanded infrastructure for seniors and youth



Funding for all key projects

Towncenter phase 3, Riverwalk, Sandy cove

## Enhance Quality of Life

Residents are happy. Quality of life is maintained or expanded

Maintaining + expanding the historic heart/district look and feel

Expanded opportunities for recreation incl aquatics

We keep our green spaces, parks, and urban forests



Healthy air

Shift in policy toward diversity of housing



All-age, indoor recreation spaces

## Assure a Safe Community

Fully staffed - more officers present



Ongoing status quo of response maintained



Police attend more events - schools



Neighborhood relationships

Drug court - Blake fix => drop in drug crimes

Retention of police & fire - community benefits from longevity

Uninterrupted clean water supply and sewer



Is crime going down - houses and businesses safe



## Insure Fiscal Transparency & Operational Stability

Maintained or expanded service levels



Continue to operate in the black - operating expenses do not exceed operating revenue



More robust and diverse revenue sources



We don't have to go to community for \$\$ or for less \$\$

New ERP system has atomic level of data availability

Leverage grants opportunity

Maintain levels of reserve

## Collective Criteria for Decision-making & Prioritization

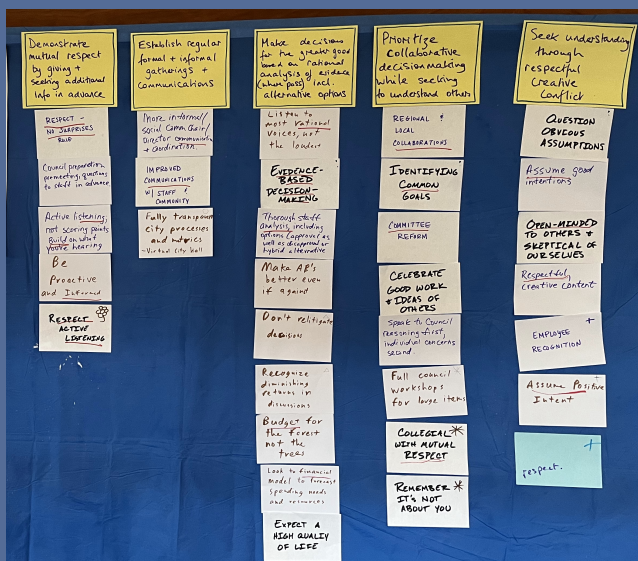
Item 2.

In selecting their individual priorities, council members used these filters to guide their thinking

- ✓ Ongoing provision of essential services
- ✓ What does the public value and care about
- ✓ Keeping the city fiscally sustainable and responsible
- ✓ What would have the biggest impact on the community
- ✓ Keeping our community safe
- ✓ Things we have some agency or control over
- ✓ Things that would increase economic development
- ✓ What does the community have a right to expect
- ✓ Maintains the quality of life

# To enable us to collaborate as an effective & thriving governance team, we intend to:

## What practices will enable us to collaborate as an effective & thriving governance team?



Establish regular formal & informal gatherings & communication

More informal & social communications between comm chair & director: comms & coordination

Improved communications with staff & community

Fully transparent city processes & metrics, virtual city hall

Demonstrate mutual respect by giving & seeking additional information in advance

Respect- no surprises rule

Council preparation pre-meeting, questions to staff in advance

Active listening, not scoring points. Build on what you're hearing

Be proactive & informed

Respect through active listening

Make decisions for the greater good based on rational analysis of evidence incl. alternative options

Listen to most rational voices, not the loudest

Evidence based decision making

Thorough staff analysis including options (approval as well as disapproval, or hybrid)

Make agenda bills better even if against

Don't relitigate decisions

Recognize diminishing returns in discussions

Budget for the forest not the trees

Look to financial model to forecast spending needs & resources

Expect a high quality of life

Prioritize collaborative decision making while seeking to understand others

Regional & local collaborations

Identifying common goals

Committee reform

Celebrate good work & ideas of others

Speak to council reasoning first, individual concerns second

Full council workshops for large items

Collegial with mutual respect

Remember it's not about you

Seek understanding through respectful creative conflict

Question obvious assumptions

Assume good intentions

Open minded to others, skeptical to our selves

Respectful creative content

Employee recognition

Assume positive intent

Item 2.

# Types of Planning





## BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

**AB23-060**  
**May 8, 2023**  
**Proclamation**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB23-060: National Police Week, Proclamation No. 23-07	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Mayor proclaims May 11-17, 2022, as National Police Week in the City of Snoqualmie.	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Mayor	
<b>STAFF:</b>	City Clerk	
<b>COMMITTEE:</b>	n/a	Meeting Date: n/a
<b>COUNCIL LIAISON:</b>	n/a	
<b>EXHIBITS:</b>	1. Proclamation No. 23-07	

### SUMMARY

#### SUMMARY STATEMENT

This agenda bill recognizes National Police Week 2023 and honors the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

#### BACKGROUND

In 1962, President Kennedy proclaimed May 15 as National Peace Officers Memorial Day and the calendar week in which May 15 falls, as National Police Week. Established by a joint resolution of Congress in 1962, National Police Week pays special recognition to those law enforcement officers who have lost their lives in the line of duty for the safety and protection of others.

National Police Week occurs every May, and in 2023 it will be commemorated with live, in-person events. National Police Week will be observed from May 14–20. The National Law Enforcement Memorial and Museum will hold ceremonies, including the 35th Annual Candlelight Vigil, to honor the fallen officers whose names have recently been added to the Memorial.

### RECOMMENDED ACTION

Mayor Ross proclaims May 14-20, 2023, as National Police Week in the City of Snoqualmie.



# Proclamation

**WHEREAS**, there are more than 800,000 law enforcement officers serving in communities across the United States, including the dedicated members of the City of Snoqualmie Police Department; and

**WHEREAS**, since the first recorded death in 1786, more than 23,000 law enforcement officers in the United States have made the ultimate sacrifice and been killed in the line of duty; and

**WHEREAS**, the names of these dedicated public servants are engraved on the walls of the National Law Enforcement Officers Memorial in Washington, DC; and

**WHEREAS**, 556 new names of fallen heroes are being added to the National Law Enforcement Officers Memorial this spring, including 224 officers killed in 2022 and 332 officers killed in previous years; and

**WHEREAS**, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 35th Candlelight Vigil, on Saturday, May 13, 2023; and

**WHEREAS**, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff.

**NOW, THEREFORE**, I, Katherine Ross, Mayor of the City of Snoqualmie, Washington, do hereby proclaim May 14-20, 2023,

## NATIONAL POLICE WEEK

in the City of Snoqualmie and publicly salute the service of law enforcement officers in our community and in communities across the nation.

**APPROVED**, this 8<sup>th</sup> day of May 2023

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Katherine Ross, Mayor  
Proclamation No. 23-07





## BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

**AB23-061**  
**May 8, 2023**  
**Proclamation**

### AGENDA BILL INFORMATION

<b>TITLE:</b>	AB23-061: EMS Week 2023, Proclamation No. 23-08	<input type="checkbox"/> Discussion Only
<b>RECOMMENDED ACTION:</b>	Mayor proclaims May 21-27, 2023, as Emergency Medical Services Week in the City of Snoqualmie.	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>DEPARTMENT:</b>	Mayor	
<b>STAFF:</b>	City Clerk	
<b>COMMITTEE:</b>	n/a	Meeting Date: n/a
<b>COUNCIL LIAISON:</b>	n/a	
<b>EXHIBITS:</b>	1. Proclamation No. 23-08	

### SUMMARY

#### SUMMARY STATEMENT

This agenda bill recognizes National EMS Week 2023 and is an opportunity to raise public awareness about the critical role of EMS in the community and thank our entire EMS workforce for their service and sacrifices.

#### BACKGROUND

In 1974, President Gerald Ford authorized EMS Week to celebrate EMS practitioners and the important work they do in our nation's communities. Today, EMS week celebrates those who provide the life-savings services for out of hospital care including lay person responders, EMTs, Paramedics, and Emergency Room Staff.

The EMS Week 2023 Theme is "EMS: Where Emergency Care Begins."

### RECOMMENDED ACTION

Mayor Ross proclaims May 21-27, 2023, as National EMS Week in the City of Snoqualmie.





# Proclamation

**WHEREAS**, emergency medical services is a vital public service; and

**WHEREAS**, the members of the emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

**WHEREAS**, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

**WHEREAS**, the emergency medical services system consists of trained members of the community, first responders, emergency medical technicians, paramedics, dispatchers, emergency nurses, emergency physicians, and other out of hospital medical care providers; and

**WHEREAS**, the members of the emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesavings skills and serve their communities; and

**WHEREAS**, it is appropriate to recognize the value and the accomplishments of emergency medical services providers.

**NOW, THEREFORE**, I, Katherine Ross, Mayor of the City of Snoqualmie, Washington, do hereby proclaim May 21-27, 2023, as

## EMERGENCY MEDICAL SERVICES WEEK

in the City of Snoqualmie reminding the community that everyday EMS responders are faced with many challenges and yet still rise above them all and continue to respond, support, and care for the needs of the community.

**APPROVED**, this 8<sup>th</sup> day of May 2023

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Katherine Ross, Mayor  
Proclamation No. 23-08





## CITY COUNCIL ROUNDTABLE MEETING MINUTES

### CITY COUNCIL REGULAR MEETING MINUTES

April 24, 2023

#### ROUNDTABLE MEETING

**CALL TO ORDER & ROLL CALL:** Mayor Ross called the Roundtable Meeting to order at 6:00 pm.

**City Council:** Councilmembers Ethan Benson, Rob Wotton, Bryan Holloway, James Mayhew, Louis Washington, Cara Christensen, and Jolyon Johnson.

Mayor Ross was also present.

**City Staff Present:** Mike Sauerwein, City Administrator; Anna Astrakhan, Assistant City Attorney; Deana Dean, City Clerk; Jennifer Ferguson, Finance & HR Director (remote); Drew Bouta, Budget Manager; Mike Chambless, Parks & Public Works Director; Danna McCall, Communications Coordinator; Carson Hornsby, Management Analyst; and Andy Latham, IT Support.

#### AGENDA APPROVAL

It was moved by CM Holloway, seconded by CM Christensen to:

**Approve the agenda.**

PASSED: 7-0 (Benson, Wotton, Holloway, Mayhew, Washington, Christensen, Johnson)

#### CLOSED SESSION

1. Closed session pursuant to RCW 42.30.140(4)(b) for the planning or adoption of a strategy or position to be taken during the course of any collective bargaining proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Mayor Ross stated no action would be taken during the Closed Session and Council would adjourn directly from the Closed Session which was expected to end at 6:50 pm. Closed Session commenced at 6:02 pm.

Closed session and roundtable ended at 6:50 pm.

#### REGULAR MEETING

**CALL TO ORDER:** Mayor Ross called the Regular Meeting to order 7:00 pm

#### City Council:

Mayor Katherine Ross, Councilmembers Ethan Benson, Rob Wotton, Bryan Holloway, James Mayhew, Louis Washington, Cara Christensen, and Jolyon Johnson were present.

Mayor Ross was also present.

**City Staff:**

Michael Sauerwein, City Administrator; Anna Astrakhan, Assistant City Attorney; Jen Ferguson, Finance and HR Director (remote); Deana Dean, City Clerk; Mike Chambliss, Parks and Public Works Director; Perry Phipps, Police Chief; Brian Lynch, Police Captain; Emily Arteche, Community Development Director (remote); Drew Bouta, Budget Manager; Carson Hornsby, Management Analyst; Danna McCall, Communications Coordinator; Patrick Fry, Project Engineer (remote); Mike Bailey, Deputy Fire Chief (remote); and Andy Latham, IT Support.

**PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL**

It was moved by CM Holloway; seconded by CM Christensen to:  
**Approve the agenda.**

It was moved by CM Holloway to amend the agenda and add Council Committee Assignments to after Proclamations.

**Approve the agenda as amended.**

PASSED: 7-0 (Benson, Wotton, Holloway, Mayhew, Washington, Christensen, Johnson)

**PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS**

**Presentations**

2. Public Safety & Kiwanis Kindness Essay Contest Winners. Chief Phipps provided a summary of the essay contest, how the winners were selected, and which students were the winning essay writers. Mayor Ross invited each of the contest winners forward to read their essays. She then presented them each with a Certificate of Recognition.

**Proclamations**

3. **AB23-035:** Affordable Housing Week Proclamation No. 23-05. The Mayor read the proclamation into the record. Jim McEachran from Housing Development Consortium was present and addressed Council.
4. **AB23-056:** Arbor Day, Proclamation No. 23-06. The Mayor read the proclamation into the record.

**OUT OF ORDER**

**Appointments: Council Committee Assignments.** CM Washington will be appointed to the Finance and Administration Committee in place of CM Wotton.

It was moved by CM Mayhew, seconded by CM Johnson to:

**Appoint CM Washington to the F&A Committee.**

PASSED: 7-0 (Benson, Wotton, Holloway, Mayhew, Washington, Christensen, Johnson)

**PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA – None.**

**CONSENT AGENDA**

5. Approve the City Council Meeting Minutes dated April 10, 2023.
6. Approve the Claims Approval Report dated April 24, 2023.
7. **AB23-052:** Motion to Select CDK Construction Services for the Job Order Contracting
8. **AB23-054:** Motion to Select Forma Construction, Inc for the Job Order Contracting
9. **AB23-055:** Motion to Select Saybr Contractors, Inc for the Job Order Contracting

It was moved by CM Benson; seconded by CM Holloway to:

**Approve the consent agenda.**

PASSED: 7-0 (Benson, Wotton, Holloway, Mayhew, Washington, Christensen, Johnson)

**ORDINANCES – None.**

**COMMITTEE REPORTS**

**Community Development Committee:** No report.

**Public Safety Committee:** No report.

10. **AB23-050:** Memorandum of Understanding with Snoqualmie Valley School District No. 410 for School Resource Officer Program. Chief Phipps reviewed the changes to the MOU which have been agreed to by the school district.

It was moved by CM Christensen; seconded by CM Holloway to:

**Approve the Memorandum of Understanding with Snoqualmie Valley School District No. 410 for School Resource Officer Program and authorize the Mayor to sign.**

PASSED: 7-0 (Benson, Wotton, Holloway, Mayhew, Washington, Christensen, Johnson)

11. **AB23-053:** Quarterly Fire Accreditation Report (Information Only)

CM Christensen noted an ordinance is being discussed regarding permit parking to address citizen concerns.

**Parks & Public Works Committee:** No report.

**Finance & Administration Committee:** No report.

**Committee of the Whole:** No report.

## REPORTS

### 12. Mayor's Report:

- There was great turnout at Riverview Park for the Arbor Day Celebration on Saturday.
- Representative Callan was able to secure an additional \$160,000 for our behavioral health program.
- Both the House and Senate included SR18 widening in their budget.

### 13. Commission/Committee Liaison Reports:

- CM Holloway stated tomorrow is election day and the Snoqualmie Valley Hospital has an item on the ballot.
- CM Christensen noted the city and YMCA met with the school board to look at investment options, they are focusing on their annual fund drive, and their Healthy Day Kids Day is this weekend at the Community Center. KCD is looking at re-doing its ILA with King County which makes up 92% of their budget.
- CM Wotton: The Snoqualmie Tribe will be taking a group on a guided tour of their test plots at Meadowbrook Farm on Monday morning. On May 3<sup>rd</sup> at noon, there will be a discussion through the Snoqualmie Valley Housing Task Force about legislation that has passed and other items in the works. The meeting will be in person at Umpqua Community Bank or online information can be found on the city data link website.

### 14. Councilmember Regional Liaison Updates:

- Mayor Ross attended the King County Flood Control District meeting which was an overview and history of the district. The Sound Cities Association Caucus met just prior to the April 19, 2023, Regional Transit Committee meeting. At the caucus meeting, bus service across SR18 and more frequent bus service in Snoqualmie was requested.

## CLOSED SESSION

Continuation of Closed Session pursuant to RCW 42.30.140(4)(b) for the planning or adoption of a strategy or position to be taken during the course of any collective bargaining proceedings, or reviewing the proposals made in the negotiations or proceedings while in progress.

Mayor Ross stated no action would be taken during the Closed Session and Council would adjourn directly from the Closed Session which was expected to end at 8:45 pm. Closed Session commenced at 7:42 pm.

At 8:53 pm, Council extended the Closed Session for another 15 minutes.

At 9:09 pm, Council extended the Closed Session.

At 9:20 pm, Council came out of Closed Session.

## ADJOURNMENT

Mayor Ross adjourned the meeting at 9:20 pm.

**CITY OF SNOQUALMIE**

---

Katherine Ross, Mayor

Attest:

---

Deana Dean, City Clerk

DRAFT



## Finance & Human Resources Department

Item 7.

**Jennifer Ferguson, Director**  
38624 SE River St. | PO Box 987  
Snoqualmie, Washington 98065  
(425) 888-1555 | [jferguson@snoqualmiewa.gov](mailto:jferguson@snoqualmiewa.gov)

**To:** City Council  
Finance & Administration Committee

**From:** Jerry Knutsen, Financial Services Manager

**Date:** May 8, 2023

**Subject:** CLAIMS REPORT  
Approval of payments for the period: April 7, 2023 through April 25, 2023

### 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. Details are available in documentation provided for City Council review prior to the Finance & Administration Committee meeting. 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

Item 7.

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

The foregoing amounts were budgeted in the 2023-2024 biennial budget, and sufficient funds to cover these payments, as appropriate.

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

CLAIMS						
Batch ID	Date	Warrants			ACH	
		From #	Thru #	Amount	Qty	Amount
17	4/13/2023	60964	61029	\$ 716,115.66		\$ 716,115.66
18	4/19/2023	61030	61063	\$ 85,932.65		85,932.65
						-
						-
						-
						-
Grand Total						<b>802,048.31</b>

MISCELLANEOUS DISBURSEMENTS				
Date	Description	ACH Amount	Wire Amount	MISC TOTAL
4/7/2023	DOL Firearm Fees	\$ 2,382.00		\$ 2,382.00
4/11/2023	Navia - 2023 HRA Plan Reimbursements	\$ 6,329.36		6,329.36
4/18/2023	Navia - 2023 FSA Plan Reimbursements	\$ 7,262.14		7,262.14
4/21/2023	Dept. of Revenue	\$ 41,162.63		41,162.63
4/25/2023	Navia - 2023 HRA Plan Reimbursements	\$ 5,059.59		5,059.59
				-
				-
Grand Total				<b>62,195.72</b>

PAYROLL (including Payroll Benefits)							
Batch ID	Date	Warrants			ACH		PAYROLL TOTAL
		From #	Thru #	Amount	Qty	Amount	
D4-2023	4/14/2023				74	\$ 144,320.00	\$ 144,320.00
							-
							-
							-
							-
Grand Total							<b>144,320.00</b>

Total 1,008,564.03

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.

*Jerry Knutsen*

4/26/2023

Jerry Knutsen, Financial Services Manager/Auditing Officer

Date

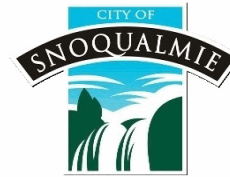
FINANCE & ADMINISTRATION COMMITTEE RECOMMENDATION



# Accounts Payable

## Blanket Voucher Approval Document

User: ITreptow  
 Printed: 04/13/2023 - 10:25AM  
 Warrant Request Date: 4/13/2023  
 DAC Fund:



#17

Batch: 00002.04.2023 - 4-61323 Check run

City of Snoqualmie

Claims presented to the City to be paid in the amount of \$ 716,115.66,  
 for claims warrants numbered 60964 through 61029 & dated 4/13/2023.

Line	Claimant	Voucher No.	Amount
1	ACCESS	000060964	845.21
2	ALL STAR HEATING AIR CONDITIONING INC	000060965	90.17
3	ANDRITZ SEPARATION INC	000060966	10,507.34
4	BMEF ECHO RIDGE REIT INC	000060967	5,000.00
5	CARMICHAELS TRUE VALUE HARDWARE	000060968	62.06
6	CENTURYLINK	000060969	3,536.09
7	CHINOOK LUMBER INC	000060970	524.12
8	CINTAS	000060971	140.48
9	CITY OF BELLEVUE	000060972	4,718.07
10	Cummins Sales and Service	000060973	17,251.88
11	Daily Journal of Commerce	000060974	497.75
12	DEPARTMENT OF ECOLOGY	000060975	3,212.99
13	Dept of Retirement Syst.-PERS	000000000	27,160.00
14	Dry Box Inc.	000060976	1,960.20
15	Evergreen Ford, Inc.	000060977	891.61
16	Financial Consultants International, Inc	000060978	7,324.80
17	Grainger	000060979	3,677.34
18	HD Fowler Co.	000060980	6,945.82
19	HD Supply Facilities Maint., Ltd	000060981	116.52
20	Home Care Masters, LLC	000060982	3,082.72
21	HSI EMERGENCY CARE SOLUTIONS INC	000060983	396.48
22	Jenkins Pipeline Services LLC	000060984	34,572.00
23	KC Fire District 27	000060985	384.73
24	KING COUNTY FINANCE	000060986	1,320.00
25	KING COUNTY OFFICE OF FINANCE FAC MGT DIV	000060987	200.00
26	Lawson Products	000060988	142.31
27	Les Schwab Tires, Inc.	000060989	3,810.02
28	LoudEdge, Inc.	000060990	5,320.00
29	Macdonald-Miller	000060991	8,346.81
30	Mayo,Sally	000060992	36.60
31	McMaster-Carr	000060993	1,612.87
32	Minuteman Press	000060994	2,980.33
33	NORCOM 911	000060995	15,771.36
34	Norstar Industries, Inc.	000060996	18,576.41
35	North Coast Electric Co.	000060997	11,542.12
36	Northwest Safety Clean	000060998	880.29
37	ORKIN	000060999	994.90
38	Otak, Inc.	000061000	2,105.00
39	Pacific Fire & Security Inc.	000061001	833.63
40	Parametrix	000061002	52,277.26
41	Platt 152997	000061003	374.24

Page Total: \$260,022.53

Line	Claimant	Voucher No.	Amount	Item 7.
42	REGIONAL ANIMAL SERVICES OF KING COUNTY	000061004	15.00	
43	RH2 Engineering, Inc.	000061005	246,797.02	
44	Robert Half	000061006	3,600.00	
45	Ron Turley Associates, Inc.	000061007	3,974.85	
46	SHI International Corp	000061008	616.50	
47	Small & Sons Oil Dist., Co.	000061009	9,797.08	
48	Snoqualmie Valley Food Bank	000061010	25,000.00	
49	Snoqualmie Valley School District #410	000061011	10,000.00	
50	TETRA TECH, INC.	000061012	48,660.92	
51	The Driftmier Architects, P.S.	000061013	3,237.65	
52	The Seattle Times	000061014	730.48	
53	The Sherwin-Williams Co.	000061015	79.81	
54	Traffic Signs, Inc.	000061016	489.15	
55	Transportation Solutions, Inc.	000061017	4,427.75	
56	TrojanUV	000061018	396.40	
57	Tyler Technologies, Inc.	000061019	66,348.96	
58	Uline	000061020	927.12	
59	Una McAlinden	000061021	15,000.00	
60	Unum Life Insurance	000061022	70.50	
61	US Mower	000061023	10,761.30	
62	VisionQuest Window Cleaning, Inc.	000061024	950.00	
63	WASHINGTON ARBITRATION & MEDIATION SERVICE	000061025	1,300.00	
64	Water Management Laboratories, Inc.	000061026	372.00	
65	Westlake Ace Hardware	000061027	1,921.06	
66	WIEBE,NICOLE	000061028	421.40	
67	Wisham,Bill	000061029	198.18	
Page Total:			\$456,093.13	
Grand Total:			\$716,115.66	

# Accounts Payable

## Check Detail

User: ITreptow  
Printed: 04/26/2023 - 4:17PM



Item 7.

Check Number	Check Date	Amount
<b>aim - ACCESS Line Item Account</b>		
60964	04/13/2023	
Inv	10178938	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/31/2023	Archives storage April 2023	001-05-005-514-20-41-000
		845.21
Inv 10178938 Total		845.21
60964 Total:		845.21
<b>aim - ACCESS Total:</b>		
		845.21
<b>ANDSEP - ANDRITZ SEPARATION INC Line Item Account</b>		
60966	04/13/2023	
Inv	8480118278	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/08/2023	Service parts centrifuge	402-20-040-535-55-31-300
		1,097.34
Inv 8480118278 Total		1,097.34
Inv	8480118286	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/08/2023	3000 hour service centrifuge	402-20-040-535-55-48-000
		9,410.00
Inv 8480118286 Total		9,410.00
60966 Total:		10,507.34
<b>ANDSEP - ANDRITZ SEPARATION INC Total:</b>		
		10,507.34
<b>AR-KC F - KC Fire District 27 Line Item Account</b>		
60985	04/13/2023	
Inv		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/27/2023	AR Refund	001-00-000-213-10-00-000
		384.73
Inv Total		384.73
60985 Total:		384.73

**AR-KC F - KC Fire District 27 Total:**

384.73

**AR-Snoq3 - Snoqualmie Valley School District #410 Line Item Account**

61011      04/13/2023

Inv

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/07/2023	AR Refund	001-00-000-213-10-00-000	5,000.00
04/07/2023	AR Refund	001-00-000-213-10-00-000	5,000.00
Inv Total			10,000.00

61011 Total:

10,000.00

**AR-Snoq3 - Snoqualmie Valley School District #410 Total:**

10,000.00

**ash - ALL STAR HEATING AIR CONDITIONING INC Line Item Account 510-24-053-518-20-48-000**

60965      04/13/2023

Inv      Receipt 1211681

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2023	Mechanical permit Issuance refund	001-15-000-322-10-00-000	85.88
03/31/2023	Mechanical permit Issuance refund, tech fee	502-11-027-341-81-00-000	4.29
Inv Receipt 1211681 Total			90.17

60965 Total:

90.17

**ash - ALL STAR HEATING AIR CONDITIONING INC Total:**

90.17

**BMEF - BMEF ECHO RIDGE REIT INC Line Item Account**

60967      04/13/2023

Inv      ARPA 4-4-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2023	ARPA Recipient (Ashley Bragg: 8008Douglas Ave #c101)	150-13-132-565-10-49-462	5,000.00
Inv ARPA 4-4-23 Total			5,000.00

60967 Total:

5,000.00

**BMEF - BMEF ECHO RIDGE REIT INC Total:**

5,000.00

**century - CENTURYLINK Line Item Account 511-25-054-518-50-42-000**

60969      04/13/2023

Inv      3-20-23 0848

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/20/2023	Telephone Service	502-11-020-518-88-42-000	90.40

Inv 3-20-23 0848 Total			90.40
Inv    3-20-23 1491			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/20/2023	Telephone Service	502-11-020-518-88-42-000	636.56
Inv 3-20-23 1491 Total			636.56
Inv    3-20-23 3862			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/20/2023	Telephone Service	502-11-020-518-88-42-000	237.81
Inv 3-20-23 3862 Total			237.81
Inv    3-20-23 3865			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/20/2023	Telephone Service	502-11-020-518-88-42-000	1.35
Inv 3-20-23 3865 Total			1.35
Inv    3-20-23 6080			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/20/2023	Telephone Service	502-11-020-518-88-42-000	204.90
Inv 3-20-23 6080 Total			204.90
Inv    3-20-23 6240			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/20/2023	Telephone Service	502-11-020-518-88-42-000	1,523.60
Inv 3-20-23 6240 Total			1,523.60
Inv    3-20-23 8001			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/20/2023	Telephone Service	502-11-020-518-88-42-000	659.95
Inv 3-20-23 8001 Total			659.95
Inv    3-20-23 8791			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2023	Telephone Service	502-11-020-518-88-42-000	181.52
Inv 3-20-23 8791 Total			181.52
60969 Total:			3,536.09
century - CENTURYLINK Total:			3,536.09
cintas - CINTAS Line Item Account 511-25-054-518-50-31-000			
60971	04/13/2023		

Inv      9213983489

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/01/2023	Rent AED	402-20-040-535-80-45-200	140.48

Inv 9213983489 Total	140.48
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60971 Total:	140.48
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<b>cintas - CINTAS Total:</b>	140.48
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**cl - CHINOOK LUMBER INC Line Item Account**

60970      04/13/2023

Inv      1910119

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/16/2023	Nail gun accessories	001-16-035-542-30-31-300	69.50

Inv 1910119 Total	69.50
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Inv      1919336

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/28/2023	Lumber for parks structure repair	001-12-028-576-80-31-300	454.62

Inv 1919336 Total	454.62
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60970 Total:	524.12
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<b>cl - CHINOOK LUMBER INC Total:</b>	524.12
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**cnw - Cummins Sales and Service Line Item Account**

60973      04/13/2023

Inv      01-77940

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/26/2023	Crimson fire truck engine problem (call out)	501-23-051-548-68-48-000	6,862.95

Inv 01-77940 Total	6,862.95
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Inv      01-78171

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/28/2023	Crimson fire truck engine problem (call out)	501-23-051-548-68-48-000	10,388.93

Inv 01-78171 Total	10,388.93
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60973 Total:	17,251.88
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<b>cnw - Cummins Sales and Service Total:</b>	17,251.88
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**cob - CITY OF BELLEVUE Line Item Account**

60972              04/13/2023

Inv      45165

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2023	MBP Q1 Subscription	502-11-027-518-88-49-900	4,718.07

Inv 45165 Total	4,718.07
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60972 Total:	4,718.07
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**cob - CITY OF BELLEVUE Total:**

4,718.07

**ctv - CARMICHAELS TRUE VALUE HARDWARE Line Item Account**

60968              04/13/2023

Inv      3-28-2023

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/25/2023	IT: Retreat Supplies	502-11-020-518-88-31-300	62.06

Inv 3-28-2023 Total	62.06
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60968 Total:	62.06
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**ctv - CARMICHAELS TRUE VALUE HARDWARE Total:**

62.06

**djc - Daily Journal of Commerce Line Item Account**

60974              04/13/2023

Inv      3387279

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/23/2023	Public Noticing	001-12-028-576-80-41-000	497.75

Inv 3387279 Total	497.75
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60974 Total:	497.75
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**djc - Daily Journal of Commerce Total:**

497.75

**DOE2 - DEPARTMENT OF ECOLOGY Line Item Account**

60975              04/13/2023

Inv      2023-BA0022403

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/21/2023	Biosolids permit fees	402-20-019-535-10-41-561	3,212.99

Inv 2023-BA0022403 Total	3,212.99
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60975 Total:	3,212.99
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**DOE2 - DEPARTMENT OF ECOLOGY Total:**

3,212.99

**donsmall - Small & Sons Oil Dist., Co. Line Item Account**

61009                      04/13/2023

Inv      S231740

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/07/2023	Fuel for generator	402-20-040-535-80-32-100	9,797.08

Inv S231740 Total			9,797.08
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61009 Total:			9,797.08
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**donsmall - Small & Sons Oil Dist., Co. Total:**

9,797.08

**driftmie - The Driftmier Architects, P.S. Line Item Account**

61013                      04/13/2023

Inv      0008254

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2023	Professoal services from Jan 26, 2023 - Feb 25,2023	310-13-701-594-18-41-060	3,237.65

Inv 0008254 Total			3,237.65
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61013 Total:			3,237.65
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**driftmie - The Driftmier Architects, P.S. Total:**

3,237.65

**drybox - Dry Box Inc. Line Item Account**

60976                      04/13/2023

Inv      1293461

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/06/2023	Storage conex relocation to sewer site	510-24-053-518-20-48-000	1,960.20

Inv 1293461 Total			1,960.20
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60976 Total:			1,960.20
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**drybox - Dry Box Inc. Total:**

1,960.20

**ef - Evergreen Ford, Inc. Line Item Account**

60977                      04/13/2023

Inv      5191153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2023	Fuel Sender and Pump Assembly	501-23-051-548-68-31-301	730.67

Inv 5191153 Total			730.67
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Inv      5191343

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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04/05/2023	Fuel cap & fuel pressure reg	501-23-051-548-68-31-301	160.94
Inv 5191343 Total			160.94
60977 Total:			891.61
<b>ef - Evergreen Ford, Inc. Total:</b>			891.61
<b>fci - Financial Consultants International, Inc Line Item Account 501-23-051-548-68-48-000</b>			
60978	04/13/2023		
Inv	17873		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/03/2023	2022 Ford SUV Upfit (budgeted in last biennium)	501-23-052-594-48-64-000	7,324.80
Inv 17873 Total			7,324.80
60978 Total:			7,324.80
<b>fci - Financial Consultants International, Inc Total:</b>			7,324.80
<b>grainger - Grainger Line Item Account</b>			
60979	04/13/2023		
Inv	9620621145		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/24/2023	Toilet Paper	402-20-040-535-80-31-340	220.69
Inv 9620621145 Total			220.69
Inv	9633055323		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/08/2023	Pump for Cleaning Chemicals	402-20-040-535-80-31-340	45.83
Inv 9633055323 Total			45.83
Inv	9635899892		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/10/2023	Flag for Park	001-12-028-576-80-31-300	124.14
Inv 9635899892 Total			124.14
Inv	9642622279		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/16/2023	Air Quality Supplies	402-20-019-535-10-31-910	3,012.36
Inv 9642622279 Total			3,012.36
Inv	9644721350		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/30/2023	Air Filter	510-24-053-518-20-31-300	274.32

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Inv 9644721350 Total	274.32
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60979 Total:	<hr/> 3,677.34
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<b>grainger - Grainger Total:</b>	<hr/> 3,677.34
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**hdf - HD Fowler Co. Line Item Account**

60980      04/13/2023

Inv    I6333729

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/07/2023	Dip Spool, Elbows, Bolt & Nut Kits, Gaskets	402-20-045-535-65-31-300	2,696.50

Inv I6333729 Total	2,696.50
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Inv    I6334607

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/08/2023	Gate Valve, Bolt & Nut Kits, Gaskets, Elbow	402-20-045-535-65-31-300	2,624.30

Inv I6334607 Total	2,624.30
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Inv    I6339152

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/15/2023	Hydrant Parts	401-18-037-534-81-31-300	1,625.02

Inv I6339152 Total	1,625.02
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60980 Total:	<hr/> 6,945.82
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<b>hdf - HD Fowler Co. Total:</b>	<hr/> 6,945.82
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**hdfacil - HD Supply Facilities Maint., Ltd Line Item Account 510-24-053-518-20-31-300**

60981      04/13/2023

Inv    9212536516

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/21/2023	Facility parts & supplies	510-24-053-518-20-31-300	116.52

Inv 9212536516 Total	116.52
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60981 Total:	<hr/> 116.52
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<b>hdfacil - HD Supply Facilities Maint., Ltd Total:</b>	<hr/> 116.52
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**homecare - Home Care Masters, LLC Line Item Account**

60982      04/13/2023

Inv    002

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
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03/29/2023	For Custodial Services 3-1-23 - 4-1-23	510-24-053-518-50-48-200	3,082.72
Inv 002 Total			3,082.72
60982 Total:			3,082.72
homecare - Home Care Masters, LLC Total:			3,082.72

## HSI - HSI EMERGENCY CARE SOLUTIONS INC Line Item Account

60983	04/13/2023		
Inv 1763069			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/13/2023	CPR AED Card	001-09-014-522-10-49-100	279.13
Inv 1763069 Total			279.13
Inv 1763073			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/13/2023	AED CPR Cards	001-09-014-522-10-49-100	15.51
Inv 1763073 Total			15.51
Inv 1766903			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/18/2023	Adult CPR AED Card	001-09-014-522-10-49-100	86.84
Inv 1766903 Total			86.84
Inv 1775567			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/02/2023	Online Re-Auth	001-09-014-522-45-43-000	15.00
Inv 1775567 Total			15.00
60983 Total:			396.48
HSI - HSI EMERGENCY CARE SOLUTIONS INC Total:			396.48

## jenkinsp - Jenkins Pipeline Services LLC Line Item Account

60984	04/13/2023		
Inv 23124			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/23/2023	Vactor catch basin cleaning for Feb 28 2023	403-22-050-531-45-48-000	3,241.13
Inv 23124 Total			3,241.13
Inv 26042			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2023	Vactor catch basin cleaning for March 2 2023	403-22-050-531-45-48-000	2,795.00

Inv 26042 Total	2,795.00
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Inv    26724	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/23/2023	Vactor catch basin cleaning for Feb 16 2023	403-22-050-531-45-48-000	3,018.06

Inv 26724 Total	3,018.06
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Inv    26725	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/23/2023	Vactor catch basin cleaning for FEB 17 2023	403-22-050-531-45-48-000	2,795.00

Inv 26725 Total	2,795.00
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Inv    26813	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/23/2023	Vactor catch basin cleaning for Feb 22 2023	403-22-050-531-45-48-000	2,795.00

Inv 26813 Total	2,795.00
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Inv    26825	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/27/2023	Vactor catch basin cleaning for MARCH 21 2023	403-22-050-531-45-48-000	2,620.31

Inv 26825 Total	2,620.31
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Inv    26827	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/21/2023	Vactor catch basin cleaning for MARCH 16 2023	403-22-050-531-45-48-000	3,061.06

Inv 26827 Total	3,061.06
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Inv    26887	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2023	Vactor catch basin cleaning for MARCH 3 2023	403-22-050-531-45-48-000	3,241.13

Inv 26887 Total	3,241.13
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Inv    28024	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/27/2023	Vactor catch basin cleaning for MARCH 22 2023	403-22-050-531-45-48-000	2,795.00

Inv 28024 Total	2,795.00
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Inv    28031	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/24/2023	Vactor catch basin cleaning for March 16, 2023	403-22-050-531-45-48-000	2,795.00

Inv 28031 Total	2,795.00
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Inv 28071

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/30/2023	Vactor catch basin cleaning for March 16, 2023	403-22-050-531-45-48-000	2,795.00

Inv 28071 Total			2,795.00
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Inv 28077

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2023	Vactor catch basin cleaning for March 16, 2023	403-22-050-531-45-48-000	2,620.31

Inv 28077 Total			2,620.31
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60984 Total:			34,572.00
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jenkinsp - Jenkins Pipeline Services LLC Total:			34,572.00
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**kc 500-2 - KING COUNTY OFFICE OF FINANCE FAC MGT DIV Line Item Account**

60987 04/13/2023

Inv 230401.2\_1P083

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/03/2023	King County right-of-way permit ROW A23-0355	401-18-037-534-81-48-000	200.00

Inv 230401.2_1P083 Total			200.00
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60987 Total:			200.00
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kc 500-2 - KING COUNTY OFFICE OF FINANCE FAC MGT DIV Total:			200.00
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**kcf201 - KING COUNTY FINANCE Line Item Account**

60986 04/13/2023

Inv 35006637

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/15/2023	King county right-of-way ROWA23-0075, ROWA22-1220, 1276	401-18-037-534-81-48-270	704.00
03/15/2023	King county right-of-way ROWA22-1575 Feb Labor	417-13-416-594-35-41-060	616.00

Inv 35006637 Total			1,320.00
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60986 Total:			1,320.00
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kcf201 - KING COUNTY FINANCE Total:			1,320.00
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**lawsonpr - Lawson Products Line Item Account**

60988 04/13/2023

Inv 9310418706

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/09/2023	Stock supplies	402-20-040-535-80-31-300	142.31

Inv 9310418706 Total			142.31
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60988 Total: 142.31

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**lawsonpr - Lawson Products Total:** 142.31

**loudedge - LoudEdge, Inc. Line Item Account 001-07-008-557-20-41-000**

60990      04/13/2023

Inv      COS 040122-C

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/01/2023	COMP plan update branding	001-14-031-558-60-41-000	3,320.00

Inv COS 040122-C Total 3,320.00

Inv      COS-040122-D

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/01/2023	Creative Development, Production & Administration - Park master	001-12-019-576-80-41-000	2,000.00

Inv COS-040122-D Total 2,000.00

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60990 Total: 5,320.00

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**loudedge - LoudEdge, Inc. Total:** 5,320.00

**lst - Les Schwab Tires, Inc. Line Item Account 501-23-051-548-68-31-400**

60989      04/13/2023

Inv      36300636472

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/28/2023	Tires for materials handler	402-20-040-535-55-48-000	3,692.38

Inv 36300636472 Total 3,692.38

Inv      36300637435

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2023	Wheel Spin Balance, Dismount & Mount	501-23-051-548-68-48-000	117.64

Inv 36300637435 Total 117.64

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60989 Total: 3,810.02

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**lst - Les Schwab Tires, Inc. Total:** 3,810.02

**macdmill - Macdonald-Miller Line Item Account**

60991      04/13/2023

Inv      SVC255592

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/10/2023	Repair Various HVAC Systems	402-20-040-535-55-48-000	8,346.81

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Inv SVC255592 Total	8,346.81
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60991 Total:	8,346.81
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<b>macdmill - Macdonald-Miller Total:</b>	8,346.81
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**mayos - Mayo, Sally Line Item Account**

60992      04/13/2023

Inv      REIMB S. Mayo

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	Art and wine walk supplies	012-13-060-573-20-31-000	36.60

Inv REIMB S. Mayo Total	36.60
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60992 Total:	36.60
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<b>mayos - Mayo, Sally Total:</b>	36.60
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**mcmaster - McMaster-Carr Line Item Account**

60993      04/13/2023

Inv      94837931

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/22/2023	Replace broken front gate opener	402-20-040-535-80-31-300	136.43

Inv 94837931 Total	136.43
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Inv      94857957

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/22/2023	Hoist for connex	402-20-040-535-80-35-900	759.76

Inv 94857957 Total	759.76
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Inv      94992972

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/24/2023	Bearing tool for pumps	402-20-045-535-65-35-900	716.68

Inv 94992972 Total	716.68
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60993 Total:	1,612.87
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<b>mcmaster - McMaster-Carr Total:</b>	1,612.87
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**mp - Minuteman Press Line Item Account**

60994      04/13/2023

Inv      89550

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/02/2022	Backflow letters	401-18-037-534-81-42-300	256.17

Inv 89550 Total 256.17

Inv 90049

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	Backflow letters	401-18-037-534-81-42-300	270.33

Inv 90049 Total 270.33

Inv 90422

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/03/2023	Fold, insert and seal 2023 Q1 B&O tax reports	001-06-007-514-23-31-000	1,456.63
04/03/2023	Postage to mail the 2023Q1 B&O tax reports	001-06-007-514-23-42-300	997.20

Inv 90422 Total 2,453.83

60994 Total: 2,980.33

**mp - Minuteman Press Total:** 2,980.33

**ncce - North Coast Electric Co. Line Item Account**

60997 04/13/2023

Inv S012403808.002

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/09/2023	PLC replacment project	402-20-040-535-50-31-300	598.25

Inv S012403808.002 Total 598.25

Inv S012403896.003

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/09/2023	PLC replacment project	402-20-040-535-50-31-300	774.53

Inv S012403896.003 Total 774.53

Inv S012419960.001

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/27/2023	PLC Replacement Project	402-20-040-535-50-31-300	9,873.59

Inv S012419960.001 Total 9,873.59

Inv S012419960.002

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/27/2023	PLC replacment project	402-20-040-535-50-31-300	295.75

Inv S012419960.002 Total 295.75

60997 Total: 11,542.12

**ncce - North Coast Electric Co. Total:** 11,542.12



**norcam - NORCOM 911 Line Item Account 001-09-014-522-20-41-511**

60995                      04/13/2023

Inv      0001418

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/01/2023	Norcom Q2	001-09-014-522-20-41-511	15,771.36

Inv 0001418 Total			15,771.36
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60995 Total:			15,771.36
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**norcam - NORCOM 911 Total:**

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15,771.36**norstar - Norstar Industries, Inc. Line Item Account**

60996                      04/13/2023

Inv      60985

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/06/2023	Snow & ice replacment parts, blades etc	501-23-051-548-68-31-301	18,576.41

Inv 60985 Total			18,576.41
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60996 Total:			18,576.41
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**norstar - Norstar Industries, Inc. Total:**

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18,576.41**nwsc - Northwest Safety Clean Line Item Account 001-09-014-522-10-41-000**

60998                      04/13/2023

Inv      23-34887

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/21/2023	Cleaning Services	001-09-014-522-10-41-000	880.29

Inv 23-34887 Total			880.29
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60998 Total:			880.29
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**nwsc - Northwest Safety Clean Total:**

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880.29**orkin - ORKIN Line Item Account**

60999                      04/13/2023

Inv      237140854

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
12/24/2022	Pest Control	510-24-053-518-20-48-000	161.17

Inv 237140854 Total			161.17
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Inv      241346279

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
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03/16/2023	Pest control	510-24-053-518-20-48-000	285.31
Inv 241346279 Total			285.31
Inv 241346280			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/08/2023	Rodent control	402-20-040-535-80-48-200	154.63
Inv 241346280 Total			154.63
Inv 241346281			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/16/2023	Pest control	510-24-053-518-20-48-000	173.14
Inv 241346281 Total			173.14
Inv 241346282			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/16/2023	Pest control	510-24-053-518-20-48-000	220.65
Inv 241346282 Total			220.65
60999 Total:			994.90
<b>orkin - ORKIN Total:</b>			994.90
<b>otak - Otak, Inc. Line Item Account 130-14-032-558-60-41-080</b>			
61000	04/13/2023		
Inv 000032300517			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/29/2023	Professional services ending 3/3/23	310-17-508-595-50-41-000	2,105.00
Inv 000032300517 Total			2,105.00
61000 Total:			2,105.00
<b>otak - Otak, Inc. Total:</b>			2,105.00
<b>paramet - Parametrix Line Item Account</b>			
61002	04/13/2023		
Inv 43147			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/10/2023	Design/build process	310-13-702-594-18-41-000	5,486.50
Inv 43147 Total			5,486.50
Inv 43450			
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/22/2023	Professional services - Water Improvement Pro	417-13-416-594-35-41-060	46,790.76

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Inv 43450 Total	46,790.76
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61002 Total:	52,277.26
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<b>paramet - Parametrix Total:</b>	52,277.26
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**pf&sinc - Pacific Fire & Security Inc. Line Item Account**

61001              04/13/2023

Inv      91568

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/09/2023	Quarterly Fire Alarm Monitoring Apr 2023- Jun 2023	402-20-040-535-80-48-200	109.44

Inv 91568 Total	109.44
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Inv      92501

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/16/2023	Alarm panel problem call out (Citywide)	510-24-053-518-20-48-000	724.19

Inv 92501 Total	724.19
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61001 Total:	833.63
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<b>pf&amp;sinc - Pacific Fire &amp; Security Inc. Total:</b>	833.63
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**platt - Platt 152997 Line Item Account**

61003              04/13/2023

Inv      3U17051

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/16/2023	Punch & die set	401-19-039-539-35-31-300	374.24

Inv 3U17051 Total	374.24
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61003 Total:	374.24
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<b>platt - Platt 152997 Total:</b>	374.24
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**rega - REGIONAL ANIMAL SERVICES OF KING COUNTY Line Item Account**

61004              04/13/2023

Inv      102305

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2023	New Senior Pet License #458503	633-13-000-589-30-10-200	15.00

Inv 102305 Total	15.00
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61004 Total:	15.00
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**rega - REGIONAL ANIMAL SERVICES OF KING COUNTY Total:**

15.00

**rh2 - RH2 Engineering, Inc. Line Item Account**

61005      04/13/2023

Inv      89766

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2023	Operational Support	402-20-019-535-10-41-000	3,666.19

Inv 89766 Total	3,666.19
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Inv      89776

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2023	Advancing the WRF P3 Contract Docs to 90% Completion & Pmt S	417-13-454-594-35-41-060	154,334.17

Inv 89776 Total	154,334.17
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Inv      89781

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/14/2023	Data Review and Siting Analysis for Sizing & Location Alts. Eval	417-13-455-594-35-41-060	5,174.42

Inv 89781 Total	5,174.42
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Inv      90012

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/20/2023	for Professional Services ending	403-22-019-531-10-41-000	721.60
03/20/2023	for Professional Services ending	402-20-019-535-10-41-000	41,058.63
03/20/2023	for Professional Services ending	401-18-019-534-10-41-000	41,842.01

Inv 90012 Total	83,622.24
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61005 Total:

246,797.02

**rh2 - RH2 Engineering, Inc. Total:**

246,797.02

**roberth - Robert Half Line Item Account**

61006      04/13/2023

Inv      61782279

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/30/2023	IT: Contract Employee	502-11-023-594-18-41-190	3,600.00

Inv 61782279 Total	3,600.00
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61006 Total:

3,600.00

**roberth - Robert Half Total:**

3,600.00

**rta - Ron Turley Associates, Inc. Line Item Account**

61007      04/13/2023

Inv      64730

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/01/2023	Fleet software upgrade/fleet vehicle (asset) unit upgrade	501-23-051-548-68-31-800	3,974.85

Inv 64730 Total			3,974.85
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61007 Total:			3,974.85
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**rta - Ron Turley Associates, Inc. Total:**

3,974.85

**seattimes - The Seattle Times Line Item Account**

61014      04/13/2023

Inv      52322

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/24/2023	Publish PROST Plan	001-12-028-576-80-41-000	631.23

Inv 52322 Total			631.23
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Inv      52809

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2023	Ordinance 1275	001-05-005-514-20-41-330	99.25

Inv 52809 Total			99.25
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61014 Total:			730.48
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**seattimes - The Seattle Times Total:**

730.48

**sherwill - The Sherwin-Williams Co. Line Item Account**

61015      04/13/2023

Inv      5412-5

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2023	Paint for Wall Repair - Old Library	510-24-053-518-20-31-300	79.81

Inv 5412-5 Total			79.81
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61015 Total:			79.81
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**sherwill - The Sherwin-Williams Co. Total:**

79.81

**shi int - SHI International Corp Line Item Account**

61008      04/13/2023

Inv      B16624036

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/21/2023	IT: Replacement Components	502-11-021-518-88-31-820	616.50

Inv B16624036 Total			616.50
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61008 Total: 616.50

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**shi int - SHI International Corp Total:** 616.50

**svfb - Snoqualmie Valley Food Bank Line Item Account 001-13-125-565-10-49-400**

61010      04/13/2023

Inv      4-6-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/06/2023	Human services funding first half of 2023	001-13-125-565-10-49-400	25,000.00

Inv 4-6-23 Total 25,000.00

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61010 Total: 25,000.00

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**svfb - Snoqualmie Valley Food Bank Total:** 25,000.00

**transsol - Transportation Solutions, Inc. Line Item Account**

61017      04/13/2023

Inv      19190

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	Professional services from Feb 16 - Mar 15, 2023	310-17-502-595-69-41-060	4,427.75

Inv 19190 Total 4,427.75

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61017 Total: 4,427.75

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**transsol - Transportation Solutions, Inc. Total:** 4,427.75

**trojuv - TrojanUV Line Item Account**

61018      04/13/2023

Inv      200/9151

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/23/2023	UV sleeves	402-20-040-535-80-31-300	396.40

Inv 200/9151 Total 396.40

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61018 Total: 396.40

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**trojuv - TrojanUV Total:** 396.40

**tsi carn - Traffic Signs, Inc. Line Item Account**

61016      04/13/2023

Inv      19340

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/24/2023	Park Signage	001-12-028-576-80-31-300	489.15

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Inv 19340 Total	489.15
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61016 Total:	<hr/> 489.15
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<b>tsi carn - Traffic Signs, Inc. Total:</b>	<hr/> 489.15
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**ttd - TETRA TECH, INC. Line Item Account**

61012                      04/13/2023

Inv      52045588

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2023	For professional services ending Feb 24, 2023	417-13-499-594-34-41-060	8,769.96

Inv 52045588 Total	8,769.96
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Inv      52047046

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2023	Bridge load rating update through Feb 24, 2023	310-17-509-595-50-41-000	39,890.96

Inv 52047046 Total	39,890.96
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61012 Total:	<hr/> 48,660.92
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<b>ttd - TETRA TECH, INC. Total:</b>	<hr/> 48,660.92
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**tylertec - Tyler Technologies, Inc. Line Item Account**

61019                      04/13/2023

Inv      045-412501

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/01/2023	Financial system managment	502-11-023-594-18-41-040	66,348.96

Inv 045-412501 Total	66,348.96
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61019 Total:	<hr/> 66,348.96
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<b>tylertec - Tyler Technologies, Inc. Total:</b>	<hr/> 66,348.96
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**uli - Unum Life Insurance Line Item Account 001-08-009-521-22-22-400**

61022                      04/13/2023

Inv      4-1-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/01/2023	Group Insurance Premium	001-08-009-521-22-22-400	70.50

Inv 4-1-23 Total	70.50
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61022 Total:	<hr/> 70.50
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**uli - Unum Life Insurance Total:**

70.50

**uline - Uline Line Item Account**

61020                      04/13/2023

Inv      160876335

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/08/2023	Storage for UV supplies	402-20-040-535-80-31-300	927.12

Inv 160876335 Total 927.12

61020 Total:

927.12

**uline - Uline Total:**

927.12

**unamcali - Una McAlinden Line Item Account**

61021                      04/13/2023

Inv      4-5-23

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	Council retreat design and facilitation	001-02-002-511-60-41-000	15,000.00

Inv 4-5-23 Total 15,000.00

61021 Total:

15,000.00

**unamcali - Una McAlinden Total:**

15,000.00

**usmower - US Mower Line Item Account**

61023                      04/13/2023

Inv      282426

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2023	Right of way mower monthly rental	501-23-051-548-68-45-100	10,761.30

Inv 282426 Total 10,761.30

61023 Total:

10,761.30

**usmower - US Mower Total:**

10,761.30

**visionq - VisionQuest Window Cleaning, Inc. Line Item Account 510-24-053-518-20-48-000**

61024                      04/13/2023

Inv      000810

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/19/2023	City Hall Outside Window and Louver Cleaning	510-24-053-518-20-48-000	700.00

Inv 000810 Total 700.00



Inv      000811

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/19/2023	Police entrance outside window cleaning	510-24-053-518-20-48-000	250.00

Inv 000811 Total		250.00
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61024 Total:		950.00
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<b>visionq - VisionQuest Window Cleaning, Inc. Total:</b>		950.00
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**WAARB&ME - WASHINGTON ARBITRATON & MEDIATION SERVICE 1 INC Line Item Account**

61025      04/13/2023

Inv      124949

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2023	Duvall v. COS -Mediation (deposition hearing set 5/18/23)	502-11-020-518-88-41-000	1,300.00

Inv 124949 Total		1,300.00
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61025 Total:		1,300.00
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<b>WAARB&amp;ME - WASHINGTON ARBITRATON &amp; MEDIATION SERVICE 1 INC Total:</b>		1,300.00
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**WIEBEN - WIEBE, NICOLE Line Item Account**

61028      04/13/2023

Inv      REIMB N. Wiebe

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2023	Teen flashlight egg hunt supplies	001-28-065-573-90-31-900	421.40

Inv REIMB N. Wiebe Total		421.40
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61028 Total:		421.40
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<b>WIEBEN - WIEBE, NICOLE Total:</b>		421.40
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**wishamb - Wisham, Bill Line Item Account**

61029      04/13/2023

Inv      REIMB B. WISHAM

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2023	Trail Shoes	001-09-014-522-20-31-050	198.18

Inv REIMB B. WISHAM Total		198.18
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61029 Total:		198.18
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<b>wishamb - Wisham, Bill Total:</b>		198.18
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## wlace - Westlake Ace Hardware Line Item Account

61027                      04/13/2023

Inv      C27477/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/15/2023	Connex fasteners	401-18-037-534-81-31-300	40.64

Inv C27477/153 Total	40.64
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Inv      C36213/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/30/2023	Replacement Chain for Closed Access Road	001-16-035-542-30-31-300	38.10

Inv C36213/153 Total	38.10
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Inv      C36546/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2023	Facility parts and supplies	510-24-053-518-20-31-300	152.29

Inv C36546/153 Total	152.29
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Inv      C36715/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2023	Facility parts & supplies	510-24-053-518-20-31-300	26.14

Inv C36715/153 Total	26.14
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Inv      C38170/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/03/2023	Facility parts & supplies	510-24-053-518-20-31-300	19.61

Inv C38170/153 Total	19.61
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Inv      C38427/153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/03/2023	Facility parts & supplies	510-24-053-518-20-31-300	1,423.50

Inv C38427/153 Total	1,423.50
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Inv      C39306-153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	Facility parts and supplies	510-24-053-518-20-31-300	155.41

Inv C39306-153 Total	155.41
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Inv      C39564-153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	Batteries	401-18-037-534-81-31-300	65.37

Inv C39564-153 Total	65.37
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61027 Total:

1,921.06

**wlace - Westlake Ace Hardware Total:**

1,921.06

**wml - Water Management Laboratories, Inc. Line Item Account**

61026      04/13/2023

Inv      210448

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/21/2023	March bacteria samples	401-18-037-534-81-41-000	345.00

Inv 210448 Total	345.00
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Inv      210720

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/30/2023	March arsenic sample	401-18-037-534-81-41-000	27.00

Inv 210720 Total	27.00
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61026 Total:	372.00
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**wml - Water Management Laboratories, Inc. Total:**

372.00

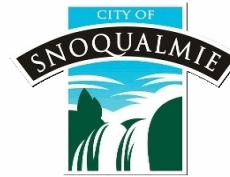
Total:	688,955.66
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# Accounts Payable

## Blanket Voucher Approval Document

Item 7.

User: ITreptow  
Printed: 04/19/2023 - 12:29PM  
Warrant Request Date: 4/19/2023  
DAC Fund:



#18

Batch: 00003.04.2023 - 4-19-2023 Check run

City of Snoqualmie

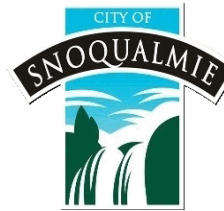
Claims presented to the City to be paid in the amount of \$ 85,932.65  
for claims warrants numbered 61030 through 61063 & dated 4/19/2023.

Line	Claimant	Voucher No.	Amount
1	911 SUPPLY INC	000061030	126.80
2	BAINBRIDGE ASSOCIATES LLC	000061031	1,415.70
3	BENNETT,PHIL	000061032	603.85
4	BUILDERS EXCHANGE OF WA INC	000061033	135.00
5	CALPORTLAND CO	000061034	748.77
6	Correctional Industries	000061036	916.39
7	CITY OF LAKE FOREST PARK	000061035	400.00
8	Grainger	000061037	287.29
9	Hach Company, Inc.	000061038	5,902.66
10	HD Fowler Co.	000061039	270.71
11	Jenkins Pipeline Services LLC	000061040	1,478.12
12	KING COUNTY RADIO COMM SVCS	000061041	4,363.02
13	Macdonald-Miller	000061042	2,166.24
14	Matzke Polygraph, LLC	000061043	150.00
15	Municipal Research & Serv. Center	000061044	275.00
16	North Bend Auto Parts, Inc. (Gen.)	000061045	43.24
17	North Bend Chevrolet	000061046	651.61
18	Office Depot, Inc.	000061047	196.88
19	ORKIN	000061048	213.43
20	PFM Financial Advisors LLC	000061049	3,000.00
21	Public Health - Seattle & King County	000061051	5,518.14
22	Platt 135890	000061050	330.09
23	Puget Sound Energy	000061053	22,348.11
24	Puget Sound Regional Fire Authority	000061054	6,114.06
25	Public Safety Testing	000061052	216.00
26	R & R Rentals	000061055	183.10
27	Robert Half	000061056	3,845.50
28	Snoqualmie Valley School Dist. #410	000061057	14,262.67
29	Storm Lake Growers, Inc.	000061058	573.22
30	Thomas J Tree & Garden Care LLC	000061059	6,482.14
31	Verizon (PD)	000061060	1,768.25
32	Verizon Wireless (Central Svcs.)	000061061	318.50
33	Waste Management - AS Payment Agent	000061062	156.97
34	Westlake Ace Hardware	000061063	471.19
Page Total:			\$85,932.65
Grand Total:			\$85,932.65

# Accounts Payable

## Check Detail

User: ITreptow  
Printed: 04/26/2023 - 1:16PM



Item 7.

Check Number	Check Date	Amount
<b>911 supp - 911 SUPPLY INC Line Item Account</b>		
61030	04/19/2023	
Inv	INV-2-27625	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/27/2023	Captain Bars - B Lynch	001-08-009-521-22-31-050
		22.81
Inv INV-2-27625 Total		22.81
Inv	INV-2-27773	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/30/2023	BB hat & Shirt - S Bruton	001-08-009-521-22-31-050
		103.99
Inv INV-2-27773 Total		103.99
61030 Total:		126.80
<b>911 supp - 911 SUPPLY INC Total:</b>		126.80
<b>baina - BAINBRIDGE ASSOCIATES LLC Line Item Account</b>		
61031	04/19/2023	
Inv	1012	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
03/30/2023	Bi Monthly calibrate & validate sensors	402-20-040-535-80-48-000
		1,415.70
Inv 1012 Total		1,415.70
61031 Total:		1,415.70
<b>baina - BAINBRIDGE ASSOCIATES LLC Total:</b>		1,415.70
<b>bennettph - BENNETT, PHIL Line Item Account</b>		
61032	04/19/2023	
Inv	REIMB P. Bennet	
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
04/11/2023	Hotel stay for Green Communitess leadership Institute Training	403-22-030-531-90-43-000
		603.85
Inv REIMB P. Bennet Total		603.85
61032 Total:		603.85

**bennettp - BENNETT, PHIL Total:**

603.85

**beowi - BUILDERS EXCHANGE OF WA INC Line Item Account**

61033      04/19/2023

Inv      1074090

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/06/2023	Posting addendum on the BXBA	310-13-701-594-18-41-060	135.00
Inv 1074090 Total			135.00

61033 Total:

135.00

**beowi - BUILDERS EXCHANGE OF WA INC Total:**

135.00

**calportl - CALPORTLAND CO Line Item Account**

61034      04/19/2023

Inv      95834350

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/27/2023	Surfacing gravel fo PW compound	403-22-050-531-30-31-300	748.77
Inv 95834350 Total			748.77

61034 Total:

748.77

**calportl - CALPORTLAND CO Total:**

748.77

**colfp - CITY OF LAKE FOREST PARK Line Item Account**

61035      04/19/2023

Inv      2023-Snoqualmie

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
01/30/2023	2023 Dues - Coalition of Small police agencies	001-08-009-521-10-49-200	400.00
Inv 2023-Snoqualmie Total			400.00

61035 Total:

400.00

**colfp - CITY OF LAKE FOREST PARK Total:**

400.00

**ci - Correctional Industries Line Item Account**

61036      04/19/2023

Inv      SCC11017

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/22/2023	Office Chair - M Black	014-08-012-521-50-35-900	916.39
Inv SCC11017 Total			916.39

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61036 Total:	916.39
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<b>ci - Correctional Industries Total:</b>	916.39
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**grainger - Grainger Line Item Account**

61037      04/19/2023

Inv      9653472804

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/27/2023	City Hall chambers floor cover plate	510-24-053-518-20-31-300	287.29

Inv 9653472804 Total	287.29
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61037 Total:	287.29
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<b>grainger - Grainger Total:</b>	287.29
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**hci - Hach Company, Inc. Line Item Account**

61038      04/19/2023

Inv      13512372

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/21/2023	Calibrate & Validate sensors	402-20-040-535-80-48-000	5,902.66

Inv 13512372 Total	5,902.66
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61038 Total:	5,902.66
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<b>hci - Hach Company, Inc. Total:</b>	5,902.66
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**hdf - HD Fowler Co. Line Item Account**

61039      04/19/2023

Inv      I6339136

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/15/2023	Allthread for bridge repair	403-22-030-531-90-31-300	270.71

Inv I6339136 Total	270.71
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61039 Total:	270.71
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<b>hdf - HD Fowler Co. Total:</b>	270.71
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**jenkinsp - Jenkins Pipeline Services LLC Line Item Account**

61040      04/19/2023

Inv      28078

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/31/2023	9517 384th Ave SE service install	401-18-037-534-81-48-000	1,478.12

Inv 28078 Total	1,478.12
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61040 Total:	1,478.12
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jenkinsp - Jenkins Pipeline Services LLC Total:	1,478.12
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**kc radio - KING COUNTY RADIO COMM SVCS Line Item Account 001-08-009-521-50-48-000**

61041 04/19/2023

Inv 19535

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/30/2023	Officer Portable radios - MAR	001-08-009-521-50-42-100	1,466.09
03/30/2023	Officer Portable radios - MAR	014-08-012-521-50-42-100	1,466.09

Inv 19535 Total	2,932.18
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Inv 455029

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/30/2023	Remote speaker mics	001-08-009-521-50-35-900	576.52

Inv 455029 Total	576.52
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Inv 455412

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/30/2023	Portable radio repair	001-08-009-521-22-41-000	74.60

Inv 455412 Total	74.60
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Inv 455441

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/30/2023	Chargers for officer portable radios	001-08-009-521-50-35-900	779.72

Inv 455441 Total	779.72
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61041 Total:	4,363.02
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kc radio - KING COUNTY RADIO COMM SVCS Total:	4,363.02
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**macdmill - Macdonald-Miller Line Item Account**

61042 04/19/2023

Inv SVC256688

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/23/2023	Plumbing & HVAC repair	402-20-040-535-55-48-000	2,166.24

Inv SVC256688 Total	2,166.24
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61042 Total:	2,166.24
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**macdmill - Macdonald-Miller Total:**

2,166.24

**matzken - Matzke Polygraph, LLC Line Item Account**

61043      04/19/2023

Inv      4423

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
11/11/2022	Polygraph D. Kiblinger	014-08-012-521-22-41-000	150.00
Inv 4423 Total			150.00

61043 Total:

150.00

**matzken - Matzke Polygraph, LLC Total:**

150.00

**mrsc - Municipal Research & Serv. Center Line Item Account**

61044      04/19/2023

Inv      66117

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/11/2023	MRSC Membership Renewal	001-16-019-542-90-49-200	46.00
04/11/2023	MRSC Membership Renewal	501-23-019-548-61-49-200	45.00
04/11/2023	MRSC Membership Renewal	401-18-037-534-81-49-200	46.00
04/11/2023	MRSC Membership Renewal	403-22-019-531-10-49-200	46.00
04/11/2023	MRSC Membership Renewal	403-22-030-531-90-49-200	46.00
04/11/2023	MRSC Membership Renewal	402-20-040-535-80-49-200	46.00
Inv 66117 Total			275.00

61044 Total:

275.00

**mrsc - Municipal Research & Serv. Center Total:**

275.00

**nb autog - North Bend Auto Parts, Inc. (Gen.) Line Item Account**

61045      04/19/2023

Inv      985498

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/07/2023	Tow strap VEH 123	001-08-009-521-50-35-900	43.24
Inv 985498 Total			43.24

61045 Total:

43.24

**nb autog - North Bend Auto Parts, Inc. (Gen.) Total:**

43.24

**nb chevvy - North Bend Chevrolet Line Item Account**

61046      04/19/2023

Inv      CVCS35969

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>
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03/29/2023	Replace ECM program ECM	501-23-051-548-68-48-000	651.61
Inv CVCS35969 Total			651.61
61046 Total:			651.61
nb chevy - North Bend Chevrolet Total:			651.61
<b>OD 32559 - Office Depot, Inc. (ODP) Line Item Account</b>			
61047	04/19/2023		
Inv	303998911001		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/24/2023	Paper for alarm printer	402-20-040-535-80-31-910	196.88
Inv 303998911001 Total			196.88
61047 Total:			196.88
<b>OD 32559 - Office Depot, Inc. (ODP) Total:</b>			196.88
<b>orkin - ORKIN Line Item Account</b>			
61048	04/19/2023		
Inv	241346267		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/16/2023	Pest control	402-20-040-535-80-48-200	213.43
Inv 241346267 Total			213.43
61048 Total:			213.43
<b>orkin - ORKIN Total:</b>			213.43
<b>pfm fin - PFM Financial Advisors LLC Line Item Account</b>			
61049	04/19/2023		
Inv	124438		
<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/06/2023	Quarterly retainer - Jan to Mar 2023	001-06-007-514-23-41-090	3,000.00
Inv 124438 Total			3,000.00
61049 Total:			3,000.00
<b>pfm fin - PFM Financial Advisors LLC Total:</b>			3,000.00
<b>plattes - Platt 135890 Line Item Account</b>			
61050	04/19/2023		

Inv 3U65805

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/24/2023	Electrical supplies, bulbs, ballasts, light fixtures	510-24-053-518-20-31-300	330.09
Inv 3U65805 Total			330.09

61050 Total:

330.09

plattes - Platt 135890 Total:

330.09

## ph-s&amp;kc - Public Health - Seattle &amp; King County Line Item Account

61051 04/19/2023

Inv Q1-2023

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/01/2023	Fees that pay for King County hazardous program	402-20-040-535-80-47-501	5,518.14
Inv Q1-2023 Total			5,518.14

61051 Total:

5,518.14

ph-s&amp;kc - Public Health - Seattle &amp; King County Total:

5,518.14

## pctest - Public Safety Testing Line Item Account

61052 04/19/2023

Inv 2023-339

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/03/2023	Quarterly Fee Jan-Mar 2023	001-08-009-521-10-49-200	216.00
Inv 2023-339 Total			216.00

61052 Total:

216.00

pctest - Public Safety Testing Total:

216.00

## pse - Puget Sound Energy Line Item Account 001-08-009-521-50-47-100

61053 04/19/2023

Inv 002083

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/27/2023	PD Building - Electric	510-24-053-518-20-47-100	876.93
Inv 002083 Total			876.93

Inv 004220

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/27/2023	PSE Electricity	401-18-037-534-81-47-100	7,964.30
03/27/2023	PSE Electricity	401-18-037-534-82-47-100	2,437.10

Inv 004220 Total			10,401.40
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Inv      037989

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/06/2023	PSE Electricity	401-18-037-534-81-47-100	23.32

Inv 037989 Total			23.32
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Inv      103358

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity	401-19-039-539-35-47-100	11.90

Inv 103358 Total			11.90
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Inv      133972

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity	510-24-053-518-20-47-100	539.86

Inv 133972 Total			539.86
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Inv      198066

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity	510-24-053-518-20-47-100	104.19

Inv 198066 Total			104.19
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Inv      198082

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity	510-24-053-518-20-47-100	114.21

Inv 198082 Total			114.21
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Inv      241392

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity	402-20-045-535-65-47-100	95.02

Inv 241392 Total			95.02
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Inv      257959

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity	001-09-014-522-50-47-100	1,233.84
04/05/2023	PSE Natural Gas	001-10-017-525-60-47-100	1,278.60

Inv 257959 Total			2,512.44
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Inv      400820

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity	510-24-053-518-20-47-100	11.54

Inv 400820 Total			11.54
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Inv      431306

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/03/2023	PSE Electricity street lighting	001-16-035-542-63-47-100	21.08

Inv 431306 Total			21.08
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Inv      436232

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity	401-19-039-539-35-47-100	4,254.63

Inv 436232 Total			4,254.63
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Inv      456550

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity street lighting	001-16-035-542-63-47-100	12.03

Inv 456550 Total			12.03
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Inv      517464

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity street lighting	001-16-035-542-63-47-100	124.90

Inv 517464 Total			124.90
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Inv      541418

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity	402-20-045-535-65-47-100	386.07

Inv 541418 Total			386.07
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Inv      549936

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity	510-24-053-518-20-47-100	52.03

Inv 549936 Total			52.03
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Inv      577403

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity street lighting	001-16-035-542-63-47-100	19.15

Inv 577403 Total			19.15
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Inv      577445

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity street lighting	001-16-035-542-63-47-100	16.69

Inv 577445 Total			16.69
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Inv      639966

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity street lighting	001-16-035-542-63-47-100	1,499.45

Inv 639966 Total	1,499.45
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Inv     742043	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity street lighting	001-16-035-542-63-47-100	33.25

Inv 742043 Total	33.25
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Inv     780111	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity street lighting	001-16-035-542-63-47-100	59.19

Inv 780111 Total	59.19
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Inv     780137	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity street lighting	001-16-035-542-63-47-100	12.21

Inv 780137 Total	12.21
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Inv     794782	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity	401-19-039-539-35-47-100	12.93

Inv 794782 Total	12.93
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Inv     885592	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/05/2023	PSE Electricity	510-24-053-518-20-47-100	1,153.69

Inv 885592 Total	1,153.69
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61053 Total:	22,348.11
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<b>psrfa - Puget Sound Energy Total:</b>	22,348.11
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**psrfa - Puget Sound Regional Fire Authority Line Item Account 501-23-051-548-68-48-000**

61054                      04/19/2023	
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Inv     2832	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/17/2023	Fire apparatus repair & service	501-23-051-548-68-48-000	146.04

Inv 2832 Total	146.04
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Inv     2863	
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<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/01/2023	Fire apparatus repair & service	501-23-051-548-68-48-000	5,968.02

Inv 2863 Total	5,968.02
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61054 Total: 6,114.06

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**psrfa - Puget Sound Regional Fire Authority Total:** 6,114.06

**r & r - R & R Rentals Line Item Account**

61055      04/19/2023

Inv      704888-2

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/06/2023	Pruning tools	403-22-030-531-90-31-300	183.10

Inv 704888-2 Total 183.10

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61055 Total: 183.10

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**r & r - R & R Rentals Total:** 183.10

**roberth - Robert Half Line Item Account**

61056      04/19/2023

Inv      61799664

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/04/2023	Contractor - Gen finance week ending 3/31/23	001-06-007-514-23-41-190	1,887.00

Inv 61799664 Total 1,887.00

Inv      61833541

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/11/2023	Contractor - Gen finance week ending 4/11/23	001-06-007-514-23-41-190	1,958.50

Inv 61833541 Total 1,958.50

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61056 Total: 3,845.50

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**roberth - Robert Half Total:** 3,845.50

**snoq vs - Snoqualmie Valley School Dist. #410 Line Item Account 501-23-051-548-68-32-100**

61057      04/19/2023

Inv      7562

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/07/2023	Fleet and NB police fuel	501-23-051-548-68-32-100	10,754.71
04/07/2023	Fleet and NB police fuel	014-08-012-521-22-32-100	3,507.96

Inv 7562 Total 14,262.67

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61057 Total: 14,262.67

**snoq vs - Snoqualmie Valley School Dist. #410 Total:**

14,262.67

**stormlk - Storm Lake Growers, Inc. Line Item Account**

61058      04/19/2023

Inv      23-169

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/01/2023	Trees for 3 forks park	403-22-030-531-90-31-300	573.22

Inv 23-169 Total			573.22
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61058 Total:

573.22

**stormlk - Storm Lake Growers, Inc. Total:**

573.22

**tje - Thomas J Tree & Garden Care LLC Line Item Account**

61059      04/19/2023

Inv      1074

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
02/21/2023	Dog park hazard tree removal	403-22-030-531-90-48-156	1,208.79

Inv 1074 Total			1,208.79
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Inv      1094

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/08/2023	MCintosh Ct destabilized fir removal	403-22-030-531-90-48-156	3,263.74

Inv 1094 Total			3,263.74
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Inv      1095

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/08/2023	Leitz Ave destabilized fir removal	403-22-030-531-90-48-156	2,009.61

Inv 1095 Total			2,009.61
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61059 Total:

6,482.14

**tje - Thomas J Tree & Garden Care LLC Total:**

6,482.14

**veriz 3 - Verizon (PD) Line Item Account 511-25-054-518-50-42-010**

61060      04/19/2023

Inv      99030321127

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/16/2023	PD Cell phones March	502-11-020-518-88-42-010	1,768.25

Inv 99030321127 Total			1,768.25
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61060 Total:

1,768.25



**veriz 3 - Verizon (PD) Total:**

1,768.25

**verizcs - Verizon Wireless (Central Svcs.) Line Item Account 511-25-054-518-50-42-010**

61061      04/19/2023

Inv    9930834550

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
03/23/2023	SCADA M2M coms	402-20-040-535-50-48-000	318.50

Inv 9930834550 Total 318.50

61061 Total:

318.50

**verizcs - Verizon Wireless (Central Svcs.) Total:**

318.50

**wastemgm - Waste Management - AS Payment Agent Line Item Account 402-20-040-535-50-48-000**

61062      04/19/2023

Inv    0267890-2677-5

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/01/2023	Roll off dumpster for maintenance needs	402-20-040-535-50-48-000	156.97

Inv 0267890-2677-5 Total 156.97

61062 Total:

156.97

**wastemgm - Waste Management - AS Payment Agent Total:**

156.97

**wlace - Westlake Ace Hardware Line Item Account**

61063      04/19/2023

Inv    C39893-153

<u>Line Item Date</u>	<u>Line Item Description</u>	<u>Line Item Account</u>	
04/06/2023	Trail bridge repair supplies	403-22-030-531-90-31-300	471.19

Inv C39893-153 Total 471.19

61063 Total:

471.19

**wlace - Westlake Ace Hardware Total:**

471.19

Total:

85,932.65



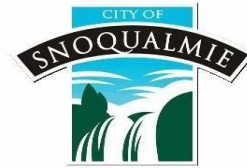
**Payroll**  
**Blanket Voucher Document**

Claims presented to the City to be paid on 4/ 14 /2023 in the amount of \$ 144,320.00  
which includes claim warrants numbered -- through --,  
totaling \$ 0.00, and direct deposits totaling \$ 144,320.00.

# Payroll

## ACH Check Register

User: 'THolden'  
 Printed: 04/07/2023 - 11:01AM  
 Batch: 00001.04.2023 - 4-14-2023  
 Include Partial: TRUE



Check Date	Check Number	Partial ACH	Employee Name	Amount
04/14/2023	0	False	Reina McCauley	2,400.00
04/14/2023	0	False	Bob Sterbank	4,475.00
04/14/2023	0	False	Anna Astrakhan	3,200.00
04/14/2023	0	False	Deana Dean	2,000.00
04/14/2023	0	False	Tania Holden	700.00
04/14/2023	0	False	Jimmie Betts Jr.	1,400.00
04/14/2023	0	False	Brendon Ecker	1,775.00
04/14/2023	0	False	Andrew Latham	1,700.00
04/14/2023	0	False	Sarah Reeder	3,050.00
04/14/2023	0	False	Christopher Miller	2,000.00
04/14/2023	0	False	Jennifer Ferguson	3,000.00
04/14/2023	0	False	Krista Hintz	1,000.00
04/14/2023	0	False	Debbie Kinsman	1,500.00
04/14/2023	0	False	Gerald Knutsen	400.00
04/14/2023	0	False	Kyla Henderson	2,000.00
04/14/2023	0	False	Janna Walker	2,700.00
04/14/2023	0	False	Tami Wood	1,500.00
04/14/2023	0	False	Danna McCall	3,000.00
04/14/2023	0	False	Brian Lynch	1,500.00
04/14/2023	0	False	Scott Bruton	2,300.00
04/14/2023	0	False	Melinda Black	1,600.00
04/14/2023	0	False	Stephanie Butler	2,800.00
04/14/2023	0	False	Austin Gutwein	2,100.00
04/14/2023	0	False	Joseph Spears	2,350.00
04/14/2023	0	False	Drew Ward	2,300.00
04/14/2023	0	False	Michael Peter	2,200.00
04/14/2023	0	False	Pamela Mandery	2,000.00
04/14/2023	0	False	James Aguirre	2,500.00
04/14/2023	0	False	Ricardo Velasquez	2,750.00
04/14/2023	0	False	Michael Liebetrau	1,800.00
04/14/2023	0	False	Deanna Patterson	1,780.00
04/14/2023	0	False	Craig Miller	2,350.00
04/14/2023	0	False	Joseph Meadows	2,700.00
04/14/2023	0	False	Cory Hendricks	2,400.00
04/14/2023	0	False	Nicholas Schulgen	2,050.00
04/14/2023	0	False	David Doucett	2,850.00
04/14/2023	0	False	Chase Smith	2,000.00
04/14/2023	0	False	Kim Stonebraker-W	2,000.00
04/14/2023	0	False	James Kaae	2,000.00
04/14/2023	0	False	Jason Weiss	2,000.00
04/14/2023	0	False	Nigel Draveling	1,500.00
04/14/2023	0	False	Dmitriy Vladis	2,000.00
04/14/2023	0	False	Philip Bennett	1,440.00
04/14/2023	0	False	Jordan Jolley	1,950.00
04/14/2023	0	False	Jason Battles	1,800.00
04/14/2023	0	False	Neil MacVicar	1,700.00

04/14/2023	0	False	Ryan Barnet	1,775.00
04/14/2023	0	False	Michael Chambless	4,750.00
04/14/2023	0	False	Kevin Aspy	1,585.00
04/14/2023	0	False	Patrick Fry	2,900.00
04/14/2023	0	False	Andrew Vining	2,950.00
04/14/2023	0	False	Hind Ahmed	3,200.00
04/14/2023	0	False	Thomas Holmes	1,100.00
04/14/2023	0	False	Alec Bagley	1,900.00
04/14/2023	0	False	Joan Quade	1,150.00
04/14/2023	0	False	Ryan Dalziel	1,200.00
04/14/2023	0	False	Jason George	800.00
04/14/2023	0	False	Kevin Halbert	1,350.00
04/14/2023	0	False	Timothy Barrett	1,950.00
04/14/2023	0	False	Donald Harris	200.00
04/14/2023	0	False	Kevin Snyder	1,500.00
04/14/2023	0	False	Christopher Wilson	1,865.00
04/14/2023	0	False	Todd Shinn	1,000.00
04/14/2023	0	False	John Cooper	800.00
04/14/2023	0	False	David Goodman	2,700.00
04/14/2023	0	False	Ilyse Treptow	950.00
04/14/2023	0	False	Dylan Gamble	1,875.00
04/14/2023	0	False	Michael Bailey	1,400.00
04/14/2023	0	False	Tylor Fischer	2,000.00
04/14/2023	0	False	Jacob Fouts	600.00
04/14/2023	0	False	Darby Summers	1,200.00
04/14/2023	0	False	Gregory Heath	2,200.00
04/14/2023	0	False	Matthew West	1,500.00
04/14/2023	0	False	Robert Lasswell	1,400.00

0.00

144,320.00

Total Employees:	74	144,320.00
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# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-058  
May 8, 2023  
Consent Agenda

Item 8.

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB23-058: Consultant Services Agreement with Parametrix, for construction management of Snoqualmie Parkway Rehabilitation Project	<input type="checkbox"/> Discussion Only <input checked="" type="checkbox"/> Action Needed:
<b>PROPOSED ACTION:</b>	Approve Consultant Services Agreement with Parametrix, for construction management of Snoqualmie Parkway Rehabilitation Project	<input checked="" type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director/Peer	Mike Chambless	4/21/2023
	Finance	Drew Bouta	4/20/2023
	Legal	Anna Astrakhan	4/28/2023
	City Administrator	Mike Sauerwein	Click or tap to enter a date.

<b>DEPARTMENT:</b>	Parks & Public Works		
<b>STAFF:</b>	Hind Ahmed – Project Engineer		
<b>COMMITTEE:</b>	Parks & Public Works	<b>COMMITTEE DATE:</b> May 2, 2023	
<b>MEMBERS:</b>	Ethan Benson	Bryan Holloway	Jo Johnson
<b>EXHIBITS:</b>	1. AB23- 058x1a – (Res. No.) 2. AB23- 058x1b (Contract) 3. AB23- 058x2 – scope of work 4. AB23- 058x3 – Fees 5. AB23- 058X4 – CIP		

<b>AMOUNT OF EXPENDITURE</b>	\$ 228,586
<b>AMOUNT BUDGETED</b>	\$ 6,400,000
<b>APPROPRIATION REQUESTED</b>	\$ n/a

## SUMMARY

### INTRODUCTION

This Agenda Bill seeks approval to select Parametrix for the construction management of the Snoqualmie Parkway Rehabilitation Project and authorize the mayor to sign the Services Agreement. Parks & Public Works determined Parametrix to be most qualified based on their qualification statement and project experience.

### LEGISLATIVE HISTORY

NA

## BACKGROUND

The Snoqualmie parkway Rehabilitation project makes improvements to Snoqualmie Parkway from SE 99th St to SR 202 (Railroad Ave SE). Improvements include grind and overlay pavement rehabilitation, loop replacements, ADA improvements including ramps and pedestrian push buttons at signalized intersections, channelization; and other related improvements all while keeping Snoqualmie Parkway open and passable to traffic. The project was advertised to bid on April 11th, 2023, bids are due May 2nd, 2023, and the construction work is scheduled for Summer of 2023.

The construction management services scope of work for Snoqualmie Parkway Rehabilitation project includes the following:

- Project Management
- pre-construction services
- construction services including evaluation of construction schedule and progress payments, change management and inspection and other field services.
- material testing
- document control and information management

## ANALYSIS

The City received an appropriation of \$5 Million from the State legislature under the Move Ahead Washington (MAW) Capital Projects Program to pay a substantial portion of the project. Because of State funding requirements, the city must follow the Local Agency Guidelines (LAG) Manual requirements and assure that the constructed upgrades meet WSDOT Standards.

Per city comprehensive purchasing, professional services, and public works contract matrix for contracts over \$100,000 staff may use the Municipal Research and Services Center (MRSC) professional service roster process for consultant/vendor selection. Parks & Public Works followed MRSC roster process and determined Parametrix to be most qualified based on their previous experience on state funded project, experience with construction management of state funded pavement project, proficiency with LAG manual requirement, and high-quality work on previous city projects.

Therefore, Parks and Public Works seeks Council approval of selecting Parametrix for the construction management services of Snoqualmie Parkway Rehabilitation Project and authorize the mayor to sign the A&E Services Agreement.

## BUDGET IMPACTS

Administration recommends approving a contract with Parametrix in the amount of \$228,586 to provide construction management services for the Snoqualmie Parkway Rehabilitation Project. The City included this project in the 2023-2028 Capital Improvement Plan (CIP) (see Exhibit #5) and into the 2023-2024 Biennial Budget with a budget of \$6,400,000. When accounting for the value of this contract, current year expenditures, and the outstanding value of previously approved contracts, the City has a remaining project budget of \$5,914,098 for the 2023-24 Biennium (please see the table below or on the next page). Therefore, sufficient appropriation exists within the 2023-2024 Biennial Budget to fund the contract.

**Snoqualmie Parkway Rehabilitation**

2023-2024 Biennial Budget		
Beginning Budget	\$	6,400,000
Expenditures	\$	(73,546)
Outstanding Contract Value <i>(Previously Approved)</i>	\$	(183,770)
Current Available Budget	\$	6,142,684
Value of this Contract <i>(AB23-058)</i>	\$	(228,586)
Available Budget after AB23-058	\$	5,914,098

**NEXT STEPS**

Following Council approval staff will work with the Mayor to execute the final contract agreement with Parametrix. Construction of the Snoqualmie Parkway project will be completed Summer 2023.

**PROPOSED ACTION**

Move to adopt Resolution No. 1645 Selecting Parametrix for construction management services of Snoqualmie parkway rehabilitation project and authorize the Mayor to sign.



## RESOLUTION NO. 1645

### A RESOLUTION OF THE CITY COUNCIL OF CITY OF SNOQUALMIE, WASHINGTON AWARDING AND AUTHORIZING EXECUTION OF AN ENGINEERING CONTRACT WITH PARAMETRIX INC. FOR THE CONSTRUCTION MANAGEMENT SERVICES OF SNOQUALMIE PARKWAY REHABILITATION PROJECT

**WHEREAS**, pursuant to Ordinance No. 448 as codified in Snoqualmie Municipal Code Section 1.08.010, the City of Snoqualmie has adopted the classification of non-charter code city, retaining the mayor-council plan of government as provided for in Chapter 35A.12 RCW; and

**WHEREAS**, pursuant to RCW 39.80, agencies contracting for architectural and engineering services must publicly announce requirements for such services, and negotiate contracts for these services on the basis of demonstrated competence and qualification, and at fair and reasonable prices; and

**WHEREAS**, pursuant to SMC 2.90.020, the City can use the MRSC consultant/vendor roster to select consultants for work involving architectural, engineering and landscape architect services; and

**WHEREAS**, City staff has selected Parametrix. from the MRSC consultant/vendor roster as the most qualified firm to perform the construction management services for the Snoqualmie Parkway Rehabilitation Project; and

**WHEREAS**, City staff recommends using Parametrix for construction management services of the Snoqualmie Parkway Rehabilitation Project;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOQUALMIE, WASHINGTON AS FOLLOWS:**

#### **Section 1. Award of Engineering Contract.**

The contract for the Construction management of the Snoqualmie Parkway Rehabilitation Project is hereby awarded to Parametrix.

#### **Section 2. Authorization for Contract Execution.**

The Mayor is authorized to execute an engineering contract in the amount of \$228,585.98 with Parametrix.in substantially the form attached hereto as Exhibit A.

**PASSED** by the City Council of the City of Snoqualmie, Washington, this 8<sup>nd</sup> day of May 2023.

---

Katherine Ross, Mayor

Attest:

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Deana Dean, City Clerk

Approved as to form:

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Anna Astrakhan, Assistant City Attorney

**CITY OF SNOQUALMIE**  
**AGREEMENT FOR CONSULTANT SERVICES**  
**Contract Title: Snoqualmie Parkway Rehabilitation Project**  
**Contract #: C23-046**

THIS AGREEMENT made and entered into by and between the CITY OF SNOQUALMIE, a Washington municipal corporation (the "City"), and Parametrix, Inc. a Washington corporation ("Consultant") is dated this 8<sup>th</sup> day of May 2023.

Consultant Business: Parametrix, Inc.  
 Consultant Address: 1019 39<sup>th</sup> Avenue SE, Ste 100  
 Puyallup, WA 98374  
 Consultant Phone: 206-604-6600  
 Consultant Fax: 855.542.6353  
 Contact Name: Matt Kastberg  
 Contact e-mail: [MKastberg@parametrix.com](mailto:MKastberg@parametrix.com)

Federal Employee ID No.:

Authorized City Representative for this contract: Michael Chambless, Department Director

WHEREAS, the City desires to obtain construction management services for the Snoqualmie Parkway Rehabilitation Project;

WHEREAS, public convenience and necessity require the City to obtain the services of a consultant with expertise in the area transportation engineering and construction management; and

WHEREAS, the City finds that Consultant is qualified to perform and is experienced in performing the required services; and

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

**1. Employment of Consultant.**

A. The City retains the Consultant to provide the services described in "Exhibit A" (the "Work"). Any inconsistency between this Agreement and the Scope of Work shall be resolved in favor of this Agreement. The Consultant shall perform the Work according to the terms and conditions of this Agreement.

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

C. The project manager(s) of the Work shall be Matt Kastberg. The project manager(s) shall not be replaced without the prior written consent of the City.

D. Work shall commence when the City issues a notice to proceed, and it shall be completed no later than April 31, 2024, unless the completion date is extended in writing by the City.

## 2. Compensation.

A. The total compensation to be paid to Consultant, including all services and expenses, shall not exceed \$ 228,585.98 as shown on Exhibit B, which shall be full compensation for the Work. Consultant shall notify the City when its requests for payment reach eighty-five percent of the total compensation.

B. The Consultant shall be paid in such amounts and in such manner as described in Exhibit B.

C. Consultant shall be reimbursed for Eligible Expenses actually incurred. "Eligible Expenses" means those types and amounts of expenses that are approved for reimbursement by the City in writing before the expense is incurred. If travel and/or overnight lodging is authorized, Consultant shall lodge within the corporate limits of City.

## 3. Request for Payment.

A. Not more than once every thirty days the Consultant shall file its request for payment, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

B. All requests for payment should be sent to

City of Snoqualmie  
Attn: Hind Ahmed  
38624 SE River Street  
P.O. Box 987  
Snoqualmie, WA 98065

## 4. Work Product.

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

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

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

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

**7. Indemnification.**

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

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

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

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

**8. Insurance.**

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

1. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence. If the City authorizes sublet work, the Consultant shall require each sub-consultant to provide Workers' Compensation Insurance for its employees, unless the Consultant covers such employees.
2. Commercial General Liability Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.
3. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile used by Consultant in the course of the Work. A statement by Consultant and approved by the City Administrator, certifying that no vehicle will be used in accomplishing this Agreement, may be substituted for this insurance requirement.

4. Professional Errors and Omissions Insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate. Coverage may be written on a claims made basis; provided that the retroactive date on the policy or any renewal policy shall be the effective date of this Agreement or prior, and that the extended reporting or discovery period shall not be less than 36 months following expiration of the policy. The City may waive the requirement for Professional Errors and Omissions Insurance whenever the Work does not warrant such coverage or the coverage is not available.
5. Each policy shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City.

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

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

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

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

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

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

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

**12. City of Snoqualmie Business License.** Consultant shall obtain a City of Snoqualmie business license before performing any Work.

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

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

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

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

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

**18. Notices.**

A. Notices to the City of Snoqualmie shall be sent to the following address:

City of Snoqualmie  
Attn: Hind Ahmed  
38624 SE River Street  
P.O. Box 987  
Snoqualmie, WA 98065

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

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

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date first above written.

CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.

CITY OF SNOQUALMIE,  
WASHINGTON

By: \_\_\_\_\_

Its: Mayor

Date: \_\_\_\_\_

Corporation

[Consultant's Complete Legal Name]

By: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

ATTEST:

Deana Dean, City Clerk

Date: \_\_\_\_\_

APPROVED AS TO FORM:

Anna Astrakhan, Assistant City Attorney

Date: \_\_\_\_\_



## **ATTACHMENT 1 – SCOPE OF WORK**

### **PROJECT BACKGROUND**

This project makes improvements to Snoqualmie Parkway from SE 99th St to SR 202 (Railroad Ave SE). Improvements include grind and overlay pavement rehabilitation, loop replacements, ADA improvements including ramps and pedestrian push buttons at signalized intersections, channelization; and other related improvements all while keeping Snoqualmie Parkway open and passable to traffic.

### **SCOPE OF WORK**

#### **TASK 100 – PROJECT MANAGEMENT**

##### **Subtask 1.1 – Project Management**

This task includes all work related to the management, administration, and coordination of Consultant activities. The Consultant shall provide the following project management services, including:

1. Regular communication with the City Project Manager on all aspects of work under this Scope of Work, including progress and budget.
2. Coordination of the Consultant's project team to ensure consistency across team efforts.
3. Provide a monthly progress report that addresses the following:
  - Current Project issues with recommended solutions.
  - Identification of any items anticipated to be required from the City and/or the Designer.
  - Summary of changes to the Consultant's scope and/or budget during the reporting period.
4. Prepare a Health and Safety Plan for the Consultant's own work to be performed while onsite during the construction period.

##### **DELIVERABLES:**

1. Progress Reports including schedule updates
2. Meetings agendas and notes, with revisions as required
3. Health and Safety Plan

## **TASK 200 –PRE-CONSTRUCTION SERVICES**

This task consists of participation in a CM coordination kickoff meeting, development of a SharePoint based document control and information management system, assisting the City in preparing the pre-construction meeting and attending the pre- construction meeting.

### **SUBTASK 2.1 – CM COORDINATION KICKOFF MEETING**

The Consultant shall attend the CM Coordination Kickoff Meeting and provide the following services:

1. Review the contract bid documents including the plans, specifications, and permit conditions.
2. Provide input to the City on the meeting agenda structure and topics for a CM coordination kickoff meeting with City staff.
3. Develop stakeholders' communication plan

#### **ASSUMPTIONS:**

1. The City will provide draft and final meeting minutes.
2. Assumes one meeting via Teams or Zoom, up to 2 hours.
3. The RE and Documentation shall attend this meeting.

#### **DELIVERABLES:**

1. Meeting agenda inputs.

### **SUBTASK 2.2 – DOCUMENT CONTROL AND INFORMATION MANAGEMENT SYSTEM**

The Consultant shall tailor forms, tracking logs, systems, and related documentation for the information management and document control services to be performed during construction for electronic copies, as outlined below.

1. Develop forms to track receipt, logging, filing, review, and routing of Project documents. Document control forms shall address the receipt, logging, reviewing, routing, filing and storage of necessary Project and contract documents, including but not limited to submittals, correspondence, meeting notes, e-mails, reports, Requests for Information (RFI), change orders, substitution requests, shop drawings, photos, inspection reports, construction drawings, specifications, and other construction-related documents.
2. Develop a project-specific SharePoint site for use by the Construction Management team and accessible by the City.

#### **ASSUMPTIONS:**

1. Maintenance of the Document Control system will be provided for under Subtask 300.5.
2. Forms and logs shall be in Excel.

#### **DELIVERABLES:**

1. Electronic files of all contracts related documents and correspondence

### **SUBTASK 2.3 – PRE-CONSTRUCTION SERVICES**

The Consultant shall provide the following pre-construction services:

1. Provide input to the City for the pre-construction meeting agenda.
2. Attend the pre-construction meeting.

#### **ASSUMPTIONS:**

1. Review and comment on draft meeting minutes distributed within two (2) days of meeting.
2. One pre-construction meeting, up to 4-hour duration.

### **TASK 300 – CONSTRUCTION SERVICES**

The Consultant will be responsible for all aspects of general construction management and inspection of contractor progress, including field inspections, document control, and change management. This includes reviewing the Contractor's baseline schedule, investigating, and resolving Change Orders and Field Directives. The Consultant will be responsible for review, monitoring and inspection of the Contractor and its subcontractors' work on the Project for problems or any violation or incompliance in implementing the Project design or the Contractor's safety programs. This also includes communication with the City during the duration of the construction.

### **SUBTASK 3.1 – CONSTRUCTION PROGRESS MEETINGS**

The Consultant shall provide the following construction progress

1. Schedule and lead the construction progress
2. Attend construction progress
3. Prepare and distribute meeting agendas.
4. Prepare draft minutes and distribute them within 1 day of the progress
5. Distribute the final meeting minutes within 2 days after receiving the City's comments.
6. Construction progress meetings

#### **ASSUMPTIONS:**

1. No field office will be provided for this Project. The Consultant shall conduct field work from a vehicle, equipped to provide data communication, and file storage.

#### **DELIVERABLES:**

1. Agendas.
2. Draft and final meeting minutes.

### **SUBTASK 3.2 – EVALUATE CONSTRUCTION SCHEDULE AND PROGRESS PAYMENTS**

The Consultant shall provide the following services:

1. Review and comment on the Contractor's Construction Schedule and Phasing Plan, outlining the proposed construction activities, including:
  - Review the baseline construction schedule showing the association of the main activities, schedule restrictions from permits, and other constraints and milestones.
  - Review and comment on Contractor's baseline schedule submittal and review compliance with the Contract.
  - Evaluate Contractor's schedule submittals for percent complete on each activity and compare reported, actual, and planned work progress.
  - Review effects of change requests and proposals on the Contractor's schedule.
  - Review of Contractors' monthly pay requests for compliance with contract.
  - Measure and verify the completion of all items on pay requests and make a recommendation on approval for payment.
  - Submit monthly recommendations for payment for the City's approval.
  - Verify and report on the completion of all items for the final contract progress payment.

#### **DELIVERABLES:**

1. Comments on the Contractor's Baseline Construction Schedule and Phasing Plan.
2. Recommendations on Contractor's monthly pay requests.

### **SUBTASK 3.3 – CONSTRUCTION DOCUMENTS AND FILE MAINTENANCE**

The Consultant shall provide services related to processing, tracking, and distributing of Requests for Information (RFIs) and submittals for the construction. The Consultant shall track all submittals to ensure timely review and return to the Contractor. The Consultant shall investigate and research RFIs as requested, track and distribute for response as appropriate to ensure timely response to the Contractor. Certain RFI responses may require coordination of response input from the City and/or design team. The Consultant shall check RFI responses for clarity, propose updated changes to the contract, and submit cost and schedule change proposals to the City. Services for this task may include but are not limited to:

1. Create, maintain, track, and distribute submittal logs to the City and Designer for approval.
2. Create, maintain, track, and distribute RFI logs to facilitate the review and commenting process.
3. Review submittals and submit written comments to the City on clarity and impacts to cost and schedule.
4. Coordinate with the City or design team for any material substitution requests from the Contractor.
5. Implement and maintain the Document Control Plan
6. Maintain the Project files conforming to the City's contract filing structure and Document Control Plan, which will include, at a minimum, all submitted and approved drawings, reports, RFI's, submittals, shop drawings, correspondence, nonconforming work reports, meeting minutes, and other Project information (digital photos, construction daily reports

7. Timely log and file all documents.

**ASSUMPTIONS:**

1. Submittals and RFI's will be saved electronically, hard copies will not be provided.

**DELIVERABLES:**

1. Submittal logs
2. RFI log
3. All project documentation shall be provided electronically.
4. Upload documents and maintain SharePoint

**SUBTASK 3.4 - CHANGE MANAGEMENT**

The Consultant shall oversee and manage change requests, proposals, Field Directives, and Change Orders. The Consultant shall communicate with the Project Manager to ensure the Contractor will complete the Project in accordance with the City's objectives of schedule, cost, quality, and safety. The Consultant shall be responsible for the following: reviewing, evaluating, and commenting on the Contractor's proposals and impacts to the Project schedule; making recommendations; performing change/cost negotiations with the Contractor as requested and directed by the City; preparing meeting notes; and documenting negotiations.

Services for this task include but are not limited to the following:

1. Support the City in anticipating construction activities or conditions where changes affecting cost or schedule may apply, or when input from the Designer may benefit the Project.
2. Review and evaluate change proposals, including Field Directives and Change Orders for entitlement/cost.
3. Review effects of change requests and proposals on the Contractor's schedule.
4. Track, verify, and summarize Time and Material sheets.
5. Prepare Change Order reports.
6. Attend and document all negotiations.
7. Prepare change order packages for routing to the City.
8. Package and process Change Orders for payment.
9. Track Field Directives.
10. Coordination and QA review of construction Contractor's (redline) of Project plans.

**ASSUMPTIONS:**

1. Changes will be sent to the City for review and approval

**DELIVERABLES:**

5. Change Order status reports with backup information.
6. Written correspondence (notice of deficiency) when tests, construction or any document prepared by the Contractor.
7. Negotiation meeting notes (draft and final).
8. Documentation of field directive evaluations and recommendations.
9. Change Order packages including documentation of change order evaluations and recommendations.

### **SUBTASK 3.5 - INSPECTION AND OTHER FIELD SERVICES**

The Consultant shall provide inspection and field services on site when the Contractor is working and shall report to the City daily.

The Consultant shall provide the following services:

1. Observe and inspect the work performed by the Contractor for completion in conformance with the approved plans and specifications.
2. Document the work performed by the Contractor and prepare Construction Daily Reports (CDR) that include estimated quantities and tracking of materials, labor and equipment on the site, work in progress, work completed, discrepancies, discussions, test results, weather, site conditions, and other pertinent items.
3. Provide a complete photographic record of pre-construction and construction conditions, including daily photographs using a digital camera, preferably by the same person, from unchanging vantage points as well as supplemental photographs of unusual occurrences or problem events.
4. Collect and distribute reports from testing companies and special inspectors. Function as the main point of contact for site visitors, permitting agency inspectors, utility crews, special inspectors, and other consultants and subcontractors.

#### **ASSUMPTIONS:**

1. Inspection time is estimated at 8 hours per day for 75 working days.

#### **DELIVERABLES:**

2. The inspector will provide a copy of the previous day's daily report to the CM daily (uploaded to the SharePoint site within 24 hours of work observed).
3. Field (Work Change) Directives, as needed.
4. Project photos, in digital format, will be provided as part of the document control system.
5. Copies of reports from testing companies and special inspectors

### **SUBTASK 3.6 – CONSTRUCTION CONTRACT CLOSE-OUT**

The Consultant shall provide the following construction contract close-out services:

1. Prepare a draft punch-list of items to correct or completed. Coordinate with City and Contractor for a final inspection meeting at the site to review the punch-list and development of a final punch-list.
2. Conduct a final review of Contractor's completed record documents to ensure completeness and accuracy.
3. Prepare a Certificate of Substantial Completion
4. Prepare a Certificate of Physical Completion, following the completion of all punch-list items and other requirements that may exist.

#### **DELIVERABLES:**

1. Draft and final punch-list.
2. Prepare Certificate of Substantial Completion
3. Prepare Certificate of Physical Completion.
4. Close-out documents (hard copies and electronic copies).

**TASK 400 –Material Testing**

Provide materials testing (oversight and report review) and special inspections services as necessary for paving and ADA requirements by prime consultant or as a subconsultant contracted directly to the prime consultant.



**PROPOSED WORK SCOPE:**

This cost estimate is based on quantities provided by the Client.

1. Sampling of HMA aggregate for acceptance and oil at the plant for ignition oven correction factor.
2. Concrete inspection/sampling for ADA ramps. Includes next-day pickups
3. Inspection and testing of HMA placement and compaction during overlay paving (minimum: one test per 100 tons).
4. Sampling and testing HMA during overlay paving for Rice density, extraction and gradation (minimum: one test sample per day or 1000 tons).
5. Written field reports will be prepared for all inspections and reviewed for QC.
6. This estimate is based on information and estimated quantities from the client. Quantities are from 60% plans.

**Material Testing - ESTIMATED HWA LABOR:**

Scope of Services	2023 PERSONNEL & HOURLY RATES						
	GeoEng VIII \$87.50	GeoEng IV \$50.00	Geol III \$40.50	Geol II \$33.00	Clerical \$33.00	TOTAL HOURS	TOTAL AMOUNT
<b><i>Asphalt Inspection and Testing, including:</i></b>							
Inspection and Testing during HMA overlay (18 days of overlay, 12hrs a day)				216		216	\$7,128
HMA Oven Ignition Correction Sampling of Aggregate and Oil (2 mixes x 2 initial sources, then at WSDOT sampling frequency)				8		8	\$264
HMA Sampling at Batch Plant (18 trips x 3 hrs.)				54		54	\$1,782
<b><i>Concrete Inspection and Testing, including:</i></b>							
ADA Ramp Testing (7 periodic visits, one test per curb ramp, plus next-day pickups)			28	21		49	\$1,827
<b><i>Project Management</i></b>							
Preconstruction Meeting	2		2			4	\$256
QA Review, Reporting, Submittal Reviews, and Report Distribution	16				8	24	\$1,664
<b>DIRECT SALARY COST</b>	18	0	30	299	8	355	<b>\$12,921</b>



**Material Testing - LABORATORY TESTING ESTIMATE:**

LABORATORY EXPENSE DESCRIPTION	Est No.	Unit Test	TOTAL
Asphalt Ignition Oven Correction (2 mixes, 3 burns each)	6	\$150	\$900
HMA Aggregate Acceptance (Voids, FF, SE) (2 mixes from 2 sources)	4	\$315	\$1,260
Bitumen Content by Extraction with Gradation of Aggregate (18 samples)	18	\$205	\$3,690
Maximum Theoretical Specific Gravity of HMA (Rice Density) (18 samples)	18	\$150	\$2,700
Concrete Compressive Strength Testing (7 sets x 4 per set)	28	\$35	\$980
<b>LABORATORY TOTAL:</b>			<b>\$9,530</b>

**EXPENSES:**

EXPENSE DESCRIPTION	Total Cost
Thin Lift (HMA Testing) Nuclear Gauge Rental (\$60/day), assuming 18 days	\$1,080
Mileage to and from the job site for all inspections/pickups at IRS mileage rate (32 trips)	\$1,500
Mileage for HMA, and aggregate sampling, at IRS mileage rate (20 trips)	\$1,400
<b>EXPENSE TOTAL:</b>	<b>\$3,980</b>

**ESTIMATED PROJECT TOTALS AND SUMMARY:**

Direct Salary Cost (DSC)	\$12,921
OH @ 2.0831 * DSC	\$26,916
FF @ 30% * (DSC)	\$3,876
Total Labor Cost	\$43,713
Laboratory Testing	\$9,530
Direct Expenses	\$3,980

**ESTIMATED PROJECT TOTAL:****\$57,223****Assumptions:**

1. These estimates may require adjustment due to the Contractor's rate of construction, weather delays, source changes and/or other factors beyond our control.
2. The HWA PM reserves the right to shift hours between the various subtasks as required.
3. The HWA work scope does not include safety assessment nor work pertaining to any environmental issues.
4. This cost estimate was prepared with the understanding that the Client will schedule inspection as needed.
5. All night work is charged at an 8 hour minimum segment. Night work cancelled within 12 hrs of scheduled time will be charged 4 hrs.
6. All weekend work is charged at an 4 hour minimum segment. Weekend work cancelled within 12 hrs of scheduled time will be charged 4 hrs.
7. 3000psi, Commercial, and concrete for curb and gutter, and sidewalks will not be tested.
8. This cost estimate assumes no aggregate compaction or acceptance testing will be performed.

City of Snoqualmie  
Snoqualmie Parkway Overlay  
CM Services

Task Order Cost Estimate

	Matt Kastberg PM/CM	Lori Gilbertson Accountant	Ben Blackburn RE	Wendy Fitzgerald Documentation	Tyler Stewart Inspector I	HWA Material Testing	Total
Rates	\$278.25	\$137.07	\$133.80	\$130.57	\$126.70	\$0.00	
Task 100 - Project Management	24	10		4			38
Task 200 - Pre-Construction Services	40		80				120
Task 300 - Construction Services			160	300	600		1060
Task 400 - Material Testing						\$ 57,223.00	0
	64	10	240	304	600		1,218
<b>Sub Total</b>	\$17,808.00	\$1,370.70	\$32,111.04	\$39,693.89	\$76,018.20	\$57,223.00	\$224,224.83
<b>Expenses</b>							
Mileage/Expenses (.625/mi. x 2400 miles)							\$1,500.00
HWA Sub Mark up (5%)							\$2,861.15
<b>Total</b>							<b>\$228,585.98</b>

Assumptions

75 Working days

8 hours per day x 75 = 600 (1 Inspector)

PM time for coordination/follow up/ Invoice review

Project set up/ financial tracking/ invoicing



## TRANSPORTATION CAPITAL PROJECT OR PROGRAM

## SNOQUALMIE PARKWAY REHABILITATION PROJECT

<b>CIP Project ID:</b>	TRN23002CIP	<b>Previously Spent:</b>	\$0
<b>Department:</b>	Transportation	<b>Current Project Budget:</b>	\$6,400,000
<b>Project Status:</b>	Other	<b>Original Budget at CIP Inception:</b>	\$6,380,000
<b>Project Location:</b>	Snoqualmie Parkway	<b>Years Project in CIP:</b>	2
<b>Project Contact:</b>	Michael Chambliss	<b>Contact Email:</b>	mchambliss@snoqualmiewa.gov

**Description:**

The Snoqualmie Parkway is deteriorating as it ages. Consequently, the goal of this project is to rehabilitate, replace, or reconstruct the Snoqualmie Parkway and other related right-of-way assets. The project will address high priority maintenance needs including, but not limited to, the resurfacing of the roadway pavements. The project may also tend to street lighting, ADA ramps, striping, and traffic signal systems as needed.

**Photo or Map:****Community Impact:**

The intent of this project is to maintain the condition of a vital principal arterial connecting the historic downtown to Snoqualmie Ridge, two important state highways (SR 18, SR 202), and one interstate (I-90). This project will help to reduce the long-term cost of major reconstruction by extending the life of the Snoqualmie Parkway.

**Operating Impact:**

This project will provide a new monolithic surface for the parkway. By overlaying the existing cracks, we will prevent additional water intrusion and continued damage from freeze thaw cycles. With proper maintenance, it is expected that the overlay will have a 15-20 year life before needing major rehabilitation resulting in hundreds of thousands of dollars in maintenance savings.

**Budget:**

Project Activities	% of Budg.	Total Activity Budget	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	4%	\$ 249,336	\$ 249,336	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	78%	\$ 4,986,722	\$ 4,986,722	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Const. Manage	4%	\$ 249,336	\$ 249,336	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contingency	8%	\$ 498,672	\$ 498,672	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	5%	\$ 291,265	\$ 291,265	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other	2%	\$ 124,668	\$ 124,668	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>100%</b>	<b>\$ 6,400,000</b>	<b>\$ 6,400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Operating		\$ (162,000)	\$ (25,000)	\$ (26,000)	\$ (27,000)	\$ (27,000)	\$ (28,000)	\$ (29,000)	*

**Anticipated Funding Mix:**

**TOTAL PROJECT BUDGET:** \$6,400,000  
**TOTAL OPERATING BUDGET:** -\$162,000

Source	Total Sources	2023	2024	2025	2026	2027	2028
Util. & Trans. Taxes	\$ 1,400,000	\$ 1,400,000	\$ -	\$ -	\$ -	\$ -	\$ -
State Legislative Direct	\$ 5,000,000	\$ 5,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 6,400,000</b>	<b>\$ 6,400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**Fiscal Notes:** \* The City will continue to see a reduction in operating expenditures resulting from the project into the future.

**TOTAL FUNDING SOURCES:** \$6,400,000  
**FUTURE FUNDING REQUIREMENTS:** \$0



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB23-0057  
May 8, 2023  
Committee Report

Item 9.

## AGENDA BILL INFORMATION

<b>TITLE:</b>	AB23-057: Water Reclamation Facility Phase 3 Purchase of Headworks Belt Screen	<input type="checkbox"/> Discussion Only
<b>PROPOSED COUNCIL ACTION:</b>	Adopt Resolution No. 1646 Approving Purchase of Huber EscaMax Belt Screen	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director/Peer	Mike Chambless	4/25/2023
	Finance	Drew Bouta	4/20/2023
	Legal	Anna Astrakhan	4/24/2023
	City Administrator	Mike Sauerwein	Click or tap to enter a date.

<b>DEPARTMENT:</b>	Parks & Public Works		
<b>STAFF:</b>	Andrew Vining		
<b>COMMITTEE:</b>	Parks & Public Works	<b>COMMITTEE DATE:</b> May 2, 2023	
<b>MEMBERS:</b>	Bryan Holloway	Ethan Benson	Jo Johnson
<b>EXHIBITS:</b>	1. Resolution No. 1646 2. Purchase Order for Huber EscaMax Belt Screen 3. CIP Excerpt		

<b>AMOUNT OF EXPENDITURE</b>	\$ 179,521.65
<b>AMOUNT BUDGETED</b>	\$ 13,357,000
<b>APPROPRIATION REQUESTED</b>	\$ 0

## SUMMARY

### INTRODUCTION

This agenda bill seeks approval of a purchase order with Huber Technology Inc. (Huber) for a replacement EscaMax Belt Screen associated with the Water Reclamation Facility (WRF) Phase 3 Improvements Project. The existing EscaMax Belt Screen at the WRF headworks building has been operating continuously since it was first installed by City staff in 2012 and needs replacement. Early sole-source procurement of this equipment is the most cost-effective procurement option available and will allow for the WRF Phase 3 Improvements to maintain schedule.

### LEGISLATIVE HISTORY

A contract with RH2 Engineering (RH2) was approved by Council on February 28, 2022 under [AB22-031](#) and amended on August 22, 2022 under AB22-108 to complete final design, permitting and bidding of the WRF Phase 3 Improvements. On May 31, 2022 under [AB22-073](#) Council Approved an amendment to the existing agreement between the City of Snoqualmie and the Snoqualmie Tribe for the provision of added sewer utility

service related to Casino expansion scheduled to soft start in fourth quarter 2024. Other agenda bills related to WRF Phase 3 include [AB23-001](#) and [AB23-002](#) for improvements at Kimball Creek Lift Station and [AB23-003](#) for Early Procurement of Electrical Gear.

## BACKGROUND

The City is contracted with RH2 to complete design of the WRF Phase 3 Improvements which will upgrade aging components with new equipment sized to handle future sewer flows and loads projected through the year 2040. In May 2022, during WRF Phase 3 preliminary design, the City entered into an agreement with the Snoqualmie Tribe for the provision of added sewer utility service related to Casino expansion scheduled to soft start in fourth quarter 2024. The agreement included General Facility Charges (GFCs) as well as project schedule milestones to ensure that commercially reasonable and best efforts are made such that added sewer utility services will be available for the soft opening.

The design work for WRF Phase 3 is complete and the project is currently being advertised to bidders. As part of this design effort RH2 and City Staff evaluated the headworks belt screen which removes rags that have potential to foul pumps and mixing equipment downstream of the headworks. Rags are fibrous inorganic materials that don't break down after being flushed i.e. wipes, paper towels, diapers. New equipment that will be installed during WRF phase 3 to handle future sewer flows and loads, specifically jet aeration and internal recycle pumps, will require better screening at the headworks to avoid fouling from rags and increased maintenance costs. The City's consultant has recommended a new generation EscaMax Belt Screen and with a larger perforated screen pore size of 8mm. This configuration will provide the same 3-dimensional performance but will reduce the head loss across the screens surface and eliminate bypassing that results from high head buildup on the inlet side of the screen.

## Sole-Source Procurement

For compatibility with the existing WRF headworks channel and Huber control panel the EscaMax Belt Screen will be directly sourced from Huber. This purchase will provide in-kind replacement of the existing screen with minor changes including a new generation channel seal, larger perforations, and reduced installation angle. By sole-sourcing this screen from Huber the City avoids added costs associated with a new control panel or channel reconfiguration that would be required for screens from other manufacturers.

## ANALYSIS

Early sole-source procurement of this equipment is the most cost-effective procurement option available and will allow for the WRF Phase 3 Improvements to maintain schedule. Huber is the only source which can provide equipment compatible with the existing channel and Huber control panel configuration. Equipment delivery lead is currently estimated to be 9 months. Direct purchase of the EscaMax Belt Screen will reduce equipment lead time by several months by eliminating time associated with bidding and processing of equipment submittals. Purchasing the EscaMax Belt Screen from Huber is the most cost-effective option and will maintain project schedule.

## BUDGET IMPACTS

Administration recommends approving a purchase order with Huber Technology in the amount of \$179,522 to provide a replacement EscaMax belt screen for the WRF Phase 3 Project. The City incorporated this project in the 2023-2028 Capital Improvement Plan (CIP) (see Exhibit #3) with a life-of-project budget of \$15,262,217 and a budget of \$13,357,000 in the current 2023-24 Biennial Budget. When accounting for the value of this contract, current year expenditures, and the outstanding value of previously approved contracts, the City has a remaining project budget of \$10,624,598 for the 2023-24 Biennium (please see the table below or on the

next page). Therefore, sufficient appropriation exists within the 2023-2024 Biennial Budget (Utilities Capital Fund #417) to fund the contract.

### WRF Phase III

	Life-of-Project Budget (Multiple Bienniums)		2023-2024 Biennial Budget	
Beginning Budget	\$	15,262,217	\$	13,357,000
Expenditures	\$	(1,019,530)	\$	(313,849)
Outstanding Contract Value	\$	(2,239,031)	\$	(2,239,031)
Current Available Budget	\$	12,003,656	\$	10,804,120
Value of this Purchase Order (AB23-057)	\$	(179,522)	\$	(179,522)
Available Budget after AB23-057	\$	11,824,134	\$	10,624,598

### NEXT STEPS

Following adoption of the resolution a purchase order will be executed by Huber and the City Administrator. Following execution of the purchase order Huber will work directly with the City and RH2 to review equipment submittals for consistency with plans and specifications. Following approval of submittals equipment will be ordered and scheduled for delivery to the WRF in early 2024 prior to retrofitting of the oxidation ditches.

### PROPOSED ACTION

Adopt Resolution No. 1646 approving a purchase order with Huber Technology Inc. (Huber) for a replacement EscaMax Belt Screen.

**RESOLUTION NO. 1646****A RESOLUTION OF THE CITY OF SNOQUALMIE, WASHINGTON, DECLARING SPECIAL FACILITIES AND MARKET CONDITIONS AND THE EXISTENCE OF A SINGLE SOURCE OF SUPPLY, AND WAIVING COMPETITIVE BIDDING REQUIREMENTS FOR THE PURCHASE OF HEADWORKS BELT SCREEN AND AUTHORIZING THE PURCHASE THEREOF**

**WHEREAS**, the City seeks to purchase a headworks belt screen for the Water Reclamation Facility Phase 3 improvement project (“Project”); and

**WHEREAS**, the City’s project engineer, RH2 Engineering, Inc. (“RH2”) and City staff identified Huber Technology, Inc. as the equipment manufacturer whose headworks belt screen equipment is most suitable for the City because it is standardized to be compatible with the City’s existing equipment at the Water Reclamation Facility; and

**WHEREAS**, a headworks belt screen from Huber Technology will provide in-kind replacement of the existing screen with only minor changes, and will avoid the added cost associated with a new control panel or channel reconfiguration, and with redesign that would be required for screens from other manufacturers; and

**WHEREAS**, global supply chain problems have significantly delayed equipment arrival on current and past City projects, and headworks belt screen equipment has a lead time of up to 9 months; and

**WHEREAS**, purchasing the headworks belt screen from Huber Technology will enable the City to receive the required equipment in the most expedited manner; and

**WHEREAS**, Huber headworks belt screen equipment is regionally available solely from Huber Technology; and

**WHEREAS**, pursuant to the Revised Code of Washington (“RCW”) Sections 35A.40.210, the provisions of RCW 35.23.352 govern the purchases of goods and equipment by the City; and

**WHEREAS**, RCW 35.23.352(7) provides that “[a]ny purchase of supplies, material, or equipment, except for public work or improvement, where the cost thereof exceeds seven thousand five hundred dollars shall be made upon call for bids”; and

**WHEREAS**, RCW 35.23.352(1) provides that “[t]he city or town legislative authority may waive the competitive bidding requirements of this section pursuant to RCW 39.04.280 if an exemption contained within that section applies to the purchase or public work”; and

**WHEREAS**, RCW 39.04.280(1)(b) permits the waiver of competitive bidding requirements for purchases involving special facilities or market conditions; and

**WHEREAS**, RCW 39.04.280(1)(a) permits the waiver of competitive bidding requirements for purchases that are clearly and legitimately limited to a single source of supply,

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SNOQUALMIE AS FOLLOWS:**

Section 1. Waiver of Competitive Bidding Requirements. Based on the foregoing recitals, which are hereby adopted by reference as findings of fact as if separately set forth herein, due to the fact that Huber Technology headworks belt screen equipment is a special facility for the Water Reclamation Facility Phase 3 Improvement Project, for which Huber Technology is a single source of supply, the City Council of the City of Snoqualmie hereby waives competitive bidding requirements in accordance with RCW 35A.40.210, RCW 35.23.352(1), and RCW 39.04.280 for the purchase of such equipment from Huber Technology.

Section 2. Authorization for Contract Execution. The Mayor or her designee is authorized to execute and/or approve a purchase order, purchase contract, invoice or other document for the purchase of the headworks belt screen equipment from Huber Technology, Inc. in the total estimated amount of \$179,521.65 including sales and use tax.

Passed, by the City Council of the City of Snoqualmie, Washington, this 8<sup>th</sup> day of May, 2023.

\_\_\_\_\_  
Katherine Ross, Mayor

Attest:

Approved as to form:

\_\_\_\_\_  
Deana Dean, City Clerk

\_\_\_\_\_  
Anna Astrakhan, Assistant City Attorney



# FIRM BUDGET PROPOSAL



## Snoqualmie EscaMax

### Equipment:

HUBER Belt Screen: EscaMax®

### Represented by:

Goble Sampson Associates  
John Simon  
(425) 392-0491  
jsimon@goblesampson.com

### Regional Sales Director:

Ron Maiorana  
704-718-4477  
ron.maiorana@hhusa.net

**Project Number:** 492340

**Date:** March 16, 2023

HUBER Technology, Inc.  
1009 Airlie Pkwy, Denver, NC 28037  
704-949-1010 | [www.huber-technology.com](http://www.huber-technology.com)

## Design Information

Project Technical Data		
Quantity of Screens	1	
Channel Width	3.00	ft
Channel Depth	5.00	ft
Channel Invert to Operating Deck EL	5.00	ft
Equipment Environment	Indoor	
Peak Hourly Flow (PHF) per Screen	8.00	MGD
Average Daily Flow (ADF) per Screen	[-]	MGD
Downstream Water Level During PHF	24.00	in
Downstream Water Level During ADF	[-]	in
Maximum Upstream Water Level	39	in
Maximum Headloss During PHF*	15	in

## Screen Details

Screen Model	EscaMax® 4000x652/8
Quantity	1
Perforation Diameter	.31 in
Inclination from Horizontal	65°
Discharge Height Above Invert	8.07 ft
Approximate Weight	2891 lbs
Wash Water Demand	10 gpm
Wash Water Pressure	75+psi
Material	304L stainless steel construction; pickled and passivated in acid
Perforated Screening Panels	Convexly curved, 304L stainless steel with individual polypropylene side seals per panel
Chains	316L links with ANSI-431 pins & polyamide rollers
Upper Sprocket & Bearing	304L stainless steel, split; greasable flange bearings
Lower Sprocket & Bearing	304L stainless steel, solid; silicon carbide slide bearings
Rotating Cleaning Brush	Polyethylene blade
Drive Motor	BK40 1.0HP, C1D1, 480VAC, 3ph, 60Hz, SF 1.0, VFD
Brush Motor	BK40 2.0HP, C1D1, 480VAC, 3ph, 60Hz, SF 1.0, VFD
Anchor Bolts	M12, 316L stainless steel
Optional Adder(s)	Pivoting

## Screenings Treatment Details

Wash/Compactor Model	WAP-L® Size 2
Quantity	1
Max. Screenings Capacity	70 ft3/hr
Wash water demand	13 gpm
Wash water pressure	30-60 psi
Approximate weight (empty)	660 lbs
Body Material	304L stainless steel construction; pickled and passivated in acid bath
Screw Auger	Shafted; 304L stainless steel construction with stainless-backed nylon brush in wash & compaction zones
Drain	5mm perforations; welded with gasketed, bolt-on inspection ports and 4in flanged connection
Inlet Hopper	304L stainless steel construction; inspection hatch included
Discharge Pipe	Tapered, conical pipe flanged connection
Motor Data	5.0HP, C1D1, 480VAC, 3 phase, 60Hz, SF 1.15 (auger)
Water Manifold	Mounted to body; 304L stainless steel construction with two (2) solenoid valves, brass-bodied, C1D1, 120VAC
Anchor Bolts	M12, 316L stainless steel
Optional Adder(s)	Dewatering Unit

## Pricing

Equipment	Model	Quantity	Pricing
HUBER Belt Screen	EscaMax® 4000x652/8	1	Included
HUBER Wash Press	WAP-L® Size 2	1	Included
Freight and Startup Services		3 days, 1 trips	Included
<b>TOTAL:</b>			<b>\$164,850.00</b>

This proposal has been reviewed for accuracy and approved for issue by: SS

## Project Clarifications

For the SNQ screening channel equipment, HUBER is offering our well-proven EscaMax and WAP2-L HUBER's offering is designed to meet the performance requirements and intent of the specification. HUBER's equipment differs in construction from the specification, including (but not limited to) the following:

## General Notes

- HUBER Scope of Supply is based on bid documents dated January 1998, equipment section .
- HUBER is in receipt of the following addenda:  
No addenda.
- All electrical interconnections, wirings, junction boxes, and terminations between the equipment and electrical components are to be provided by installing contractor.
- Any item not specifically listed is not considered part of this scope of supply. Please contact the HUBER Technology representative listed for further clarification.
- A fully functioning and programmed HMI/PLC will be delivered to site. Screens and symbols used on the HMI are based on HUBER's standard unless otherwise noted. Software licenses for the PLC/HMI program will not be included in this scope of supply unless stated otherwise. These items are available for additional price adder upon request.
- The Control Panel is based on the specification provided and inclusive to meet the requirements of a Vendor designed panel, whereas the components and the factory testing of the panel will meet HUBER's requirements for function and warranty. Additional requirements or sections of the specification to meet local authority requirements or control panels designs unrelated to the equipment section, including special labeling, testing, or integration have not been included.
- HUBER Technology, Inc. is offering the equipment and associated performance guarantees based on information available at the time of the issuance date. Information not made available to HUBER, whether HUBER is asking for specific information or not, which could affect the performance of the equipment might void warranty and performance guarantees.
- HUBER will ship all equipment to site inside of 20', 40' or 40'OT ocean containers as deemed appropriate by our factory. HUBER will not ship any equipment on flatbed truck. Flatbed truck shipping means that the equipment would need to be transferred at port from factory packaged containers to the flatbed. This process it out of HUBER's control and it is our experience that equipment always gets damaged during this process.
- HUBER's standard submittal documents, programming, testing procedure and O&M documentation are included.

## Terms and Conditions

The Proposal is dependent and expressly conditioned upon Purchaser's acceptance of the attached HUBER Technology, Inc. (hereinafter "HUBER") Standard Terms and Conditions of Sale dated March 23, 2023.

## Special Information and Exceptions

- Price does not include any unloading or any applicable fees or taxes (Local, Federal, or Final Destination)
- Prices are in U.S. Dollars unless noted otherwise
- Freight is delivered with duty paid (D.D.P.) to Job site
- Price does not include installation or building modifications
- Price Quotation is valid for thirty (30) days from the date of this Proposal or until withdrawn by HUBER. After expiration HUBER reserves the right to adjust pricing to take into account any significant increases in material costs such as steel, stainless steel finished products, stainless steel coil, etc.

## Terms of Payment

10% upon delivery of submittals (net 30 days)  
 80% upon delivery of equipment (net 30 days)  
 10 % upon start-up of equipment (net 30 days)  
 No retainage will be withheld on this Project.

## Submittals

HUBER will provide documentation to the Purchaser per the following schedule:

- Five (5) copies or the quantity stipulated in the equipment specification of submittal shop drawings 4-6 weeks after acceptance of a written purchase order.
- Three (3) copies or the quantity stipulated in the equipment specification of HUBER O&M manuals prior to equipment start-up.

## Shipment

HUBER will make all reasonable efforts to maintain the following schedule:

- Submittals 4-6 weeks after acceptance of a written purchase order.
- Equipment delivery 26-30 weeks after approved submittals or notice to proceed.
- O&M manuals prior to equipment start-up.
- For any delays in delivery which are beyond HUBER's responsibility, a finance charge of 1.5% of the contract value per month and all direct Costs incurred as a result of the delay will be due and payable to HUBER upon request/invoice.

## Accessories

This Proposal includes only those items specifically mentioned in the equipment descriptions. Any items which may be necessary for the operation of the equipment, but are not specifically mentioned, such as motors, drives, controls, or supports, are to be supplied via additional quotation separate from this offering.

## Abrasion or Corrosive Materials

All of HUBER's machines and systems are manufactured from 304L or 316L grade stainless steel. The environment or materials the equipment may be exposed to may be abrasive or corrosive. This Proposal makes no representation or warranties concerning the service life of the equipment against such abrasion or corrosion. The concentration of chloride and hydrogen sulfide (H<sub>2</sub>S) in the equipment operating environment shall be kept below the following values:

- |  |            |
|--|------------|
| • Maximum Chloride for V2A (304, 304L)*    | 100 mg/L   |
| • Maximum Chloride for V4A (316L, 316Ti)*  | 400 mg/L   |
| • Maximum Chloride for V4A (316L, 316Ti)** | 250 mg/L   |
| • pH Value of the Wastewater/Washwater     | >6.5       |
| • Iron Content in Washwater                | <0.50 mg/L |

\* no hydrogen sulphide in the area of the stainless steel

\*\* with a maximum hydrogen sulphide content of 6 ppm

Machines made from 316 grade stainless steel are available at an additional price for extremely harsh operating environments upon request.

## Purchase Orders

All Purchase Orders are to be faxed or mailed to:

HUBER Technology, Inc.  
 1009 Airlie Parkway  
 Denver, NC 28037  
 Phone: (704) 949-1010  
 Fax: (704) 949-1020

All Purchase Orders are subject to acceptance by HUBER and acceptance of HUBER's Standard Terms and Conditions.

## Warranty

**LIMITED WARRANTY:** HUBER warrants that the equipment and components furnished will be free from defects in workmanship and materials and perform the general process function intended, solely under the conditions defined by HUBER for a period of (a) twelve (12) months from completion of installation, start-up or owner acceptance of the equipment assuming the equipment is accepted by the owner within 6 months of delivery or (b) eighteen (18) months from the date of delivery to Purchaser, whichever date comes first. HUBER will replace, modify or repair, at its sole option, any such defective component or equipment at no charge provided that HUBER is notified promptly in writing of any claimed defect. If requested by HUBER, any such defective part or component shall be returned to HUBER, freight prepaid. HUBER will provide on-site Field Service when reasonably assured of payment therefore if this warranty does not apply or when such service is required in its judgments. This warranty does not apply to any defect or malfunction arising out of failure to store, install, operate or maintain the equipment in accordance with instructions by HUBER. Warranty shall be voided for any misuse of equipment; operation under conditions other than those defined by HUBER in its operation and maintenance (O&M) manuals for said equipment, or gross operator negligence. Any unauthorized modification or alteration of the equipment or repair or replacement of components may void this warranty, at the sole option of HUBER. For any billable repairs completed outside of the initial warranty period, a sixty (60) day guarantee on work performed and parts supplied will apply.

HUBER MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, WITH REGARD TO THE DESIGN, SALE, MERCHANTABILITY OR FITNESS OF THE GOODS FOR A PARTICULAR PURPOSE OR USE EXCEPT AS EXPRESSLY SET FORTH IN HUBER'S TERMS AND CONDITIONS. HUBER IS NOT SUBJECT TO ANY OTHER OBLIGATIONS OR LIABILITIES ARISING OUT OF BREACH OF CONTRACT OR WARRANTY, TORT CLAIMS INCLUDING NEGLIGENCE, GROSS NEGLIGENCE AND STRICT LIABILITY, OR ANY OTHER THEORIES OF LAW. HUBER IS UNDER NO EVENT LIABLE FOR ANY SPECIFIC, INDIRECT, INCIDENTAL OR CONSEQUENTIAL LOSS, DAMAGES, EXPENSE, INJURY, DISMEMBERMENT, OR DEATH OF ANY KIND WHATSOEVER.

### Exclusions

- Financing
- Cranes and/or lifting devices
- Unloading and/or storage of equipment on job site
- Local, State or Federal taxes or fees
- Foundation design and engineering (HUBER will only furnish equipment drawings and data)
- Utilities for erection, installation and operation
- Gauges and instrumentation not specifically described in HUBER scope of supply
- Interconnecting wiring, conduit, piping, tubing, valves, fittings, etc. between the equipment and other equipment and/or control devices and control panel.
- Tools, oil, grease, grease gun, dumpster(s), or bin(s).

### Project Management

HUBER will appoint a Project Manager for the duration of the contract. Project Management services are included in this package and are as follows:

- Provision of a complete critical path project schedule for HUBER equipment
- Coordination with HUBER manufacturing on materials procurement and fabrication to and with HUBER shipping/logistics to ensure HUBER commitments are maintained.

### Erection, Training and Start-up Assistance

A certified HUBER Service Technician will make every reasonable effort to be at the job site within two (2) weeks after Purchaser's request to HUBER for equipment start-up and commissioning assistance. HUBER will provide additional erection and start-up supervision, which is not specifically included in the scope of our supply at the Purchaser's written request. For such additional services Purchaser shall pay \$1,000.00 per day plus expenses, for eight (8) hours per day.

- At the request of the Purchaser, overtime service will be provided at a rate of 1.5 times the regular rate for weekdays, and 2.0 times the regular rate for weekends.
- "Expenses" are defined as the costs of travel from HUBER's location to the point of installation and return; together with accommodation and living expenses during the start-up period of field service. HUBER will make all reasonable efforts to provide a HUBER Rep located within North America. However, some circumstances will require travel from Europe.
- Charges for all time involved will be invoiced, including delays which are beyond HUBER's control. The full net invoice is payable within thirty (30) days of receipt by Purchaser.

### Equipment Standard

Any deviations from the HUBER standard mechanical and electrical specifications must be discussed with the Purchaser and agreed upon. HUBER reserves the right to charge additional costs to the equipment price for any non-standard mechanical and electrical components required by the Purchaser and not explicitly stated in HUBER's scope of supply.

### Shop Painting

Gears and motors will receive three (3) layers of painting, two (2) layers of primer and a finishing layer with synthetic resin varnish.

## HUBER TECHNOLOGY, INC. STANDARD TERMS AND CONDITIONS OF SALE

### 1. ENTIRE AGREEMENT/ORDERS.

This agreement (the "Agreement") is between HUBER Technology, Inc., its subsidiaries and its affiliates (collectively "HUBER") and Purchaser. No order for HUBER's goods or services shall be binding upon HUBER until acknowledged in writing by HUBER. Such written acknowledgement and these Standard Terms and Conditions of Sale (the "Terms and Conditions") constitute the entire agreement between HUBER and Purchaser. Any purchase order, offer or counter-offer made by Purchaser before or after HUBER's written acknowledgement is rejected and all documents exchanged prior to HUBER's written acknowledgement are merely preliminary negotiations and not part of any agreement between the parties. For example, orders submitted on Purchaser's own purchase order forms modifying, adding to, contrary to, or inconsistent with these Terms and Conditions are expressly rejected and of no force or effect and acceptance is expressly made conditional upon assent to these terms. In no event will HUBER be deemed to have in any way changed, enlarged or modified its liabilities or obligations as fixed by these Terms and Conditions including, without limitation, situations in which HUBER satisfies an order submitted on Purchaser's own purchase order form. No other terms or conditions or modification of these terms shall be binding upon HUBER unless specifically accepted in writing by an Officer of HUBER. Merely signing a purchase order or other document as a condition of payment shall not be deemed a specific acceptance of terms therein by HUBER.

Purchaser shall have been deemed to agree to these Terms and Conditions upon the earlier of acceptance of HUBER's quotation, acceptance of delivery of the goods or services or the issuance of a purchase order to HUBER.

### 2. PRICES.

Until acceptance of a purchase order is acknowledged in writing by HUBER, all prices are subject to change. Written quotations expire fourteen (14) calendar days from the date of quotation unless specified otherwise. Verbal quotations are non-binding on HUBER. Quoted prices do not include sales, excise, municipal, state or any other government taxes. All taxes and other governmental charges upon the production, manufacture, distribution, sale or use of goods or services to the extent required or not forbidden by law to be collected by HUBER from Purchaser, shall be paid by Purchaser to HUBER unless Purchaser furnishes HUBER with exemption certificates acceptable to the relevant taxing authorities. HUBER reserves the right to revise final quoted prices of work in process due to any change in the order on the part of Purchaser or any factor beyond the control of HUBER. Typographical and/or clerical errors made by HUBER are subject to correction.

If Purchaser causes or requests delays in manufacture or shipment beyond six (6) months from acceptance of Purchase Order, HUBER shall have the right to increase price based on any actual escalation in labor, material, overhead, and component costs. HUBER also reserves the right to charge Purchaser for any direct costs, reasonable storage costs caused by such delays and a finance charge of 1.5% of the Contract value per month.

### 3. TERMS OF PAYMENT.

Invoices are net thirty (30) days from the date of invoice, unless specified otherwise and approved in writing by HUBER. In the event that the purchase order between Purchaser and HUBER requires partial payments to be made by Purchaser, Purchaser shall pay those required amounts in a timely manner or HUBER will be permitted to suspend, without penalty or liability of any kind, delivery of future goods and services to the Purchaser even though partial payment for such undelivered goods or services may have already been received by HUBER.

Past due accounts will bear interest at the rate of 1.5% per month of the invoiced amount. All invoices are payable in U.S. dollars, unless specified otherwise and approved by HUBER in writing. Acceptance of bank drafts, checks or other form of payment shall be subject to immediate collection of the full face amount thereof. HUBER may, at its discretion, impose a transaction fee on payments processed via wire transfer or by Letter of Credit.

HUBER reserves the right at any time to suspend credit or to change credit terms provided herein when in its sole opinion the financial condition of Purchaser so warrants. In such case, in addition to any other remedies provided herein or by law, HUBER may request cash payment or satisfactory security from Purchaser prior to shipment of goods.

In the event of nonpayment of an invoice when due, and without prejudice to other lawful remedies, HUBER shall have the right, without penalty or liability of any kind, to suspend further work or the delivery of future goods under this Agreement or any other agreement with Purchaser until such invoice is paid in full; provided, however, that if such invoice remains unpaid for more than five (5) days after written demand by HUBER, HUBER may terminate this Agreement without penalty and recover all damages as a result of Purchaser's Breach.

### 4. RETAINAGE.

There shall be no retainage under this Agreement.



## 5. TAXES AND OTHER CHARGES.

The prices for Goods and/or Services do not include any sales, use or other taxes or charges payable to state or local authorities. In addition to HUBER's invoice price or quote price, Purchaser is also responsible for payment of any use-tax, sales tax, excise tax, VAT tax, duty, custom, inspection or testing fee, and/or any other fee, tax, or charge imposed by governmental or non-governmental authority arising from the Goods and/or Services provided by HUBER. Purchaser is responsible for and bears the risk of establishment of a valid exemption from any fee, tax, or charge. In the event HUBER is required to pay any of the fees, taxes, or charges listed in this paragraph, Purchaser herewith agrees to immediately reimburse HUBER for this cost, or in lieu of such payment by HUBER, Purchaser agrees to timely provide an exemption certificate or other comparable document to the entity or authority imposing said fee, tax and/or charge. Purchaser further agrees to waive any and all claims regarding the reasonableness of such payment and will be liable to HUBER for reasonable attorneys' fees and/or court costs incurred by HUBER as a result of Purchaser's failure to pay the charges listed in this paragraph.

## 6. DELIVERY.

HUBER shall not be liable for any damage as a result of any non-delivery or delay, including, without limitation, an act of God; act of Purchaser; act of HUBER embargo; other government act, regulation or request; fire; accident; strike; war; boycott; slowdown; riot; or delay in transportation or inability to obtain necessary labor, materials, or manufacturing facilities. HUBER will use its best efforts to meet promised delivery dates, but under no circumstances shall HUBER be liable for any direct, or indirect, consequential, incidental, liquidated or other damages for delay in delivery.

Purchaser will notify HUBER within thirty (30) days after order acceptance of the scheduled delivery date. If Purchaser does not notify, a delivery date of six (6) months, unless otherwise specified by HUBER, after notice to proceed and/or approval of submittals is agreed. For any delays by Purchaser after commencement of manufacturing, a finance charge of 1.5 % per month of the contract value will be assessed to Purchaser.

HUBER reserves the right to substitute suitable alternative materials and components where necessary.

Where the services are to be performed on Purchaser's premises, Purchaser agrees to provide HUBER on a timely basis with such access, machine downtime, utilities and equipment as HUBER shall reasonably require in order to perform the services in accordance with the Agreement. If Purchaser fails to perform its obligations or shall fail to perform them in a timely manner, Purchaser acknowledges and agrees that HUBER shall be entitled to delay performance of the services, without penalty or liability of any kind, until such time as Purchaser has complied in all respects with its obligations and to increase the price for the services to reflect any increased cost to Huber caused by Purchaser's failure to perform or late performance.

If delivery is delayed or deferred by Purchaser beyond the scheduled date, payment shall be due in full when HUBER is prepared to ship the goods or perform the services. The goods may thereafter, at HUBER's option, be stored at the risk and expense of Purchaser.

HUBER may at certain times provide goods or services to Purchaser prior to the issuance, delivery and acceptance of a corresponding purchase order. In such cases, these Terms and Conditions shall apply to such transactions and Purchaser shall be deemed to have accepted such Terms and Conditions upon HUBER's delivery of goods or performance of services.

## 7. GOODS ACCEPTANCE.

It is HUBER's intent to deliver complete orders in good condition to the final destination dictated by the Purchaser. All equipment and components delivered to the receiving location must be duly inspected upon receipt. Any visible damages must be noted on way-bill and followed up with a full inspection within a period of seven (7) days from delivery date. If a written report is not submitted to HUBER within this period it is assumed that the equipment was received in good condition, meets the specifications of the purchase order, constitutes unqualified acceptance by the Purchaser, and Purchaser waives any rights to rejection or remediation of delivered equipment.

## 8. FIELD SERVICE.

"Field Service" refers to the services of a Huber factory-trained representative at the site of end-use for initial installation, inspection, start-up observation and operator training. "Field Service" refers also to any subsequent investigations of warranty issues, operational difficulties, Purchaser complaints, or requests for post-warranty service. Purchaser acknowledges that HUBER Field Service representatives shall make all arrangements necessary with labor unions for their presence on the site. No contractual warranty or indemnity relating to Field Service is extended by HUBER, nor are its Field Service representatives authorized to bind HUBER with any oral representations or statements in conflict with or addition to the governing contract terms or any manual or instructions provided by HUBER. This paragraph shall apply to any and all initial and subsequent Field Service provided by HUBER relating to the Goods sold to the Purchaser. Any field service work performed at site after expiration of the initial warranty period is warranted for sixty (60) days after the work has been completed.

## 9. SHIPMENT/RISK OF LOSS.

HUBER will use commercially reasonable efforts to meet delivery dates stated in advance of actual shipment of goods or performance of services, but in no event shall such quoted delivery dates be deemed to represent fixed or guaranteed delivery dates. Under no circumstances will HUBER be liable for any direct, or indirect, consequential, incidental, liquidated or other damages for delay in delivery. Method and route of shipment will be at the discretion of HUBER unless specified otherwise by Purchaser and agreed by HUBER, and any additional expense of the method or route of shipment specified by Purchaser shall be borne by Purchaser. Claims for shortage or other quantity errors must be made in writing to HUBER within seven (7) days after receipt of shipment. Failure to give such notice shall constitute unqualified acceptance and a waiver of all such claims by Purchaser.

HUBER, in its sole discretion, may accommodate Purchaser requests for delivery of goods in installments if such requests are confirmed in writing by HUBER. Such installment deliveries, when separately invoiced, shall be paid for when due per invoice without regard to subsequent deliveries. Delay in delivery of any installment shall not relieve Purchaser of its obligations to accept remaining deliveries.

## 10. GOVERNMENT STANDARDS.

HUBER applies quality standards in our manufactured equipment that are designed to meet and comply with federal government occupational safety, noise, sanitation and health standards. The Purchaser is solely responsible for compliance of the equipment and its operation with any state or local laws, codes, ordinances, or regulations, unless otherwise specified by HUBER in its proposal.

## 11. LIMITED WARRANTY.

HUBER warrants that the equipment and components furnished will be free from defects in workmanship and materials and perform the general process function intended, solely under the conditions defined by HUBER for a period of (a) twelve (12) months from completion of installation, start-up or owner acceptance of the equipment assuming the equipment is accepted by the owner within 6 months of delivery or (b) eighteen (18) months from the date of delivery to Purchaser, whichever date comes first. HUBER will replace, modify or repair, at its sole option, any such defective component or equipment at no charge provided that HUBER is notified promptly in writing of any claimed defect. If requested by HUBER, any such defective part or component shall be returned to HUBER, freight prepaid. HUBER will provide on-site Field Service when reasonably assured of payment therefore if this warranty does not apply or when such service is required in its judgments. This warranty does not apply to any defect or malfunction arising out of failure to store, install, operate or maintain the equipment in accordance with instructions by HUBER. Warranty shall be voided for any misuse of equipment; operation under conditions other than those defined by HUBER in its operation and maintenance (O&M) manuals for said equipment, or gross operator negligence. Any unauthorized modification or alteration of the equipment or repair or replacement of components may void this warranty, at the sole option of HUBER. For any billable repairs completed outside of the initial warranty period, a sixty (60) day guarantee on work performed and parts supplied will apply.

HUBER MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, WITH REGARD TO THE DESIGN, SALE, MERCHANTABILITY OR FITNESS OF THE GOODS FOR A PARTICULAR PURPOSE OR USE EXCEPT AS EXPRESSLY SET FORTH IN HUBER'S TERMS AND CONDITIONS. HUBER IS NOT SUBJECT TO ANY OTHER OBLIGATIONS OR LIABILITIES ARISING OUT OF BREACH OF CONTRACT OR WARRANTY, TORT CLAIMS INCLUDING NEGLIGENCE, GROSS NEGLIGENCE AND STRICT LIABILITY, OR ANY OTHER THEORIES OF LAW. HUBER IS UNDER NO EVENT LIABLE FOR ANY SPECIFIC, INDIRECT, INCIDENTAL OR CONSEQUENTIAL LOSS, DAMAGES, EXPENSE, INJURY, DISMEMBERMENT, OR DEATH OF ANY KIND WHATSOEVER.

## 12. EXCLUSIVE REMEDIES.

Purchaser acknowledges that its sole and exclusive remedies for breach of the Limited Warranty shall be replacement or repair by HUBER of any defective part or component, and payment of the reasonable out of pocket costs incurred in connection with replacement or repair if such costs are approved in advance by HUBER, or refund of 80% of the purchase price if HUBER in its sole discretion concludes the equipment cannot be repaired or replaced. This remedy excludes any other direct, indirect, consequential, incidental, special or other form of damages. It also excludes any extraordinary costs for removal or re-installation of HUBER equipment, such as crane rental, structural alteration, or demolition, necessitated by building design or configuration.



### 13. LIMITATION OF LIABILITY/INDEMNITY.

HUBER's liability on any claim for loss or damage arising out of any transactions under this Agreement or from the performance or breach thereof or connected with any goods or services supplied hereunder, or the sale, resale, operation or use of goods, whether based on agreement, warranty, tort (including negligence) or other grounds, and shall not exceed the price allocable to such goods or services or part thereof involved in the claim, regardless of cause or fault. Purchaser's remedies are limited to the return of non-conforming goods and repayment of the price or to the repair and replacement of non-conforming. This limitation of liability and remedies reflects a deliberate and bargained-for allocation of risks between HUBER and Purchaser and constitutes the basis of the parties' bargain, without which HUBER would not have agreed to the price or terms of this transaction.

HUBER SHALL NOT IN ANY EVENT BE LIABLE WHETHER AS A RESULT OF BREACH OF AGREEMENT, WARRANTY, TORT (INCLUDING NEGLIGENCE) OR OTHER GROUNDS FOR INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS OR REVENUE, LOSS OF USE OF GOODS OR ASSOCIATED PRODUCTS, BUSINESS INTERRUPTION, COST OF CAPITAL, COST OF SUBSTITUTE GOODS, FACILITIES OR SERVICES, DOWNTIME COSTS, OR CLAIMS OF PURCHASERS OF PURCHASER FOR SUCH DAMAGE. In addition, if HUBER furnishes Purchaser with advice or other assistance regarding any goods or services supplied hereunder, or any system or equipment in which any such goods may be installed, and which is not required pursuant to this transaction, the furnishing of the advice or assistance will not subject HUBER to any liability, whether based on agreement, warranty, tort (including negligence) or other grounds.

In the event Purchaser modifies HUBER goods or incorporates HUBER goods into another product or component part, Purchaser agrees to hold harmless and indemnify Huber from any and all claims, liabilities, losses, costs and expenses (including reasonable attorneys' fees) involving personal injury or property damage. Purchaser also agrees to hold harmless and indemnify HUBER from any patent or other intellectual property claims related to (i) any HUBER goods made in accordance with Purchaser's designs or specifications; or (ii) the use of any drawings provided to HUBER by Purchaser for use in the manufacture, production or assembly of such goods.

### 14. TITLE.

Notwithstanding delivery, installation or start-up, title to all equipment furnished shall remain solely with HUBER until the full purchase price is paid by Purchaser. Until such time, HUBER may enter the premises where such equipment is then located and repossess and remove such equipment by any lawful means as this is the property of HUBER Technology. Purchaser agrees to do all acts deemed necessary or desirable or requested by HUBER to maintain HUBER's rights in, and title to such equipment.

### 15. WAIVER.

The failure of Huber to insist in any one or more instances, upon the performance of any of the Terms and Conditions as set forth herein or the failure of HUBER to exercise any of its rights hereunder shall not be construed as a waiver or relinquishment of any such terms, conditions or rights and shall not effect HUBER's right to insist on strict performance and compliance with regard to any future performance of these Terms and Conditions.

### 16. CHOICE OF LAW.

This Contract shall be exclusively governed by the laws of the State of North Carolina, without regard to its conflict of law provisions. HUBER and Purchaser further consent to the exclusive personal jurisdiction of any applicable court, in the county of Lincoln, North Carolina for any legal action or proceeding brought to enforce, construe or interpret these Terms and Conditions. Venue is proper only in the North Carolina Superior Court of Lincoln County. Each party hereto irrevocably submits to the jurisdiction of each court in each such action or proceeding.

### 17. DISPUTE RESOLUTION/ATTORNEYS' FEES.

Any controversy or claim arising out of or relating to this Contract or its breach shall be settled by arbitration conducted in Denver, North Carolina in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association and North Carolina law and judgment on the award rendered by the arbitrator(s) may be entered in any court of competent jurisdiction. The arbitrator shall award attorneys' fees, costs, witness costs, expert witness fees, arbitrator compensation, arbitrator fees, exhibit fees, travel costs and other amounts deemed reasonable to the prevailing party as defined by North Carolina General Statute §44A et al.

### 18. ASSIGNMENT, WAIVER, ENTIRE AGREEMENT, SEVERABILITY.

Neither party shall assign or delegate any of its rights or obligations under this Agreement without the prior written consent of the other party, which such consent shall not be unreasonably withheld, except that either party may assign or delegate its rights or obligations hereunder to an Affiliate without the other party's consent. As used herein, the term "Affiliate" shall mean any entity that directly or indirectly through one or more intermediaries, controls or is controlled by, or is under common control with the entity specified. Huber may terminate this Agreement upon written notice to Purchaser without any further liability to Purchaser if there is a change of control of Purchaser. The Agreement constitutes the entire agreement between the parties with respect to its subject matter, and supersedes all prior oral or written representations or agreements by the parties with respect to the subject matter of this Agreement. Neither the Agreement nor any of its provisions may be modified, amended or waived, whether orally, through the parties' course of performance, course of dealing or course of conduct, or manifested in any other way, unless in writing and signed by an authorized officer of Huber. It is the express intention of the parties that such requirement for written modifications, amendments or waivers be strictly enforced notwithstanding judicial precedent or statutory provisions to the contrary. Any provision found invalid or unenforceable will not affect the validity or enforceability of any other provision and the invalid provision may be judicially modified to the extent enforceable.

Project: Snoqualmie, WA

Purchase Order/Job Number (if applicable):

Customer Billing Address (please fill):

Shipping Address (please fill):

Street:  
City, State, Zip:

Customer Contact information

- Email Address:
- Phone Number:
- Facsimile:

Customer Name:

HUBER Technology, Inc.

Accepted By (Signature)

Signature

Print Name

Simon Randle  
Print Name

Title

National Director of Sales  
Title

Date

Date



## SEWER CAPITAL PROJECT OR PROGRAM

## WATER RECLAMATION FACILITY IMPROVEMENTS - PHASE 3

CIP Project ID: TBD  
 Department: Sewer  
 Project Status: Design  
 Project Location: 34190 SE Mill Pond Road  
 Project Contact: Jeff Hamlin

Previously Spent: \$532,217  
 Current Project Budget: \$15,262,217  
 Original Budget at CIP Inception: \$12,577,470  
 Contact Email: [jhamlin@snoqualmiewa.gov](mailto:jhamlin@snoqualmiewa.gov)

Years Project in CIP: 1

## Project Description:

This project will convert two existing oxidation ditches into plug flow reactors (i.e., activated sludge basins), upgrade the Kimball Creek Lift Station, replace and outfit one of the clarifiers with necessary components upgrades, and install a new grit removal system.

## Photo or Map:



## Community Impact:

The intent of this project is to increase the capacity of the biological treatment process for handling current and projected flow and loading conditions, reduce excessive flow cycling and spikes, replace drive units nearing the end of their expected service life, and replace a rapidly deteriorating grit removal system.

## Operating Impact:

This project is not expected to impact the operating budget.

## Budget:

Project Activities	% of Budg.	Total Activity Budget	Previously Spent	2023	2024	2025	2026	2027	2028	2029 or Beyond
Analysis	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Design	5%	\$ 767,217	\$ 532,217	\$ 235,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	65%	\$ 9,926,461	\$ -	\$ 1,749,342	\$ 7,245,647	\$ 931,472	\$ -	\$ -	\$ -	\$ -
Const. Manage	10%	\$ 1,488,969	\$ -	\$ 262,401	\$ 1,086,847	\$ 139,721	\$ -	\$ -	\$ -	\$ -
Contingency	13%	\$ 1,985,292	\$ -	\$ 349,868	\$ 1,449,129	\$ 186,294	\$ -	\$ -	\$ -	\$ -
Art	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Labor	4%	\$ 597,954	\$ -	\$ 120,921	\$ 408,094	\$ 68,939	\$ -	\$ -	\$ -	\$ -
Other	3%	\$ 496,323	\$ -	\$ 87,467	\$ 362,282	\$ 46,574	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>100%</b>	<b>\$ 15,262,217</b>	<b>\$ 532,217</b>	<b>\$ 2,805,000</b>	<b>\$ 10,552,000</b>	<b>\$ 1,373,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Operating		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL PROJECT BUDGET: \$15,262,217

TOTAL OPERATING BUDGET: \$0

## Anticipated Funding Mix:

Source	Total Sources	Previously Allocated	2023	2024	2025	2026	2027	2028
Utility Fees ("Rates")	\$ 1,634,813	\$ 532,217	\$ -	\$ 1,102,596	\$ -	\$ -	\$ -	\$ -
Gen. Fac. Charges (GFC)	\$ 9,807,800	\$ -	\$ 2,018,032	\$ 6,801,976	\$ 987,792	\$ -	\$ -	\$ -
Contribution in Aid of Construction (CIAC)	\$ 3,819,604	\$ -	\$ 786,968	\$ 2,647,428	\$ 385,208	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ 15,262,217</b>	<b>\$ 532,217</b>	<b>\$ 2,805,000</b>	<b>\$ 10,552,000</b>	<b>\$ 1,373,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Fiscal

This project covers F1, F5, F8, and WW1 in the General Sewer Plan.

TOTAL FUNDING SOURCES: \$15,262,217

## Notes:

FUTURE FUNDING REQUIREMENTS: \$0



## Administration

### City of Snoqualmie

P.O. Box 987, Snoqualmie, Washington 98065

[www.snoqualmiewa.gov](http://www.snoqualmiewa.gov)

## MEMORANDUM

DATE: April 26, 2023  
 TO: Snoqualmie City Council  
 FROM: Mike Sauerwein, City Administrator, and Deana Dean, City Clerk  
 SUBJECT: Committee Reform Discussion

### SUMMARY

Administration is outlining possible scenarios regarding meeting management for Snoqualmie City Council and Committee meetings. The discussion surrounding meeting reform is in response to the evolution of Snoqualmie as a city and the need for councilmembers to be involved at local and regional levels to pursue revenue sources and ensure Snoqualmie's interests are served. Examples of how this might be achieved include council attendance in Olympia on issues such as SR18 widening, public transportation, middle housing, law enforcement, and land use. Council's voice needs to be heard at the state and regional levels and meeting reform would make better use of council resources for that purpose.

Meeting reform would benefit staff as they would have less meetings to prepare and attend and more time to spend on agenda bills and presentation materials. Staff would be more productive and the quality of information would be better. This would ultimately be a benefit for Council.

### CURRENT COUNCIL MEETINGS

At present and on average, a councilmember is committed to two council meetings per month – every other Monday. In addition, they are committed to two committees which meet every other week on Mondays and Tuesdays – sometimes both days.

These do not include other city commitments or events during the day (such as the Chamber Luncheon) or in the evenings or on the weekends (such as Winter Lights, Easter Egg Hunts, or Arbor Day Celebration) nor does it include any regional commitments (such as PSRC, SVGA, AWC, or KCD).

The purpose of the committee meeting structure is to allow a more open exchange of views and debate by councilmembers (aka committee members); this is similar to special workshops. Oftentimes, staff provide more in-depth information on topics and members ask more questions at these meetings. Councilmembers who are not part of the committee are not given the benefit of hearing what is presented by staff or hearing the committee exchanges and in most instances, are not updated at the regular council meeting during commission/committee liaison reports. At times, although the agenda bill is a candidate for consent agenda, it is often placed under the Council Committee so that all councilmembers can "hear the story."

### STAFF PREPARATION FOR MEETINGS

Staff are often so busy preparing for one meeting after the next that they are not able to focus on long-term goals and important projects. For example, a typical day is filled rushing from meeting to meeting, checking email, extinguishing fire after fire, and making phone calls. There is an astonishing amount of activity with very little productivity. Department Directors, specifically, should be allowed more time to move their departments forward in leadership and innovation.

Below is a chart which illustrates the primary staff members for each committee/commission and an estimate of the amount of time spent preparing for and attending meetings with the current schedule. Note this list is not all-inclusive as other staff members may have contributed to agenda items or attended meetings. While staff will still spend time preparing agenda bills, project updates, and presentations for meetings, their efforts will be more focused with the ultimate goal of providing the information council needs to take action.

Name of Committee/Commission	Staff	# of Hrs/Mo Prep Time	# of Hrs/Mo Meeting Time
Public Safety Committee	Chief Phipps Chief Correia City Attorney Deanna Patterson IT	3 4 1 7 1	2 2 2 3 2
CD Committee	Emily Arteche David Goodman Jonathan Kesler Ashley Wragge City Attorney IT	8 2 2 2 2 1	2 2 2 2 2 2
Parks & PW Committee	Mike Chambliss Engineers (4) Deana Dean City Attorney IT	3 12 2 3 1	2 8 2 2 2
Finance & Admin Committee	Mike Sauerwein Department Directors Jen Ferguson Drew Bouta Carson Hornsby Deana Dean City Attorney IT	1 6 22 2 1 2 3 1	2 12 2 2 2 2 2 2
Council Meetings	Mike Sauerwein City Attorney Department Directors Jen Ferguson Drew Bouta Deana Dean Carson Hornsby IT	2 4 6 19 6 6 1 2	5+ 5+ 30+ 5+ 5+ 5+ 5+ 5+
<b>Subtotal Council</b>		<b>130</b>	<b>130</b>
Arts Commission (1x/mo)	Nicole Wiebe	3.5	1.5
Civil Service Commission (1x/mo)	Chief Phipps Chief Correia Kim Johnson	1 1 1	1 1 1
ED Commission (1x/mo)	Emily Arteche David Goodman Jonathan Kessler Nicole Wiebe	4 1 1 4	1 1 1 1
Parks & Events Commission (1x/mo)	Mike Chambliss PPW Staff (2+) Nicole Wiebe Deana Dean	1.5 3 1 1	1 1 1 1
Planning Commission (2x/mo)	Emily Arteche David Goodman Jonathan Kessler Ashley Wragge	12 4 4 2	2 2 2 2
<b>Subtotal Commissions</b>		<b>45</b>	<b>20.5</b>
Human Services Advisory Committee	Carson Hornsby	2*	As needed
Lodging Tax Advisory Committee	Nicole Wiebe	2*	As needed
Salary Commission	Deana Dean	2*	As needed
<b>Subtotal As Needed Committee/Commissions</b>	*includes mtg time & is based on avg 25 hrs/yr	<b>6</b>	<b>-----</b>
<b>TOTAL</b>		<b>181</b>	<b>150.5</b>

## OTHER JURISDICTIONS

A sampling of meeting structures by other local governments include:

Jurisdiction	Council Meetings	Committee of the Whole/ Work Study / Workshops	Committees (qty and frequency)	Total/Month
Snoqualmie	2x per month – 2 <sup>nd</sup> & 4 <sup>th</sup> Mon	N/A	(4) – 2x per month 1 <sup>st</sup> & 3 <sup>rd</sup> Mondays and 1 <sup>st</sup> & 3 <sup>rd</sup> Tuesdays	10
A	2x per month – 1 <sup>st</sup> & 3 <sup>rd</sup> Mon	8x per year - Mon	(3) – monthly – 1st, 2 <sup>nd</sup> , or 3 <sup>rd</sup> Tues	6
B	2x per month – 1 <sup>st</sup> & 3 <sup>rd</sup> Tues	1x per month – 2 <sup>nd</sup> Tues		3
C	2x per month – 1 <sup>st</sup> & 3 <sup>rd</sup> Tues	1x per month – 4 <sup>th</sup> Tues	(4) – monthly – daytime 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , or 4 <sup>th</sup> Tues	7
D	2x per month – 1 <sup>st</sup> & 3 <sup>rd</sup> Mon	2x per month – 2 <sup>nd</sup> & 4 <sup>th</sup> Mon		4
E	2x per month – 1 <sup>st</sup> & 3 <sup>rd</sup> Tues*	2x per month – 1 <sup>st</sup> & 3 <sup>rd</sup> Tues*		4
F	3x per month – 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Tues			3
G	2x per month – 2 <sup>nd</sup> & 4 <sup>th</sup> Mon		(2) – 3 <sup>rd</sup> Wed and quarterly on the 4 <sup>th</sup> Tues	3-4
H	2x per month – 2 <sup>nd</sup> & 4 <sup>th</sup> Tues	1 <sup>st</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> Tues		5

\*same day

## PROPOSALS

Council is asked to consider a change in meeting structure to one of two proposals below. Goals of this new structure include:

1. Ensure all councilmembers receive the same message at the same time.
2. All councilmembers benefit from questions or comments raised by fellow councilmembers.
3. Time is made available for councilmembers to represent Snoqualmie at regional meetings.
4. Provides for better coordination between the Mayor and MPT in setting Council agenda as they are aware of all items.
5. Agenda bills focus on quality of information as staff has additional time to prepare materials.
6. Increase in staff productivity.
7. Reduction in overtime. An estimated \$9,314 is spent per year for one IT staff member to assist at committee meetings and an additional \$10,767 is spent per year for two IT staff members to assist at council meetings for a total estimated cost of \$20,081 per year. *(Note: as Council considers a future AV upgrade, it is administration's goal that the new system be intuitive so that the City Clerk or staff liaison run the meetings with little to no IT assistance.)*

Proposal A:

Council COW/Work Sessions, chaired by MPT (1st and 3rd Mondays at 6pm)  
 Council Meetings (2nd and 4th Mondays at 6pm)  
 Roundtable or Special Meetings as needed.

*(Note: this option impacts the Planning Commission, Arts Commission, and the Parks & Event Commission meetings. Those meetings would need to be moved to Tuesdays.)*

*(Note: Ad Hoc Committees or Task Forces as needed for specific issues or to address council priorities.)*

Proposal B:

Council COW/Work Sessions, chaired by MPT (1st and 3rd Tuesdays at 6pm)  
 Council Meetings (2nd and 4th Tuesdays at 6pm)  
 Roundtable or Special Meetings as needed.

*(Note: this option would not be impacted by Monday holidays and other Monday meetings such as the Planning Commission, Arts Commission, and Parks & Events Commission.)*

*(Note: Ad Hoc Committees or Task Forces as needed for specific issues or to address council priorities.)*

A council schedule is attached to this memo showing the current meeting schedule and what it may look like for each of the proposals for each of the councilmembers.

**RECOMMENDATION**

Council is asked to adopt Proposal B for a trial six-month period effective July 2023, through the end of 2023 at which time it can be re-evaluated. This proposal is less impactful to volunteers on commissions. Sample agendas for the council work session and council meeting are attached for illustration as well as a sample staff report to be used for project updates and informational items.

Attachments: Council Schedules  
 Sample Work Session Agenda  
 Sample Council Meeting Agenda  
 Sample Staff Report



CURRENT SCHEDULES							PROPOSAL A							PROPOSAL B						
	Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes		Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes		Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes
<b>CM 1</b>																				
Week 1	5-6	5-6					Week 1	6-8						Week 1		6-8				
Week 2	7-9:30						Week 2	6-8						Week 2		6-8				
Week 3	5-6 7-8:30	5-6	6-7			Mon: PEC Wed: Watershed Forum (not every month)	Week 3	6-8 7-8:30		6-7			Mon: PEC => change Wed: Watershed Forum (not every month)	Week 3	7-8:30	6-8	6-7			Mon: PEC Wed: Watershed Forum (not every month)
Week 4	7-9:30						Week 4	6-8						Week 4		6-8				
Min Hrs # of Mtgs	11.5 8						Min Hrs # of Mtgs	10.5 6						Min Hrs # of Mtgs	10.5 6					

	Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes		Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes		Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes
<b>CM 2</b>																				
Week 1	5-6	8-9 6-7				Tues: SEAL-TC	Week 1	6-8	8-9				Tues: SEAL-TC	Week 1		8-9 6-8				Tues: SEAL-TC
Week 2	12:00 5:30 7-9:30					Mon: Meadowbrook Farm Preservation; Arts Commission	Week 2	12:00 5:30 6-8					Mon: Meadowbrook Farm Preservation; Arts Commission => change	Week 2	12:00 5:30	6-8				Mon: Meadowbrook Farm Preservation; Arts Commission
Week 3	5-6	6-7					Week 3	6-8						Week 3		6-8				
Week 4	7-9:30						Week 4	6-8						Week 4		6-8				
Min Hrs # of Mtgs	12 9						Min Hrs # of Mtgs	11 7						Min Hrs # of Mtgs	11 7					

	Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes		Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes		Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes
<b>CM 3</b>																				
Week 1		5-6 6-7		6:30-7:30		SVH	Week 1	6-8			6:30-7:30		SVH	Week 1		6-8		6:30-7:30		SVH
Week 2	10-11 7-9:30					RR Days	Week 2	10-11 6-8					RR Days	Week 2	10-11	6-8				RR Days
Week 3		5-6 6-7					Week 3	6-8						Week 3		6-8				
Week 4	7-9:30						Week 4	6-8						Week 4		6-8				
Min Hrs # of Mtgs	11 8						Min Hrs # of Mtgs	10 6						Min Hrs # of Mtgs	10 6					

	Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes		Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes		Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes
<b>CM 4</b>																				
Week 1	6-7	6-7	1-2			PSRC	Week 1	6-8		1-2			PSRC	Week 1		6-8	1-2			PSRC
Week 2	7-9:30						Week 2	6-8						Week 2		6-8				
Week 3	6-7	6-7	8-9			ED Commission	Week 3	6-8		8-9			ED Commission	Week 3		6-8	8-9			ED Commission
Week 4	7-9:30						Week 4	6-8						Week 4		6-8				
Min Hrs # of Mtgs	11 8						Min Hrs # of Mtgs	10 6						Min Hrs # of Mtgs	10 6					

	Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes		Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes		Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes
<b>CM 5</b>																				
Week 1		6-7					Week 1	6-8						Week 1		6-8				
Week 2	7-9:30						Week 2	6-8						Week 2		6-8				
Week 3		6-7					Week 3	6-8						Week 3		6-8				
Week 4	7-9:30						Week 4	6-8						Week 4		6-8				
Min Hrs	7						Min Hrs	8						Min Hrs	8					
# of Mtgs	4						# of Mtgs	4						# of Mtgs	4					

	Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes		Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes		Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes
<b>CM 6</b>																				
Week 1	5-6 6-7						Week 1	6-8						Week 1		6-8				
Week 2	7-9:30 5-6 6-7		7-9	5-6		SCA, SVSD	Week 2	6-8		7-9	5-6		SCA, SVSD	Week 2		6-8	7-9	5-6		SCA, SVSD
Week 3							Week 3	6-8						Week 3		6-8				
Week 4	7-9:30			5-6		SVSD	Week 4	6-8			5-6		SVSD	Week 4		6-8		5-6		SVSD
Min Hrs	13						Min Hrs	12						Min Hrs	12					
# of Mtgs	9						# of Mtgs	7						# of Mtgs	7					

	Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes		Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes		Mon Mtg Time	Tues Mtg Time	Wed Mtg Time	Thurs Mtg Time	Fri Mtg Time	Notes
<b>CM 7</b>																				
Week 1	6-7 7:30-9	5-6				Mon: PC	Week 1	6-8 7-8:30					Mon: PC => change	Week 1	7-8:30	6-8				Mon: PC
Week 2	7-9:30 6-7						Week 2	6-8 6-8						Week 2		6-8				
Week 3	7:30-9	5-6		5:30		Mon: PC Thurs: NWRM	Week 3	7-8:30			5:30		Mon: PC => change Thurs: NWRM	Week 3	7-8:30	6-8		5:30		Mon: PC Thurs: NWRM
Week 4	7-9:30						Week 4	6-8						Week 4		6-8				
Min Hrs	13						Min Hrs	12						Min Hrs	12					
# of Mtgs	9						# of Mtgs	7						# of Mtgs	7					



## CITY COUNCIL REGULAR HYBRID **WORK SESSION**

**Tuesday, July 11, 2023 @ 6:00 PM**

**Snoqualmie City Hall, 38624 SE River Street & Zoom**

### **MAYOR & COUNCIL MEMBERS**

Mayor Katherine Ross

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

*This meeting will be conducted in person and remotely using teleconferencing technology provided by 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.

Press \*9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.  
Press \*6 to mute and unmute.

**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**
- 4) Please confirm that your audio works prior to participating.

### **REGULAR AGENDA, 6 PM**

**CALL TO ORDER & ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**AGENDA APPROVAL**

**INTRODUCTION OF SPECIAL GUESTS AND PRESENTATIONS**

**WORK SESSION ITEMS – NO FINAL ACTION WILL BE TAKEN**

**PUBLIC COMMENT**

**REVIEW OF CONSENT AGENDA ITEMS FOR NEXT MEETING**

**INFORMATION**

**ADMINISTRATOR & STAFF REPORTS**

**MAYOR'S REPORT**

**COMMENTS FROM COUNCILMEMBERS/COUNCILMEMBER REPORTS**

**EXECUTIVE SESSION**

**ADJOURNMENT**



## CITY COUNCIL REGULAR HYBRID MEETING

Tuesday, July 18, 2023 @ 6:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

### MAYOR & COUNCIL MEMBERS

Mayor Katherine Ross

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

*This meeting will be conducted in person and remotely using teleconferencing technology provided by 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.

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- 3) If prompted for Webinar ID, enter **813 0614 8787**; Enter Password **1800110121**
- 4) Please confirm that your audio works prior to participating.

### REGULAR AGENDA, 6 PM

CALL TO ORDER & ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL

PUBLIC HEARINGS, PRESENTATIONS, PROCLAMATIONS, AND APPOINTMENTS

PUBLIC COMMENTS AND REQUESTS FOR ITEMS NOT ON THE AGENDA

CONSENT AGENDA

NEW BUSINESS

INFORMATION

ADMINISTRATOR & STAFF REPORTS

MAYOR'S REPORT

COMMENTS FROM COUNCILMEMBERS/COUNCILMEMBER REPORTS

EXECUTIVE SESSION

ADJOURNMENT



## Council Agenda Staff Report

DATE:

SUBJECT:

CONTACT PERSON:

ATTACHMENTS:

---

**(This form to be used for project updates and informational items that require no council action.)**



# Committee Meeting Reform Options

FINANCE & ADMINISTRATION  
COMMITTEE | May 2, 2023

# Current Structure



## Meeting Frequency

2 Regular Meetings

4 Committee Meetings (2x per month)

---

## **10 Meetings Total**

8-9 Meetings per CM

---

# Current Problem Areas



1. Uneven knowledge among councilmembers
2. Need to improve councilmember visibility at regional level
3. Insufficient time to edit and refine Agenda Bills and Presentations
4. Overtime



# Meeting Options



Option A: Monday Work Sessions/Regular Meetings

Option B: Tuesday Work Sessions/Regular Meetings

# Option A – Benefits



## Monday Work Sessions and Council Meetings

1. All councilmembers receive same message at the same time.
2. All councilmembers benefit from questions or comments raised by fellow councilmembers.
3. Councilmembers can represent Snoqualmie at local and regional meetings.
4. Better coordination between Mayor and MPT in setting agenda.
5. Additional time for staff to prepare materials and increase in staff productivity.
6. Reduction in overtime.

# Option A - Potential Issues



1. Difficult to  
determine council  
direction

Lack of  
specialization  
among  
councilmembers

1. Conflicts with  
Commission  
meetings

1. Insufficient time

# Option A - Potential Solutions



1. Difficult to determine council direction

- Council to provide clear action items for staff at work sessions

Lack of specialization among councilmembers

- Referral to Ad Hoc Committees or Special Task Forces as needed

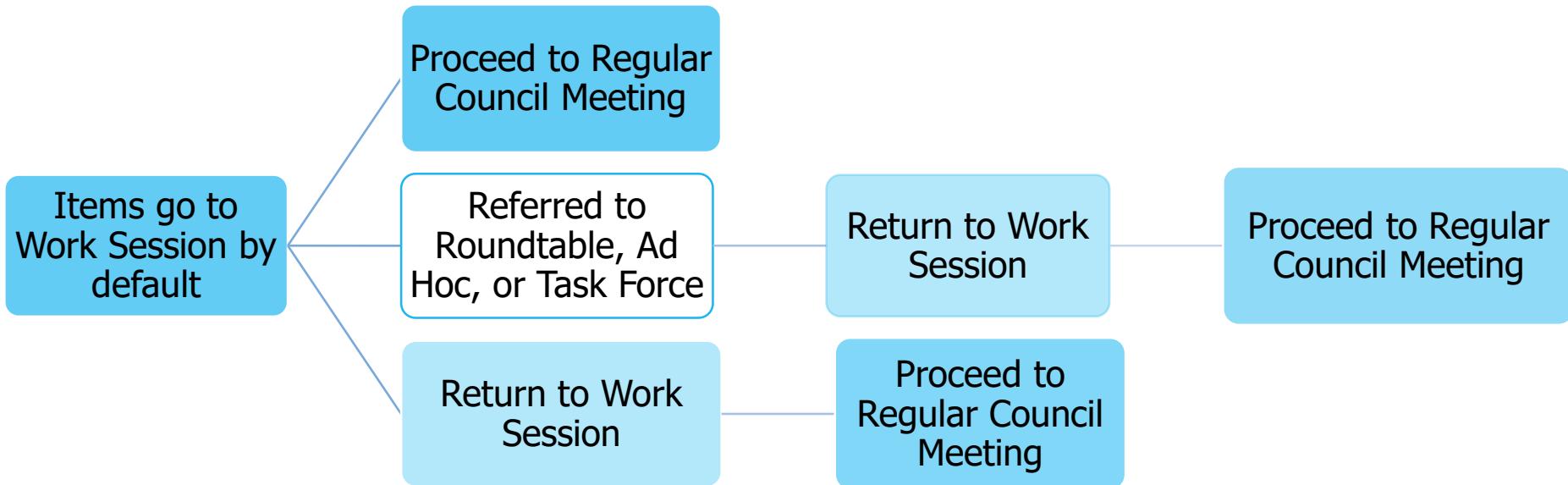
1. Conflicts with Commission meetings

- Move Commission meetings to Tuesdays

1. Insufficient time

- Project updates and Informational items as staff reports under new "Information" heading
- Refer complex or in-depth issues to Roundtable, Ad Hoc or Task Force Committees

# Option A - Process



# Option B - Benefits



## Tuesday Work Sessions and Council Meetings

1. All councilmembers receive same message at the same time.
2. All councilmembers benefit from questions or comments raised by fellow councilmembers.
3. Councilmembers can represent Snoqualmie at local and regional meetings.
4. Better coordination between Mayor, MPT, and Clerk in setting agenda.
5. Additional time for staff to prepare materials and increase in staff productivity.
6. Reduction in overtime.
7. Does not impact Commission meetings.

# Option B - Potential Issues



1. Difficult to  
determine council  
direction

Lack of  
specialization  
among  
councilmembers

1. Insufficient time

# Option B - Potential Solutions



1. Difficult to determine council direction

- Council to provide clear action items for staff at work sessions

Lack of specialization among councilmembers

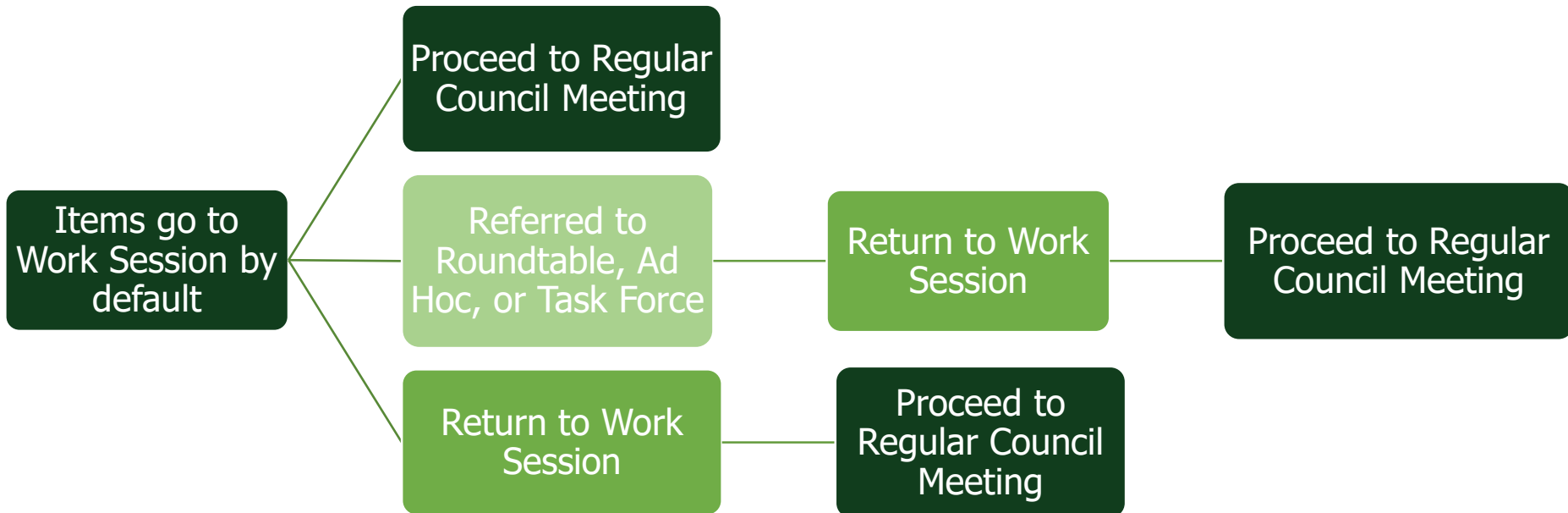
- Referral to Ad Hoc Committees or Special Task Forces as needed

1. Insufficient time

- Project updates and Informational items as staff reports under new "Information" heading
- Refer complex or in-depth issues to Roundtable, Ad Hoc or Task Force Committees



# Option B - Process



# Meeting Frequency



Option A	Option B
2 Work Sessions 2 Regular Meetings Ad Hoc Meetings as needed	2 Work Sessions 2 Regular Meetings Ad Hoc Meetings as needed
4 Meetings Total	4 Meetings Total

# Next Steps



Identify any further information needed or council input.



Obtain direction on which option to pursue.

Questions  
and  
Direction  
Needed



# Thank You



# Department Reports

## April 2023



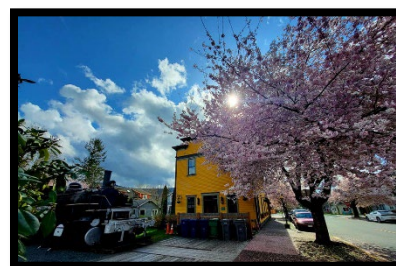
## Communications Division

### Danna McCall, Communications Coordinator

38624 SE River Street, Snoqualmie, Washington 98065  
(425) 996-5285 | [www.snoqualmiewa.gov](http://www.snoqualmiewa.gov)

### Social Media

- Facebook reach: 15.5k; 5746 followers (11 new)
- Twitter - 3648 followers; 4769 impressions.
- Instagram - 2.2K reach; 2562 followers (17 new).
- Top Posts: Historic Falls photo; downtown cherry blossoms.
- Goal: grow video production capabilities



### Website

- Website users: 15.5k; website sessions: 20.2k; pageviews: 37.8k.
- Top website pages Twin Peaks, Ballfield Conditions, Snoqualmie Falls, and Egg Hunts.
- Most clicked news release: I-90 Lane Closures Near Preston.
- Ballfields Conditions website continues to be a top 10 website page.
- Goal: More human interest and staff focused blog posts.



### Engagement, Initiatives & Event Support

- State of the City support, including PPT, filming and editing of video shot around town.
- New! Ross Report news bulletin launched.
- Comprehensive Plan Open House support - good resident turnout.
- Arbor Day event marketing support.
- Green Snoqualmie events marketing support.
- SPD Take Back event marketing support.
- ARPA Grant Success Story video: Pineapple Life
- Egg Hunts: Marketing support.





## Community Development Department

**Emily Arteche, Director**

38624 SE River St. | P.O. Box 987

Snoqualmie, Washington 98065

(425) 888-5337 | earteche@snoqualmiewa.gov

### April 2023

#### Building Permit Activity

Permit applications to the Community Development Department remain relatively low. Inspections are picking up as a number of homes are under construction in the recently-approved Snoqualmie Ridge II Plat 29/Cascade Pointe.

Building	April 2023	YTD
Permit Applications	37	163
Permits Issued	36	158
Total Inspections	70	310

Planning	April 2023	YTD
Business Applications	8	18
Pre Applications	0	2
Sign Permits	0	2

#### Boards and Commissions:

The Planning Commission held the following joint meetings:

- April 3 – The Planning Commission reviewed documentation of a condition applied to its approval of the Gere Automotive Design Review proposal. The applicant had been asked to return to the Commission with a new color palette for the exterior of their new shop.

The Economic Development Commission did not meet in April.

The Arts Commission did not meet in April. Commissioners and staff continue to work on 2023 programming.

#### Land Use Planning Projects:

Timber Trails (Plat 30): The application is currently under review. The proposed application is to subdivide a parcel into 46 single-family residential (attached) lots with a mix of housing types to include duplexes and townhomes. Lot sizes range from approximately 1,285 to 10,067 square feet with an average lot size of 3,533 square feet. Parcel S14 was designated by the Snoqualmie Ridge II Mixed Use Final Plan for a density of 4-16 dwelling units per acre.

Model Train Museum/Park: City Staff will be meeting with representatives of model train during the month of February 2023 to determine next steps for moving the project forward. In December 2022, Council authorized the Mayor to approve a Memorandum of Understanding to develop a park/museum on City property which will showcase a model train. The proposed project includes a 20,000 square foot building, outdoor parking, community event space, a gift shop and other interactive features as well as an outdoor recreational park with picnic benches and other improvements.

The Rails: City Staff and consultants are reviewing a building permit from Tracy Hovinga for the vacant parcel, 784920-1430. The proposed project would construct a 3-story mixed use building including 11 apartments, approximately 2,000 square feet of retail/office space, and associated parking and other site improvements.

Snoqualmie Ridge Self-Storage: City Staff and consultants are reviewing a building permit for the expansion of Snoqualmie Ridge Self-Storage. The applicant proposes to expand the existing self-storage facility by constructing a new 3-story building with approximately 29,000 square feet of floor space to replace the existing RV storage area in the northwest corner of the property.

Sigillo Cellars: The owner is anticipating the project will be submitted for permit review in the summer of 2023. Dykeman Architects are retained as the designers. The owner anticipates that Sandy Cove Park will be venue space for events. The new building will provide overnight accommodations.

Comprehensive Plan: City staff held a kick-off meeting with three consultants assisting with the update of the Comprehensive Plan – LDC (Land Use and Housing), Perteet (Transportation and Environment), and FCS (Capital Facilities & Utilities).

#### **Events, Engagement, Marketing and Tourism:**

- The City partnered with the Snoqualmie Ridge ROA on two egg hunts, the Teen Flashlight Hunt at Community Park, and the Bunny Hop Egg Hunt at Centennial Park. Trail Youth Coffee participated at both events. The teen event attracted 125 teens and the morning hunt attracted 500+ kiddos.
- The City partnered with the Historic Downtown Merchants Association for the “Downtown Hopping” hunt and downtown was busy with egg hunters!
- The City recognized the numerous volunteers at the annual Volunteer Recognition Event, the Snoqualmie Inn hosted the occasion.
- Blood Drive Pop-Up in City Hall, April 14, 2023.
- Attended Sno Valley Chamber of Commerce luncheon, the annual State of the Cities, held at the Snoqualmie Casino.
- The City hosted a Comprehensive Plan Open House on April 6, 2023. Attendees had the opportunity to identify their priorities for the upcoming Comprehensive Plan update on topics including housing, land use, parks, transportation, economic development, and more. Staff from LDC, the City’s housing and land use consultant, also attended to engage with residents about missing middle housing. Turnout exceeded expectations.
  - Staff also launched an online survey for residents to identify their Comprehensive Plan priorities. Between the Open House, survey, and March Business Roundtable discussion, the City has already received over 250 comments related to the Comprehensive Plan.

**Special Event Permits:** Eight permits were received and reviewed.

**Staffing:** The Department welcomed new Senior Planner Jonathan Kesler in April.





**Jennifer Ferguson, Director**  
38624 SE River St. | PO Box 987  
Snoqualmie, Washington 98065  
(425) 888-1555 | [jferguson@snoqualmiewa.gov](mailto:jferguson@snoqualmiewa.gov)

## April 2023

### FINANCE

#### **Enterprise Resource Planning System (ERP) Project – Tyler/Munis**

The finance team continues to work on the soft go-live for the finance modules, including Tyler payments for merchant service transactions. The city will see value in this shift from 7 different merchant services to one and fully integrated with the cashiering module and general billing. The human resources team has continued to work on payroll and human resource modules setup.

#### **2021 Audit**

Finance staff finalizing the 2022 financial statement data in preparation of the May 30, 2023 deadline for submission to the State Auditor's Office.

#### **Staff Development**

Various members of the finance team attended the Washington Public Treasurer's Association WPTA conference in April. The conference offers resources that are directly related to governmental finance core services such as best practices for utility billing, cashflow forecasting, and bond management.

### HUMAN RESOURCES

#### **Recruitment**

The city the top 10 candidates for the open IT Director position and 4 candidates are moving to the second interview phase and will be sitting for panel interviews with city staff and Berry Dunn consultants.

#### **Class & Compensation Study**

Staff and Council continue to work on compensation philosophy and implementation plan for non-represented employees and preparation for union negotiations. All Job descriptions are being collected and prepared for final reviews and updating.

#### **Wellness Program**

Staff continue to develop the wellness program to begin identifying events and activities that meet the program criteria. AWC has significantly changed the requirements for wellness programs. A staff resource Sharepoint site is being built for this program.



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## April 2023

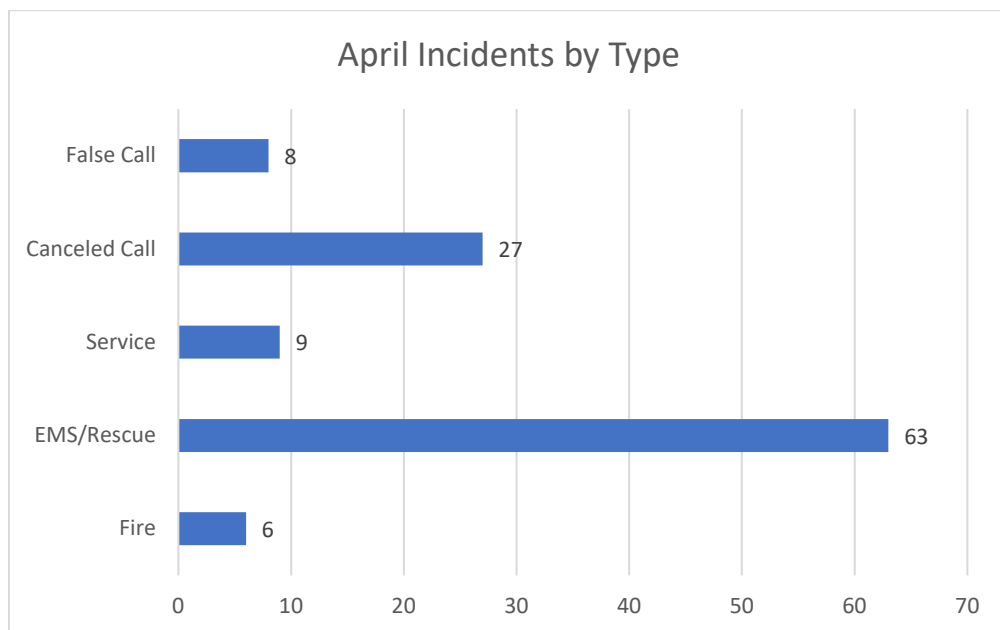
### Incident Count (March)

The Fire Department responded to 111 incidents in April. 54% of the incidents were emergency medical services and 46% were fire related incidents. The following chart displays incident count per day.



### Incident Count by Type:

The following is a count breakdown of incidents by type.



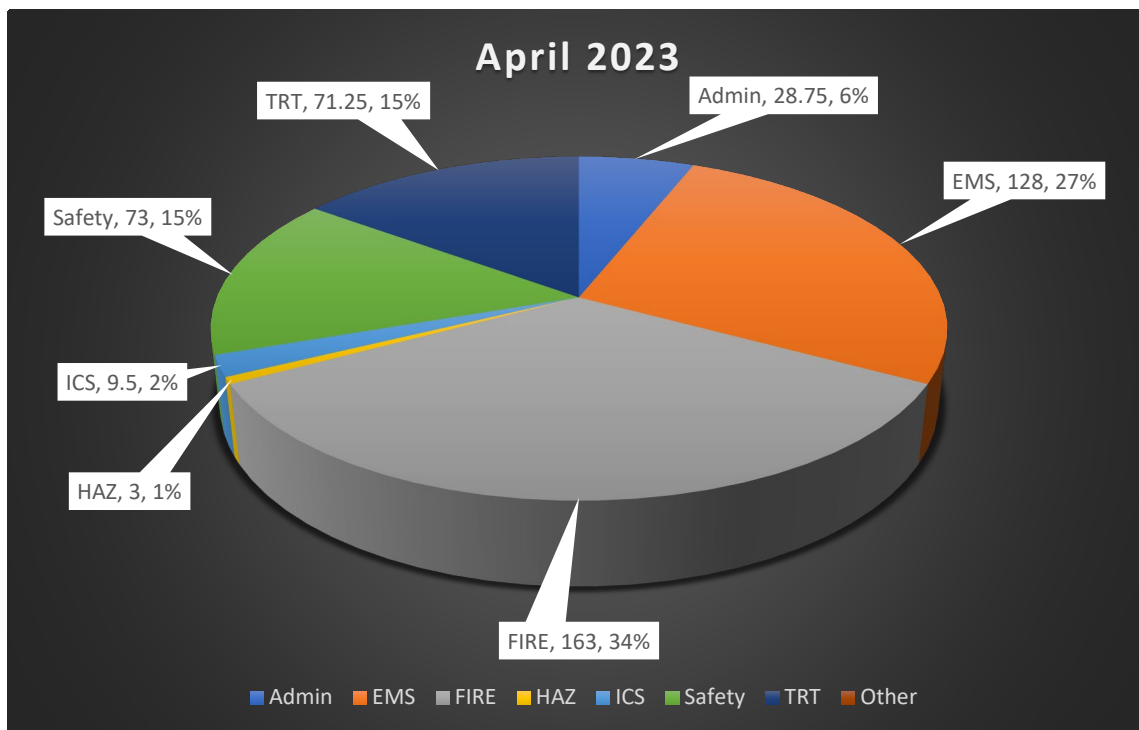
## EMS Transports

The Fire Department responded to 63 EMS incidents in April, and transported 27 patients to local hospitals. Patients were transported to Swedish Issaquah 52% of the time, and Snoqualmie Valley Hospital the remaining 44%.

Week Ending	4/2/23	4/9/23	4/16/23	4/23/23	4/30/23	Total
Overlake Hospital	-	-	1	-	-	1
Snoqualmie Valley	-	5	3	3	1	12
Swedish / Issaquah	-	3	2	5	4	14
Total	-	8	6	8	5	27

## Training:

Firefighters trained over 476.5 hours in April. The training covered all different categories with the majority being fire (34%). The following chart compares the training hours by type:



(Admin=Administrative; Haz=Hazmat; ICS=incident command systems; TRT=Technical Rescue Training)

### Training – Highlights/Major Topics:

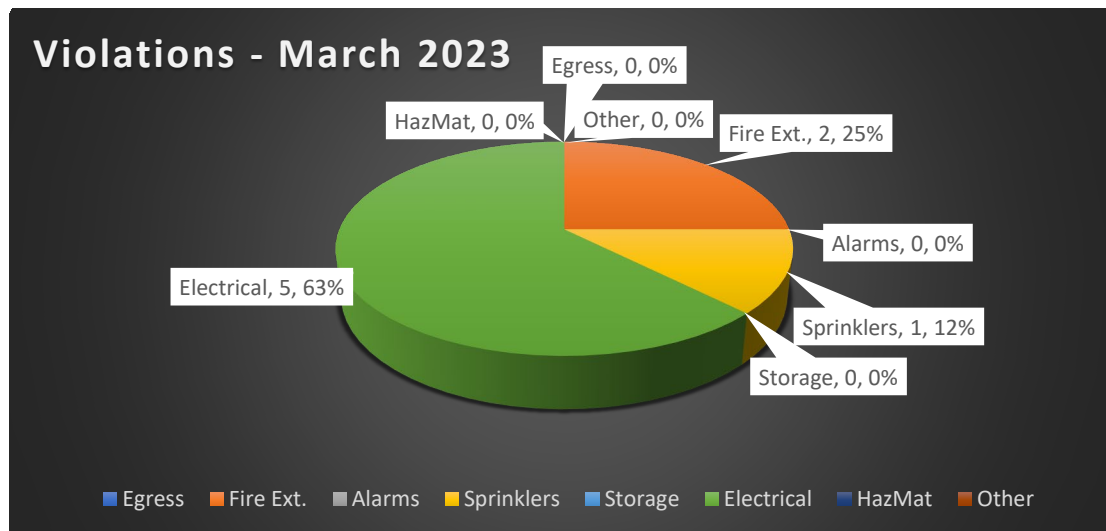
- Swiftwater rescue block training
- Acquired structure search and rescue drills
- Mobile Integrated Health (MIH) training
- Wildland firefighter refresher training
- Hosted Wildland-Urban Interface training (2-day course)

## Community Risk Reduction

Item 13.

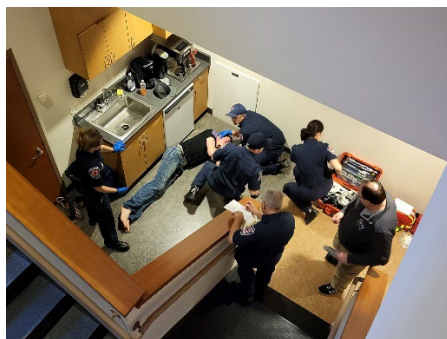
### Inspections

Fire crews performed 11 fire and life safety occupancy inspections in April, and found 8 violations. The following chart describes the violations found:



### Public Education

There was one (1) public education event during April, contacting fifteen (15) residents.



*Volunteer EMS Drill*



*Kindness Essay Winners (Timber Ridge)*  
*(Credit: SVSD Staff)*



*Probationary Training*



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## Staffing Levels

Water – 2 Vacancies  
Wastewater – 2 Vacancies  
Stormwater - 1 Vacancies  
Parks – 2 Vacancies

## April 2023 Summary Parks & Public Works

The Parks & Public Work Team is continuing to perform well. We are currently operating with 7 open positions. We were able to recruit additional help in Stormwater.

The Parks & Streets Division are deep into the baseball season. Field prep is a daily task. We have completed the major overhaul at Carmichael Park's baseball field restoring it to a dirt infield and with new bases installed. We received several positive comments from the community. Work continues to progress at Riverview playground with the structure being mostly complete. The safety surfacing is scheduled to be installed the second or third week of May. Currently we are on track for the grand opening at the end of the month.

Our Fleet & Facilities Division continues to operate well and keep our vehicles in the field and our buildings operating well. Don has placed the orders for the new vehicle and equipment purchases. Ken installed the new chiller for City Hall.

Our Wastewater Division is busy preparing for the Phase III improvement projects to begin. They are also beginning the process of collecting the asset information for the Tyler roll out later this year.

Our Water Division continues to collect the required asset information for the Tyler EAM project and complete normal operations.

Our Engineering Division is eagerly anticipating the bid returns from the parkway, our annual paving program, the inclusive playground at centennial, and the Phase III wastewater projects.

Our Stormwater and Urban Forestry Division is continuing to complete maintenance on the system. Inspections are almost complete and maintenance activities have begun. The division also hosted the Arbor Day/Earth Day celebration at Riverview Park this year. It was a great success.

Department of Corrections Crew Work Summary for April 2023 DOC had 6 workdays this month.

### Storm pond maintenance:

- Removed the entire 1 Acre of Alders and Cottonwoods from Swenson Pond 7.
- Removed the remaining 8537 Sq feet of Alders and Cottonwoods from Swenson Pond 6.
- Began work of pulling Alders and Cottonwoods at Swenson Pond 5.

### Forest restoration:

- Spread and sheet mulched - 1150 square feet.
- Weed whacked 14,252 square feet of reed canary grass at Three Forks.













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## April 2023

### Calls for Service

	March 2023	April 2023	April 2022
Snoqualmie	535	517	580
North Bend	374	363	423

### Average Response Times (in minutes & seconds)

April	Priority 1	Priority 2	Priority 3
Snoqualmie	4:16	3:48	8:35
North Bend	6:13	1:39	6:42
March			
Snoqualmie	2:56	4:56	6:08
North Bend	6:10	1:38	6:16

Priority 1: Weapons Offense

Priority 2: Calls that require immediate response that could result in death if not responded to.

Priority 3: High priority but not an immediate threat.

April	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	12	5	1
North Bend	16	5	2
March	Thefts	Vehicle Prowls	Vehicle Thefts
Snoqualmie	2	7	3
North Bend	17	11	1

### Year to Date Theft Comparison

April 1 - 30

Snoqualmie	2023	2022
Thefts	12	10
Vehicle Prowls	5	18
Vehicle Thefts	1	1

North Bend	2023	2022
Thefts	16	14
Vehicle Prowls	5	6
Vehicle Thefts	2	2

### Crisis Intervention Contacts

April 1 - 30

	2023	2022
Snoqualmie	19	12
North Bend	6	1

### Items of Importance

**Hiring** – 3 openings. 2 officer recruits currently at the academy and 1 officer recruit will start in October.

**License Plate Reader** - Researching grant for possible use in the future.

**SRO Agreement** - Approved by Snoqualmie City Council. School District will vote on it next week.

**Cascade View Walkathon** – Held April 18<sup>th</sup>. Several department members participated.

**Drug Take Back** – Received 29 pounds of prescription drugs.

**Drug and Gun Burn** – Annual event where evidence related drugs and guns are taken to Spokane by Evidence Technician, L.T. Liebetrau, to be incinerated.

- 30 boxes containing property.
- 2 dozen secured handguns, long guns, and knives.



### Community Events

May 6 – Fishing Derby

August 1 – National Night Out