



## **REGULAR BUSINESS MEETING**

**TUESDAY, MARCH 28, 2017**

**LOCATION: BAINBRIDGE ISLAND CITY HALL  
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WASHINGTON**

### **AGENDA (TIMES LISTED ON THE AGENDA ARE APPROXIMATE)**

**1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE -  
7:00 PM**

**Mayor:** Val Tollefson

**Deputy Mayor:** Ron Peltier

**Councilmembers:** Sarah Blossom                      Michael Scott  
Kol Medina    Roger Townsend  
Wayne Roth

**2. ACCEPTANCE OR MODIFICATION OF AGENDA/  
CONFLICT OF INTEREST DISCLOSURE**

**3. PUBLIC COMMENT**

**4. CITY MANAGER'S REPORT**

**5. PRESENTATION(S)**

**A.** 7:05 PM A Proclamation by the Mayor of the City of Bainbridge Island, Washington, Declaring March 30, 2017 as "Nidoto Nai Yoni – Let It Not Happen Again Day," AB 17-052 - Mayor Tollefson (Pg. 3)

**B.** 7:15 PM A Proclamation by the Mayor of the City of Bainbridge Island, Washington, Declaring March 31, 2017 as "Applaud our Teachers Day," AB 17-048 - Mayor Tollefson (Pg. 6)

**C.** 7:25 PM A Proclamation by the Mayor of the City of Bainbridge Island, Washington, Declaring April 3, 2017 as "American Legion Colin Hyde Post #172 Day," AB 17-049 - Mayor Tollefson (Pg. 8)

**6. UNFINISHED BUSINESS**

**A.** 7:30 PM Suzuki Ecological Assessment and Possible Next Steps, AB 14-118 - Executive (Pg. 10)

**B.** 7:50 PM Celebrate Trees! Earth Month Resolution, AB 17-044 - Deputy Mayor Peltier (Pg. 104)

**7. NEW BUSINESS**

- A. 8:00 PM Janitorial Services Agreement for City Facilities, AB 17-050 – Public Works (Pg. 115)

**8. CONSENT AGENDA- 8:10 PM**

- A. Agenda Bill for Consent Agenda, AB 17-053 (Pg. 147)
- B. Accounts Payable and Payroll (Pg. 148)
- C. Special City Council Meeting Minutes, March 4, 2017 (Pg. 218)
- D. City Council Study Session Minutes, March 7, 2017 (Pg. 220)
- E. Special City Council Meeting Minutes, March 14, 2017 (Pg. 224)
- F. Regular City Council Business Meeting Minutes, March 14, 2017 (Pg. 226)

**9. COMMITTEE REPORTS - 8:15 PM**

- A. Tree and Low Impact Development Ad Hoc Committee Notes, February 15, 2017 - Deputy Mayor Peltier (Pg. 233)

**10. REVIEW UPCOMING COUNCIL MEETING AGENDAS - 8:20 PM**

- A. Council Calendar (Pg. 240)

**11. FOR THE GOOD OF THE ORDER - 8:30 PM**

**12. ADJOURNMENT - 8:35 PM**



Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact the City Clerk at 206-842-2545 ([cityclerk@bainbridgewa.gov](mailto:cityclerk@bainbridgewa.gov)) by noon on the day preceding the Meeting.



# City of Bainbridge Island

## City Council Agenda Bill



### PROCESS INFORMATION

Subject: 7:05 PM A Proclamation by the Mayor of the City of Bainbridge Island, Washington, Declaring March 30, 2017 as "Nidoto Nai Yoni – Let It Not Happen Again Day," AB 17-052 - Mayor Tollefson (Pg. 3)	Date: 3/28/2017
Agenda Item: PRESENTATIONS	Bill No.: 17-052
Proposed By: Mayor Tollefson	Referrals(s):

### BUDGET INFORMATION

Department: Executive	Fund:
Expenditure Req:	Budgeted? Budget Amend. Req?

### REFERRALS/REVIEW

:	Recommendation:
City Manager:	Legal: Yes Finance:

### DESCRIPTION/BACKGROUND

Consider approval of a Proclamation declaring March 30, 2017 as "Nidoto Nai Yoni – Let It Not Happen Again Day."

### RECOMMENDED ACTION/MOTION

I move to authorize the Mayor to sign the Proclamation declaring March 30, 2017 as "Nidoto Nai Yoni – Let It Not Happen Again Day."

### ATTACHMENTS:

Description	Type
❑ Proclamation - Nidoto Nai Yoni	Backup Material
❑ Proclamation - Nidoto Nai Yoni (Revised)	Backup Material



## **PROCLAMATION**

**A PROCLAMATION** by the Mayor of the City of Bainbridge Island, Washington, declaring March 30, 2017 as “Nidoto Nai Yoni – Let It Not Happen Again Day.”

**WHEREAS**, March 30, 2017 marks the 75th Anniversary of the forced removal and exclusion of Japanese Americans from Bainbridge Island at the beginning of the Second World War; and

**WHEREAS**, on that day, 227 of our friends and neighbors were the first of 120,000 Japanese Americans forced to abandon their homes and belongings and to live under guard at camps scattered throughout the U.S. due to baseless racist fears that they were loyal first and foremost to Japan; and

**WHEREAS**, under a nation-wide fog of fear, war hysteria and prejudice, our community stood by their Japanese American friends and neighbors, notably Bainbridge Review publishers Walt and Milly Woodward who consistently opposed the unconstitutional actions of our government; and

**WHEREAS**, in 1988, Congress adopted the Civil Liberties Act, which offered every Japanese American incarcerated in the camps during the war a formal apology and modest compensation; and

**WHEREAS**, on Bainbridge Island, we have created a permanent and moving Memorial to these people and of these events; and

**WHEREAS**, race and religion-based anti-immigrant rhetoric from some politicians and others has created an atmosphere of uncertainty and fear throughout the land; and

**WHEREAS**, we who live on Bainbridge Island are called to speak to this issue. We have lived with the scars of the Japanese American Exclusion for many years, we have not forgotten, and we insist that this history not repeat itself.

**NOW, THEREFORE**, I, Val Tollefson, Mayor of the City of Bainbridge Island, Washington, on behalf of the City Council, do hereby proclaim March 30, 2017 as

**“Nidoto Nai Yoni – Let It Not Happen Again Day”**

in the City of Bainbridge Island, and urge all Islanders to join me in this special observance.

SIGNED, this \_\_\_\_ day of March 2017.

---

Val Tollefson, Mayor



## PROCLAMATION

**A PROCLAMATION** by the Mayor of the City of Bainbridge Island, Washington, declaring March 30, 2017 as “Nidoto Nai Yoni – Let It Not Happen Again Day”.

**WHEREAS**, March 30, 2017 marks the 75th Anniversary of the forced removal and exclusion of Japanese Americans from Bainbridge Island at the beginning of United States involvement in the Second World War; and

**WHEREAS**, on that day, 227 of our friends and neighbors were the first of thousands of Japanese Americans forced to abandon their homes and belongings and to live under guard at camps scattered throughout the U.S. due to baseless racist fears that they were loyal first and foremost to Japan; and

**WHEREAS**, under a nation-wide fog of fear, war hysteria and prejudice, our community stood by their Japanese American friends and neighbors, notably Bainbridge Review publishers Walt and Milly Woodward who consistently opposed the unconstitutional actions of our government; and

**WHEREAS**, in 1988, Congress adopted the Civil Liberties Act, which offered every Japanese American incarcerated in the camps during the war a formal apology and modest compensation; and

**WHEREAS**, on Bainbridge Island we have created a permanent and moving Memorial to these people and of these events; and

**WHEREAS**, race and religion-based anti-immigrant rhetoric from some politicians and others has created an atmosphere of uncertainty and fear throughout the land; and

**WHEREAS**, we who live on Bainbridge Island are called to speak to this issue. We have lived with the scars of the Japanese American Exclusion for many years, we have not forgotten, and we insist that this history not repeat itself.

**NOW, THEREFORE**, I, Val Tollefson, Mayor of the City of Bainbridge Island, Washington, on behalf of the City Council, do hereby proclaim March 30, 2017 as

**“Nidoto Nai Yoni – Let It Not Happen Again Day”**

in the City of Bainbridge Island, and urge all Islanders to join me in this special observance.

SIGNED, this \_\_\_\_ day of March 2017.

Val Tollefson, Mayor

# City of Bainbridge Island

## City Council Agenda Bill



### PROCESS INFORMATION

Subject: 7:15 PM A Proclamation by the Mayor of the City of Bainbridge Island, Washington, Declaring March 31, 2017 as "Applaud our Teachers Day," AB 17-048 - Mayor Tollefson (Pg. 6)	Date: 3/28/2017
Agenda Item: PRESENTATIONS	Bill No.: 17-048
Proposed By: Mayor Tollefson	Referrals(s):

### BUDGET INFORMATION

Department: Executive	Fund:
Expenditure Req:	Budgeted? Budget Amend. Req?

### REFERRALS/REVIEW

:	Recommendation:
City Manager:	Legal: Finance:

### DESCRIPTION/BACKGROUND

Consider approval of a Proclamation declaring March 31, 2017 as "Applaud our Teachers Day."

### RECOMMENDED ACTION/MOTION

I move to authorize the Mayor to sign the Proclamation declaring March 31, 2017 as "Applaud our Teachers Day."

### ATTACHMENTS:

Description	Type
□ Proclamation	Backup Material



## **PROCLAMATION**

**WHEREAS**, the purpose of Applaud our Teachers Day is to call attention to the tremendous impact our teachers have on our children and our community, to honor their hard work and dedication, and to remind our teachers that our community cares about education; and

**WHEREAS**, Applaud our Teachers Day takes place during the spring fundraising campaign for the Bainbridge Schools Foundation (“BSF”); and

**WHEREAS**, BSF will provide nearly \$800,000 this year to our schools to support teachers, provide academic support and challenge, and fund innovative programming; and

**WHEREAS**, all residents are invited to show their support to our community’s teachers; and

**WHEREAS**, there are many ways to do this, including sending a note to your child’s teacher, volunteering with the PTO or in a classroom, and donating to the BSF spring campaign; and

**WHEREAS**, more information about BSF can be found at [BainbridgeSchoolsFoundation.org](http://BainbridgeSchoolsFoundation.org);

**NOW THEREFORE**, I, Val Tollefson, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim Friday, March 31, 2017, as

## **APPLAUD OUR TEACHERS DAY**

in the City of Bainbridge Island and encourage all citizens to join me in this special observance.

**SIGNED** this \_\_\_\_ day of March, 2017.

---

Val Tollefson, Mayor

# City of Bainbridge Island

## City Council Agenda Bill



### PROCESS INFORMATION

Subject: 7:25 PM A Proclamation by the Mayor of the City of Bainbridge Island, Washington, Declaring April 3, 2017 as "American Legion Colin Hyde Post #172 Day," AB 17-049 - Mayor Tollefson (Pg. 8)	Date: 3/28/2017
Agenda Item: PRESENTATIONS	Bill No.: 17-049
Proposed By: Mayor Tollefson	Referrals(s):

### BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

### REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

### DESCRIPTION/BACKGROUND

Consider approval of a Proclamation declaring April 3, 2017 as "American Legion Colin Hyde Post #172 Day."

### RECOMMENDED ACTION/MOTION

I move to authorize the Mayor to sign a Proclamation declaring April 3, 2017 as "American Legion Colin Hyde Post #172 Day."

### ATTACHMENTS:

Description	Type
□ Proclamation	Backup Material





## PROCLAMATION

**WHEREAS**, the American Legion is a national veterans' organization, established by an act of Congress, and dedicated to the issues of veterans' affairs, Americanism, youth, and national security; and

**WHEREAS**, membership in the American Legion is open to all wartime veterans, regardless of rank or branch of service, who served their country honorably; and

**WHEREAS**, the American Legion Colin Hyde Post #172 ("Post #172") was established on Bainbridge Island on April 3, 1942, and was named in honor of Private Colin Hyde, who died during World War I while serving his country in the European combat zone; and

**WHEREAS**, Post #172 has a 75-year history of service to the community, including purchasing the first ambulance for Bainbridge Island, conducting War Bond drives, and serving as the local voice of the veterans and veterans' affairs; and

**WHEREAS**, Post #172 continues to provide community service in the areas of veterans' relief, veterans' memorials, Boys' State sponsorship, student scholarships, and education on Americanism, the U.S. Constitution, and the duties of citizenship;

**NOW THEREFORE**, I, Val Tollefson, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim Monday, April 3, 2017 as

### **AMERICAN LEGION COLIN HYDE POST #172 DAY**

in the City of Bainbridge Island and encourage all citizens to join me in this special observance.

**SIGNED** this \_\_\_\_ day of March, 2017.

\_\_\_\_\_  
Val Tollefson, Mayor

# City of Bainbridge Island

## City Council Agenda Bill



### PROCESS INFORMATION

Subject: 7:30 PM Suzuki Ecological Assessment and Possible Next Steps, AB 14-118 - Executive (Pg. 10)	Date: 3/28/2017
Agenda Item: UNFINISHED BUSINESS	Bill No.: 14-118
Proposed By: City Manager Doug Schulze	Referrals(s):

### BUDGET INFORMATION

Department: Executive	Fund: N/A	
Expenditure Req:	Budgeted?	Budget Amend. Req?

### REFERRALS/REVIEW

: 11/1/2016	Recommendation: I move that the City Council authorize the City Manager to execute the Professional Services Agreement with ESA for the Suzuki Property Ecological Assessment.	
City Manager: Yes	Legal: Yes	Finance:

### DESCRIPTION/BACKGROUND

At the November 1, 2016, Study Session, the City Council authorized a professional services agreement with ESA for the purpose of conducting an ecological assessment of the Suzuki Property. The draft report, which was received on Wednesday, March 1, 2017, is attached for City Council review. The draft report has been reviewed by City staff and the ETAC. Suggested revisions have been submitted to ESA and a revised report is expected to be delivered on 3/27/17.

Suggested revisions from ETAC and City staff are minor and primarily related to Soil Infiltration and Aquifer Recharge (attached).

Options for the City Council include:

1. Acceptance of the report as presented;
2. Request ETAC and staff review of the report and schedule consideration of acceptance of a revised report for a future meeting;
3. Schedule consideration of acceptance of the report for a future meeting after Council has had more time to review; or
4. Do not accept report.

**RECOMMENDED ACTION/MOTION**

I move to accept the Suzuki Ecological Report and direct the City Manager to proceed with an Exclusive Negotiated Agreement between the City of Bainbridge Island and Olympic Property Group for City Council consideration.

**ATTACHMENTS:**

Description	Type
❑ Draft ESA Report	Backup Material
❑ ESA Soil Infiltration Memorandum with Kratzer's comments	Backup Material
❑ Revised ESA Report	Backup Material
❑ Revised ESA Soil Infiltration Memorandum	Backup Material

Draft

# SUZUKI PROPERTY ECOLOGICAL ASSESSMENT

## Bainbridge Island, Washington

Prepared for  
City of Bainbridge Island

March 2017





Draft

# **SUZUKI PROPERTY ECOLOGICAL ASSESSMENT**

## **Bainbridge Island, Washington**

**Prepared for**  
**City of Bainbridge Island**

**March 2017**

5309 Shilshole Avenue, NW  
Suite 200  
Seattle, WA 98107  
206.789.9658  
[www.esassoc.com](http://www.esassoc.com)



Irvine	Sacramento
Los Angeles	San Diego
Oakland	San Francisco
Orlando	Santa Monica
Pasadena	Seattle
Petaluma	Tampa
Portland	Woodland Hills



# CONTENTS

	<u>Page</u>
<b>1. Introduction.....</b>	<b>1</b>
1.1 Site Description .....	1
1.2 Proposed Development.....	1
<b>2. Methods and Data Sources .....</b>	<b>5</b>
2.1 Forest Survey .....	5
2.2 Soil Infiltration and Aquifer Recharge .....	5
2.3 Wildlife Habitat, Species, and Corridors .....	6
2.4 Wetland Identification .....	6
2.5 Stream Identification.....	7
<b>3. Findings.....</b>	<b>8</b>
3.1 Forest Survey .....	8
3.2 Soil Infiltration and Aquifer Recharge .....	12
3.3 Wildlife Habitat and Species .....	13
<b>4. Management Recommendations .....</b>	<b>26</b>
4.1 Tree Protection.....	26
4.2 Soil Infiltration and Aquifer Recharge .....	27
4.3 Wildlife Habitat .....	28
<b>5. References .....</b>	<b>31</b>

## Appendices

Appendix A Forest Survey Report  
Appendix B Aquifer Recharge and Soil Infiltration Report  
Appendix C Wildlife Observation Tables

## Figures

Figure 1 Suzuki Property Vicinity Map.....	2
Figure 2 Olympic Property Group “Suzuki Farm” Development Concept .....	4
Figure 3 Forest Zones on the Suzuki Property.....	9
Figure 4 Potential Wetland Areas on the Suzuki Property .....	15
Figure 5 Eagle Harbor Vicinity Habitat Corridor Map .....	22
Figure 6 Streams/Drainage Features in the Suzuki Property Vicinity .....	24

## Tables

Table 1 WDFW-Listed Priority Species Observed on the Suzuki Property.....	19
---	----



## Acronyms and Abbreviations

BIMC	Bainbridge Island Municipal Code
CARA	Critical Aquifer Recharge Area
City	City of Bainbridge Island
Ecology	Washington State Department of Ecology
EPA	Environmental Protection Agency
ESA	Environmental Science Associates
ETAC	Environmental Technical Advisory Committee
GPS	global positioning system
HMP	Habitat Management Plan
LID	low impact development
NRCS	National Resources Conservation Service
NWI	National Wetlands Inventory
OPG	Olympic Property Group
PHS	Priority Habitats and Species
RFP	Request for Proposals
USFWS	United States Fish and Wildlife Service
USGS	U.S. Geological Survey
VTa	visual tree assessment
WAC	Washington Administrative Code
WDFW	Washington Department of Fish and Wildlife
WDNR	Washington State Department of Natural Resources

# 1. INTRODUCTION

---

At the request of the City of Bainbridge Island (City), Environmental Science Associates (ESA) conducted an ecological assessment of the Suzuki Property (the “property”), an undeveloped City-owned parcel. The purpose of this assessment is to characterize the baseline ecological conditions of the property in order to inform the design of a proposed residential development. As described in ESA’s scope of work, the primary elements of this ecological assessment include a forest survey (conducted by ESA’s subconsultant Tree Solutions, Inc.), an aquifer recharge and soil infiltration study, and characterization of the habitat features on the property, including a pond, wildlife corridor, stream, and forest habitat. The methods and findings of the ecological assessment are described in this report, along with a set of management recommendations for avoiding and minimizing potential impacts to habitat features and ecological functions.

## 1.1 Site Description

The Suzuki Property is 13.83 acres in area, and located at the southeast corner of NE New Brooklyn Road and Sportsman Club Road NE (Figure 1). The property is bordered by NE New Brooklyn Road to the north, a gravel road and school bus facility to the east, a residential subdivision to the south, and Sportsman Club Road NE to the west. The NE New Brooklyn Road frontage has been improved with a sidewalk, and a trail on the property parallels Sportsman Club Road NE.

The property is undeveloped and entirely wooded, with the exception of a pond along the south boundary. Topography on the property is generally flat or gently rolling, with moderate slopes in the west portion toward Sportsman Club Road NE.

## 1.2 Proposed Development

The City purchased the Suzuki Property in 2000 and originally intended to construct a combined police-courthouse building on the site and a “decant facility” to dispose of sludge collected from street sweeping and storm-drain cleaning operations. Due in part to neighborhood opposition to the proposed projects, the development of the facilities did not occur and the property remained undeveloped.



SOURCES: ESA, 2016

**Figure 1**  
Suzuki Property Vicinity Map

In November 2014, the City held a community workshop to solicit community input on whether and how the property should be sold, and how it should be used. Workshop participants urged the City Council to develop the property in a way that benefits the community (Bainbridge Island, 2015). In June 2015, the Suzuki Ad Hoc Committee recommended that the City Council prepare a Request for Proposals (RFP) for the development of the property, with a goal of selling the property to a developer who would design and construct a project compatible with the surrounding residential uses that would also enhance and benefit the neighborhood and community. The RFP was issued in September 2015. The development priorities listed in the RFP included a varied housing mix (e.g., homes and apartments), permanent affordability, green and sustainable construction, and open space and community gardens.

The City received four RFP submissions, and in March 2016 the City Council selected the Olympic Property Group (OPG) proposal. The development concept presented in the OPG proposal is called the “Suzuki Farm,” and includes affordable housing, a community center, community gardens and orchards, open space preservation, and trails (Figure 2). The proposed concept shows the development concentrated in the northeast portion of the property, while preserving the remainder of the property as open space. Under the concept, the existing pond would be enlarged for stormwater detention, and an additional stormwater detention pond would be constructed near the southwest corner.<sup>1</sup>

Another outcome of the public process for the Suzuki Property was the identified need for an assessment of the property that characterizes the ecological conditions of the property prior to additional site design efforts (Bainbridge Island, 2016). As a result, the City Council requested a recommendation from the City Environmental Technical Advisory Committee (ETAC) regarding the scope and contents of a potential study. ETAC subsequently held several meetings, walked the property, and invited public input in developing their recommendation. After consideration, ETAC recommended that the following significant ecological features of the property be identified, described, and evaluated as part of an ecological assessment (Bainbridge Island, 2016): (1) grove of “old trees” in the southeast section of the property, (2) aquifer recharge potential, (3) human-made pond, (4) stream, and (5) riparian pathway/wildlife corridor.

<sup>1</sup> The site plan shown in Figure 2 is conceptual and developed without City input as part of the RFP process; therefore, the actual development plan may differ significantly from the concept.



SOURCE: Olympic Property Group and Davis Studio Architecture + Design, 2016

**Figure 2**  
Olympic Property Group "Suzuki Farm" Development Concept

## 2. METHODS AND DATA SOURCES

The following sections describe the methods and data sources used to conduct the various components of the ecological assessment.

### 2.1 Forest Survey

Forest survey methods are described in detail in Appendix A, and summarized here. Forest community types were categorized based on the definitions and methods described in Hall et al. (1995) and Chappell (2004). Tree Solutions, Inc. surveyed forest community type boundaries using global positioning system (GPS), which ESA refined using aerial photo interpretation.

Survey and assessment of individual trees focused on the “old trees” area, which ETAC identified as an area of focus for the ecological assessment (Bainbridge Island, 2016). Tree ages were determined using a micro-resistance recording drill and a manual increment borer. Tree health and structure were evaluated using visual tree assessment (VTA) method, which involves analyzing trees for defects to estimate tree condition and hazard potential. The individual trees that were assessed were marked with aluminum tags.

### 2.2 Soil Infiltration and Aquifer Recharge

The data sources and methods used to measure soil infiltration rates and estimate aquifer recharge potential on the property are described in detail in Appendix B, and summarized here. Data sources used to conduct these evaluations included the following:

- National Resources Conservation Service (NRCS) Soil Survey data (NRCS, 1980).
- *Conceptual Model and Numerical Simulation of the Groundwater-Flow System of Bainbridge Island, Washington* (USGS, 2011).
- *Review Findings and Recommendations and Critical Aquifer Recharge Area Assessment* (Aspect Consulting, 2015).

Soil infiltration was measured at six different locations on the property, using the methodology detailed in the NRCS Soil Quality Test Kit Guide (1999a). This test involves filling a metal ring placed on the soil surface with water, and recording the time it takes for the water to infiltrate into the soil. Additionally, a subsurface infiltration test was performed at each test site using methods similar to the Environmental Protection Agency (EPA) Falling Head Percolation Test Procedure (1980). This test is often used in the design of low impact development (LID) facilities. For this subsurface test, a 2-foot-deep hole was excavated and filled with approximately 9 inches of water, and the rate of water infiltration was measured. In addition to the infiltration testing, soil characteristics were recorded in each of the six test holes. Based on the soil infiltration tests and a review of the existing information listed above, the aquifer

recharge potential of the property was estimated, as well as the overall suitability of the property for the use of LID stormwater management measures.

## 2.3 Wildlife Habitat, Species, and Corridors

Based on the forest types identified during the forest survey, a scientific literature review was conducted to determine the relative values of the habitats present on the property. An inventory of wildlife species that use the property was also conducted. Data sources used for the inventory include the following:

- Wildlife species observations from a neighboring property owner (Marshall, 2016).
- Wildlife species observation conducted by ESA scientists during a one-day site visit on December 15, 2016.
- Washington Department of Fish and Wildlife (WDFW) Priority Habitats and Species (PHS) data (WDFW, 2017a).

Potential habitat corridors and connections to the property were identified; the primary data sources included a Bainbridge Island wildlife corridor study (Self, 2000) and analysis of aerial photography. The quality and effectiveness of existing wildlife corridor(s) were estimated based on a review of the relevant scientific literature.

## 2.4 Wetland Identification

A review of existing wetland inventory data and a reconnaissance-level wetland field assessment of the property was conducted. The field assessment consisted of walking the property and observing the presence of wetland features (i.e., hydrophytic plant communities, hydric soil, and wetland hydrology), per the methods defined in *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region* (Corps, 2010). The approximate boundaries of potential wetland features were sketched on an aerial photo. The reconnaissance-level wetland assessment did not include formal delineation of wetland boundaries or establishment of wetland data plots; therefore, likely wetland areas on the property are referred to as “potential wetland areas” in this report.

Data sources consulted for the wetland identification included the following:

- City of Bainbridge Island Critical Areas Data (Bainbridge Island, 2017).
- National Wetlands Inventory (NWI) Wetlands Mapper (USFWS, 2017).
- NRCS Soil Survey (NRCS, 1980).

Wetland functions and the relative value of the potential wetland areas identified on the property were estimated using the methods described in Hruby (2014).

## 2.5 Stream Identification

The methods for assessing streams on the property included a field assessment in conjunction with a review of publically available data resources that indicate the presence of streams, including potential fish use and/or presence. The field assessment consisted of walking the property and identifying any channelized features. Any such observed features were analyzed for presence of bed and bank, type and distribution of channel vegetation and substrate, and hydrology sources/flow rates.

Data sources consulted for this evaluation included the following:

- City critical areas data (Bainbridge Island, 2017).
- WDFW PHS data (WDFW, 2017a).
- WDFW SalmonScape interactive mapping tool (WDFW, 2017b).
- Washington State Department of Natural Resources (WDNR) stream typing data (WDNR, 2017).



## 3. FINDINGS

---

The following sections describe the results and findings of the Suzuki Property ecological assessment.

### 3.1 Forest Survey

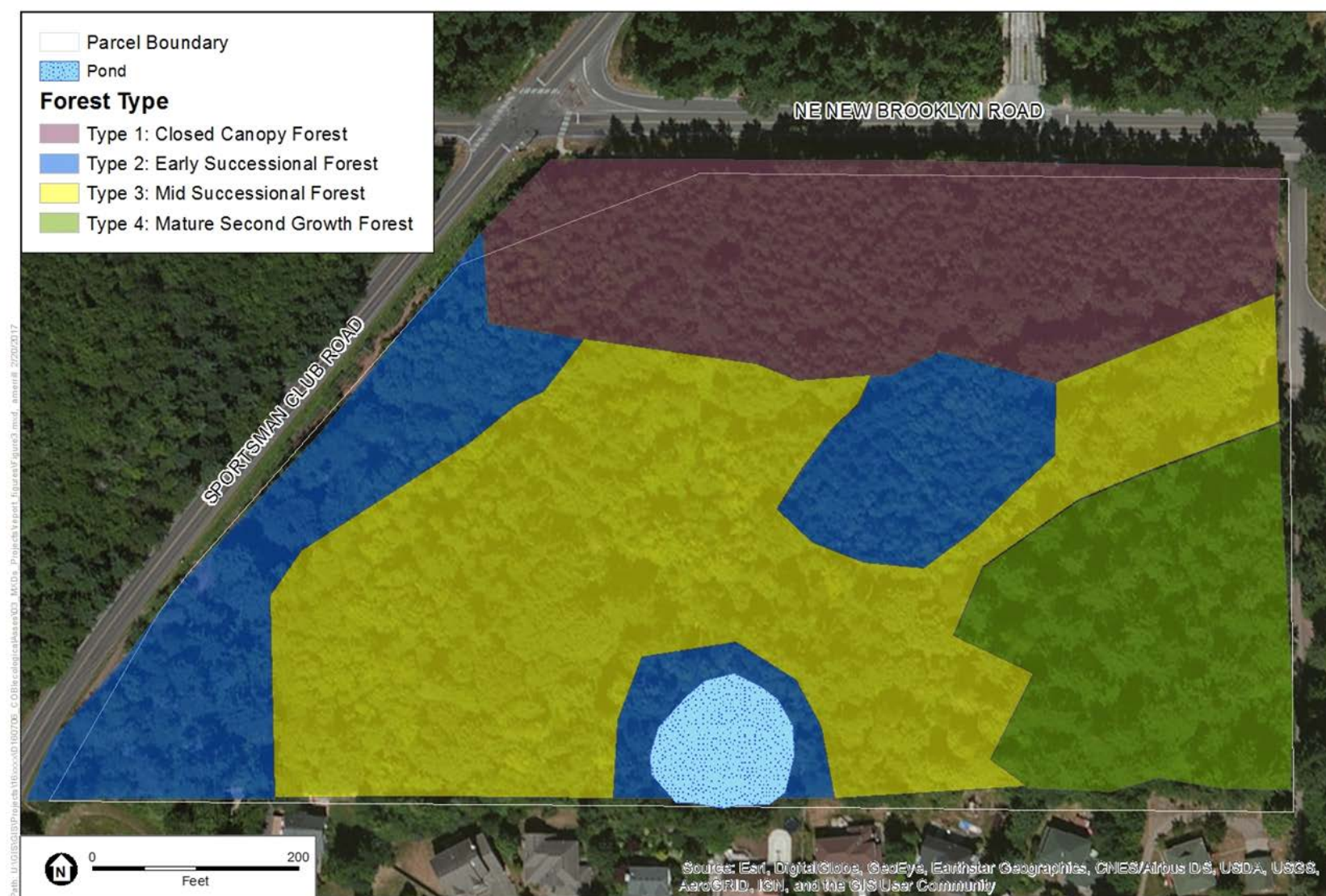
Four forest types were identified on the property, as shown in Figure 3 and summarized below. See the Forest Survey Report (Appendix A) for additional details on these forest types and the data table of individually surveyed trees.

#### ***Type 1: Closed Canopy Forest***

The closed canopy forest zone is approximately 3.9 acres in area, and is located along the north boundary of the property. This zone consists primarily of young Douglas fir trees. Based on the relatively small size of the trees, the homogenous canopy structure, and the absence of snags and coarse woody debris (e.g., downed trees and logs), it appears that this section of the property was historically cleared and later planted with Douglas fir (likely in the late 20<sup>th</sup> century). The trees are dense with very few gaps in the canopy, which limits understory sapling and shrub vegetation. The understory vegetation that is present consists of trailing blackberry, swordfern, salal, salmonberry, and evergreen huckleberry.



***Closed Canopy Forest Zone***



SOURCES: Tree Solutions, Inc., 2017; ESA, 2016

**Figure 3**  
Forest Zones on the Suzuki Property



### ***Type 2: Early-Successional Forest***

Three areas of early-successional forest are found on the property: a patch near the center of the property, an area around the pond perimeter, and another area along the western property boundary. The total coverage of this forest zone on the property is approximately 2.9 acres. Trees observed in this forest zone include red alder, bigleaf maple, bitter cherry, and Pacific madrone. The dominant tree species in this zone is red alder, a relatively short-lived and fast-growing tree. Some scattered conifer trees (primarily western red cedar and Douglas fir) are present in this zone, but they appear to be outcompeted by the fast-growing alder and understory shrubs. Dominant understory vegetation in this zone consists of salmonberry, swordfern, and Pacific willow, with invasive Himalayan blackberry observed in some areas, particularly where sunlight is available. Some areas, particularly where canopy gaps are present, contain very dense coverage of understory shrubs. The early-successional forest zone contains a generally low density of snags and coarse woody debris.



*Early Successional Forest Zone*

### ***Type 3: Mid-Successional Forest***

The mid-successional forest zone is the predominant forest type on the property; it covers an area of approximately 4.8 acres. This forest type consists of a multi-tiered forest that contains the co-dominant conifers (western red cedar and Douglas fir) and some western hemlock. There is a moderate amount of canopy gaps in this forest type, which allows for sapling regeneration (primarily western red cedar). The forest appears to be transitioning from a mainly deciduous forest stand to a coniferous forest. Based on the tree coring results, trees in this area range in age between 63 and 67 years old. The dominant tree species include western red cedar, bigleaf maple, Douglas fir, red alder, and western hemlock. Dominant understory vegetation includes vine maple, evergreen huckleberry, red huckleberry, salal, swordfern, and trailing blackberry. The mid-successional forest zone contains a generally low density of snags, and a moderate density of coarse woody debris.



*Mid-Successional Forest Zone*

#### ***Type 4: Mature Second-Growth Forest***

The southeast portion of the property is comprised of a mature second-growth forest, which covers approximately 1.9 acres. Forest characteristics include moderate to large-diameter conifer trees and a multi-layered canopy with shade-tolerant shrub species. Tree species observed in this zone are Douglas fir, western red cedar, bigleaf maple, western hemlock, and bitter cherry. Dominant understory species include vine maple, evergreen huckleberry, red huckleberry, salal, swordfern, Oregon grape, and trailing blackberry. A moderate volume of coarse woody debris is present on the forest floor, but no standing snags were observed.

Based on the tree coring results, trees in this forest zone range in age between 81 and 144 years old. As indicated by the stumps throughout the property, which show evidence of logging by both crosscut saw and chainsaws, this area was likely logged in multiple events. Based on historical records of logging, the first major logging event likely occurred in the 1870s.



*Mature Second-Growth Forest Zone*

## 3.2 Soil Infiltration and Aquifer Recharge

The soil infiltration testing was performed on February 9, 2017, immediately following a period of relatively high precipitation. Soil surface infiltration rates ranged from 9.3 to 21.8 inches per hour, and subsurface rates ranged from 0.7 to 4.5 inches per hour at five of the six test sites.<sup>2</sup> Restrictive hardpan layers were encountered between a depth of 24 to 32 inches in the test pits, which likely limited subsurface infiltration. The higher infiltration rates measured in the surface tests are likely due to soil irregularities that can result in better infiltration, such as roots, insect/worm burrows, and organic material. In general, the subsurface infiltration tests revealed the more limiting infiltration capability of the deeper soils.

Overall, the infiltration rates measured in the subsurface tests indicated a low to moderate infiltration capacity of the soils on the property, which is consistent with the hydrologic Soil Group C classification listed in the NRCS Web Soil Survey (2017). Given that Bainbridge Island is made up of mainly Hydrologic Groups A, B, and C, infiltration at the Suzuki Property is likely low to average in comparison with the rest of the island.

Most of Bainbridge Island, including the Suzuki Property, is classified as a Critical Aquifer Recharge Area (CARA) for shallow aquifers (Aspect Consulting, 2015; USGS, 2011). The shallowest aquifer with the highest potential to be affected by development on the property is the Vashon advance aquifer (the property is not classified as a CARA for deep aquifers). Based on the low to moderate infiltration rates measured on site and the presence of better draining soils within the mapped CARA outside of the Suzuki

<sup>2</sup> Due to high groundwater, the surface infiltration test at Test Site 2 was aborted when the test failed to show measurable infiltration after 40 minutes, and the subsurface infiltration test was not performed. This test site is in the immediate vicinity of a potential wetland area (see Section 3.3.2).



Property, the site likely has a low to moderate impact on aquifer recharge in comparison to the rest of the island.

See the Soil Infiltration and Aquifer Recharge Report (Appendix B) for additional information.

### 3.3 Wildlife Habitat and Species

#### 3.3.1 Forest Habitat

Of the four forest types identified on the property, the closed canopy forest zone (Type 1) has the least overall habitat value. The forest consists of a dense, even-aged stand of Douglas fir with a high degree of canopy closure and a sparse understory, which provides comparatively poor quality wildlife habitat compared to more species- and structurally diverse forest types (McComb et al., 1993). The lack of canopy openness restricts wildlife access, reduces visibility for spotting prey, and decreases ground temperatures, all of which negatively impact wildlife habitat quality (Carey, 1996; North et al., 1999). A low diversity of vertical structure and canopy variability, along with minimal understory vegetation, provides few niches for wildlife and prey species, which lowers the overall wildlife species diversity and population levels (Hays & Hagar, 2002; Wilson & Puettmann, 2007). Coarse woody debris and standing snags are largely absent from this forest zone, further limiting habitat quality.

In comparison, the mature second-growth forest zone (Type 4) has the highest overall habitat value of the four forest types on the property. The diversity of tree species, ages, heights, and canopy openness provide niches for a variety of wildlife and prey species (Carey, 1996; Carey et al., 1999; Wilson & Puettmann, 2007). The presence of understory deciduous trees and shrubs is especially important, as they provide berries, seeds, small mammal cover, habitat structure, as well as browsing material for larger mammals (Martin & McComb, 2002; Wender et al., 2004). Additionally, compared to the closed canopy forest zone, coarse woody debris is abundant in this forest habitat. Coarse woody debris is an important component of healthy forest ecosystems, as it provide sites for nests, dens, and burrows; hiding cover for predators and protective cover for their prey; organic material for insects; and other habitat functions (Stevens, 1997). The mature second-growth forest zone meets the WDFW (2008) criteria to be considered a “mature forest,” which is a state-designated priority habitat type.

The mid-successional forest zone (Type 3) has moderate habitat value, compared to the closed canopy forest (Type 1) and the mature second-growth (Type 4) forest zones. The mid-successional forest zone shares several attributes with the mature second-growth forest zone (Type 4), such as similar dominant tree and understory species. However, coarse woody debris abundance, plant species diversity, diversity of vertical structure, and level of canopy openness is lower compared to the mature second-growth forest zone, but is significantly higher than what was observed in the closed canopy forest zone.

The remaining forest type on the property (early-successional forest [Type 2]) also has comparatively moderate habitat value. As described in Section 3.1, the early-successional forest zones on the property are dominated by red alder. Various species of birds, mammals, amphibians, and invertebrates depend on red alder; for example, the leaves of red alder support a high number of invertebrates, which serve as the main food source of many songbird species (Jensen et al., 1995). These zones also contain a dense understory of native shrubs, particularly where canopy gaps are present. Habitat limitations of the early-

successional forest zones include low levels of coarse woody debris and snags, the presence of invasive species (primarily Himalayan blackberry) in some locations, and a lower diversity of vertical structure and canopy variability, compared to the mature second-growth forest zone.

### 3.3.2 Pond and Wetland Habitat

As shown in Figure 3, an approximately 0.5-acre human-created pond is located on the south property boundary. The pond is surrounded by an earthen berm, and is likely maintained by a high groundwater table and/or a clay lining at the bottom of the pond. A Douglas fir tree rooted within the berm was determined to be between 71 and 76 years old (see Appendix A for details), indicating that the pond was likely constructed in the mid-20<sup>th</sup> century.



*Human-Created Pond*

The pond is permanently flooded and approximately 10 feet deep, with a seasonal variation of 3 to 4 feet (Bainbridge Island, 2016). Vegetation in the pond includes duckweed, water parsley, and yellow-flag iris. Despite the fact that the pond is a human-made feature, it provides habitat for a variety of species that rely on open water habitat for all or a portion of their life cycle, such as amphibians and many insects (Sheldon et al., 2005). Other species, such as deer and herons, use open water areas for obtaining some life requirements (e.g., sources of prey and drinking water). The close proximity and uninterrupted connection between the pond and the adjacent forest habitat support both the overall wildlife populations and biodiversity on the property.

Along with the pond, three potential wetland areas were identified on the property, which are shown in Figure 4 and described below. Wetlands provide many valuable environmental functions, such as water quality improvement, flood water storage, and habitat for plants and animals (Sheldon et al., 2005). The ability of a wetland to provide these functions is dependent upon a variety of factors, such as the wetland's topography and position in the landscape, water regime, proximity to adjacent habitats, and vegetative composition.



SOURCE: ESA, 2016

**Figure 4**  
Potential Wetland Areas on the Suzuki Property



### ***Potential Wetland Area 1***

Potential Wetland Area 1 is a depressional feature near the center of the property. The dominant vegetation in the area is red alder trees, with some scattered western red cedar trees. The understory is dominated by salmonberry, with patches of salal, swordfern, and trailing blackberry, primarily on the fringes of the wetland area.

During the December 15, 2016 site visit, shallow ponded water was observed in the middle of the potential wetland area. The area is isolated (i.e., there is no obvious surface water outlet). During and shortly after rain events, the area reportedly contains standing water up to 6 inches deep (C. Kratzer, personal communication, December 15, 2016). No standing water is present during drier periods; surface water infiltrates into the soil fairly rapidly after rain events.



***Potential Wetland Area 1***

### ***Potential Wetland Area 2***

Potential Wetland Area 2 is a linear swale feature in the east-central portion of the property. The area slopes to the west and drains into the ditch along Sportsman Club Road NE (see Section 3.3.5). The dominant vegetation in the area is primarily red alder trees with an understory of salmonberry, with some scattered patches of swordfern, trailing blackberry, and red elderberry along the potential wetland area boundary. During the December 15, 2016 site visit, areas of soil saturation and water seeping from the hillside were observed.



*Potential Wetland Area 2*

### **Potential Wetland Area 3**

Potential Wetland Area 3 is a depressional feature near the southwest corner of the property. The area drains south into the ditch along Sportsman Club Road NE (see Section 3.3.5). The dominant vegetation in the area is primarily red alder trees and mature willows, with an understory of salmonberry and soft rush. During the December 15, 2016 site visit, ponding was observed in the area, and water was observed flowing out of the area into the adjacent ditch.

It appears that a portion of the wetland is seasonally flooded (meaning that the observed ponding persists for at least two consecutive months out of the year). As opposed to the other two potential wetland areas identified on the property, Potential Wetland Area 3 may provide breeding habitat for amphibians.



*Potential Wetland Area 3*

### 3.3.3 Wildlife Species

Many different wildlife species have been observed on the property, including a variety of songbirds, waterfowl, and raptors; frogs, salamanders, and newts; painted turtle, Douglas squirrel, coyote, river otter, and white-tail deer. Many of these species, particularly the river otters, painted turtles, and amphibians, were observed within or in close proximity to the pond. The resident of a house located directly south of the pond on Commodore Lane NW has collected wildlife observation data of the pond vicinity for several years; these data are presented in Appendix C. During a one-day field visit on December 15, 2016, ESA biologists also recorded species observations, which are presented in Appendix C.





*A sample of wildlife observed in the pond (clockwise from upper left): painted turtle, river otter, great blue heron, and wood duck (Photos courtesy L. Marshall)*

The WDFW PHS database (2017a) does not include species data for the property. However, of the observed wildlife species on the property, seven species are listed as priority species by WDFW (Table 1).

**TABLE 1**  
**WDFW-LISTED PRIORITY SPECIES OBSERVED ON THE SUZUKI PROPERTY**

Species	Listing Criteria
Pileated woodpecker	#1: State-Listed Species <sup>1</sup> ( <i>Sensitive</i> )
Bald eagle	#1: State-Listed Species <sup>1</sup> ( <i>Candidate</i> )
Great blue heron	#2: Vulnerable Aggregations <sup>2</sup>
Wood duck	#3: Species of Recreational, Commercial, and/or Tribal Importance <sup>3</sup>
Common goldeneye	#3: Species of Recreational, Commercial, and/or Tribal Importance <sup>3</sup>
Bufflehead	#3: Species of Recreational, Commercial, and/or Tribal Importance <sup>3</sup>
Hooded merganser	#3: Species of Recreational, Commercial, and/or Tribal Importance <sup>3</sup>

<sup>1</sup> State-listed species are native fish and wildlife species legally designated as Endangered, Threatened, or Sensitive (Washington Administrative Code [WAC] 232-12-011). State Candidate species are fish and wildlife species that will be reviewed by WDFW for possible listing as Endangered, Threatened, or Sensitive according to the process and criteria defined in WAC 232-12-297.

<sup>2</sup> Vulnerable aggregations include species or groups of animals susceptible to significant population declines, within a specific area or statewide, by virtue of their inclination to aggregate.

<sup>3</sup> Native and non-native fish and wildlife species of recreational or commercial importance, and recognized species used for tribal ceremonial and subsistence purposes, whose biological or ecological characteristics make them vulnerable to decline in Washington or that are dependent on habitats that are highly vulnerable or are in limited availability.

Pileated woodpeckers generally nest in snag cavities or in the dead branches of live trees, usually 15 to 80 feet above ground (Audubon Society, 2017). Pileated woodpecker nests may be present on the property, although none have been observed to date. If present, the nests would likely occur in the mid-successional forest zone (Type 3) or the mature second-growth forest zone (Type 4). WDFW PHS data (2017a) show the nearest documented pileated woodpecker nesting habitat is located approximately 2 miles northwest of the property, near the corner of NE Tolo Road and NE Nelson Hill Road.

There are no bald eagle nests or great blue heron rookeries on the property, although these species have been observed using the property for roosting and/or foraging. WDFW PHS data (2017a) show the nearest bald eagle nest located near Murden Cove, approximately 0.75 mile northeast of the property. WDFW data also show the presence of a great blue heron breeding area 0.5 mile east of the property, adjacent to Highway 305.

Wood duck, common goldeneye, bufflehead, and hood merganser are all cavity-nesting ducks, meaning that they require natural cavities or nest boxes to raise their young. Suitable nesting cavities are generally located near water (Seattle Audubon Society, 2017). Nesting sites may be present on the property, although none have been observed to date. WDFW PHS data (2017a) do not show the presence of cavity-nesting duck breeding areas within 2 miles of the property.

### 3.3.4 Habitat Corridors and Connections

Land development generally results in habitat fragmentation, which is a significant threat to wildlife populations and species (Gilbert-Norton et al., 2009). The dominant effect of habitat fragmentation is a decline in wildlife population density and species richness. In a fragmented landscape, remnant areas of relatively undisturbed habitat are referred to as “habitat patches.” As the Suzuki Property is surrounded on all four sides by development (arterial roads to the north and west, a gravel road to the east, and a residential subdivision and stormwater detention pond to the south), the entire property can be considered a habitat patch.

In developing landscapes, the primary option for increasing wildlife migration between habitat patches is the creation of landscape corridors, which are thin strips of habitat that connect isolated patches of habitat (Gilbert-Norton et al., 2009; Christie & Knowles, 2015). Corridors can be effective at maintaining or slowing the decline of wildlife population density and species richness. Corridor effectiveness depends on a variety of factors, such as life cycle needs of the target species, corridor width, length, and level of fragmentation within the corridor (e.g., a road crossing) (NRCS, 1999b). The minimum effective corridor width is generally recognized to be approximately 300 feet (USDA, 2008).

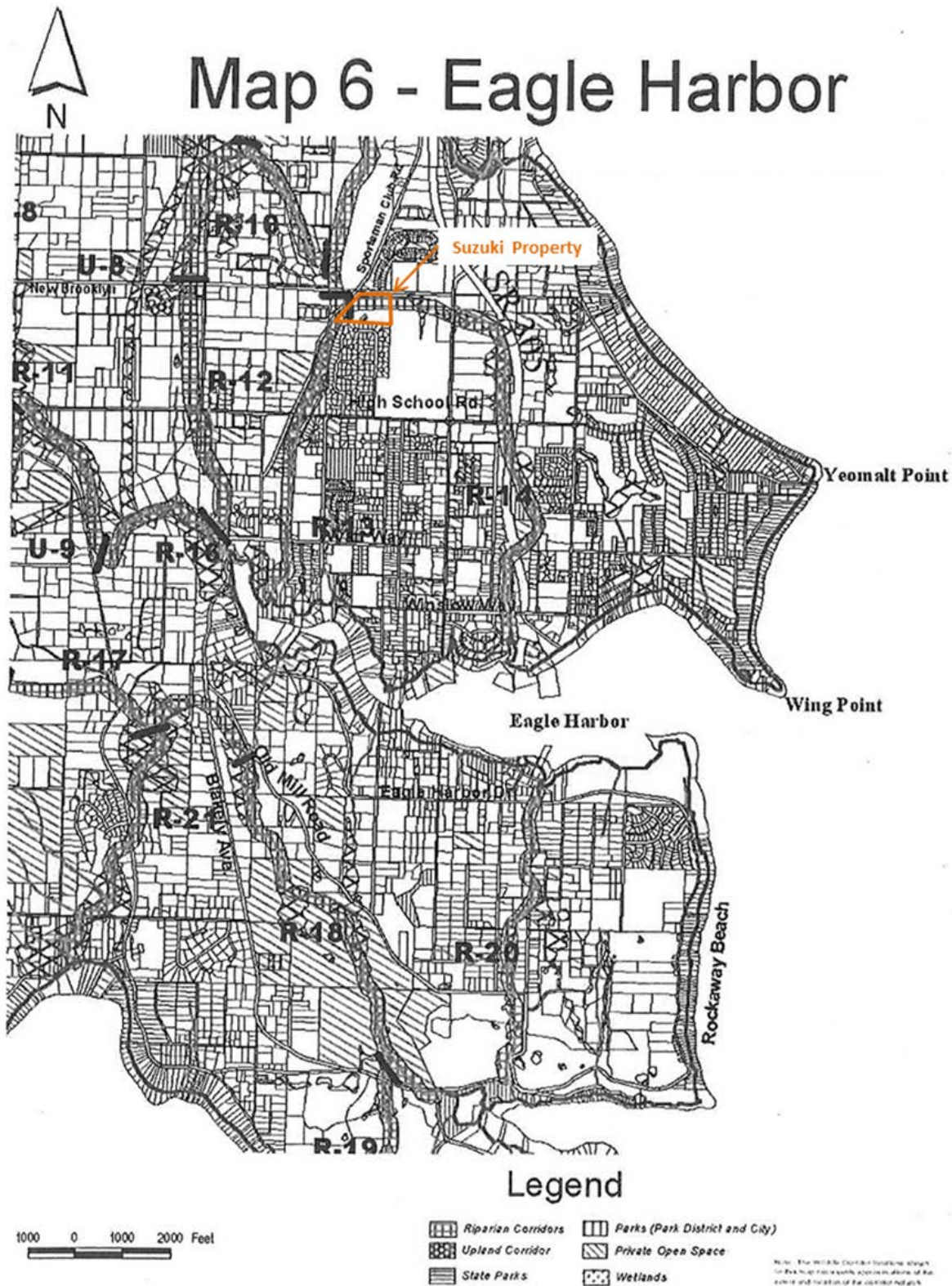
The Suzuki Property is identified as part of a “riparian corridor”<sup>3</sup> in the *Bainbridge Island Wildlife Corridor Network* study (Figure 5) (Self, 2000). This corridor, identified as “Link R-14,” is described as connecting riparian habitat along Stream 0321 (Drainage to Murden Cove) with riparian habitat along Streams 0325 and 0324 in the North Eagle Harbor watershed. The study was developed by a City summer intern, and the corridor mapping conducted at a relatively coarse scale using aerial photo interpretation.

The mapped corridor crosses developed areas and is interrupted in several locations in the vicinity of the property. To the east, the mapped corridor is bisected by Madison Avenue North approximately 1,000 feet from the property. Just to the southwest of the property, the mapped corridor is narrowed to a width of less than 200 feet between Sportsman Club Road NE and a residential subdivision on Capstan Drive NE, and the mapped corridor crosses High School Road NE approximately 2,000 feet south of the property. These disturbances, particularly the roads, severely limit the effectiveness of the corridor. However, given the recorded observations of river otter in the Suzuki Property pond, flightless species have the potential to migrate from off-site riparian areas to the property.

---

<sup>3</sup> The term “riparian corridor” in the study includes both riparian (stream) corridors, as well as upland areas that link riparian areas.





SOURCE: Best, 2000

**Figure 5**  
Eagle Harbor Vicinity Habitat Corridor Map

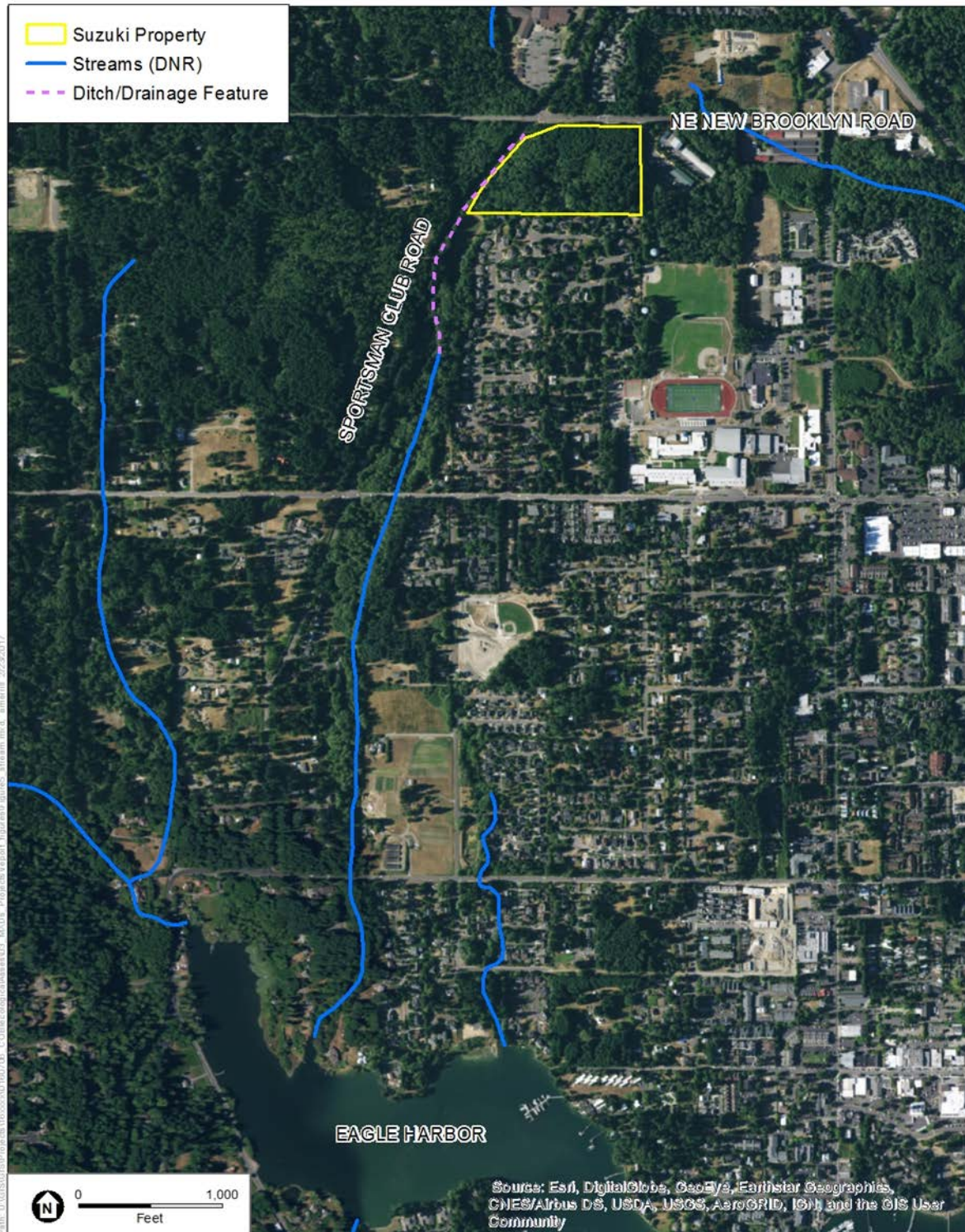
### 3.3.5 Stream Identification

Several data sources indicate the presence of a stream near the west property boundary, adjacent to Sportsman Club Road NE. However, these data sources differ in both the extent of the stream features and its fish-bearing status. WDNR (2017) data show a Type F (fish-bearing) stream originating approximately 1,000 feet south of the property and draining into Eagle Harbor (Figure 6). City critical areas mapping shows the stream as originating farther north, approximately 200 feet southeast of the intersection of Sportsman Club Road NE and NE New Brooklyn Road directly adjacent to the property (Bainbridge Island, 2017). The City data show the stream mapped as Type Ns (non-fish bearing seasonal) from its origin to a point approximately 400 feet downstream, where it is then mapped as a Type F stream. The Type F stream extends for approximately 200 feet into the southeast boundary of the property. The remaining downstream reach of the stream follows a similar path as the WDNR mapping.

The SalmonScape database (WDFW, 2017b) also identifies an ephemeral, non-fish-bearing stream in the general project vicinity. These data show the stream originating approximately 1,000 feet south of the property. The remaining downstream reach of the stream is mapped by WDFW as following a similar path as the WDNR and City mapping.

During the December 15, 2016 field investigation, a single channelized drainage feature was observed just west of the property boundary, adjacent to Sportsman Club Road NE (Figure 6). For most of its length along the western property boundary, the drainage feature is between 1 and 2 feet wide. Approximately 150 north of the southern property boundary, a 12-inch diameter culvert conveys the drainage into Potential Wetland Area 3 (Figure 4). The wetland extends to the southern boundary of the property, where it drains through another culvert under an unpaved access road and into what appears to be a second wetland located south of the property. Any flow appears to continue downstream to the southwest, as indicated by the WDNR stream mapping (Figure 6). During the site visit, the drainage feature was dry upstream of Potential Wetland Area 3. Water was observed flowing south from the wetland area, just south of the property.





SOURCES: WDNr, 2017, ESA 2017

**Figure 6**  
Streams/Drainage Features in the Suzuki Property Vicinity

In the immediate vicinity of the property, the drainage feature appears to be a human-created ditch with the primary purpose of intercepting and conveying stormwater runoff from Sportsman Club Road NE. The channel is heavily vegetated with blackberry, rushes, grasses, and forbs forming a thick mat of vegetation within the bottom and sides of the channel. Patches of swordfern, an upland plant, also extend adjacent and into the channel. The substrate within the ditch is predominantly compacted organic soil and root material, with little natural cobble or gravel observed (some irregular and small patches of angular quarry spalls were observed).



*Drainage ditch west of the Suzuki Property*

Based on the observed channel, habitat, and hydrology within the drainage feature, it appears that the portion of the drainage feature in the immediate vicinity of the property should not be considered a stream, but rather a manmade stormwater conveyance feature. Drainage appears to come primarily from roadway stormwater runoff, and no suitable habitat for fish species is present within the homogenous, linear channel. Downstream of the property, it is likely that the contributing basin area is large enough to create and maintain a stream channel, but these conditions do not occur in the immediate vicinity of the property.



## 4. MANAGEMENT RECOMMENDATIONS

---

The most effective strategy for maintaining ecological functions in a developing area is to retain large, connected patches of native vegetation and limit development footprints. This strategy, typically referred to as development “clustering,” is consistent with the stated goals in the “Suzuki Farm” development concept (OPG and Davis Studio Architecture + Design, 2016), which include preserving open space and enhancing habitat for Bainbridge Island species.

Overall, based on our site investigation and a review of the relevant ecological data and scientific literature, we recommend focusing the development footprint on the north portion of the property. This portion of the property, identified in this study as the closed canopy forest (Type 1) zone (Figure 3), has the least overall ecological value compared to the remaining habitats of the property. We recommend preserving the mature second-growth forest (Type 4) zone in its entirety, as this area, along with the pond, as they are the most ecologically valuable areas of the property. We also recommend that the early successional forest (Type 2) and mid-successional forest (Type 3) zones be retained as much as possible, particularly the portions that provide connections between the mature second-growth Forest and the pond, as well as off-site habitats. Ideally, the retained open space on the property would be one large, connected block of habitat, instead of creating multiple patches with interrupted connections.

Specific management recommendations for the different ecological features on the property are described below.

### 4.1 Tree Protection

Prior to creating a site development plan, it is important to look at the forest holistically to determine groves or stands of trees that will be retained. This includes assessing species tolerance to construction impacts, such as soil compaction, root loss, and exposure to changing forest conditions resulting from adjacent tree removal. On the property, trees that are more open-grown with higher live crown ratios (measured as the length of live tree canopy compared to total tree height) are more likely to tolerate new exposure that results from the removal of adjacent trees. Conversely, trees with lower live crown ratios are more susceptible to windthrow if adjacent trees are removed.

Other tree protection management recommendations include the following:

- Install tree protection fencing around the critical root zones of retained trees, and avoid disturbances (such as parking, materials storage, or dumping) within the tree protection area.
- Minimize soil disturbance adjacent to tree protection areas, and use alternative methods (such as hand excavation) to protect roots.
- Minimize root pruning.

- Retain and protect the existing duff layer and understory near retained trees.

For further tree protection details, see the Forest Survey Report (Appendix A).

## 4.2 Soil Infiltration and Aquifer Recharge

As stated in Section 3.2, the property is within a designated CARA. Based on a review of existing information and the results of the soil infiltration testing, the property likely has a low to moderate impact on groundwater recharge, in comparison to the rest of Bainbridge Island. However, considering that groundwater is the sole source of drinking water on the island, utilizing stormwater management strategies that maintain the quantity and quality of aquifer recharge is important, even in areas with more limited groundwater recharge potential. Therefore, we recommend the use of LID stormwater management techniques for the proposed development.

LID stormwater management techniques remove pollutants from stormwater runoff and reduce impact to the natural hydrologic cycle by infiltrating stormwater on-site through localized facilities, such as rain gardens and bioswales. LID stormwater management benefits aquifer recharge by maintaining the quantity of water infiltration that would occur naturally on an undeveloped site. The suitability of LID facilities is determined by the subsurface infiltration rates and the depth to seasonal high groundwater.

The average subsurface infiltration rate measured on the property was 2.2 inches per hour, which is suitable for some types and sizes of LID infiltration facilities. However, the high groundwater levels on the property may limit the opportunity for infiltration of stormwater. The Western Washington Stormwater Management Manual (Ecology, 2012) states that the bottom of infiltration facilities should be at least 5 feet above seasonal high groundwater. The recommended separation of stormwater infiltration facilities and groundwater is intended to protect groundwater from contamination from pollutants.

Several LID stormwater management techniques are effective in areas with limited soil infiltration capacity and high groundwater tables; these techniques include the following:

- Limiting impervious surface coverage across the development site.
- Installing “green roofs,” i.e., a building that is partially or completely covered with vegetation and a growing medium, planted over a waterproofing membrane.
- Utilizing impervious pavement for roads, driveways, sidewalks, and other hardscapes.
- Using rain barrels/cisterns to “harvest” rainwater that can be used for irrigation or other non-potable water uses.
- Using lined, vegetated stormwater planters to treat stormwater prior to discharging to a separate infiltration facility.

Prior to site design efforts, we recommend that additional field investigation be performed to better understand the extent of perched groundwater beneath the site, in order to select and design LID stormwater facilities that are appropriate for the site-specific conditions of the property.

## 4.3 Wildlife Habitat

Other than retaining existing native vegetation, there are several methods for minimizing the impacts of development on wildlife habitat. These methods include the following:

- Locate development and uses that create noise, such as playgrounds, away from habitat areas.
- Minimize light pollution and maintain naturally dark habitat by minimizing outdoor lighting, orienting lighting away from habitat areas.
- Create “buffer zones” of native vegetation between development and existing high-quality habitat areas (such as the mature second-growth forest).
- Limit and/or exclude domestic animal access to habitat areas.
- Use native plantings for residential landscaping, particularly plants that create forage and habitat for bird and insect species.

Once constructed, a major amenity for residents of the proposed development will be opportunity to enjoy the wildlife habitat that is literally “in their backyard.” Human use of the habitat areas would significantly increase relative to existing conditions. This increase could have a serious detrimental effect on the wildlife and habitat on the property, as increased human use can result in trampling of vegetation, soil compaction, disturbance of wildlife breeding activity, and other negative effects. Fortunately, there are several effective measures to mitigate the impacts of increased human use, including the following:

- Restrict human use to established paths, to avoid disturbance to the majority of the habitat areas.
- Develop educational materials, such as educational signage, to inform residents and visitors on how to enjoy and view wildlife and open space while minimizing disturbance.
- Establish a volunteer program to conduct outreach efforts, lead wildlife enhancement projects, and monitor potential wildlife-disturbing activities (such as littering and the creation of informal paths).

Along with minimizing human impacts to habitat areas, opportunities to enhance habitat quality on the property include the following:

- Remove invasive species (e.g., Himalayan blackberry and English ivy).
- Establish native plantings to increase plant species diversity and vertical structure in the retained forest areas.
- Install bat houses and bird nest boxes.
- Increase habitat structure by installing brush piles and snags throughout the property, particularly in areas where coarse woody debris density is low. The materials needed to create these habitat

structures (tree trunks, brush, and root wads) can be salvaged from trees that are removed during site development.

As the property provides habitat for state-listed priority species, the Bainbridge Island Municipal Code (BIMC) requires the submission of a Habitat Management Plan (HMP) prior to site development. Per BIMC Section 16.20.130.C, the HMP must include measures to retain and protect the wildlife habitat and consider effects of land use intensity, buffers, setbacks, impervious surfaces, erosion control, and retention of native vegetation.

### 4.3.1 Pond

As stated in Section 3.3.2, the human-created pond on the property provides habitat for a variety of species that rely on open water habitat for all or a portion of their life cycle. The “Suzuki Farm” development concept shown in the OPG and Davis Studio Architecture + Design proposal (2016) describes enlarging the pond for stormwater detention purposes, as well as constructing a play/gathering space directly adjacent to the proposed enlarged pond (Figure 2).

We recommend avoiding disturbance to the pond, given its importance as a habitat feature on the property. Additionally, we recommend maintaining a protective buffer of existing native vegetation around the pond. Ideally, the pond buffer would be a component of the habitat corridor across the southern portion of the site (see Section 4.3.3 below).

### 4.3.2 Wetlands

Wetlands provide valuable ecological functions (e.g., floodwater storage, water quality improvement, and wildlife habitat), and are regulated at the federal, state, and local levels. The BIMC (Section 16.20.160) assigns protective buffer widths to wetlands; widths range between 25 and 250 feet depending on wetland category, as determined using the *Washington State Wetland Rating System for Western Washington* (Hruby, 2014). The BIMC permits impacts to wetlands for some specific uses when no reasonable alternative location is available, such as utility installation and dock construction. But in general, impacts to wetlands and their buffers are only allowed when they are determined to be “necessary and unavoidable” by the City (BIMC Section 16.20.100). Any impacts to wetlands or their buffers must be mitigated for per BIMC Section 16.20.160.H.

Prior to site design, wetlands on the property should be formally delineated, categorized, and documented in a critical areas study (BIMC Section 16.20.090).

### 4.3.3 Habitat Corridors and Connections

We recommend that the habitat corridor across the south portion of the property, as described in the *Bainbridge Island Wildlife Corridor Network* study (Self, 2000), be retained. Despite the fact that the mapped corridor is interrupted and narrows to the east and west of the property, the documented presence of river otter in the pond indicates that flightless species have the potential to migrate to the property from off-site habitat areas. Retaining this corridor would also connect three of the most high-quality habitat

areas on the site: Potential Wetland Area 3, the pond, and the mature second-growth forest (Type 4) forest zone. In accordance with the scientific literature, we recommend a corridor width of 300 feet or greater.

## 5. REFERENCES

- Aspect Consulting. 2015. Review Findings and Recommendations and Critical Aquifer Recharge Area Assessment. Prepared for the City of Bainbridge Island.
- Audubon Society. 2017. Guide to North American Birds. Available: <http://www.audubon.org/field-guide/bird/pileated-woodpecker>. Accessed on February 22, 2017.
- Bainbridge Island (City of Bainbridge Island). 2015. City Council Directs City Manager to Issue RFP for Suzuki Property (Press Release, dated August 12, 2015). Available: <http://www.ci.bainbridgeisl.wa.us/DocumentCenter/View/5656>. Accessed on February 17, 2017.
- Bainbridge Island (City of Bainbridge Island). 2016. Request for Qualifications: Ecological Assessment Services for Suzuki Property. Available: <http://www.bainbridgewa.gov/DocumentCenter/View/7276>. Accessed on February 4, 2017.
- Bainbridge Island (City of Bainbridge Island). 2017. City Bainbridge Island Critical Areas Web Application. Available: <https://cityofbi.maps.arcgis.com/apps/View/index.html?appid=c8d607169fc84674a1209dc2dd9e187e>. Accessed on February 3, 2017.
- Best, D.E. 2000. Bainbridge Island Wildlife Corridor Network. Bainbridge Island, WA: City of Bainbridge Island Department of Planning & Community Development.
- Carey, A.B. 1996. Intersections of Northwest Forest Canopies and Arboreal Mammals. *Northwest Science*. 70: pp. 72-78.
- Carey, A.B., J. Karshner, B.L. Biswell, & L.D. de Toledo. 1999. Ecological Scale and Forest Development: Squirrels, Dietary Fungi, and Vascular Plants in Management and Unmanaged Forests. *Wildlife Monographs*. 142: pp. 1-71.
- Chappell, Christopher B. 2004. Upland Plant Associations of the Puget Trough Ecoregion, Washington. Olympia, WA: Washington Department of Natural Resources.
- Christie, M.R., & L.L. Knowles. 2015. Habitat Corridors Facilitate Genetic Resilience Irrespective of Species Dispersal Ability on Population Sizes. *Evolutionary Applications*. 8(2015): 454-463.
- Corps (U.S. Army Corps of Engineers). 2010. *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0)*. Vicksburg, MS.
- Ecology (Washington State Department of Ecology). 2012 (Revised 2014). Stormwater Management Manual for Western Washington. Olympia, WA.



- EPA (Environmental Protection Agency). 1980. Falling Head Percolation Test Procedure. Washington, D.C.
- Gilbert-Norton, L., R. Wilson, J.R. Stevens, & K.H. Beard. 2009. A Meta-Analytic Review of Corridor, Effectiveness. *Conservation Biology*. 24(3), pp. 660-668.
- Hall, F.C, L. Bryant, R. Clausnitzer, K. Geier-Hayes, R. Keane, J. Kertis, A. Shlisky, & R. Steele. 1995. Definitions and Codes for Seral Status and Structure of Vegetation. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station.
- Hays, J.P., & J.C. Hagar. 2002. Ecology and Management of Wildlife and Their Habitats in the Oregon Coast Range. In: Hobbs, S.D., et al. (Eds.), *Forest and Stream Management*. Oregon State University Press, Corvallis, OR, pp. 99-134.
- Hruby, T. 2014. Washington State Wetland Rating System for Western Washington (Ecology Publication # 14-06-029). Olympia, WA.
- Jensen, E.C., D.J. Anderson, & D.E. Hibbs. 1995. The Reproductive Ecology of Broadleaved Trees and Shrubs: Red Alder. Oregon State University Forest Research Laboratory: Corvallis, OR.
- Marshall, L. 2016. Wildlife species observed in the vicinity of 18XX Commodore Lane NW, Bainbridge Island, WA.
- Martin, K.J., & B.C. McComb. 2002. Small Mammal Habitat Associations at Patch and Landscape Scales in Oregon. *Forest Science*. 48, pp. 255-266.
- McComb, B.C., T.A. Spies, & W.H. Emmingham. 1993. Douglas-Fir Forests: Managing for Timber and Mature-Forest Habitat. *Journal of Forestry*. 91, pp. 31-42.
- North, M., J.F. Franklin, A.B. Carey, E. Forsman, & T. Hammer. 1999. Forest Structure of the Northern Spotted Owl's Forage Habitat. *Forest Science*. 45(4), pp. 520-527.
- NRCS (Natural Resources Conservation Service). 1980. Soil Survey of Kitsap County Area, Washington.
- NRCS (Natural Resources Conservation Service). 1999a. Soil Quality Test Kit Guide. Washington, DC: NRCS Soil Quality Institute.
- NRCS (Natural Resources Conservation Service). 1999b. Conservation Corridor Planning at the Landscape Level: Managing for Wildlife Habitat.
- NRCS (Natural Resources Conservation Service). 2017. Web Soil Survey. Available: <https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>. Accessed February 2017.
- OPG (Olympic Property Group) and Davis Studio Architecture + Design. 2016. Suzuki Farm: Bainbridge Island, Washington (Development Proposal). Prepared for the City of Bainbridge Island, WA.

- Seattle Audubon Society. 2017. Bird Web. Available: <http://www.birdweb.org/birdweb/>. Accessed February 22, 2017.
- Self, D.E. 2000. Bainbridge Island Wildlife Corridor Network. Prepared for: Bainbridge Island Department of Planning & Community Development.
- Sheldon, D., T. Hruby, P. Johnson, K. Harper, A. McMillan, T. Granger, S. Stanley, & E. Stockdale. 2005. Wetlands in Washington State – Volume 1: A Synthesis of the Science (Washington State Department of Ecology Publication # 05-06-006). Olympia, WA.
- Stevens, V. 1997. The ecological role of coarse woody debris: an overview of the ecological importance of CWD in B.C. forests. B.C. Ministry of Forests: Victoria, B.C.
- USDA (United States Department of Agriculture). 2008. Conservation Buffers: Design Guidelines for Buffers, Corridors, and Greenways (General Technical Report SRS-109). Washington, D.C.
- USFWS (United States Fish and Wildlife Service). 2017. National Wetlands Inventory: Wetlands Mapper. Available: <https://www.fws.gov/wetlands/data/mapper.html>. Accessed February 13, 2017.
- USGS (U.S. Geological Survey). 2011. *Conceptual Model and Numerical Simulation of the Groundwater-Flow System of Bainbridge Island, Washington*. Tacoma, WA: USGS Washington Water Science Center.
- WDFW (Washington State Department of Fish and Wildlife). 2008 (Revised June 2016). Priority Habitats and Species List. Available: <http://wdfw.wa.gov/publications/00165/wdfw00165.pdf>. Accessed February 21, 2017.
- WDFW (Washington State Department of Fish and Wildlife). 2017a. Priority Habitat and Species database. Available: <http://wdfw.wa.gov/mapping/phs/>. Accessed February 3, 2017.
- WDFW (Washington State Department of Fish and Wildlife). 2017b. SalmonScape interactive mapping tool. Available: <http://wdfw.wa.gov/mapping/salmonscape/index.html>. Accessed February 3, 2017.
- WDNR (Washington State Department of Natural Resources). 2017. Forest Practices Application Mapping Tool. Available: <https://fortress.wa.gov/dnr/protectiongis/fpamt/>. Accessed February 3, 2017.
- Wender, B.W., C.A. Harrington, & J.C. Tappeiner. 2004. Flower and Fruit Production of Understory Shrubs in Western Washington and Oregon. *Northwest Science*. 78, pp. 124-140.
- Wilson, D.S., & K.J. Puettmann. 2007. Density Management and Biodiversity in Young Douglas-Fir Forests: Challenges of Managing Across Scales. *Forest Ecology and Management*. 246(2007), pp. 123-134.



# Appendix A

## Forest Survey Report



**Arborist Report**

TO: Environmental Science Associates and City of Bainbridge Island  
SITE: Suzuki Property; Parcel #222502-4-006-2005  
RE: Forest & Old Tree Assessment  
DATE: February 16, 2017  
PROJECT ARBORISTS: Katie Hogan  
ISA Certified Arborist #PN-8078A  
ISA Qualified Tree Risk Assessor  
  
Scott Baker, Registered Consulting Arborist #414  
ISA Board Certified Master Arborist #PN-0670B  
ISA Qualified Tree Risk Assessor  
  
REVIEWED BY: J. Casey Clapp  
ISA Certified Arborist #PN-7475A  
ISA Qualified Tree Risk Assessor

---

**Contents**

Summary  
Assignment & Scope of Report  
Methods  
Observations  
Testing & Discussion  
    Table 1: Tree Age Table  
Tree Management Recommendations  
    Table 2: Tree Protection Zone Guidelines  
    Tree Protection Specifications  
Glossary  
References  
Appendix A: Assumptions & Limiting Conditions  
Appendix B: Photographs

**Attachments**

Table of Trees  
Site Map

## Summary

The 13.83 acre site, known as the Suzuki Property, consists of four distinct forest cover types. These forest types were determined by assessing the species composition throughout the property, using our knowledge of tree species and forest structure, and sampling seven (7) trees to determine age.

The small tree size and homogenous stand structure of the northern section of the property indicates that it was planted, likely sometime around the late 20<sup>th</sup> century. This resulted in minimal species diversity and forest canopy gaps, and is therefore categorized as a closed canopy forest.

There were several areas throughout the site dominated by riparian species and small deciduous trees, likely due to the changes in topography and subsequent movement of water throughout the property. These areas comprised of fast growing, short lived species that are commonly referred to as early-successional species which can adapt to poor soil conditions after disturbances. Due to this, these areas are categorized as early-successional forest.

The majority of the site is covered with a maturing forest that has a diverse species composition, including both deciduous and coniferous trees. This forest type had gaps within the canopy structure that allowed understory tree regeneration. This structure is commonly seen as a transition phase when a forest is progressing from a deciduous-dominated landscape to a mainly coniferous forest. This is referred to as a mid-successional forest type.

The final forest type comprises of the southeastern portion of the site and includes the oldest trees on site, referred to as a mature, second-growth forest. This was a conifer-dominated landscape that had a moderate amount of downed logs and mature sized trees. There were several old stumps that appeared to be from one of the previous logging events throughout this area. Using an increment borer and micro-resistance drill, we determined the age range of the trees in the mature second-growth forest type to be between 63 and 144 years old.

Based on the development concept for the property, the northern section of the property may be the focal point for development. The majority of this area consists of young, closed canopy forest with a small portion of early-successional forest and mid-successional forest. Depending on the final dimensions of the development, it is possible that the southern portion will encroach within the mature second-growth forest. When developing plans for the site, tree protection measures should be discussed throughout the design process to determine how to best preserve trees. Trees should be retained in clusters and groves as much as possible to minimize susceptibility to windthrow. Once more detailed plans become available, tree retention can be further assessed.

## Assignment & Scope of Report

This report outlines the site inspection by Katie Hogan and Scott Baker, of Tree Solutions Inc., on January 19, 2017. We were asked to visit the site and provide an assessment to characterize the forest types of the subject property. We were asked to provide a formal report including approximate tree age and categorization of forest types. Environmental Science Associates requested these services to gain detailed information on the existing vegetative conditions of the property.

## Limits of Assignment

Unless stated otherwise: 1) information contained in this report covers only those trees that were examined and reflects the condition of those trees at the time of inspection; and 2) the inspection is limited to visual examination of the subject trees without dissection, excavation, probing, climbing, or coring unless explicitly specified. There is no warranty or guarantee, expressed or implied, that problems or deficiencies of the subject trees may not arise in the future.

## Methods

We evaluated tree health and structure utilizing **visual tree assessment (VTA)** methods. The basis behind VTA is the identification of symptoms, which the tree produces in reaction to a weak spot or area of mechanical stress. A tree reacts to mechanical and physiological stresses by growing more vigorously to re-enforce weak areas, while depriving less stressed parts (Mattheck & Breloer, 1994). An understanding of the uniform stress allows us to make informed judgments about the condition of a tree.

We took diameter measurements for each tree at standard height (DSH), typically located at 54 inches above average grade. Bark thickness was measured using a sharp probe and a ruler in the field, and using data collected by the micro-resistance recording drill. We used a steel soil probe to test soil depths and compaction. We used a Garmin GPS device to locate the trees and delineate the forest types.

We used a **micro-resistance drill** to determine the age of the trees. The micro-resistance recording drill measures the amount of resistance presented to the drilling needle as it is driven into the wood, perpendicular to the annual rings. The drilling needle is driven into the wood at a constant rate, up to one-half meter deep, and can detect the most minute changes in wood density. The data is recorded as a graphic resistance profile using a vertical scale that represents wood density. Annual growth rings can be counted using the data from the drill as the early and late wood layers on each ring show up due to the changes in wood composition over each year.

We also used a manual **increment borer** to determine the age of the trees. An increment borer is a specialized tool used to extract wood tissue from a living tree revealing the annual growth rings and other wood characteristics.



## Observations

### The Site and History

The subject site is a 13.83 acre undeveloped parcel located within the City of Bainbridge Island. The vegetation composition varies throughout the site. The varied forest types on the site are indicative of post-disturbance regeneration. In this case, the land was previously logged likely in several events creating a patchwork of various plant composition and forest structure. The changes in topography throughout the site has influenced how water moves and pools, creating suitable growing conditions for both coniferous trees and deciduous riparian species. We observed standing water in the southern portion of the property and a ditch along the western property edge. A man made pond is located near the south property line. There is a moderate volume of invasive species along the north and western portions of the site including, Himalayan blackberry (*Rubus bifrons*), Scotch broom (*Cytisus scoparius*), English holly (*Ilex aquifolium*), and invasive ivy (*Hedera* spp.). Overall the forest health appeared to be stable. We did not observe signs or symptoms of advanced root disease and found minimal windthrown trees.

Based on the plant composition we categorized the site into four distinct forest cover types. These cover types were derived from the methods used in the publications Definitions and codes for seral status of vegetation and Upland Plant Associations of the Puget Trough Ecoregion (Hall et al., 1995 and Chappell, 2004). Below are the cover types and their definitions:

**Type 1: Closed Canopy Forest**; early-successional forest, stem inclusion phase, dominated by Douglas-fir

**Type 2: Early-successional Forest**; riparian forest, understory re-initiation phase, dominated by red alder and bigleaf maple

**Type 3: Mid-successional Forest** (trees <80 years); mid-successional, stem inclusion phase, dominated by Douglas-fir

**Type 4: Mature Second-growth Forest** (trees 80-144 years); mid-to-late successional, understory re-initiation phase, dominated by Douglas-fir and western redcedar

### **Type 1: Closed Canopy Forest - 171,222 square feet**

This zone consisted predominantly of young, second generation Douglas-fir (*Pseudotsuga menziesii*) trees. There were very few gaps in the canopy which resulted in minimal understory sapling and shrub regeneration. Based on the small size of the trees, the homogenous canopy structure, and the absence of downed woody debris, we believe this section of the site was planted. Based on information provided to us on site, this area was previously an open field used for growing strawberries in the early 20<sup>th</sup> century. We observed pooling water along the north end of the property just west of the bus stop that was spilling over onto the sidewalk.

The species composition for the closed canopy forest cover type included:

#### Trees

Douglas-fir (*Pseudotsuga menziesii*)

#### Shrubs and Forbs

Trailing blackberry (*Rubus ursinus*)

Sword fern (*Polystichum munitum*)

Salal (*Gaultheria shallon*)

Salmon berry (*Rubus spectabilis*)

Evergreen huckleberry (*Vaccinium ovatum*)

**Type 2: Early-successional Forest - 126,517 square feet**

This forest type consisted of mainly small deciduous trees and shrubs that were less than 40 feet tall. The dominant tree species was red alder (*Alnus rubra*), a relatively short-lived and fast-growing tree. The species composition present throughout the Type 2 areas corresponded with site conditions that have consistently wet soils throughout most of the year. Red alder is an early pioneer species that can establish in poor soil conditions due to its ability to fix atmospheric nitrogen. There were some scattered conifer trees throughout these areas, but they appeared to be outcompeted by the fast-growing alders and understory shrubs. Some areas were very dense with understory shrubs. Invasive Himalayan blackberry was encroaching throughout most of the riparian areas on site especially where sunlight was available.

The species composition for this forest cover type included:

Trees

Red alder (*Alnus rubra*)  
Bigleaf maple (*Acer macrophyllum*)  
Bitter cherry (*Prunus emarginata*)  
Pacific madrone (*Arbutus menziesii*)

Shrubs and Forbs

Salmon berry (*Rubus spectabilis*)  
Sword fern (*Polystichum munitum*)  
Pacific willow (*Salix lucida*)

**Type 3: Mid-successional Forest (trees <80 years) - 209,713 square feet**

Mid-successional forests were the dominant forest type throughout the property. This consisted of a multi-tiered forest that contained both deciduous and coniferous trees. There were dispersed gaps in the forest canopy that facilitated a heterogeneous forest structure. These gaps allowed for a moderate volume of coniferous sapling regeneration, mostly western redcedar. The forest appeared to be transitioning from a mainly deciduous forest stand to a coniferous forest.

The species composition for this forest cover type included:

Trees

Western redcedar (*Thuja plicata*)  
Bigleaf maple (*Acer macrophyllum*)  
Douglas-fir (*Pseudotsuga menziesii*)  
Red alder (*Alnus rubra*)  
Western hemlock (*Tsuga heterophylla*)

Shrubs and Forbs

Vine maple (*Acer circinatum*)  
Evergreen huckleberry (*Vaccinium ovatum*)  
Red huckleberry (*Vaccinium parvifolium*)  
Salal (*Gaultheria shallon*).  
Sword fern (*Polystichum munitum*)  
Trailing blackberry (*Rubus ursinus*)

**Type 4: Mature Second-growth Forest (trees 80-150 years) - 83,483 square feet**

The southeastern portion of the site comprised of a mature second-growth forest. Forest characteristics included moderate to large diameter conifer trees, a moderate volume of coarse woody debris, and a multi-layered canopy with shade tolerant shrub species. There was a low volume of invasive species throughout the Type 4 area. We did not observe any standing snags throughout this area or trees with old-growth canopy form, such as large diameter branches, rounded crowns, dead tops, or large epicormic branch structures.

We found several large diameter western redcedar and Douglas-fir stumps with springboard notches and chainsaw cuts, indicating this area was previously logged. It is likely that logging occurred in more than one event. We base this on our observation of springboard notches in the large stumps, which were used before chainsaws came into use. It is recorded that the area surrounding Eagle Harbor was cleared in the 1870s.

The species composition for this forest cover type included:

Trees

Douglas-fir (*Pseudotsuga menziesii*)

Western redcedar (*Thuja plicata*)

Bigleaf maple (*Acer macrophyllum*)

Western hemlock (*Tsuga heterophylla*)

Bitter cherry (*Prunus emarginata*)

Shrubs and Forbs

Vine maple (*Acer circinatum*)

Evergreen huckleberry (*Vaccinium ovatum*)

Red huckleberry (*Vaccinium parvifolium*)

Salal (*Gaultheria shallon*)

Sword fern (*Polystichum munitum*)

Oregon grape (*Mahonia* spp.)

Trailing blackberry (*Rubus ursinus*)

**Testing and Discussion**

We determined tree age from partial core samples using the following formula (Altman et al., 2006):

$$AGE = [N + ((GR - PCL - MBW)/MRWn) + Y]$$

Where N is the number of visible rings on the partial core, GR is the tree radius in inches at the testing height, PCL is the core or drill test length, MBW is the average bark thickness in inches, MRWn is the average ring width in inches, and Y is the estimated years before the tree reached the testing height (typically less than 54 inches above average grade).

We determined the growth factors for variable Y to be between 5 and 10 years for Douglas-fir and 10 to 15 years for western redcedar. This is based on our knowledge of the species and their average growth rates. Western redcedar trees are typically slower growing trees, with annual growth rates of 6 inches or less per year. Douglas-fir are typically faster growing species that can grow well over 12 inches per year.

We used data collected from core or drill samples to estimate the approximate ages of the remainder of the trees assessed. This data was applied to trees that were not physically sampled based on species, size, and site conditions (i.e. dense canopy, open grown, steep, flat). See Table 1 below and attached Table of Trees for more details.

The trees we tested were identified by the local citizens who are interested in the planning process for the site. They had produced estimates of tree age and had marked trees on the site. We tagged all of these trees with our own tag and numbering system. We also assessed four additional trees that appeared to be good candidates for aging and exhibited similar characteristics.

#### Type 3: Mid-successional Forest

We performed testing on two trees in the Type 3 area, trees 2 and 15. Tree 2 was a 32.7 inch diameter Douglas-fir tree located at the edge of the pond. From our core sample, we determined the age of this tree to be between 71 and 76 years old. Tree 15 was a 21.5 inch diameter Douglas-fir tree located in the northeastern portion of the site. Using a micro-resistance drill, we determined the age of this tree to be between 70 to 75 years old. The difference in trunk diameter between the two trees of similar age is likely the result of growing conditions. Tree 2 is perched on the edge of a pond with minimal competition from surrounding trees. Increased sunlight and water availability likely contributed to the faster growth rate. This difference in growth rate was apparent from our ring analysis. The average annual ring width for tree 2 was 0.22 inches versus 0.16 inches for tree 15.

The age range of trees in the mid-successional forest type was determined to be 63 to 76 years old.

#### Type 4: Mature Second Growth Forest

We performed tests on five trees in the Type 4 area, trees 4, 5, 6, 7, and 8. From our sampling, we determined the oldest tree to be tree 5, a 48.0 inch diameter Douglas-fir tree, with an age between 139 and 144 years. Upon initial inspection of the tree, we noted that the crown was beginning to round out and that there were several large diameter branches. These attributes are common in older trees. Tree 5 was located along a unmaintained foot trail and was the most dominant tree in this area.

Tree 9 was a 21.9 inch diameter Douglas-fir tree that we cored and drilled. Because of the small size, we were able to reach the pith (center) of the tree with the increment borer. This tree had the smallest annual growth increments, averaging 0.12 inches wide. We determined the tree's age to be between 103 and 108 years old. This tree was located in a fairly dense canopy area with limited light exposure.

The age range of trees within the mature second growth forest was determined to be between 81 to 144 years old. Based on historical records of logging, the major logging event likely occurred around the 1870s. The majority of the trees existing today most likely did not exist at that time. As indicated by the stumps present throughout the property, we believe this land was logged in multiple events. Several stumps had springboard notches, signifying they were removed with a crosscut saw, while others had chainsaw cuts. It is unlikely a crosscut saw would have been used if chainsaws were available. This leads us to believe there was more than one logging event.

There is no clear record of when this pond was constructed but we assume it would have been within the last 75-100 years based on surrounding development. Our tree age calculations support this estimate.

Table 1. Tree Age Table

Tree No.	Common Name	Botanical Name	Diameter (inches)	Health	Age (years)	Notes
1	Douglas-fir	<i>Pseudotsuga menziesii</i>	~30.0	Good	65-70	Age estimated from core sample results for Tree 1
2	Douglas-fir	<i>Pseudotsuga menziesii</i>	32.7	Good	71-76	
3	Douglas-fir	<i>Pseudotsuga menziesii</i>	36.0	Good	88-93	Age estimated from core sample results for Tree 7
4	Western redcedar	<i>Thuja plicata</i>	35.4	Good	83-88	
5	Douglas-fir	<i>Pseudotsuga menziesii</i>	48.0	Good	139-144	
6	Douglas-fir	<i>Pseudotsuga menziesii</i>	47.4	Good	106-111	
7	Douglas-fir	<i>Pseudotsuga menziesii</i>	34.1	Good	84-89	
8	Douglas-fir	<i>Pseudotsuga menziesii</i>	36.5	Good	83-88	Age estimated from core sample results for Tree 7
9	Douglas-fir	<i>Pseudotsuga menziesii</i>	24.9	Good	103-108	
10	Douglas-fir	<i>Pseudotsuga menziesii</i>	37.3	Good	113-118	Age estimated from drill test results for Tree 6
11	Western redcedar	<i>Thuja plicata</i>	34.8	Good	84-89	Age estimated from core sample results for Tree 4
12	Western redcedar	<i>Thuja plicata</i>	35.9	Good	87-92	Age estimated from core sample results for Tree 4
13	Douglas-fir	<i>Pseudotsuga menziesii</i>	40.0	Good	122-127	Age estimated from drill test results for Tree 6
14	Western redcedar	<i>Thuja plicata</i>	25.2	Good	63-68	Age estimated from core sample results for Tree 4
15	Douglas-fir	<i>Pseudotsuga menziesii</i>	21.5	Good	70-75	
16	Douglas-fir	<i>Pseudotsuga menziesii</i>	23.5	Good	67-72	Age estimated from drill test results for Tree 15

## Tree Management Recommendations

When considering development strategies for this property, it is important to look at the forest holistically to determine groves or stands of trees that will be most suitable for retention. This includes looking at species tolerance to construction pressures such as soil compaction or fill, root loss, and exposure to changing forest conditions resulting from adjacent tree removals.

Live crown ratio (LCR) is a common indicator of trees that may be more suitable to withstand new exposure after adjacent trees are removed. LCR is measured as the length of live canopy compared to the total tree height. Trees that are more open grown or were on site prior to successional vegetation typically have higher live crown ratios because sunlight was available to lower parts of the trunk. Denser forests that do not have multiple tiers of vegetation at varying heights typically have trees with low live crown ratios and smaller crowns overall. Smaller crown size to overall height can reduce the ability of a tree to dampen wind forces which can in turn increase their susceptibility to windthrow.

For this site, trees that are more open-grown with higher live crown ratios are more likely to tolerate new exposure that results from adjacent tree removals. This should be taken into consideration when determining whether a tree would have a long safe and useful life expectancy after development has occurred. Wherever possible, clusters of trees should be preserved rather than individual trees. Isolated trees that are desired to be retained should be evaluated on a case-by-case basis to determine whether they would be predisposed to windthrow.

When assessing the amount of area around retained trees that should be protected, there are multiple metrics that are commonly used. One of the most common is the trees' drip line, or extent of radial canopy area. However, in dense forested sites canopies are often more compact due to competition for light resources and do not accurately represent the critical root zone of a tree. The critical root zone (CRZ) is the area around a tree where most of the large structural roots are likely present.

Another metric is outlined in the Best Management Practices: Managing Trees During Construction developed by the International Society of Arboriculture. This method considers both the relative age of the tree and species tolerance to construction pressures. This is based on the knowledge that younger, healthier trees are typically more resilient to disturbances and that the ability for trees to sustain construction damages varies greatly between individual tree species. The categories can be found below in [Table 2](#).

Table 2. Tree Protection Zone Guidelines

Species tolerance	Tree age	TPZ factor*
High	Young	6
	Mature	8
	Overmature	12
Medium	Young	8
	Mature	12
	Overmature	15
Low	Young	12
	Mature	15
	Overmature	18

\*Tree Protection Zone (TPZ) factor is the multiplication factor that is applied to individual tree diameter to determine the radial TPZ in feet. Diameter at Standard Height (DSH) x TPZ Factor = TPZ radius in feet.



The tree species captured in this assessment (Douglas-fir and western redcedar) typically have a low to high tolerance to construction pressures. The ability for a tree to withstand construction damages is typically greatly influenced by the quality of existing site conditions, especially soil conditions. Most of the trees throughout the site would be considered young to mature.

**Example:** Tree 5 measured 48.0 inches DSH, is a mature tree, and has a high tolerance to construction pressures. DSH X TPZ Factor = TPZ or,  $48 \times 8 = 32$  radial feet.

In many cases, the TPZ can be reduced in one direction and expanded in another to accommodate development requirements. This decision should be determined by a Certified Arborist after assessing site conditions and proposed grading in detail. As more detailed tree retention plans become available, tree protection zones can be determined on an individual tree basis.

For a site like this, it is important to take into consideration how grading will influence changes to soil profiles and hydrology throughout the site. Grading can drastically alter growing conditions for trees and may result in a shorter life expectancy. Other considerations to take into account during the design phase include locations of construction access and parking, utility installation, soil storage, temporary construction buildings, material staging, and the area needed for aerial equipment such as cranes.

It is crucial that tree protection is established throughout all phases of the development process. Recommended tree protection measures are outlined in the specification below.

Tree Protection Specifications

- **Tree Protection Fencing:** All trees planned for retention or on neighboring properties that overhang the site shall be protected for the entire duration of the construction project. Tree protection fencing shall consist of high visibility mesh or chain link fencing installed at the extent of the tree protection area. Where trees are being retained as a group the fencing should encompass the entire area.
- **Soil Protection:** No parking, materials storage, or dumping (including excavated soils) are allowed within the tree protection area. Any heavy machinery should remain outside of the protection area unless soils are protected from the load. Acceptable methods of soil protection include apply 18 inches of wood chip mulch, applying 1 inch plywood over 3 to 4 inches of wood chip mulch, or use of Alturna mats (or equivalent product).
- **Excavation:** Excavation done at or within the tree protection area should be carefully planned to minimize disturbance. Where feasible consider using alternative methods such as pneumatic excavation which uses pressurized air to blow soil away from the root system, directional drilling to bore utility lines, or hand excavation to expose roots. Excavation done with machinery (backhoe) in proximity of trees should be performed slowly with flat front buckets, removing small amounts of soil at a time with one person on the ground spotting for roots. When roots are encountered, excavation should stop and roots should be cleanly pruned as needed so they are not ripped or torn.
- **Root Pruning:** Root pruning should be limited to the extent possible. All roots shall be pruned with a sharp saw making clean cuts. Avoid fracturing and breaking roots with excavation equipment. Root cuts shall be immediately covered with soil or mulch and kept moist.
- **Duff/Mulch:** Retain and protect as much of the existing duff and understory as possible. Retained trees in areas where there are exposed soils shall have 4 to 6 inches of wood chips applied to help prevent water evaporation and compaction. Keep mulch 1 foot away from the base of the tree.
- **Irrigation:** Retained trees may require supplemental water if construction occurs during summer drought periods.
- **Pruning:** Any pruning required for construction and safety clearance in accordance with a pruning specification provided by the project arborist in accordance with American National Standards Institute ANSI A300 Standard Practices for Pruning. Use of an arborist with an International Society of Arboriculture Certification to perform pruning is strongly advised.

## Glossary

**ANSI A300:** American National Standards Institute (ANSI) standards for tree care

**codominant stems:** stems or branches of nearly equal diameter, often weakly attached (Matheny *et al.* 1998)

**cracks:** defects in trees that, if severe, may pose a risk of tree or branch failure (Lilly 2001)

**crown:** the aboveground portions of a tree (Lilly 2001)

**DBH or DSH:** diameter at breast or standard height; the diameter of the trunk measured 54 inches (4.5 feet) above grade (Matheny *et al.* 1998)

**deciduous:** tree or other plant that loses its leaves sometime during the year and stays leafless generally during the cold season (Lilly 2001)

**evergreen:** tree or plant that keeps its needles or leaves year round; this means for more than one growing season (Lilly 2001)

**ISA:** International Society of Arboriculture

**included bark:** bark that becomes embedded in a crotch between branch and trunk or between codominant stems and causes a weak structure (Lilly 2001)

**increment borer:** specialized tool used to extract wood tissue from a living tree revealing the annual growth rings and other wood characteristics

**landscape function:** the environmental, aesthetic, or architectural functions that a plant can have (Lilly 2001)

**lateral:** secondary or subordinate branch (Lilly 2001)

**live crown ratio:** length of live tree crown compared to total tree trunk length

**owner/manager:** the person or entity responsible for tree management or the controlling authority that regulates tree management (ISA 2013)

**pathogen:** causal agent of disease (Lilly 2001)

**phototropic growth:** growth toward light source or stimulant (Harris *et al.* 1999)

**micro-resistance drill:** a drilling instrument used to determine the density of wood by measuring the amount of resistance presented to the drilling needle as it is driven into the wood. The drilling resistance profiles show clearly where compression wood, annual rings, rot in various stages and other defects have been encountered by the drilling needle

**retain and monitor:** the recommendation to keep a tree and conduct follow-up assessments after a stated inspection interval (ISA 2013)

**snag:** a tree left partially standing for the primary purpose of providing habitat for wildlife

**soil structure:** the arrangement of soil particles (Lilly 2001)

**structural defects:** flaws, decay, or other faults in the trunk, branches, or root collar of a tree, which may lead to failure (Lilly 2001)

**windthrow:** the failure of a whole tree from the base or roots due to the wind load

**Visual Tree Assessment (VTA):** method of evaluating structural defects and stability in trees by noting the pattern of growth. Developed by Claus Mattheck (Harris, *et al.* 1999)

## References

- Atlman, Jan et al. Age estimation of large trees: New method based on partial increment core tested on an example of veteran oaks. Forest Ecology and Management, 2016.
- ANSI A300 (Part 1) – 2008 American National Standards Institute. American National Standard for Tree Care Operations: Tree, Shrub, and Other Woody Plant Maintenance: Standard Practices (Pruning). New York: Tree Care Industry Association, 2008.
- Chappell, Christopher B. Upland Plant Associations of the Puget Trough Ecoregion, Washington. Olympia, WA: Washington Department of Natural Resources, 2004.
- Dunster & Associates Environmental Consultants Ltd. Assessing Trees in Urban Areas and the Urban-Rural Interface, US Release 1.0. Silverton, OR: Pacific Northwest Chapter ISA, 2006
- Dunster, Julian A., E. Thomas Smiley, Nelda Matheny, and Sharon Lilly. Tree Risk Assessment Manual. Champaign, IL: International Society of Arboriculture, 2013
- Hall, Frederick C. et al. Definitions and codes for seral status and structure of vegetation. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station, 1995.
- Lilly, Sharon. Arborists' Certification Study Guide. Champaign, IL: The International Society of Arboriculture, 2001.
- Matheny, Nelda and James R. Clark. Trees and Development: A Technical Guide to Preservation of Trees During Land Development. Champaign, IL: International Society of Arboriculture, 1998.
- Mattheck, Claus and Helge Breloer, The Body Language of Trees.: A Handbook for Failure Analysis. London: HMSO, 1994.
- Smiley, Thomas E. and Fite, Kelby. Preserving Trees During Construction. Champaign, IL: International Society of Arboriculture: Arborist News, October 2016.
- Van Pelt, Robert. Identifying Mature and Old Forests. Olympia, WA: Washington State Department of Natural Resources, 2007.
- Van Pelt, Robert. Identify Old Trees and Forests. Olympia, WA: Washington State Department of Natural Resources, 2008.

## **Appendix A - Assumptions & Limiting Conditions**

1. Consultant assumes that any legal description provided to Consultant is correct and that title to property is good and marketable. Consultant assumes no responsibility for legal matters. Consultant assumes all property appraised or evaluated is free and clear, and is under responsible ownership and competent management.
2. Consultant assumes that the property and its use do not violate applicable codes, ordinances, statutes or regulations.
3. Although Consultant has taken care to obtain all information from reliable sources and to verify the data insofar as possible, Consultant does not guarantee and is not responsible for the accuracy of information provided by others.
4. Client may not require Consultant to testify or attend court by reason of any report unless mutually satisfactory contractual arrangements are made, including payment of an additional fee for such Services as described in the Consulting Arborist Agreement.
5. Unless otherwise required by law, possession of this report does not imply right of publication or use for any purpose by any person other than the person to whom it is addressed, without the prior express written consent of the Consultant.
6. Unless otherwise required by law, no part of this report shall be conveyed by any person, including the Client, the public through advertising, public relations, news, sales or other media without the Consultant's prior express written consent.
7. This report and any values expressed herein represent the opinion of the Consultant, and the Consultant's fee is in no way contingent upon the reporting of a specific value, a stipulated result, the occurrence of a subsequent event or upon any finding to be reported.
8. Sketches, drawings and photographs in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering or architectural reports or surveys. The reproduction of any information generated by architects, engineers or other consultants and any sketches, drawings or photographs is for the express purpose of coordination and ease of reference only. Inclusion of such information on any drawings or other documents does not constitute a representation by Consultant as to the sufficiency or accuracy of the information.
9. Unless otherwise agreed, (1) information contained in this report covers only the items examined and reflects the condition of the those items at the time of inspection; and (2) the inspection is limited to visual examination of accessible items without dissection, excavation, probing, climbing, or coring. Consultant makes no warranty or guarantee, express or implied, that the problems or deficiencies of the plans or property in question may not arise in the future.
10. Loss or alteration of any part of this Agreement invalidates the entire report.

## Appendix B – Photographs



Photo 1: Looking west along northern property line at Type 1 closed canopy forest.



Photo 2: Invasive ivy climbing on trees in the western portion of the Type 1 area.





Photo 3: Looking north standing near southwestern corner of property showing Type 2 forest cover.



Photo 4: Looking south toward man made pond in Type 2 forest.





Photo 5: Typical ground cover throughout forest Type 2.



Photo 6: Looking north showing typical structure of Type 3 forest cover. Open forest gaps with deciduous and evergreen trees. Note regeneration of small conifer trees.





Photo 7: Another example of canopy structure in Type 3 forest.



Photo 8: Increment coring of Tree 2 just north of the pond. Tree was estimated to be between 71 to 76 years old.





Photo 9: Close up of tree 4 that was cored and estimated to be between 88 and 93 years old.



Photo 10: Base of tree 5, the oldest tree on site aging between 139 to 144 years old.





Photo 11: Canopy of tree 5 showing rounded crown.



Photo 12: Increment coring of tree 9 which exhibited slow annual growth and was estimated to be between 103 to 108 years old.



Photo 13: Fruiting body of decay causing fungi, *Phaeolus schweinitzii*, at the base of tree 9. This fungus is typical of older fir trees and is not a major concern at this time.



Photo 14: Base of tree 13. This tree had low growing branches, likely due to the increased sun exposure from the forest gap to the north. This is the second oldest tree we assessed, aging between 122 to 127 years old.





Photo 15: Photo of old cedar stump with springboard notches. This tree was likely logged in the late 1800s.



Photo 16: Close up of the springboard notch.



Photo 17: Core samples collected showing partial ring counts.

# Appendix B

## Aquifer Recharge and Soil Infiltration Report





# memorandum

date February 28, 2017

to Doug Schulze, City of Bainbridge Island

cc Adam Merrill, ESA

from Nathan Robinson, PE

subject Suzuki Property: Soil Infiltration and Aquifer Recharge Investigation

The purpose of this memorandum is to assess the aquifer recharge potential and the feasibility of stormwater infiltration at the Suzuki Property (the “property”), a 13.83-acre undeveloped parcel located just southeast of the corner of Sportsman Club Road NE and NE New Brooklyn Road in the City of Bainbridge Island, Washington. Groundwater is the only source of drinking water for Bainbridge Island, and as such, it is important to protect the island’s aquifers from contamination and to maintain natural recharge patterns. This assessment is based on a review of existing documentation of soils and groundwater on Bainbridge Island and a field investigation performed by ESA on February 9, 2017.

## Existing Documentation

The United States Department of Agriculture (USDA) Natural Resources Conservation Services (NRCS) maintains the Web Soil Survey, which includes soil data for Bainbridge Island. The NRCS Soil Survey has classified most of the property as Harstine gravelly ashy sandy loam (NRCS 1980). Depth to hardpan layer in Harstine soils is typically 25 to 40 inches. Permeability of Harstine soils is typically moderate to the hardpan and very slow through the hardpan. This soil is classified as Hydrologic Soil Group C. Group C soils generally have low infiltration rates. NRCS Soil Survey maps are attached to this memorandum. The soils across Bainbridge Island are well distributed between Hydrologic Soil Groups A, B, and C.

The United States Geological Survey (USGS) published a detailed report of the groundwater flow system on Bainbridge Island in 2011 (USGS 2011). Additional detail was added in a memorandum prepared by Aspect Consulting in 2015 (Aspect 2015). The report and memorandum identify several aquifers on the island corresponding with permeable geologic layers at varying depths. The shallowest aquifer with the highest potential to be affected by development on the Suzuki property is identified as the Vashon advance aquifer (USGS 2011). Based on maps of the aquifer in the USGS study, the top of this aquifer is approximately 50 feet below ground surface. Most of Bainbridge Island, including the Suzuki property, was classified as Critical Aquifer Recharge Area (CARA) for shallow aquifers (Aspect 2015). The Suzuki property was not classified as a CARA for deep aquifers.

## Site Investigation

ESA performed a field investigation, including infiltration testing and soil characterization, on February 9, 2017. Methods and results are described below.

## Methods

ESA chose six test locations across the property to obtain a thorough characterization of site soils (Figure 1). At each test location, ESA performed infiltration tests using two different methodologies: a surface test performed at the ground surface, and a subsurface test performed at a depth of approximately 24 to 30 inches below ground surface.

The surface infiltration test was performed according to the methodology outlined in the NRCS Soil Quality Test Kit Guide (1999). This methodology is attached to this memorandum.

The subsurface infiltration test was performed with a method similar to the U.S. Environmental Protection Agency (EPA) Falling Head Percolation Test Procedure (1980). This test is often used in the design of low impact development (LID) facilities and is recommended by the Western Washington Stormwater Management Manual (Ecology 2012). At each site, ESA staff excavated a test hole approximately 9 inches in diameter and 24 to 30 inches in depth. ESA staff filled the test hole with clean water to a depth of approximately 9 inches. ESA staff then measured and recorded the depth of the water surface from a fixed reference point at 10- to 20-minute intervals. The depth to water surface was recorded for a minimum of 1 hour. ESA staff did not presoak the test pits because of heavy rain at the property in the hours prior to and during the tests.

In addition to the infiltration testing, ESA scientists examined the soils encountered in each test hole and noted soil characteristics.

## Findings and Discussion

The surface and subsurface infiltration rates measured on site were generally consistent across the property, with the exception of Test Site 2. The results of the infiltration tests are summarized in Table 1 below.

**Table 1. Summary of Infiltration Test Results**

Test Site	Tested Infiltration Rate (in/hr)	
	Surface	Subsurface
1	21.8	0.7
2	0	N/A
3	10.6	2.0
4	12.2	1.6
5	9.3	2.0
6	9.7	4.5*

\*The subsurface infiltration test performed at Test Site 6 was limited to 45 minutes. Due to the truncated testing time, infiltration at Test Site 6 is likely slower than the reported number.



Test Site 2 is in the immediate vicinity of a potential wetland area, and ESA staff encountered groundwater approximately 4 inches below the ground surface. Due to the high groundwater, the subsurface infiltration rate was not performed. The surface infiltration rate was aborted when the test failed to show measureable infiltration after 40 minutes.

The infiltration rates measured in the surface tests were uniformly higher than the infiltration rates measured in the subsurface tests. Soils at the surface are more likely to contain irregularities that could result in better infiltration such as roots, insect or worm burrows, and organic material. While the surface infiltration tests are useful as a comparison across the property, the subsurface infiltration tests reveal the more limiting infiltration capability of the deeper soils.

The infiltration rates measured in the subsurface tests indicate a low to moderate infiltration capacity in the soils on site. This is consistent with the Hydrologic Soil Group C classification listed in the NRCS Web Soil Survey.

Soils observed during the site visit are consistent with those described in the NRCS soil description. Soil texture was primarily gravelly or very gravelly sandy loam, often with frequent cobble inclusions. Soil structure was typically fine sub-angular blocky, although medium sub-angular blocky and medium granular structures were also observed. Restrictive hardpan layers were frequently encountered between 24 and 32 inches below soil surface.

In addition to the groundwater encountered at Test Site 2, shallow groundwater was also encountered at Test Sites 3, 4, and 5 at depths of approximately 24 inches, and is likely correlated to the recent heavy rains and perched above the hardpan layer.

### ***Aquifer Recharge***

The entirety of Bainbridge Island contributes to the recharge of the various aquifers that serve the island. The majority of the island is classified as CARA for shallow aquifers (Aspect 2015). Regions of high infiltration contribute more to groundwater recharge than areas of low infiltration.

The infiltration analysis and soil characterization show little variation across the property. Additionally, the uniformity of the soils suggests that aquifer recharge potential is consistent across the property.

The infiltration tests indicate low to moderate infiltration rates, and the soils are classified as Hydrologic Soil Group C. Given that the island is made up of mainly Hydrologic Groups A, B, and C, infiltration at the Suzuki property is likely low to average in comparison with the rest of the island.

Based on the low to moderate infiltration rates measured on site and the presence of better draining soils within the CARA and outside of the Suzuki property, the property likely has a low to moderate impact on groundwater recharge in comparison to the rest of the island.

### ***Low Impact Development (LID)***

LID stormwater management techniques remove pollutants from stormwater runoff and reduce impact to the natural hydrologic cycle by infiltrating stormwater through localized infiltration facilities such as rain gardens or swales. LID stormwater management benefits aquifer recharge by maintaining the quantity of infiltration that

occurs naturally on an undeveloped site. The suitability of LID facilities is determined by the subsurface infiltration rates and the depth to seasonal high groundwater.

The average subsurface infiltration rate measured on the property was 2.2 inches per hour and is suitable for some types and sizes of LID infiltration facilities. However, the high groundwater levels on site may limit the opportunity for infiltration of stormwater. Shallow groundwater was encountered in four of the six test locations. The Western Washington Stormwater Management Manual states that the bottoms of infiltration facilities should be at least 5 feet above seasonal high groundwater. Separation of stormwater infiltration facilities and groundwater protects groundwater from contamination by pollutants.

Additional subsurface geotechnical investigations may help determine the location of seasonally high groundwater in the areas of the property where the test holes did not encounter groundwater during our field investigation. A depth to seasonal high groundwater of at least 10 feet below grade would likely provide adequate separation of at least 5 feet for most types of LID facilities.

Where groundwater is shallow, there may be opportunity to infiltrate on site by providing water quality pretreatment prior to infiltration. Lined vegetated stormwater planters (to prevent infiltration) could be used to treat stormwater prior to discharging to a separate infiltration facility.

Based on an infiltration rate of 2.2 inches per hour, the size of LID facilities can be estimated using a 10:1 to 15:1 ratio of impervious area to LID treatment area.

## Summary and Recommendations

- The Suzuki Property has a low to moderate contribution to aquifer recharge on Bainbridge Island.
- The aquifer recharge potential is uniform across the Suzuki property.
- Perched groundwater was observed at shallow depths (4 to 24 inches) in several locations on site.
- While measured infiltration rates are suitable for some types of LID, the shallow groundwater limits LID feasibility.
- Prior to development of the site and design of stormwater management, additional field investigation should be performed to better understand the extent of perched groundwater beneath the site.

## References

- Aspect Consulting. 2015. *Review Findings and Recommendations and Critical Aquifer Recharge Area Assessment*. Prepared for the City of Bainbridge Island, WA.
- Ecology (Washington State Department of Ecology). 2012 (Revised 2014). *Stormwater Management Manual for Western Washington*. Olympia, WA.
- EPA (U.S. Environmental Protection Agency). 1980. *Falling Head Percolation Test Procedure*. Washington, D.C.
- NRCS (National Resources Conservation Service). 1980. *Soil Survey of Kitsap County Area, Washington*.

NRCS (National Resources Conservation Service). 1999. *Soil Quality Test Kit Guide*. Washington, DC: NRCS Soil Quality Institute.

USGS (U.S. Geological Survey). 2011. *Conceptual Model and Numerical Simulation of the Groundwater-Flow System of Bainbridge Island, WA*.

## Attachments

Figure 1. Test Site Locations

Attachment A. NRCS Web Soil Survey Maps

Attachment B. Methodology for Surface Infiltration Test

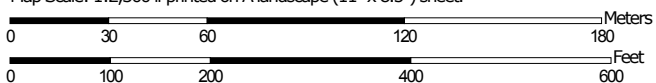
DRAFT

# Soil Map—Kitsap County Area, Washington



Soil Map may not be valid at this scale.

Map Scale: 1:2,300 if printed on A landscape (11" x 8.5") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 10N WGS84



**Natural Resources  
Conservation Service**


**86**

Web Soil Survey  
National Cooperative Soil Survey


1/31/2017  
Page 1 of 3


## MAP LEGEND

### Area of Interest (AOI)

 Area of Interest (AOI)

### Soils

 Soil Map Unit Polygons

 Soil Map Unit Lines

 Soil Map Unit Points

### Special Point Features



Blowout



Borrow Pit



Clay Spot



Closed Depression



Gravel Pit



Gravelly Spot



Landfill



Lava Flow



Marsh or swamp



Mine or Quarry



Miscellaneous Water



Perennial Water



Rock Outcrop



Saline Spot



Sandy Spot



Severely Eroded Spot



Sinkhole



Slide or Slip



Sodic Spot



Spoil Area



Stony Spot



Very Stony Spot



Wet Spot



Other



Special Line Features

### Water Features



Streams and Canals

### Transportation



Rails



Interstate Highways



US Routes



Major Roads



Local Roads

### Background



Aerial Photography

## MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:24,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service

Web Soil Survey URL:

Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Kitsap County Area, Washington

Survey Area Data: Version 12, Sep 8, 2016

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 9, 2010—Aug 20, 2011

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

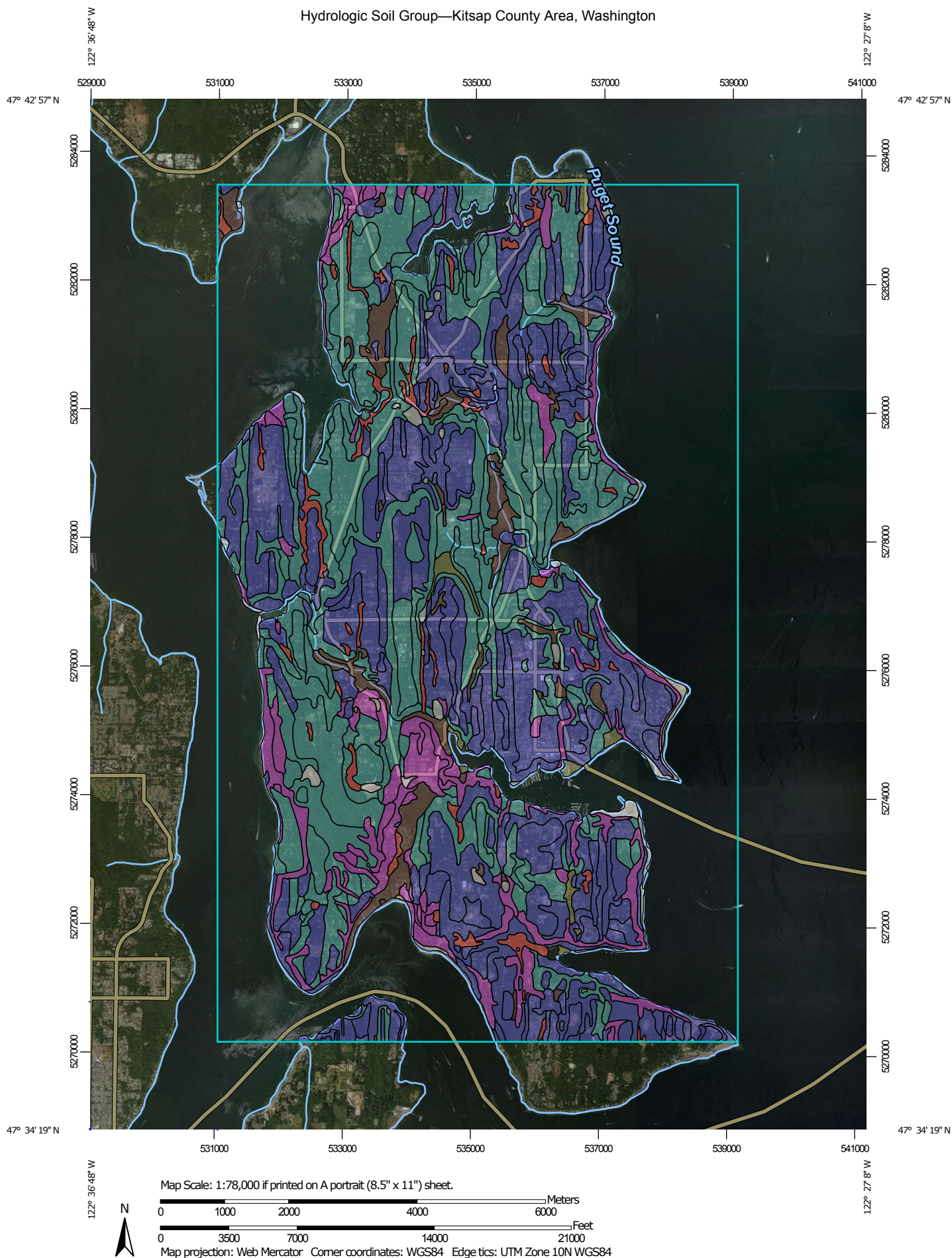


## Map Unit Legend

Kitsap County Area, Washington (WA635)			
Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
14	Harstine gravelly ashy sandy loam, 0 to 6 percent slopes	10.2	37.4%
15	Harstine gravelly ashy sandy loam, 6 to 15 percent slopes	2.1	7.8%
16	Harstine gravelly ashy sandy loam, 15 to 30 percent slopes	10.7	39.0%
17	Harstine gravelly ashy sandy loam, 30 to 45 percent slopes	0.2	0.7%
22	Kapowsin gravelly ashy loam, 0 to 6 percent slopes	3.6	13.2%
23	Kapowsin gravelly ashy loam, 6 to 15 percent slopes	0.5	2.0%
<b>Totals for Area of Interest</b>		<b>27.4</b>	<b>100.0%</b>











# Hydrologic Soil Group—Kitsap County Area, Washington



**MAP LEGEND****Area of Interest (AOI)**
 Area of Interest (AOI)
**Soils****Soil Rating Polygons**





-  A
-  A/D
-  B
-  B/D
-  C
-  C/D
-  D
-  Not rated or not available


**Soil Rating Lines**






-  A
-  A/D
-  B
-  B/D
-  C
-  C/D
-  D
-  Not rated or not available


**Soil Rating Points**

-  A
-  A/D
-  B
-  B/D

-  C
-  C/D
-  D
-  Not rated or not available

**Water Features**
 Streams and Canals
**Transportation**

-  Rails
-  Interstate Highways
-  US Routes
-  Major Roads
-  Local Roads

**Background**
 Aerial Photography
**MAP INFORMATION**

The soil surveys that comprise your AOI were mapped at 1:24,000.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service

Web Soil Survey URL:

Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Kitsap County Area, Washington

Survey Area Data: Version 12, Sep 8, 2016

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Jul 9, 2010—Aug 20, 2011

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

## Hydrologic Soil Group

Hydrologic Soil Group— Summary by Map Unit — Kitsap County Area, Washington (WA635)				
Map unit symbol	Map unit name	Rating	Acres in AOI	Percent of AOI
1	Alderwood gravelly sandy loam, 0 to 8 percent slopes	B	68.0	0.3%
2	Alderwood gravelly sandy loam, 8 to 15 percent slopes	B	133.4	0.5%
3	Alderwood gravelly sandy loam, 15 to 30 percent slopes	B	105.7	0.4%
4	Beaches		131.3	0.5%
6	Bellingham silty clay loam	C/D	72.4	0.3%
7	Cathcart silt loam, 2 to 8 percent slopes	B	485.6	1.8%
8	Cathcart silt loam, 8 to 15 percent slopes	B	207.9	0.8%
9	Cathcart silt loam, 15 to 30 percent slopes	B	241.7	0.9%
10	Dystric Xerorthents, 45 to 70 percent slopes	A	832.5	3.1%
14	Harstine gravelly ashy sandy loam, 0 to 6 percent slopes	C	1,943.4	7.2%
15	Harstine gravelly ashy sandy loam, 6 to 15 percent slopes	C	1,647.7	6.1%
16	Harstine gravelly ashy sandy loam, 15 to 30 percent slopes	C	1,991.1	7.4%
17	Harstine gravelly ashy sandy loam, 30 to 45 percent slopes	C	261.4	1.0%
19	Indianola loamy sand, 5 to 15 percent slopes	A	40.0	0.1%
21	Indianola-Kitsap complex, 45 to 70 percent slopes	A	191.6	0.7%
22	Kapowsin gravelly ashy loam, 0 to 6 percent slopes	B	3,797.1	14.2%
23	Kapowsin gravelly ashy loam, 6 to 15 percent slopes	B	1,804.1	6.7%

Hydrologic Soil Group— Summary by Map Unit — Kitsap County Area, Washington (WA635)				
Map unit symbol	Map unit name	Rating	Acres in AOI	Percent of AOI
24	Kapowsin variant gravelly clay loam, 0 to 5 percent slopes	D	53.8	0.2%
28	Kitsap silt loam, 2 to 8 percent slopes	C	120.3	0.4%
29	Kitsap silt loam, 8 to 15 percent slopes	C	85.7	0.3%
30	Kitsap silt loam, 15 to 30 percent slopes	C	214.3	0.8%
31	Kitsap silt loam, 30 to 45 percent slopes	C	21.9	0.1%
32	McKenna gravelly loam	D	384.3	1.4%
33	Mukilteo peat	B/D	80.4	0.3%
34	Neilton gravelly loamy sand, 0 to 3 percent slopes	A	32.8	0.1%
35	Neilton gravelly loamy sand, 3 to 15 percent slopes	A	7.4	0.0%
36	Neilton gravelly loamy sand, 15 to 30 percent slopes	A	9.4	0.0%
37	Norma fine sandy loam	B/D	549.0	2.0%
38	Pits		55.7	0.2%
39	Poulsbo gravelly sandy loam, 0 to 6 percent slopes	B/D	45.5	0.2%
44	Ragnar fine sandy loam, 0 to 6 percent slopes	A	216.5	0.8%
45	Ragnar fine sandy loam, 6 to 15 percent slopes	A	190.0	0.7%
46	Ragnar fine sandy loam, 15 to 30 percent slopes	A	122.9	0.5%
48	Schneider very gravelly loam, 45 to 70 percent slopes	B	30.9	0.1%
49	Semiahmoo muck	B/D	62.1	0.2%
50	Shalcar muck	B/D	14.9	0.1%
60	Sinclair very gravelly sandy loam, 8 to 15 percent slopes	B	7.4	0.0%
61	Sinclair very gravelly sandy loam, 15 to 30 percent slopes	B	1.7	0.0%
62	Tacoma silt loam	C/D	45.1	0.2%

Hydrologic Soil Group— Summary by Map Unit — Kitsap County Area, Washington (WA635)				
Map unit symbol	Map unit name	Rating	Acres in AOI	Percent of AOI
63	Urban land-Alderwood complex, 0 to 8 percent slopes		22.4	0.1%
64	Water		56.9	0.2%
<b>Totals for Area of Interest</b>			<b>26,817.9</b>	<b>100.0%</b>

## Description

Hydrologic soil groups are based on estimates of runoff potential. Soils are assigned to one of four groups according to the rate of water infiltration when the soils are not protected by vegetation, are thoroughly wet, and receive precipitation from long-duration storms.

The soils in the United States are assigned to four groups (A, B, C, and D) and three dual classes (A/D, B/D, and C/D). The groups are defined as follows:

Group A. Soils having a high infiltration rate (low runoff potential) when thoroughly wet. These consist mainly of deep, well drained to excessively drained sands or gravelly sands. These soils have a high rate of water transmission.

Group B. Soils having a moderate infiltration rate when thoroughly wet. These consist chiefly of moderately deep or deep, moderately well drained or well drained soils that have moderately fine texture to moderately coarse texture. These soils have a moderate rate of water transmission.

Group C. Soils having a slow infiltration rate when thoroughly wet. These consist chiefly of soils having a layer that impedes the downward movement of water or soils of moderately fine texture or fine texture. These soils have a slow rate of water transmission.

Group D. Soils having a very slow infiltration rate (high runoff potential) when thoroughly wet. These consist chiefly of clays that have a high shrink-swell potential, soils that have a high water table, soils that have a claypan or clay layer at or near the surface, and soils that are shallow over nearly impervious material. These soils have a very slow rate of water transmission.

If a soil is assigned to a dual hydrologic group (A/D, B/D, or C/D), the first letter is for drained areas and the second is for undrained areas. Only the soils that in their natural condition are in group D are assigned to dual classes.

## Rating Options

*Aggregation Method:* Dominant Condition

*Component Percent Cutoff:* None Specified

*Tie-break Rule:* Higher



### 3. Infiltration Test

The infiltration test is generally performed after the **first** respiration measurement. The same 6-inch diameter ring left in place from the soil respiration test can be used for the infiltration test. If soil respiration was not determined, follow the instructions in Step 1 of the soil respiration procedure (Chapter 2) for inserting the 6-inch diameter ring.

#### Materials needed to measure infiltration:

- 6-inch diameter ring (left in soil from respiration test)
- plastic wrap
- 500 mL plastic bottle or graduated cylinder
- distilled water
- stopwatch or timer

#### Did You Know?

Infiltration rate is a measure of how fast water enters the soil. Water entering too slowly may lead to ponding on level fields or to erosion from surface runoff on sloping fields.

**Considerations:** If the soil is saturated, infiltration will not occur. Wait for one or two days to allow for some drying. Also, if the respiration test is not performed, make sure the sampling area is free of residue and weeds or that vegetation is trimmed to the soil surface before inserting the ring.

#### ① Firm Soil

With the 6-inch diameter ring in place, use your finger to gently firm the soil surface **only** around the **inside edges** of the ring to prevent extra seepage. Minimize disturbance to the rest of the soil surface inside the ring.

#### ② Line Ring with Plastic Wrap

Line the soil surface inside the ring with a sheet of plastic wrap to completely cover the soil and ring as shown in **Figure 3.1**. This procedure prevents disturbance to the soil surface when adding water.



**Figure 3.1**

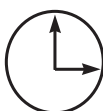
#### ③ Add Water

- Fill the plastic bottle or graduated cylinder to the 444 mL mark with distilled water.
- Pour the 444 mL of water (1" of water) into the ring lined with plastic wrap as shown in **Figure 3.1**.



4

#### Remove Wrap and Record Time



- Remove the plastic wrap by gently pulling it out, leaving the water in the ring (**Figure 3.2**). **Note the time.**
- Record the amount of time (in minutes) it takes for the 1" of water to infiltrate the soil. Stop timing when the surface is just glistening.
- If the soil surface is uneven inside the ring, count the time until half of the surface is exposed and just glistening (**Figure 3.3**).
- Enter the amount of time in minutes on the Soil Data worksheet.



**Figure 3.2**



**Figure 3.3**

5

#### Repeat Infiltration Test

In the same ring, perform Steps 2, 3, & 4 with a second inch of water. On the Soil Data worksheet, enter the number of minutes elapsed for the second infiltration measurement. If soil moisture is at or near field capacity, the second test is not necessary.

**[The moisture content of the soil will affect the rate of infiltration; therefore, two infiltration tests are usually performed (if soil is dry). The first inch of water wets the soil, and the second inch gives a better estimate of the infiltration rate of the soil.]**

6

#### Replace Lid

If a second respiration measurement will be performed, set the lid loosely on the ring and leave it covered for preferably 16 to 24 hours (6-hour minimum) before beginning the second test (Chapter 2). (Remove lid and replace it before beginning the second soil respiration measurement).



**Reminder:** If you still need to perform the second respiration measurement, remember to loosely place the lid back on the ring before leaving the field.





SOURCE: ESA, 2016; ESRI, 2017.

Suzuki Property: Soil Infiltration and Aquifer Recharge Investigation

**Figure 1**  
Test Site Locations



# Appendix C

## Wildlife Observation Tables

**Wildlife Species Observations, December 15, 2016 (ESA)**

**Suzuki Property, entire site**

---

**BIRDS**

**Songbirds**

Hairy woodpecker  
Black-capped chickadee  
Chestnut backed chickadee  
Red-breasted nuthatch  
Common raven  
Ruby crowned kinglet  
Mallard  
American crow

**MAMMALS**

Douglas squirrel  
Black-tailed deer

**Wildlife Species Observations, 2006 to 2016 (L. Marshall, 2016)**

**Vicinity of Suzuki Property, near 18XX Commodore Lane NW**

---

**BIRDS**

**Songbirds**

Red-breasted sapsucker  
Downy woodpecker  
Hairy woodpecker  
Pileated woodpecker  
Red-shafted flicker  
Yellow-shafted flicker  
Steller's jay  
American crow  
European starling  
Brown-headed cowbird  
Cedar waxwing  
American robin  
Varied thrush  
Hermit thrush  
Swainson's thrush  
Spotted towhee  
Anna's hummingbird  
Fox sparrow  
Song sparrow  
Dark-eyed junco  
White-throated sparrow  
Gold-crowned sparrow  
House sparrow  
House finch  
Purple finch  
American goldfinch  
Pine siskin  
Black-headed grosbeak  
Red crossbill  
Western tanager  
Western wood peewee  
Olive-sided flycatcher  
Tree swallow  
Violet-green swallow  
Townsend's warbler  
Wilson's warbler  
Orange-crowned warbler  
Black-throat grey warbler  
Ruby-crowned kinglet  
Gold-crowned kinglet

Hutton's vireo  
Bushtit  
Brown creeper  
Wren sp.  
Bewick's wren  
Red-breasted nuthatch  
Chestnut-backed chickadee  
Black-capped chickadee  
Rock pigeon  
Mourning dove  
Green-winged teal

**Waterfowl**

Mallard  
Wood duck  
Bufflehead  
Hooded merganser  
Common golden-eye  
American wigeon  
Canada goose  
Glaucous-winged gull  
Great blue heron  
Green heron  
Belted kingfisher

**Raptors**

Bald eagle  
Osprey  
Barred owl  
Rough-legged hawk  
Sharp-shinned hawk  
Cooper's hawk  
Red-tailed hawk  
Merlin

## **MAMMALS**

River otter  
Deer  
Raccoon  
Douglas squirrel  
Grey squirrel  
Chipmunk  
Mice  
Rats  
Coyote

## **AMPHIBIANS**

Frogs  
Salamanders  
Newts

## **REPTILES**

Garter snake  
Painted turtle





5309 Shilshole Avenue, NW  
Suite 200  
Seattle, WA 98107  
206.789.9658 phone  
206.789.9684 fax

www.esassoc.com

## memorandum

date February 28, 2017

to Doug Schulze, City of Bainbridge Island

cc Adam Merrill, ESA

from Nathan Robinson, PE

subject Suzuki Property: Soil Infiltration and Aquifer Recharge Investigation

The purpose of this memorandum is to assess the aquifer recharge potential and the feasibility of stormwater infiltration at the Suzuki Property (the "property"), a 13.83-acre undeveloped parcel located just southeast of the corner of Sportsman Club Road NE and NE New Brooklyn Road in the City of Bainbridge Island, Washington. Groundwater is the only source of drinking water for Bainbridge Island, and as such, it is important to protect the island's aquifers from contamination and to maintain natural recharge patterns. This assessment is based on a review of existing documentation of soils and groundwater on Bainbridge Island and a field investigation performed by ESA on February 9, 2017.

### Existing Documentation

The United States Department of Agriculture (USDA) Natural Resources Conservation Services (NRCS) maintains the Web Soil Survey, which includes soil data for Bainbridge Island. The NRCS Soil Survey has classified most of the property as Harstine gravelly ashy sandy loam (NRCS 1980). Depth to hardpan layer in Harstine soils is typically 25 to 40 inches. Permeability of Harstine soils is typically moderate to the hardpan and very slow through the hardpan. This soil is classified as Hydrologic Soil Group C. Group C soils generally have low infiltration rates. NRCS Soil Survey maps are attached to this memorandum. The soils across Bainbridge Island are well distributed between Hydrologic Soil Groups A, B, and C.

The United States Geological Survey (USGS) published a detailed report of the groundwater flow system on Bainbridge Island in 2011 (USGS 2011). Additional detail was added in a memorandum prepared by Aspect Consulting in 2015 (Aspect 2015). The report and memorandum identify several aquifers on the island corresponding with permeable geologic layers at varying depths. The shallowest aquifer with the highest potential to be affected by development on the Suzuki property is identified as the Vashon advance aquifer (USGS 2011). Based on maps of the aquifer in the USGS study, the top of this aquifer is approximately 50 feet below ground surface. Most of Bainbridge Island, including the Suzuki property, was classified as Critical Aquifer Recharge Area (CARA) for shallow aquifers (Aspect 2015). The Suzuki property was not classified as a CARA for deep aquifers.

**Commented [CK1]:** It should be clarified that Attachment A-1 is the small-scale NRCS soils data for the purpose of defining the soils for the Suzuki property. The Attachment A-2 is meant to put the Suzuki property in the larger context of Bainbridge Island and to define the Hydrologic Soil Groups. You should probably remove the last two columns from the table in Attachment A-2 since the numbers do not add up to the Totals for AOI. In fact, it is not even close (about 50%) and can create confusion like it did for me.

## Site Investigation

ESA performed a field investigation, including infiltration testing and soil characterization, on February 9, 2017. Methods and results are described below.

## Methods

ESA chose six test locations across the property to obtain a thorough characterization of site soils (Figure 1). At each test location, ESA performed infiltration tests using two different methodologies: a surface test performed at the ground surface, and a subsurface test performed at a depth of approximately 24 to 30 inches below ground surface.

The surface infiltration test was performed according to the methodology outlined in the NRCS Soil Quality Test Kit Guide (1999). This methodology is attached to this memorandum.

The subsurface infiltration test was performed with a method similar to the U.S. Environmental Protection Agency (EPA) Falling Head Percolation Test Procedure (1980). [This test is often used in the design of low impact development (LID) facilities and is recommended by the Western Washington Stormwater Management Manual (Ecology 2012).] At each site, ESA staff excavated a test hole approximately 9 inches in diameter and 24 to 30 inches in depth. ESA staff filled the test hole with clean water to a depth of approximately 9 inches. ESA staff then measured and recorded the depth of the water surface from a fixed reference point at 10- to 20-minute intervals. The depth to water surface was recorded for a minimum of 1 hour. ESA staff did not presoak the test pits because of heavy rain at the property in the hours prior to and during the tests.

In addition to the infiltration testing, ESA scientists examined the soils encountered in each test hole and noted soil characteristics.

## Findings and Discussion

The surface and subsurface infiltration rates measured on site were generally consistent across the property, with the exception of Test Site 2. The results of the infiltration tests are summarized in Table 1 below.

**Table 1. Summary of Infiltration Test Results**

Test Site	Tested Infiltration Rate (in/hr)	
	Surface	Subsurface
1	21.8	0.7
2	0	N/A
3	10.6	2.0
4	12.2	1.6
5	9.3	2.0
6	9.7	4.5*

\*The subsurface infiltration test performed at Test Site 6 was limited to 45 minutes. Due to the truncated testing time, infiltration at Test Site 6 is likely slower than the reported number.

**Commented [CK2]:** In the 2014 SWMMWW the recommended methods are now: (1) Large-scale Pilot Infiltration Test (PIT), (2) Small-scale PIT, and (3) Soil Grain Size Analysis Method. The recommended surface area to be dug out for the large-scale PIT is 100 ft<sup>2</sup> and for the small-scale PIT it is 12-32 ft<sup>2</sup>. This can be found in Volume III, Chapter 3, pages 523-530.

**Commented [CK3]:** Rain during the infiltration tests is not good. Hopefully it wasn't very hard?

Test Site 2 is in the immediate vicinity of a potential wetland area, and ESA staff encountered groundwater approximately 4 inches below the ground surface. Due to the high groundwater, the subsurface infiltration rate was not performed. The surface infiltration rate was aborted when the test failed to show measureable infiltration after 40 minutes.

The infiltration rates measured in the surface tests were uniformly higher than the infiltration rates measured in the subsurface tests. Soils at the surface are more likely to contain irregularities that could result in better infiltration such as roots, insect or worm burrows, and organic material. While the surface infiltration tests are useful as a comparison across the property, the subsurface infiltration tests reveal the more limiting infiltration capability of the deeper soils.

[The infiltration rates measured in the subsurface tests indicate a low to moderate infiltration capacity in the soils on site. This is consistent with the Hydrologic Soil Group C classification listed in the NRCS Web Soil Survey.]

Soils observed during the site visit are consistent with those described in the NRCS soil description. Soil texture was primarily gravelly or very gravelly sandy loam, often with frequent cobble inclusions. Soil structure was typically fine sub-angular blocky, although medium sub-angular blocky and medium granular structures were also observed. Restrictive hardpan layers were frequently encountered between 24 and 32 inches below soil surface.

[In addition to the groundwater encountered at Test Site 2, shallow groundwater was also encountered at Test Sites 3, 4, and 5 at depths of approximately 24 inches, and is likely correlated to the recent heavy rains and perched above the hardpan layer.]

**Commented [CK4]:** According to the National Engineering Handbook, Part 630 Hydrology, Chapter 7 Hydrologic Soil Groups (January 2009) infiltration rates and HSGs are related as follows: A: >5.67 inches/hr, B: 1.42-5.67 in/hr, C: 0.14-1.42 in/hr, D: <0.14 in/hr. However, in the 2005 version of the SWMMWW it states "Small-scale infiltration tests such as the EPA Falling Head or double ring infiltrometer test are not recommended unless modified versions are determined to be acceptable by Ecology or the local jurisdiction. These small-scale infiltration tests tend to seriously overestimate infiltration rates and, based on recent TAC experience, are considered unreliable." This wording is found in Volume 3, pages 3-79 to 3-80.

**Commented [CK5]:** I would not refer to this perched water after a heavy rain (I seem to recall that the day before it rained over 1 inch) as groundwater. The water table is much lower than this and this just represents percolation on its way to becoming groundwater.

### Aquifer Recharge

The entirety of Bainbridge Island contributes to the recharge of the various aquifers that serve the island. The majority of the island is classified as CARA for shallow aquifers (Aspect 2015). Regions of high infiltration contribute more to groundwater recharge than areas of low infiltration.

[The infiltration analysis and soil characterization show little variation across the property. Additionally, the uniformity of the soils suggests that aquifer recharge potential is consistent across the property.]

**Commented [CK6]:** You should probably put some qualifiers in here, as the field infiltration tests do actually show considerable variability.

[The infiltration tests indicate low to moderate infiltration rates, and the soils are classified as Hydrologic Soil Group C. Given that the island is made up of mainly Hydrologic Groups A, B, and C, infiltration at the Suzuki property is likely low to average in comparison with the rest of the island.]

**Commented [CK7]:** Again, the field infiltration tests indicate a range of HSGs from A to C.

Based on the low to moderate infiltration rates measured on site and the presence of better draining soils within the CARA and outside of the Suzuki property, the property likely has a low to moderate impact on groundwater recharge in comparison to the rest of the island.

### Low Impact Development (LID)

LID stormwater management techniques remove pollutants from stormwater runoff and reduce impact to the natural hydrologic cycle by infiltrating stormwater through localized infiltration facilities such as rain gardens or swales. LID stormwater management benefits aquifer recharge by maintaining the quantity of infiltration that

occurs naturally on an undeveloped site. The suitability of LID facilities is determined by the subsurface infiltration rates and the depth to seasonal high groundwater.

The average subsurface infiltration rate measured on the property was 2.2 inches per hour and is suitable for some types and sizes of LID infiltration facilities. However, the high groundwater levels on site may limit the opportunity for infiltration of stormwater. Shallow groundwater was encountered in four of the six test locations. The Western Washington Stormwater Management Manual states that the bottoms of infiltration facilities should be at least 5 feet above seasonal high groundwater. Separation of stormwater infiltration facilities and groundwater protects groundwater from contamination by pollutants.

Additional subsurface geotechnical investigations may help determine the location of seasonally high groundwater in the areas of the property where the test holes did not encounter groundwater during our field investigation. A depth to seasonal high groundwater of at least 10 feet below grade would likely provide adequate separation of at least 5 feet for most types of LID facilities.

Where groundwater is shallow, there may be opportunity to infiltrate on site by providing water quality pretreatment prior to infiltration. Lined vegetated stormwater planters (to prevent infiltration) could be used to treat stormwater prior to discharging to a separate infiltration facility.

Based on an infiltration rate of 2.2 inches per hour, the size of LID facilities can be estimated using a 10:1 to 15:1 ratio of impervious area to LID treatment area.

## Summary and Recommendations

- The Suzuki Property has a low to moderate contribution to aquifer recharge on Bainbridge Island.
- The aquifer recharge potential is uniform across the Suzuki property.
- Perched groundwater was observed at shallow depths (4 to 24 inches) in several locations on site.
- While measured infiltration rates are suitable for some types of LID, the shallow groundwater limits LID feasibility.
- Prior to development of the site and design of stormwater management, additional field investigation should be performed to better understand the extent of perched groundwater beneath the site.

**Commented [CK8]:** According to the NEH, an infiltration rate of 2.2 in/hr would be indicative of HSG B and a moderate infiltration rate. Also, I don't believe this perched percolating water should be referred to as groundwater. Also, I just went to the WA Annual Stormwater Conference in Tacoma last week and heard a great talk by Katie Holzer with the City of Gresham, OR. She talked about designing LID for new developments in Gresham for soils with infiltration rates around 0.5 in/hr. Katie can be contacted at: [Katie.holzer@greshamoregon.gov](mailto:Katie.holzer@greshamoregon.gov), (503)618-2377, [www.greshamoregon.gov](http://www.greshamoregon.gov)

**Commented [CK9]:** See comments above. Some qualifiers are called for here. Plus, groundwater is what the water is after it has percolated through the overlying soil to the water table.

## References

- Aspect Consulting. 2015. *Review Findings and Recommendations and Critical Aquifer Recharge Area Assessment*. Prepared for the City of Bainbridge Island, WA.
- Ecology (Washington State Department of Ecology). 2012 (Revised 2014). *Stormwater Management Manual for Western Washington*. Olympia, WA.
- EPA (U.S. Environmental Protection Agency). 1980. *Falling Head Percolation Test Procedure*. Washington, D.C.
- NRCS (National Resources Conservation Service). 1980. *Soil Survey of Kitsap County Area, Washington*.

NRCS (National Resources Conservation Service). 1999. *Soil Quality Test Kit Guide*. Washington, DC: NRCS Soil Quality Institute.

USGS (U.S. Geological Survey). 2011. *Conceptual Model and Numerical Simulation of the Groundwater-Flow System of Bainbridge Island, WA*.

## Attachments

Figure 1. Test Site Locations

Attachment A. NRCS Web Soil Survey Maps

Attachment B. Methodology for Surface Infiltration Test

Final

# SUZUKI PROPERTY ECOLOGICAL ASSESSMENT

## Bainbridge Island, Washington

Prepared for  
City of Bainbridge Island

March 2017







Final

# SUZUKI PROPERTY ECOLOGICAL ASSESSMENT

## Bainbridge Island, Washington

Prepared for  
City of Bainbridge Island

March 2017

5309 Shilshole Avenue, NW  
Suite 200  
Seattle, WA 98107  
206.789.9658  
[www.esassoc.com](http://www.esassoc.com)



Irvine	Sacramento
Los Angeles	San Diego
Oakland	San Francisco
Orlando	Santa Monica
Pasadena	Seattle
Petaluma	Tampa
Portland	Woodland Hills



# TABLE OF CONTENTS

---

	<u>Page</u>
<b>1. Introduction.....</b>	<b>1</b>
1.1 Site Description .....	1
1.2 Proposed Development.....	1
<b>2. Methods and Data Sources .....</b>	<b>5</b>
2.1 Forest Survey .....	5
2.2 Soil Infiltration and Aquifer Recharge .....	5
2.3 Wildlife Habitat, Species, and Corridors .....	6
2.4 Wetland Identification .....	6
2.5 Stream Identification.....	6
<b>3. Findings.....</b>	<b>8</b>
3.1 Forest Survey .....	8
3.2 Soil Infiltration and Aquifer Recharge .....	12
3.3 Wildlife Habitat and Species .....	13
<b>4. Management Recommendations .....</b>	<b>28</b>
4.1 Tree Protection .....	28
4.2 Soil Infiltration and Aquifer Recharge .....	29
4.3 Wildlife Habitat .....	30
<b>5. References .....</b>	<b>33</b>

## Appendices

Appendix A **Forest Survey Report**

Appendix B **Aquifer Recharge and Soil Infiltration Report**

Appendix C **Wildlife Observation Tables**

## List of Figures

Figure 1 Suzuki Property Vicinity Map.....	2
Figure 2 Olympic Property Group “Suzuki Farm” Development Concept .....	4
Figure 3 Forest Zones.....	9
Figure 4 Potential Wetland Areas .....	16
Figure 5 Eagle Harbor Vicinity Habitat Corridor Map .....	24
Figure 6 Streams/Drainage Features in the Suzuki Property Vicinity .....	26

## List of Tables

Table 1 WDFW-Listed Priority Species Observed on the Suzuki Property.....	20
---	----





# 1. INTRODUCTION

---

At the request of the City of Bainbridge Island (City), Environmental Science Associates (ESA) has conducted an ecological assessment of the Suzuki Property (the ‘property’), an undeveloped City-owned parcel. The purpose of this assessment is to characterize the baseline ecological conditions of the property in order to inform the design of a proposed residential development. As described in ESA’s scope of work, the primary elements of this ecological assessment include a forest survey (conducted by ESA’s subconsultant Tree Solutions, Inc.), an aquifer recharge and soil infiltration study, and characterization of the habitat features on the property, including a pond, wildlife corridor, stream, and forest habitat. The methods and findings of the ecological assessment are described in this report, along with a set of management recommendations for avoiding and minimizing potential impacts to habitat features and ecological functions.

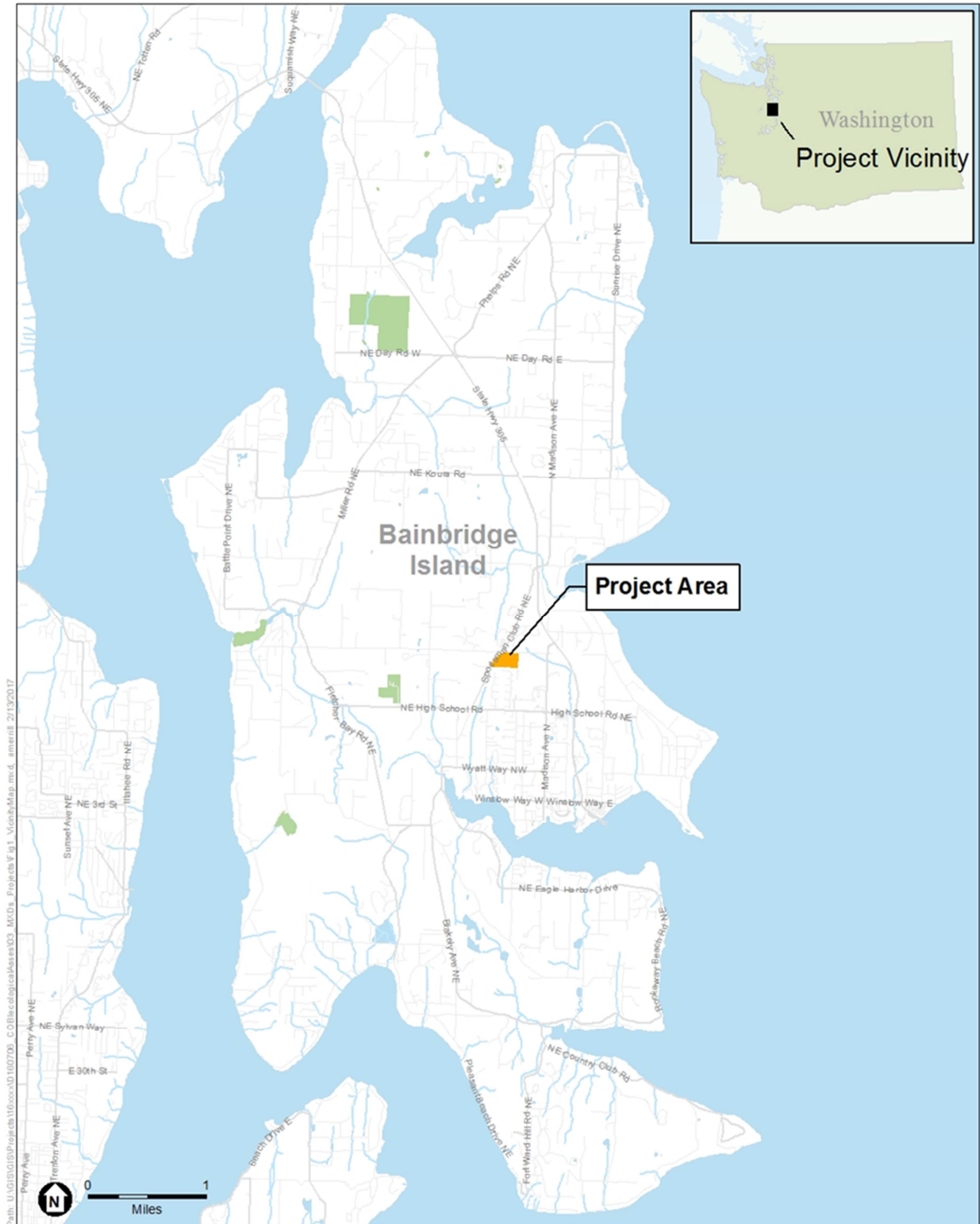
## 1.1 Site Description

The Suzuki Property is 13.83 acres in area, and located at the southeast corner of NE Brooklyn Road and Sportsman Club Road NE (Figure 1). The property is bordered by NE Brooklyn Road to the north, a gravel road and school bus facility to the east, a residential subdivision to the south, and Sportsman Club Road to the west. The NE New Brooklyn Road frontage has been improved with a sidewalk and there is a trail on the property that parallels Sportsman Club Road NE.

The property is undeveloped and entirely wooded, with the exception of a pond located along the southern property boundary. Topography on the majority of the property is flat or gently rolling, with moderate slopes in the western portion down towards Sportsman Club Road.

## 1.2 Proposed Development

The Suzuki Property was purchased by the City in 2000 and was originally intended to be the site of a combined police-courthouse building and a “decant facility” to dispose of sludge collected from street sweeping and storm-drain cleaning operations. Due in part to neighborhood opposition to the proposed projects, the development of the facilities did not occur and the property remained undeveloped.



SOURCES: OSM, 2016; ESA, 2016

**Figure 1**  
Suzuki Property Vicinity Map

In November 2014, the City held a Community Workshop to solicit community input on whether and how the property should be sold, and what use should be made of the property. Workshop participants urged the City Council to develop the property in a way that benefits the community (Bainbridge Island, 2015). In June 2015, the Suzuki Ad Hoc Committee recommended that the City Council prepare a Request for Proposals (RFP) seeking proposals for the development of the property, with a goal of selling the property to a developer that proposes a project compatible with the surrounding residential uses that would also enhance and benefit the neighborhood and community. The RFP was issued in September 2015. The development priorities listed in the RFP included a varied housing mix (e.g. homes and apartments), permanent affordability, green and sustainable construction, and open space and community gardens.

The City received four RFP submissions, and in March 2016 the City Council selected the Olympic Property Group (OPG) proposal. The development concept presented in the OPG proposal is called the “Suzuki Farm,” and includes affordable housing, a community center, community gardens and orchards, open space preservation, and trails (Figure 2). The proposed concept shows the development concentrated in the northeastern portion of the property, while preserving the remainder of the property as open space. Under the concept, the existing pond would be enlarged for stormwater detention, and an additional stormwater detention pond would be constructed near the southwest corner.<sup>1</sup>

Another outcome of the public process for the Suzuki Property was the identified need for an ecological assessment of the property that characterizes the ecological conditions of the property prior to additional site design efforts (Bainbridge Island, 2016). As a result, the City Council requested a recommendation from the City Environmental Technical Advisory Committee (ETAC) regarding the scope and contents of a potential study. ETAC subsequently held several meetings, walked the property, and invited public input in developing their recommendation. After consideration, ETAC recommended that the following significant ecological features of the property should be identified, described, and evaluated as part of an ecological assessment (Bainbridge Island, 2016): 1) grove of “old trees” located in the southeast section of the property, 2) aquifer recharge potential, 3) human-made pond, 4) stream, and 5) riparian pathway/wildlife corridor.

<sup>1</sup> The site plan shown in Figure 2 is conceptual and developed without City input as part of the RFP process; therefore, the actual development plan may differ significantly from the concept.



SOURCE: Olympic Property Group and Davis Studio Architecture + Design (2016)

**Figure 2**  
Olympic Property Group “Suzuki Farm” Development Concept

## 2. METHODS AND DATA SOURCES

---

The following sections describe the methods and data sources used to conduct this ecological assessment.

### 2.1 Forest Survey

Forest survey methods are described in detail in Appendix A, and summarized here. Forest community types were categorized based upon the definitions and methods described in Hall, et al., (1995) and Chappell (2004). Forest community type boundaries were surveyed by Tree Solutions, Inc. using GPS and then refined by ESA using air photo interpretation.

Survey and assessment of individual trees was focused on the “old trees” area, as identified by ETAC as an area of focus for this ecological assessment (Bainbridge Island, 2016). Tree ages were determined using a micro-resistance recording drill and a manual increment borer. Tree health and structure were evaluated using visual tree assessment (VTA) method, which involves analyzing trees for defects to estimate tree condition and hazard potential. The individual trees that were assessed were marked with aluminum tags.

### 2.2 Soil Infiltration and Aquifer Recharge

The data sources and methods used to measure soil infiltration rates and estimate aquifer recharge potential on the property are described in detail in Appendix B, and summarized here. Data sources used to conduct these evaluations included:

- National Resources Conservation Service (NRCS) Soil Survey data (NRCS, 1980).
- *Conceptual Model and Numerical Simulation of the Groundwater-Flow System of Bainbridge Island, Washington* (USGS, 2011).
- *Review Findings and Recommendations and Critical Aquifer Recharge Area Assessment* (Aspect Consulting, 2015).

Soil infiltration was measured at six different locations on the property, using the methodology detailed in the NRCS Soil Quality Test Kit Guide (1999a). This test involves filling a metal ring placed on the soil surface with water, and recording the time it takes for the water to infiltrate into the soil. Additionally, a subsurface infiltration test was performed using methods similar to the Environmental Protection Agency (EPA) Falling Head Percolation Test Procedure (1980). This test is often used in the design of low impact development (LID) facilities. For this subsurface test, a 2-foot-deep hole was excavated and filled with approximately 9 inches of water, and the rate of water infiltration was measured. In addition to the infiltration testing, soil characteristics were recorded in each of the 6 test holes. Based upon the soil infiltration tests and a review of the existing information listed above, the aquifer recharge potential of the property was estimated, as well as the overall suitability of the property for the use of LID stormwater management measures.



## 2.3 Wildlife Habitat, Species, and Corridors

Based upon the forest types identified during the forest survey, a scientific literature review was conducted to determine the relative values of the habitats present on the property. An inventory of wildlife species that utilize the property was also conducted. Data sources used for the inventory include:

- Wildlife species observations from a neighboring property owner (L. Marshall, 2016).
- Wildlife species observation conducted by ESA scientists during a one-day site visit.
- WDFW (Washington Department of Fish and Wildlife) Priority Habitats and Species data (WDFW, 2017a).

An identification of potential habitat corridors and connections to the property was conducted; the primary data sources used included a Bainbridge Island wildlife corridor study (Self, 2000) and analysis of aerial photography. The quality and effectiveness of existing wildlife corridor(s) was estimated based upon a review of the relevant scientific literature.

## 2.4 Wetland Identification

A review of existing wetland inventory data and a reconnaissance-level wetland field assessment of the property was conducted. The field assessment consisted of walking the property and observing the presence of wetland features (i.e. hydrophytic plant communities, hydric soil, and wetland hydrology), per the methods defined in *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region* (Corps, 2010). Based upon the presence of wetland features, the approximate boundaries of potential wetland features were sketched on an aerial photo. The reconnaissance-level wetland assessment did not include formal delineation of wetland boundaries or establishment of wetland data plots; therefore, likely wetland areas on the property are referred to as “potential wetland areas” in this report.

Data sources consulted for the wetland identification included the following:

- City of Bainbridge Island Critical Areas Data (Bainbridge Island, 2017)
- National Wetlands Mapper Inventory (USFWS, 2017)
- National Resources Conservation Service (NRCS) Soil Survey (NRCS, 1980).

Wetland functions and the relative value of the potential wetland areas identified on the property were estimated using the methods described in Hruby (2014).

## 2.5 Stream Identification

The methods for assessing streams within the property included a field assessment in conjunction with a review of publically available data resources that indicate the presence of streams, including potential fish use and/or presence. The field assessment consisted of walking the property and identifying any

channelized features. Any such observed features were analyzed for presence of bed and bank, type and distribution of channel vegetation and substrate, and hydrology sources/flow rates.

Data sources consulted for this evaluation included the following:

- City critical areas data (Bainbridge Island, 2017)
- WDFW Priority Habitats and Species data (WDFW, 2017a)
- WDFW SalmonScape interactive mapping tool (WDFW, 2017b)
- Washington State Department of Natural Resources (WDNR) stream typing data (WDNR, 2017)

## 3. FINDINGS

---

The following sections describe the results and findings of the Suzuki Property ecological assessment.

### 3.1 Forest Survey

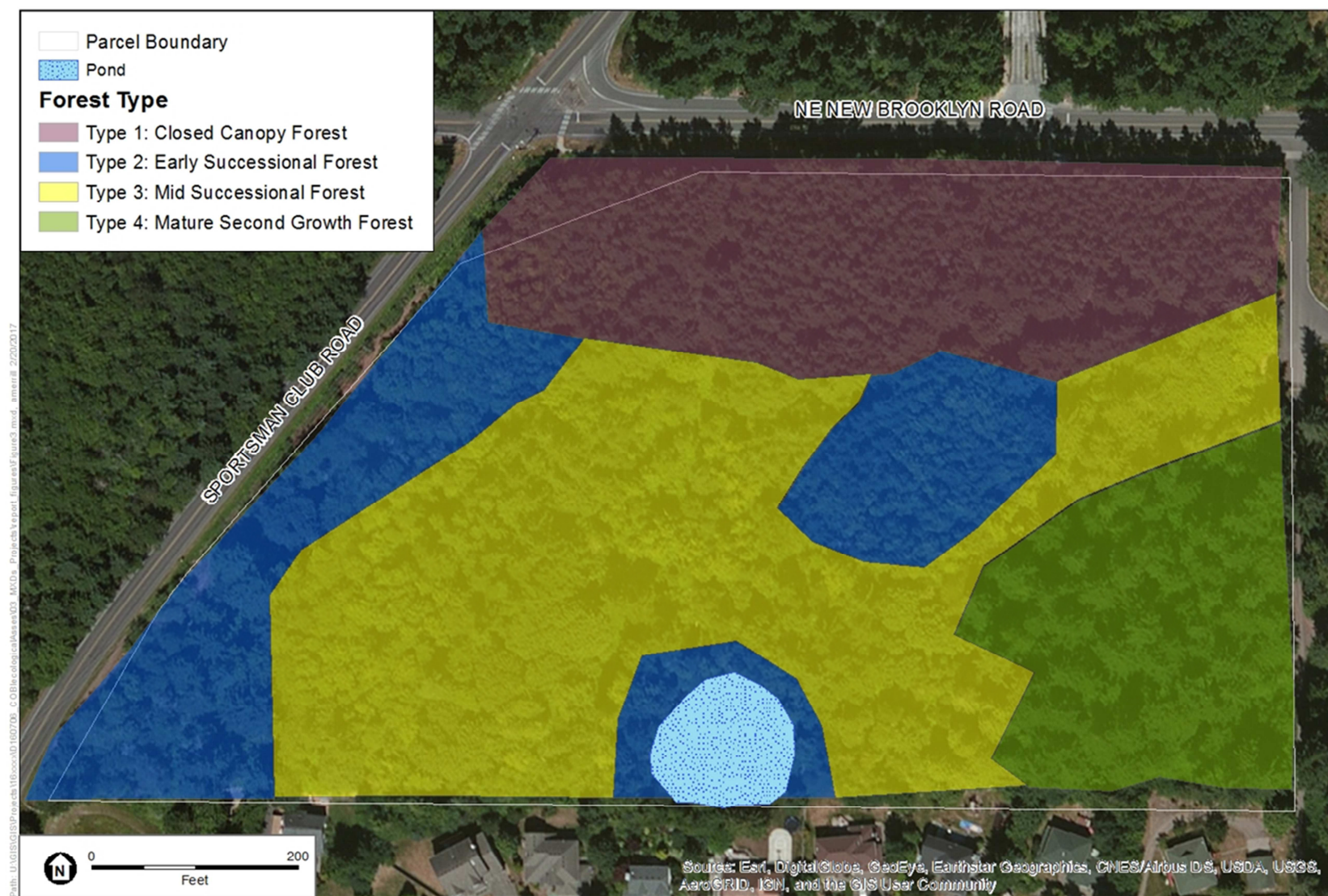
Four forest types were identified on the property, which are shown in Figure 3 and summarized below. See the forest survey report (Appendix A) for additional details on these forest types and the data table of individually-surveyed trees.

#### ***Type 1: Closed Canopy Forest***

The closed canopy forest zone is approximately 3.9 acres in area, and is located along the northern boundary of the property. The zone consists primarily of young Douglas fir trees. Based upon the relatively small size of the trees, the homogenous canopy structures, and the absence of snags and coarse woody debris (e.g. downed trees and logs), it appears that this section of the property was historically cleared and later planted with Douglas fir (likely in the late 20<sup>th</sup> century). The trees are dense and there are very few gaps in the canopy, which limits understory sapling and shrub vegetation. The understory vegetation that is present consists of trailing blackberry, sword fern, salal, salmon berry, and evergreen huckleberry. The closed canopy forest zone on the property is approximately 3.9 acres in area.



***Closed Canopy Forest Zone***



SOURCES: Tree Solutions, Inc. (2017), ESA (2016)

**Figure 3**  
Forest Zones



### ***Type 2: Early-Successional Forest***

Three areas of early-successional forest are found on the property; a patch near the center of the property, an area around the pond perimeter, and another area along the western property boundary. The total coverage of this forest zone on the property is approximately 2.9 acres. Trees observed in this forest zone include red alder, Big leaf maple, bitter cherry, and Pacific madrone. The dominant tree species in this zone is red alder, a relatively short-lived and fast-growing tree. Some scattered conifer trees (primarily Western red cedar and Douglas fir) are present in this zone, but they appear to be outcompeted by the fast-growing alder and understory shrubs. Dominant understory vegetation in this zone consists of salmonberry, sword fern, and Pacific willow, with invasive Himalayan blackberry observed in some areas, particularly where sunlight is available. Some areas, particularly where canopy gaps are present, contain very dense coverage of understory shrubs. The early-successional forest zone contains a generally low density of snags and coarse woody debris.



*Early Successional Forest Zone*

### ***Type 3: Mid-Successional Forest***

The mid-successional forest zone is the predominant forest type on the property; it covers an area of approximately 4.8 acres. This forest type consists of a multi-tiered forest that contains both coniferous trees. There are a moderate amount of canopy gaps in this forest type, which allows for sapling regeneration (primarily western redcedar). The forest appears to be transitioning from a mainly deciduous forest stand to a coniferous forest. Based upon the tree coring results, the age range of trees in this area are between 63 and 67 years old. The dominant tree species in this forest cover type include western redcedar, bigleaf maple, Douglas fir, red alder, and western hemlock. Dominant understory vegetation includes vine maple, evergreen huckleberry, red huckleberry, salal, sword fern, and trailing blackberry. The mid-successional forest zone contains a generally low density of snags, and a moderate density of coarse woody debris.





*Mid-Successional Forest Zone*

#### **Type 4: Mature Second-Growth Forest**

The southeastern portion of the property is comprised of a mature second-growth forest, which covers of approximately 1.9 acres. Forest characteristics include moderate to large-diameter conifer trees and a multi-layered canopy with shade tolerant shrub species. Tree species observed in this zone are Douglas fir, western redcedar, big leaf maple, western hemlock, and bitter cherry. Dominant understory species include vine maple, evergreen huckleberry, red huckleberry, salal, sword fern, Oregon grape, and trailing blackberry. A moderate volume of coarse woody debris is present on the forest floor, a low density of standing snags was observed.

Based upon the tree coring results, the age range of trees within this forest zone are between 81 to 144 years old. As indicated by the stumps present throughout the property, which show evidence of logging by both crosscut saw and chainsaws, it is likely that this area was logged in multiple events. Based upon historical records of logging, the first major logging event likely occurred in the 1870s.



*Mature Second-Growth Forest Zone*

## 3.2 Soil Infiltration and Aquifer Recharge

The soil infiltration testing was performed on February 9, 2017, immediately following a period of relatively high precipitation. Soil surface infiltration rates ranged from 9.3 to 21.8 inches per hour and subsurface rates ranged from 0.7 to 4.5 inches per hour at five of the six test sites.<sup>2</sup> Restrictive hardpan layers were encountered between a depth of 24 to 32 inches in the test pits, which likely limited subsurface infiltration. The higher infiltration rates measured in the surface tests are likely due to soil irregularities that can result in better infiltration, such as roots, insect/worm burrows, and organic material. In general, the subsurface infiltration tests revealed the more limiting infiltration capability of the deeper soils.

Overall, the infiltration rates measured in the subsurface tests indicated a low to moderate infiltration capacity of the soils on the property, which is consistent with Hydrologic Soil Groups B or C as listed in the NRCS Web Soil Survey (2017). Given that Bainbridge Island is made up of mainly Hydrologic Groups A, B, and C, infiltration at the Suzuki property is likely low to average in comparison with the rest of the island.

Most of Bainbridge Island, including the Suzuki Property, is classified as a Critical Aquifer Recharge Area (CARA) for shallow aquifers (Aspect, 2015; USGS, 2011). The shallowest aquifer with the highest potential to be affected by development on the property is the Vashon advance aquifer (the property is not classified as a CARA for deep aquifers). Based on the low to moderate infiltration rates measured on site

<sup>2</sup> Due to high groundwater, the surface infiltration test at Test Site 2 was aborted when the test failed to show measurable infiltration after 40 minutes, and the subsurface infiltration test was not performed. This test site is located in the immediate vicinity of a potential wetland area (see Section 3.3.2).

and the presence of better draining soils within the mapped critical aquifer recharge area outside of the Suzuki property, the site likely has a low to moderate impact on aquifer recharge in comparison to the rest of the island.

See the Soil Infiltration and Aquifer Recharge Report (Appendix B) for additional information.

### 3.3 Wildlife Habitat and Species

#### 3.3.1 Forest Habitat

Of the four forest types identified on the property, the closed canopy forest zone (Type 1) has the least overall habitat value. The forest consists of a dense, even-aged stand of Douglas fir with a high degree of canopy closure and a sparse understory, which provides comparatively poor quality wildlife habitat as compared to more species- and structurally-diverse forest types (McComb, Spies, & Emmingham, 1993). The lack of canopy openness restricts wildlife access, reduces visibility for spotting prey, and decreases ground temperatures, all of which negatively impacts wildlife habitat quality (Carey, 1996; North et al., 1999). A low diversity of vertical structure and canopy variability, along with minimal understory vegetation, provides few niches for wildlife and prey species, which lowers the overall wildlife species diversity and population levels (Hays & Hagar, 2002; Wilson & Puettmann, 2007). Coarse woody debris and standing snags are largely absent from this forest zone, further limiting habitat quality.

In comparison, the mature second growth forest zone (Type 4) has the highest overall habitat value of the four forest types on the property. The diversity of tree species, ages, heights, and canopy openness provides niches for a variety of wildlife and prey species (Carey, 1996; Carey et al., 1999; Wilson & Puettmann, 2007). The presence of understory deciduous trees and shrubs are especially important, as they provide berries, seeds, and small mammal cover, as well as browsing material for larger mammals (Martin & McComb, 2002; Wender et al., 2004). Additionally, as compared to the closed canopy forest zone, coarse woody debris is abundant in this forest habitat. Coarse woody debris and snags are important components of healthy forest ecosystems, as they provide sites for nests, dens, and burrows; hiding cover for predators and protective cover for their prey; a food source for insects; and other habitat functions (Stevens, 1997). The mature second growth forest zone meets the WDFW (2008) criteria to be considered a “mature forest,” which is a designated State priority habitat type.

The mid-successional forest zone (Type 3) has moderate habitat value, as compared to the closed canopy forest (Type 1) and the mature second growth (Type 4) forest zones. The mid-successional forest zone shares several attributes with the mature second-growth forest zone (Type 4), such as similar dominant tree and understory species. However, coarse woody debris abundance, plant species diversity, diversity of vertical structure, and level of canopy openness is lower as compared to the mature second growth forest zone, but is significantly higher than what is observed in the closed canopy forest zone.

The remaining forest type on the property (early-successional forest [Type 2]) also has comparatively moderate habitat value. As described in Section 3.1, the early-successional forest zones on the property are dominated by red alder. Various species of birds, mammals, amphibians, and invertebrates depend on red alder; for example, the leaves of red alder support a high number of invertebrates, which serve as the main food source of many songbird species (Jensen, et al., 1995). These zones also contain a dense understory of native shrubs, particularly where canopy gaps are present. Habitat limitations of the early-



successional forest zones include low levels of coarse woody debris and snags, the presence of invasive species (primarily Himalayan blackberry) in some locations, and a lower diversity of vertical structure and canopy variability, as compared to the mature second growth forest zone.

### 3.3.2 Pond and Wetland Habitat

As shown in Figure 3, an approximately 0.25-acre human-created pond is located near the southern property boundary. The pond is surrounded by an earthen berm, and is likely maintained by a high groundwater table and/or a clay lining at the bottom of the pond. Douglas fir tree rooted within the berm was determined to be between 71 and 76 years old (see Appendix A for details), which indicates that the pond was likely constructed in the mid-20<sup>th</sup> century.



*Human-Created Pond*

The pond is permanently flooded and approximately 10 feet deep, with a seasonal variation of 3 to 4 feet (Bainbridge Island, 2016). Vegetation observed in the pond includes duckweed, water parsley, and yellow-flag iris. Despite the fact that the pond is a human-made feature, it provides habitat for a wide variety of species that rely on open water habitat for all or a portion of their life cycle, such as amphibians and many insects (Sheldon, et al., 2005). Other species use open water areas for obtaining some life requirements (e.g. sources of prey and drinking water), such as deer and herons. The close proximity and uninterrupted connection between the pond and the adjacent forest habitat support both the overall wildlife populations and biodiversity found on the property.

Along with the pond, three potential wetland areas were identified on the property, which are shown in Figure 4 and described below. Wetlands provide many valuable environmental functions, such as water quality improvement, flood water storage, and habitat for plants and animals (Sheldon, et al., 2005). The ability of a wetland to provide these functions is dependent upon a variety of factors, such as the

wetland's topography and position in the landscape, water regime, proximity to adjacent habitats, and vegetative composition.





SOURCE: ESA (2016)

**Figure 4**  
Potential Wetland Areas

### ***Potential Wetland Area 1***

Potential Wetland Area 1 is a depressional feature located near the center of the property. The dominant vegetation in the area is primarily red alder trees, with some scattered western red cedar trees. The understory is dominated by salmonberry, with patches of salal, sword fern, and trailing blackberry, primarily on the fringes of the wetland area.

During the December 15, 2016 site visit, shallow ponded water was observed in the middle of the potential wetland area. The area is isolated (i.e. there is no obvious surface water outlet).



### ***Potential Wetland Area 1***

### ***Potential Wetland Area 2***

Potential Wetland Area 2 is a linear swale feature located in the east-central portion of the property. The area slopes to the west, and drains into the ditch along Sportsman Club Road (see Section 3.3.5). The dominant vegetation in the area is primarily red alder trees with an understory of salmon berry, with some scattered patches of sword fern, trailing blackberry, and red elderberry along the wetland area boundary. During the December 15, 2016 site visit, areas of soil saturation and water seeping from the hillside were observed.





*Potential Wetland Area 2*

### ***Potential Wetland Area 3***

Potential Wetland Area 3 is a depressional feature located near the southwest corner of the property. The area drains southward into the ditch along Sportsman Club Road (see Section 3.3.5). The dominant vegetation in the area is primarily red alder trees and mature willows, with an understory of salmonberry and soft rush. During the December 15, 2016 site visit, ponding was observed in the area, and water was observed flowing out of the area into the adjacent ditch.

It appears that a portion of the wetland is seasonally flooded (meaning that the observed ponding persists for at least two consecutive months out of the year). Therefore, as opposed to the other two potential wetland areas identified on the property, Potential Wetland Area 3 may provide breeding habitat for amphibians.



*Potential Wetland Area 3*

### 3.3.3 Wildlife Species

Many different wildlife species have been observed on the property, including a variety of songbirds, waterfowl, and raptors; frogs, salamanders, and newts; painted turtle, Douglas squirrel, coyote, river otter, and white-tail deer. Many of these species, particularly the river otters, painted turtles, and amphibians, were observed within or in close proximity to the pond. The resident of a house located directly south of the pond on Commodore Lane NW has collected wildlife observation data of the pond vicinity for several years, these data is presented in Appendix C. During a one-day field visit on December 1, 2016, ESA biologists also recorded species observations which are presented in Appendix C.





*A sample of wildlife observed in the pond (clockwise from upper left): painted turtle, river otter, great blue heron, and wood duck (Photos courtesy L. Marshall)*

The WDFW Priority Habitats and Species (PHS) database (2017a) does not include species data for the property. However, of the observed wildlife species on the property, seven species are listed as priority species by WDFW (Table 1).

**TABLE 1**  
**WDFW-LISTED PRIORITY SPECIES OBSERVED ON THE SUZUKI PROPERTY**

Species	Listing Criteria
Pileated woodpecker	#1: State-Listed Species <sup>1</sup> ( <i>Sensitive</i> )



Species	Listing Criteria
Bald eagle	#1: State-Listed Species <sup>1</sup> ( <i>Candidate</i> )
Great blue heron	#2: Vulnerable Aggregations <sup>2</sup>
Wood duck	#3: Species of Recreational, Commercial, and/or Tribal Importance <sup>3</sup>
Common goldeneye	#3: Species of Recreational, Commercial, and/or Tribal Importance <sup>3</sup>
Bufflehead	#3: Species of Recreational, Commercial, and/or Tribal Importance <sup>3</sup>
Hooded merganser	#3: Species of Recreational, Commercial, and/or Tribal Importance <sup>3</sup>

<sup>1</sup> State-listed species are native fish and wildlife species legally designated as Endangered, Threatened, or Sensitive (WAC 232-12-011). State Candidate species are fish and wildlife species that will be reviewed by WDFW for possible listing as Endangered, Threatened, or Sensitive according to the process and criteria defined in WAC 232-12-297.

<sup>2</sup> Vulnerable aggregations include species or groups of animals susceptible to significant population declines, within a specific area or statewide, by virtue of their inclination to aggregate.

<sup>3</sup> Native and non-native fish and wildlife species of recreational or commercial importance, and recognized species used for tribal ceremonial and subsistence purposes, whose biological or ecological characteristics make them vulnerable to decline in Washington or that are dependent on habitats that are highly vulnerable or are in limited availability.

Pileated woodpecker generally nest in snag cavities or in the dead branches of live trees, usually 15 to 80 feet above ground (Audubon Society, 2017). Snag cavities that may provide nesting sites for pileated woodpecker were observed on the property; however, no nests have been observed to date. If present, the nests would likely occur in the mid-successional forest zone (Type 3) or the mature second-growth forest zone (Type 4), as suitable nesting snags were not observed in the other forest zones. WDFW PHS data (2017a) shows the nearest documented pileated woodpecker nesting habitat is located approximately 2



miles west of the property, near the corner of NE Tolo Road and NE Nelson Hill Road.

*Snag with cavities observed in the southeastern portion of the property (Photo courtesy L. Marshall)*

There are no bald eagle nests or great blue heron rookeries on the property, although these species have been observed utilizing the property for roosting and/or foraging. WDFW PHS data (2017a) show the nearest bald eagle nest located near Murden Cove, approximately 0.75-mile northeast of the property. WDFW also shows the presence of a great blue heron breeding area 0.5-mile east of the property, adjacent to Highway 305.

Wood duck, common goldeneye, bufflehead, and hood merganser are all cavity-nesting ducks, meaning that they require natural cavities or nest boxes to raise their young. Suitable nesting cavities are generally located near water (Seattle Audubon Society, 2017). Nesting sites may be present on the property, although none have been observed to date. WDFW PHS data (2017a) does not show the presence of cavity-nesting duck breeding areas within 2 miles of the property.

### 3.3.4 Habitat Corridors and Connections

Land development generally results in habitat fragmentation, which is a significant threat to wildlife populations and species (Gilbert-Norton, et al, 2009). The dominant effect of habitat fragmentation is a decline in wildlife population density and species richness. In a fragmented landscape, remnant areas of relatively undisturbed habitat as referred to as “habitat patches.” As the Suzuki Property is surrounded on all four sides by development (arterial roads to the north and west, a gravel road to the east, and a residential subdivision and stormwater detention pond to the south), the entire property can be consisted a habitat patch.

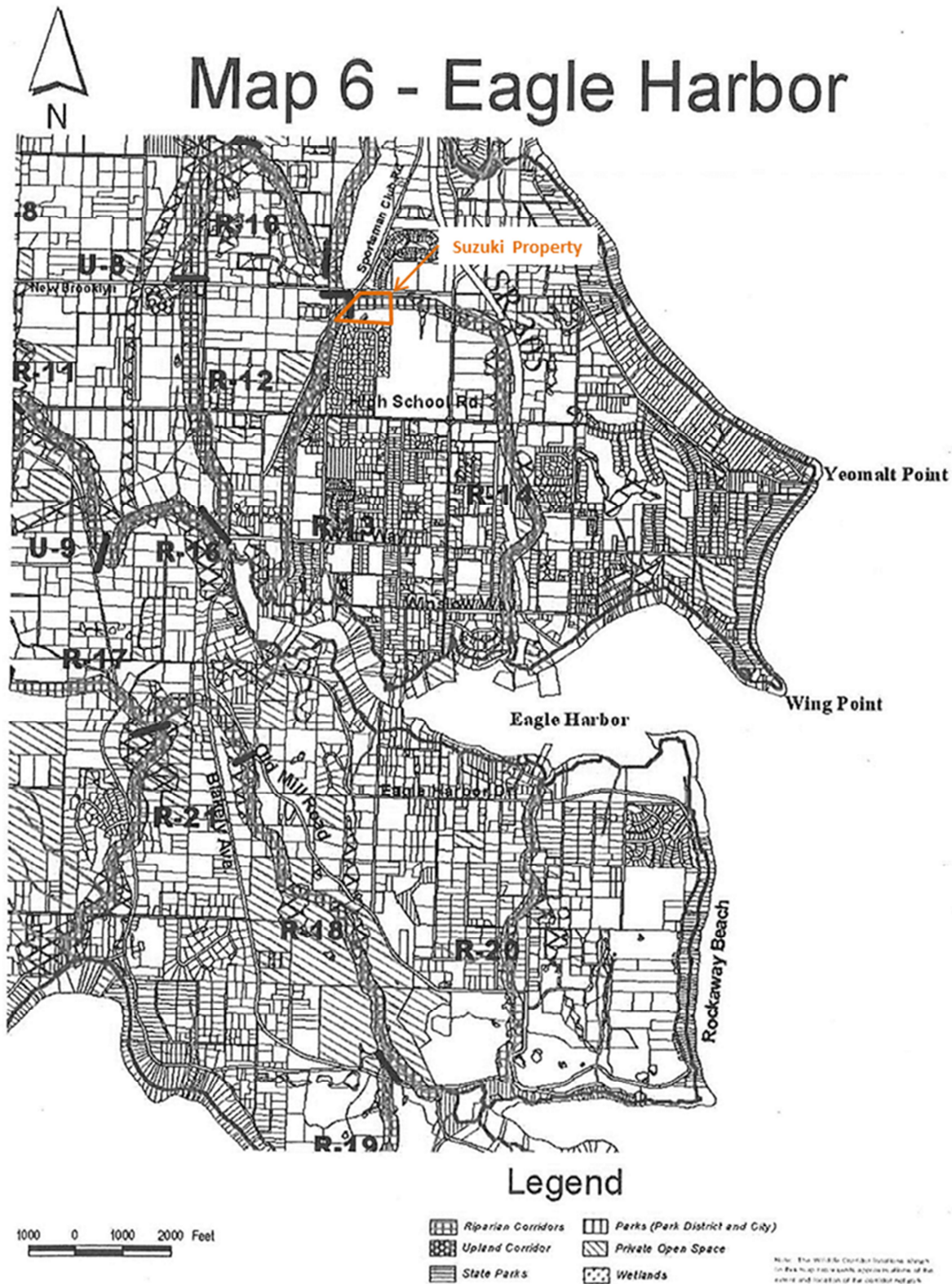
In developing landscapes, the primary option for increasing wildlife migration between habitat patches is the creation of landscape corridors, which are thin strips of habitat that connected isolated patches of habitat (Gilbert-Norton, et al, 2009; Christie & Knowles, 2015). Corridors can be effective maintaining or slowing the decline of wildlife population density and species richness. Corridor effectiveness in dependent upon a variety of factors, such as life cycle needs of the target species, corridor width, length, level of fragmentation within the corridor (e.g. a road crossing) (NRCS, 1999b). The minimum effective corridor width is generally recognized to be approximately 300 feet (USDA, 2008).

The Suzuki Property is identified as part of a “riparian corridor”<sup>3</sup> in the *Bainbridge Island Wildlife Corridor Network* study (Figure 5) (Self, 2000). This corridor, identified as “Link R-14,” is described as connecting riparian habitat along Stream 0321 (Drainage to Murden Cove’s) with riparian habitat along Streams 0325 and 0324 in the North Eagle Harbor watershed. The study was developed by a City summer intern, and the corridor mapping conducted at a relatively coarse scale using air photo interpretation.

---

<sup>3</sup> The term “riparian corridor” in the study includes both riparian (stream) corridors, as well as upland areas that link riparian areas.

The mapped corridor crosses developed areas and is interrupted in several locations in the vicinity of the property. To the east, the mapped corridor is bisected by Madison Avenue North approximately 1,000 feet from the property. Just to the southwest of the property, the mapped corridor is narrowed to a width of less than 200 feet between Sportsman Club Road NE and a residential subdivision on Capstan Dr NE, and the mapped corridor crosses High School Road NE approximately 2,000 feet south of the property. These disturbances, particularly the roads, severely limited the effectiveness of the identified corridor. However, given the recorded observations of river otter in the Suzuki property pond, flightless species have the potential of migrating from offsite riparian areas to the property.



SOURCE: Best, 2000

**Figure 5**  
Eagle Harbor Vicinity Habitat Corridor Map

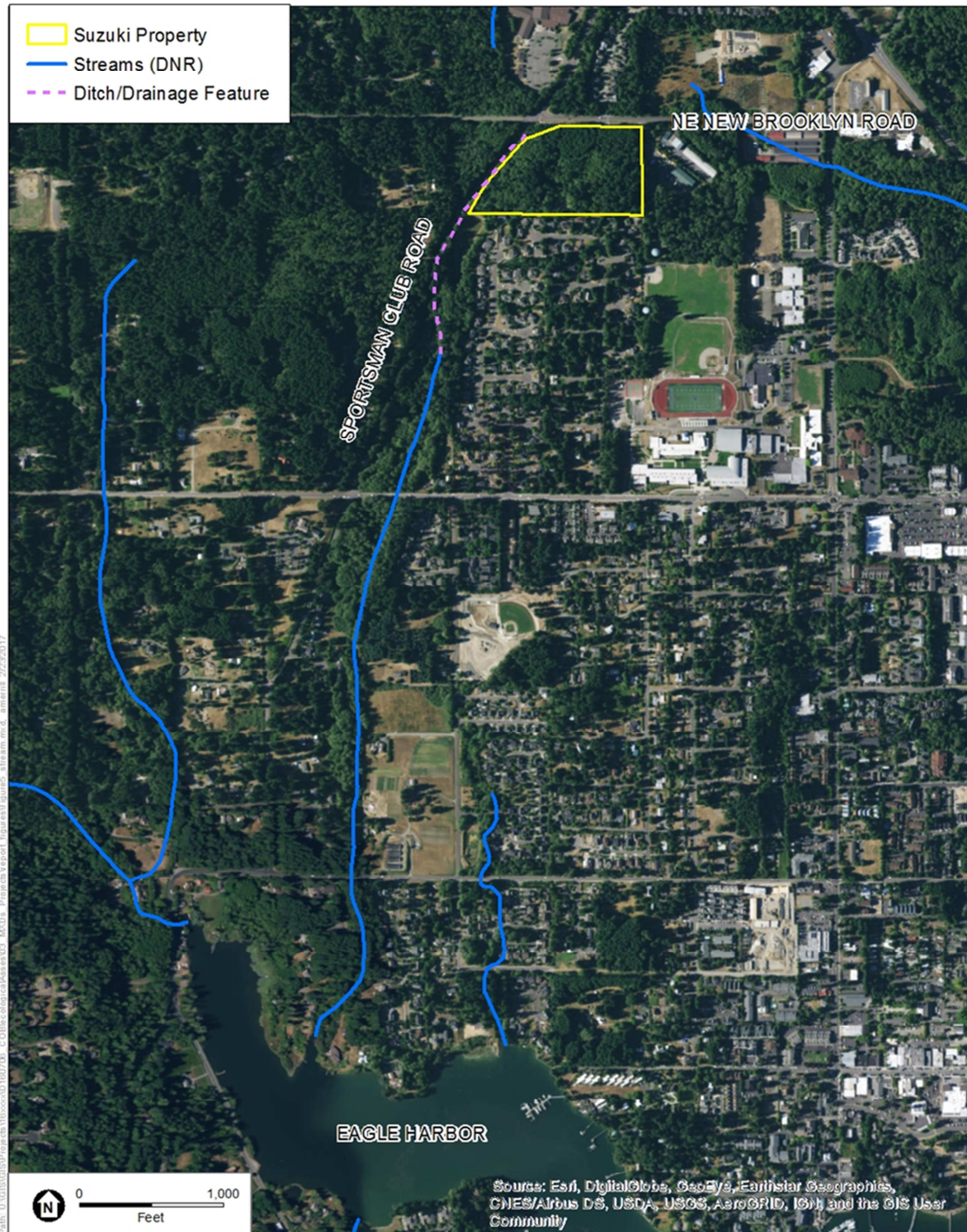
### 3.3.5 Stream Identification

Several data sources indicate the presence of a stream near the west property boundary, adjacent to Sportsman Club Road. However, these data sources differ in both the extent of the stream features and its fish-bearing status. WDNR (2017) data shows a Type F (fish-bearing) stream originating approximately 1,000 feet south of the property and draining into Eagle Harbor (Figure 6). City critical areas mapping shows the stream as originating further north, approximately 200 feet southeast of the intersection of Sportsman Club Road and NE New Brooklyn Road (Bainbridge Island, 2017). The City data show the stream mapped as Type Ns (non-fish bearing seasonal) from its origin to a point approximately 400 feet downstream, where it is then mapped as a Type F stream. The Type F stream extends for approximately 200 feet into the southeast boundary of the property. The remaining downstream reach of the stream follows a similar path as the WDNR mapping.

The Salmonscape database (WDFW 2017b) also identifies an ephemeral, non-fish-bearing stream stream in the general project vicinity. These data show the stream originating approximately 1,000 feet south of the property. The remaining downstream reach of the stream is mapped by WDFW as following a similar path as the WDNR and City mapping.

During the December 16, 2016 field investigation, a single channelized drainage feature was observed just west of the property boundary, adjacent to Sportsman Club Road (Figure 6). For most of its length along the western property boundary, the drainage feature is between 1 and 2 feet wide. Approximately 150 north of the southern property boundary, a 12-inch diameter culvert conveys the drainage into Potential Wetland Area 3 (Figure 4) The wetland extends to the southern boundary of the property, where it drains through another culvert under an unpaved access road and into what appears to be a second wetland. Any flow appears to continue downstream to the southwest, as indicated by the WDNR stream mapping (Figure 6). During the site visit, the drainage feature was dry upstream of Potential Wetland Area 3. Water was observed flowing southward from the wetland area, just south of the property.





**Figure 6**

**Streams/Drainage Features in the Suzuki Property Vicinity**

In the immediate vicinity of the property, the drainage feature appears to be a human-created ditch with a primary purpose of intercepting and conveying stormwater runoff from Sportsman Club Road. The channel is heavily vegetated with blackberry, rushes, grasses and forbs forming a thick mat of vegetation within the bottom and sides of the channel. Patches of swordfern, an upland plant, also extend adjacent and into the channel. The substrate within the soil is predominantly compacted organic soil and root material, with little natural cobble or gravel observed (some irregular and small patches of angular quarry spalls were observed).



*Drainage ditch west of the Suzuki Property*

Based on the observed channel, habitat, and hydrology within the drainage feature, it appears that the portion of the drainage feature within the immediate vicinity of the property should not be considered a stream, but rather a manmade stormwater conveyance feature. Drainage appears to come primarily from roadway stormwater runoff and no suitable habitat for fish species is present within the homogenous, linear channel. Downstream of the property, it is likely that the contributing basin area is large enough to create and maintain a stream channel, but these conditions do not occur within the immediate vicinity of the property.



## 4. MANAGEMENT RECOMMENDATIONS

---

The most effective strategy for maintaining ecological functions in a developing area is to retain large, connected patches of native vegetation and limit development footprints. This strategy, typically referred to as development “clustering,” is consistent with the stated goals in the “Suzuki Farm” development proposal (OPG, 2016), which include preserving open space and enhancing habitat for Bainbridge Island species.

Overall, based upon our site investigation and a review of the relevant ecological data and scientific literature, we recommend focusing the development footprint on the northern portion of the property. This portion of the property, identified in this study as the Closed Canopy Forest (Type 1) zone (Figure 3), has the least overall ecological value as compared to the remaining habitats of the property. We recommended preserving the Mature Second Growth Forest (Type 4) zone in its entirety, as this area, along with the pond, as they are the most ecologically valuable areas of the property. We also recommend that the early successional forest (Type 2) and Mid Successional Forest (Type 3) zones to be retained as much as possible, particularly the portions that provide connections between the Mature Second Growth Forest and the pond, as well as offsite habitats. Ideally, the retained open space on the property would be one large, connected block of habitat, instead of creating multiple patches with interrupted connections.

Specific management recommendations for the different ecological features on the property are described below.

### 4.1 Tree Protection

Prior creating a site development plan, it is important to look at the forest holistically to determine groves or stands of trees that will be retained. This includes assessing species tolerance to construction impacts, such as soil compaction, root loss, and exposure to changing forest conditions resulting from adjacent tree removal. On the property, trees that are more open-grown with higher live crown ratios (measured as the length of live tree canopy compared to total tree height) are more likely to tolerate new exposure that results from adjacent tree removals. Reversely, trees with lower live crown ratios are more susceptible to windthrow if adjacent trees are removed.

Other tree protection management recommendations include:

- Install tree protection fencing around the critical roots zones of retained trees, and avoid disturbances (such as parking, materials storage, or dumping) within the tree protection area.
- Minimize soil disturbance adjacent to tree protection zones, and use alternative methods (such as hand excavation) to protect roots.
- Minimize root pruning.
- Retain and protect the existing duff layer and understory near retained trees.

For further tree protection details, see the Forest Survey Report (Appendix A).

## 4.2 Soil Infiltration and Aquifer Recharge

As stated in Section 3.2, the property is located within a designated CARA. Based upon a review of existing information and the results of the soil infiltration testing, the property likely has a low to moderate impact on groundwater recharge, in comparison to the rest of Bainbridge Island. However, considering that groundwater is the sole source of drinking water on the island, utilizing stormwater management strategies that maintain the quantity and quality of aquifer recharge is important, even in areas with more limited groundwater recharge potential. Therefore, we recommend the use of LID stormwater management techniques for the proposed development.

LID stormwater management techniques remove pollutants from stormwater runoff and reduce impact to the natural hydrologic cycle by infiltrating stormwater onsite through localized facilities, such as rain gardens and bioswales. LID stormwater management benefits aquifer recharge by maintaining the quantity of water infiltration that would occur naturally on an undeveloped site. The suitability of LID facilities is determined by the subsurface infiltration rates and the depth to seasonal high groundwater.

The average subsurface infiltration rate measured on the property was 1.6 inches per hour, which is suitable for some types and sizes of LID infiltration facilities. However, the high water levels observed on the property may limit the opportunity for infiltration of stormwater. The Western Washington Stormwater Management Manual (Ecology, 2012) states that the bottom of infiltration facilities should be at least 5 feet above seasonal high groundwater or other low permeability layer.

There are a several LID stormwater management techniques that are effective in areas with limited soil infiltration capacity and high groundwater tables; these techniques include:

- Limiting impervious surface coverage across the development site.
- Installing “green roofs,” i.e., the building that is partially or complete covered with vegetation and a growing medium, planted over a waterproofing membrane.
- Utilizing impervious pavement for roads, driveways, sidewalks, and other hardscapes.
- Using rain barrels/cisterns to “harvest” rainwater that can be used for irrigation or other non-potable water uses.
- Using lined, vegetated stormwater planters to treat stormwater prior to discharging to a separate infiltration facility.

Prior to site design efforts, we recommend that additional field investigation be performed to better understand the extent of perched groundwater beneath the site, in order to select and design LID stormwater facilities that are appropriate for the conditions of the property.

## 4.3 Wildlife Habitat

Other than retaining existing native vegetation, there are several methods for minimizing the impacts of development on wildlife habitat. These methods include:

- Locate developments and uses that create noise, such as playgrounds, away from habitat areas.
- Minimize light pollution and maintain naturally dark habitat by minimizing outdoor lighting orienting lighting away from habitat areas.
- Create “buffer zones” of native vegetation between development and existing high-quality habitat areas (such as the Mature Second Growth Forest).
- Limit and/or exclude domestic animal access to habitat areas.
- Utilize native plantings for residential landscaping, particularly plants that create forage and habitat for bird and insect species.

Once constructed, a major amenity for residents of the proposed development will be opportunity to enjoy the wildlife habitat that is literally “in their backyard.” It is expected that human use of the habitat areas would significantly increase over existing conditions. This increase in use has the potential to have a serious detrimental effect on the wildlife and habitat on the property, as increased human use can result in trampling of vegetation, soil compaction, disturbance of wildlife breeding activity, and other negative effects. Fortunately, there are several effective measures to mitigate the impacts of increased human use. Methods include:

- Restrict human use to established paths, in order to avoid disturbance to the majority of the habitat areas.
- Educational materials, such as the installation of educational signage, can help inform residents and visitors on how to enjoy and view wildlife and open space while minimizing disturbance.
- Establishment of a volunteer program to conduct outreach efforts, lead wildlife enhancement projects, and monitor potential wildlife-disturbing activities (such as littering and the creation of informal paths)

Along with minimizing human impacts to habitat areas, there are a variety of opportunities to enhance habitat quality on the property. Habitat improvement opportunities include:

- Removal of invasive species (e.g. Himalayan blackberry and English ivy).
- Establishment of native plantings to increase plant species diversity and vertical structure in the retained forest areas.
- Installation of bat houses and bird nest boxes.



- Increasing habitat structure by installing brush piles and snags throughout the property, particularly in areas where coarse woody debris density is low. The materials needed to create these habitat structures (tree trunks, brush, and root wads) can be salvaged from trees that are removed during site development.

As the property provides habitat for state-listed priority species, Bainbridge Island Municipal Code (BIMC) requires the submission of a Habitat Management Plan (HMP) prior to site development. Per BIMC Section 16.20.130.C., the HMP must include measures to retain and protect the wildlife habitat and consider effects of land use intensity, buffers, setbacks, impervious surfaces, erosion control, and retention of native vegetation.

### 4.3.1 Pond

As stated in Section 3.3.2, the human-created pond on the property provides habitat for a wide variety of species that rely on open water habitat for all or a portion of their life cycle. The “Suzuki Farm” development proposal (OPG, 2016) describes enlarging the pond for stormwater detention purposes, as well as constructing a play/gathering space directly adjacent to the proposed enlarged pond (Figure 2). We recommended avoiding disturbance to the pond, given its importance as a habitat feature on the property. Additionally, we recommend maintaining a protective buffer of existing native vegetation around the pond. Ideally, the pond buffer would be a component of the habitat corridor across the southern portion of the site (see Section 4.3.3 below).

### 4.3.2 Wetlands

Wetlands provide valuable ecological functions (e.g. floodwater storage, water quality improvement, and wildlife habitat), and are regulated at the federal, state, and local levels. The BIMC (Section 16.20.160) assigns protective buffer widths to wetlands; widths range between 25 to 250 feet depending upon wetland category, as determined using the *Washington State Wetland Rating System for Western Washington* (Hruby, 2014). The BIMC permits wetland impacts for some specific uses when no reasonable alternative location is available, such as utility installation and dock construction. But in general, impacts to wetlands and their buffers are only allowed when they are determined to be “necessary and unavoidable” by the City (BIMC Section 16.20.100). Any impacts to wetlands or their buffers must be mitigated for per BIMC Section 16.20.160.H.

Prior to site design, wetlands on the property should be formally delineated, categorized, and documented in a critical areas study (BIMC Section 16.20.090).

### 4.3.3 Habitat Corridors and Connections

We recommend that a habitat corridor across the southern portion of the property, as described in the *Bainbridge Island Wildlife Corridor Network* study (Self, 2000), be retained. Despite the fact that the mapped corridor is interrupted and narrowed to the east and west of the property, the documented presence of river otter in the pond indicates that flightless species have the potential to migrate to the property from offsite habitat areas. Retaining this corridor would also connect three of the most high-quality habitat areas on the site: Potential Wetland Area 3, the pond, and the Mature Second Growth Forest

(Type 4) forest zone. In accordance with the scientific literature, we recommend a corridor width of 300 feet or greater.

## 5. REFERENCES

---

- Aspect Consulting, 2015, Review Findings and Recommendations and Critical Aquifer Recharge Area Assessment. Prepared for the City of Bainbridge Island.
- Audubon Society. 2017. Guide to North American Birds. Available online at: <http://www.audubon.org/field-guide/bird/pileated-woodpecker> Accessed on February 22, 2017.
- Bainbridge Island (City of Bainbridge Island). 2015. City Council Directs City Manager to Issue RFP for Suzuki Property (Press Release, dated August 12, 2015). Available online at: <http://www.ci.bainbridge-isl.wa.us/DocumentCenter/View/5656> Accessed on February 17, 2017.
- Bainbridge Island (City of Bainbridge Island). 2016. Request for Qualifications: Ecological Assessment Services for Suzuki Property. Available online at: <http://www.bainbridgewa.gov/DocumentCenter/View/7276> . Accessed on February 4, 2017.
- Bainbridge Island (City of Bainbridge Island). 2017. City Bainbridge Island Critical Areas Web Application. Available online at: <https://cityofbi.maps.arcgis.com/apps/View/index.html?appid=c8d607169fc84674a1209dc2dd9e187e> . Accessed on February 3, 2017.
- Carey, A.B. 1996. Intersections of Northwest Forest Canopies and Arboreal Mammals. *Northwest Science*. 70: pp. 72-78
- Carey, A.B., Karshner, J., Biswell, B.L., & L.D. de Toledo. 1999. Ecological Scale and Forest Development: Squirrels, Dietary Fungi, and Vascular Plants in Management and Unmanaged Forests. *Wildlife Monographs*. 142: pp. 1-71.
- Chappell, Christopher B. 2004. Upland Plant Associations of the Puget Trough Ecoregion, Washington. Olympia, WA: Washington Department of Natural Resources.
- Christie, M.R. & L.L. Knowles. 2015. Habitat Corridors Facilitate Genetic Resilience Irrespective of Species Dispersal Ability on Population Sizes. *Evolutionary Applications*. 8(2015): 454-463.
- Corps (U.S. Army Corps of Engineers). 2010. *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0)*. Vicksburg, MS.
- Ecology (Washington State Department of Ecology). 2012 (Revised 2014). Stormwater Management Manual for Western Washington. Olympia, WA.
- EPA (Environmental Protection Agency). 1980. Falling Head Percolation Test Procedure. Washington, D.C.

- Gilbert-Norton, L., Wilson, R., Stevens J.R., & K.H. Beard. 2009. A Meta-Analytic Review of Corridor, Effectiveness. *Conservation Biology*. 24(3), pp. 660-668.
- Hall, F.C, Bryant, L., Clausnitzer, R., Geier-Hayes, K., Keane, R., Kertis, J., Shlisky, A., & R. Steele. 1995. Definitions and Codes for Seral Status and Structure of Vegetation. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station.
- Hays, J.P., & J.C. Hagar. 2002. Ecology and Management of Wildlife and Their Habitats in the Oregon Coast Range. In: Hobbs, S.D., et al. (Eds.), *Forest and Stream Maanagement*. Oregon State University Press, Corvallis, OR, pp. 99-134.
- Hruby, 2014. Washington State Wetland Rating System for Western Washington (Ecology Publication # 14-06-029). Olympia, WA.
- Jensen, E.C., Anderson, D.J., & D.E. Hibbs. 1995. The Reproductive Ecology of Boradleaved Trees and Shrubs: Red Alder. Oregon State University Forest Research Laboratory: Corvallis, OR.
- Martin, K.J. & W.C. 2002. Small Mammal Habitat Associations at Patch and Landscape Scales in Oregon. *Forest Science*. 48, pp. 255-266.
- McComb, W.C., Spies, T.A., & W.H. Emmingham. 1993. Douglas-Fir Forests: Managing for Timber and Mature-Forest Habitat. *Journal of Forestry*. 91, pp. 31-42
- North, M., Franklin, J.F., Carey, A.B., Forsman, E., & Hammer T.. 1999. Forest Structure of the Northern Spotted Owl's Forage Habitat. *Forest Science*. 45(4), pp. 520-527.
- NRCS (Natural Resources Conservation Service). 1980. Soil Survey of Kitsap County Area, Washington.
- NRCS (Natural Resources Conservation Service). 1999a. Soil Quality Test Kit Guide. Washington, DC: NRCS Soil Quality Institute.
- NRCS (Natural Resources Conservation Service). 1999b. Conservation Corridor Planning at the Landscape Level: Managing for Wildlife Habitat. NRCS (Natural Resources Conservation Service). 2017. Web Soil Survey. <https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>. Accessed February 13, 2017.
- NRCS (Natural Resources Conservation Service). 2017. Web Soil Survey. Accessed February 23, 2017 at: <https://websoilsurvey.sc.egov.usda.gov/App/HomePage.htm>
- Olympic Property Group and Davis Studio Architecture + Design. 2016. Suzuki Farm: Bainbridge Island, Washington (Development Proposal). Prepared for the City of Bainbridge Island, Washington.
- Seattle Audubon Society. 2017. Bird Web. Accessed February 22, 2017 at: <http://www.birdweb.org/birdweb/>
- Self, D.E. 2000. Bainbridge Island Wildlife Corridor Network. Prepared for: Bainbridge Island Department of Planning & Community Development.

- Sheldon, D., Hruby, T., Johnson, P., Harper, K., McMillan, A., Granger, T., Stanley, S., & E. Stockdale. 2005. Wetlands in Washington State – Volume 1: A Synthesis of the Science (Washington State Department of Ecology Publication # 05-06-006). Olympia, WA.
- Stevens, V. 1997. The ecological role of coarse woody debris: an overview of the ecological importance of CWD in B.C. forests. B.C. Ministry of Forests: Victoria, B.C.
- USDA (United States Department of Agriculture). 2008. Conservation Buffers: Design Guidelines for Buffers, Corridors, and Greenways (General Technical Report SRS-109). Washington, D.C.
- USFWS (United States Fish and Wildlife Service). 2017. National Wetlands Inventory: Wetlands Mapper. Available at: <https://www.fws.gov/wetlands/data/mapper.html>. Accessed February 13, 2017.
- USGS. 2011. *Conceptual Model and Numerical Simulation of the Groundwater-Flow System of Bainbridge Island, Washington*. Tacoma, WA: USGS Washington Water Science Center.
- WDFW (Washington State Department of Fish and Wildlife). 2008 (Revised June 2016). Priority Habitats and Species List. Available at: <http://wdfw.wa.gov/publications/00165/wdfw00165.pdf>. Accessed February 21, 2017.
- WDFW (Washington State Department of Fish and Wildlife). 2017a. Priority Habitat and Species database. <http://wdfw.wa.gov/mapping/phs/>. Accessed February 3, 2017.
- WDFW (Washington State Department of Fish and Wildlife). 2017b. SalmonScape interactive mapping tool. Available at: <http://wdfw.wa.gov/mapping/salmonscape/index.html>. Accessed February 3, 2017.
- WDNR (Washington State Department of Natural Resources). 2017. Forest Practices Application Mapping Tool. Available at: <https://fortress.wa.gov/dnr/protectiongis/fpamt/>. Accessed February 3, 2017.
- Wender, B.W., Harrington, C.A., & J.C. Tappeiner. 2004. Flower and Fruit Production of Understory Shrubs in Western Washington and Oregon. *Northwest Science*. 78, pp. 124-140.
- Wilson, D.S. & K.J. Puettmann. 2007. Density Management and Biodiversity in Young Douglas-Fir Forests: Challenges of Managing Across Scales. *Forest Ecology and Management*. 246(2007), pp. 123-134.





# Appendix A

## Forest Survey Report



# Appendix B

## **Aquifer Recharge and Soil Infiltration Report**





# Appendix C

## **Wildlife Observation Tables**

# memorandum

date March 27, 2017

to Doug Schulze, City of Bainbridge Island

cc Adam Merrill, ESA

from Nathan Robinson, PE

subject Suzuki Property: Soil Infiltration and Aquifer Recharge Investigation

The purpose of this memorandum is to assess the aquifer recharge potential and the feasibility of stormwater infiltration at the Suzuki Property (the “property”), a 13.83-acre undeveloped parcel located just southeast of the corner of Sportsman Club Road NE and NE New Brooklyn Road in the City of Bainbridge Island, Washington. Groundwater is the only source of drinking water for Bainbridge Island, and as such, it is important to protect the island’s aquifers from contamination and to maintain natural recharge patterns. This assessment is based on a review of existing documentation of soils and groundwater on Bainbridge Island and a field investigation performed by ESA on February 9, 2017.

## Existing Documentation

The United States Department of Agriculture (USDA) Natural Resources Conservation Services (NRCS) maintains the Web Soil Survey, which includes soil data for Bainbridge Island. The NRCS Soil Survey has classified most of the property as Harstine gravelly ashy sandy loam (NRCS 1980). Depth to hardpan layer in Harstine soils is typically 25 to 40 inches. Permeability of Harstine soils is typically moderate to the hardpan and very slow through the hardpan. This soil is classified as Hydrologic Soil Group C. Group C soils generally have low infiltration rates. NRCS Soil Survey maps of the site (Attachment A-1) and of Bainbridge Island as a whole (Attachment A-2) are attached to this memorandum. The soils across Bainbridge Island are well distributed between Hydrologic Soil Groups A, B, and C.

The United States Geological Survey (USGS) published a detailed report of the groundwater flow system on Bainbridge Island in 2011 (USGS 2011). Additional detail was added in a memorandum prepared by Aspect Consulting in 2015 (Aspect 2015). The report and memorandum identify several aquifers on the island corresponding with permeable geologic layers at varying depths. The shallowest aquifer with the highest potential to be affected by development on the Suzuki property is identified as the Vashon advance aquifer (USGS 2011). Based on maps of the aquifer in the USGS study, the top of this aquifer is approximately 50 feet below ground surface. Most of Bainbridge Island, including the Suzuki property, was classified as Critical Aquifer Recharge Area (CARA) for shallow aquifers (Aspect 2015). The Suzuki property was not classified as a CARA for deep aquifers.

## Site Investigation

ESA performed a field investigation, including infiltration testing and soil characterization, on February 9, 2017. Methods and results are described below.

## Methods

ESA chose six test locations across the property to obtain a thorough characterization of site soils (Figure 1). At each test location, ESA performed infiltration tests using two different methodologies: a surface test performed at the ground surface, and a subsurface test performed at a depth of approximately 24 to 30 inches below ground surface.

The surface infiltration test was performed according to the methodology outlined in the NRCS Soil Quality Test Kit Guide (1999). This methodology is attached to this memorandum.

The subsurface infiltration test was performed with a method similar to the U.S. Environmental Protection Agency (EPA) Falling Head Percolation Test Procedure (1980). This test is often used in the design of low impact development (LID) facilities. The Western Washington Stormwater Management Manual recommends that, for design purposes, the measured infiltration rate be reduced by a factor of 0.4 (Ecology 2012). At each site, ESA staff excavated a test hole approximately 9 inches in diameter and 24 to 30 inches in depth. ESA staff filled the test hole with clean water to a depth of approximately 9 inches. ESA staff then measured and recorded the depth of the water surface from a fixed reference point at 10- to 20-minute intervals. The depth to water surface was recorded for a minimum of 1 hour. ESA staff did not presoak the test pits because of heavy rain at the property in the hours prior to the tests.

In addition to the infiltration testing, ESA scientists examined the soils encountered in each test hole and noted soil characteristics.

## Findings and Discussion

The surface and subsurface infiltration rates measured on site were generally consistent across the property, with the exception of Test Site 2. The results of the infiltration tests are summarized in Table 1 below.

Test Site 2 is in the immediate vicinity of a potential wetland area, and ESA staff encountered water approximately 4 inches below the ground surface. Due to this high water, the subsurface infiltration rate was not performed. The surface infiltration rate was aborted when the test failed to show measureable infiltration after 40 minutes.

The infiltration rates measured in the surface tests were uniformly higher than the infiltration rates measured in the subsurface tests. Soils at the surface have greater variability and are more likely to contain irregularities that could result in better infiltration such as roots, insect or worm burrows, and organic material. While the surface infiltration tests are useful as a comparison across the property, the subsurface infiltration tests are more indicative of the infiltration capacity relating to groundwater recharge and LID stormwater management.

**Table 1. Summary of Infiltration Test Results**

Test Site	Tested Infiltration Rate (in/hr)	
	Surface	Subsurface
1	21.8	0.7
2	0	N/A
3	10.6	2.0
4	12.2	1.6
5	9.3	2.0
6	9.7	4.5*

\*The subsurface infiltration test performed at Test Site 6 was limited to 45 minutes. Due to the truncated testing time, infiltration at Test Site 6 is likely slower than the reported number and was disregarded from our assessment of the site.

The infiltration rates measured in the subsurface tests indicate a low to moderate infiltration capacity in the soils on site. The measured rates are consistent with Hydrologic Soil Group B or C as listed in the NRCS Web Soil Survey.

Soils observed during the site visit are consistent with those described in the NRCS soil description. Soil texture was primarily gravelly or very gravelly sandy loam, often with frequent cobble inclusions. Soil structure was typically fine sub-angular blocky, although medium sub-angular blocky and medium granular structures were also observed. Restrictive hardpan layers were frequently encountered between 24 and 32 inches below soil surface.

In addition to the perched water encountered at Test Site 2, water was also encountered at Test Sites 3, 4, and 5 at depths of approximately 24 inches, and is likely correlated to the recent heavy rains and perched above the hardpan layer.

### ***Aquifer Recharge***

The entirety of Bainbridge Island contributes to the recharge of the various aquifers that serve the island. The majority of the island is classified as CARA for shallow aquifers (Aspect 2015). Regions of high infiltration contribute more to groundwater recharge than areas of low infiltration.

The subsurface infiltration analysis and soil characterization show little variation across the property with the exception of the potential wetland area near Test Site 2. The uniformity of the soils suggests that aquifer recharge potential is consistent across the property.

The infiltration tests indicate low to moderate infiltration rates, and the soils correlate with Hydrologic Soil Groups B or C. Given that the island is made up of mainly Hydrologic Groups A, B, and C, infiltration at the Suzuki property is likely low to average in comparison with the rest of the island.

Based on the low to moderate infiltration rates measured on site and the presence of better draining soils within the CARA and outside of the Suzuki property, the property likely has a low to moderate impact on groundwater recharge in comparison to the rest of the island.

## **Low Impact Development (LID)**

LID stormwater management techniques remove pollutants from stormwater runoff and reduce impact to the natural hydrologic cycle by infiltrating stormwater through localized infiltration facilities such as rain gardens or swales. LID stormwater management benefits aquifer recharge by maintaining the quantity of infiltration that occurs naturally on an undeveloped site. The suitability of LID facilities is determined by the subsurface infiltration rates and the depth to seasonal high groundwater.

The average subsurface infiltration rate measured on the property was 1.6 inches per hour and is suitable for some types and sizes of LID infiltration facilities. However, the high water levels encountered on site may limit the opportunity for infiltration of stormwater. Shallow water was encountered in four of the six test locations. The Western Washington Stormwater Management Manual states that the bottoms of infiltration facilities should be at least 5 feet above seasonal high groundwater or other low permeability layer.

Additional subsurface geotechnical investigations may help determine the nature of the water encountered on site and the location of seasonally high groundwater or low permeability layer in the areas of the property where the test holes did not encounter water during our field investigation. A depth to seasonal high groundwater of at least 10 feet below grade would likely provide adequate separation of at least 5 feet for most types of LID facilities.

Where groundwater or an impermeable layer is shallow, there may be opportunity to infiltrate on site by providing water quality pretreatment prior to infiltration. For example, lined vegetated stormwater planters (to prevent infiltration) could be used to treat stormwater prior to discharging to a separate infiltration facility.

Based on an infiltration rate of 1.6 inches per hour, the size of LID facilities can be estimated using a 10:1 to 15:1 ratio of impervious area to LID treatment area.

## **Summary and Recommendations**

- The Suzuki Property has a low to moderate contribution to aquifer recharge on Bainbridge Island.
- The aquifer recharge potential is uniform across the Suzuki property.
- Perched water was observed at shallow depths (4 to 24 inches) in several locations on site.
- While measured infiltration rates are suitable for some types of LID, the shallow water limits LID feasibility.
- Prior to development of the site and design of stormwater management, additional field investigation should be performed to better understand the extent of perched water beneath the site.

## **References**

Aspect Consulting. 2015. *Review Findings and Recommendations and Critical Aquifer Recharge Area Assessment*. Prepared for the City of Bainbridge Island, WA.

Ecology (Washington State Department of Ecology). 2012 (Revised 2014). *Stormwater Management Manual for Western Washington*. Olympia, WA.

EPA (U.S. Environmental Protection Agency). 1980. *Falling Head Percolation Test Procedure*. Washington, D.C.



NRCS (National Resources Conservation Service). 1980. *Soil Survey of Kitsap County Area, Washington*.

NRCS (National Resources Conservation Service). 1999. *Soil Quality Test Kit Guide*. Washington, DC: NRCS Soil Quality Institute.

USGS (U.S. Geological Survey). 2011. *Conceptual Model and Numerical Simulation of the Groundwater-Flow System of Bainbridge Island, WA*.

## Attachments

Figure 1. Test Site Locations

Attachment A-1. NRCS Web Soil Survey Map

Attachment A-2. NRCS Hydrologic Soil Group Map

Attachment B. Methodology for Surface Infiltration Test

# City of Bainbridge Island City Council Agenda Bill



## PROCESS INFORMATION

Subject: 7:50 PM Celebrate Trees! Earth Month Resolution, AB 17-044 - Deputy Mayor Peltier (Pg. 104)	Date: 3/28/2017
Agenda Item: UNFINISHED BUSINESS	Bill No.: 17-044
Proposed By: Deputy Mayor Peltier	Referrals(s):

## BUDGET INFORMATION

Department: Executive	Fund:
Expenditure Req:	Budgeted? Budget Amend. Req?

## REFERRALS/REVIEW

Business Meeting: 3/14/2017	Recommendation: Forward to Unfinished Business on 3/28
City Manager:	Legal: Yes Finance:

## DESCRIPTION/BACKGROUND

Celebrate Tree! Earth Month Bainbridge Island

The Celebrate Tree! Earth Month Bainbridge Island Resolution is a collaboration with citizens from IslandWood, Sustainable Bainbridge, the Watershed Council, Weed Warriors, and other Island organizations. This resolution is part of activities planned for the month of April inspired by the original Earth Day, first celebrated in 1970.

The City Council's initial consideration of the Celebrate Trees resolution was at the 3/21/17 Business Meeting. Some councilmembers felt it contained too much "directive language." In order to address those concerns, without defeating the intended purpose of the resolution, I have worked with the Celebrate Trees! Earth Month citizen's group to revise it. The overall resolution has been shortened and the directive sections have been reduced from 11 to 8. For some perspective, the Indigenous Peoples Day Resolution contains 6 sections of directive language. The revised Celebrate Trees Resolution draft is dated 3/18/17.

The day after the City Council's 3/21/17 Business Meeting, the Ad Hoc Tree / Low Impact Development Committee unanimously endorsed the Celebrate Trees! Earth Month resolution as it appeared in the 3/21 agenda. The revised version of the resolution retains the sections the Tree Committee felt were most important.

## RECOMMENDED ACTION/MOTION

I move that the City Council approve the Celebrate Tree! Earth Month Resolution.

**ATTACHMENTS:**

Description	Type
▣ Celebrate Trees Draft Resolution	Backup Material
▣ Celebrate Trees Draft Resolution (WR edits)	Backup Material
▣ Council Memo re: Celebrate Trees	Backup Material
▣ Celebrate Trees Proclamation	Backup Material

**CELEBRATE TREES! EARTH MONTH BAINBRIDGE ISLAND  
DRAFT RESOLUTION** Revised 3/18/17

**City of Bainbridge Island, Washington State**

**Status:** Revised Draft, 3/18/17

**Date introduced to City Council:**

**Date to be taken up by the City Council:** 3/28/17

**Sponsor:** RON PELTIER

---

**Text**

Resolution \_\_\_\_\_

**A RESOLUTION** declaring the month of April to be Celebrate Trees! Earth Month Bainbridge Island; reaffirming the City's commitment to promote appreciation and protection for Bainbridge Island's trees and forests and the many cultural social, economic, health, and material benefits that trees and forests provide our community; and committing the City of Bainbridge Island to creating progressive regulations that encourage tree retention, prevent inappropriate tree removal and support the Island's natural landscape and ecology.

**WHEREAS**, the citizens of Bainbridge Island recognize that our forests provide multiple ecosystem services including habitat for a wide variety of plants and animals; temperature regulation for dwellings, streams and shorelines; air pollution reduction; serving an integral role in our Island's water, carbon and nutrient cycles; providing windbreaks; forestalling erosion by stabilizing slopes and soils; reducing and attenuating stormwater runoff; enhancing physical and mental health; and

**WHEREAS**, our Island's forests have performed these important ecological functions for thousands of years, during which times Indigenous Peoples used and coexisted with these forests; and

**WHEREAS**, the growth of Puget Sound's cities and settlements over the past two centuries was made possible by exploitation of the region's forests and other natural resources: and

**WHEREAS**, in the 165 years since the Denny Party landed at Alki Point, our intact forest ecosystems have been greatly diminished, with serious repercussions for the health and function of Puget Sound; and

**WHEREAS**, our City's Comprehensive Plan has long recognized that the well being of our human and ecological communities alike are very much connected to forests and natural resources; and

**WHEREAS**, being a designated Tree City USA the citizens of Bainbridge Island take seriously their responsibility to protect our native vegetation and forests, and urgently desire that action be taken to strengthen and enforce policies that protect, steward, and sustain forests and native vegetation so that they can continue to provide important cultural, social, economic and ecological benefits to our community; NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND THAT:

**Section 1.** The City of Bainbridge Island strongly supports the proposition that April, Bainbridge Island's Celebrate Trees! Earth Month, shall be an opportunity to celebrate the cultural, spiritual, health and material benefits provided by our trees and forests, and to prioritize appropriate efforts to protect and restore them.

**Section 2.** The City of Bainbridge Island will make it a priority to revise its regulations to strengthen protections for trees, forests, and native soils and vegetation to protect and promote a full range of ecological services

**Section 3.** As part of the City of Bainbridge Island's Low Impact Development regulations, and associated land use review process, an emphasis will be placed upon retention of trees, native vegetation, and native soils in preserving hydrological function before and after development.

**Section 4:** The City of Bainbridge Island will encourage property owners and developers to incorporate trees and native vegetation into their land use designs, prioritizing intact groves, significant trees and vegetation and historic trees. Policies and regulations related to illegal



tree removal will be reviewed to ensure they create an effective deterrent to violations.

**Section 5:** The City of Bainbridge Island will develop and provide resources for developers prior to permitting, and to the broader community, to promote understanding of the economic and ecological value of our Island's trees and forests.

**Section 6:** The City of Bainbridge Island resolves to promote retention of historic and significant trees for the enjoyment of all citizens and visitors to the island through appropriate regulations and policies.

**Section 7:** The City of Bainbridge Island will review current guidelines and regulations regarding the planting of trees along Bainbridge Island's commercial district and consider revisions to promote the enjoyment and social well-being of all its citizens and visitors.

**Section 8.** With all of this in mind, and with a deep appreciation for our Island's Community Forests and associated ecosystems, the City Council of the City of Bainbridge Island declares April to be Celebrate Trees! Earth Month on Bainbridge Island.

**CELEBRATE TREES! EARTH MONTH BAINBRIDGE ISLAND DRAFT  
RESOLUTION (3/14/17 Roth suggested edits)**

**City of Bainbridge Island, Washington State**

**Status:** Draft

**Date introduced to City Council:** March 14, 2017 **Date to be  
taken up by the City Council:** **Sponsor:** RON PELTIER

Resolution \_\_\_\_\_

**A RESOLUTION** declaring the month of April to be Celebrate Trees! Earth Month Bainbridge Island; reaffirming the City's commitment to promote appreciation and protection for Bainbridge Island's trees and forests and the many cultural, sociological, economic, health, and material benefits that trees and forests provide our community; and committing the City of Bainbridge Island to ~~creating progressive regulations that encourage tree retention, prevent inappropriate tree removal and~~ support the Island's natural landscape and ecology.

**WHEREAS**, the trees and forests of Bainbridge Island are an essential element of ~~our~~ the Island's history and special character: and

**WHEREAS**, ~~the~~ citizens of Bainbridge Island recognize that the forests of Bainbridge Island provide multiple ecosystem services including habitat for a wide variety of plants and animals; temperature regulation for dwellings, streams and shorelines; air pollution reduction; serving an integral role in our Island's water, carbon and nutrient cycles; providing windbreaks; forestalling erosion by stabilizing slopes and soils; reducing and attenuating stormwater runoff; enhancing physical and mental health; and

**WHEREAS**, ~~our~~ Island's forests have performed these important ecological functions for thousands of years, during which times Indigenous Peoples used and coexisted with these forests and

**WHEREAS**, the growth of the Island and Puget Sound's cities and settlements over the past few centuries was made possible by the exploitation of forests and other natural resources: and

**WHEREAS**, in the 165 years since the Denny Party landed at Alki Point, ~~our~~ intact forest ecosystems have been greatly diminished, with serious repercussions for the health and function of Puget Sound; and

**WHEREAS**, Bainbridge Islanders, and residents of the Puget Sound Region, ~~have come to~~ appreciate the essential values and services provided to us by our forests and associated ecosystems, and

**WHEREAS**, ~~we know that~~ the well-being of our Island and its human and ecological communities alike are ~~very much~~ connected to forests and natural resources; and

**WHEREAS**, as a designated Tree City USA, ~~the citizens of~~ Bainbridge Island takes seriously ~~their~~ its responsibility to protect, ~~our native vegetation and forests, and~~ ~~urgently desires that action be taken to strengthen and enforce policies that~~ protect, steward, and sustain forests and native vegetation so that they can continue to provide important cultural, social, economic and ecological benefits ~~to our community as stated in the City's Comprehensive Plan; NOW, THEREFORE,~~

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND THAT:

**Section 1.** The City of Bainbridge Island ~~strongly~~ supports the proposition that April be Bainbridge Island's Celebrate Trees! Earth Month, ~~shall be an~~ opportunity to celebrate the cultural, spiritual, health and material benefits provided by our trees and forests, and to prioritize efforts to protect and restore them.

**Section 2.** The City of Bainbridge Island affirms that it will implement and promote those elements of the updated Comprehensive Plan that relate to the appreciation and protection of the City's trees and forests and to the many cultural, sociological, economic, health, and material benefits that trees and forests provide our community.

**Section 3:** The City of Bainbridge Island encourages organizations, public institutions, and businesses to also recognize Celebrate Trees! Earth Month Bainbridge Island.

**Section 4.** With ~~all of this~~ in mind, and with a deep appreciation for our Island's Community Forests and associated ecosystems, the City Council of the City of Bainbridge Island declares April to be Celebrate Trees! Earth Month on Bainbridge Island.

To: Council  
From: Val Tollefson

Date: March 24, 2017

Re: Proposed “Celebrate Trees! Earth Month Bainbridge Island” Resolution

I am writing to propose that Ron’s s proposed Resolution be converted to a Proclamation, and I attach a proposed Proclamation.

When this matter first came to Council on March 14, Kol commented (and I loosely paraphrase) that this was an unusual use of a Resolution, but that he didn’t see that it would do any harm. In fact, I suggest that this is really an improper use of the Resolution form of action, and respectfully suggest that the “it won’t do any harm” standard is not good precedent for the way we should do business.

Our Governance Manual tells us that a Resolution is a statement of legislative policy or direction concerning matters of special or temporary character.

### **3.5.1 Resolution**

*An adopted resolution is an administrative act which is less formal than an ordinance and is a statement of legislative policy or direction concerning matters of special or temporary character. Council action shall be taken by resolution when required by law or in those instances where an expression of legislative policy that is more lengthy or more meticulously worded than a motion is desired. While resolutions are often just a statement of policy, a resolution may have the force of law (e.g., a resolution setting permit fees, or a resolution declaring certain City property to be surplus).*

### **3.5.2 Ordinance**

*An enacted Ordinance is a local law (legislative act) prescribing general rules of conduct. Council action shall be taken by ordinance when required by law, or where prescribed conduct may be enforced by penalty. An ordinance is a legislative act within its sphere as much as an act of the State Legislature. The general guiding principle is that actions relating to subjects of a permanent and general character are usually regarded as legislative and should be addressed through an ordinance, and those providing for subjects of a temporary and special character are regarded as administrative and should be addressed through a resolution. (See *Durocher v. King County*, 80 Wn.2d 139, 153, 492P2d 547 (1972)).*

Ron’s proposed Resolution does three things: It celebrates Earth Month; it reiterates goals and policies that the Council has just finished adopting through the Comprehensive Plan; and it takes some legislative action that is of general and lasting (not special or temporary) character.

It is absolutely proper that we celebrate Earth Month, and the efforts and events that are being planned by Deb Rudnik, Olaf Riberio and others.

Reiterating goals and policies that we have just enshrined in the Comp Plan certainly does no harm, except to the extent that it seems to suggest that we weren't really serious, and don't really plan to do anything about implementation.

Most troubling to me are the parts that are, in fact, legislative. We have already started our discussion as to how and when we are going to implement the priority goals and policies of the Comp Plan. Sticking selected bits and pieces of that implementation into this proposed Resolution is poor governance, in my view.

I hope Council will reconsider, and adopt the attached Proclamation. Let's celebrate this month at the same time as we continue our work on implementing the important goals and policies we have just committed to.







## PROCLAMATION

**A PROCLAMATION** by the Deputy Mayor of the City of Bainbridge Island, Washington, declaring March, 2017 as “Celebrate Trees! Earth Month Bainbridge Island.”

**WHEREAS**, the trees and forests of Bainbridge Island are an essential element of our Island's history and special character; and

**WHEREAS**, the citizens of Bainbridge Island recognize that the forests of Bainbridge Island provide multiple ecosystem services including habitat for a wide variety of plants and animals; temperature regulation for dwellings, streams and shorelines; air pollution reduction; serving an integral role in our Island's water, carbon and nutrient cycles; providing windbreaks; forestalling erosion by stabilizing slopes and soils; reducing and attenuating stormwater runoff; enhancing physical and mental health; and

**WHEREAS**, our Island's forests have performed these important ecological functions for thousands of years, during which times Indigenous Peoples used and coexisted with these forests; and

**WHEREAS**, the growth of the Island and Puget Sound's cities and settlements over the past few centuries was made possible by the exploitation of forests and other natural resources; and

**WHEREAS**, in the 165 years since the Denny Party landed at Alki Point, our intact forest ecosystems have been greatly diminished, with serious repercussions for the health and function of Puget Sound; and

**WHEREAS**, Bainbridge Islanders, and residents of the Puget Sound Region, have come to appreciate the essential values and services provided to us by our forests and associated ecosystems; and

**WHEREAS**, we know that the well-being of our Island and its human and ecological communities alike are very much connected to forests and natural resources; and

**WHEREAS**, as a designated Tree City USA, the citizens of Bainbridge Island take seriously their responsibility to protect our native vegetation and forests, and urgently desire that action be taken to strengthen and enforce policies that protect, steward, and sustain forests and native vegetation so that they can continue to provide important cultural, social, economic and ecological benefits to our community; and

**WHEREAS**, the City of Bainbridge Island through its recently updated Comprehensive Plan has rededicated itself to the preservation of our native vegetation and forests; and

**WHEREAS**, the City Council and City Staff are working diligently to ensure that the goals and policies of the Comprehensive Plan are clearly and consistently put into practice through the City's ordinances and regulations; and

**WHEREAS**, the City has a deep appreciation for our Island's community forests and associated ecosystems.

**NOW, THEREFORE**, I, Ron Peltier, Deputy Mayor of the City of Bainbridge Island, Washington, on behalf of the City, do hereby proclaim March, 2017 as

**“CELEBRATE TREES! EARTH MONTH BAINBRIDGE ISLAND”**

in the City of Bainbridge Island, and urge all Islanders to join me in this special observance.

SIGNED, this \_\_\_\_ day of March, 2017.

---

Ron Peltier, Deputy Mayor

# City of Bainbridge Island

## City Council Agenda Bill



### PROCESS INFORMATION

Subject: 8:00 PM Janitorial Services Agreement for City Facilities, AB 17-050 – Public Works (Pg. 115)	Date: 3/28/2017
Agenda Item: NEW BUSINESS	Bill No.: 17-050
Proposed By: Public Works Director Barry Loveless	Referrals(s):

### BUDGET INFORMATION

Department: Public Works	Fund: General Fund	
Expenditure Req: \$125,000 from 2017 thru 2020 (+\$50,000 budget amendment for 2017)	Budgeted? Yes	Budget Amend. Req? Yes

### REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance: Yes

### DESCRIPTION/BACKGROUND

This Agreement is for janitorial services for City-owned facilities effective April 15, 2017, through April 15, 2020. The various service locations include: City Hall, Police Station, Municipal Court, Public Works Operations & Maintenance, Senior Center/Commons, Wastewater Treatment Plant, and the Waterfront Park restrooms.

The current budget for janitorial services is \$75,000. The City is proposing to increase the frequency and level of janitorial services at all facility locations and add the Senior Center/Commons and the Wastewater Treatment Plant. It is estimated that a budget amendment of \$50,000 may be needed due to an increase in service activities and addition of two locations.

The City solicited request for proposals through the local newspapers and a job walk was conducted on March 10, 2017. The Review Committee will award this service by qualifications and price.

The finalized award and contract cost will be included in the April 11, 2017, business meeting following the March 24, 2017, bid opening. A proposed budget amendment, if needed, will be included in the 1st quarter budget adjustment reporting.

### RECOMMENDED ACTION/MOTION

I move that the City Council forward consideration of the Janitorial Services Agreement to the April 11,

2017, business meeting, under unfinished business.

**ATTACHMENTS:**

Description	Type
▣ Service Contract	Backup Material
▣ Attachment A-1	Backup Material

## **AGREEMENT FOR SERVICES**

**THIS AGREEMENT FOR PROFESSIONAL SERVICES** (this “Agreement”) is entered into as of the date written below between the City of Bainbridge Island, a Washington state municipal corporation (the “City”) and [\_\_\_\_\_] (the “Vendor”).

**WHEREAS**, the City desires to obtain services related [\_\_\_\_\_] ; and

**WHEREAS**, the Vendor has the expertise and experience to provide said services and is willing to do so in accordance with the terms and conditions of this Agreement.

**NOW, THEREFORE**, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the City and the Vendor as follows:

### **1. SERVICES BY VENDOR**

The Vendor shall provide the professional services as defined in this Agreement and as necessary to accomplish the scope of work attached hereto as Attachment A and A1 and incorporated herein by this reference as if set forth in full. The Vendor shall furnish all services, labor and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

### **2. PAYMENT**

A. The City shall pay the Vendor for such services: (check one)

[ ] Hourly, plus actual expenses, in accordance with Attachment A and A1, but not more than a total of \$[\_\_\_\_\_] ;

[X] Fixed Sum: a total amount per month of \$\_\_\_\_\_;

[ ] Other: \_\_\_\_\_, for all services performed and incurred under this Agreement, to be billed monthly in equal amounts.

B. The Vendor shall submit monthly invoices for services performed in a previous calendar month in a format acceptable to the City. Each project and each task within a project shall be the subject of a separate invoice. The Vendor shall maintain time and expense records and provide them to the City upon request.

C. All invoices shall be paid by mailing a city check within sixty (60) days of receipt of a proper invoice.

D. If the services rendered do not meet the requirements of this Agreement, the Vendor shall correct or modify the work to comply with this Agreement. The City may withhold payment for such work until it meets the requirements of this Agreement.

### **3. INSPECTION AND AUDIT**

The Vendor shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Vendor shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Vendor shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Vendor shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

### **4. INDEPENDENT CONTRACTOR**

A. The Vendor and the City understand and expressly agree that the Vendor is an independent contractor in the performance of each and every part of this Agreement. The Vendor expressly represents, warrants and agrees that the Vendor's status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195. The Vendor, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Vendor shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

B. The Vendor shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Vendor shall pay the same before it becomes due.

C. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Vendor performs hereunder.

D. The Vendor shall obtain a business license and, if applicable, pay business and occupation taxes pursuant to Title 5 of the Bainbridge Island Municipal Code.



## **5. DISCRIMINATION AND COMPLIANCE WITH LAWS**

A. The Vendor agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

B. The Vendor shall comply with all federal, state and local laws and ordinances applicable to the work to be done under this Agreement.

C. Violation of this Section 5 shall be a material breach of this Agreement and grounds for cancellation, termination or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

## **6. TERM AND TERMINATION OF AGREEMENT**

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until April 15, 2020, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days' written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Vendor pursuant to this Agreement shall be submitted to the City, and the Vendor shall be entitled to just and equitable compensation at the rate set forth in Section 2 for any satisfactory work completed prior to the date of termination.

## **7. OWNERSHIP OF WORK PRODUCT**

All data, materials, reports, memoranda and other documents developed under this Agreement whether finished or not shall become the property of the City, shall be forwarded to the City in hard copy and in digital format that is compatible with the City's computer software programs.

## **8. GENERAL ADMINISTRATION AND MANAGEMENT**

The City Manager of the City, or designee, shall be the City's representative, and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices, under this Agreement.

## **9. HOLD HARMLESS AND INDEMNIFICATION**

A. The Vendor agrees to protect, defend, indemnify, and hold harmless the City, its elected officials, officers, employees and agents from any and all claims, demands, losses, liens, liabilities, penalties, fines, lawsuits, and other proceedings and all judgments, awards, costs and expenses (including reasonable attorneys' fees and disbursements) caused by or occurring by

reason of any negligent act, error and/or omission of the Vendor, its officers, employees, and/or agents, arising out of or in connection with the performance or non-performance of the services, duties, and obligations required of the Vendor under this Agreement.

B. In the event that the Vendor and the City are both negligent, then the Vendor's liability for indemnification of the City shall be limited to the contributory negligence for any resulting suits, actions, claims, liability, damages, judgments, costs and expenses (including reasonable attorneys' fees and disbursements) that can be apportioned to the Vendor, its officers, employees and agents.

C. The foregoing indemnity is specifically and expressly intended to constitute a waiver of the immunity of the Vendor under Washington's Industrial Insurance Act, RCW Title 51, as respects the other parties only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the employees of the Vendor. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

D. The City's inspection or acceptance of any of the Vendor's work when completed shall not be grounds to void, nullify and/or invalidate any of these covenants of indemnification.

E. Nothing contained in this section of this Agreement shall be construed to create a liability or a right of indemnification in any third party.

F. The provisions of this section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

## **10. INSURANCE**

Vendor shall maintain insurance as follows:

- ☒ Commercial General Liability as described in Attachment B.
- ☒ Professional Liability as described in Attachment B.
- ☒ Automobile Liability as described in Attachment B.
- ☐ None.

## **11. SUBLETTING OR ASSIGNING CONTRACT**

This Agreement, or any interest herein or claim hereunder, shall not be assigned or transferred in whole or in part by the Vendor to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Vendor as stated herein.

## **12. EXTENT OF AGREEMENT/MODIFICATION**

This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

### **13. SEVERABILITY**

A. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

### **14. FAIR MEANING**

The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

### **15. NON-WAIVER**

A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

### **16. NOTICES**

Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To the City: City of Bainbridge Island  
280 Madison Avenue North  
Bainbridge Island, WA 98110  
Attention: City Manager

To the Vendor: [\_\_\_\_\_]
[\_\_\_\_\_]
[\_\_\_\_\_]
Attention: [\_\_\_\_\_]

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

#### **17. SURVIVAL**

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

#### **18. GOVERNING LAW**

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

#### **19. VENUE**

The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Kitsap County, Washington.

#### **20. COUNTERPARTS**

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of \_\_\_\_\_, 2017.

[\_\_\_\_\_]

CITY OF BAINBRIDGE ISLAND

By \_\_\_\_\_

By \_\_\_\_\_

Douglas Schulze, City Manager

Name \_\_\_\_\_

Title \_\_\_\_\_

Tax I.D. # \_\_\_\_\_

City Bus. Lic. # \_\_\_\_\_

## **ATTACHMENT A SCOPE OF WORK**

### **GENERAL**

Upon award, the Vendor shall assign a supervisor to oversee all work. The Vendor shall coordinate day-to-day activities with the City's designated contact on an ongoing basis. The Vendor's supervisor and City's designated contact shall hold regularly scheduled meetings to coordinate work and supplies. The first week of every month the Vendor's supervisor will meet with the City's designated contact to draft the monthly janitorial report. The report will be performance-based with proposed areas of improvement and include on-site observations, interviews, and a review of customer complaints.

### **SUPPLIES**

The City shall provide consumables that include: toilet paper, paper towels (roll and tri-fold), plastic bags, urinal mats, urinal blocks, soap, etc. The Vendor shall be responsible for delivering supplies from the supply storage area at the Operations and Maintenance shop to the facilities described in this scope of work and maintaining an accountability record of supplies used as required by the City. The Vendor shall supply cleaning products, equipment and tools to accomplish the work.

### **SITE SECURITY**

While on City's premises, the Vendor, its agents, employees, or subcontractors shall comply in all respects with physical, fire, or other security regulations. Failure to comply with any part of facility security or confidentiality is a violation of the contract specifications, terms and conditions and may result in termination of the Agreement. The following shall apply:

#### **General**

Vendor's personnel shall conduct themselves on site in a workmanlike manner at all times. Personnel shall be courteous, neat in appearance, and wear visible vendor identification. Vendor employees are not allowed to move and read papers on desks, open desk drawers and cabinets, and use telephones and office equipment at the City's facilities. The Vendor shall not allow children and non-employees on the premises.

#### **Security Plans**

Vendor is to adhere to the City's security plans. Prior to working in any City facilities employees shall provide information including full name, address, driver's license, and fingerprints. The Police Department shall review/approve all potential employees prior to working in City facilities. The City reserves the right to deny any potential employee for past criminal activity and security concerns. Following the approval by the Police Department potential employees shall undergo online security training and present the Police Department with a certification of completion.

The Vendor shall not leave windows or doors propped open for any length of time without supervision. The vendor and his/her employees may not use City property, including telephones, for personal use unless given permission by an authorized City representative. All doors are to be secured upon Vendor's departure from the facility. Smoking in any City building is not allowed.

### **JANITORIAL SERVICES**

**Keys**

Keys and access codes to City property issued to the Vendor must not be reproduced or given to another person. The Vendor will be responsible for obtaining any keys provided to employees who terminate employment with Vendor and returning them to the City. Keys or access codes shall be safeguarded and accounted for. The Vendor shall be held financially responsible for any damage and loss due to misappropriation, loss of keys, and compromise of access codes. In those cases, the Vendor may also be responsible for, but not limited to, all costs incurred, including re-keying of all locks, re-configuring electronic access systems, and reissuing new keys.

**False Security Alarms**

The City's designated contact will brief the Vendor on operation of the alarm system (police and/or fire), to stop false alarms from occurring. If an employee of the Vendor, by his/her actions or omissions causes a false alarm to occur, which results in a charge for the false alarm, the Vendor shall be liable for those charges, and the City will generate an invoice to the Vendor for those charges. The City reserves the right to hold payment for services until the Vendor pays the false alarm charge.

**Hazardous Conditions/Damage Reporting**

The Vendor's or his employees shall call 911 when drugs or needles are found on City property. The employee shall take precautions to not to touch or remove drugs/needles. The Vendor shall let the Police Department handle and dispose of drugs/needles properly. Other hazardous conditions shall be immediately secured, Vendor supervisor and City contacted to prevent damage and protect from injury.

Vendor's or his/her employees shall report any damaged or broken plumbing, glass or windows, light fixtures, furniture, lavatory fixtures, toilet stoppages, any security violations, vandalism, hazardous conditions, problems with heating and ventilating equipment, or any other condition to be considered unsafe, that may require attention for repairs, adjustment, replacement or correction within 24 hours.

**HAZARDOUS MATERIALS**

Right-to-know legislation requires the Department of Labor and Industries to establish a program to make employers and employees more aware of chemicals and hazardous substances in their work environment. The Vendor must include a complete material safety data sheet (MSDS) for each chemical material and the location each material is stored. Additionally, each container of hazardous materials must be appropriately labeled with:

1. The identity of the hazardous material,
2. Appropriate hazard warnings, and
3. Name and address of the chemical manufacturer, importer, or other responsible party.

The Vendor is responsible for the appropriate disposal of all waste products generated by the Vendor per all applicable Federal, State and local regulations.

Notification to the City's designated contact must be submitted in writing at least one week in advance by the Vendor when non-standard janitorial services are being conducted such as carpet



cleaning, window washing, etc. prior to use of chemicals that may irritate chemically sensitive employees. This notification is to ensure facility employees are aware of changes in their environment.

### **SAFETY TRAINING**

Vendor shall be responsible for all necessary safety training in compliance with local, state and federal regulations, including, but not limited to, the Occupational Safety and Health Administration rules and regulations.

### **SCHEDULING**

The schedule below may be adjusted by mutual agreement of both parties. For example, an annual cleaning scheduled in April may be changed to May if both parties agree in writing at least one month prior to the scheduled service. The Vendor shall schedule annual work at least two weeks in advance of the planned start date. The schedule shall be in writing and sent to the City's designated contact.

City Hall has various after hours meetings scheduled during the week day and weekends. City Hall is normally not occupied from 11:00 PM to 5:00 AM. If the Vendor arrives when a meeting room or office is occupied they should start on the portion of the building that is not occupied. The Vendor shall not skip areas without permission from the City contact.

In the event the City deems it necessary to add, subtract or change a service frequency, the Vendor and the City will negotiate the terms of said change.

### **ADDITIONAL WORK REQUESTS**

If additional work is requested by the City Contact that is outside the scheduled services, the Vendor shall schedule this work with 72 hours of the request. The hourly rate during normal and after business hours shall be negotiated prior to the completion of the agreement. Normal business hours are defined as the janitor's typical shift. The hours are calculated based on the time spent working the specific task within the City facilities. Travel time and overhead are budgeted within the hourly cost. The City contact will authorize this additional work in writing to the janitorial supervisor. The total amount of additional hours shall not exceed 48 hours per year. The City will only pay for work that has been authorized and completed by the janitor.

### **REPORT OF WORK COMPLETED**

Vendor shall submit a report of work completed to the City on a monthly basis and in a form mutually agreed upon by both parties. A separate form shall be submitted for each site. Task

## Descriptions and Standards

Section 1-Common Areas, Office Areas, Lobbies, Meeting Rooms, Hallway's, Lunchrooms		
Daily Services		
#	Title	Description
1.01	Vacuum Carpet	All carpet areas of lobbies, hallway corridors, meeting rooms, offices, cubicles, and entrances are to be thoroughly vacuumed. Portable objects (chair, wastebaskets, etc.) are to be moved to provide for vacuuming (not to include roll mats or objects over 50 lbs).
1.02	Neatly Arrange Furniture	All furniture and wastebaskets are to be placed back in their appropriate places.
1.03	Empty Trash & Recycle Bins, Replace Liners, Restock paper products	All trash receptacles and recycles bins (including exterior cans immediately outside the building) shall be emptied completely in the appropriate receptacles and a clean, appropriately sized liner installed. Co-mingled recycle bins to maintain separation from trash and be emptied in recycle bins provided. All paper products shall be restocked as needed.
1.04	Sweep Floors	All resilient floors (rubber, tile, concrete, stairs) shall be swept with a broom or dry mopped so as to leave the floor in a dirt/dust free state.
1.05	Damp Mop Floors	All resilient floor (rubber, tile, concrete) surfaces shall be damp mopped to remove any and all spills. Scuffmarks or stains are not expected to be removed with damp mopping.
1.06	Clean Entry Glass	Main lobby, participation glass, as well as exterior door glass to each space is to be clean and streak free.
1.07	Dust Horizontal Surfaces	All benches, tables, countertops, reception desks, window ledges, blinds, picture frames and the like are to be dust free.
1.08	Wipe/Clean Drinking Fountains	Stainless steel fountains are to be cleaned with a stainless cleaner, inside and out, as well as fixtures. Porcelain fountains are to be cleaned with a mild abrasive. Fountains are to be free of water spots, stains and smudges.
1.09	Wipe Counters and Appliances	All drain boards, Formica counters, tables and appliances (refrigerator, stove, and microwave) are to be cleaned so as to remove finger marks, smudges, and left in a dust/dirt free condition.
1.10	Clean Interior Glass	Interior glass (door glass, wall glass, etc.) within the offices shall be

		cleaned and left streak-free.
1.11	Elevator Cleaning	The elevator doors and control panel shall be cleaned with a non-scratching cleaner. The sliding door tracks and floor shall be vacuumed.
1.12	City Hall ART	The wood counter tops can accommodate any normal cleaner. Concrete counter and tile should be cleaned with a nonabrasive cleaning agent. The metal gate and hand rails shall be dry dusted and cleaned with aluminum greaseless solvent and polished with brass/bronze with brasso. The concrete floor at on the 1 <sup>st</sup> floor shall be cleaned with a mild abrasive and the wax should be a low sheen approved by the City contact.
1.13	Sanitize Touch Surfaces	Door touch pads, light, electrical switch plates and outlet covers, door handles or latches shall be sanitized.

Weekly Services		
#	Title	Description
1.14	Spot Clean Carpet	All carpet is to be kept in a stain free condition. The City Contact and Vendor shall agree as to whether carpet shampooing/extraction supersedes spot cleaning.
1.15	Spot Clean Walls, Doors, Fixtures	Finger marks, furniture rubs, etc. are to be removed from walls, doors, door handles, electrical switch plates and outlet covers.
1.16	Wipe/Clean Waste Receptacles	All wastebaskets, trash containers and garbage cans shall be cleaned inside and out as needed to remove stains, smudges and dried refuse. Common areas the outside containers shall be once a week.
1.17	Clean Picture Glass	All glass picture frames are to be cleaned with a damp lint-free rag so as not to leave water spots or streaks.

Monthly Services		
#	Title	Description
1.18	Vacuum with Edging Tool-All Corners	All carpet edges and corners where floor and wall interest, where floor and thresholds meet or around the base of any object permanently placed on a carpet surface.

1.19	Buff Floors	Resilient tile and concrete floors shall be spray buffed or burnished as to produce a shiny finish.
1.20	High Dust; Vents, Lights, etc.	High dusting shall be anything over six feet from the floor. HVAC vents, ceiling fans, light fixtures, tops of doors doorframes included.
1.21	Re-wax/Buff Floors	All resilient tile and concrete floor surfaces shall be topped cleaned with an effective detergent cleaner, neutralized and new wax applied. Floor should be buffed/burnished.
1.22	Florescent Light Fixtures	All debris, dust and dirt shall be cleared from fluorescent light fixtures.
1.23	Machine Scrub floors	Anti-skid and unfinished concrete floors are be machined scrubbed with an aggressive pad as to produce a clean and dirt free appearance.

Quarterly Services		
#	Title	Description
1.24	Wash Interior Windows	All interior wall windows are to be washed inside and out, and left in a streak/fog free condition.
1.25	Wash Exterior Windows	All outside wall windows are to be washed, inside and out and left in a streak/fog free condition.
1.26	Carpet Shampoo/Extraction Common Areas	Hallways and entrance carpets shall be shampooed and an extraction completed.

Annual Services		
#	Title	Description
1.27	Strip, Seal, Buff Floors	All resilient tile and concrete floor surfaces are to be stripped with an aggressive pad so as to remove all wax and sealer. The floors then shall be resealed with two coats of sealer followed by two coats of wax. All sealer and wax must be pre-approved as to type by the City Contact.
1.28	Carpet Shampoo/Extraction- All Areas	All carpet shall be shampooed and an extraction completed.

1.29	City Hall Skylights	Skylights are to be washed inside/outside and left streak/fog free condition.
------	---------------------	---

<b>Section 2-Restrooms, Locker Rooms, Shower Rooms, Kitchen Areas</b>		
<b>Daily Services</b>		
<b>#</b>	<b>Title</b>	<b>Description</b>
2.01	Empty Trash/Recycle/Replace Liner	All trash and recycle receptacles shall be emptied completely and a clean, appropriately sized liner installed.
2.02	Clean/Disinfect All sinks, toilets and urinals	All porcelain and stainless steel wash basins, toilets and urinals as well as shower stalls are to be cleaned and sanitized with disinfectant.
2.03	Restock Paper/Soap/Toilet Seat Covers	Paper towels and tissue dispensers are to be checked and filled whenever the product remaining is 30% or less. In restrooms of high usage, new rolls of tissue will be installed and the 30% or partial roll shall be placed on the dispenser. Soap is to be checked and filled or cartridge replaced less than 1/3 of the product remains.
2.04	Clean Mirrors	Mirrors shall be kept clean, fog and streak free.
2.05	Clean Fixtures	All sinks shall be cleaned and free of rust deposits, stains, soap scum, etc. Toilets and urinals shall be cleaned and sanitized so as to remove any deposits, stains or odors. Where bowl blocks are used, the blocks will be removed prior to cleaning and new blocks installed when applicable.
2.06	Spot Clean Partitions, Doors, Walls	Toilet room partitions, partition doors, entry doors, shower doors, and wall shall be free of soap scum, fingerprints, dirt, smudges and graffiti.
2.07	Sweep Floors	Floors shall be swept so as to remove gum, dirt and debris. Dry mops should be sprayed with a dust mop treatment chemical prior to use.
2.08	Damp Mop Floors	All resilient floor surfaces shall be damp mopped to remove any and all spills. Scuff marks or stains are not expected to be removed with a damp mop.
2.09	Dust Horizontal Surfaces	This includes counter tops, tops of partitions, mirrors dispensers, toilets and urinals. Counters should be spot cleaned when

		applicable.
2.10	Clean/Polish Fixture Exteriors	All plumbing under sinks and surrounding toilets and urinals are to be cleaned and polished so as to produce a shiny appearance.
2.11	Wipe/Clean Waste Receptacles	All wastebaskets, trash containers and garbage cans shall be cleaned inside and out so as to remove stains, smudges and dried refuse.
2.12	Restock Urinal blocks and mats	The urinal blocks and mats shall be disposed of and replaced.
2.13	Machine Scrub Floors	Tile and concrete floors are to be machined scrubbed and water extracted with an aggressive pad and grout shall be cleaned so as to produce a clean, dirt free appearance.
2.14	Clean Appliances	All kitchen type appliances (microwave, stove top, oven, fridge and toaster shall be cleaned and sanitized inside and out produce a clean appearance.

Monthly Services		
#	Title	Description
2.15	High Dust Vents, Lights, etc.	High dusting shall be anything over six foot from the floor HVAC vents, ceiling fans, light fixtures, and tops of doors and doorframes included.
2.16	Machine Scrub Floors	Tile and concrete floors are to be machined scrubbed and water extracted with an aggressive pad and grout shall be cleaned so as to produce a clean, dirt free appearance.

Annual Services		
#	Title	Description
2.17	Strip, Seal, Buff Floors	All resilient floor surfaces are to be stripped with an aggressive pad so as to remove all wax and sealer. The floors then shall be resealed with two coats of sealer followed by two coats of wax. All sealer and wax must be pre-approved as to the type by the City Contact. The floor then shall be burnished to provide a high gloss.



## ATTACHMENT A-1

See attachment.

DRAFT

## ATTACHMENT B

Insurance against claims for injuries to persons or damage to property arising out of or in connection with the performance of this Agreement by the Vendor, its officers, employees and agents:

A. Automobile Liability Insurance with limits no less than \$1,000,000.00 combined single limit per accident for bodily injury and property damage.

B. Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury and property damage. Coverage shall include, but not be limited to blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability.

C. Professional Liability Insurance with limits no less than \$1,000,000.00 limit per occurrence.

Before commencing work and services, the Vendor shall provide to the person identified in Section 16 of the Agreement a Certificate of Insurance evidencing the required insurance. City reserves the right to request and receive a certified copy of all required insurance policies.

Any payment of deductible or self-insured retention shall be the sole responsibility of the Vendor. City shall be named as an additional insured on the Commercial General Liability Insurance Policy, with regard to work and services performed by or on behalf of the Vendor, and a copy of the endorsement naming City as an additional insured shall be attached to the Certificate of Insurance.

The insurance policies (1) shall state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) shall be primary insurance with regard to City; and (3) shall state that City will be given at least 30 days' prior written notice of any cancellation, suspension or material change in coverage.

COMMONS			Daily and Weekly Custodial Frequencies										
STANDARD REFERENCE NUMBER	CUSTODIAL ACTIVITY	DAILY	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Weekly Frequency	Weekly Hours	Hourly Rate	Estimated Costs
1.01	Vacuum Carpet		1	1	1	1	1	1		6			
1.02	Neatly Arrange Furniture		1	1	1	1	1	1		6			
1.03	Empty trash & recycle bins, replace liners, restock paper products		1	1	1	1	1	1		6			
1.04	Sweep Floors		1	1	1	1	1	1		6			
1.05	Damp Mop Floors		1	1	1	1	1	1		6			
1.06	Clean Entry Glass		1	1	1	1	1	1		6			
1.07	Dust Horizontal Surfaces		1	1	1	1	1	1		6			
1.08	Fill all paper towels, soap dispensers		1	1	1	1	1	1		6			
1.09	Wipe Counters and Appliances		1	1	1	1	1	1		6			
1.1	Clean Interior Glass		1	1	1	1	1	1		6			
1.11	Elevator Cleaning												
1.12	City Hall Art												
1.13	Sanitize Touch Surfaces		1	1	1	1	1	1		6			
1.14	Spot Clean Carpet		1	1	1	1	1	1		6			
1.15	Spot Clean Walls, Doors, Fixtures		1	1	1	1	1	1		6			
1.16	Wipe/Clean Waste Receptacles							1		1			
1.17	Clean Picture Glass							1		1			
								WEEKLY TOTAL		80			
								MONTHLY TOTAL					
								ANNUAL TOTAL					
	RESTROOMS, SHOWER, KITCHEN AREA DAILY		Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Weekly Frequency	Weekly Hours	Hourly Rate	Estimated Costs
2.01	Empty Trash/Recycle/Replace Liner		1	1	1	1	1	1		6			
2.02	Clean/Disinfect all sinks, toilets and urinals		1	1	1	1	1	1		6			
2.03	Restock Paper/Soap		1	1	1	1	1	1		6			
2.04	Clean Mirrors		1	1	1	1	1	1		6			
2.05	Clean Fixtures		1	1	1	1	1	1		6			
2.06	Spot Clean Partitions, doors, walls		1	1	1	1	1	1		6			
2.07	Sweep Floors		1	1	1	1	1	1		6			

ATTACHMENT A-1

2.08	Damp Mop Floors	1	1	1	1	1	1		6			
2.09	Dust horizontal surfaces	1	1	1	1	1	1		6			
2.10	Clean/Polish fixture exteriors	1	1	1	1	1	1		6			
2.11	Wipe/clean waste receptacles						1		1			
2.12	Restock Urinal blocks and mats						1		1			
2.13	Machine Scrub Floors											
2.14	Clean Appliances	1	1	1	1	1	1		6			
							WEEKLY TOTAL		62			
							MONTHLY TOTAL					
							ANNUAL TOTAL					
ANNUAL TOTAL FOR DAILY AND WEEKLY COSTS												

COMMONS																	
STANDARD REFERENCE NUMBER	CUSTODIAL ACTIVITY MONTHLY	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Annual Frequency	Annual Hours	Hourly Rate	Estimated Costs
1.18	Vacuum with Edging Tool All Corners	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.19	Buff Floors	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.2	High Dust Vents, Lights, Blinds, etc.	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.21	Re-wax/Buff Floors			1			1			1			1	4			
1.22	Florescent Light	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.23	Machine Scrub Floors																
1.24	Wash Interior Windows				1				1					2			
1.25	Wash Exterior Windows				1				1					2			
1.26	Carpet Shampoo Extraction-Common Areas			1			1			1			1	4			
1.27	Strip, Seal, Buff Floors				1									1			
1.28	Carpet Shampoo Extraction-All Areas				1									1			
1.29	City Hall Skylights																
2.15	High Dust Vents, Lights, etc.	1	1	1	1	1	1	1	1	1	1	1	1	12			
2.16	Machine Scrub Floors	1	1	1	1	1	1	1	1	1	1	1	1	12			
2.17	Strip, Seal, Buff Floors				1									1			
ANNUAL TOTAL FOR MONTHLY, QUARTERLY, ANNUAL COSTS																	
TOTAL COMMONS ANNUAL CUSTODIAL COSTS																	

WF PARK/CITY HALL PUBLIC BATHROOMS		Daily and Weekly Custodial Frequencies										
STANDARD REFERENCE NUMBER	CUSTODIAL ACTIVITY DAILY	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Weekly Freq.	Weekly Hours	Hourly Rate	Estimated Costs
1.01	Vacuum Carpet											
1.02	Neatly Arrange Furniture											
1.03	Empty trash & recycle bins, replace liners, restock paper products											
1.04	Sweep Floors											
1.05	Damp Mop Floors											
1.06	Clean Entry Glass											
1.07	Dust Horizontal Surfaces											
1.08	Fill all paper towels, soap dispensers											
1.09	Wipe Counters and Appliances											
1.1	Clean Interior Glass											
1.11	Elevator Cleaning											
1.12	City Hall Art											
1.13	Sanitize Touch Surfaces											
1.14	Spot Clean Carpet											
1.15	Spot Clean Walls, Doors, Fixtures											
1.16	Wipe/Clean Waste Receptacles											
1.17	Clean Picture Glass											
							WEEKLY TOTAL		0			
							MONTHLY TOTAL					
							ANNUAL TOTAL					
	RESTROOMS, SHOWER, KITCHEN AREA DAILY	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Frequency	Weekly Hours	Hourly Rate	Estimated Costs
2.01	Empty Trash/Recycle/Replace Liner	1	1	1	1	1	1	1	7			
2.02	Clean/Disinfect all sinks, toilets and urinals	1	1	1	1	1	1	1	7			
2.03	Restock Paper/Soap	1	1	1	1	1	1	1	7			
2.04	Clean Mirrors	1	1	1	1	1	1	1	7			
2.05	Clean Fixtures	1	1	1	1	1	1	1	7			
2.06	Spot Clean Partitions, doors, walls	1	1	1	1	1	1	1	7			
2.07	Sweep Floors	1	1	1	1	1	1	1	7			
2.08	Damp Mop Floors	1	1	1	1	1	1	1	7			

ATTACHMENT A-1

2.09	Dust horizontal surfaces	1	1	1	1	1	1	1	7			
2.10	Clean/Polish fixture exteriors	1	1	1	1	1	1	1	7			
2.11	Wipe/clean waste receptacles											
2.12	Restock Urinal blocks and mats											
2.13	Machine Scrub Floors											
2.14	Clean Appliances											
							WEEKLY TOTAL		70			
							MONTHLY TOTAL					
							ANNUAL TOTAL					
ANNUAL TOTAL FOR DAILY AND WEEKLY COSTS												

WF PARK/CITY HALL PUBLIC BATHROOMS																	
STANDARD REFERENCE NUMBER	CUSTODIAL ACTIVITY MONTHLY	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Annual Frequency	Annual Hours	Hourly Rate	Estimated Costs
1.18	Vacuum with Edging Tool All Corners																
1.19	Buff Floors																
1.2	High Dust Vents, Lights, Blinds, etc.																
1.21	Re-wax/Buff Floors																
1.22	Florescent Light																
1.23	Machine Scrub Floors																
1.24	Wash Interior Windows																
1.25	Wash Exterior Windows																
1.26	Carpet Shampoo Extraction-Common Areas																
1.27	Strip, Seal, Buff Floors																
1.28	Carpet Shampoo Extraction-All Areas																
1.29	City Hall Skylights																
2.15	High Dust Vents, Lights, etc.	1	1	1	1	1	1	1	1	1	1	1	1	12			
2.16	Machine Scrub Floors	1	1	1	1	1	1	1	1	1	1	1	1	12			
2.17	Strip, Seal, Buff Floors																
ANNUAL TOTAL FOR MONTHLY, QUARTERLY, ANNUAL COSTS																	
TOTAL WF PARK/CITY HALL PUBLIC BATHROOMS ANNUAL CUSTODIAL COSTS																	



CITY HALL			Daily and Weekly Custodial Frequencies										
STANDARD REFERENCE NUMBER	CUSTODIAL ACTIVITY	DAILY	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Weekly Frequency	Weekly Hours	Hourly Rate	Estimated Costs
1.01	Vacuum Carpet			1	1	1	1	1		5			
1.02	Neatly Arrange Furniture			1	1	1	1	1		5			
1.03	Empty trash & recycle bins, replace liners, restock paper products			1	1	1	1	1		5			
1.04	Sweep Floors			1	1	1	1	1		5			
1.05	Damp Mop Floors			1	1	1	1	1		5			
1.06	Clean Entry Glass			1	1	1	1	1		5			
1.07	Dust Horizontal Surfaces			1	1	1	1	1		5			
1.08	Fill all paper towels, soap dispensers			1	1	1	1	1		5			
1.09	Wipe Counters and Appliances			1	1	1	1	1		5			
1.1	Clean Interior Glass			1	1	1	1	1		5			
1.11	Elevator Cleaning			1	1	1	1	1		5			
1.12	City Hall Art			1	1	1	1	1		5			
1.13	Sanitize Touch Surfaces			1	1	1	1	1		5			
1.14	Spot Clean Carpet			1	1	1	1	1		5			
1.15	Spot Clean Walls, Doors, Fixtures			1	1	1	1	1		5			
1.16	Wipe/Clean Waste Receptacles							1		1			
1.17	Clean Picture Glass							1		1			
								WEEKLY TOTAL		77			
								MONTHLY TOTAL					
								ANNUAL TOTAL					
	RESTROOMS, SHOWER, KITCHEN AREA DAILY		Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Weekly Frequency	Weekly Hours	Hourly Rate	Estimated Costs
2.01	Empty Trash/Recycle/Replace Liner			1	1	1	1	1		5			
2.02	Clean/Disinfect all sinks, toilets and urinals			1	1	1	1	1		5			
2.03	Restock Paper/Soap			1	1	1	1	1		5			
2.04	Clean Mirrors			1	1	1	1	1		5			
2.05	Clean Fixtures			1	1	1	1	1		5			
2.06	Spot Clean Partitions, doors, walls			1	1	1	1	1		5			
2.07	Sweep Floors			1	1	1	1	1		5			

ATTACHMENT A-1

2.08	Damp Mop Floors		1	1	1	1	1		5			
2.09	Dust horizontal surfaces		1	1	1	1	1		5			
2.10	Clean/Polish fixture exteriors		1	1	1	1	1		5			
2.11	Wipe/clean waste receptacles						1		1			
2.12	Restock Urinal blocks and mats						1		1			
2.13	Machine Scrub Floors											
							WEEKLY TOTAL		52			
							MONTHLY TOTAL					
							ANNUAL TOTAL					
ANNUAL TOTAL FOR DAILY AND WEEKLY COSTS												

CITY HALL																	
STANDARD REFERENCE NUMBER	CUSTODIAL ACTIVITY MONTHLY	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Annual Frequency	Annual Hours	Hourly Rate	Estimated Costs
1.18	Vacuum with Edging Tool All Corners	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.19	Buff Floors	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.2	High Dust Vents, Lights, Blinds, etc.	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.21	Re-wax/Buff Floors			1			1			1			1	4			
1.22	Florescent Light	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.23	Machine Scrub Floors																
1.24	Wash Interior Windows				1				1					2			
1.25	Wash Exterior Windows				1				1					2			
1.26	Carpet Shampoo Extraction-Common Areas			1			1			1			1	4			
1.27	Strip, Seal, Buff Floors				1									1			
1.28	Carpet Shampoo Extraction-All Areas				1									1			
1.29	City Hall Skylights				1									1			
2.15	High Dust Vents, Lights,etc.	1	1	1	1	1	1	1	1	1	1	1	1	12			
2.16	Machine Scrub Floors	1	1	1	1	1	1	1	1	1	1	1	1	12			
2.17	Strip, Seal, Buff Floors				1									1			
ANNUAL TOTAL FOR MONTHLY, QUARTERLY, ANNUAL COSTS																	
TOTAL CITY HALL ANNUAL CUSTODIAL COSTS																	

POLICE			Daily and Weekly Custodial Frequencies										
STANDARD REFERENCE NUMBER	CUSTODIAL ACTIVITY	DAILY	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Weekly Frequency	Weekly Hours	Hourly Rate	Estimated Costs
1.01	Vacuum Carpet		1	1	1	1	1			5			
1.02	Neatly Arrange Furniture		1	1	1	1	1			5			
1.03	Empty trash & recycle bins, replace liners, restock paper products		1	1	1	1	1			5			
1.04	Sweep Floors		1	1	1	1	1			5			
1.05	Damp Mop Floors		1	1	1	1	1			5			
1.06	Clean Entry Glass		1	1	1	1	1			5			
1.07	Dust Horizontal Surfaces		1	1	1	1	1			5			
1.08	Fill all paper towels, soap dispensers		1	1	1	1	1			5			
1.09	Wipe Counters and Appliances		1	1	1	1	1			5			
1.1	Clean Interior Glass		1	1	1	1	1			5			
1.11	Elevator Cleaning												
1.12	City Hall Art												
1.13	Sanitize Touch Surfaces		1	1	1	1	1			5			
1.14	Spot Clean Carpet		1	1	1	1	1			5			
1.15	Spot Clean Walls, Doors, Fixtures		1	1	1	1	1			5			
1.16	Wipe/Clean Waste Receptacles						1			1			
1.17	Clean Picture Glass						1			1			
								WEEKLY TOTAL		67			
								MONTHLY TOTAL					
								ANNUAL TOTAL					
	RESTROOMS, SHOWER, KITCHEN AREA DAILY		Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Weekly Frequency	Weekly Hours	Hourly Rate	Estimated Costs
2.01	Empty Trash/Recycle/Replace Liner		1	1	1	1	1	1		6			
2.02	Clean/Disinfect all sinks, toilets and urinals		1	1	1	1	1	1		6			
2.03	Restock Paper/Soap		1	1	1	1	1	1		6			
2.04	Clean Mirrors		1	1	1	1	1	1		6			
2.05	Clean Fixtures		1	1	1	1	1	1		6			
2.06	Spot Clean Partitions, doors, walls		1	1	1	1	1	1		6			
2.07	Sweep Floors		1	1	1	1	1	1		6			
2.08	Damp Mop Floors		1	1	1	1	1	1		6			

ATTACHMENT A-1

2.09	Dust horizontal surfaces	1	1	1	1	1	1		6			
2.10	Clean/Polish fixture exteriors	1	1	1	1	1	1		6			
2.11	Wipe/clean waste receptacles	1							1			
2.12	Restock Urinal blocks and mats											
2.13	Machine Scrub Floors											
2.14	Clean Appliances	1	1	1	1	1	1		6			
							WEEKLY TOTAL		61			
							MONTHLY TOTAL					
							ANNUAL TOTAL					
ANNUAL TOTAL FOR DAILY AND WEEKLY COSTS												

POLICE																	
STANDARD REFERENCE NUMBER	CUSTODIAL ACTIVITY MONTHLY	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Annual Frequency	Annual Hours	Hourly Rate	Estimated Costs
1.19	Vacuum with Edging Tool All Corners	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.2	Buff Floors	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.21	High Dust Vents, Lights, Blinds, etc.	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.22	Re-wax/Buff Floors			1			1			1			1	4			
1.23	Florescent Light	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.24	Machine Scrub Floors																
1.25	Wash Interior Windows			1						1				2			
1.26	Wash Exterior Windows			1						1				2			
1.27	Carpet Shampoo Extraction-Common Areas									1				1			
1.28	Strip, Seal, Buff Floors				1									1			
1.29	Carpet Shampoo Extraction-All Areas				1									1			
1.3	City Hall Skylights																
2.15	High Dust Vents, Lights, etc.	1	1	1	1	1	1	1	1	1	1	1	1	12			
2.16	Machine Scrub Floors																
2.17	Strip, Seal, Buff Floors				1									1			
ANNUAL TOTAL FOR MONTHLY, QUARTERLY, ANNUAL COSTS																	
TOTAL POLICE ANNUAL CUSTODIAL COSTS																	

WWTP			Daily and Weekly Custodial Frequencies										
STANDARD REFERENCE NUMBER	CUSTODIAL ACTIVITY	DAILY	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Weekly Frequency	Weekly Hours	Hourly Rate	Estimated Costs
1.01	Vacuum Carpet												
1.02	Neatly Arrange Furniture												
1.03	Empty trash & recycle bins, replace liners, restock paper products			1		1		1		3			
1.04	Sweep Floors			1		1		1		3			
1.05	Damp Mop Floors			1		1		1		3			
1.06	Clean Entry Glass			1		1		1		3			
1.07	Dust Horizontal Surfaces												
1.08	Fill all paper towels, soap dispensers			1		1		1		3			
1.09	Wipe Counters and Appliances												
1.1	Clean Interior Glass												
1.11	Elevator Cleaning												
1.12	City Hall Art												
1.13	Sanitize Touch Surfaces			1		1		1		3			
1.14	Spot Clean Carpet												
1.15	Spot Clean Walls, Doors, Fixtures												
1.16	Wipe/Clean Waste Receptacles							1		1			
1.17	Clean Picture Glass												
								WEEKLY TOTAL		19			
								MONTHLY TOTAL					
								ANNUAL TOTAL					
	RESTROOMS, SHOWER, KITCHEN AREA DAILY		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Frequency	Weekly Hours	Hourly Rate	Estimated Costs
2.01	Empty Trash/Recycle/Replace Liner			1		1		1		3			
2.02	Clean/Disinfect all sinks, toilets and urinals			1		1		1		3			
2.03	Restock Paper/Soap			1		1		1		3			
2.04	Clean Mirrors			1		1		1		3			
2.05	Clean Fixtures			1		1		1		3			
2.06	Spot Clean Partitions, doors, walls			1		1		1		3			
2.07	Sweep Floors			1		1		1		3			

ATTACHMENT A-1

2.08	Damp Mop Floors		1		1		1		3			
2.09	Dust horizontal surfaces		1		1		1		3			
2.10	Clean/Polish fixture exteriors		1		1		1		3			
2.11	Wipe/clean waste receptacles		1		1		1		3			
2.12	Restock Urinal blocks and mats											
2.13	Machine Scrub Floors											
2.14	Clean Appliances		1		1		1		3			
							WEEKLY TOTAL		21			
							MONTHLY TOTAL					
							ANNUAL TOTAL					
ANNUAL TOTAL FOR DAILY AND WEEKLY COSTS												

WWTP																	
STANDARD REFERENCE NUMBER	CUSTODIAL ACTIVITY MONTHLY	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Annual Frequency	Annual Hours	Hourly Rate	Estimated Costs
1.18	Vacuum with Edging Tool All Corners	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.19	Buff Floors																
1.2	High Dust Vents, Lights, Blinds, etc.	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.21	Re-wax/Buff Floors																
1.22	Florescent Light	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.23	Machine Scrub Floors																
1.24	Wash Interior Windows				1					1				2			
1.25	Wash Exterior Windows				1					1				2			
1.26	Carpet Shampoo Extraction-Common Areas																
1.27	Strip, Seal, Buff Floors			1						1				2			
1.28	Carpet Shampoo Extraction-All Areas																
1.29	City Hall Skylights																
2.15	High Dust Vents, Lights, etc.	1	1	1	1	1	1	1	1	1	1	1	1	12			
2.16	Machine Scrub Floors																
2.17	Strip, Seal, Buff Floors			1						1				2			
ANNUAL TOTAL FOR MONTHLY, QUARTERLY, ANNUAL COSTS																	
TOTAL WWTP ANNUAL CUSTODIAL COSTS																	



COURT			Daily and Weekly Custodial Frequencies										
STANDARD REFERENCE NUMBER	CUSTODIAL ACTIVITY	DAILY	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Weekly Frequency	Weekly Hours	Hourly Rate	Estimated Costs
1.01	Vacuum Carpet			1		1		1		3			
1.02	Neatly Arrange Furniture			1		1		1		3			
1.03	Empty trash & recycle bins, replace liners, restock paper products			1		1		1		3			
1.04	Sweep Floors			1		1		1		3			
1.05	Damp Mop Floors			1		1		1		3			
1.06	Clean Entry Glass			1		1		1		3			
1.07	Dust Horizontal Surfaces			1		1		1		3			
1.08	Fill all paper towels, soap dispensers			1		1		1		3			
1.09	Wipe Counters and Appliances			1		1		1		3			
1.1	Clean Interior Glass			1		1		1		3			
1.11	Elevator Cleaning			1		1		1		3			
1.12	City Hall Art			1		1		1		3			
1.13	Sanitize Touch Surfaces			1		1		1		3			
1.14	Spot Clean Carpet			1		1		1		3			
1.15	Spot Clean Walls, Doors, Fixtures							1		1			
1.16	Wipe/Clean Waste Receptacles							1		1			
1.17	Clean Picture Glass							1		1			
								WEEKLY TOTAL		45			
								MONTHLY TOTAL					
								ANNUAL TOTAL					
	RESTROOMS, SHOWER, KITCHEN AREA DAILY		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Weekly Frequency	Weekly Ho	Hourly Rat	Estimated Costs
2.01	Empty Trash/Recycle/Replace Liner			1	1	1	1	1		5			
2.02	Clean/Disinfect all sinks, toilets and urinals			1	1	1	1	1		5			
2.03	Restock Paper/Soap			1	1	1	1	1		5			
2.04	Clean Mirrors			1	1	1	1	1		5			
2.05	Clean Fixtures			1	1	1	1	1		5			
2.06	Spot Clean Partitions, doors, walls			1	1	1	1	1		5			
2.07	Sweep Floors			1	1	1	1	1		5			
2.08	Damp Mop Floors			1	1	1	1	1		5			

ATTACHMENT A-1

2.09	Dust horizontal surfaces		1	1	1	1	1		5			
2.10	Clean/Polish fixture exteriors		1	1	1	1	1		5			
2.11	Wipe/clean waste receptacles						1		1			
2.12	Restock Urinal blocks and mats											
2.13	Machine Scrub Floors											
2.14	Clean Appliances		1	1	1	1	1	1	5			
							WEEKLY TOTAL		56			
							MONTHLY TOTAL					
							ANNUAL TOTAL					
ANNUAL TOTAL FOR DAILY AND WEEKLY COSTS												

COURT																	
STANDARD REFERENCE NUMBER	CUSTODIAL ACTIVITY MONTHLY	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Annual Frequency	Annual Hours	Hourly Rate	Estimated Costs
1.18	Vacuum with Edging Tool All Corners	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.19	Buff Floors	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.2	High Dust Vents, Lights, Blinds, etc.	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.21	Re-wax/Buff Floors			1			1			1				4			
1.22	Florescent Light	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.23	Machine Scrub Floors																
1.24	Wash Interior Windows			1			1			1				3			
1.25	Wash Exterior Windows			1			1			1				3			
1.26	Carpet Shampoo Extraction-Common Areas			1			1			1			1	4			
1.27	Strip, Seal, Buff Floors				1									1			
1.28	Carpet Shampoo Extraction-All Areas					1								1			
1.29	City Hall Skylights																
2.15	High Dust Vents, Lights, etc.	1	1	1	1	1	1	1	1	1	1	1	1	12			
2.16	Machine Scrub Floors																
2.17	Strip, Seal, Buff Floors					1								1			
ANNUAL TOTAL FOR MONTHLY, QUARTERLY, ANNUAL COSTS																	
TOTAL COURT ANNUAL CUSTODIAL COSTS																	

PUBLIC WORKS			Daily and Weekly Custodial Frequencies										
STANDARD REFERENCE NUMBER	CUSTODIAL ACTIVITY	DAILY	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Weekly Frequency	Weekly Hours	Hourly Rate	Estimated Costs
1.01	Vacuum Carpet			1		1		1		3			
1.02	Neatly Arrange Furniture			1		1		1		3			
1.03	Empty trash & recycle bins, replace liners, restock paper products			1		1		1		3			
1.04	Sweep Floors			1		1		1		3			
1.05	Damp Mop Floors			1		1		1		3			
1.06	Clean Entry Glass			1		1		1		3			
1.07	Dust Horizontal Surfaces			1		1		1		3			
1.08	Fill all paper towels, soap dispensers			1		1		1		3			
1.09	Wipe Counters and Appliances			1		1		1		3			
1.1	Clean Interior Glass			1		1		1		3			
1.11	Elevator Cleaning												
1.12	City Hall Art												
1.13	Sanitize Touch Surfaces			1		1		1		3			
1.14	Spot Clean Carpet												
1.15	Spot Clean Walls, Doors, Fixtures							1		1			
1.16	Wipe/Clean Waste Receptacles							1		1			
1.17	Clean Picture Glass							1		1			
								WEEKLY TOTAL		36			
								MONTHLY TOTAL					
								ANNUAL TOTAL					
	RESTROOMS, SHOWER, KITCHEN AREA DAILY		Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Weekly Frequency	Weekly Hours	Hourly Rate	Estimated Costs
2.01	Empty Trash/Recycle/Replace Liner			1	1	1	1	1		5			
2.02	Clean/Disinfect all sinks, toilets and urinals			1	1	1	1	1		5			
2.03	Restock Paper/Soap			1	1	1	1	1		5			
2.04	Clean Mirrors			1	1	1	1	1		5			
2.05	Clean Fixtures			1	1	1	1	1		5			
2.06	Spot Clean Partitions, doors, walls			1	1	1	1	1		5			
2.07	Sweep Floors			1	1	1	1	1		5			

ATTACHMENT A-1

2.08	Damp Mop Floors		1	1	1	1	1		5			
2.09	Dust horizontal surfaces		1	1	1	1	1		5			
2.10	Clean/Polish fixture exteriors		1	1	1	1	1		5			
2.11	Wipe/clean waste receptacles		1	1	1	1	1		5			
2.12	Restock Urinal blocks and mats						1		1			
2.13	Machine Scrub Floors											
2.14	Clean Appliances		1	1	1	1	1		5			
							WEEKLY TOTAL		61			
							MONTHLY TOTAL					
							ANNUAL TOTAL					
ANNUAL TOTAL FOR DAILY AND WEEKLY COSTS												

Public Works																	
STANDARD REFERENCE NUMBER	CUSTODIAL ACTIVITY MONTHLY	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Annual Frequency	Annual Hours	Hourly Rate	Estimated Costs
1.18	Vacuum with Edging Tool All Corners	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.19	Buff Floors	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.2	High Dust Vents, Lights, Blinds, etc.	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.21	Re-wax/Buff Floors			1			1			1			1	4			
1.22	Florescent Light	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.23	Machine Scrub Floors	1	1	1	1	1	1	1	1	1	1	1	1	12			
1.24	Wash Interior Windows			1			1			1				3			
1.25	Wash Exterior Windows			1			1			1				3			
1.26	Carpet Shampoo Extraction-Common Areas																
1.27	Strip, Seal, Buff Floors					1								2			
1.28	Carpet Shampoo Extraction-All Areas																
1.29	City Hall Skylights																
2.15	High Dust Vents, Lights, etc.	1	1	1	1	1	1	1	1	1	1	1	1	12			
2.16	Machine Scrub Floors	1	1	1	1	1	1	1	1	1	1	1	1	12			
2.17	Strip, Seal, Buff Floors					1								1			
ANNUAL TOTAL FOR MONTHLY, QUARTERLY, ANNUAL COSTS																	
TOTAL PUBLIC WORKS ANNUAL CUSTODIAL COSTS																	

# City of Bainbridge Island City Council Agenda Bill



## PROCESS INFORMATION

Subject: Agenda Bill for Consent Agenda, AB 17-053 (Pg. 147)	Date: 3/28/2017
Agenda Item: CONSENT AGENDA- 8:10 PM	Bill No.: 17-053
Proposed By:	Referrals(s):

## BUDGET INFORMATION

Department: City Clerk	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

## REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

## DESCRIPTION/BACKGROUND

Consider approval of the following items on the consent agenda:

- B. Accounts Payable and Payroll
- C. Special City Council Meeting Minutes, March 4, 2017
- D. City Council Study Session Minutes, March 7, 2017
- E. Special City Council Meeting Minutes, March 14, 2017
- F. Regular City Council Business Meeting Minutes, March 14, 2017

## RECOMMENDED ACTION/MOTION

I move to approve the consent agenda, as presented.

# City of Bainbridge Island City Council Agenda Bill



## PROCESS INFORMATION

Subject: Accounts Payable and Payroll (Pg. 148)	Date: 3/28/2017
Agenda Item: CONSENT AGENDA- 8:10 PM	Bill No.:
Proposed By: City Clerk	Referrals(s):

## BUDGET INFORMATION

Department: City Clerk	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

## REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

## DESCRIPTION/BACKGROUND

## RECOMMENDED ACTION/MOTION

Approve with consent agenda.

## ATTACHMENTS:

Description	Type
<input type="checkbox"/> Accounts Payable 3-29-2017	Backup Material
<input type="checkbox"/> Payroll	Backup Material



# ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS



SCANNED

CHECK RUN: March 13, 2017 - March 27, 2017  
CITY COUNCIL: March 14, 2017 - March 28, 2017

Last check from previous run: 343930 dated 03/15/17 issued to COMCAST in the amount of \$11.35

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
EFT	N/A	N/A		-
ACH	N/A	N/A		-
ACH	N/A	N/A		-
Manual	03/10/17	343931	CENTURY LINK/CITYWIDE ALARM MONITORING & TELEMETRY	897.99
Manual	03/10/17	343932	PW/OPENWORKS/2017 JANITORIAL CONTRACT - FEBRUARY & MARCH 2017	7,382.02
Manual	03/10/17	343933	VERIZON WIRELESS/FEBRUARY 2017 CITYWIDE CELL PHONE SERVICE	4,091.51
Manual	03/10/17	343934	WA ST DEPT. OF RETIREMENT SYSTEMS - INTEREST DUE	7.38
Manual	03/13/17	343935	EX/B.I. ARTS & HUMANITIES/PUBLIC ART PROGRAM MANAGEMENT SVCS	6,000.00
Manual	03/15/17	343936	EX/ANS OF WASHINGTON/NOTARY BOND, SUPPLIES, LICENSE FEE	135.44
Manual	03/15/17	343937	PUGET SOUND ENERGY/FEBRUARY 2017 CITYWIDE ELECTRIC CHARGES	27,336.98
Manual	03/16/17	343938	US BANK/FEBRUARY 2017 - CITYWIDE CREDIT CARD EXPENSES	22,825.12
Manual	03/21/17	343939	POL/COLUMBIA FORD/DEDUCTIBLE-POLICE VEHICLE REPLACEMENT	5,000.00
Manual	03/21/17	343940	POL/KELLEY IMAGING/ES4555C COPIER LEASE	278.27
Manual	03/21/17	343941	PW/RATHKE MECHANICAL/BACKFLOW INSTALLATIONS (3)	3,205.56
Manual	03/21/17	343942	EX/WSU-CONFERENCE MGMT/2017 PAC NW CLERKS INSTITUTE	775.00
Manual	03/21/17	343943	EX/WA ASSOC OF PUBLIC RECORDS OFFICERS/WAPRO 2017 SPRING CONF.	175.00
Manual Checks, Electronic Disbursements				<b>78,110.27</b>

Regular Run	03/29/17	343944 - 344063	Regular Check Run	<b>322,508.12</b>
Total Disbursements				<b>400,618.39</b>

Retainage Release	N/A	N/A	No Retainage Release	-
Travel Advance	03/09/17	80	CRT/NAT'L CTR FOR STATE COURTS/2017 PROJECT MANAGEMENT COURSE	178.50

Prepared and Reviewed by Brigham Huish 3/24/17 Brigham Huish, Accounts Payable

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered, or the labor performed as described herein and that the claim is a just, due, and unpaid obligation against the City of Bainbridge Island, and that I am authorized to authenticate and certify to said claim.

Karl R. Shaw 3-24-2017  
Karl R. Shaw, Accounting Manager Date

MANUAL

03/10/2017 15:53 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 1  
|apcshdsb

OR 3/10/17

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

343931	03/10/2017	PRTD	551 CENTURYLINK	212071	8731MAR17	03/02/2017		M031017	46.05
Invoice: 8731MAR17						COMMONS FIRE ALARM MONITORING			
				46.05	91011755 542100	GG-C/E-COMMONS-PHONE			
				212072	0225MAR17	03/02/2017		M031017	90.00
Invoice: 0225MAR17						O&M FIRE ALARM MONITORING			
				90.00	91011897 542100	GG-C/E-O&M YARD FAC-PHONE			
				212073	0754MAR17	03/02/2017		M031017	72.94
Invoice: 0754MAR17						FLETCHER BAY WELL TELEMETRY			
				72.94	91411891 542100	GG-WTR-FAC-PHONE			
				212074	1745MAR17	03/02/2017		M031017	43.83
Invoice: 1745MAR17						CITY HALL ELEVATOR SVC			
				43.83	91011189 542100	GG-C/E-CITY HALL-PHONE			
				212075	3736MAR17	03/02/2017		M031017	90.00
Invoice: 3736MAR17						CITY HALL FIRE ALARM MONITORING			
				90.00	91011189 542100	GG-C/E-CITY HALL-PHONE			
				212076	5211MAR17	03/02/2017		M031017	181.31
Invoice: 5211MAR17						POLICE PHONE SVC			
				181.31	91011215 542100	GG-C/E-PD-PHONE			
				212077	9136MAR17	03/02/2017		M031017	135.75
Invoice: 9136MAR17						CITY HALL SECURITY ALARM MONITORING			
				135.75	91011189 542100	GG-C/E-CITY HALL-PHONE			
				212078	9791MAR17	03/02/2017		M031017	137.41
Invoice: 9791MAR17						POL TI MANDUS-CENCOM			
				137.41	91011215 542100	GG-C/E-PD-PHONE			
				212079	9840MAR17	03/02/2017		M031017	50.35
Invoice: 9840MAR17						HEAD OF BAY WELL TELEMETRY			
				50.35	91411891 542100	GG-WTR-FAC-PHONE			
				212080	9858MAR17	03/02/2017		M031017	50.35
Invoice: 9858MAR17						SANDS AVE WELL TELEMETRY			
				50.35	91411891 542100	GG-WTR-FAC-PHONE			

CHECK 343931 TOTAL: 897.99

343932	03/10/2017	PRTD	7170 OPEN WORKS BILLING A	212082	INV669451	02/01/2017	21700057	M031017	3,691.01
Invoice: INV669451						2017 JANITORIAL CONTRACT			
				3,691.01	73011183 54110000269	JANITORIAL CONTRACT-PRO SVCS			
				212083	INV671440	03/01/2017	21700057	M031017	3,691.01
Invoice: INV671440						2017 JANITORIAL CONTRACT			
				3,691.01	73011183 54110000269	JANITORIAL CONTRACT-PRO SVCS			

03/10/2017 15:53 |CITY OF BAINBRIDGE ISLAND  
 bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 2  
 |apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

CHECK 343932 TOTAL: 7,382.02

343933	03/10/2017	PRTD	1485 VERIZON WIRELESS	212081	9781327787	03/01/2017	M031017		4,091.51
	Invoice: 9781327787					FEB17-CITYWIDE CELL PHONE SVC			
				4,091.51	91011189	542100	GG-C/E-CITY HALL-PHONE		

CHECK 343933 TOTAL: 4,091.51

343934	03/10/2017	PRTD	757 WA DEPT OF RETIREMEN	212084	11/2016	03/05/2017	M031017		7.38
	Invoice: 11/2016					TO PAY DEBIT BALANCE ON STMT			
				7.38	91011214	789000	GG-C/E-INT EXP-FIN/ADM		

CHECK 343934 TOTAL: 7.38

NUMBER OF CHECKS 4 \*\*\* CASH ACCOUNT TOTAL \*\*\* 12,378.90

COUNT	AMOUNT
-------	--------

TOTAL PRINTED CHECKS	4	12,378.90
----------------------	---	-----------

\*\*\* GRAND TOTAL \*\*\* 12,378.90

03/10/2017 15:53 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 3  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC		
2017 3 145								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE	12,205.26	
	03/10/2017	M031017	031017			AP CASH DISBURSEMENTS JOURNAL		
APP 635-111100						CASH		12,378.90
	03/10/2017	M031017	031017			AP CASH DISBURSEMENTS JOURNAL		
APP 401-213000						ACCOUNTS PAYABLE	173.64	
	03/10/2017	M031017	031017			AP CASH DISBURSEMENTS JOURNAL		
GENERAL LEDGER TOTAL							12,378.90	12,378.90
APP 631-130000						DUE TO/FROM CLEARING	12,378.90	
	03/10/2017	M031017	031017					
APP 001-130000						GENERAL - DUE TO/FROM CLEARING		12,205.26
	03/10/2017	M031017	031017					
APP 401-130000						DUE TO/FROM CLEARING		173.64
	03/10/2017	M031017	031017					
SYSTEM GENERATED ENTRIES TOTAL							12,378.90	12,378.90
JOURNAL 2017/03/145 TOTAL							24,757.80	24,757.80

03/10/2017 15:53  
bhuish

|CITY OF BAINBRIDGE ISLAND  
|A/P CASH DISBURSEMENTS JOURNAL

|P 4  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2017 3	145	03/10/2017		
001-130000			GENERAL - DUE TO/FROM CLEARING		12,205.26
001-213000			GENERAL - ACCOUNTS PAYABLE	12,205.26	
			FUND TOTAL	12,205.26	12,205.26
401 WATER OPERATING FUND	2017 3	145	03/10/2017		
401-130000			DUE TO/FROM CLEARING		173.64
401-213000			ACCOUNTS PAYABLE	173.64	
			FUND TOTAL	173.64	173.64
631 CLEARING FUND	2017 3	145	03/10/2017		
631-130000			DUE TO/FROM CLEARING	12,378.90	
635-111100			CASH		12,378.90
			FUND TOTAL	12,378.90	12,378.90

03/10/2017 15:53  
bhuish

|CITY OF BAINBRIDGE ISLAND  
|A/P CASH DISBURSEMENTS JOURNAL

|P 5  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			12,205.26
401 WATER OPERATING FUND			173.64
631 CLEARING FUND		12,378.90	
	TOTAL	12,378.90	12,378.90

\*\* END OF REPORT - Generated by Matthew Brigham Huish \*\*

MANUAL

03/13/2017 15:51 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 1  
|apcshdsb

CR 3/13/17

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

343935 03/13/2017 PRD 64 BAINBRIDGE ISLAND AR 212085 1571 01/01/2017 M031317 6,000.00

Invoice: 1571

EX/PUBLIC ART PRGRM MGMT SVCS

6,000.00 31011759 54110000297 ARTS & HUMANITIES-PROF SVCS

CHECK 343935 TOTAL: 6,000.00

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 6,000.00

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 6,000.00

\*\*\* GRAND TOTAL \*\*\* 6,000.00



03/13/2017 15:51 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 2  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2017 3 153									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		6,000.00	
03/13/2017	M031317	031317				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			6,000.00
03/13/2017	M031317	031317				AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		6,000.00	6,000.00
APP 631-130000						DUE TO/FROM CLEARING		6,000.00	
03/13/2017	M031317	031317							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			6,000.00
03/13/2017	M031317	031317							
						SYSTEM GENERATED ENTRIES TOTAL		6,000.00	6,000.00
						JOURNAL 2017/03/153 TOTAL		12,000.00	12,000.00

03/13/2017 15:51  
bhuish

|CITY OF BAINBRIDGE ISLAND  
|A/P CASH DISBURSEMENTS JOURNAL

|P 3  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2017 3	153	03/13/2017			
001-130000				GENERAL - DUE TO/FROM CLEARING		6,000.00
001-213000				GENERAL - ACCOUNTS PAYABLE	6,000.00	
				FUND TOTAL	6,000.00	6,000.00
631 CLEARING FUND	2017 3	153	03/13/2017			
631-130000				DUE TO/FROM CLEARING	6,000.00	
635-111100				CASH		6,000.00
				FUND TOTAL	6,000.00	6,000.00

03/13/2017 15:51  
bhuish

|CITY OF BAINBRIDGE ISLAND  
|A/P CASH DISBURSEMENTS JOURNAL

|P 4  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			6,000.00
631 CLEARING FUND		6,000.00	
	TOTAL	6,000.00	6,000.00

\*\* END OF REPORT - Generated by Matthew Brigham Huish \*\*

MANUAL

03/15/2017 15:38 | CITY OF BAINBRIDGE ISLAND  
bhuish | A/P CASH DISBURSEMENTS JOURNAL

P 1  
apcsdshsb

CR 3/15/17

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
343936	03/15/2017	PRTD	43 ANS OF WASHINGTON	212163	03/13/17	03/13/2017		M031517	135.44
	Invoice: 03/13/17					EX/NOTARY BOND/SUPPL/LIC-RL			
				55.44	31011131 531100	EXEC - C/E SUPPLIES			
				50.00	31029476 546000	EXEC-INS SFUND-MISC INS			
				30.00	31011131 549100	EXEC-C/E-DUES/SUBCR/MEMBERSH			
						CHECK	343936	TOTAL:	135.44
343937	03/15/2017	PRTD	1205 PUGET SOUND ENERGY	212164	FEB17-KIOSK	03/09/2017		M031517	10.81
	Invoice: FEB17-KIOSK					278 WINSLOW WAY EAST-KIOSK			
				10.81	91011739 547100	COMM EVENTS-ELECTRICITY			
				212165	823FEB17	03/03/2017		M031517	10.81
	Invoice: 823FEB17					BRIAN DR. N./BOOTH EL PANEL			
				10.81	91011768 547100	GG-C/E-PARKS-ELECTRIC			
				212166	640FEB17	03/03/2017		M031517	45.19
	Invoice: 640FEB17					BRIAN DR. S./BOOTH EL PANEL			
				45.19	91011768 547100	GG-C/E-PARKS-ELECTRIC			
				212167	573FEB17	03/03/2017		M031517	37.40
	Invoice: 573FEB17					COMMODORE/HS RESERVOIR			
				37.40	91411345 547100	GG-WTR-ELECTRIC			
				212168	093FEB17	03/03/2017		M031517	2,292.71
	Invoice: 093FEB17					FLETCHER BAY WELL FIELD			
				2,292.71	91411345 547100	GG-WTR-ELECTRIC			
				212169	256FEB17	03/03/2017		M031517	479.57
	Invoice: 256FEB17					SLS-8 HWY 305/HARBORVIEW			
				479.57	91421355 547100	GG-SWR-ELECTRIC			
				212170	291FEB17	03/03/2017		M031517	14.87
	Invoice: 291FEB17					HEAD OF BAY WELL FIELD			
				14.87	91411345 547100	GG-WTR-ELECTRIC			
				212171	031FEB17	03/03/2017		M031517	145.08
	Invoice: 031FEB17					SLS-6 LOVELL LOWER			
				145.08	91421355 547100	GG-SWR-ELECTRIC			
				212172	466FEB17	03/03/2017		M031517	11.84
	Invoice: 466FEB17					MADISON/HS RAINBRINGER			
				11.84	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
				212173	893FEB17	03/03/2017		M031517	742.20
	Invoice: 893FEB17					MUNICIPAL STREET LIGHTING-#LITES			
				742.20	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				212174	143FEB17	03/03/2017		M031517	11.95
	Invoice: 143FEB17					REITAN RD/WELCOME TO BI-16280 RETIAN RD NE			
				11.95	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			

03/15/2017 15:38 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 2  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: 735FEB17	212175	735FEB17	03/03/2017	M031517	79.96
			SHANNON DR./WFP DOCK		
	79.96	91011768 547100	GG-C/E-PARKS-ELECTRIC		
Invoice: 736FEB17	212176	736FEB17	03/03/2017	M031517	82.61
			SHANNON DR./WFP RESTROOM		
	82.61	91011768 547100	GG-C/E-PARKS-ELECTRIC		
Invoice: 647FEB17	212177	647FEB17	03/03/2017	M031517	31.39
			STREET LGHTS/TRAFFIC CONTR		
	31.39	91111263 547100	GG-STRT-STREET LIGHTING-UTIL		
Invoice: 021FEB17	212178	021FEB17	03/03/2017	M031517	101.10
			SLS-3 TREATMENT PLANT		
	101.10	91421355 547100	GG-SWR-ELECTRIC		
Invoice: 710FEB17	212179	710FEB17	03/03/2017	M031517	300.15
			SLS-2 VILLAGE CENTER		
	300.15	91421355 547100	GG-SWR-ELECTRIC		
Invoice: 717FEB17	212180	717FEB17	03/03/2017	M031517	442.75
			POLICE STATION-METER1 (ORIG)		
	442.75	91011215 547100	GG-C/E-PD-ELECTRIC		
Invoice: 111FEB17	212181	111FEB17	03/03/2017	M031517	456.28
			POLICE STATION-METER2		
	456.28	91011215 547100	GG-C/E-PD-ELECTRIC		
Invoice: 520-298FEB17	212182	520-298FEB17	03/03/2017	M031517	369.09
			SLS-5 WW/SUNDAY COVE		
	369.09	91421355 547100	GG-SWR-ELECTRIC		
Invoice: 797FEB17	212183	797FEB17	03/03/2017	M031517	258.87
			MUNICIPAL COURT-METER E3-10255 NE VALLEY RD		
	258.87	91011255 547100	GG-C/E-COURT BLDG-ELECTRIC		
Invoice: 182FEB17	212184	182FEB17	03/03/2017	M031517	62.97
			MUNICIPAL COURT-METER E6-10255 NE VALLEY RD		
	62.97	91011255 547100	GG-C/E-COURT BLDG-ELECTRIC		
Invoice: 520-374FEB17	212185	520-374FEB17	03/03/2017	M031517	69.12
			SIGNAL@108 OLYMPIC DR SE		
	69.12	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY		
Invoice: 973FEB17	212186	973FEB17	03/03/2017	M031517	84.16
			OC RESERVOIR LID17 PHASE2-1100 OLD CREOSOTE RD NE		
	84.16	91415345 547100	GG-ROCKAWAY BCH-UTILITIES		
Invoice: 336FEB17	212187	336FEB17	03/03/2017	M031517	150.19
			SLS-9 ISLAND TERRACE-1174 FERNCLIFF AVE NE		
	150.19	91421355 547100	GG-SWR-ELECTRIC		

03/15/2017 15:38 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 3  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
<hr/>									
Invoice: 461FEB17				212188	461FEB17	03/03/2017		M031517	5,769.79
						WWTP-1220 DONALD PLACE			
				5,769.79	91425358 547100	GG-WWTP-ELECTRIC			
Invoice: 040-581FEB17				212189	040-581FEB17	03/03/2017		M031517	161.45
						3900 HALLS HILL ROAD PUMP			
				161.45	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 444FEB17				212190	444FEB17	03/03/2017		M031517	1,148.27
						BI COMMONS-402 BJUNE DRIVE			
				1,148.27	91011755 547100	GG-C/E-COMMONS-ELECTRIC			
Invoice: 636FEB17				212191	636FEB17	03/03/2017		M031517	97.01
						SLS-7 WING PT WY-4296 WING PT WY			
				97.01	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 206FEB17				212192	206FEB17	03/03/2017		M031517	461.17
						4586 POINT WHITE DR NE			
				461.17	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 040-751FEB17				212193	040-751FEB17	03/03/2017		M031517	11.11
						520 ERICKSEN AVE PRV-WTR SYS			
				11.11	91411345 547100	GG-WTR-ELECTRIC			
Invoice: 828FEB17				212194	828FEB17	03/03/2017		M031517	163.92
						TAYLOR WELLS LID17 PHASE1-6300 TAYLOR AVE			
				163.92	91415345 547100	GG-ROCKAWAY BCH-UTILITIES			
Invoice: 247FEB17				212195	247FEB17	03/03/2017		M031517	74.63
						SSWM/DECANT FACILITY-6400 DON PALMER DRIVE			
				74.63	91435838 547100	GG-DECANT-ELECTRIC			
Invoice: 884FEB17				212196	884FEB17	03/03/2017		M031517	123.92
						SLS FERRY TERMINAL-692 KLUCKITAT PL NE			
				123.92	91421355 547100	GG-SWR-ELECTRIC			
Invoice: 520-136FEB17				212197	520-136FEB17	03/03/2017		M031517	2,546.90
						HOB BOOSTER PUMP/WELL-7290 WYATT WY			
				2,546.90	91411345 547100	GG-WTR-ELECTRIC			
Invoice: 558FEB17				212198	558FEB17	03/03/2017		M031517	2,865.04
						7315 NE HIDDEN COVE RD			
				2,865.04	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			
Invoice: 058FEB17				212199	058FEB17	03/03/2017		M031517	71.06
						NE HIDDEN COVE-SHOP-7315 HIDDEN COVE RD			
				71.06	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			
Invoice: 040-714FEB17				212200	040-714FEB17	03/03/2017		M031517	13.74
						7095 NE TWIN PONDS RD			
				13.74	91021182 547100	GG-OS-PROP MNGT-ELECTRIC			

03/15/2017 15:38 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 4  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

Invoice: 831FEB17	212201	831FEB17	03/03/2017	M031517	2,227.03				
			SANDS AVE NE WELL FIELD-8499 SANDS AVE NE						
	2,227.03	91411345	547100						
			GG-WTR-ELECTRIC						
Invoice: 983FEB17	212202	983FEB17	03/03/2017	M031517	11.87				
			MILLER RD NE BEACON-8800 1/2 MILLER RD						
	11.87	91111264	547100						
			GG-STREET-TRAF CONTROL-UTILITY						
Invoice: 888FEB17	212203	888FEB17	03/03/2017	M031517	395.69				
			NE HIGH SCHOOL ROAD PUMP-9330 NE HS ROAD						
	395.69	91411345	547100						
			GG-WTR-ELECTRIC						
Invoice: 067FEB17	212204	067FEB17	03/03/2017	M031517	10.81				
			MADISON PARKING LOT						
	10.81	91111263	547100						
			GG-STRT-STREET LIGHTING-UTIL						
Invoice: 658FEB17	212205	658FEB17	03/03/2017	M031517	70.01				
			SLS-4 IRENE/LOWER HAWLEY						
	70.01	91421355	547100						
			GG-SWR-ELECTRIC						
Invoice: 682-B-FEB17	212206	682-B-FEB17	03/03/2017	M031517	29.74				
			MUNIC PRKNG LOT-MADISON/MADRONA						
	29.74	91111263	547100						
			GG-STRT-STREET LIGHTING-UTIL						
Invoice: IL1FEB17	212207	IL1FEB17	03/03/2017	M031517	286.63				
			ERCKSN/MDSN/WNSLW/KNCHTL						
	286.63	91111263	547100						
			GG-STRT-STREET LIGHTING-UTIL						
Invoice: IL3FEB17	212208	IL3FEB17	03/03/2017	M031517	40.59				
			ROUNDAABOUT HS/MADISON IMPR						
	40.59	91111263	547100						
			GG-STRT-STREET LIGHTING-UTIL						
Invoice: IL5FEB17	212209	IL5FEB17	03/03/2017	M031517	103.50				
			COMMODORE OFF HS@OLYMPIC						
	103.50	91111263	547100						
			GG-STRT-STREET LIGHTING-UTIL						
Invoice: IL7FEB17	212210	IL7FEB17	03/03/2017	M031517	94.30				
			MADISON PRJ HS TO WINSLOW II						
	94.30	91111263	547100						
			GG-STRT-STREET LIGHTING-UTIL						
Invoice: IL9FEB17	212211	IL9FEB17	03/03/2017	M031517	139.96				
			MADISON AVE S.						
	139.96	91111263	547100						
			GG-STRT-STREET LIGHTING-UTIL						
Invoice: 285FEB17	212212	285FEB17	03/03/2017	M031517	308.96				
			SPS N.TOWN/SPORTSMAN						
	308.96	91421355	547100						
			GG-SWR-ELECTRIC						
Invoice: IL11FEB17	212213	IL11FEB17	03/03/2017	M031517	23.69				
			STREET LGHTS WW MAD TO 305						
	23.69	91111263	547100						
			GG-STRT-STREET LIGHTING-UTIL						



03/15/2017 15:38 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 5  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

Invoice: IL12FEB17	212214	IL12FEB17	03/03/2017	M031517	96.66
	96.66	91111263 547100	STREET LGHTS WW 305-FRNCLFF		
			GG-STRT-STREET LIGHTING-UTIL		
Invoice: WW&305FEB17	212215	WW&305FEB17	03/03/2017	M031517	621.38
	621.38	91111264 547100	WINSLOW WAY & 305		
			GG-STREET-TRAF CONTROL-UTILITY		
Invoice: SPRINGFEB17	212216	SPRINGFEB17	03/03/2017	M031517	66.06
	66.06	91111263 547100	SPRINGRIDGE RD/HANSEN HILL		
			GG-STRT-STREET LIGHTING-UTIL		
Invoice: 520-330FEB17	212217	520-330FEB17	03/03/2017	M031517	46.61
	46.61	91011768 547100	210 WW EAST IRRIGATION		
			GG-C/E-PARKS-ELECTRIC		
Invoice: LYNCTRFEB17	212218	LYNCTRFEB17	03/03/2017	M031517	106.35
	106.35	91111263 547100	4238 LYNWOOD CTR RD, BLOSSOM HILL		
			GG-STRT-STREET LIGHTING-UTIL		
Invoice: BKLYN&MADFEB17	212219	BKLYN&MADFEB17	03/03/2017	M031517	13.14
	13.14	91111263 547100	NEW BROOKLYN & MAD AVE-STREET LGHT		
			GG-STRT-STREET LIGHTING-UTIL		
Invoice: 2360-MADFEB17	212220	2360-MADFEB17	03/03/2017	M031517	13.14
	13.14	91111263 547100	2360 MAD AVE N-EAST ENTRANCE ST LGHT		
			GG-STRT-STREET LIGHTING-UTIL		
Invoice: MAD&ORDFEB17	212221	MAD&ORDFEB17	03/03/2017	M031517	13.14
	13.14	91111263 547100	MADISON AVE N, ORDWAY CROSS-ST LGHT		
			GG-STRT-STREET LIGHTING-UTIL		
Invoice: BKLYN&NTOWNFEB17	212222	BKLYN&NTOWNFEB17	03/03/2017	M031517	13.14
	13.14	91111263 547100	NEW BROOKLYN & N.TOWN-ST. LIGHT		
			GG-STRT-STREET LIGHTING-UTIL		
Invoice: WING&AZALEAFEB17	212223	WING&AZALEAFEB17	03/03/2017	M031517	10.35
	10.35	91111263 547100	WING POINT & AZALEA AVE NE-ST. LGHT		
			GG-STRT-STREET LIGHTING-UTIL		
Invoice: W.OFMAD-PH1FEB17	212224	W.OFMAD-PH1FEB17	03/03/2017	M031517	903.46
	903.46	91111263 547100	W. OF MADISON-BAINBRIDGE CO PH1		
			GG-STRT-STREET LIGHTING-UTIL		
Invoice: E.OFMAD-PH2FEB17	212225	E.OFMAD-PH2FEB17	03/03/2017	M031517	1,848.98
	1,848.98	91111263 547100	E. OF MADISON-BAINBRIDGE CO PH2		
			GG-STRT-STREET LIGHTING-UTIL		
Invoice: MAD&H.S.FEB17	212226	MAD&H.S.FEB17	03/03/2017	M031517	42.71
	42.71	91111263 547100	MADISON AVE/H.S. AVE-ST LGHT		
			GG-STRT-STREET LIGHTING-UTIL		

03/15/2017 15:38 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 6  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

CHECK 343937 TOTAL: 27,336.98

NUMBER OF CHECKS 2 \*\*\* CASH ACCOUNT TOTAL \*\*\* 27,472.42

COUNT	AMOUNT
-------	--------

TOTAL PRINTED CHECKS	2 27,472.42
----------------------	-------------

\*\*\* GRAND TOTAL \*\*\* 27,472.42

03/15/2017 15:38 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 7  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2017 3 190								
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		5,730.41	
03/15/2017	M031517	031517			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH			27,472.42
03/15/2017	M031517	031517			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000					ACCOUNTS PAYABLE		7,773.79	
03/15/2017	M031517	031517			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000					ACCOUNTS PAYABLE		8,537.49	
03/15/2017	M031517	031517			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000					STREETS - ACCOUNTS PAYABLE		5,356.10	
03/15/2017	M031517	031517			AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000					ACCOUNTS PAYABLE		74.63	
03/15/2017	M031517	031517			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL							27,472.42	27,472.42
APP 631-130000					DUE TO/FROM CLEARING		27,472.42	
03/15/2017	M031517	031517						
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			5,730.41
03/15/2017	M031517	031517						
APP 401-130000					DUE TO/FROM CLEARING			7,773.79
03/15/2017	M031517	031517						
APP 402-130000					DUE TO/FROM CLEARING			8,537.49
03/15/2017	M031517	031517						
APP 101-130000					STREETS - DUE TO/FROM CLEARING			5,356.10
03/15/2017	M031517	031517						
APP 403-130000					DUE TO/FROM CLEARING			74.63
03/15/2017	M031517	031517						
SYSTEM GENERATED ENTRIES TOTAL							27,472.42	27,472.42
JOURNAL 2017/03/190 TOTAL							54,944.84	54,944.84

03/15/2017 15:38 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

P 8  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
001 GENERAL FUND	2017	3	190	03/15/2017			
001-130000					GENERAL - DUE TO/FROM CLEARING		5,730.41
001-213000					GENERAL - ACCOUNTS PAYABLE	5,730.41	
					FUND TOTAL	5,730.41	5,730.41
101 STREET FUND	2017	3	190	03/15/2017			
101-130000					STREETS - DUE TO/FROM CLEARING		5,356.10
101-213000					STREETS - ACCOUNTS PAYABLE	5,356.10	
					FUND TOTAL	5,356.10	5,356.10
401 WATER OPERATING FUND	2017	3	190	03/15/2017			
401-130000					DUE TO/FROM CLEARING		7,773.79
401-213000					ACCOUNTS PAYABLE	7,773.79	
					FUND TOTAL	7,773.79	7,773.79
402 SEWER OPERATING FUND	2017	3	190	03/15/2017			
402-130000					DUE TO/FROM CLEARING		8,537.49
402-213000					ACCOUNTS PAYABLE	8,537.49	
					FUND TOTAL	8,537.49	8,537.49
403 STORM & SURFACE WATER FUND	2017	3	190	03/15/2017			
403-130000					DUE TO/FROM CLEARING		74.63
403-213000					ACCOUNTS PAYABLE	74.63	
					FUND TOTAL	74.63	74.63
631 CLEARING FUND	2017	3	190	03/15/2017			
631-130000					DUE TO/FROM CLEARING	27,472.42	
635-111100					CASH		27,472.42
					FUND TOTAL	27,472.42	27,472.42

03/15/2017 15:38 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 9  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		5,730.41
101	STREET FUND		5,356.10
401	WATER OPERATING FUND		7,773.79
402	SEWER OPERATING FUND		8,537.49
403	STORM & SURFACE WATER FUND		74.63
631	CLEARING FUND	27,472.42	
	TOTAL	27,472.42	27,472.42

\*\* END OF REPORT - Generated by Matthew Brigham Huish \*\*

MANUAL  
US BANK

03/16/2017 12:38 | CITY OF BAINBRIDGE ISLAND  
bhuish | A/P CASH DISBURSEMENTS JOURNAL

| P 1  
| apcshdsb

CASH ACCOUNT: 635 111100 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

*3/16/17*

343938 03/16/2017 PRD 7314 US BANK	212086 02/07/17-BB	02/07/2017	M031417	10.84
Invoice: 02/07/17-BB		POL/TARGET/ROOM FRESHENER (2)		
	10.84 51011215 531100	POLICE - C/E FACIL SUPPLIES		
	212087 02/07/17-BB-A	02/07/2017	M031417	350.00
Invoice: 02/07/17-BB-A		POL/FBILEDADA/FBI-LEEDA CONF. REG.-HAMNER		
	350.00 51011214 443410	PD-C/E-ADMIN-TRAINING		
	212088 02/07/17-BB-B	02/07/2017	M031417	182.03
Invoice: 02/07/17-BB-B		POL/BELLAGIO/PERF CONF. LODGING-HAMNER		
	182.03 51011211 543100	PD-C/E-ADM-TRAVEL/MEALS/LODGIN		
	212089 02/10/17-BB	02/10/2017	M031417	41.98
Invoice: 02/10/17-BB		POL/AMAZON/2-WAY HAM RADIO-HARBORMASTER		
	41.98 55011757 531100	PD-HARBORMASTER-SUPPLIES		
	212090 02/14/17-BB	02/14/2017	M031417	40.00
Invoice: 02/14/17-BB		POL/WSDOT/GOOD2GO REPLENISHMENT		
	40.00 53011212 443410	POLICE - C/E PATROL TRAINING		
	212091 02/17/17-BB	02/17/2017	M031417	67.89
Invoice: 02/17/17-BB		POL/COPS PLUS/SWAT SUPPLIES-M.TOVAR		
	67.89 53011212 531100	PD-C/E-PATROL SUPPLIES		
	212092 02/20/17-BB	02/20/2017	M031417	74.00
Invoice: 02/20/17-BB		POL/AMAZON/MAGAZINE RACK		
	74.00 51011215 531100	POLICE - C/E FACIL SUPPLIES		
	212093 02/26/17-BB	02/26/2017	M031417	33.89
Invoice: 02/26/17-BB		POL/MICHAELS/CITIZEN AWARDS-FLOATING FRAMES (2)		
	33.89 51011211 531100	PD-C/E-ADM-SUPPLIES		
	212094 01/25/17-MH	01/25/2017	M031417	25.00
Invoice: 01/25/17-MH		POL/HIRING SOLUTIONS/BACKGROUND CHECK-KIWANIS MEMB		
	25.00 51011211 54110000589	PD-COMM OUTREACH-PROF SVC		
	212095 02/15/17-MH	02/15/2017	M031417	14.60
Invoice: 02/15/17-MH		POL/WSDOT/FERRY FEE-BLUE COURAGE		
	14.60 51011211 543100	PD-C/E-ADM-TRAVEL/MEALS/LODGIN		
	212096 02/15/17-MH-A	02/15/2017	M031417	14.60
Invoice: 02/15/17-MH-A		POL/WSDOT/FERRY FEE-BLUE COURAGE		
	14.60 51011211 543100	PD-C/E-ADM-TRAVEL/MEALS/LODGIN		
	212097 02/16/17-MH	02/16/2017	M031417	14.60
Invoice: 02/16/17-MH		POL/WSDOT/FERRY FEE-PARTNER MTG W/FBI		
	14.60 51011211 543100	PD-C/E-ADM-TRAVEL/MEALS/LODGIN		
	212098 02/16/17-MH-A	02/16/2017	M031417	14.60
Invoice: 02/16/17-MH-A		POL/WSDOT/FERRY FEE-PARTNER MTG W/FBI		
	14.60 51011211 543100	PD-C/E-ADM-TRAVEL/MEALS/LODGIN		

03/16/2017 12:38 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

P 2  
apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 02/16/17-MH-B				212099	02/16/17-MH-B	02/16/2017		M031417	20.00
				20.00	51011211 543100	POL/ACE PRKNG/PARKING-PARTNER MTG W/FBI PD-C/E-ADM-TRAVEL/MEALS/LODGIN			
Invoice: 02/03/17-JH				212100	02/03/17-JH	02/03/2017		M031417	94.99
				94.99	53011212 531100	POL/INTERSPORT/VEST CARRIER PD-C/E-PATROL SUPPLIES			
Invoice: 02/15/17-JH				212101	02/15/17-JH	02/15/2017		M031417	446.60
				446.60	51011214 443410	POL/AMERICAN AIR/INTERNAL AFFAIRS CERT COURSE PD-C/E-ADMIN-TRAINING			
Invoice: 02/10/17-GK				212102	02/10/17-GK	02/10/2017		M031417	141.23
				141.23	53011212 531100	POL/BROWNELL'S/GUN CLEANING SUPPLIES PD-C/E-PATROL SUPPLIES			
Invoice: 02/13/17-GK				212103	02/13/17-GK	02/13/2017		M031417	69.87
				69.87	53011212 531100	POL/LAW ENF. TARGETS/BLEA TARGETS, BACKERS PD-C/E-PATROL SUPPLIES			
Invoice: 02/17/17-GK				212104	02/17/17-GK	02/17/2017		M031417	798.36
				798.36	53011212 531100	POL/SAFETY PROD./EAR & EYE PROTECTION PD-C/E-PATROL SUPPLIES			
Invoice: 02/17/17-GK-A				212105	02/17/17-GK-A	02/17/2017		M031417	89.00
				89.00	53011212 531100	POL/SAFETY PROD./FREIGHT FEE PD-C/E-PATROL SUPPLIES			
Invoice: 02/18/17-GK				212106	02/18/17-GK	02/18/2017		M031417	.03
				.03	53011212 532000	POL/EXXON/FUEL-EMPHASIS PATROL PD-C/E-PATROL-FUEL			
Invoice: 02/18/17-GK-A				212107	02/18/17-GK-A	02/18/2017		M031417	31.88
				31.88	53011212 532000	POL/EXXON/FUEL-EMPHASIS PATROL PD-C/E-PATROL-FUEL			
Invoice: 02/10/17-RL				212108	02/10/17-RL	02/10/2017		M031417	9.85
				9.85	31011131 531100	EX/NAMETAG COUNTRY/OFFICE NAME PLATE EXEC - C/E SUPPLIES			
Invoice: 02/21/17-RL				212109	02/21/17-RL	02/21/2017		M031417	52.74
				52.74	11011116 543100	EX/PAPER TICKETS/KEDA 2017 ANNUAL MTG COUNCIL-TRAVEL/MEALS/LODGING			
Invoice: 02/24/17-RL				212110	02/24/17-RL	02/24/2017		M031417	22.60
				22.60	31011131 531100	EX/BLACKBIRD/MTG W/STATE REP KILMER EXEC - C/E SUPPLIES			
Invoice: 01/29/17-JL				212111	01/29/17-JL	01/29/2017		M031417	425.38
				425.38	32011152 549100	LEGAL/WSBA/ANNUAL ATTORNEY LIC. FEE LEGAL-C/E-DUES & SUBSCR SVCS			



03/16/2017 12:38 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 3  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC					
212112	01/29/17-JL-A	01/29/2017	M031417		15.00
Invoice: 01/29/17-JL-A					
15.00	32011152 549100	LEGAL/WSAMA/ANNUAL MEMBER RENEWAL			
		LEGAL-C/E-DUES & SUBSCR SVCS			
212113	02/02/17-JR	02/02/2017	M031417		2,625.00
Invoice: 02/02/17-JR					
2,450.00	62471594 443410	PCD/WABO/WABO CONF.-G.VAUSE			
175.00	65011597 443410	BLDG - BLDG TRAINING TRAVEL			
		CODE - C/E TRAINING EXPENSE			
212114	02/08/17-JR	02/08/2017	M031417		76.04
Invoice: 02/08/17-JR					
76.04	62471591 531100	PCD/AMAZON/BLD INSPECTOR GUIDE			
		BLDG - BLDG OFFICE SUPPLIES			
212115	02/21/17-JR	02/21/2017	M031417		122.90
Invoice: 02/21/17-JR					
122.90	63470588 531100	PCD/AMAZON/STEEL-TOED BOOTS-J.HARRIS			
		CUR - DEV DEV PLAN OFC SUPPLY			
212116	02/13/17-JR	02/13/2017	M031417		38.36
Invoice: 02/13/17-JR					
38.36	61011581 531100	PCD/VIRG.MASON GIFT SHOP/FLOWERS-DRB MEMBER			
		PCD - C/E ADMIN SUPPLIES			
212117	02/23/17-JR	02/23/2017	M031417		25.70
Invoice: 02/23/17-JR					
25.70	61011581 531100	PCD/AMAZON/PARTY POPPERS-GC			
		PCD - C/E ADMIN SUPPLIES			
212118	02/10/17-AR	02/10/2017	M031417		1,744.92
Invoice: 02/10/17-AR					
1,744.92	31011256 531100	EX/ALL THINGS 1ST AID/SUPPLIES FOR EM			
		EX-C/E-EMERG PREP-SUPPLIES			
212119	02/27/17-AR	02/27/2017	M031417		78.18
Invoice: 02/27/17-AR					
78.18	31011256 531100	EX/AMAZON/SUPPLIES FOR CERT			
		EX-C/E-EMERG PREP-SUPPLIES			
212120	01/27/17-BS	01/27/2017	M031417		25.01
Invoice: 01/27/17-BS					
25.01	54025212 531100	POL/AMAZON/CARBURETOR CARB, SPARK PLUG			
		MARINE - SUPPLIES			
212121	02/08/17-BS	02/08/2017	M031417		42.40
Invoice: 02/08/17-BS					
42.40	54025212 531100	POL/JACKS ENGINES/FUEL TANK FOR DEWATERING PUMP-M8			
		MARINE - SUPPLIES			
212122	02/09/17-BS	02/09/2017	M031417		139.60
Invoice: 02/09/17-BS					
139.60	53011212 531100	POL/CUSTOM EAR/EARPIECE & DISCONNECT			
		PD-C/E-PATROL SUPPLIES			
212123	02/16/17-BS	02/16/2017	M031417		22.80
Invoice: 02/16/17-BS					
22.80	51011211 543100	POL/WSDOT/FERRY FEE-MARITIME SECURITY MTG,			
		PD-C/E-ADM-TRAVEL/MEALS/LODGIN			
212124	02/16/17-BS-A	02/16/2017	M031417		14.60
Invoice: 02/16/17-BS-A					
14.60	51011211 543100	POL/WSDOT/FERRY FEE-MARITIME SECURITY MTG,			
		PD-C/E-ADM-TRAVEL/MEALS/LODGIN			

03/16/2017 12:38 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 4  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 02/22/17-BS				212125	02/22/17-BS	02/22/2017		M031417	26.00
								POL/NASBLA/MEMBERSHIP-C.LEWIS	
				26.00	54025212 549100			MARINE - DUES/SUBSCRIPTIONS	
Invoice: 02/02/17-CS				212126	02/02/17-CS	02/02/2017		M031417	63.32
								POL/WALMART/CITIZENS ACADEMY-SUPPLIES	
				63.32	51011211 53110000589			PD-COMM OUTREACH-SUPPLIES	
Invoice: 02/02/17-CS-A				212127	02/02/17-CS-A	02/02/2017		M031417	32.56
								POL/OFFICE DEPOT/CITIZEN ACADEMY FOLDERS	
				32.56	51011211 53110000589			PD-COMM OUTREACH-SUPPLIES	
Invoice: 01/31/17-KS				212128	01/31/17-KS	01/31/2017		M031417	15.00
								EX/FACEBOOK/AD-SOCK PROGRAM	
				15.00	31011131 544000			EXEC - C/E ADVERTISING	
Invoice: 02/02/17-KS				212129	02/02/17-KS	02/02/2017		M031417	24.64
								EX/AMAZON/BIO TRASH BAGS	
				24.64	31011131 531100			EXEC - C/E SUPPLIES	
Invoice: 02/14/17-KS				212130	02/14/17-KS	02/14/2017		M031417	84.70
								EX/ISA/BROCHURES-ARBOR DAY	
				84.70	31011131 549500			EXEC-C/E-COPIES/PRINTING	
Invoice: 02/24/17-KS				212131	02/24/17-KS	02/24/2017		M031417	109.34
								EX/AMAZON/BIO TRASH BAGS	
				109.34	31011131 531100			EXEC - C/E SUPPLIES	
Invoice: 01/27/17-SW				212132	01/27/17-SW	01/27/2017		M031417	97.80
								POL/HOMEDEPOT/SHELVING-EVIDENCE STORAGE	
				97.80	51011191 531100			PD-C/E-PROP RM-SUPPLIES	
Invoice: 02/03/17-SW				212133	02/03/17-SW	02/03/2017		M031417	1.10
								POL/HUNGRY BEAR/FUEL-RENTAL TRUCK	
				1.10	52011212 532000			PD DET-C/E-FUEL	
Invoice: 02/08/17-SW				212134	02/08/17-SW	02/08/2017		M031417	326.10
								POL/EVERGREEN PROP/PROP REPAIR	
				326.10	54025212 548100			MARINE - REPAIRS	
Invoice: 02/03/17-KB				212135	02/03/17-KB	02/03/2017		M031417	199.00
								EX/SHRM/ANNUAL MEMBERSHIP-KB	
				199.00	33011161 549100			HR-C/E-DUES & SUBSCRIPTIONS	
Invoice: 02/06/17-KB				212136	02/06/17-KB	02/06/2017		M031417	89.00
								EX/NPELRA/TRAINING WEBINAR	
				89.00	33011164 443410			HR-C/E-TRAINING EXP	
Invoice: 02/10/17-SM				212137	02/10/17-SM	02/10/2017		M031417	7.29
								IT/AMAZON/CELL PHONE CASES (3)	
				7.29	81011881 535500			IT - C/E COMPUTER PARTS & EQ	

03/16/2017 12:38 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 5  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 02/10/17-SM-A				212138	02/10/17-SM-A	02/10/2017		M031417	7.60
						IT/AMAZON/CELL PHONE CASES (2)			
				7.60	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
Invoice: 02/10/17-SM-B				212139	02/10/17-SM-B	02/10/2017		M031417	635.00
						IT/AMAZON/MICROSOFT SURFACE PRO 3			
				635.00	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
Invoice: 02/10/17-SM-C				212140	02/10/17-SM-C	02/10/2017		M031417	5,399.01
						EX/AMAZON/EOC LAPTOPS (9)			
				5,399.01	31011256 531100	EX-C/E-EMERG PREP-SUPPLIES			
Invoice: 02/14/17-SM				212141	02/14/17-SM	02/14/2017		M031417	192.13
						IT/AMAZON/WIRELESS HEADSET			
				192.13	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
Invoice: 02/06/17-MS				212142	02/06/17-MS	02/06/2017		M031417	880.00
						EX/ICMA/ANNUAL MEMBERSHIP-MS			
				880.00	31011131 549100	EXEC-C/E-DUES/SUBCR/MEMBERSH			
Invoice: 01/26/17-KJ				212143	01/26/17-KJ	01/26/2017		M031417	25.00
						EX/WAPRO/TRAINING-PRA 101			
				25.00	36011143 443410	CLERK-C/E-TRAINING			
Invoice: 02/03/17-KJ				212144	02/03/17-KJ	02/03/2017		M031417	125.00
						EX/WA MUNIC CLERKS ASSOC./MEMBERSHIP-CBROWN			
				125.00	36011143 549100	CLERK-DUES/SUBSCR/MEMBRSHPS			
Invoice: 02/03/17-KJ-A				212145	02/03/17-KJ-A	02/03/2017		M031417	125.00
						EX/WA MUNIC CLERKS ASSOC./CONF.-CBROWN			
				125.00	36011143 443410	CLERK-C/E-TRAINING			
Invoice: 02/13/17-KJ				212146	02/13/17-KJ	02/13/2017		M031417	43.32
						EX/OFFICE DEPOT/LABELS-RECORD MGMT			
				43.32	36011143 531100	CLERK - C/E SUPPLIES			
Invoice: 02/16/17-KJ				212147	02/16/17-KJ	02/16/2017		M031417	6.00
						EX/WSDOT/TRAINING IN TACOMA-C.BROWN			
				6.00	36011143 443410	CLERK-C/E-TRAINING			
Invoice: 02/11/17-KS				212148	02/11/17-KS	02/11/2017		M031417	172.19
						FIN/AMAZON/WHITE BOARD			
				172.19	41011141 531100	FIN - C/E ADMIN SUPPLIES			
Invoice: 02/11/17-KS-A				212149	02/11/17-KS-A	02/11/2017		M031417	41.94
						FIN/AMAZON/COAT RACK			
				41.94	41011141 531100	FIN - C/E ADMIN SUPPLIES			
Invoice: 02/16/17-KS				212150	02/16/17-KS	02/16/2017		M031417	59.99
						FIN/AMAZON/WHITE BOARD			
				59.99	41011141 531100	FIN - C/E ADMIN SUPPLIES			

03/16/2017 12:38 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 6  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC								
Invoice: 02/26/17-KS			212151	02/26/17-KS	02/26/2017		M031417	10.04
					FIN/WALMART/PAPER PLATES, NAPKINS			
			10.04	31011131 531100	EXEC - C/E SUPPLIES			
Invoice: 01/30/17-DS			212152	01/30/17-DS	01/30/2017		M031417	217.50
					EX/BI ROTARY/2017 MEMBERSHIP-DS			
			217.50	31011131 549100	EXEC-C/E-DUES/SUBCR/MEMBERSH			
Invoice: 02/03/17-DS			212153	02/03/17-DS	02/03/2017		M031417	299.85
					EX/MENTIMETER/PRO SOFTWARE SUB.			
			299.85	31011131 549100	EXEC-C/E-DUES/SUBCR/MEMBERSH			
Invoice: 02/08/17-DS			212154	02/08/17-DS	02/08/2017		M031417	43.48
					EX/CONSTANT CONTACT/MONTHLY FEE			
			43.48	31011131 542450	EX-COMMUNITY INFO & OUTREACH			
Invoice: 02/15/17-DS			212155	02/15/17-DS	02/15/2017		M031417	475.40
					EX/ALASKA AIR/ICMA ANNUAL MTG.			
			475.40	31011131 543100	EXEC-C/E-TRAVEL/MEALS/LODGING			
Invoice: 01/31/17-CK			212156	01/31/17-CK	01/31/2017		M031417	210.49
					PW/AMAZON/STATE FLAG (8)			
			210.49	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
Invoice: 02/06/17-CK			212157	02/06/17-CK	02/06/2017		M031417	107.63
					PW/SAFEWAY/SNOW STORM EVENT FOOD			
			107.63	73111252 53110000847	2017 STORM RESP-STRT-SUPPLIES			
Invoice: 02/13/17-CK			212158	02/13/17-CK	02/13/2017		M031417	16.29
					PW/ADOBE/PRO SUB			
			16.29	73411345 549100	DUES/SUBSCRIPTIONS			
Invoice: 02/18/17-CK			212159	02/18/17-CK	02/18/2017		M031417	-300.00
					PW/GRCC/REFUND-TRAINING CLASS			
			-300.00	73411345 443410	O&M-WTR MAINT-TRAINING EXP			
Invoice: 02/24/17-CK			212160	02/24/17-CK	02/24/2017		M031417	1,625.00
					PW/GRAVITEC/FALL PROTECTION TRAINING (5)			
			1,625.00	73411345 443410	O&M-WTR MAINT-TRAINING EXP			
Invoice: 02/23/17-CK			212161	02/23/17-CK	02/23/2017		M031417	2,500.00
					PW/COMM DRIVING SCHOOL/CDL TRAINING-J.DELUNA			
			2,500.00	73111290 443410	O&M-STREET-MAINT O/H-TRAINING			
Invoice: 02/25/17-DS			212162	02/25/17-DS	02/25/2017		M031417	300.00
					EX/SURVEYMONKEY/2017 ANNUAL MEMBERSHIP			
			300.00	31011131 549100	EXEC-C/E-DUES/SUBCR/MEMBERSH			
Invoice: 02/23/17-JR-A			212227	02/23/17-JR-A	02/23/2017		M031417	45.98
					POL&O&M/SUGGESTION BOXES			
			22.99	51011215 531100	POLICE - C/E FACIL SUPPLIES			

03/16/2017 12:38 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 7  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

	22.99	73011189	531100		O&M - C/E FACIL OFC SUPPLIES				
Invoice: 01/31/17-KG	212228	01/31/17-KG		01/31/2017	M031417	222.82			
				WELLNESS/AMAZON/STORAGE CABINET					
	222.82	91029179	531100		GG-SELF INS-WELLNESS-SUPPLIES				
Invoice: 02/06/17-KG	212229	02/06/17-KG		02/06/2017	M031417	16.66			
				PW/AMAZON/BOOK-LEADERSHIP STRENGTHS-APFELBECK					
	16.66	72011321	531100		ENG - C/E ADMIN SUPPLIES				
Invoice: 02/14/17-KG	212230	02/14/17-KG		02/14/2017	M031417	45.69			
				PW/AMAZON/SEAT CUSHION FOR BACK PAIN RELIEF					
	45.69	72011321	531100		ENG - C/E ADMIN SUPPLIES				
Invoice: 02/27/17-CORP	212231	02/27/17-CORP		02/27/2017	M031417	143.19			
				FIN/US BANK/CC LATE CHARGE					
	143.19	41011141	549900		FIN-C/E-MISC EXP				

CHECK 343938 TOTAL: 22,825.12

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 22,825.12

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	22,825.12

\*\*\* GRAND TOTAL \*\*\* 22,825.12

03/16/2017 12:38 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 8  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2017 3 198									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		16,227.26	
03/16/2017 M031417		031617				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			22,825.12
03/16/2017 M031417		031617				AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		2,648.94	
03/16/2017 M031417		031617				AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		2,607.63	
03/16/2017 M031417		031617				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		1,341.29	
03/16/2017 M031417		031617				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								22,825.12	22,825.12
APP 631-130000						DUE TO/FROM CLEARING		22,825.12	
03/16/2017 M031417		031617							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			16,227.26
03/16/2017 M031417		031617							
APP 407-130000						DUE TO/FROM CLEARING			2,648.94
03/16/2017 M031417		031617							
APP 101-130000						STREETS - DUE TO/FROM CLEARING			2,607.63
03/16/2017 M031417		031617							
APP 401-130000						DUE TO/FROM CLEARING			1,341.29
03/16/2017 M031417		031617							
SYSTEM GENERATED ENTRIES TOTAL								22,825.12	22,825.12
JOURNAL 2017/03/198 TOTAL								45,650.24	45,650.24

03/16/2017 12:38  
bhuish

|CITY OF BAINBRIDGE ISLAND  
|A/P CASH DISBURSEMENTS JOURNAL

|P 9  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
001 GENERAL FUND	2017	3	198	03/16/2017			
001-130000					GENERAL - DUE TO/FROM CLEARING		16,227.26
001-213000					GENERAL - ACCOUNTS PAYABLE	16,227.26	
					FUND TOTAL	16,227.26	16,227.26
101 STREET FUND	2017	3	198	03/16/2017			
101-130000					STREETS - DUE TO/FROM CLEARING		2,607.63
101-213000					STREETS - ACCOUNTS PAYABLE	2,607.63	
					FUND TOTAL	2,607.63	2,607.63
401 WATER OPERATING FUND	2017	3	198	03/16/2017			
401-130000					DUE TO/FROM CLEARING		1,341.29
401-213000					ACCOUNTS PAYABLE	1,341.29	
					FUND TOTAL	1,341.29	1,341.29
407 BUILDING & DEVELOPMENT FUND	2017	3	198	03/16/2017			
407-130000					DUE TO/FROM CLEARING		2,648.94
407-213000					ACCOUNTS PAYABLE	2,648.94	
					FUND TOTAL	2,648.94	2,648.94
631 CLEARING FUND	2017	3	198	03/16/2017			
631-130000					DUE TO/FROM CLEARING	22,825.12	
635-111100					CASH		22,825.12
					FUND TOTAL	22,825.12	22,825.12



JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		16,227.26
101	STREET FUND		2,607.63
401	WATER OPERATING FUND		1,341.29
407	BUILDING & DEVELOPMENT FUND		2,648.94
631	CLEARING FUND	22,825.12	
TOTAL		22,825.12	22,825.12

\*\* END OF REPORT - Generated by Matthew Brigham Huish \*\*

# MANUAL

03/21/2017 09:02 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 1  
|apcshdsb

CB 3/21/17

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------------------	---------	---------	----------	----	-----------	-----

## INVOICE DTL DESC

343939	03/21/2017	PRTD	5035 COLUMBIA FORD	212277	3-H1026	03/08/2017	21600091	M032117	5,000.00
Invoice: 3-H1026				TOTALLED PD VEH REPLACEMENT					
				5,000.00 53011421 66400000786 PD 2016 VEH REPL-CAP EQ					

CHECK 343939 TOTAL: 5,000.00

343940	03/21/2017	PRTD	1971 KELLEY IMAGING SYSTE	212280	20279260	03/03/2017	M032117	278.27	
Invoice: 20279260				POL/ES4555C COPIER LEASE					
				278.27 51011211 545000 PD-C/E-ADMIN RENTS/LEASE					

CHECK 343940 TOTAL: 278.27

343941	03/21/2017	PRTD	8603 FRITZ A. RATHKE	212276	651	02/23/2017	21700023	M032117	3,205.56
Invoice: 651				BACKFLOW INSTALLATIONS					
				3,205.56 73011755 548100 O&M-COMMONS REPAIRS					

CHECK 343941 TOTAL: 3,205.56

343942	03/21/2017	PRTD	4626 WASHINGTON STATE UNI	212278	22875092	02/17/2017	M032117	775.00	
Invoice: 22875092				EX/2017 PAC NW CLERKS INSTITUTE TRAINING-CB					
				775.00 36011143 443410 CLERK-C/E-TRAINING					

CHECK 343942 TOTAL: 775.00

343943	03/21/2017	PRTD	679 WASHINGTON ASSOCIATI	212279	2424	03/07/2017	M032117	175.00	
Invoice: 2424				EX/WAPRO 2017 SPRING CONF.-CB					
				175.00 36011143 443410 CLERK-C/E-TRAINING					

CHECK 343943 TOTAL: 175.00

NUMBER OF CHECKS	5	*** CASH ACCOUNT TOTAL ***	9,433.83
------------------	---	----------------------------	----------

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	5	9,433.83

\*\*\* GRAND TOTAL \*\*\* 9,433.83

03/21/2017 09:02 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 2  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER	JNL						ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT							LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3						
2017 3 319										
APP 001-213000							GENERAL - ACCOUNTS PAYABLE		9,433.83	
03/21/2017	M032117	032117					AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100							CASH			9,433.83
03/21/2017	M032117	032117					AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL									9,433.83	9,433.83
APP 631-130000							DUE TO/FROM CLEARING		9,433.83	
03/21/2017	M032117	032117								
APP 001-130000							GENERAL - DUE TO/FROM CLEARING			9,433.83
03/21/2017	M032117	032117								
SYSTEM GENERATED ENTRIES TOTAL									9,433.83	9,433.83
JOURNAL 2017/03/319 TOTAL									18,867.66	18,867.66

03/21/2017 09:02 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2017 3	319	03/21/2017			
001-130000				GENERAL - DUE TO/FROM CLEARING		9,433.83
001-213000				GENERAL - ACCOUNTS PAYABLE	9,433.83	
				FUND TOTAL	9,433.83	9,433.83
631 CLEARING FUND	2017 3	319	03/21/2017			
631-130000				DUE TO/FROM CLEARING	9,433.83	
635-111100				CASH		9,433.83
				FUND TOTAL	9,433.83	9,433.83

03/21/2017 09:02 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 4  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		9,433.83
631 CLEARING FUND	9,433.83	
	<hr/>	<hr/>
TOTAL	9,433.83	9,433.83

\*\* END OF REPORT - Generated by Matthew Brigham Huish \*\*

03/23/2017 13:28 | CITY OF BAINBRIDGE ISLAND  
bhuish | A/P CASH DISBURSEMENTS JOURNAL

REF. RUN

P 1  
apcshdsb

3/23/17

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
343944	03/29/2017	PRTD	5 ACE HARDWARE	212232	37068/1	03/15/2017		03/26/17	6.07
	Invoice: 37068/1					PW/PIPELINE CUTWHEEL (2)			
				6.07	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
				212233	37007/1	03/10/2017		03/26/17	20.63
	Invoice: 37007/1					PW/SIMPLE GREEN, ELECTRIC TAPE			
				20.63	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
				212234	37086/1	03/16/2017		03/26/17	28.25
	Invoice: 37086/1					PW/EASY FIRE STAPLER			
				28.25	73421355 531100	WIN COLL-SUPPLIES			
				212235	37023/1	03/13/2017		03/26/17	38.01
	Invoice: 37023/1					PW/9V, AA & AAA BATTERIES			
				38.01	73011897 531100	O&M-C/E-PWYD FAC-SUPPLIES			
				212236	36985/1	03/09/2017		03/26/17	24.20
	Invoice: 36985/1					PW/COVERALLS, 409 CLEANR, BLEACH			
				24.20	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
				212237	36978/1	03/08/2017		03/26/17	9.64
	Invoice: 36978/1					PW/ALUM & TIN SHEETS			
				9.64	73011755 531100	O&M-COMMONS SUPPLIES			
				212238	36974/1	03/08/2017		03/26/17	48.64
	Invoice: 36974/1					PW/WASH BRUSH, PLUMBING SUPPLIES, HOSE CLAMP			
				48.64	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
				212239	36955/1	03/06/2017		03/26/17	51.88
	Invoice: 36955/1					PW/56 FASTENERS (24), RELSBLT TIES, U-POST			
				51.88	73111290 531100	O&M-STREET-MAINT O/H-SUPPLIES			
				212240	36967/1	03/07/2017		03/26/17	14.71
	Invoice: 36967/1					PW/GRAFFITTI REMOVR, PLUMBING SUPPLIES			
				14.71	73411345 531100	OFFICE SUPPLIES			
				212241	36960/1	03/07/2017		03/26/17	66.37
	Invoice: 36960/1					PW/CONNECTR, BUSHINGS, PLUMBING SUPPLY, COUPLE			
				66.37	73411345 531100	OFFICE SUPPLIES			
				212242	36945/1	03/06/2017		03/26/17	97.32
	Invoice: 36945/1					PW/HOSE CLAMPS, BUCKET & LID, EXTN CORD, CAULK...			
				97.32	73411345 531100	OFFICE SUPPLIES			
				212243	36948/1	03/06/2017		03/26/17	20.63
	Invoice: 36948/1					PW/PIPE THRD CMPND PASTE (2)			
				20.63	73411345 531100	OFFICE SUPPLIES			
				212244	36929/1	03/03/2017		03/26/17	19.54
	Invoice: 36929/1					PW/MURIATIC ACID (2)			
				19.54	73411345 531100	OFFICE SUPPLIES			

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 2  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 37103/1				212285	37103/1	03/17/2017		03/26/17	33.12
						PW/STEEL CLEAT, QUICK LINK, POLY ROPE			
				33.12	73421355 531100	WIN COLL-SUPPLIES			
Invoice: 37101/1				212315	37101/1	03/17/2017		03/26/17	14.94
						PW/DISTILLED H2O (6)			
				14.94	72637319 53110000809	WATER QUAL FLOW MONIT-SUPPLIES			
Invoice: 37113/1				212316	37113/1	03/20/2017		03/26/17	67.40
						PW/STAKES (2), PAINT (7)			
				67.40	72111421 53110000222	STREET-ROADS PRES-SUPPLIES			
Invoice: 36997/1				212373	36997/1	03/09/2017		03/26/17	8.89
						POL/U-BOLTS (2), FASTENERS (4)			
				8.89	51011217 531100	PD-C/E-PARKING ENF-SUPPLIES			
Invoice: 36983/1				212434	36983/1	03/09/2017		03/26/17	5.17
						PW/SINGLE CUT KEY-EQ#81			
				5.17	73111427 531100	OFFICE SUPPLIES			
CHECK 343944 TOTAL:									575.41
343945	03/29/2017	PRTD	2201 ACTION COMMUNICATION	212374	1703121	03/14/2017		03/26/17	103.16
Invoice: 1703121						POL/RADIO CABLE			
				103.16	53011212 531100	PD-C/E-PATROL SUPPLIES			
Invoice: 1703130				212375	1703130	03/14/2017		03/26/17	199.36
						POL/RADIO REPAIR			
				199.36	53011212 545000	POLICE - C/E PATROL RENTS			
CHECK 343945 TOTAL:									302.52
343946	03/29/2017	PRTD	7726 AIR MANAGEMENT SOLUT	212260	0000119660	02/22/2017	21700019	03/26/17	267.68
Invoice: 0000119660						2017 BUILDING MAINTENANCE			
				196.83	73011183 548100	O&M-C/E-CH FAC-REPAIRS			
				24.30	73011189 548100	O&M - C/E FACIL REPAIRS			
				24.02	73011215 548100	O&M-C/E-POLICE FAC-REPAIRS			
				8.27	73011255 548100	O&M-C/E-COURT FAC-REPAIRS			
				5.27	73011755 548100	O&M-COMMONS REPAIRS			
				8.99	73425358 548100	O&M-WWTP-REPAIRS			
Invoice: 0000119661				212261	0000119661	02/22/2017	21700019	03/26/17	194.30
						2017 BUILDING MAINTENANCE			
				142.86	73011183 548100	O&M-C/E-CH FAC-REPAIRS			
				17.64	73011189 548100	O&M - C/E FACIL REPAIRS			
				17.44	73011215 548100	O&M-C/E-POLICE FAC-REPAIRS			
				6.01	73011255 548100	O&M-C/E-COURT FAC-REPAIRS			
				3.82	73011755 548100	O&M-COMMONS REPAIRS			
				6.53	73425358 548100	O&M-WWTP-REPAIRS			



03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 3  
|apcsdshs

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: 0000119659	212274	0000119659	02/22/2017	21700019	03/26/17	187.74
			2017 BUILDING MAINTENANCE			
	138.05	73011183 548100	O&M-C/E-CH FAC-REPAIRS			
	17.04	73011189 548100	O&M - C/E FACIL REPAIRS			
	16.85	73011215 548100	O&M-C/E-POLICE FAC-REPAIRS			
	5.80	73011255 548100	O&M-C/E-COURT FAC-REPAIRS			
	3.69	73011755 548100	O&M-COMMONS REPAIRS			
	6.31	73425358 548100	O&M-WWTP-REPAIRS			
Invoice: 0000119657	212275	0000119657	02/22/2017	21700019	03/26/17	896.75
			2017 BUILDING MAINTENANCE			
	659.38	73011183 548100	O&M-C/E-CH FAC-REPAIRS			
	81.41	73011189 548100	O&M - C/E FACIL REPAIRS			
	80.47	73011215 548100	O&M-C/E-POLICE FAC-REPAIRS			
	27.72	73011255 548100	O&M-C/E-COURT FAC-REPAIRS			
	17.64	73011755 548100	O&M-COMMONS REPAIRS			
	30.13	73425358 548100	O&M-WWTP-REPAIRS			
Invoice: 0000119658	212281	0000119658	02/22/2017	21700019	03/26/17	377.74
			2017 BUILDING MAINTENANCE			
	277.76	73011183 548100	O&M-C/E-CH FAC-REPAIRS			
	34.29	73011189 548100	O&M - C/E FACIL REPAIRS			
	33.90	73011215 548100	O&M-C/E-POLICE FAC-REPAIRS			
	11.67	73011255 548100	O&M-C/E-COURT FAC-REPAIRS			
	7.43	73011755 548100	O&M-COMMONS REPAIRS			
	12.69	73425358 548100	O&M-WWTP-REPAIRS			
Invoice: 0000119656	212282	0000119656	02/22/2017	21700019	03/26/17	1,757.60
			2017 BUILDING MAINTENANCE			
	1,292.38	73011183 548100	O&M-C/E-CH FAC-REPAIRS			
	159.55	73011189 548100	O&M - C/E FACIL REPAIRS			
	157.72	73011215 548100	O&M-C/E-POLICE FAC-REPAIRS			
	54.32	73011255 548100	O&M-C/E-COURT FAC-REPAIRS			
	34.58	73011755 548100	O&M-COMMONS REPAIRS			
	59.05	73425358 548100	O&M-WWTP-REPAIRS			
Invoice: 0001120374	212283	0001120374	02/23/2017	21700019	03/26/17	819.07
			2017 BUILDING MAINTENANCE			
	602.26	73011183 548100	O&M-C/E-CH FAC-REPAIRS			
	74.36	73011189 548100	O&M - C/E FACIL REPAIRS			
	73.50	73011215 548100	O&M-C/E-POLICE FAC-REPAIRS			
	25.31	73011255 548100	O&M-C/E-COURT FAC-REPAIRS			
	16.12	73011755 548100	O&M-COMMONS REPAIRS			
	27.52	73425358 548100	O&M-WWTP-REPAIRS			
Invoice: 0001120287	212284	0001120287	02/22/2017	21700019	03/26/17	394.04
			2017 BUILDING MAINTENANCE			
	289.74	73011183 548100	O&M-C/E-CH FAC-REPAIRS			
	35.77	73011189 548100	O&M - C/E FACIL REPAIRS			
	35.36	73011215 548100	O&M-C/E-POLICE FAC-REPAIRS			
	12.18	73011255 548100	O&M-C/E-COURT FAC-REPAIRS			
	7.75	73011755 548100	O&M-COMMONS REPAIRS			

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

P 4  
apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

				13.24	73425358	548100	O&M-WWTP-REPAIRS		
							CHECK	343946 TOTAL:	4,894.92
343947	03/29/2017	PRTD	863 INTERSTATE BATTERIES	212257	579363	03/09/2017	03/26/17		192.34
			Invoice: 579363			PW/BATTERY - EOC PREP			
				192.34	73011256	53110000804	2016 STORM PREP-FAC GF-SUPPLY		
				212258	22047092	03/09/2017	03/26/17		106.55
			Invoice: 22047092			PW/BATTERIES			
				106.55	73111256	53110000846	2017 STORM PREP-STRT-SUPPLIES		
				212259	22047092 #2	03/09/2017	03/26/17		126.24
			Invoice: 22047092 #2			PW/BATTERIES			
				63.12	73111423	531100	OFFICE SUPPLIES		
				63.12	73111427	531100	OFFICE SUPPLIES		
							CHECK	343947 TOTAL:	425.13
343948	03/29/2017	PRTD	7994 PENINSULA SERVICES	212248	73451B	02/28/2017	03/26/17		64.00
			Invoice: 73451B			POL/MOBILE SHREDDING			
				64.00	51011211	541100	PD-C/E-ADM-PROF SVCS		
				212249	73450B	02/28/2017	03/26/17		64.00
			Invoice: 73450B			CRT/MOBILE SHREDDING			
				64.00	21011125	541100	COURT - PROFESSIONAL SERVICES		
							CHECK	343948 TOTAL:	128.00
343949	03/29/2017	PRTD	4710 ASSOCIATED PETROLEU	212245	1051900-IN	03/07/2017	03/26/17		2,145.38
			Invoice: 1051900-IN			PW/1000 GAL DIESEL FUEL			
				2,145.38	73638893	532000	O&M-FUEL USE-ALLOCATION		
				212246	1051897-IN	03/07/2017	03/26/17		1,426.58
			Invoice: 1051897-IN			PW/550 GAL REG. UNLEADED			
				1,426.58	73638932	532000	O&M-FUEL ALLOC TO OTH DEPTS		
				212247	1046804-IN	02/24/2017	03/26/17		1,919.20
			Invoice: 1046804-IN			PW/800 GAL REG. UNLEADED			
				1,919.20	73638932	532000	O&M-FUEL ALLOC TO OTH DEPTS		
							CHECK	343949 TOTAL:	5,491.16
343950	03/29/2017	PRTD	7821 AUS WEST LOCKBOX	212250	1990067052	03/09/2017	03/26/17		48.97
			Invoice: 1990067052			PW/LAUNDRY SVCS			
				48.97	73638893	589310	LAUNDRY SERVICES		

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 5  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

CHECK 343950 TOTAL: 48.97

343951 03/29/2017 PRD 2138 ASPECT CONSULTING LL 212286 25836 02/16/2017 21700004 03/26/17 206.96  
Invoice: 25836 GROUNDWATER MGMT.

206.96 72637319 54110000809 WATER QUAL FLOW MONIT-PRO SVCS

212314 25958 03/10/2017 21600087 03/26/17 269.88

VISCONSI-STO EXTENSION/SEGMENT

269.88 72334562 64110000841 STO VISCONSI SEGMENT-DESIGN

CHECK 343951 TOTAL: 476.84

343952 03/29/2017 PRD 1235 AT&T ONENET SERVICE 212255 1265690748 03/01/2017 03/26/17 .61  
Invoice: 1265690748 PCD/FAX LONG DISTANCE-MAR17

.61 91011189 542100 GG-C/E-CITY HALL-PHONE

212256 1265680749 03/01/2017 03/26/17 21.65

FIN/FAX LONG DISTANCE-MAR17

21.65 91011189 542100 GG-C/E-CITY HALL-PHONE

CHECK 343952 TOTAL: 22.26

343953 03/29/2017 PRD 4365 AUTOMATIC FUNDS TRAN 212251 93132 03/06/2017 03/26/17 755.59  
Invoice: 93132 FIN/UB STATEMENT PREP & MAIL

158.54 43411341 541100 FIN - WATER ADMIN PROF SERVICE

158.54 43421351 541100 FIN - SEWER ADMIN PROF SERVICE

219.25 91411891 542500 GG-WTR-FAC-POSTAGE

219.26 91421891 542500 GG-SWR-FAC-POSTAGE

212252 93242 03/09/2017 03/26/17 347.18

FIN/2017 BIZ LIC CERTS-PRINT & MAIL

217.58 41011148 542500 FIN-C/E-BUS LIC-POSTAGE

129.60 41011148 541100 FIN-C/E-BUS LIC-PROF SVCS

212253 93106 03/02/2017 03/26/17 643.72

FIN/2017 BIZ LIC CERTS-PRINT & MAIL

403.42 41011148 542500 FIN-C/E-BUS LIC-POSTAGE

240.30 41011148 541100 FIN-C/E-BUS LIC-PROF SVCS

212254 BAIN1702983 02/28/2017 03/26/17 207.00

FIN/PHONE & WEB PAYMENT SVCS

103.50 43411341 541100 FIN - WATER ADMIN PROF SERVICE

103.50 43421351 541100 FIN - SEWER ADMIN PROF SERVICE

CHECK 343953 TOTAL: 1,953.49

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 6  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

343954	03/29/2017	PRTD	762 ASSOCIATION OF WASHI	212317	50553	03/17/2017	03/26/17		75.00
	Invoice: 50553					WELLNESS/2017 HEALTHY WORKSITE SUMMIT REG.-PC			
				75.00	91029179 549100	GG-SELF INS-WELLNESS-MISC			

CHECK	343954 TOTAL:	75.00
-------	---------------	-------

343955	03/29/2017	PRTD	8242 BACKGROUND INVESTIGA	212298	TCOBI0217	02/28/2017	03/26/17		50.00
	Invoice: TCOBI0217					EX/BACKGROUND CHKS-PROSPECTIVE EMPLOYEES			
				25.00	33011161 544172	HR-ADV-EE RECRUIT-PW ENG			
				25.00	33011161 544141	HR-ADV-EE RECRUIT-FINANCE			

CHECK	343955 TOTAL:	50.00
-------	---------------	-------

343956	03/29/2017	PRTD	54 BAINBRIDGE RENTAL IN	212435	CON#16740	03/21/2017	03/26/17		91.57
	Invoice: CON#16740					PW/CHAINSAW CHAINS FOR CHIPPING			
				91.57	73111427 531100	OFFICE SUPPLIES			

CHECK	343956 TOTAL:	91.57
-------	---------------	-------

343957	03/29/2017	PRTD	55 BAINBRIDGE ISLAND RE	212288	BIR745927	03/03/2017	03/26/17		283.33
	Invoice: BIR745927					PW/CITY BIDS-BIDS JANITORIAL SVCS			
				283.33	73011183 54810000269	JANITORIAL SERVICE CONTRACT			

Invoice: BIR745004				212289	BIR745004	03/03/2017	03/26/17		115.69
						POL/CITY NOTICES-NOI CUSTODY FURIOUS			
				115.69	55011757 54400000159	PD-DERELICT VES-ADVERTISING			

Invoice: BIR745932				212290	BIR745932	03/03/2017	03/26/17		43.68
						EX/CITY APPS-C.A. 21500047 WINGPT			
				43.68	36011143 544000	CLERK-C/E-ADV			

Invoice: BIR745954				212291	BIR745954	03/03/2017	03/26/17		36.60
						CC/CITY ORDS-SUMM OF ORD 2017-01			
				36.60	11011113 544000	COUNCIL - LEGAL NOTICES			

Invoice: BIR745849				212292	BIR745849	03/03/2017	03/26/17		85.00
						CC/CITY NOTICES-PH ORD 2017-07			
				85.00	11011113 544000	COUNCIL - LEGAL NOTICES			

Invoice: BIR745955				212293	BIR745955	03/03/2017	03/26/17		41.32
						CC/CITY ORDS-SUMM OF ORD 2017-002			
				41.32	11011113 544000	COUNCIL - LEGAL NOTICES			

Invoice: BIR745712				212294	BIR745712	03/03/2017	03/26/17		121.60
						EX/CITY NOTICES-PH PLN50520 BAINBRIDGE LANDING			
				121.60	34470586 544000	HEX - DEV ADVERTISING			

				212331	BIR746803	03/10/2017	03/26/17		112.15
--	--	--	--	--------	-----------	------------	----------	--	--------

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 7  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

Invoice: BIR746803

112.15 63470586 544000

PCD/CITY APPS-NOA PLN50654 WINSLOW RAVINE OUTFALL  
CUR - DEV ZONING ADVERTISING

CHECK 343957 TOTAL: 839.37

343958 03/29/2017 PRTD  
Invoice: 03/14/17

55 BI REVIEW SUBSCRIPTI 212287 03/14/17  
48.00 51011211 549100

03/14/2017 03/26/17  
POL/CHIEF SUBSCRIP THRU MAR18  
PD-C/E-ADM-DUES/SUBCR/MEMBRSH

CHECK 343958 TOTAL: 48.00

343959 03/29/2017 PRTD  
Invoice: 7749553

55 SOUND PUBLISHING, IN 212447 7749553  
18.75 51011191 544000

02/28/2017 03/26/17  
POL/CLASSIFIED, PROPERTYROOM.COM  
PD-C/E-PROP RM-ADVERTISING

CHECK 343959 TOTAL: 18.75

343960 03/29/2017 PRTD  
Invoice: 1703514

5412 BENEFIT ADMINISTRATI 212438 1703514  
21.13 21011125 520000  
28.82 31011131 520000  
21.13 41011141 520000  
36.50 51011211 520000  
13.45 61011581 520000  
57.63 71011321 520000  
13.44 81011881 520000

03/20/2017 03/26/17  
MAR17 FLEX PLAN ADMIN. SVCS  
COURT - BENEFITS  
EXEC - C/E BENEFITS  
FIN - C/E ADMIN BENEFITS  
PD-C/E ADMIN-BENEFITS  
PCD - C/E ADMIN BENEFITS  
PW - C/E BENEFITS  
IT - C/E ADMIN BENEFITS

CHECK 343960 TOTAL: 192.10

343961 03/29/2017 PRTD  
Invoice: 1148

5490 BAINBRIDGE ISLAND ME 212295 1148  
90.00 91029179 531100

03/06/2017 03/26/17  
SEABOLD HALL RENTAL-NORTH WARD MTG.  
GG-SELF INS-WELLNESS-SUPPLIES

CHECK 343961 TOTAL: 90.00

343962 03/29/2017 PRTD  
Invoice: 976

2250 BLACKBIRD BAKERY 212297 976  
17.70 41011141 531100

03/05/2017 03/26/17  
FIN/HOT POT W/SET-UP FOR MO. FINANCE MTG  
FIN - C/E ADMIN SUPPLIES

CHECK 343962 TOTAL: 17.70

343963 03/29/2017 PRTD  
Invoice: 03/15/17

7507 BLUE BOOK LAW ENFORC 212381 03/15/17  
62.95 51011211 531100

03/15/2017 03/26/17  
POL/LE DIRECTORY WA (6)  
PD-C/E-ADM-SUPPLIES

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 8  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

					CHECK	343963	TOTAL:	62.95
343964	03/29/2017	PRTD	5903 BUILDERS' HARDWARE &	212296	S3544358.001	02/27/2017	03/26/17	2,334.99
Invoice: S3544358.001					2,334.99	73011755	531100	
					PW/DOORS FOR B.I. COMMONS (2), DOOR PLATE			
					O&M-COMMONS SUPPLIES			
					CHECK	343964	TOTAL:	2,334.99
343965	03/29/2017	PRTD	6476 CALIBRE PRESS LLC	212376	49006	03/17/2017	03/26/17	695.00
Invoice: 49006					695.00	53011212	443410	
					POL/BALANCING OUR BIAS/820			
					POLICE - C/E PATROL TRAINING			
					CHECK	343965	TOTAL:	695.00
343966	03/29/2017	PRTD	853 KATHRYN M CARRUTHERS	212338	03/10/17	03/10/2017	03/26/17	75.00
Invoice: 03/10/17					75.00	21011125	541210	
					CRT/JUDGE PRO TEMP-1.5HRS			
					COURT - JUDGE PRO TEMPORE SVCS			
					CHECK	343966	TOTAL:	75.00
343967	03/29/2017	PRTD	96 CHEVRON PRODUCTS COM	212428	49941405	03/22/2017	03/26/17	93.81
Invoice: 49941405					93.81	52011212	532000	
					POL/FUEL TO&FROM PULLMAN-ARREST SUSPECT			
					PD DET-C/E-FUEL			
					CHECK	343967	TOTAL:	93.81
343968	03/29/2017	PRTD	8434 CHRISTINE CLARK	212311	16-1009	12/05/2016	03/26/17	12,600.00
Invoice: 16-1009					12,600.00	31024479	66400000749	
					EX/WAYPOINT PUBLIC ART-4TH PYMNT			
					WAYPOINT PARK ART PROJECT			
					CHECK	343968	TOTAL:	12,600.00
343969	03/29/2017	PRTD	8253 CHS POULSBO	212299	K12652/H	03/13/2017	03/26/17	378.97
Invoice: K12652/H					378.97	73637892	531100	
					PW/COURSE SALT BAGS (49)			
					O&M-ALLOC-WTR-CONSUMABLES			
					CHECK	343969	TOTAL:	378.97
343970	03/29/2017	PRTD	8491 CHUCKALS, INC.	212305	901831-0	03/08/2017	03/26/17	197.67
Invoice: 901831-0					197.67	21011125	531100	
					CRT/COPY PAPER, ENVELOPES			
					COURT - SUPPLIES			
					212306	901186-0		132.58
Invoice: 901186-0					132.58	21011125	531100	
					CRT/OFFICE SUPPLIES			
					COURT - SUPPLIES			

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 9  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

					CHECK	343970 TOTAL:	330.25		
343971	03/29/2017	PRTD	102 CITY OF BAINBRIDGE I	212355	RETREQ2-00247	03/09/2017	21600107	03/26/17	3,667.98
					2016 LINEAR MOORAGE -RET				
					Invoice: RETREQ2-00247				
					3,667.98	73011757	54810000247	WF DOCK/LINEAL MOORAGE R&M	
					CHECK	343971 TOTAL:	3,667.98		
343972	03/29/2017	PRTD	8059 CITY OF GIG HARBOR	212300	002	03/07/2017		03/26/17	100.00
					EX/W.SOUND ALLIANCE PROMO VIDEO				
					Invoice: 002				
					100.00	31011573	54110000297	EXEC-C/E-TOURISM-PRO SVCS	
					CHECK	343972 TOTAL:	100.00		
343973	03/29/2017	PRTD	518 WA ST CRIMINAL JUSTI	212475	201127921	03/07/2017		03/26/17	95.00
					POL/FTO ACADEMY				
					Invoice: 201127921				
					95.00	53011212	443410	POLICE - C/E PATROL TRAINING	
					CHECK	343973 TOTAL:	95.00		
343974	03/29/2017	PRTD	8407 HOYT D JETER	212362	1019-A	03/01/2017	21700006	03/26/17	660.00
					PW/BLD22029-13890 LA VIGNE-LOT4				
					Invoice: 1019-A				
					660.00	72655860	58600000644	EXPEDITED BLDG PERMITS	
343975	03/29/2017	PRTD	8407 HOYT D JETER	212363	1019-B	03/01/2017	21700006	03/26/17	770.00
					PW/BLD22030-13882 LA VIGNE-LOT 5				
					Invoice: 1019-B				
					770.00	72655860	58600000644	EXPEDITED BLDG PERMITS	
343976	03/29/2017	PRTD	8407 HOYT D JETER	212364	1019-C	03/01/2017	21700006	03/26/17	440.00
					PW/BLD22031-13874 LA VIGNE-LOT6				
					Invoice: 1019-C				
					440.00	72655860	58600000644	EXPEDITED BLDG PERMITS	
343977	03/29/2017	PRTD	8407 HOYT D JETER	212365	1019-D	03/01/2017	21700006	03/26/17	495.00
					PW/BLD22032-13862 LA VIGNE-LOT7				
					Invoice: 1019-D				
					495.00	72655860	58600000644	EXPEDITED BLDG PERMITS	
343978	03/29/2017	PRTD	8407 HOYT D JETER	212366	1019-E	03/01/2017	21700006	03/26/17	550.00
					PW/BLD22033-13844 LA VIGNE-LOT9				
					Invoice: 1019-E				
					550.00	72655860	58600000644	EXPEDITED BLDG PERMITS	
343979	03/29/2017	PRTD	8407 HOYT D JETER	212368	1019-G	03/01/2017	21700006	03/26/17	220.00
					PW/BLD22088-13851 LA VIGNE-LOT2				
					Invoice: 1019-G				
					220.00	72655860	58600000644	EXPEDITED BLDG PERMITS	
343980	03/29/2017	PRTD	8407 HOYT D JETER	212369	1019-H	03/01/2017	21700006	03/26/17	715.00
					PW/BLD22089-13877 LA VIGNE-LOT3				
					Invoice: 1019-H				
					715.00	72655860	58600000644	EXPEDITED BLDG PERMITS	



03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

P 10  
apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

Invoice: 1019-F	212372	1019-F		03/01/2017	21700006	03/26/17		880.00
				PW/BLD22077-2310 UPPER FARMS RD				
	880.00	72655860	58600000644	EXPEDITED BLDG PERMITS				
				CHECK	343974	TOTAL:		4,730.00

343975 03/29/2017 PRTD	1921	CNA SURETY	212307	68363519-2017	03/04/2017	03/26/17		165.00
Invoice: 68363519-2017					2017 NOTARY INSURANCE (11)			
	75.00	31029476	546000	EXEC-INS SFUND-MISC INS				
	15.00	41029476	546000	FIN - INS RISK XFER INSURANCE				
	15.00	61029147	546000	PCD - INS INSURANCE				
	60.00	71029147	546000	PW - INS INSURANCE				
				CHECK	343975	TOTAL:		165.00

343976 03/29/2017 PRTD	8435	COATES DESIGN INC	212303	123208	03/07/2017	21600085	03/26/17	15,680.00
Invoice: 123208					PRF & ARCHTCT SVC JSTC CNTR			
	15,680.00	72311942	64110000724	PD/COURT BLDG-PROF SVCS/DESIGN				
Invoice: 123203								
				212304	123203	03/03/2017	21600085	03/26/17
						PRF & ARCHTCT SVC JSTC CNTR		
	41,104.50	72311942	64110000724	PD/COURT BLDG-PROF SVCS/DESIGN				
				CHECK	343976	TOTAL:		56,784.50

343977 03/29/2017 PRTD	51	BAINBRIDGE ISLAND	212310	26711152	02/24/2017	03/26/17		50.00
Invoice: 26711152					OUT COURT TICKET-K.SMITH			
	50.00	63638	389000	COURT NON-REVENUE				
				CHECK	343977	TOTAL:		50.00

343978 03/29/2017 PRTD	112	CODE PUBLISHING COMP	212302	55768	03/07/2017	03/26/17		2,672.93
Invoice: 55768					CLERK/BI MUNI CODE ELEC UPDATE			
	2,672.93	36011143	541100	CLERK-C/E-PROF SVCS				
				CHECK	343978	TOTAL:		2,672.93

343979 03/29/2017 PRTD	7166	AMERICAN MESSAGING	212301	W4104492RC	03/01/2017	03/26/17		81.54
Invoice: W4104492RC					PW/MESSAGING SVCS-MAR17			
	81.54	73637891	542100	O&M - ALLOC FACIL TELEPHONE				
				CHECK	343979	TOTAL:		81.54

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 11  
|apcshdsb

CASH ACCOUNT: 635			111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN			NET	
INVOICE DTL DESC												
-----												
343980	03/29/2017	PRTD	7016 CUSTOM PRINTING	212332	6533	03/15/2017		03/26/17			90.22	
			Invoice: 6533			PCD/BUSINESS CARDS (500) - GV						
				90.22	65470597 531100	CODE - DEV OFFICE SUPPLIES						
								CHECK	343980 TOTAL:	90.22		
343981	03/29/2017	PRTD	2202 DECATUR ELECTRONICS,	212308	IN00015908	03/07/2017		03/26/17			9,570.00	
			Invoice: IN00015908			POL/RADAR GUNS (5), VIP MODULES (5)						
				9,570.00	53011421 66400000833	PD-2017 VEH REPL-EQ ACQ						
								CHECK	343981 TOTAL:	9,570.00		
343982	03/29/2017	PRTD	8628 DECKER, GEORGE	212265	59593	03/20/2017		03/26/17			127.86	
			Invoice: 59593			UB 10518 645 MADISON AVENUE N						
				127.86	411 122100	WATER ACCOUNTS RECEIVABLE						
								CHECK	343982 TOTAL:	127.86		
343983	03/29/2017	PRTD	672 DSC INC	212312	96422	03/02/2017		03/26/17			84.23	
			Invoice: 96422			PW/1-13/16TH COMBO WRENCH						
				84.23	73637945 531100	O&M ALLOC-SWEEPER-SUPPLIES						
								CHECK	343983 TOTAL:	84.23		
343984	03/29/2017	PRTD	7144 DTMICRO, INC	212318	3307	02/15/2017		03/26/17			135.88	
			Invoice: 3307			POLICE NETWORK CONNECT W/KITSAP CO-MAR17						
				135.88	91011215 542100	GG-C/E-PD-PHONE						
				212319	3308	03/15/2017		03/26/17			135.88	
			Invoice: 3308			POLICE NETWORK CONNECT W/KITSAP CO-APR17						
				135.88	91011215 542100	GG-C/E-PD-PHONE						
								CHECK	343984 TOTAL:	271.76		
343985	03/29/2017	PRTD	2342 ENVIRONMENTAL SCIENC	212320	126847	03/17/2017		03/26/17			15,215.80	
			Invoice: 126847			EX/SUZUKI PROP ECO ASSESSMNT SVCS						
				15,215.80	31011182 54110000642	SALE/DISPOSAL-SUZUKI PROP-PS						
								CHECK	343985 TOTAL:	15,215.80		
343986	03/29/2017	PRTD	8081 ERICKSEN URBAN COTTA	212269	59597	03/20/2017		03/26/17			132.92	
			Invoice: 59597			UB 12949 694 WINTERSWEET RD NE						
				132.92	411 122100	WATER ACCOUNTS RECEIVABLE						

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 12  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

					CHECK	343986	TOTAL:	132.92	
343987	03/29/2017	PRTD	3097 WASHINGTON STATE UNI	212321	23274769	03/09/2017	03/26/17	125.00	
Invoice: 23274769					125.00	51011214	443410		
					POL/WAFBINAA 2017 SPRING CONF./800				
					PD-C/E-ADMIN-TRAINING				
					CHECK	343987	TOTAL:	125.00	
343988	03/29/2017	PRTD	1953 FERGUSON ENTERPRISES	212322	5029185	03/01/2017	03/26/17	386.75	
Invoice: 5029185					386.75	73011768	531100		
					PW/1.6 GPF CLOSET FLUSH VALVE-WATERFRONT PARK				
					O&M-C/E-PARKS-SUPPLIES				
					CHECK	343988	TOTAL:	386.75	
343989	03/29/2017	PRTD	1953 FERGUSON ENTERPRISES	212323	0543326	03/02/2017	03/26/17	3,675.47	
Invoice: 0543326					3,675.47	73411345	531100		
					PW/100 CF AMR, GASKET, NUT&BOLT SET				
					OFFICE SUPPLIES				
					212324	0543495			
Invoice: 0543495					150.62	73011476	63110000637		
					PW/PVC SWR ADPT & PLUG-WFP				
					WFP CAP-SUPPLIES				
					CHECK	343989	TOTAL:	3,826.09	
343990	03/29/2017	PRTD	1953 FERGUSON WATERWORKS	212325	SC33388	02/28/2017	03/26/17	36.22	
Invoice: SC33388					36.22	73411345	531100		
					PW/FEB17-SVC CHARGE				
					OFFICE SUPPLIES				
					CHECK	343990	TOTAL:	36.22	
343991	03/29/2017	PRTD	8580 FREESTONE FOX LLC	212270	59598	03/20/2017	03/26/17	210.85	
Invoice: 59598					210.85	411	122100		
					UB 12957 667 LANDMARK COURT NE				
					WATER ACCOUNTS RECEIVABLE				
					CHECK	343991	TOTAL:	210.85	
343992	03/29/2017	PRTD	6940 FREMONT ANALYTICAL	212326	1703072	03/10/2017	21700009 03/26/17	480.00	
Invoice: 1703072					480.00	72637319	54110000809		
					ASSAY SVCS & TECH SUPPORT				
					WATER QUAL FLOW MONIT-PRO SVCS				
					CHECK	343992	TOTAL:	480.00	
343993	03/29/2017	PRTD	231 GALLS, LLC	212327	007046756	02/22/2017	03/26/17	38.64	
Invoice: 007046756					38.64	53011212	531100		
					POL/NAME TAGS/821				
					PD-C/E-PATROL SUPPLIES				

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 13  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

Invoice: 007099702	212328	007099702	03/02/2017	03/26/17	34.32
	34.32	53011212 531100	POL/NAME TAGS/866		
			PD-C/E-PATROL SUPPLIES		

CHECK	343993	TOTAL:	72.96
-------	--------	--------	-------

343994 03/29/2017 PRTD	513	GRAINGER	212329	9376099231	03/02/2017	03/26/17	634.81
Invoice: 9376099231			634.81	73411345 531100	PW/SUMP PUMPS (2)		
					OFFICE SUPPLIES		

Invoice: 9379357537	212330	9379357537	03/07/2017	03/26/17	294.31
	294.31	73411345 531100	PW/LQD LVL SWCH (15)		
			OFFICE SUPPLIES		

CHECK	343994	TOTAL:	929.12
-------	--------	--------	--------

343995 03/29/2017 PRTD	252	H.D. FOWLER COMPANY	212333	I4444458	03/09/2017	03/26/17	820.06
Invoice: I4444458			820.06	431 141100	PW/VANED GRATES (6)		
					STRM DRN-INVENTORY		

CHECK	343995	TOTAL:	820.06
-------	--------	--------	--------

343996 03/29/2017 PRTD	8513	D. HITTLE & ASSOCIAT	212313	11381	02/25/2017	03/26/17	11,994.75
Invoice: 11381			11,994.75	31011131 54110000796	EX/ELEC UTILITY-FEASIBILITY STUDY		
					ELECTRIC UTIL FORMATION-PRO SV		

CHECK	343996	TOTAL:	11,994.75
-------	--------	--------	-----------

343997 03/29/2017 PRTD	4850	HOME DEPOT CREDIT SE	212436	6580446	03/08/2017	03/26/17	111.63
Invoice: 6580446			111.63	73111290 531100	PW/DIGGING SHOVELS (10)		
					O&M-STREET-MAINT O/H-SUPPLIES		

Invoice: 6972124	212437	6972124	03/08/2017	03/26/17	627.90
	627.90	73011183 531100	PW/SOD GRASS FOR CITY HALL		
			O&M-C/E-CH FAC-SUPPLIES		

CHECK	343997	TOTAL:	739.53
-------	--------	--------	--------

343998 03/29/2017 PRTD	7500	HOUSING RESOURCES BO	212271	59599	03/20/2017	03/26/17	130.68
Invoice: 59599			130.68	411 122100	UB 12991 941 CURTIS LOOP NE		
					WATER ACCOUNTS RECEIVABLE		

CHECK	343998	TOTAL:	130.68
-------	--------	--------	--------

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 14  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

343999	03/29/2017	PRTD	280 INTEGRA CHEMICAL COM	212334	0122435-IN	03/09/2017		03/26/17	2,173.18
			Invoice: 0122435-IN			PW/50LB SODIUM FLUORIDE (18)			
				2,173.18	73637892 531100	O&M-ALLOC-WTR-CONSUMABLES			

CHECK 343999 TOTAL: 2,173.18

344000	03/29/2017	PRTD	8626 JACKSON, JEFF	212263	59591	03/20/2017		03/26/17	110.00
			Invoice: 59591			UB 10023 426 WEAVER ROAD NW			
				110.00	411 122100	WATER ACCOUNTS RECEIVABLE			

CHECK 344000 TOTAL: 110.00

344001	03/29/2017	PRTD	7961 KATY BIGELOW, ARBORI	212340	4475	03/08/2017		03/26/17	125.00
			Invoice: 4475			PW/TREE ASSESSMNT @ TAYLOR, PW			
				125.00	73111427 54110000354	TREE PRES/REMOVAL-RD-PROF SVCS			

			Invoice: 4468			03/02/2017 03/26/17			187.50
						PW/TREE CONSULT-NORTH STREET			
				187.50	73111427 54110000354	TREE PRES/REMOVAL-RD-PROF SVCS			

CHECK 344001 TOTAL: 312.50

344002	03/29/2017	PRTD	1971 KELLEY IMAGING SYSTE	212336	IN240272	03/09/2017		03/26/17	610.23
			Invoice: IN240272			ENG/TOS4505AC COLOR COPY OVERAGE FEES			
				610.23	72011325 545000	ENG - C/E FACIL RENTS & LEASES			

CHECK 344002 TOTAL: 610.23

344003	03/29/2017	PRTD	1971 KELLEY IMAGING SYSTE	212335	20320229	03/13/2017		03/26/17	238.60
			Invoice: 20320229			PCD/ES4555C COPIER LEASE			
				238.60	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			

CHECK 344003 TOTAL: 238.60

344004	03/29/2017	PRTD	8114 KENYON DISEND, PLLC	212343	185175	02/28/2017		03/26/17	455.00
			Invoice: 185175			LEGAL/PRO SVCS-COBI V. RICH			
				455.00	32470152 54111100775	LITIGATION-RICH PERMITTING			

			Invoice: 185174			02/28/2017 03/26/17			1,195.50
						LEGAL/GENERAL ATTORNEY SVCS			
				1,195.50	32011152 541110	LGL-C/E-CIVIL-GEN'L OUTSIDE AT			

CHECK 344004 TOTAL: 1,650.50

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 15  
|apcshdsb

CASH ACCOUNT: 635			111100	CASH					
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
344005	03/29/2017	PRTD	1010 PAUL L KING	212339	46919	03/08/2017		03/26/17	516.33
	Invoice: 46919					PW/R&R B.I. COMMONS DOOR			
				516.33	73011755 548100	O&M-COMMONS REPAIRS			
						CHECK	344005	TOTAL:	516.33
344006	03/29/2017	PRTD	315 KITSAP HUMANE SOCIET	212342	1346	03/01/2017		03/26/17	5,434.42
	Invoice: 1346					B.I. ANIMAL CONTROL SVCS-MAR17			
				5,434.42	91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
						CHECK	344006	TOTAL:	5,434.42
344007	03/29/2017	PRTD	8566 KURT R. LATIMORE	212346	17-5	03/05/2017	21700007	03/26/17	4,725.00
	Invoice: 17-5					PCD PROCESS AND PERMIT REVIEW			
				2,362.50	61470581 541100	PCD - DEV ADMIN PROF SERVICES			
				2,362.50	61471591 541100	PCD - BLDG PROF SERVICES			
						CHECK	344007	TOTAL:	4,725.00
344008	03/29/2017	PRTD	5011 LEXISNEXIS RISK SOLU	212345	1272084-20170228	02/28/2017		03/26/17	54.35
	Invoice: 1272084-20170228					POL/INFORMATION SVCS			
				54.35	52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
						CHECK	344008	TOTAL:	54.35
344009	03/29/2017	PRTD	8633 MACFERRAN, KATHLEEN	212273	59601	03/20/2017		03/26/17	18.97
	Invoice: 59601					UB 12849 472 GROW AVENUE NW			
				18.97	411 122100	WATER ACCOUNTS RECEIVABLE			
						CHECK	344009	TOTAL:	18.97
344010	03/29/2017	PRTD	8012 MACLEOD RECKORD, PLL	212347	7587	03/02/2017	21600025	03/26/17	295.51
	Invoice: 7587					SOUND TO OLYMPIC TRAIL PH II			
				295.51	72334562 64110000668	STO PH 2&4-ENG/DESIGN			
						CHECK	344010	TOTAL:	295.51
344011	03/29/2017	PRTD	163 DENNIS MARTIN	212309	02/28/17	02/28/2017		03/26/17	146.30
	Invoice: 02/28/17					LEOFF1 REIMBURSEMENT			
				146.30	91029211 521500	POLICE - INS ADD MEDICAL COSTS			
						CHECK	344011	TOTAL:	146.30

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 16  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH			VOUCHER INVOICE		INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME			INVOICE DTL DESC			
344012	03/29/2017	PRTD 8135 MIDWEST MOTOR SUPPLY	212337	5482178	03/13/2017	03/26/17		621.22
		Invoice: 5482178			PW/GROMMETS, NYLON LOCKS, FUSES, NUTS...			
			621.22	73638935 531100	OFFICE SUPPLIES			
					CHECK	344012 TOTAL:		621.22
344013	03/29/2017	PRTD 4944 THE MILLER/HULL PART	212350	0000002-2017	03/10/2017	03/26/17		16,370.28
		Invoice: 0000002-2017			EX/CITY HALL-INTERIOR REDESIGN			
			16,370.28	31011131 54110000807	CH INTERIOR REDESIGN-PRO SVCS			
					CHECK	344013 TOTAL:		16,370.28
344014	03/29/2017	PRTD 7038 MOON SECURITY SERVIC	212349	864734	02/28/2017	03/26/17		818.00
		Invoice: 864734			CRT/HOUSE ARREST MONITOR SVCS			
			818.00	21011125 545000	COURT - RENTS & LEASES - OPER			
					CHECK	344014 TOTAL:		818.00
344015	03/29/2017	PRTD 4965 NATIONAL SAFETY INC	212361	0461692-IN	02/17/2017	03/26/17		2,313.14
		Invoice: 0461692-IN			POL&PW/LED RECRGBL LGHTS & BATTERIES (10)			
			947.00	990 141100	MERCHANDISE			
			1,024.60	53011421 664000	POLICE - C/E PATROL MACH & EQ			
			341.54	73011418 66400000517	CAP EQ REPLACEMENT-GENL FUND			
					CHECK	344015 TOTAL:		2,313.14
344016	03/29/2017	PRTD 2011 NEW PIG CORPORATION	212360	4754400-00	03/09/2017	03/26/17		1,300.54
		Invoice: 4754400-00			PW/ABSORBENT MAT PADS			
			1,300.54	73637891 531100	OFFICE SUPPLIES			
					CHECK	344016 TOTAL:		1,300.54
344017	03/29/2017	PRTD 677 NORTH COAST ELECTRIC	212351	S7741545.001	03/01/2017	03/26/17		130.77
		Invoice: S7741545.001			PW/500W FLOOD LIGHTS (3)			
			130.77	73011755 531100	O&M-COMMONS SUPPLIES			
			212352	S7742023.001	03/02/2017	03/26/17		154.25
		Invoice: S7742023.001			PW/17W LED LAMPS (10)			
			154.25	73011755 531100	O&M-COMMONS SUPPLIES			
			212353	S7741922.001	02/28/2017	03/26/17		335.80
		Invoice: S7741922.001			PW/17W LED LAMPS (20)			
			335.80	73011755 531100	O&M-COMMONS SUPPLIES			



03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 17  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

									CHECK	344017 TOTAL:	620.82
344018	03/29/2017	PRTD	4118 NORTHWEST BIOSOLIDS	212356	02212017-01	02/21/2017		03/26/17	250.00		
					Invoice: 02212017-01						
					250.00	73425358	549100	PW/2017 MEMBER DUES O&M-WWTP-DUES, SUBSCR			
									CHECK	344018 TOTAL:	250.00
344019	03/29/2017	PRTD	5403 NORWEST MARINE, LLC	212354	PAYREQ2-00247	03/09/2017	21600106	03/26/17	4,306.21		
					Invoice: PAYREQ2-00247						
					4,306.21	73011757	54810000247	2016 LINEAR MOORAGE R&M WF DOCK/LINEAL MOORAGE R&M			
									CHECK	344019 TOTAL:	4,306.21
344020	03/29/2017	PRTD	2430 OGDEN MURPHY WALLACE	212370	732709	03/13/2017		03/26/17	13,097.10		
					Invoice: 732709						
					450.00	32421152	54111100763	LEGAL/PRO SVCS THRU FEB17 BLOSSOM DEL SEWER ACCOUNT			
					90.00	32470152	54111100844	LIT-CLARK ADMIN APPEAL			
					150.00	32470152	54111100849	IMESON SHORELINE APPEAL			
					10,487.10	32470152	54111100775	LITIGATION-RICH PERMITTING			
					60.00	32470152	541110	LGL-DEVELOP-CIVIL-OUTSIDE ATTY			
					1,260.00	91011211	541110	GG-C/E-CIVIL SVC-LEGAL ADVICE			
					270.00	32470152	54111100711	SMP LITIGATION			
					330.00	32470152	54111100711	SMP LITIGATION			
									CHECK	344020 TOTAL:	13,097.10
344021	03/29/2017	PRTD	8286 SUPERINTENDENT OF P	212377	12779	03/02/2017		03/26/17	86.00		
					Invoice: 12779						
					86.00	65438	386110	POL/FINGERPRINTING SVCS AGENCY-FINGERPRINT REV TO SPI			
					212392	12758		03/02/2017	03/26/17	172.00	
					Invoice: 12758						
					172.00	65438	386110	POL/FINGERPRINTING SVCS AGENCY-FINGERPRINT REV TO SPI			
					212393	12770		03/02/2017	03/26/17	43.00	
					Invoice: 12770						
					43.00	65438	386110	POL/FINGERPRINTING SVCS AGENCY-FINGERPRINT REV TO SPI			
					212394	12804		03/09/2017	03/26/17	43.00	
					Invoice: 12804						
					43.00	65438	386110	POL/FINGERPRINTING SVCS AGENCY-FINGERPRINT REV TO SPI			
									CHECK	344021 TOTAL:	344.00

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 18  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

344022 03/29/2017 PRD 1986 PALADIN DATA SYSTEMS 212359 240848 03/13/2017 03/26/17 23,587.90  
Invoice: 240848 IT/SMARTGOV PERMITTING SYSTEM ANNUAL MAINT.  
23,587.90 81011881 548500 IT - C/E COMPUTER SUPPORT

CHECK 344022 TOTAL: 23,587.90

344023 03/29/2017 PRD 8544 PHILANTHROPY NORTHWE 212371 TGP2203 02/28/2017 03/26/17 900.00  
Invoice: TGP2203 EX/CONSULTING SVCS-THE GIVING PRACTICE  
900.00 31017572 54110000297 EX-BAIN COMM FOUNDATION

CHECK 344023 TOTAL: 900.00

344024 03/29/2017 PRD 420 PITNEY BOWES INC 212395 2017-Q1 03/01/2017 03/26/17 1,075.77  
Invoice: 2017-Q1 FIN/2017 Q1-MAIL MACHINE LEASE  
1,075.77 44011141 545000 RENTS & LEASES - OPERATING

CHECK 344024 TOTAL: 1,075.77

344025 03/29/2017 PRD 7153 PORT MADISON ENTERPR 212387 48276 03/08/2017 03/26/17 1,323.75  
Invoice: 48276 PW/52.95 TONS-CLEAN BASALT  
1,323.75 990 141100 MERCHANDISE

Invoice: 48290 212388 48290 03/08/2017 03/26/17 317.75  
PW/12.71 TONS-CLEAN BASALT  
317.75 73111423 531100 OFFICE SUPPLIES

CHECK 344025 TOTAL: 1,641.50

344026 03/29/2017 PRD 5225 PND ENGINEERS INC 212389 17010053R1 01/12/2017 21500040 03/26/17 10,521.25  
Invoice: 17010053R1 DESIGN - WATERFRONT PARK DOCK  
10,521.25 72011475 64110000732 WF PARK DOCK IMPRV-PROF SVCS

Invoice: 17020088 212390 17020088 02/17/2017 21500040 03/26/17 792.50  
DESIGN - WATERFRONT PARK DOCK  
792.50 72011475 64110000732 WF PARK DOCK IMPRV-PROF SVCS

CHECK 344026 TOTAL: 11,313.75

344027 03/29/2017 PRD 8624 PRISONER BENCH, LLC 212391 3/4/2017 03/04/2017 03/26/17 569.00  
Invoice: 3/4/2017 POL/HANDCUFF BENCH  
569.00 51011215 531100 POLICE - C/E FACIL SUPPLIES

CHECK 344027 TOTAL: 569.00

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 19  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
344028	03/29/2017	PRTD	360 PROBUILD COMPANY LLC	212383	1650120	03/13/2017		03/26/17	49.99
	Invoice: 1650120					PW/FLEXOGEN HOSE FOR C.H. GRASS			
				49.99	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
				212384	1649389	03/07/2017		03/26/17	4,051.64
	Invoice: 1649389					PW/12FT 4X4 (91)			
				4,051.64	990 141100	MERCHANDISE			
				212385	1649132	03/03/2017		03/26/17	17.37
	Invoice: 1649132					PW/UTILITY PULL, SWIVEL			
				17.37	73011755 531100	O&M-COMMONS SUPPLIES			
				212386	1649000	03/03/2017		03/26/17	69.64
	Invoice: 1649000					PW/VALVE BOX CVRS (3), DEMO DEMONS (2)-WFP			
				69.64	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
						CHECK 344028 TOTAL:			4,188.64
344029	03/29/2017	PRTD	7187 RANDOLPH BAUER	212439	A-1741	03/16/2017		03/26/17	90.00
	Invoice: A-1741					PW/RENTAL#502-STRAWBERRY PRK-MAR17			
				90.00	73011768 545000	O&M-C/E-PARKS-OP LEASES			
				212440	A-1779	03/01/2017		03/26/17	90.00
	Invoice: A-1779					PW/RENTAL#70-VINCENT RD-MAR17			
				90.00	73435838 545000	O&M-DECANT-RENTS			
				212441	A-1780	03/01/2017		03/26/17	90.00
	Invoice: A-1780					PW/RENTAL#146-PRITCHARD PRK-MAR17			
				90.00	73011768 545000	O&M-C/E-PARKS-OP LEASES			
				212442	A-1781	03/01/2017		03/26/17	90.00
	Invoice: A-1781					PW/RENTAL#178-CRESOTE LN-MAR17			
				90.00	73011768 545000	O&M-C/E-PARKS-OP LEASES			
				212443	2016-5042	10/11/2016		03/26/17	90.00
	Invoice: 2016-5042					PW/RENTAL#502-WEAVER RD-OCT16			
				90.00	73011768 545000	O&M-C/E-PARKS-OP LEASES			
				212444	2017-302	10/01/2016		03/26/17	180.00
	Invoice: 2017-302					PW/RENTAL#70 & 312-VINCENT, SHOP-OCT16			
				90.00	73435838 545000	O&M-DECANT-RENTS			
				90.00	73011897 545000	O&M-C/E-PWYD FAC-RENTS			
				212445	2017-303	11/01/2016		03/26/17	90.00
	Invoice: 2017-303					PW/RENTAL#312-SHOP-JAN17			
				90.00	73011897 545000	O&M-C/E-PWYD FAC-RENTS			
				212446	2016-3991	09/07/2016		03/26/17	90.00
	Invoice: 2016-3991					PW/RENTAL#502-WEAVER RD-SEP16			
				90.00	73011768 545000	O&M-C/E-PARKS-OP LEASES			

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

P 20  
apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

					CHECK	344029	TOTAL:	810.00	
344030	03/29/2017	PRTD	6685 REGIONAL DISPOSAL CO	212397	0000149946	02/28/2017	21700054	03/26/17	1,310.54
					Invoice: 0000149946				
					2017 BIOSOLIDS DISPOSAL				
					1,310.54 73425358 54790100551 BIOSOLIDS WASTE DISPOSAL				
					CHECK	344030	TOTAL:	1,310.54	
344031	03/29/2017	PRTD	557 RELIABLE STORAGE BAI	212396	22178	03/09/2017		03/26/17	199.00
					Invoice: 22178				
					POL/APR17 RENT				
					199.00 51011211 545000 PD-C/E-ADMIN RENTS/LEASE				
					CHECK	344031	TOTAL:	199.00	
344032	03/29/2017	PRTD	618 ALBERTSONS   SAFEWAY	212378	031617-1252	03/16/2017		03/26/17	18.16
					Invoice: 031617-1252				
					POL/BEVERAGES-ALL HANDS MTG				
					18.16 53011212 443410 POLICE - C/E PATROL TRAINING				
					212379 031617-1252 #2				2.69
					Invoice: 031617-1252 #2				
					POL/ICE FOR ALL HANDS MTG				
					2.69 53011212 443410 POLICE - C/E PATROL TRAINING				
					CHECK	344032	TOTAL:	20.85	
344033	03/29/2017	PRTD	8377 SEALASKA ENVIRONMENT	212452	3745	03/07/2017	21600024	03/26/17	716.00
					Invoice: 3745				
					ROCKAWAY OUTFALL STUDY				
					716.00 72433438 64110000714 ROCKAWAY OUTFALL-DESIGN				
					CHECK	344033	TOTAL:	716.00	
344034	03/29/2017	PRTD	7240 SEECLICKFIX	212400	2016-900	11/16/2016		03/26/17	2,625.00
					Invoice: 2016-900				
					IT/SEECLICKFIX-6 MONTH LIC. FEE				
					2,625.00 81011881 548500 IT - C/E COMPUTER SUPPORT				
					CHECK	344034	TOTAL:	2,625.00	
344035	03/29/2017	PRTD	8631 SHIELDS, ROGER	212268	59596	03/20/2017		03/26/17	31.09
					Invoice: 59596				
					UB 12244 192 WOOD AVENUE SW				
					31.09 411 122100 WATER ACCOUNTS RECEIVABLE				
					CHECK	344035	TOTAL:	31.09	

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 21  
|apcsbdb

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

344036 03/29/2017 PRTD 4689 SITESTAR DONOBI INTE 212398 6707536 03/15/2017 03/26/17 6,168.00  
Invoice: 6707536 IT/WAN | ISP - 2017 Q2  
6,168.00 81011881 545000 IT - C/E RENTS & LEASES

CHECK 344036 TOTAL: 6,168.00

344037 03/29/2017 PRTD 7173 SKILLINGS CONNOLLY I 212451 10403 03/01/2017 21600086 03/26/17 40,893.56  
Invoice: 10403 MILLER RD TOLO-PETERSON HILL  
40,893.56 72334562 64110000800 C40-MILLER RD-ENG/DESIGN

CHECK 344037 TOTAL: 40,893.56

344038 03/29/2017 PRTD 8129 SMARSH INC 212399 INV00214118 02/28/2017 03/26/17 277.50  
Invoice: INV00214118 IT/TEXT & SOCIAL MEDIA ARCHIVE-FEB17  
277.50 81011881 548500 IT - C/E COMPUTER SUPPORT

CHECK 344038 TOTAL: 277.50

344039 03/29/2017 PRTD 7446 STAFFORD L. SMITH 212450 FEB17 02/28/2017 03/26/17 4,200.00  
Invoice: FEB17 LEGAL/HEARING EXAM SVCS-PLN50468, 17677  
4,200.00 34470586 541110 HEX - DEV HEARING EX & PRO TEM

CHECK 344039 TOTAL: 4,200.00

344040 03/29/2017 PRTD 8132 SPECTRA LABORATORIES 212429 17-01325 03/07/2017 03/26/17 38.64  
Invoice: 17-01325 PW/H2O TEST-COPPERTOP HYDRANTS  
38.64 73411345 54110000391 LAB SVCS-WATER

212430 17-01390 03/09/2017 03/26/17 19.32  
Invoice: 17-01390 PW/H2O TEST-PW WELL-KITCHEN SINK  
19.32 73011897 54110000391 LAB SVCS-PW YARD FAC

212431 17-01210 03/03/2017 03/26/17 62.10  
Invoice: 17-01210 PW/H2O TEST-HEAD OF BAY, FLETCHER BAY, SANDS  
62.10 73411345 54110000391 LAB SVCS-WATER

212432 17-01209 03/03/2017 03/26/17 55.66  
Invoice: 17-01209 PW/H2O TEST-ROCKAWAY BCH@TAYLOR  
55.66 73415345 54110000391 LAB SVCS-WATER ROCKAWAY

212433 17-01254 03/03/2017 03/26/17 77.28  
Invoice: 17-01254 PW/H2O TEST-H.S., EAKIN, ALDER  
77.28 73411345 54110000391 LAB SVCS-WATER

CHECK 344040 TOTAL: 253.00

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 22  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH			VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME			INVOICE DTL DESC			
344041	03/29/2017	PRTD 2467 STAPLES ADVANTAGE	212404	3331937451	02/16/2017		03/26/17	43.25
		Invoice: 3331937451			PCD/ERGONOMIC KEYBOARD			
			43.25	61011581 531100	PCD - C/E ADMIN SUPPLIES			
			212405	3331937450	02/15/2017		03/26/17	41.13
		Invoice: 3331937450			PCD/CLOCK, COPY PAPER			
			41.13	61011581 531100	PCD - C/E ADMIN SUPPLIES			
			212406	3331937449	02/07/2017		03/26/17	45.49
		Invoice: 3331937449			PCD/PENS, PAPER, MOUSE			
			45.49	61011581 531100	PCD - C/E ADMIN SUPPLIES			
			212407	3331937448	02/02/2017		03/26/17	45.82
		Invoice: 3331937448			PCD/CARTRIDGE (5)			
			45.82	61011581 531100	PCD - C/E ADMIN SUPPLIES			
			212408	3331937447	01/31/2017		03/26/17	36.35
		Invoice: 3331937447			PCD/COPY PAPER			
			36.35	61011581 531100	PCD - C/E ADMIN SUPPLIES			
			212409	3331937446	01/31/2017		03/26/17	23.91
		Invoice: 3331937446			PCD/CERAMIC TOWER			
			23.91	61011581 531100	PCD - C/E ADMIN SUPPLIES			
			212410	3331937445	01/24/2017		03/26/17	16.29
		Invoice: 3331937445			PCD/2017 CALENDAR			
			16.29	61011581 531100	PCD - C/E ADMIN SUPPLIES			
			212411	3331937392	02/17/2017		03/26/17	62.18
		Invoice: 3331937392			PW/YEAR PLANNER BOARD			
			62.18	72011321 531100	ENG - C/E ADMIN SUPPLIES			
			212412	3331937394	02/23/2017		03/26/17	40.38
		Invoice: 3331937394			PW/DESKTOP CALC, LGL FILE POCKETS			
			40.38	72011321 531100	ENG - C/E ADMIN SUPPLIES			
			212413	3331937393	02/17/2017		03/26/17	258.16
		Invoice: 3331937393			PW/OFFICE SUPPLIES			
			258.16	72011321 531100	ENG - C/E ADMIN SUPPLIES			
			212414	3331937390	02/08/2017		03/26/17	128.20
		Invoice: 3331937390			PW/COMP PAD, FILE PKT, REDT-TAGS			
			128.20	72011321 531100	ENG - C/E ADMIN SUPPLIES			
			212415	3331937389	02/01/2017		03/26/17	56.95
		Invoice: 3331937389			PW/STAPLES, COPY PAPER			
			56.95	72011321 531100	ENG - C/E ADMIN SUPPLIES			
			212416	3331937388	02/01/2017		03/26/17	6.15
		Invoice: 3331937388			PW/DESK PAD			
			6.15	72011321 531100	ENG - C/E ADMIN SUPPLIES			

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 23  
|apcsdhsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

Invoice: 3331937387	212417	3331937387	01/30/2017	03/26/17	126.53				
			PW/LABEL MAKERS						
	126.53	72011321 531100	ENG - C/E ADMIN SUPPLIES						
Invoice: 3331937386	212418	3331937386	01/30/2017	03/26/17	43.14				
			PW/OFFICE SUPPLIES						
	43.14	72011321 531100	ENG - C/E ADMIN SUPPLIES						
Invoice: 3331937371	212419	3331937371	02/09/2017	03/26/17	635.94				
			EX&FIN/TONER, TISSUE, PENS, COPY PAPER						
	331.98	32011152 531100	LEGAL - C/E SUPPLIES						
	151.98	41011141 531100	FIN - C/E ADMIN SUPPLIES						
	151.98	31011131 531100	EXEC - C/E SUPPLIES						
Invoice: 3331937370	212420	3331937370	01/24/2017	03/26/17	30.48				
			FIN/ECMMY CHAIR MAT						
	30.48	41011141 531100	FIN - C/E ADMIN SUPPLIES						
Invoice: 3331937373	212421	3331937373	02/23/2017	03/26/17	247.50				
			EX&FIN/TONER, MAGNETS, SIGN HLDRS						
	179.44	31011131 531100	EXEC - C/E SUPPLIES						
	68.06	41011141 531100	FIN - C/E ADMIN SUPPLIES						
Invoice: 3331937372	212422	3331937372	02/09/2017	03/26/17	90.22				
			EX/OFFICE SUPPLIES						
	90.22	32011152 531100	LEGAL - C/E SUPPLIES						
Invoice: 3331937424	212423	3331937424	02/24/2017	03/26/17	198.75				
			PW/OFFICE SUPPLIES						
	198.75	73637891 531100	OFFICE SUPPLIES						
Invoice: 3331937423	212424	3331937423	02/16/2017	03/26/17	53.97				
			PW/WHITEBOARD MARKERS, VBOARD REFILL						
	53.97	73637891 531100	OFFICE SUPPLIES						
Invoice: 3331937422	212425	3331937422	02/16/2017	03/26/17	-53.97				
			PW/REFUND-VBOARD REFILL, MARKERS						
	-53.97	73637891 531100	OFFICE SUPPLIES						
Invoice: 3331937421	212426	3331937421	02/09/2017	03/26/17	53.97				
			PW/VBOARD REFILL, MARKERS						
	53.97	73637891 531100	OFFICE SUPPLIES						
Invoice: 3331937420	212427	3331937420	02/09/2017	03/26/17	92.07				
			PW/BATTERIES, BINDERS, PENS, TRAY						
	92.07	73637891 531100	OFFICE SUPPLIES						

CHECK 344041 TOTAL: 2,322.86

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 24  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

344042	03/29/2017	PRTD	2122 STERICYCLE INC	212402	3003764102	02/28/2017		03/26/17	10.36
	Invoice: 3003764102					POL/BIOHAZARD DISPOSAL			
				10.36	51011211 541100	PD-C/E-ADM-PROF SVCS			

CHECK 344042 TOTAL: 10.36

344043	03/29/2017	PRTD	7850 SULLIVAN HEATING & C	212448	0000023333	02/28/2017	21600114	03/26/17	4,586.05
	Invoice: 0000023333					2016 HVAC REPAIRS			
				3,788.29	73011183 548100	O&M-C/E-CH FAC-REPAIRS			
				492.97	73011189 548100	O&M - C/E FACIL REPAIRS			
				304.79	73011255 548100	O&M-C/E-COURT FAC-REPAIRS			

Invoice: 0000023372

				212449	0000023372	03/01/2017	21600114	03/26/17	3,690.37
				3,048.41	73011183 548100	2016 HVAC REPAIRS			
				396.69	73011189 548100	O&M-C/E-CH FAC-REPAIRS			
				245.27	73011255 548100	O&M - C/E FACIL REPAIRS			
						O&M-C/E-COURT FAC-REPAIRS			

CHECK 344043 TOTAL: 8,276.42

344044	03/29/2017	PRTD	5730 SUMMIT LAW GROUP	212401	83756	03/17/2017		03/26/17	767.00
	Invoice: 83756					LEGAL/GENERAL SVCS THRU FEB17			
				767.00	32011152 541110	LGL-C/E-CIVIL-GEN'L OUTSIDE AT			

CHECK 344044 TOTAL: 767.00

344045	03/29/2017	PRTD	7095 SUPERIOR SAW & SUPPL	212403	104356	03/07/2017		03/26/17	123.92
	Invoice: 104356					PW/SHARPEN SAW CHAINS (12)			
				123.92	73111427 548100	O&M-ACCESS RDSIDE R&M			

CHECK 344045 TOTAL: 123.92

344046	03/29/2017	PRTD	8625 SWANSON, JOHN & SHIR	212262	59590	03/20/2017		03/26/17	789.91
	Invoice: 59590					UB 10694 155 WALLACE WAY NE			
				789.91	411 122100	WATER ACCOUNTS RECEIVABLE			

CHECK 344046 TOTAL: 789.91

344047	03/29/2017	PRTD	8632 TANAKA, GEORGE	212272	59600	03/20/2017		03/26/17	131.92
	Invoice: 59600					UB 12276 1862 SAKAI VILLAGE LOOP			
				131.92	411 122100	WATER ACCOUNTS RECEIVABLE			

CHECK 344047 TOTAL: 131.92



03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 25  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

344048	03/29/2017	PRTD	8627 TELLINGHUISEN, LARR	212264	59592	03/20/2017		03/26/17	35.04
	Invoice: 59592					UB 10291 275 SHEPARD WAY NW			
				35.04	411	122100	WATER ACCOUNTS RECEIVABLE		

CHECK 344048 TOTAL: 35.04

344049	03/29/2017	PRTD	8629 TENHOVE, JACO & BARB	212266	59594	03/20/2017		03/26/17	13.38
	Invoice: 59594					UB 10538 654 MADISON AVENUE N			
				13.38	411	122100	WATER ACCOUNTS RECEIVABLE		

CHECK 344049 TOTAL: 13.38

344050	03/29/2017	PRTD	8243 CRANE & CRANE HOLDIN	212455	03/16/17	03/16/2017		03/26/17	5.00
	Invoice: 03/16/17					PW/0.5 YARDS-WOOD WASTE			
				5.00	91111427	547900	GG-STREET-ROADSIDE-GARBAGE		

				212456	3/14/17		03/14/2017	03/26/17	75.00
--	--	--	--	--------	---------	--	------------	----------	-------

Invoice: 3/14/17

				75.00	72321953	66300000324	WING PT WAY STREET-CONSTR		
--	--	--	--	-------	----------	-------------	---------------------------	--	--

CHECK 344050 TOTAL: 80.00

344051	03/29/2017	PRTD	6714 TOSHIBA FINANCIAL SE	212453	20320228	03/13/2017		03/26/17	352.19
	Invoice: 20320228					PCD/ES6560CT COPIER LEASE			
				352.19	61470581	545000	PCD - DEV ADMIN RENTS & LEASES		

CHECK 344051 TOTAL: 352.19

344052	03/29/2017	PRTD	558 TOWN & COUNTRY MARKE	212474	FEB17	03/01/2017		03/26/17	136.63
	Invoice: FEB17					EX/FEB17 BDAY LUNCHES, COMP PLAN CAKE			
				136.63	31011131	531100	EXEC - C/E SUPPLIES		

CHECK 344052 TOTAL: 136.63

344053	03/29/2017	PRTD	8630 TRACEY, JOAN	212267	59595	03/20/2017		03/26/17	132.24
	Invoice: 59595					UB 10681 970 BLUE HERON AVENUE NE			
				132.24	411	122100	WATER ACCOUNTS RECEIVABLE		

CHECK 344053 TOTAL: 132.24

344054	03/29/2017	PRTD	4929 TYLER TECHNOLOGIES I	212454	045-183260	02/28/2017		03/26/17	691.67
	Invoice: 045-183260					FIN/FORMS MOD FOR AP & PR			
				691.67	41011141	541100	FIN - C/E ADMIN PROF SERVICES		

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 26  
|apcsbdb

CASH ACCOUNT: 635			111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
-----										
						CHECK	344054	TOTAL:	691.67	
344055	03/29/2017	PRTD	1152 USA BLUE BOOK	212457	195589	03/02/2017		03/26/17	409.59	
			Invoice: 195589			PW/ORP STANDARD 600 MV				
				409.59	73425358 531100	O&M-WWTF-SUPPLIES				
						CHECK	344055	TOTAL:	409.59	
344056	03/29/2017	PRTD	553 UTILITIES UNDERGROUN	212458	7020105	02/28/2017		03/26/17	140.61	
			Invoice: 7020105			PW/109 EXCAVATION NOTICES				
				140.61	73637893 54110000393	O&M ALLOC-LOCATING SVCS				
						CHECK	344056	TOTAL:	140.61	
344057	03/29/2017	PRTD	4126 VIKING FENCE COMPANY	212460	17-0070	03/13/2017		03/26/17	1,303.31	
			Invoice: 17-0070			PW/FENCE REPLACEMENT-BRKLYN & H.S.				
				1,303.31	73411345 548100	REPAIRS & MAINTENANCE				
						CHECK	344057	TOTAL:	1,303.31	
344058	03/29/2017	PRTD	5402 VIRTUAL GRAFFITI INC	212459	706092	03/08/2017		03/26/17	2,129.00	
			Invoice: 706092			IT/EMAIL ARCHIVE SYSTEM-ANNUAL MAINT.				
				2,129.00	81011881 548500	IT - C/E COMPUTER SUPPORT				
						CHECK	344058	TOTAL:	2,129.00	
344059	03/29/2017	PRTD	5709 WEBCHECK INC	212478	5621	03/02/2017		03/26/17	104.35	
			Invoice: 5621			FIN/WEBCHECK SVCS-FEB17				
				52.18	43411341 541100	FIN - WATER ADMIN PROF SERVICE				
				52.17	43421351 541100	FIN - SEWER ADMIN PROF SERVICE				
						CHECK	344059	TOTAL:	104.35	
344060	03/29/2017	PRTD	8390 WEST HILLS FORD MAZD	212476	95124	03/09/2017		03/26/17	21.76	
			Invoice: 95124			PW/CAR WASH SUPPLIES				
				21.76	73111256 53110000846	2017 STORM PREP-STRT-SUPPLIES				
						CHECK	344060	TOTAL:	21.76	
344061	03/29/2017	PRTD	4819 WEST PAYMENT CENTER	212477	835737953	03/01/2017		03/26/17	682.72	
			Invoice: 835737953			LEGAL/INFORMATION SVCS-FEB17				
				682.72	32011152 549100	LEGAL-C/E-DUES & SUBSCR SVCS				

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 27  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

CHECK	344061	TOTAL:	682.72
-------	--------	--------	--------

344062	03/29/2017	PRTD	499 WESTBAY AUTO PARTS I	212461	246030	03/10/2017		03/26/17	48.68
Invoice: 246030						PW/SOLVENT (18), OIL FILTER (2)			
				7.78	990	141100	MERCHANDISE		
				40.90	73638935	531100	OFFICE SUPPLIES		
				212462	247413	03/16/2017		03/26/17	23.11
Invoice: 247413						PW/AIR & OIL FILTERS			
				23.11	990	141100	MERCHANDISE		
				212463	247775	03/17/2017		03/26/17	148.31
Invoice: 247775						POL/12V BATTERY, CORE DEPOSIT			
				148.31	53011212	531100	PD-C/E-PATROL SUPPLIES		
				212464	247414	03/16/2017		03/26/17	7.54
Invoice: 247414						PW/AIR FILTER			
				7.54	990	141100	MERCHANDISE		
				212465	247773	03/17/2017		03/26/17	13.26
Invoice: 247773						PW/OIL FILTER, BRAKE FLUID			
				3.50	990	141100	MERCHANDISE		
				9.76	73638935	531100	OFFICE SUPPLIES		
				212466	245929	03/09/2017		03/26/17	52.26
Invoice: 245929						PW/HOSE ENDS (8)			
				52.26	73111256	53110000846	2017 STORM PREP-STRT-SUPPLIES		
				212467	247226	03/15/2017		03/26/17	76.43
Invoice: 247226						PW/V-BELTS (6), PWRTD BELT			
				76.43	73011483	531100	O&M-C/E-MECH SHOP-SUPPLIES		
				212468	244804	03/06/2017		03/26/17	28.48
Invoice: 244804						PW/STARTER SOLENOID (2)-EQ#2			
				28.48	73011189	531100	O&M - C/E FACIL OFC SUPPLIES		
				212469	244772	03/06/2017		03/26/17	51.23
Invoice: 244772						PW/FLOOD LAMP-VEH#37			
				51.23	73425358	531100	O&M-WWTP-SUPPLIES		
				212470	244726	03/06/2017		03/26/17	112.08
Invoice: 244726						PW/AIR, OIL & FUEL FILTERS			
				112.08	990	141100	MERCHANDISE		
				212471	244158	03/03/2017		03/26/17	34.44
Invoice: 244158						PW/SWIVELS (2)-EQ#4			
				34.44	73637941	531100	VACTOR R&M-SUPPLIES		
				212472	244135	03/03/2017		03/26/17	34.44
Invoice: 244135						PW/SWIVELS (2)-EQ#4			
				34.44	73637941	531100	VACTOR R&M-SUPPLIES		

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 28  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

INVOICE DTL DESC

Invoice: 242325	212473	242325		02/24/2017	03/26/17	58.80
				PW/HOSE ENDS (9)		
	58.80	73111256	53110000846	2017 STORM PREP-STRT-SUPPLIES		
				CHECK	344062 TOTAL:	689.06

344063 03/29/2017 PRTD	2607 ZEE MEDICAL SERVICE	212382	68329485	03/15/2017	03/26/17	32.88
Invoice: 68329485				POL/FIRST AID SUPPLY RESTOCK		
		32.88	51011215	531100	POLICE - C/E FACIL SUPPLIES	

Invoice: 68329483	212479	68329483		03/15/2017	03/26/17	36.31
				PW/FIRST AID RESTOCK-PW SHOP		
	36.31	73637891	531100	OFFICE SUPPLIES		

Invoice: 68329482	212480	68329482		03/15/2017	03/26/17	66.15
				PW/FIRST AID RESTOCK-B.I. SENIOR CTR		
	66.15	73011755	531100	O&M-COMMONS SUPPLIES		

Invoice: 68329486	212481	68329486		03/15/2017	03/26/17	16.63
				FIN/FIRST AID RESTOCK-CITY HALL		
	16.63	41011189	531100	FIN - C/E CNTL SV SUPPLIES		

CHECK	344063 TOTAL:	151.97
-------	---------------	--------

NUMBER OF CHECKS	120	*** CASH ACCOUNT TOTAL ***	322,508.12
------------------	-----	----------------------------	------------

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	120	322,508.12

*** GRAND TOTAL ***	322,508.12
---------------------	------------

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 29  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER	JNL								
SRC ACCOUNT						ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2017 3 381									
APP 101-213000					STREETS - ACCOUNTS PAYABLE			1,527.77	
03/29/2017 03/26/17	032917				AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				322,508.12
03/29/2017 03/26/17	032917				AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			3,230.66	
03/29/2017 03/26/17	032917				AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			164,115.26	
03/29/2017 03/26/17	032917				AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			8,794.70	
03/29/2017 03/26/17	032917				AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			11,572.96	
03/29/2017 03/26/17	032917				AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			98,318.45	
03/29/2017 03/26/17	032917				AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			21,681.86	
03/29/2017 03/26/17	032917				AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000					ACCOUNTS PAYABLE			5,074.00	
03/29/2017 03/26/17	032917				AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			1,716.06	
03/29/2017 03/26/17	032917				AP CASH DISBURSEMENTS JOURNAL				
APP 901-213000					ACCOUNTS PAYABLE			6,476.40	
03/29/2017 03/26/17	032917				AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL								322,508.12	322,508.12
APP 631-130000					DUE TO/FROM CLEARING			310,935.16	
03/29/2017 03/26/17	032917								
APP 101-130000					STREETS - DUE TO/FROM CLEARING				1,527.77
03/29/2017 03/26/17	032917								
APP 402-130000					DUE TO/FROM CLEARING				3,230.66
03/29/2017 03/26/17	032917								
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				164,115.26
03/29/2017 03/26/17	032917								
APP 401-130000					DUE TO/FROM CLEARING				8,794.70
03/29/2017 03/26/17	032917								
APP 301-130000					DUE TO/FROM CLEARING				98,318.45
03/29/2017 03/26/17	032917								
APP 407-130000					DUE TO/FROM CLEARING				21,681.86
03/29/2017 03/26/17	032917								
APP 650-130000					DUE TO/FROM CLEARING				5,074.00
03/29/2017 03/26/17	032917								
APP 403-130000					DUE TO/FROM CLEARING				1,716.06
03/29/2017 03/26/17	032917								
APP 901-130000					DUE TO/FROM CLEARING				6,476.40
03/29/2017 03/26/17	032917								

03/23/2017 13:28  
bhuish

|CITY OF BAINBRIDGE ISLAND  
|A/P CASH DISBURSEMENTS JOURNAL

|P 30  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL								
SRC ACCOUNT						ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE	JNL DESC	REF 1	REF 2	REF 3		LINE DESC			
SYSTEM GENERATED ENTRIES TOTAL								310,935.16	310,935.16
JOURNAL 2017/03/381 TOTAL								633,443.28	633,443.28

03/23/2017 13:28 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

P 31  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2017 3	381	03/29/2017			
001-130000				GENERAL - DUE TO/FROM CLEARING		164,115.26
001-213000				GENERAL - ACCOUNTS PAYABLE	164,115.26	
				FUND TOTAL	164,115.26	164,115.26
101 STREET FUND	2017 3	381	03/29/2017			
101-130000				STREETS - DUE TO/FROM CLEARING		1,527.77
101-213000				STREETS - ACCOUNTS PAYABLE	1,527.77	
				FUND TOTAL	1,527.77	1,527.77
301 CAPITAL CONSTRUCTION FUND	2017 3	381	03/29/2017			
301-130000				DUE TO/FROM CLEARING		98,318.45
301-213000				ACCOUNTS PAYABLE	98,318.45	
				FUND TOTAL	98,318.45	98,318.45
401 WATER OPERATING FUND	2017 3	381	03/29/2017			
401-130000				DUE TO/FROM CLEARING		8,794.70
401-213000				ACCOUNTS PAYABLE	8,794.70	
				FUND TOTAL	8,794.70	8,794.70
402 SEWER OPERATING FUND	2017 3	381	03/29/2017			
402-130000				DUE TO/FROM CLEARING		3,230.66
402-213000				ACCOUNTS PAYABLE	3,230.66	
				FUND TOTAL	3,230.66	3,230.66
403 STORM & SURFACE WATER FUND	2017 3	381	03/29/2017			
403-130000				DUE TO/FROM CLEARING		1,716.06
403-213000				ACCOUNTS PAYABLE	1,716.06	
				FUND TOTAL	1,716.06	1,716.06
407 BUILDING & DEVELOPMENT FUND	2017 3	381	03/29/2017			
407-130000				DUE TO/FROM CLEARING		21,681.86
407-213000				ACCOUNTS PAYABLE	21,681.86	
				FUND TOTAL	21,681.86	21,681.86
631 CLEARING FUND	2017 3	381	03/29/2017			
631-130000				DUE TO/FROM CLEARING	310,935.16	
631-213000				ACCOUNTS PAYABLE	11,572.96	
635-111100				CASH		322,508.12
				FUND TOTAL	322,508.12	322,508.12

03/23/2017 13:28  
bhuish

|CITY OF BAINBRIDGE ISLAND  
|A/P CASH DISBURSEMENTS JOURNAL

|P 32  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
650 AGENCY FUND	2017 3	381	03/29/2017			
650-130000				DUE TO/FROM CLEARING		5,074.00
650-213000				ACCOUNTS PAYABLE	5,074.00	
				FUND TOTAL	5,074.00	5,074.00
901 CITY-WIDE REPORTING FUND	2017 3	381	03/29/2017			
901-130000				DUE TO/FROM CLEARING		6,476.40
901-213000				ACCOUNTS PAYABLE	6,476.40	
				FUND TOTAL	6,476.40	6,476.40



03/23/2017 13:28  
bhuish

|CITY OF BAINBRIDGE ISLAND  
|A/P CASH DISBURSEMENTS JOURNAL

|P 33  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		164,115.26
101	STREET FUND		1,527.77
301	CAPITAL CONSTRUCTION FUND		98,318.45
401	WATER OPERATING FUND		8,794.70
402	SEWER OPERATING FUND		3,230.66
403	STORM & SURFACE WATER FUND		1,716.06
407	BUILDING & DEVELOPMENT FUND		21,681.86
631	CLEARING FUND	310,935.16	
650	AGENCY FUND		5,074.00
901	CITY-WIDE REPORTING FUND		6,476.40
TOTAL		310,935.16	310,935.16

\*\* END OF REPORT - Generated by Matthew Brigham Huish \*\*

# ADV. TRAVEL

03/09/2017 14:17 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 1  
|apcshdeb

OK 3/6/17

CASH ACCOUNT: 013 111100 ADV TRAVEL - CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
----------	----------	------	-------------	---------	---------	----------	----	-----------	-----

## INVOICE DTL DESC

80	03/09/2017	PRTD	8623 SMITH, JENNIFER	212070	TRVLMAR17-JS	03/09/2017		TA030917	178.50
----	------------	------	----------------------	--------	--------------	------------	--	----------	--------

Invoice: TRVLMAR17-JS

CRT/2017 PROJECT MGMT COURSE

178.50	013	122100	ADV TRAVEL ACCOUNTS RECEIVABLE
--------	-----	--------	--------------------------------

CHECK	80 TOTAL:	178.50
-------	-----------	--------

NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	178.50
------------------	---	----------------------------	--------

COUNT	AMOUNT
-------	--------

TOTAL PRINTED CHECKS	1	178.50
----------------------	---	--------

*** GRAND TOTAL ***	178.50
---------------------	--------

03/09/2017 14:17 |CITY OF BAINBRIDGE ISLAND  
bhuish |A/P CASH DISBURSEMENTS JOURNAL

|P 3  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001	GENERAL FUND	2017	3	124	03/09/2017			
	001-213000					GENERAL - ACCOUNTS PAYABLE	178.50	
	013-111100					ADV TRAVEL - CASH		178.50
						FUND TOTAL	178.50	178.50

\*\* END OF REPORT - Generated by Matthew Brigham Huish \*\*

# PAYROLL

**PAYROLL CHECK RUN: 3 - 20 - 2017**

Run Type	Run Date	Check # Sequence	Comments	Amount
Misc	3/7/2017	108018	Misc check run	599.00
Vendor	3/7/2017	108019	P/R vendor check run	127.40
Misc	3/8/2017	108020	Misc check run	2,046.03
Normal	3/20/2017	038225 - 038341	P/R check run - direct deposit	285,918.21
Normal	3/20/2017	108021 - 108024	P/R check run - regular	6,660.33
Vendor	3/20/2017	108025 - 108035	P/R vendor check run	96,492.19
EFTPS	3/20/2017		Federal Tax Electronic Transfer	121,234.16
			<b>TOTAL:</b>	<b>513,077.32</b>

Prepared and Reviewed by: Deborah Lee  
Deborah Lee

Date 3-17-17

I, the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and that the claim is a just, due and unpaid obligation against the City of Bainbridge Island, and that I am authorized to authenticate and certify to said claim.

Kimberly M. Dunscombe  
Kimberly M. Dunscombe, Budget Manager

Date 3-17-17

# City of Bainbridge Island

## City Council Agenda Bill



### PROCESS INFORMATION

Subject: Special City Council Meeting Minutes, March 4, 2017 (Pg. 218)	Date: 3/28/2017
Agenda Item: CONSENT AGENDA- 8:10 PM	Bill No.:
Proposed By: City Clerk	Referrals(s):

### BUDGET INFORMATION

Department: City Clerk	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

### REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

### DESCRIPTION/BACKGROUND

### RECOMMENDED ACTION/MOTION

Approve with consent agenda.

### ATTACHMENTS:

Description	Type
CCMIN 030417 SPECIAL	Backup Material



**SPECIAL CITY COUNCIL MEETING  
SATURDAY, MARCH 4, 2017**

**MEETING MINUTES**

Mayor Tollefson, Deputy Mayor Peltier, and Councilmembers Blossom, Roth, and Scott attended an open public meeting at Bainbridge Artisan Resource Network's construction site at 8890 Three Tree Ln NE, Bainbridge Island, Washington, on Saturday, March 4, 2017, at 10:00 AM. Representatives from the Bainbridge Artisan Resource Network (BARN) provided a tour and shared information on BARN.

---

Val Tollefson, Mayor

---

Christine Brown, City Clerk

# City of Bainbridge Island

## City Council Agenda Bill



### PROCESS INFORMATION

Subject: City Council Study Session Minutes, March 7, 2017 (Pg. 220)	Date: 3/28/2017
Agenda Item: CONSENT AGENDA- 8:10 PM	Bill No.:
Proposed By:	Referrals(s):

### BUDGET INFORMATION

Department: City Clerk	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

### REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

### DESCRIPTION/BACKGROUND

### RECOMMENDED ACTION/MOTION

Approve with consent agenda.

### ATTACHMENTS:

Description	Type
CCMIN 030717 STUDY SESSION	Backup Material



**CITY COUNCIL STUDY SESSION  
TUESDAY, MARCH 7, 2017**

**MEETING MINUTES**

**1. CALL TO ORDER/ROLL CALL**

Deputy Mayor Peltier called the meeting to order at 7:00 PM in the Council Chamber.

Mayor Tollefson, Deputy Mayor Peltier and Councilmembers Medina, Roth, Townsend and Scott were present. Councilmember Blossom was absent and excused.

**2. AGENDA APPROVAL OR MODIFICATION/CONFLICT OF INTEREST DISCLOSURE**

Councilmember Scott moved and Mayor Tollefson seconded to accept the agenda as presented. There were no conflict of interest disclosures.

**3. PUBLIC COMMENT ON AGENDA ITEMS**

There was no public comment.

**4. PRESENTATION(S)**

**A. Proclamation Declaring the Month of March 2017 as "Brain Injury Awareness Month,"  
AB 17-043 - Mayor Tollefson 7:01 PM**

Mayor Tollefson presented the proclamation declaring March 2017 as "Brain Injury Awareness Month."

Suzanne Griffin thanked Council for their support and provided information on brain injuries.

**5. UNFINISHED BUSINESS**

**A. Resolution No. 2017-11, Relating to the Surplus of the IslandWood Trail Easement, AB  
16-064 – Executive 7:06 PM**

Deputy City Manager Smith introduced the resolution and provided background information on the request to transfer the trail easement. Deputy City Manager Smith and City Attorney Levan answered Council's questions.

**Public Comment**

Lisa Macchio inquired about the wetland and IslandWood trail location and posed questions on the Manitou property.



John Grinter spoke in favor of the IslandWood Trail.

**MOTION:** I move that the City Council forward Resolution No. 2017-11 to the March 14, 2017, agenda for further discussion.

**Tollefson/Scott:** The motion carried unanimously, 6-0.

**B. Resolution No. 2017-12, Relating to the Surplus of the Manitou Beach Road Upland Parcel, AB 14-194 – Executive 7:26 PM**

Deputy City Manager Smith introduced the resolution to surplus the Manitou Beach Road upland parcel and provide for a related boundary line adjustment. She addressed Council's questions.

**Public Comment**

Lisa Macchio spoke against the boundary line adjustment.

**MOTION:** I move that the City Council forward the surplus resolution for the City's Manitou Beach Road upland parcel to the March 14, 2017, agenda for further discussion.

**Scott/Townsend:** The motion carried unanimously, 6-0.

**C. Status Report on Suzuki Property Ecological Assessment, AB 14-118 – Executive 7:38 PM**

City Manager Schulze introduced the draft report on the Suzuki Property ecological assessment and asked for direction from Council on next steps.

Frank Gremse, chairman of the Environmental Technical Advisory Committee (ETAC), commented on the report in his individual capacity and objected to the lack of wetland delineation.

Olaf Ribeiro commented on the tree protection standards.

Lisa Macchio spoke about the lack of wetland delineation.

**MOTION:** I move for a review by ETAC and staff of the draft Suzuki Ecological Assessment Report, and that a revised report be placed on the March 28, 2017, agenda for Council consideration.

**Roth/Townsend:** The motion carried unanimously, 6-0.

**6. CITY COUNCIL DISCUSSION**

**A. Discuss Non-Motorized Transportation Bond, AB 17-032 – Council 7:48 PM**

Councilmember Townsend spoke to Council about his suggestion to proceed with the non-motorized transportation bond this year. Mayor Tollefson inquired about a levy lid lift, and City Manager Schulze provided information. Council discussed grant opportunities and the possible combination with the Town Square project.

**Public Comment**

John Grinter spoke in favor of moving forward with non-motorized improvement projects identified in the Island-Wide Transportation Plan.

Demi Allen spoke in favor of moving forward with non-motorized improvement projects identified in the Island-Wide Transportation Plan.

Council asked for additional information on the levy lid lift for the March 21, 2017 City Council meeting.

**7. FOR THE GOOD OF THE ORDER**

Deputy Mayor Peltier commented on the estimated times on the agenda.

**8. ADJOURNMENT**

Deputy Mayor Peltier adjourned the meeting at 8:29 PM.

---

Val Tollefson, Mayor

---

Christine Brown, City Clerk

# City of Bainbridge Island

## City Council Agenda Bill



### PROCESS INFORMATION

Subject: Special City Council Meeting Minutes, March 14, 2017 (Pg. 224)	Date: 3/28/2017
Agenda Item: CONSENT AGENDA- 8:10 PM	Bill No.:
Proposed By: City Clerk	Referrals(s):

### BUDGET INFORMATION

Department: City Clerk	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

### REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

### DESCRIPTION/BACKGROUND

### RECOMMENDED ACTION/MOTION

Approve with consent agenda.

### ATTACHMENTS:

Description	Type
CCMIN 031417 SPECIAL	Backup Material



**SPECIAL CITY COUNCIL MEETING  
TUESDAY, MARCH 14, 2017**

**MEETING MINUTES**

Mayor Tollefson and Councilmembers Roth, Townsend, and Blossom attended an open public meeting hosted by the City of Bainbridge Island Department of Planning and Community Development on Tuesday, March 14, 2017 from 8:30 AM until 10:00 AM at the Sage Facility on 8500 NE Day Road, Bainbridge Island, WA. The Councilmembers present, City staff, property owners, business owners, and members of the public discussed future development and provided input on existing and future land uses related to the Business/Industrial Zone on Bainbridge Island.

---

Val Tollefson, Mayor

---

Christine Brown, City Clerk

# City of Bainbridge Island

## City Council Agenda Bill



### PROCESS INFORMATION

Subject: Regular City Council Business Meeting Minutes, March 14, 2017 (Pg. 226)	Date: 3/28/2017
Agenda Item: CONSENT AGENDA- 8:10 PM	Bill No.:
Proposed By: City Clerk	Referrals(s):

### BUDGET INFORMATION

Department: City Clerk	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

### REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

### DESCRIPTION/BACKGROUND

### RECOMMENDED ACTION/MOTION

Approve with consent agenda.

### ATTACHMENTS:

Description	Type
CCMIN 031417 BUSINESS	Backup Material



REGULAR CITY COUNCIL BUSINESS MEETING  
TUESDAY, MARCH 14, 2017

MEETING MINUTES

1. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE

Mayor Tollefson called the meeting to order at 7:00 PM in the Council Chamber.

Mayor Tollefson, Deputy Mayor Peltier and Councilmembers Blossom, Medina, Roth, Scott and Townsend were present. Everyone stood for the Pledge of Allegiance.

2. AGENDA APPROVAL OR MODIFICATION/CONFLICT OF INTEREST DISCLOSURE

Councilmember Scott moved and Deputy Mayor Peltier seconded to accept the agenda as presented. The motion carried unanimously, 7-0. There were no conflicts of interest disclosed.

3. PUBLIC COMMENT - 7:01 PM

Dom Amor, local government affairs manager with Puget Sound Energy, provided Council with information on last week's power outage.

4. CITY MANAGER'S REPORT – 7:05 PM

City Manager Schulze noted that there was a Business/Industrial zone public meeting today. He reminded Council of the Open House hosted by the City to give the public an opportunity to learn about the different sites being considered for the Police and Municipal Court Building on April 12, 2017.

5. PRESENTATION(S)

**A. Ethics Board 2016 Report and 2017 Work Plan, AB 17-038 – City Council 7:06 PM**

Joe Deets, Chair of the Ethics Board, presented their 2016 Report and 2017 Work Plan.

**Public Comment**

Steven Rabago asked if a citizen can contact the Ethics Board without going through the City.

**MOTION:** I move to accept the Ethics Board 2017 Work Plan as proposed.

**Scott/Roth:** The motion carried unanimously, 7-0.

**B. Ethics Education by the Ethics Board, AB 17-047 7:13 PM**

Joe Deets provided an ethics education presentation to Council and answered Council's questions.

**6. PUBLIC HEARING(S)**

**A. Ordinance No. 2017-07, Interim Ordinance Extension Affecting Certain Properties in the Business/Industrial Zoning District, AB 16-141– Planning 7:23 PM**

Planning Director Christensen provided background on the moratorium and Ordinance No. 2017-07. Mayor Tollefson opened the public hearing at 7:27 PM.

**Public Comment**

Roger Katz spoke in favor of expansion of uses in the Business/Industrial zone.

Joseph Lacko asked Council to incentivize new businesses to come to the Island.

Steven Rabago spoke in favor of allowing additional uses.

Terry MacGuire spoke about the creation of the Use Table.

Keith Barnes spoke in favor of the development at Coppertop and against the moratorium.

Lisa Macchio spoke about prioritizing the decision regarding Business/Industrial uses.

David Adler spoke against the moratorium.

Mayor Tollefson closed the public hearing at 7:48 PM, and Council discussed the issues.

**MOTION:** I move that City Council allow the existing moratorium to expire.

**Townsend/Roth:** The motion carried 5-2 with Deputy Mayor Peltier and Councilmember Blossom voting against.

Council's consensus was to continue to address this issue as a high priority.

**7. UNFINISHED BUSINESS**

**A. Resolution No. 2017-11, Relating to the Surplus of the IslandWood Trail Easement, AB 16-064 – Executive 8:24 PM**

Deputy City Manager Smith introduced the resolution.

**Public Comment**

Lisa Macchio spoke about minimizing ecological impacts and adding conditions to the resolution.

Bob Lynch raised concerns of the neighbors.

Council discussed the resolution.

**MOTION:** I move that the City Council schedule a public hearing on Resolution No. 2017-11 to occur on April 11, 2017.

**Medina/Scott:** The motion was withdrawn following Deputy Mayor Peltier's motion.

**MOTION:** I move that we amend Section 3 of the resolution and add at the end of 3 where it reads currently "It is in the best interest of the citizens of Bainbridge Island to transfer the easement ", with conditions," and it continues "to the BIMPRD to be used in perpetuity and maintained as a public trail." I would like to then add conditions for transfer will include what the City Council considers to be a reasonable effort by BIMPRD and IslandWood to address the April 18, 2016 recommendation of the City's Non-Motorized Transportation Plan that a) alterations to the trail should minimize ecological impacts, b) the design of the trail should consider all ages and users safety, c) the trail should have minimal impact on IslandWood's operations, and d) the trail where possible should consider the proximity of neighbors.

**Peltier/Blossom:** Deputy Mayor Peltier withdrew his motion following discussion.

**MOTION:** I move that the City Council schedule a public hearing on Resolution No. 2017-11 to occur on April 11, 2017.

**Medina/Scott:** The motion carried unanimously, 7-0.

**B. Resolution No. 2017-12, Relating to the Surplus of the Manitou Beach Road Upland Parcel, AB 14-194 – Executive 8:29 PM**

Deputy City Manager Smith introduced the resolution and summarized the history to date.

**Public Comment**

Lisa Macchio posed questions on the process.

**MOTION:** I move that the City Council schedule a public hearing on Resolution No. 2017-12 to occur on April 11, 2017.

**Scott/Roth:** The motion carried unanimously, 7-0.

**8. NEW BUSINESS**

**8:15 PM A. Celebrate Trees! Earth Month Resolution, AB 17-045 – Deputy Mayor Peltier 8:39 PM**

Deputy Mayor Peltier introduced the resolution. Councilmember Roth distributed a proposed revised draft, and Council discussed the resolution. Deputy Mayor Peltier invited public comment.

**Public Comment**

Deb Rudnick spoke in favor of the resolution and Earth Month activities.

Olaf Ribeiro spoke in favor of the resolution and protection of trees.

Peter Levinthal spoke in favor of the resolution and promoting retention of historical trees.

Doug Rauh spoke in favor of the resolution.



Christina Doherty spoke in favor of the resolution.

Barry Andrews spoke in favor of the resolution.

Kurt Haselwood spoke in favor of the resolution.

Christine Perkins spoke in favor of the resolution.

**MOTION:** I move that City Council forward the Celebrate Tree! Earth Month Resolution to the March 28, 2017 unfinished business agenda.

**Peltier/Roth:** The motion carried unanimously, 7-0.

## 9. CONSENT AGENDA

### **A. Consent Agenda Summary and Agenda Bill**

### **B. Accounts Payable and Payroll Approval**

Payroll check run sequence 038109 – 038224 for \$258,272.18; regular payroll check run sequence 107999 – 108003 for \$6,886.77; payroll vendor check sequence 108004 – 108017 for \$279,881.63; Federal Tax Electronic Transfer for \$108,833.29. Total disbursement = \$653,873.87.

Accounts Payable EFT number 248 for \$6,263.57; ACH numbers 249 and 250 for \$7,594.87; manual check run sequence 343820 – 343828 for \$24, 671.60; regular check run sequence 343829 – 343930 for \$256,703.55. Retainage release number 157 for \$15,776.54. Total disbursement = \$311,010.13.

Last check from previous run 343819 for \$535.13.

### **C. Special City Council Meeting Minutes, February 21, 2017**

### **D. City Council Study Session Minutes, February 21, 2017**

### **E. Regular City Council Business Meeting Minutes, February 28, 2017**

### **F. Resolution No. 2017-10 Adopting a Policy for City-Owned Tidelands, AB 17-019 – Planning**

**MOTION:** I move to approve the consent agenda, as presented.

**Townsend/Peltier:** The motion carried unanimously, 7-0.

## 10. COMMITTEE REPORTS

### **A. Ethics Board Meeting Minutes, January 23, 2017 – Councilmember Scott**

There was no Council discussion.

## 11. REVIEW UPCOMING COUNCIL MEETING AGENDAS – 9:08 PM

City Manager Schulze reviewed the upcoming Council meeting agendas.

## 12. FOR THE GOOD OF THE ORDER

There was no Council discussion.

### 13. ADJOURNMENT

Deputy Mayor Peltier adjourned the meeting at 9:18 PM.

---

Val Tollefson, Mayor

---

Christine Brown, City Clerk

# City of Bainbridge Island

## City Council Agenda Bill



### PROCESS INFORMATION

Subject: Tree and Low Impact Development Ad Hoc Committee Notes, February 15, 2017 - Deputy Mayor Peltier (Pg. 233)	Date: 3/28/2017
Agenda Item: COMMITTEE REPORTS - 8:15 PM	Bill No.:
Proposed By: Deputy Mayor Peltier	Referrals(s):

### BUDGET INFORMATION

Department: City Clerk	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

### REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

### DESCRIPTION/BACKGROUND

### RECOMMENDED ACTION/MOTION

Information only.

### ATTACHMENTS:

Description	Type
□ Tree and LID Ad Hoc Notes, 021517	Backup Material

**Members in Attendance:** Sarah Blossom, Mack Pearl, Kol Medina, and Ron Peltier

**Staff and Officials:** Jennifer Sutton, Gary Christensen, City Manager Doug Schulze

**Public:** Kelsey Laughlin, Charles Schmid. **From the Monte Vista Neighborhood:** Jeff Williams, Julia Williams, and Craig Goodman.

1. Approved meeting notes from the February 1, 2017 meeting.
2. Amended meeting agenda at the request of Ron Peltier to include discussion of Celebrate Trees! Resolution, then approved minutes as revised.

3. Public Comment:

**Monte Vista Neighbors:** Jeff, Julia, and Craig described the clearing of a wooded lot next to their houses, sharing concerns, questions, observations, and suggestions:

- The subject property is located next to these neighbors, is on a fairly steep slope. The clearing of the site has been very distressful to them, radically altering the aesthetics of their neighborhood. Craig's wife was too upset to attend the meeting.
- Neighbors were disappointed by failure of the City to notify them. No clearing sign was posted. Later a stop work was posted and later removed.
- The original clearing permit was violated, with most of the trees being removed. Neighbors suspect that the clearing permit will be revised to allow the developer to obtain an After the Fact Permit and minimal signs.
- Developer and excavator "knew what they could get away with". Large trees were sold and hauled away.
- City Staff did not visit site to verify that trees allowed to be cut were properly marked.
- Craig expressed his confusion regarding what the City's code allows and concerns over a lack of information from the City. City needs better neighborhood outreach so that neighbors 1) know what is happening to properties near them; 2) understand the process, why certain practices are allowed, and 3) have input, perhaps a neighborhood meeting with developer.
- Previous geotech reports have called for tree and vegetation retention on the slope but a more recent study did not. The most recent study was done by a consultant who never visited the site.
- Neighbors said it seems the problem at the City isn't so much a lack of good regulations but rather a failure to enforce them.
- Julia said developers knew what they could get away with and had "free reign" to remove trees.
- Craig said he thought there were inconsistencies in the code, with rules for single family lots allowing developers to violate their clearing permits. He also expressed a belief that the code is enforced selectively by city staff, using "loopholes, to allow what's happened to the property next to him. Now the once forested slope next to him is a muddy hillside.

**Charles Schmid:** Expressed concern over the Grow Development being allowed to reduce its vegetative buffer along Shepard Lane from 20' to 5' by, in part, using a loophole in the code that allows bike paths to be deducted from the 20' buffer.

**Kelsey Laughlin:** Said more inspections are needed per clearing and other permits.

## **Regular Meeting**

### **Tree Protections, Paradigm Shift, and Low Impact Development**

**Kol:** started out the discussion by describing how the Tree Committee had been looking for a “paradigm” shift to find some way to create a legitimate nexus between the rights of property owners to develop their land and the ability of the City to require retention of natural landscapes as a matter of a legitimate public interest. When Low Impact Development regulations came along, in the form of a State mandated requirement, that seemed to be a way to create that “paradigm shift”. (Note: LID was advocated for by the former Forestry Commission, along with other progressive tree and land use regulations. I’ve been told by former Commission members that the entire Forestry Commission resigned when it became clear that their recommendations weren’t going to be implemented.).

Last Fall, Barry Loveless, made a presentation to the Ad Hoc Tree Committee that described a scenario that started out with a comprehensive assessment of the site, including its topography, natural features, and hydrology. From there the required goal, through LID, would be to develop the site in a way that preserved the site’s hydrological function. “Great, that was exactly what we’re looking for!” Tree Committee then worked with staff and consultant to integrate LID into the code.

Along comes January, after the minimum State mandated LID requirements had been adopted into our code, and we find out that site assessments are only being required for single family homes: not subdivisions. We’ve been told that sub-divisions already go through a site assessment. (**note:** like the one the Wyatt development went through? Obviously not working the way LID was described in Barry’s presentation to the Committee last Fall).

Kol continued, expressing our collective desire for all development to go through a process of looking at environmental function first, before doing anything else: just like Barry described LID last Fall. “Maybe the LID process, after all, doesn’t really do what we thought it would. We want the process, amongst other things, to dictate where buildings can be located. Staff, however, is telling us they can’t legally make that a requirement.” That’s why Kol invited Gary, the City’s Planning Director, and Doug, the City Manager, to this meeting: to help us work with staff to implement the committee’s identified goals and policies. Vegetation Management 16.22 and Land Clearing 16.18 chapters need to be revised to meet our goals. “Sound right?”

### **Clearing and Vegetation Management, LID, etc.**

**Mack:** Single family lots still a major issue (no tree retention requirements)

**Ron:** Would really like for us to address loopholes created by After the Fact Permits.

**Kol:** We need a 2-track approach. We need to lay out a bigger process, with buy in from staff (and Council?) while at the same time working on things we can do quickly.

**Doug Schulze:** Said he like's "Ron's approach", of identifying the committee's objectives and taking those to the entire Council for approval. Loopholes in the Code are a result of a piecemeal approach. Original purposes get lost. This is partially because Council members come but there is continuity with Staff.

**Kol:** Jennifer has been very helpful to the Committee but it's hard to "turn the boat".

**Gary Christensen:** This is a good thing and an opportunity. We're at the end of a 3-1/2-year Comprehensive Plan update process with some initial actions to happen and more to follow. We have an opportunity, now, to define the City's future, with ultimate direction by the City Council. Encouraged by what lies ahead. Staff is here to help the Committee. We're about to make changes as a result of the Comprehensive Plan, etc., etc.

**Ron's note:** while listening to Gary I couldn't help but reflect on our past Comprehensive Plans, going back to 1992; how much importance they placed on environmental protection, and on the value of trees to the community; and how much damage the City's regulatory process has allowed to take place.

**Doug Schulze:** Agree that an environmental assessment should come first. Suggested that the Committee make a list of policy directives to be approved by the City Council that will then direct Staff.

**Mack:** I'm tired of reiterating policies and not getting anywhere.

**Doug:** You need to focus on high level policy, not ordinance level detail.

**Ron Note:** I believe we need just enough detail in our proposed actions so that Council approval is specific enough to result in action.

**Kol:** At the beginning of last year we had a list of policy questions: too much detail for the Council?

**Craig Goodman:** Sounds like the Committee wants to reduce clear-cutting. Our situation is a perfect example. So how could the City prevent what happened next door to us?

**Kol:** The Comp Plan clearly contains plenty of policies to support what we want to do.

**Gary:** Yes, for example the policy you approved at the last Council meeting.

**Ron note:** here's what Kol proposed for inclusion in the Comp Plan: **New Policy, LU 4-10:** "To the greatest degree possible, prohibit clear-cutting and grading of natural spaces." This policy was watered down, through proposed changes by Council members out of concern for how it might impact development, and then approved. I don't remember exactly how the final version was worded.

**Gary:** the committee could review propose a directive to review the regulation for consistency with policies. Committee might want to spend time going through the Comp Plan's policies to identify those in need of being implemented in the code.

**Sarah Blossom:** The Wyatt development (near Lovell) is a good example of what we don't want to happen. Regarding approved direction for the City Council: they did direct us last year to propose regulations that would prevent large clear-cuts.

**Ron note:** perhaps our web page needs to include a list of Council approved directives.

**Kol:** "I think we really want to focus on changing 16.18 and 16.22" (clearing and vegetation chapters)

**Mack:** Can't we just make policy statements that change the paradigm? -that discourage the "do it now and ask for forgiveness later" approach by developers?

**Ron:** Itching to get in a few words, said the time for patience is over. Our Comp Plan has had good policies in it for years, supporting the protection of trees and the Island's ecology.

### **Jennifer's Policy Questions**

**Sarah:** We need to focus on our Policy List.

**Ron note:** Here's our policy list, created and provided for us by Jennifer Sutton last year:

#### **Policy Questions to Consider for Amending MBIMC Chapter 16.22 Vegetation Management**

1. Right now, 16.22 is triggered general when someone needs a Class 4 DNR Forest Practices Permit – clearing more than 5,000 board feet of timber). Keep this threshold? NOTE: Clearing permit required to remove 6 significant trees (1 sig. tree in Mixed Use Town Center) up to 5,000 board feet in a 12-month period.
2. Do we want to apply (pre-plan) subdivision open space/buffer requirements to properties proposed for clearing that will eventually subdivide?
3. What standards should be applied to undeveloped property that is not big enough to subdivide?
4. What standards should be applied to lots developed with a single-family home, but are not further sub-dividable?
5. What standards should be applied to property being cleared to expand existing agriculture or for the creating new agriculture?
6. Do we want to combine 16.22 with 16.18 Land Clearing? Rename resultant chapter?

**Ron note:** Have we actually answered any of these?

**Kol:** After Sarah's comment that we needed to focus on our list of policy questions Kol commented that, "the process is a fundamental question". Not sure what that meant.

**Sarah:** We don't have regulations for single-family lot tree retention.

**Kol:** Again talked about a "two-pronged approach" and said we've been waiting for Jennifer to write draft code language (to implement the general policies the committee seems to agree on?)

**Jennifer:** Said she needs clearer guidance from the Committee.

**Kol:** Wants the Site Assessment Review Permit, SARP, required for all development.

**Jennifer:** It's going back to Council and can be further revised.

**Mack:** Said what we're trying to do isn't about Low Impact Development and the SARP permit.

**For special accommodations, please contact Jane Rasely, Planning & Community Development 206-780-3758 or at [jrasely@bainbridgewa.gov](mailto:jrasely@bainbridgewa.gov)**

4 of 6

**Jennifer:** What do you want applied to single-family lots?

**Kol:** Let's just say you can't just go into a forest and start cutting.

**Jennifer:** The SARP permit could probably say you can't remove more than 30% of the forest, using LID. Would make the most sense on fully forested larger properties.

**Mack:** Assessments need to be more about the property than about percentages.

**Jennifer:** Landmark tree regs could require retention of larger trees: 30-36" dbh.

**Mack:** Trees have to be considered first with lots of options for how to protect them.

**Doug:** Shouldn't be allowed to create hazard trees (by impacting roots, etc.) and then remove them.

**Mack:** We need a holistic approach that's less about formulas.

**Gary Christensen:** We need specific regulations in order to apply them fairly and consistently. Need to respect property rights. Owners don't want to be deprived of using their property. Can be legally challenged. Looking to be reasonable, factual, land consistent.

**Kol:** That's why we latched onto LID as a way to require more tree retention. Previous retention for sub-divisions was only 25% max (still is). LID science has the potential to same 65% of the natural areas on properties with trees.

**Mack:** LID principles aren't being considered first. We can make it happen first.

**Kelcie Laughlin:** We're going round and round. We already require site assessments for sub-divisions. There is already lots of review. City can already do what needs to be done.

**Jennifer:** We've adopted the minimum LID requirements, required by the State. Now do you want to specify more requirements that the State minimum? Seems that small sites should be treated differently from larger ones.

**Kol:** How do we make that happen?

**Sarah:** Full dispersion requires more undisturbed area.

### **After the Fact Permits**

**Mack:** Enforcement is really the main problem. We need to impose major penalties.

**Ron:** How about a motion regarding After the Fact Permits and the current Compliance Policy (that has resulted in smaller fines and less aggressive enforcement of regulations? Typically, violations are only investigated if reported.)

**Sarah:** You can only get an after the fact permit if you otherwise comply with the regulations

**Ron note:** is that how it's being applied? Not clear it is.

**Jennifer:** So we should clarify the code regarding after the fact permits?

**Gary:** I will send Mr. (Craig) Goodman an email to clarify the situation next door.

**Craig:** Interested in how the Vegetation Management regs apply to situation next to his house.

**Kol:** How do we avoid Craig's situation in the future?

**Doug:** Mentioned that when he worked in Medina they spent seven years working on the general issue of tree retention. They finally decide to have flexible buffers and require cut trees to be replaced with larger sized trees, as opposed to little ones.

**Gary:** Said we already require replacement with larger trees and it's expensive.

**Kelcie:** a better process for pre-clearing inspections is needed.

**Kol:** Mentioned to Jennifer something about drafting possible regulations to address what was being discussed.



**Mack:** “What about real penalties?”

**Gary:** Mentioned the Clark development where a stop work order was issued after it was confirmed the land owner had exceeded his vegetation management’s clearing area.

**Ron Note:** In part because Staff never went out to verify that the land owner had marked off the allowable cut area.

**Doug:** By the time the stop work order was issued the land owner had already cleared everything he wanted to.

### **Wrap Up**

**Kol:** My notes say Kol said something about the comp Plan, getting direction from Council, and a commitment from the Planning Department.

**Doug:** Suggested we pull policies from the Comp Plan and look for gaps, though he thought it was “pretty thorough”.

### **Celebrate Trees! Earth Month Resolution:**

About this time, I was really hoping that I’d have maybe ten minutes for a discussion regarding the Celebrate Trees! Earth Month Resolution. At the end of our 90-minute rambling discussion we spent 5 minutes on the proposed resolution. I handed out copies of the draft resolution and asked for input from committee members. By that time in the meeting there seemed to little interest in discussing the resolution.

**Note Approved: March 15, 2017**

# City of Bainbridge Island

## City Council Agenda Bill



### PROCESS INFORMATION

Subject: Council Calendar (Pg. 240)	Date: 3/28/2017
Agenda Item: REVIEW UPCOMING COUNCIL MEETING AGENDAS - 8:20 PM	Bill No.:
Proposed By:	Referrals(s):

### BUDGET INFORMATION

Department: City Clerk	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

### REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

### DESCRIPTION/BACKGROUND

### RECOMMENDED ACTION/MOTION

#### ATTACHMENTS:

Description	Type
□ Council Calendar	Backup Material

## 2017 PROPOSED COUNCIL CALENDAR ITEMS

Absences	Agenda	Department	Timing (min)	Study Session		Absences	Agenda	Department	Timing (min)	Business Meeting	
R.T.			15	4-Apr					25	11-Apr	
	NB	PCD	15	Ordinance Relating to SEPA Substantive Authority (Consider Forwarding to Public Hearing on 4/11)			PH	PW	15	Public Hearing: Ordinance No. 2017-03, Adding a New Chapter 15.19, Site Assessment Review (Consider Forwarding to 4/25 Consent Agenda)	
	P	PCD	10	Proclamation Declaring April 28, 2017 as "Arbor Day"			PH	PCD	15	Public Hearing: Ordinance Relating to SEPA Substantive Authority (Consider Forwarding to 4/25 Consent Agenda)	
	P	PCD	10	Proclamation Declaring the Month of April, 2017 as "Heritage Tree Month"			PH	EXEC	15	Public Hearing: Surplus Resolution for Manitou Beach Road Open Space (Consider Approval)	
	P	CC	15	Presentation on Green Direct Program by Puget Sound Energy			PH	EXEC	15	Public Hearing: Surplus Resolution for Islandwood Trail Easement (Consider Approval)	
	CD	CC	15	Discussion of Council Meeting Procedures			UB	PW	10	Resolution No. 2017-08 Amending the Fee Schedule to Add a Fee for Site Assessment Review (Consider Forwarding to 4/25 Consent Agenda)	
							UB	PW	10	Janitorial Service Agreement for City Facilities (Consider Approval of Contract Award)	
							NB	PW	10	Olympic Drive Non-Motorized Improvement Project Construction Contract Award (Consider Forwarding to 6/13 Agenda for Award)	
							NB	PW	15	City Dock Project Construction Contract Award (Consider Forwarding to 4/25 Agenda for Award)	
							NB	POL	10	Washington State Patrol Live-Scan to Western Identification Network Automated Biometric Identification System Connection User's Agreement (Consider Forwarding to 4/25 Consent Agenda)	
							NB	POL	10	Extra Duty Police Services ILA with Kitsap Transit (Consider Forwarding to 4/25 Consent Agenda)	
							P	PCD	10	Earth Day Proclamation	
			80						160		

## 2017 PROPOSED COUNCIL CALENDAR ITEMS

Absences	Agenda	Department	Timing (min)	Study Session	Absences	Agenda	Department	Timing (min)	Business Meeting
			15	18-Apr				25	25-Apr
	UB	EXEC	20	Workplan for Implementing Actions Taken from the Comprehensive Plan		H	PCD	10	Closed Record Hearing: Resolution Regarding Final Subdivision Approval for Winslow Grove (Consider Approval)
	UB	EXEC	15	Direction on Non-Motorized Project Ballot Initiative		UB	PCD	10	Ordinance Relating to SEPA Substantive Authority (Consider Approval)
	NB	EXEC	15	Aquatic Lease with Department of Natural Resources for Eagle Harbor Consider Forwarding to 4/25 to Agenda (Consider Approval)		UB	EXEC	10	Aquatic Lease with Department of Natural Resources for Eagle Harbor (Consider Approval)
	NB	EXEC	15	MOU with BIMPRD Related to Sailing Float Sublease (Consider Forwarding to 4/25 Agenda (Consider Approval)		UB	EXEC	10	MOU with BIMPRD Related to Sailing Float Sublease (Consider Approval)
	NB	FIN	10	Ordinance amending BIMC 3.24, Equipment Rental and Revolving Fund (Consider Forwarding to 5/09 Consent Agenda)		NB	EXEC	10	Consider City Contribution of Fees for Celebrate Bainbridge Events
						P	CC	15	Annual Report on City Farmland by Friends of the Farms
						CA	PW	CA	Ordinance No. 2017-03, Adding a New Chapter 15.19, Site Assessment Review (Consider Approval)
						CA	PW	CA	Resolution No. 2017-08 Amending the Fee Schedule to Add a Site Assessment Review Fee (Consider Approval)
						CA	POL	CA	Extra Duty Police Services ILA with Kitsap Transit (Consider Approval)
						CA	POL	CA	Washington State Patrol Live-Scan to Western Identification Network Automated Biometric Identification System Connection User's Agreement (Consider Approval)
			90					90	

## 2017 PROPOSED COUNCIL CALENDAR ITEMS

Absences	Agenda	Department	Timing (min)	Study Session	Absences	Agenda	Department	Timing (min)	Business Meeting
Medina			15	<b>2-May</b>				25	<b>9-May</b>
	UB	PW	30	Update on Police and Municipal Court Building		UB	PW	10	City Dock Project Construction Contract Award (Consider Approval)
	NB	FIN	15	2016 Year-End Financial Report (Information)		NB	EXEC	10	Consider Change to Council Meeting Dates for July 4 and National Night Out
	NB	FIN	10	Ordinance Relating to 2016 Budget Carryforwards (Consider Forwarding to 5/23 Consent Agenda)		NB	EXEC	15	Review 2018 LTAC Funding Priorities and Draft RFP
	NB	FIN	10	Ordinance Relating to Q1 Budget Amendments (Consider Forwarding to 5/23 Consent Agenda)		CA	FIN	CA	Ordinance amending BIMC 3.24, Equipment Rental Revolving Fund (Consider Approval)
			80					60	

## 2017 PROPOSED COUNCIL CALENDAR ITEMS

Absences	Agenda	Department	Timing (min)	Study Session	Absences	Agenda	Department	Timing (min)	Business Meeting
							25		23-May
			15	16-May					
	P	CC	30	MYAC Presentation on Affordable Housing		CA	FIN	CA	Ordinance relating to 2016 Budget Carryforwards (Consider Approval)
						CA	FIN	CA	Ordinance relating to Q1 Budget Amendments (Consider Approval)
				30-May					
				5th Week - No Meeting					