

CITY COUNCIL MEETING AGENDA



City of Lake Stevens Vision Statement

We are a thriving community that promotes a vibrant economy, preserves natural beauty, and supports an exceptional quality of life for all.

October 28, 2025 - 6:00 PM

Regular City Council Meeting

In person: The Mill, Sawyers Room, 1808 Main Street, Lake Stevens

or Join Zoom Meeting: [Zoom Link](#)

or call in at (253) 215-8782

Meeting ID: 85127748836 Passcode: 006196

- 1. Call to Order**
- 2. Pledge of Allegiance** Mayor
- 3. Roll Call**
- 4. Approval of Agenda** Council President
- 5. Guest Business**
 - A. Introduce Morgan Matthews, Parks and Recreation Office Assistant Sarah Garceau
- 6. Citizen Comments**
- 7. Council Business** Council President
- 8. Mayor's Business**
- 9. City Department Report**
 - A. Sidewalk Maintenance Program and Policy Aaron Halverson, Curtis Clifton
- 10. Consent Agenda**
 - A. 2025 Vouchers Barb Stevens
 - B. City Council Meeting Minutes for September 30, 2025 Kelly Chelin
 - C. City Council Meeting Minutes for October 7, 2025 Caitlin Weaver
 - D. City Council Meeting Minutes of October 14, 2025 Caitlin Weaver

- E. Intergovernmental Services Agreement Between Snohomish County and the City of Lake Stevens for Traffic Control Device and Street Light Maintenance Aaron Halverson
- F. Professional Services Agreement with Shannon & Wilson, Inc. for design of the Lower Stevens Creek Restoration Project - Hartford Reach Shannon Farrant
- 11. Public Hearing**
 - A. Adoption of Resolution 2025-11, the Fagerlie West 60% Annexation Petition Jill Needham
- 12. Adjourn**

THE PUBLIC IS INVITED TO ATTEND

The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact Human Resources, City of Lake Stevens ADA Coordinator, (425) 622-9400, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.

CITY DEPARTMENT REPORT



Agenda Date: 10/28/2025

Contact Person/Department: Aaron Halverson, Curtis Clifton, Public Works

Executive Summary

The Streets Crew is responsible for maintaining 252 miles of roadway, 138 miles of sidewalks, and 3,200 signs with only six employees who have already completed 1,872 work orders in 2025. Despite their productivity, the crew currently faces 86 unresolved service requests and 141 open work orders, limiting their ability to meet the level of service expected by the City Council. Reactive maintenance dominates their workload due to staffing limitations, leaving little capacity for preventative sidewalk inspections and repairs. If the council's desired standard is proactive sidewalk maintenance, then the addition of one to three full-time employees is recommended.

Background

Councilmember Ewing requested an update on maintenance of the city's sidewalks at a recent council meeting. The purpose of this department report is to fulfill his request and to more broadly discuss street maintenance to improve understanding of the challenges faced by the Streets Crew. Street infrastructure includes 252 miles of roadway, 138 miles of sidewalks and 3,200 signs. The Streets Crew has six employees who completed 1,872 work orders in 2025, to date. Streets Crew currently have 86 unresolved service requests and 141 open work orders. Sidewalk repairs accounted for 154 work orders this year, which is approximately 12% of their completed work orders.

Sidewalk Maintenance Program

We can all agree that the city's sidewalk network is a vital component of its transportation and accessibility infrastructure. Sidewalk conditions range from newly installed or repaired to areas with notable displacement caused by tree roots or other factors. The repair standards for sidewalks are below:

- **½–1 inch lift:** Paint and install cold patch asphalt (CPA) ramp if needed
- **1–3 inches:** Paint and install CPA ramp, schedule concrete grind or lift/reset panel
- **4+ inches:** Paint and install CPA ramp, replace or lift and reset panel

Sidewalks, like other assets, are maintained in two ways, reactive and preventative, as

Reactive Workflow

Sidewalk issues are reported via phone calls, emails or CitizenVue service requests. All reported issues are reviewed by the Streets Supervisor or Lead and are used to generate work orders that follow the steps below in response:

A Rapid Response Team (RRT) is sent to assess the hazard within 5 working days. They mitigate the immediate safety concerns using painted edge warnings and temporary CPA ramps as needed.

The RRT then generates work orders for that follow the preventative work order workflow that will result in a more permanent fix including panel replacement or panel reset based on the following criteria:

- **High** – ADA barriers, severe heaves, or trip hazards requiring immediate mitigation
- **Medium** – Cracked or moderately displaced panels
- **Low** – Cosmetic or non-hazardous maintenance

Preventative Workflow

The city is divided into four service zones (NW, NE, SW, SE), rotated on a biweekly basis to perform as scheduled maintenance on all types of street assets in that zone based on priority established by the RRT or the Supervisor/Lead. The six-person crew performs as much work in the assigned zone as possible before moving on to the next zone as scheduled.

Zones allow crews to focus their effort on one area, adding efficiency and reducing unnecessary travel time.

The Streets Crew, in conjunction with the Engineering Division, also contract each year for sidewalk repairs each year to augment the work of the crews. This year, the contract includes 476 feet of panel replacement and 4 upgraded ADA ramps.

Long-Term Approach

For new development, inspection staff enforce root barrier installation and approved street tree standards to prevent future sidewalk displacement. These measures help reduce long-term maintenance costs and improve pedestrian safety.

Preventative Identification of Sidewalk Issues

The Streets Crew does not have the resources to preventively address sidewalks throughout the city. Instead, sidewalk issues generally begin as reactive work orders

and transition to preventative work orders. If preventative identification of sidewalk issues is a priority of the city, additional staff resources will need to be allocated to the Streets Division of Public Works. Estimates to complete this work range from one to three full time employees, based on the desired level of service.

BLANKET VOUCHER APPROVAL
2025

Payroll Direct Deposits		
Payroll Checks		
Electronic Funds Transfers	ACH	\$531,604.85
Claims	64578-64662	\$840,280.64
Void Checks	61957 & 64558	(\$5,693.85)
Total Vouchers Approved:		\$1,366,191.64

This 28th day of October 2025

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, that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment or a contractual obligation, and that the claim is a just, due and unpaid obligation against the City of Lake Stevens, and that I am authorized to authenticate and certify to said claim.

Finance Director/Auditing Officer, Barb Stevens

Mayor, Brett Gailey

October 28, 2025



City expenditures by type for this voucher packet		
Payroll Federal Taxes	\$159,624	12%
Excise Tax	\$13,941	1%
Retirement Benefits - Employer	\$72,977	5%
Medical Benefits - Employer	\$258,289	19%
Other Employer Paid Benefits	\$8,271	1%
Employee Paid Benefits	\$32,602	2%
Supplies	\$51,759	4%
Professional Services	\$226,905	17%
Capital *	\$519,170	38%
Debt Payments	\$28,348	2%
Void Checks	-\$5,694	0%
Total	\$1,366,192	100%

Large Purchases *

* Project 17005 Off Site Improvements Final Pymt \$471,133

* Catherine Creek Bridge Replacement \$19,111

* Cavalero Park - Escrow 2354137 \$16,285

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 10/10/2025 - 10/23/2025

Total for Period
\$1,371,885.49

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Ace Hardware	81550/7	001 013 518 20 31 00	GG-Operating Costs	Fast Acting Fuse 3amp - Gen Facilities	64587	\$8.25
Ace Hardware	81550/7	101 016 544 90 31 02	ST-Operating Cost	Fast Acting Fuse 3amp - Gen Facilities	64587	\$0.38
Ace Hardware	81550/7	410 016 531 10 31 02	SW - Operating Costs	Fast Acting Fuse 3amp - Gen Facilities	64587	\$0.65
Ace Hardware	81553/7	001 013 518 20 31 00	GG-Operating Costs	Solder Elec/Rosin Core - Gen Facilities	64587	\$38.89
Ace Hardware	81553/7	101 016 544 90 31 02	ST-Operating Cost	Solder Elec/Rosin Core - Gen Facilities	64587	\$1.76
Ace Hardware	81553/7	410 016 531 10 31 02	SW - Operating Costs	Solder Elec/Rosin Core - Gen Facilities	64587	\$3.05
Ace Hardware	81575/7	101 016 544 90 31 02	ST-Operating Cost	Lopper Bypass Metal	64587	\$81.94
Ace Hardware	81575/7	101 016 542 30 32 00	ST-Fuel	VP 50:1 Fuel	64587	\$98.34
Ace Hardware	81577/7	410 016 531 10 31 02	SW - Operating Costs	Driver Bit Set/Garden Soil	64587	\$40.63
Ace Hardware	81580/7	001 013 518 20 31 00	GG-Operating Costs	Sponges - Gen Facilities	64587	\$15.52
Ace Hardware	81580/7	101 016 544 90 31 02	ST-Operating Cost	Sponges - Gen Facilities	64587	\$0.70
Ace Hardware	81580/7	410 016 531 10 31 02	SW - Operating Costs	Sponges - Gen Facilities	64587	\$1.22
Ace Hardware	81584/7	001 010 576 80 31 04	PK-Vandalism Supplies	Deck Screws - FS Shelter Table Repair	64587	\$15.29
Ace Hardware	81588/7	005 000 518 20 30 00	RP - Operating Supplies	Air Filters - 10519 S Lake	64587	\$61.12
Ace Hardware	81592/7	001 010 576 80 31 03	PK- Equipment & Tools	Safety Can Gas/Screwdriver/NutDriver - NC Aeration	64587	\$111.46
Ace Hardware	81594/7	005 000 518 20 30 00	RP - Operating Supplies	Keys - 10515 S Lake	64587	\$10.91
					64587 Total	\$490.11
AFLAC	324958	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Insurance Prem	EFT	\$749.14
					EFT Total	\$749.14
Amazon Capital Services	117Q-4ML7-1XVD	001 008 521 20 31 04	LE-Donation Exp - Other	Drone Battery Refund	64588	(\$198.93)
Amazon Capital Services	13QF-QJYY-CCQ6	001 013 518 10 30 00	LEAN Training - Supplies	3 Ring Binders Refund	64588	(\$11.99)
Amazon Capital Services	13X7-6QTQ-CYDM	001 005 518 10 31 02	HR - Emergency Mgmt Supplies	Cable Zip Ties - EOC Supplies	64588	\$5.45
Amazon Capital Services	13X7-6QTQ-CYDM	001 005 518 10 31 02	HR - Emergency Mgmt Supplies	Magnetic White Board for Wall - EOC Supplies	64588	\$111.29
Amazon Capital Services	13X7-6QTQ-CYDM	001 005 518 10 31 02	HR - Emergency Mgmt Supplies	Storage Bins with Lids - EOC Supplies	64588	\$29.51
Amazon Capital Services	141P-MMFJ-9XTG	001 010 576 80 31 03	PK- Equipment & Tools	Hedge Trimmer Cordless	64588	\$54.64
Amazon Capital Services	19F4-HN1G-CHTP	001 013 518 10 30 00	LEAN Training - Supplies	3 Ring Binders Refund	64588	(\$23.98)
Amazon Capital Services	1D9G-FYYP-YRKX	001 008 521 50 30 00	LE-Facilities Supplies	Water Filters for Fountains	64588	\$259.55
Amazon Capital Services	1D9G-FYYP-YRKX	001 010 576 80 31 00	PK-Operating Supplies	Water Filters for Fountains	64588	\$259.56
Amazon Capital Services	1D9G-FYYP-YRKX	101 016 544 90 31 02	ST-Operating Cost	Water Filters for Fountains	64588	\$259.56
Amazon Capital Services	1D9G-FYYP-YRKX	410 016 531 10 31 02	SW - Operating Costs	Water Filters for Fountains	64588	\$259.55
Amazon Capital Services	1DHQ-7KYX-MYXH	001 013 518 10 30 00	LEAN Training - Supplies	3 Ring Binders Refund	64588	(\$11.99)
Amazon Capital Services	1F1Y-JWLW-CHPN	001 013 518 10 30 00	LEAN Training - Supplies	3 Ring Binders Refund	64588	(\$11.99)
Amazon Capital Services	1FMX-MDN3-CJ4M	001 013 518 10 30 00	LEAN Training - Supplies	3 Ring Binders Refund	64588	(\$11.99)
Amazon Capital Services	1GM3-9MTG-CF4G	001 008 521 20 31 00	LE-Office Supplies	Desktop Calculator	64588	\$7.64
Amazon Capital Services	1GM3-9MTG-CF4G	001 008 521 20 31 00	LE-Office Supplies	Screen Cleaner	64588	\$10.92
Amazon Capital Services	1GYH-FMJV-CFJK	001 005 518 10 31 03	HR-Emp Recognition Supplies	24 Pack Thank You Cards with Envelopes - Emp Birthdays/Events	64588	\$7.20
Amazon Capital Services	1JQT-93G6-D637	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Gear	64588	\$678.88
Amazon Capital Services	1KM1-Y6JN-97GF	001 010 576 80 31 05	PK-R&M Supplies	2 Pack Vacuum Filters Replacement	64588	\$32.74
Amazon Capital Services	1KM1-Y6JN-97GF	001 010 576 80 31 08	PK-Special Event Supplies	Christmas Green Pipe Cleaners - Harvest Fest Supplies	64588	\$11.79
Amazon Capital Services	1KM1-Y6JN-97GF	001 010 576 80 31 08	PK-Special Event Supplies	Dark Brown Pipe Cleaners - Harvest Fest Supplies	64588	\$22.28
Amazon Capital Services	1KM1-Y6JN-97GF	001 010 576 80 31 08	PK-Special Event Supplies	Green Tissue Paper - Harvest Fest Supplies	64588	\$10.70
Amazon Capital Services	1KM1-Y6JN-97GF	001 010 576 80 31 08	PK-Special Event Supplies	Light Brown Pipe Cleaners - Harvest Fest Supplies	64588	\$11.79
Amazon Capital Services	1KM1-Y6JN-97GF	001 010 576 80 31 08	PK-Special Event Supplies	Plastic Pony Beads for Jewelry - Harvest Fest Supplies	64588	\$52.60
Amazon Capital Services	1KM1-Y6JN-97GF	001 010 576 80 31 08	PK-Special Event Supplies	Pony Beads for Jewelry Making - Harvest Fest Supplies	64588	\$6.87
Amazon Capital Services	1KM1-Y6JN-97GF	001 010 576 80 31 08	PK-Special Event Supplies	Spinning Wheel Parts - Harvest Fest Supplies	64588	\$8.73

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Amazon Capital Services	1KM1-Y6JN-97GF	001 010 576 80 31 08	PK-Special Event Supplies	Thermal Laminator Pouches - Harvest Fest Supplies	64588	\$29.06
Amazon Capital Services	1KM1-Y6JN-97GF	001 010 576 80 31 08	PK-Special Event Supplies	Washable Ink Pads for Kids - Harvest Fest Supplies	64588	\$25.34
Amazon Capital Services	1KM1-Y6JN-97GF	001 010 576 80 31 08	PK-Special Event Supplies	Wiggle Googly Eyes - Harvest Fest Supplies	64588	\$49.40
Amazon Capital Services	1KM1-Y6JN-L7XK	001 010 576 80 31 08	PK-Special Event Supplies	Construction Paper - Harvest Fest Supplies	64588	\$16.30
Amazon Capital Services	1KM1-Y6JN-L7XK	001 010 576 80 31 08	PK-Special Event Supplies	Pony Beads - Harvest Fest Supplies	64588	\$94.75
Amazon Capital Services	1NL4-X6NM-FKDL	001 010 576 80 31 05	PK-R&M Supplies	Bathroom Fan	64588	\$72.48
Amazon Capital Services	1NL4-X6NM-FKDL	001 010 576 80 31 00	PK-Operating Supplies	Dry Vac Filters	64588	\$33.43
Amazon Capital Services	1NL4-X6NM-FKDL	001 010 576 80 31 05	PK-R&M Supplies	Grease Gun Coupler	64588	\$10.92
Amazon Capital Services	1PQG-JQDJ-DLWX	001 013 518 20 31 00	GG-Operating Costs	Invisible Tape - CH Supplies	64588	\$13.58
Amazon Capital Services	1PQG-JQDJ-DLWX	001 013 518 20 31 00	GG-Operating Costs	Multipurpose Copy Printer Paper - CH Supplies	64588	\$44.78
Amazon Capital Services	1PQG-JQDJ-DLWX	001 013 518 20 31 00	GG-Operating Costs	Permanent Markers Black - CH Supplies	64588	\$8.72
Amazon Capital Services	1PQG-JQDJ-DLWX	001 013 518 20 31 00	GG-Operating Costs	Permanent Markers Blue - CH Supplies	64588	\$8.30
Amazon Capital Services	1PQG-JQDJ-DLWX	001 013 518 20 31 00	GG-Operating Costs	Permanent Markers Green - CH Supplies	64588	\$8.30
Amazon Capital Services	1PQG-JQDJ-DLWX	001 013 518 20 31 00	GG-Operating Costs	Permanent Markers Red - CH Supplies	64588	\$8.29
Amazon Capital Services	1PQG-JQDJ-DLWX	001 013 518 20 31 00	GG-Operating Costs	Post-it Super Sticky Notes - CH Supplies	64588	\$19.66
Amazon Capital Services	1R6P-HNGV-GTPG	001 005 518 10 31 02	HR - Emergency Mgmt Supplies	Nitrile Tough Gloves - EOC Supplies	64588	\$42.75
Amazon Capital Services	1V7M-7GF1-YCJR	101 016 544 90 31 02	ST-Operating Cost	Earbuds/Keyboard & Mouse	64588	\$55.68
Amazon Capital Services	1V7M-7GF1-YCJR	410 016 531 10 31 02	SW - Operating Costs	Earbuds/Keyboard & Mouse	64588	\$55.68
Amazon Capital Services	1YFG-CF4D-DHC9	001 013 518 20 31 00	GG-Operating Costs	Carry Caddies/Ceramic Fuses - Gen Facilities	64588	\$85.11
Amazon Capital Services	1YFG-CF4D-DHC9	101 016 544 90 31 02	ST-Operating Cost	Carry Caddies/Ceramic Fuses - Gen Facilities	64588	\$3.83
Amazon Capital Services	1YFG-CF4D-DHC9	410 016 531 10 31 02	SW - Operating Costs	Carry Caddies/Ceramic Fuses - Gen Facilities	64588	\$6.70
Amazon Capital Services	1YGW-9QR4-RYNW	001 005 518 10 31 02	HR - Emergency Mgmt Supplies	Safety Glasses	64588	\$36.05
					64588 Total	\$2,559.49
Anderson	100625 ANDERSON	410 016 531 10 49 01	SW - Staff Development	IACC Conf Meal PerDiem - O Anderson	64589	\$82.00
Anderson	100625 ANDERSON	410 016 531 10 49 01	SW - Staff Development	IACC Conf Mileage PerDiem - O Anderson	64589	\$176.40
					64589 Total	\$258.40
Assoc of Washington Cities EFT	74264	001 000 283 00 00 00	Payroll Liability Medical	Medical Insurance Premium	EFT	\$254,711.58
					EFT Total	\$254,711.58
Bassett	100125 BASSETT	001 008 521 40 49 01	LE- Staff Development	HIDTA Training Parking Fees Reimb - Bassett	64590	\$18.75
					64590 Total	\$18.75
Beazizo	111025 BEAZIZO	001 008 521 40 49 01	LE- Staff Development	WASPC Fall Conf Meal PerDiem - Beazizo	64591	\$344.00
					64591 Total	\$344.00
Bendiksen	LSPD22	001 008 521 20 41 00	LE-Professional Services	Pre-Employment Polygraph Interview	64592	\$300.00
Bendiksen	LSPD23	001 008 521 20 41 00	LE-Professional Services	Pre-Employment Polygraph Exam	64592	\$331.80
					64592 Total	\$631.80
Business Card	BARNES 10-2025	001 008 521 40 49 01	LE- Staff Development	DLE 25-6E Registration - Schedler	64593	\$350.00
Business Card	BARNES 10-2025	001 008 521 40 49 01	LE- Staff Development	LEIRA Conf Hotel - D Smith	64593	\$571.26
Business Card	BARNES 10-2025	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Boots	64593	\$808.82
Business Card	BRAZEL 10-2025	001 002 513 11 49 00	AD-Staff Development	Lunch Meeting to Discuss 2026 Legislative Priorities	64593	\$69.33
Business Card	CHELIN 10-2025	001 003 514 20 31 00	CC- Operating Supplies	Notary Bond - Chelin	64593	\$114.76
Business Card	CHELIN 10-2025	001 001 511 60 49 02	Legislative - C.C.Retreat	Snacks/Fruit Legislative Retreat	64593	\$104.51
Business Card	CHELIN 10-2025	001 001 511 60 49 02	Legislative - C.C.Retreat	Water/Gatorade/Fruit - Council Retreat	64593	\$66.63
Business Card	DREHER 10-2025	001 008 521 20 31 00	LE-Office Supplies	Bar Stool	64593	\$43.71
Business Card	DREHER 10-2025	001 008 521 40 49 01	LE- Staff Development	Cert Course Registration Fee	64593	\$95.00
Business Card	DREHER 10-2025	001 008 521 20 31 09	LE - Supply- Opioid Settlement	K9 Conf Registration - D Dreher	64593	\$375.00
Business Card	DREHER 10-2025	001 008 521 40 49 01	LE- Staff Development	LEIRA Conf Hotel - Suarez	64593	\$571.26
Business Card	DREHER 10-2025	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Windshield PD Vehicle	64593	\$892.43
Business Card	FOX 10-2025	001 008 521 40 49 01	LE- Staff Development	WAPRO Fall Conf Registration	64593	\$440.00
Business Card	FOX 10-2025	001 008 521 40 49 01	LE- Staff Development	WAPRO Membership	64593	\$25.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Business Card	GAILEY 10-2025	001 001 513 10 49 01	Executive - Prof. Development	Coursera Conf Hotel - Gailey	64593	\$360.98
Business Card	GAILEY 10-2025	001 001 513 10 49 01	Executive - Prof. Development	Coursera Conf Lyft Rides - Gailey	64593	\$66.11
Business Card	GARCEAU 10-2025	001 010 576 80 31 08	PK-Special Event Supplies	Advertising Viking Event Banners	64593	\$193.58
Business Card	GARCEAU 10-2025	001 010 576 80 31 08	PK-Special Event Supplies	Advertising Viking Event Banners - Refund	64593	(\$43.51)
Business Card	GARCEAU 10-2025	001 010 576 80 31 03	PK- Equipment & Tools	Bed Extender PW104	64593	\$293.51
Business Card	GARCEAU 10-2025	001 010 576 80 31 03	PK- Equipment & Tools	Bed Extender Refund PW104	64593	(\$226.65)
Business Card	GARCEAU 10-2025	001 010 576 80 42 01	PK-Advertising Services	Cavalero Park Banner	64593	\$316.11
Business Card	GARCEAU 10-2025	001 010 576 80 31 04	PK-Vandalism Supplies	Cavalero Skate Park Graffiti Remover	64593	\$489.39
Business Card	GARCEAU 10-2025	001 010 576 80 31 00	PK-Operating Supplies	Dog Poo Bags	64593	\$808.74
Business Card	GARCEAU 10-2025	302 010 594 76 61 00	PM - Frontier Heights Capital	FH Park Capital Project Banner	64593	\$148.05
Business Card	GARCEAU 10-2025	001 010 576 80 31 00	PK-Operating Supplies	Fungicide	64593	\$302.17
Business Card	GARCEAU 10-2025	001 010 576 80 41 04	PK-Special Events Prof Service	Going A Viking Meta Ad	64593	\$43.00
Business Card	GARCEAU 10-2025	001 010 576 80 49 01	PK-Staff Development	NRPA Conf Airport Parking Fees	64593	\$90.28
Business Card	GARCEAU 10-2025	001 010 576 80 49 01	PK-Staff Development	NRPA Conf Baggage Fees - Garceau/Meis	64593	\$70.00
Business Card	GARCEAU 10-2025	001 010 576 80 49 01	PK-Staff Development	NRPA Conf Hotel - Garceau	64593	\$1,181.72
Business Card	GARCEAU 10-2025	001 010 576 80 49 01	PK-Staff Development	NRPA Conf Hotel - Meis	64593	\$1,181.72
Business Card	GARCEAU 10-2025	001 010 576 80 49 01	PK-Staff Development	NRPA Conf Lyft to Airport - Garceau/Meis	64593	\$26.02
Business Card	GARCEAU 10-2025	001 010 576 80 49 01	PK-Staff Development	NRPA Uber Fees - Garceau/Meis	64593	\$26.80
Business Card	GARCEAU 10-2025	001 010 576 80 31 05	PK-R&M Supplies	Paint Supplies for Bathroom Refresh	64593	\$103.58
Business Card	GARCEAU 10-2025	001 010 576 80 49 01	PK-Staff Development	Pest Control CEU Registration - R Anderson	64593	\$75.00
Business Card	GARCEAU 10-2025	001 010 576 80 31 05	PK-R&M Supplies	Trimmer/Blower Repair Parts	64593	\$217.55
Business Card	GARCEAU 10-2025	001 010 576 80 41 04	PK-Special Events Prof Service	Viking Meta Ad	64593	\$29.00
Business Card	GARCEAU 10-2025	001 010 576 80 31 08	PK-Special Event Supplies	Vikings Event Advertising	64593	\$23.00
Business Card	GARCEAU 10-2025	001 010 576 80 49 01	PK-Staff Development	WA Trail Caucus Registration - D Green	64593	\$50.00
Business Card	HALVERSON 10-2025	101 016 542 30 49 01	ST-Staff Development	APWA CM Inspector Training Registration - Bailey	64593	\$325.00
Business Card	HALVERSON 10-2025	410 016 531 10 49 01	SW - Staff Development	APWA CM Inspector Training Registration - Bailey	64593	\$325.00
Business Card	HALVERSON 10-2025	001 005 518 10 41 01	HR - Advertising/Marketing	APWA Engineering Job Posting	64593	\$375.00
Business Card	HALVERSON 10-2025	410 016 531 10 31 02	SW - Operating Costs	Buffer & Solutions	64593	\$639.07
Business Card	HALVERSON 10-2025	410 016 531 10 49 01	SW - Staff Development	IACC Conf Hotel Deposit - O Anderson	64593	\$305.64
Business Card	HEINEMANN 10-2025	001 008 521 20 31 06	LE - Uniform Clothing	Large Boxes	64593	\$50.04
Business Card	HEIST 10-2025	001 004 514 23 49 01	FI-Staff Development	WFOA Conf Parking Fees	64593	\$76.00
Business Card	MACDONALD 10-2025	101 016 544 90 31 02	ST-Operating Cost	E-Stop Switches	64593	\$39.41
Business Card	MACDONALD 10-2025	410 016 531 10 31 02	SW - Operating Costs	E-Stop Switches	64593	\$39.40
Business Card	MACDONALD 10-2025	410 016 531 10 48 00	SW - Repairs & Maintenance	Windshield Repair 2023 Chevy Silverado	64593	\$689.14
Business Card	STEVEN T 10-2025	001 006 518 80 49 01	IT-Staff Development	ARMA Infocon Conf Flight- V Ross	64593	\$94.64
Business Card	STEVEN T 10-2025	001 006 518 80 49 01	IT-Staff Development	ARMA Infocon Conf Return Flight - V Ross	64593	\$68.57
Business Card	STEVEN T 10-2025	410 016 531 10 42 00	SW - Communications	iPad Warranty Claim	64593	\$99.00
Business Card	UBERT 10-2025	001 008 521 20 41 01	LE-Professional Serv-Fixed	FuboTV Monthly Subscription	64593	\$107.09
Business Card	UBERT 10-2025	001 008 521 20 41 00	LE-Professional Services	Good2Go Account Refill	64593	\$50.00
Business Card	WARRINGTON 10-2025	001 013 518 10 30 00	LEAN Training - Supplies	Lean Green Belt Glass Donuts	64593	\$29.31
Business Card	WARRINGTON 10-2025	001 005 518 10 31 01	HR- Operating Supplies	Teamsters Bargaining Lunch	64593	\$87.02
Business Card	WEAVER 10-2025	001 001 511 60 49 02	Legislative - C.C.Retreat	Coffee for Council Retreat	64593	\$87.71
Business Card	WEAVER 10-2025	001 001 511 60 49 02	Legislative - C.C.Retreat	Fruit/Snacks for Council Retreat	64593	\$28.35
Business Card	WEAVER 10-2025	001 003 514 20 49 02	CC-Staff Development	Intro to AI for Clerks Registration - Weaver	64593	\$60.00
Business Card	WEAVER 10-2025	001 001 511 60 49 02	Legislative - C.C.Retreat	Lunch for Council Retreat	64593	\$573.14
Business Card	WEAVER 10-2025	001 001 511 60 49 01	Legislative - Prof. Developmen	NLC Fall Conf Registration Refund - Ewing	64593	(\$635.00)
Business Card	WEAVER 10-2025	001 001 513 10 49 01	Executive - Prof. Development	NLC Fall Conf Registration Refund - Gailey	64593	(\$635.00)
Business Card	WEAVER 10-2025	001 003 514 20 31 00	CC- Operating Supplies	Notary Bond/Notary Stamp - Weaver	64593	\$112.03
Business Card	WEAVER 10-2025	001 003 514 20 41 00	CC-Professional Services	Notary Renewal Fee - Weaver	64593	\$42.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Business Card	WEAVER 10-2025	001 001 511 60 49 02	Legislative - C.C.Retreat	Plates/Utensils for Council Retreat	64593	\$39.62
Business Card	WEAVER 10-2025	001 003 514 20 49 02	CC-Staff Development	WAPRO Fall Conf Registration - Chelin/Weaver/Tallman	64593	\$660.00
Business Card	WEAVER 10-2025	001 001 511 60 31 00	Legislative - Operating Costs	Water for Council Meetings	64593	\$3.81
Business Card	WRIGHT 10-2025	001 007 558 50 49 01	PL-Staff Development	AICP Membership - C Schmidt	64593	\$768.00
Business Card	WRIGHT 10-2025	001 007 559 30 49 01	PB-Staff Development	ICC Renewal/Reinstatement Fee	64593	\$315.00
Business Card	WRIGHT 10-2025	004 016 594 31 60 01	PR - 17005 91st/24th	Postage - Costco Property Transfer Doc for Recording	64593	\$34.85
Business Card	WRIGHT 10-2025	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2025-0027 Rhodora Final Plat	64593	\$24.94
Business Card	WRIGHT 10-2025	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2025-0126	64593	\$12.96
Business Card	WRIGHT 10-2025	306 000 594 75 60 00	Culture Facility Cap - Museum	PUD Fire Flow Test Fees - Museum Project	64593	\$300.00
Business Card	WRIGHT 10-2025	001 007 558 50 49 01	PL-Staff Development	WASPT Conf Hotel - Fenrich	64593	\$390.96
					64593 Total	\$15,936.56
Canon Financial Services Inc	41950449	001 007 591 58 70 01	PL -Lease Agreements	2YJ04075 Copier Lease CH	64594	\$70.56
Canon Financial Services Inc	41950449	001 007 591 59 70 01	PB - Lease Agreements	2YJ04075 Copier Lease CH	64594	\$70.56
Canon Financial Services Inc	41950449	001 013 591 18 70 01	Lease Agreements	2YJ04075 Copier Lease CH	64594	\$70.56
Canon Financial Services Inc	41950449	001 007 558 50 48 00	PL-Repairs & Maint.	2YJ04075 Copier Lease CH Tax	64594	\$6.56
Canon Financial Services Inc	41950449	001 007 559 30 48 00	PB-Repair & Maintenance	2YJ04075 Copier Lease CH Tax	64594	\$6.56
Canon Financial Services Inc	41950449	001 013 518 20 48 00	GG-Repair & Maintenance	2YJ04075 Copier Lease CH Tax	64594	\$6.57
Canon Financial Services Inc	41950450	001 008 591 21 70 01	Lease Agreements	2XW05905 Copier Lease PD	64594	\$252.95
Canon Financial Services Inc	41950450	001 008 521 20 48 00	LE-Repair & Maintenance Equip	2XW05905 Copier Lease PD Tax	64594	\$23.52
Canon Financial Services Inc	41962427	001 013 518 20 48 00	GG-Repair & Maintenance	XTZ01787 Copier Lease CH Admin Month to Month Le	64594	\$286.05
					64594 Total	\$793.89
Cascade Collision Center Inc	5404	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Repair PT-21-94	64595	\$194.30
Cascade Collision Center Inc	5408	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Repair PT-17-73	64595	\$6,445.91
					64595 Total	\$6,640.21
City of Marysville	25-0006	001 008 523 60 41 00	LE-Jail	Housing Services 06-2025	64596	\$9,544.84
City of Marysville	25-0006	001 008 523 60 41 00	LE-Jail	Medical Services 06-2025	64596	\$800.00
City of Marysville	25-0006	001 008 523 60 41 00	LE-Jail	SCJ Video Court Services 06-2025	64596	\$946.80
City of Marysville	25-0006	001 008 523 60 41 00	LE-Jail	Video Court Services 06-2025	64596	\$2,204.00
City of Marysville	25-0007	001 008 523 60 41 00	LE-Jail	Housing Services 07-2025	64596	\$5,831.88
City of Marysville	25-0007	001 008 523 60 41 00	LE-Jail	Medical Services 07-2025	64596	\$2,100.00
City of Marysville	25-0007	001 008 523 60 41 00	LE-Jail	SCJ Video Court Services 07-2025	64596	\$1,638.52
City of Marysville	25-0007	001 008 523 60 41 00	LE-Jail	Video Court Services 07-2025	64596	\$1,160.00
City of Marysville	LKS25-9	001 013 512 52 40 00	GG-Municipal Court Fees	Marysville Court Citations 09-2025	64596	\$15,283.62
					64596 Total	\$39,509.66
Compensation Connections LLC	3945	001 005 518 10 41 00	HR-Professional Services	FLSA Review	64597	\$840.00
					64597 Total	\$840.00
Conservation Technix Inc	1248	001 010 576 80 41 00	PK-Professional Services	PROS Plan	64598	\$8,710.01
					64598 Total	\$8,710.01
Consolidated Electrical Distributors	2340-1044858	101 016 544 90 31 02	ST-Operating Cost	Protection Dev	64599	\$204.43
Consolidated Electrical Distributors	2340-1044858	410 016 531 10 31 02	SW - Operating Costs	Protection Dev	64599	\$204.42
					64599 Total	\$408.85
Costco Wholesale	1588COREIMB	004 016 594 31 60 01	PR - 17005 91st/24th	Project 17005 Off Site Improvements Final Pymt	64600	\$271,133.44
Costco Wholesale	1588COREIMB	301 016 595 30 60 03	IZ3-17005- 24th St & 91st Ext	Project 17005 Off Site Improvements Final Pymt	64600	\$200,000.00
					64600 Total	\$471,133.44
Criminal Justice Training Commission	201141795	001 008 521 40 49 01	LE- Staff Development	Basic SWAT Training - Walters	64601	\$800.00
					64601 Total	\$800.00
David Evans and Associates Inc	601771	411 016 594 31 60 05	Catherine Creek/36th St Bridge	Catherine Creek Bridge Replacement	64602	\$19,110.94
					64602 Total	\$19,110.94

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Dept of Retirement (Deferred Comp)	10102025	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferred	EFT	\$8,499.66
					EFT Total	\$8,499.66
Dept of Retirement PERS LEOFF	10102025	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	EFT	\$72,634.97
Dept of Retirement PERS LEOFF	10102025	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions - State	EFT	\$342.17
					EFT Total	\$72,977.14
Dept of Revenue EFT	09-2025 EXCISE	101 016 544 90 31 02	ST-Operating Cost	Antenna/Powerharness/CompassWorks/AirTime Tax	EFT	\$103.13
Dept of Revenue EFT	09-2025 EXCISE	410 016 531 10 31 02	SW - Operating Costs	Antenna/Powerharness/CompassWorks/AirTime Tax	EFT	\$103.13
Dept of Revenue EFT	09-2025 EXCISE	001 013 518 90 49 06	GG-Excise Tax	Excise Taxes 09-2025	EFT	\$828.18
Dept of Revenue EFT	09-2025 EXCISE	001 005 517 60 31 00	HR-Safety Program Supplies	Fire Plugs Safe/Sound Raffle Prizes Tax	EFT	\$3.17
Dept of Revenue EFT	09-2025 EXCISE	001 005 517 60 31 00	HR-Safety Program Supplies	Flashlight & Phone Charger Safe/Sound Raffle Prizes Tax	EFT	\$2.20
Dept of Revenue EFT	09-2025 EXCISE	001 007 558 50 31 01	PL-Operating Supplies	MAN-iPad-N5PN Tax	EFT	\$8.83
Dept of Revenue EFT	09-2025 EXCISE	001 005 517 60 31 00	HR-Safety Program Supplies	Replacement Misting Nozzles Tax	EFT	\$7.02
Dept of Revenue EFT	09-2025 EXCISE	001 010 576 80 31 00	PK-Operating Supplies	Sealant for Basketball Courts Tax	EFT	\$5.12
Dept of Revenue EFT	09-2025 EXCISE	001 010 576 80 31 08	PK-Special Event Supplies	Snowman Snow Fluid - Winterfest Tax	EFT	\$9.16
Dept of Revenue EFT	09-2025 EXCISE	001 010 576 80 31 00	PK-Operating Supplies	War Memorial Emblem Replacement Tax	EFT	\$418.50
					EFT Total	\$1,488.44
Dept of Revenue Leasehold EFT	Q3 2025 LHET	633 000 589 30 00 01	Leasehold Excise Tax Remit	Q3 2025 Leasehold Tax	EFT	\$13,112.85
					EFT Total	\$13,112.85
Dreher	093025 D DREHER	001 008 521 20 41 04	LE - PS - Opioid Settlement	K9 Conf Flight 03/08/26 Reimb - D Dreher	64603	\$356.60
					64603 Total	\$356.60
EFTPS	10102025	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	EFT	\$159,624.16
					EFT Total	\$159,624.16
Electronic Business Machines	AR316647	001 010 576 80 48 00	PK-Repair & Maintenance	Printer Copy Fees PW - QNN08471	64604	\$14.12
Electronic Business Machines	AR316647	101 016 542 30 48 00	ST-Repair & Maintenance	Printer Copy Fees PW - QNN08471	64604	\$14.11
Electronic Business Machines	AR316647	410 016 531 10 48 00	SW - Repairs & Maintenance	Printer Copy Fees PW - QNN08471	64604	\$14.12
Electronic Business Machines	AR317050	001 008 521 50 48 00	LE-Facility Repair & Maint	Printer Copy Fees PD - 2WU09725	64604	\$56.74
Electronic Business Machines	AR317441	001 008 521 50 48 00	LE-Facility Repair & Maint	Printer Copy Fees PD - 2XW05905	64604	\$55.66
					64604 Total	\$154.75
Employment Security Dept	Q2 2024 ESD	501 000 517 60 49 00	Payment to Claimants	Q2 2024 ESD Benefits Payment	64605	\$7,217.92
Employment Security Dept	Q2 2025 ESD	501 000 517 60 49 00	Payment to Claimants	Q2 2025 ESD Benefits Payment	64605	\$4,850.16
Employment Security Dept	Q3 2024 ESD	501 000 517 60 49 00	Payment to Claimants	Q3 2024 ESD Benefits Payment	64605	\$4,095.00
Employment Security Dept	Q3 2025 ESD	501 000 517 60 49 00	Payment to Claimants	Q3 2025 ESD Benefits Payment	64605	\$2,439.50
Employment Security Dept	Q4 2020 ESD	501 000 517 60 49 00	Payment to Claimants	Q4 2020 ESD Benefits Payment	64605	\$6,242.50
					64605 Total	\$24,845.08
Enterprise FM Trust	604558-100325	530 016 594 48 70 00	Capital Lease Holding Account	City Vehicle Lease/Mgmt/Tax Fees	64606	\$17,756.82
Enterprise FM Trust	633992-100325	520 008 594 21 63 00	Vehicles - Capital Equip	PD Vehicle Lease Taxes/Fees 10-2025	64606	\$1,428.64
Enterprise FM Trust	633992-100325	520 008 591 21 70 00	LE - Lease Agreements	PD Vehicle Leases 10-2025	64606	\$10,126.51
Enterprise FM Trust	633992-100325	001 008 521 20 48 00	LE-Repair & Maintenance Equip	PD Vehicle Monthly Maint 10-2025	64606	\$5,637.32
					64606 Total	\$34,949.29
Farmers Equipment Co	BUR-20067979	101 016 544 90 31 02	ST-Operating Cost	Cab Glass PW45	64607	\$242.72
Farmers Equipment Co	BUR-20067979	410 016 531 10 31 02	SW - Operating Costs	Cab Glass PW45	64607	\$242.72
					64607 Total	\$485.44
Fastenal Company	WAARN180224	101 016 544 90 31 02	ST-Operating Cost	Scrub Wipes/QwikStik/Gloves/TPI Blades/ValvePart	64608	\$227.83
Fastenal Company	WAARN180224	410 016 531 10 31 02	SW - Operating Costs	Scrub Wipes/QwikStik/Gloves/TPI Blades/ValvePart	64608	\$227.83
					64608 Total	\$455.66
Ferguson Enterprises 3007	WE506936	001 013 518 20 31 00	GG-Operating Costs	Brs Mtr Cart - Gen Facilities	64609	\$73.92
Ferguson Enterprises 3007	WE506936	101 016 544 90 31 02	ST-Operating Cost	Brs Mtr Cart - Gen Facilities	64609	\$3.33
Ferguson Enterprises 3007	WE506936	410 016 531 10 31 02	SW - Operating Costs	Brs Mtr Cart - Gen Facilities	64609	\$5.81
					64609 Total	\$83.06

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Gailey	110425 GAILEY	001 001 513 10 49 01	Executive - Prof. Development	GovAl Conf Meal PerDiem - Gailey	64610	\$312.00
					64610 Total	\$312.00
Galls LLC	32809230	001 008 521 20 31 01	LE-Fixed Minor Equipment	Armor - SWAT LBV	64611	\$5,260.85
Galls LLC	32809308	001 008 521 20 31 01	LE-Fixed Minor Equipment	Plat Backers - SWAT LBV	64611	\$692.87
					64611 Total	\$5,953.72
Goldson Smith	102925 D SMITH	001 010 576 80 49 01	PK-Staff Development	WFEA Conf Meal PerDiem - D Smith	64612	\$116.00
					64612 Total	\$116.00
Granite Construction Supply	108533	001 010 576 80 31 10	PK-Boat Launch Expenses	NC New No Park Signs	64613	\$105.50
Granite Construction Supply	108533	001 010 576 80 31 06	PK-Lake Safety	New No Swim Signs	64613	\$186.83
Granite Construction Supply	108533	001 010 576 80 31 00	PK-Operating Supplies	New Stop/No Parking/Off Leash Signs	64613	\$285.74
Granite Construction Supply	108533	001 010 576 80 31 05	PK-R&M Supplies	Replacement Stop/No Parking Signs	64613	\$546.65
					64613 Total	\$1,124.72
Greenshields Industrial Supply Inc	156557	410 016 531 10 31 02	SW - Operating Costs	Snatch Blocks/Poly Sling Eye & Eye	64614	\$139.76
					64614 Total	\$139.76
Griffen Law Office Inc	1081	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services	64615	\$450.00
					64615 Total	\$450.00
Hathaway	38786	001 001 511 60 31 00	Legislative - Operating Costs	Nameplates for Council Mtgs - J Ubert	64616	\$32.68
					64616 Total	\$32.68
Home Depot	3901935	001 010 576 80 31 03	PK- Equipment & Tools	20V Bare Refund	64617	(\$140.99)
Home Depot	3901939	001 010 576 80 31 03	PK- Equipment & Tools	20V Bare	64617	\$139.20
Home Depot	4011861	001 013 518 20 31 00	GG-Operating Costs	Dewalt Batteries - Gen Facilities	64617	\$213.04
Home Depot	4011861	101 016 544 90 31 02	ST-Operating Cost	Dewalt Batteries - Gen Facilities	64617	\$9.58
Home Depot	4011861	410 016 531 10 31 02	SW - Operating Costs	Dewalt Batteries - Gen Facilities	64617	\$16.75
Home Depot	5014588	001 013 518 20 31 00	GG-Operating Costs	Lever-Nut Splicing/Ext Cord/Flex Seal - Gen Facilities	64617	\$110.73
Home Depot	5014588	101 016 544 90 31 02	ST-Operating Cost	Lever-Nut Splicing/Ext Cord/Flex Seal - Gen Facilities	64617	\$4.99
Home Depot	5014588	410 016 531 10 31 02	SW - Operating Costs	Lever-Nut Splicing/Ext Cord/Flex Seal - Gen Facilities	64617	\$8.70
Home Depot	5134088	101 016 544 90 31 02	ST-Operating Cost	Toilet	64617	\$92.36
Home Depot	5134088	410 016 531 10 31 02	SW - Operating Costs	Toilet	64617	\$92.36
Home Depot	9143407	001 010 576 80 31 05	PK-R&M Supplies	Waterweld Epoxy - Deduct Meter Lundeen	64617	\$16.35
Home Depot	9902463	410 016 531 10 31 02	SW - Operating Costs	Refrigerator	64617	\$386.92
					64617 Total	\$949.99
Honey Bucket	555148728	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Frontier Heights	64618	\$257.40
Honey Bucket	555159739	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - West Lake Park	64618	\$290.95
Honey Bucket	555170074	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Catherine Creek Park	64618	\$167.75
Honey Bucket	555170075	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Oak Hill	64618	\$290.95
					64618 Total	\$1,007.05
HRA VEBA Trust YA20192	10102025	001 000 283 00 00 00	Payroll Liability Medical	Employee VEBA Contributions	64578	\$3,818.48
					64578 Total	\$3,818.48
HSA Bank	10102025	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	64579	\$300.00
					64579 Total	\$300.00
IEH Analytical Laboratories	178805	410 016 531 10 41 01	SW - Professional Services	Lab Sample Analysis	64619	\$340.00
					64619 Total	\$340.00
Industrial Bolt and Supply Inc	886858-2	101 016 544 90 31 02	ST-Operating Cost	Square Snapper Pins/Auto Fuses	64620	\$37.53
Industrial Bolt and Supply Inc	886858-2	410 016 531 10 31 02	SW - Operating Costs	Square Snapper Pins/Auto Fuses	64620	\$37.52
Industrial Bolt and Supply Inc	888273-1	101 016 544 90 31 02	ST-Operating Cost	Elbows/Fuse Holders/Tie Wraps/Auto Fuses/Nut Drivers	64620	\$59.76
Industrial Bolt and Supply Inc	888273-1	410 016 531 10 31 02	SW - Operating Costs	Elbows/Fuse Holders/Tie Wraps/Auto Fuses/Nut Drivers	64620	\$59.75
Industrial Bolt and Supply Inc	888577-1	101 016 544 90 31 02	ST-Operating Cost	Power Tap Nitro Carb	64620	\$147.16
Industrial Bolt and Supply Inc	888577-1	410 016 531 10 31 02	SW - Operating Costs	Power Tap Nitro Carb	64620	\$147.16
					64620 Total	\$488.88

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
J Thayer Co Inc	1736620-0	001 008 521 20 31 00	LE-Office Supplies	Tape/Pens	64621	\$114.98
					64621 Total	\$114.98
Kilroy	110225 KILROY	001 008 521 40 49 01	LE- Staff Development	Adv SRO Meal PerDiem - Kilroy	64622	\$297.00
					64622 Total	\$297.00
Lake Stevens Arts & Parks Foundation	1	001 012 573 90 31 00	CS- Event Contributions	Music in the Park 2025	64623	\$4,000.00
					64623 Total	\$4,000.00
Lake Stevens Police Guild	10102025	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	64580	\$1,500.50
					64580 Total	\$1,500.50
Lake Stevens Sewer District	1195 10-2025	001 010 576 80 47 00	PK-Utilities	Sewer - Cedarwood Park Acct 1195-01	64624	\$102.06
Lake Stevens Sewer District	12326 10-2025	001 010 576 80 47 00	PK-Utilities	Sewer - Boat Launch Restrooms Acct 12326-01	64624	\$108.24
Lake Stevens Sewer District	13135 10-2025	101 016 543 50 47 00	ST-Utilities	Sewer - Decant Facility Acct 13135-01	64624	\$527.09
Lake Stevens Sewer District	13135 10-2025	401 070 535 10 47 01	Sewer Dist Utilities	Sewer - Decant Facility Acct 13135-01	64624	\$1,054.19
Lake Stevens Sewer District	13135 10-2025	410 016 531 10 47 00	SW - Utilities	Sewer - Decant Facility Acct 13135-01	64624	\$527.10
Lake Stevens Sewer District	2538 10-2025	001 010 576 80 47 00	PK-Utilities	Sewer - Lundeen Park Acct 2538-02	64624	\$1,190.74
Lake Stevens Sewer District	3628 10-2025	001 010 576 80 47 00	PK-Utilities	Sewer - Davies Beach Acct 3628-02	64624	\$1,928.92
Lake Stevens Sewer District	5189 10-2025	005 000 518 20 40 01	Rental Property Utilities	Sewer - 10519 20th St SE 5189-04	64624	\$380.86
Lake Stevens Sewer District	6294 10-2025	001 008 521 50 47 00	LE-Facility Utilities	Sewer - PD Evidence Bldg Acct 6294-04	64624	\$102.06
Lake Stevens Sewer District	6296 10-2025	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station Acct 6296-03	64624	\$102.06
Lake Stevens Sewer District	6390 10-2025	005 000 518 20 40 01	Rental Property Utilities	Sewer - 1819 S Lake Stevens Acct 6390-03	64624	\$102.06
Lake Stevens Sewer District	6666 10-2025	001 012 575 30 47 00	CS- Museum - Utilities	Sewer - Museum Acct 6666-01	64624	\$102.06
Lake Stevens Sewer District	6671 10-2025	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall Acct 6671-01	64624	\$102.06
Lake Stevens Sewer District	6810 10-2025	001 012 575 50 47 00	CS- The Mill- Utilities	Sewer - The Mill Acct 6810-01	64624	\$204.12
Lake Stevens Sewer District	7002 10-2025	001 010 576 80 47 00	PK-Utilities	Sewer - North Cove Park Restroom 7002-01	64624	\$102.06
Lake Stevens Sewer District	8710 10-2025	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Training Bldg Acct 8710-03	64624	\$102.06
Lake Stevens Sewer District	9902 10-2025	001 012 572 20 47 00	CS- Library-Utilities	Sewer - Library Acct 9902-01	64624	\$143.06
					64624 Total	\$6,880.80
Levitan	100825 LEVITAN	001 007 558 50 49 01	PL-Staff Development	APA Conf Meal PerDiem - Levitan	64625	\$103.00
Levitan	100825 LEVITAN	001 007 558 50 49 01	PL-Staff Development	APA Conf Mileage PerDiem - Levitan	64625	\$214.20
Levitan	100825 LEVITAN	001 007 558 50 49 01	PL-Staff Development	APA Conf Parking Reimb - Levitan	64625	\$65.05
					64625 Total	\$382.25
Manus	091925 MANUS	001 005 518 10 31 03	HR-Emp Recognition Supplies	Farmer Farewell Cake/Supplies Reimb - Manus	64626	\$50.00
					64626 Total	\$50.00
McAuliffes Valley Nursery	1-11692	302 010 576 90 31 00	Tree Replacement Expenditures	Acer Rubrum October Glory Trees	64627	\$4,853.34
					64627 Total	\$4,853.34
McLoughlin & Eardley Group Inc	285682	520 008 594 21 63 00	Vehicles - Capital Equip	PD Vehicle Equipment	64628	\$2,635.50
McLoughlin & Eardley Group Inc	285724	520 008 594 21 63 00	Vehicles - Capital Equip	PD Vehicle Equipment	64628	\$8,093.50
					64628 Total	\$10,729.00
MissionSquare - 108991	6922029	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	64581	\$519.26
					64581 Total	\$519.26
MissionSquare - 307428	6429001	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	64582	\$1,741.86
					64582 Total	\$1,741.86
Nationwide Retirement Solution	10102025	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	EFT	\$8,058.23
					EFT Total	\$8,058.23
New York Life	Y6W_20251003	001 000 284 00 00 00	Payroll Liability Other	Whole Life Insurance Premiums	EFT	\$147.00
					EFT Total	\$147.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
New York Life EFT	Sep-25	001 001 513 10 20 00	Executive - Benefits	Life/Disability Insurance Premiums	EFT	\$81.61
New York Life EFT	Sep-25	001 002 513 11 20 00	AD-Benefits	Life/Disability Insurance Premiums	EFT	\$86.36
New York Life EFT	Sep-25	001 003 514 20 20 00	CC-Benefits	Life/Disability Insurance Premiums	EFT	\$198.32
New York Life EFT	Sep-25	001 004 514 23 20 00	FI-Benefits	Life/Disability Insurance Premiums	EFT	\$271.39
New York Life EFT	Sep-25	001 005 518 10 20 00	HR-Benefits	Life/Disability Insurance Premiums	EFT	\$262.83
New York Life EFT	Sep-25	001 006 518 80 20 00	IT-Benefits	Life/Disability Insurance Premiums	EFT	\$313.29
New York Life EFT	Sep-25	001 007 558 50 20 00	PL-Benefits	Life/Disability Insurance Premiums	EFT	\$712.72
New York Life EFT	Sep-25	001 007 559 30 20 00	PB-Benefits	Life/Disability Insurance Premiums	EFT	\$308.59
New York Life EFT	Sep-25	001 008 521 20 20 00	LE-Benefits	Life/Disability Insurance Premiums	EFT	\$2,260.77
New York Life EFT	Sep-25	001 010 576 80 20 00	PK-Benefits	Life/Disability Insurance Premiums	EFT	\$710.87
New York Life EFT	Sep-25	001 013 518 30 20 00	GG-Benefits	Life/Disability Insurance Premiums	EFT	\$273.28
New York Life EFT	Sep-25	005 013 518 20 20 00	RP-Benefits	Life/Disability Insurance Premiums	EFT	\$75.79
New York Life EFT	Sep-25	101 016 542 30 20 00	ST-Benefits	Life/Disability Insurance Premiums	EFT	\$858.65
New York Life EFT	Sep-25	410 016 531 10 20 00	SW-Benefits	Life/Disability Insurance Premiums	EFT	\$1,190.12
					EFT Total	\$7,604.59
O Reilly Auto Parts	2960-165479	101 016 544 90 31 02	ST-Operating Cost	Fuel Filters	64629	\$40.15
O Reilly Auto Parts	2960-165479	410 016 531 10 31 02	SW - Operating Costs	Fuel Filters	64629	\$40.15
O Reilly Auto Parts	2960-165518	410 016 531 10 31 02	SW - Operating Costs	Oil Filters/Motor Oil/Wiper Fluid PW05	64629	\$83.84
O Reilly Auto Parts	2960-167044	101 016 544 90 31 02	ST-Operating Cost	Spark Plugs	64629	\$6.49
O Reilly Auto Parts	2960-167044	410 016 531 10 31 02	SW - Operating Costs	Spark Plugs	64629	\$6.49
O Reilly Auto Parts	2960-167601	101 016 544 90 31 02	ST-Operating Cost	Oil Filters	64629	\$8.68
O Reilly Auto Parts	2960-167601	410 016 531 10 31 02	SW - Operating Costs	Oil Filters	64629	\$8.67
O Reilly Auto Parts	2960-167674	101 016 544 90 31 02	ST-Operating Cost	Battery PW49	64629	\$143.66
					64629 Total	\$338.13
Owen Equipment Company	120738	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	AY-Valve Water PW65	64630	\$450.66
					64630 Total	\$450.66
Petrocard Inc	0563727-IN	001 001 513 10 31 00	Executive - Supplies	Fuel	64631	\$69.04
Petrocard Inc	0563727-IN	001 006 518 80 32 00	IT-Fuel	Fuel	64631	\$23.60
Petrocard Inc	0563727-IN	001 007 559 30 32 00	PB-Fuel	Fuel	64631	\$204.67
Petrocard Inc	0563727-IN	001 008 521 20 32 00	LE-Fuel	Fuel	64631	\$239.58
Petrocard Inc	0563727-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	64631	\$1,820.92
Petrocard Inc	0563727-IN	101 016 542 30 32 00	ST-Fuel	Fuel	64631	\$1,233.56
Petrocard Inc	0563727-IN	410 016 531 10 32 00	SW - Fuel	Fuel	64631	\$2,578.93
Petrocard Inc	0570263-IN	001 007 559 30 32 00	PB-Fuel	Fuel	64631	\$352.63
Petrocard Inc	0570263-IN	001 008 521 20 32 00	LE-Fuel	Fuel	64631	\$439.84
Petrocard Inc	0570263-IN	001 010 576 80 32 00	PK-Fuel Costs	Fuel	64631	\$2,722.48
Petrocard Inc	0570263-IN	101 016 542 30 32 00	ST-Fuel	Fuel	64631	\$2,404.47
Petrocard Inc	0570263-IN	410 016 531 10 32 00	SW - Fuel	Fuel	64631	\$3,691.77
					64631 Total	\$15,781.49
PODS Enterprises LLC	PODS010438592	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage	64632	\$179.25
PODS Enterprises LLC	PODS010450082	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage	64632	\$179.25
					64632 Total	\$358.50
Proforce Marketing Inc	586114	001 008 521 20 31 05	LE-Equipment - New Officers	Firearms & Supplies PO #2000	64633	\$1,814.38
					64633 Total	\$1,814.38
Public Safety Testing Inc	PST25-1132	001 008 521 20 41 00	LE-Professional Services	Subscription Fees Q3 2025 - Police Officer	64634	\$544.00
					64634 Total	\$544.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Puget Sound Energy	200003723810 10-2025	001 012 575 30 47 00	CS- Museum - Utilities	Natural Gas - Museum	64635	\$62.68
Puget Sound Energy	200024316495 10-2025	001 010 576 80 47 00	PK-Utilities	Natural Gas - PW Shop	64635	\$18.87
Puget Sound Energy	200024316495 10-2025	101 016 543 50 47 00	ST-Utilities	Natural Gas - PW Shop	64635	\$18.88
Puget Sound Energy	200024316495 10-2025	410 016 531 10 47 00	SW - Utilities	Natural Gas - PW Shop	64635	\$18.88
Puget Sound Energy	220022339471 10-2025	001 012 575 50 47 00	CS- The Mill- Utilities	Natural Gas - The Mill	64635	\$95.93
Puget Sound Energy	220024770236 09-2025	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept Evidence Bldg	64635	\$51.93
Puget Sound Energy	220024770236 10-2025	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept Evidence Bldg	64635	\$81.62
Puget Sound Energy	220028663866 10-2025	001 008 521 50 47 00	LE-Facility Utilities	Natural Gas - Police Dept	64635	\$215.31
Puget Sound Energy	220028663874 10-2025	005 000 518 20 40 01	Rental Property Utilities	Natural Gas - 1819 S Lake Stevens Rd	64635	\$74.76
Puget Sound Energy	220037870619 10-2025	005 000 518 20 40 01	Rental Property Utilities	Natural Gas - 10519 20th St SE #106	64635	\$53.61
					64635 Total	\$692.47
RWC International	XA115011019:01	101 016 544 90 31 02	ST-Operating Cost	Oil/Fuel Filters PW88	64636	\$135.78
RWC International	XA115011019:01	410 016 531 10 31 02	SW - Operating Costs	Oil/Fuel Filters PW88	64636	\$135.78
					64636 Total	\$271.56
SCCFOA	102525 SCCFOA	001 003 514 20 49 02	CC-Staff Development	SCCFOA Holiday Party - Chelin	64637	\$35.00
SCCFOA	102525 SCCFOA	001 003 514 20 49 02	CC-Staff Development	SCCFOA Holiday Party - Tallman	64637	\$35.00
SCCFOA	102525 SCCFOA	001 003 514 20 49 02	CC-Staff Development	SCCFOA Holiday Party - Weaver	64637	\$35.00
					64637 Total	\$105.00
Sherwin-Williams Co	1626-2	001 012 575 50 31 00	CS- The Mill- Ops	Proguard Sponges - The Mill	64638	\$6.78
Sherwin-Williams Co	1718-7	001 010 576 80 31 05	PK-R&M Supplies	Paint - Davies Bathroom Repair	64638	\$61.48
					64638 Total	\$68.26
Snohomish Conservation District	9370	410 016 531 10 41 01	SW - Professional Services	Grant Reimbursement Q3 2025	64639	\$6,807.35
					64639 Total	\$6,807.35
Snohomish County PUD	100860960	101 016 542 63 47 00	ST-Lighting - Utilities	202624367 Street Lights	64640	\$15,858.91
Snohomish County PUD	106502897	001 010 576 80 47 00	PK-Utilities	202340527 Old Decant 12701 36th St NE	64640	\$18.84
Snohomish County PUD	106502897	101 016 543 50 47 00	ST-Utilities	202340527 Old Decant 12701 36th St NE	64640	\$18.84
Snohomish County PUD	106502897	410 016 531 10 47 00	SW - Utilities	202340527 Old Decant 12701 36th St NE	64640	\$18.84
Snohomish County PUD	109804797	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal 9101 Market Pl	64640	\$93.47
Snohomish County PUD	119690777	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	64640	\$95.59
Snohomish County PUD	122980829	101 016 542 63 47 00	ST-Lighting - Utilities	202013249 Traffic Signal 1933 79th Ave SE	64640	\$134.27
Snohomish County PUD	122980829	101 016 542 64 47 00	ST-Traffic Control -Utility	202013249 Traffic Signal 7441 20th St SE	64640	\$106.74
Snohomish County PUD	122986380	101 016 542 63 47 00	ST-Lighting - Utilities	202648101 Street Lights Soper Hill Annex	64640	\$1,886.76
Snohomish County PUD	122986381	101 016 542 63 47 00	ST-Lighting - Utilities	202670725 Street Lights	64640	\$1,554.01
Snohomish County PUD	126295358	101 016 542 63 47 00	ST-Lighting - Utilities	201973682 Street Lights	64640	\$156.96
Snohomish County PUD	126298117	005 000 518 20 40 01	Rental Property Utilities	224091256 - 10515 20th St SE	64640	\$294.93
Snohomish County PUD	126298117	005 000 518 20 40 01	Rental Property Utilities	224091256 - 10519 20th St SE	64640	\$254.07
Snohomish County PUD	129582032	001 010 576 80 47 00	PK-Utilities	222942633 North Cove BBQ Shelter Electric	64640	\$344.58
Snohomish County PUD	132889412	101 016 542 63 47 00	ST-Lighting - Utilities	201595113 Street Lights	64640	\$205.61
Snohomish County PUD	136209305	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Area Lighting	64640	\$10.81
Snohomish County PUD	136209305	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Electric	64640	\$1,226.50
Snohomish County PUD	136209305	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Water	64640	\$239.53
Snohomish County PUD	136213749	001 010 576 80 47 00	PK-Utilities	223759374 Cedarwood Water	64640	\$68.23
Snohomish County PUD	139416864	001 010 576 80 47 00	PK-Utilities	223973587 Sunset Park Electric	64640	\$56.87
Snohomish County PUD	146120360	101 016 542 63 47 00	ST-Lighting - Utilities	204719074 Catherine Creek Bridge Lights	64640	\$35.11
Snohomish County PUD	146121657	001 010 576 80 47 00	PK-Utilities	222191298 North Cove Park Water	64640	\$78.36
					64640 Total	\$22,757.83

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County PUD	149420581	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Park Electric	64641	\$54.77
Snohomish County PUD	149422055	005 000 518 20 40 01	Rental Property Utilities	224442301 - 10519 20th St SE Ste 5	64641	\$57.07
Snohomish County PUD	149422055	005 000 518 20 40 01	Rental Property Utilities	224442301 - 10519 20th St SE Ste 6	64641	\$60.36
Snohomish County PUD	149424277	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at113th	64641	\$81.19
Snohomish County PUD	152739294	001 010 576 80 47 00	PK-Utilities	222947715 Decant Electric/Water 12703 31st PL NE	64641	\$116.48
Snohomish County PUD	152739294	101 016 543 50 47 00	ST-Utilities	222947715 Decant Electric/Water 12703 31st PL NE	64641	\$116.49
Snohomish County PUD	152739294	401 070 535 10 47 01	Sewer Dist Utilities	222947715 Decant Electric/Water 12703 31st PL NE	64641	\$349.46
Snohomish County PUD	152739294	410 016 531 10 47 00	SW - Utilities	222947715 Decant Electric/Water 12703 31st PL NE	64641	\$116.48
Snohomish County PUD	152742530	101 016 542 63 47 00	ST-Lighting - Utilities	203731153 Traffic Signals	64641	\$245.40
Snohomish County PUD	156017410	001 010 576 80 47 00	PK-Utilities	222625881 Frontier Circle Water	64641	\$73.65
Snohomish County PUD	156018844	001 010 576 80 47 00	PK-Utilities	223477167 Mill Spur Electric	64641	\$103.38
Snohomish County PUD	159209359	005 000 518 20 40 01	Rental Property Utilities	224209403 - 10519 20th St SE Ste 3A & 3B	64641	\$63.79
Snohomish County PUD	159210831	101 016 542 63 47 00	ST-Lighting - Utilities	223611120 Traffic Light	64641	\$87.28
Snohomish County PUD	159210832	101 016 542 63 47 00	ST-Lighting - Utilities	223687294 Street Lights	64641	\$64.23
Snohomish County PUD	159213974	001 010 576 80 47 00	PK-Utilities	222509887 Davies Beach Row Club Electric/Water	64641	\$545.95
Snohomish County PUD	162367362	001 010 576 80 47 00	PK-Utilities	222205049 Oak Park Electric	64641	\$65.85
Snohomish County PUD	162368031	001 010 576 80 47 00	PK-Utilities	222509911 Davies Beach Electric/Water	64641	\$125.70
Snohomish County PUD	165555081	001 012 575 51 47 00	CS- Grimm House Utilities	223357641 Grimm House Electric/Water	64641	\$98.35
Snohomish County PUD	165559858	001 010 576 80 47 00	PK-Utilities	222658130 The Timbers Park Water	64641	\$1,101.33
Snohomish County PUD	168673922	001 013 518 20 47 00	GG-Utilities	222931883 Row Club Wtr/Electric 12308 17th PI NE	64641	\$127.27
					64641 Total	\$3,654.48
Snohomish Regional Fire and Rescue	Q3 2025 FIRE	633 000 589 30 00 02	Fire District Fee Remit	Q3 2025 Fire Fees	64642	\$28,519.85
					64642 Total	\$28,519.85
Sommerseth	1557	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Exterior Detail PD Van	64643	\$71.44
					64643 Total	\$71.44
Sound Publishing Inc	EDH1020278	001 013 518 30 41 01	GG-Advertising	CC Special Meeting	64644	\$25.92
Sound Publishing Inc	EDH1020482	001 007 558 50 41 04	Permit Related Professional Sr	LUA2025-0027 Rhodora Final SP	64644	\$72.36
					64644 Total	\$98.28
Sprague Pest Solutions	5976521	001 012 575 51 40 00	CS-Grimm House - Services	Pest Control - Grimm House	64645	\$115.73
Sprague Pest Solutions	5976549	001 013 518 20 41 00	GG-Professional Service	Pest Control - VIC	64645	\$112.57
Sprague Pest Solutions	5976550	001 013 518 20 41 00	GG-Professional Service	Pest Control - Senior Center	64645	\$112.57
					64645 Total	\$340.87
Springbrook Nursery and Trucking	387602	410 016 531 10 41 03	SW - Disposal Fees	Dump Fees - Brush/Stumps	64646	\$32.00
Springbrook Nursery and Trucking	388604	410 016 531 10 31 02	SW - Operating Costs	Material Dump	64646	\$130.56
					64646 Total	\$162.56
State Auditors Office	L170910	001 004 514 23 41 00	FI-Professional Service	Accountability/Financial Audit 2024	64647	\$14,049.10
					64647 Total	\$14,049.10
Stericycle Inc	8012281375	001 008 521 20 41 01	LE-Professional Serv-Fixed	Hazardous Waste Disposal PD	64648	\$10.36
					64648 Total	\$10.36
Stewart Title Company	2354137	303 010 594 76 60 00	Park - Capital	Cavalero Park - Escrow 2354137	64586	\$16,285.05
					64586 Total	\$16,285.05
Summit Law Group PLLC	166509	001 005 518 10 41 00	HR-Professional Services	Legal Services - Emp Handbook Consultation/Review	64649	\$2,277.00
Summit Law Group PLLC	166904	001 005 518 10 41 00	HR-Professional Services	Legal Services - Emp Handbook Consultation/Review	64649	\$7,728.00
Summit Law Group PLLC	166904	001 011 515 41 41 03	Ext Consult - Labor Relations	Legal Services - Teamsters Bargaining	64649	\$6,366.00
					64649 Total	\$16,371.00
Sunbelt Rentals Inc	175584465-0002	001 010 576 80 45 00	PK-Equipment Rental	Fertilizer Spreader/Ride on Aerator Rental - NC Lawn	64650	\$448.03
					64650 Total	\$448.03

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Teamsters Local No 763	Sep-25	001 000 284 00 00 00	Payroll Liability Other	Union Dues	64583	\$2,407.00
					64583 Total	\$2,407.00
Teamsters Welfare Trust Dental EFT	Oct-25	001 000 283 00 00 00	Payroll Liability Medical	Teamsters Dental Premium	EFT	\$3,577.60
					EFT Total	\$3,577.60
Thomas	111025 THOMAS	001 008 521 40 49 01	LE- Staff Development	WASPC Fall Conf Meal PerDiem - Thomas	64651	\$344.00
					64651 Total	\$344.00
Topsoils Northwest Inc	T128452	001 010 576 80 31 00	PK-Operating Supplies	Topsoil for NC Lawn	64652	\$1,476.10
					64652 Total	\$1,476.10
Trueheart Family Counseling	2009	001 005 517 90 41 00	HR-Wellness Program Services	Mental Health Counseling Services	64653	\$1,000.00
Trueheart Family Counseling	2010	001 005 517 90 41 00	HR-Wellness Program Services	Mental Health Counseling Services	64653	\$1,000.00
					64653 Total	\$2,000.00
ULINE	198371933	001 013 518 20 31 00	GG-Operating Costs	Janitorial Supplies	64654	\$668.72
ULINE	198372162	001 010 576 80 31 00	PK-Operating Supplies	Janitorial Supplies	64654	\$265.53
ULINE	198372162	101 016 544 90 31 02	ST-Operating Cost	Janitorial Supplies	64654	\$265.54
ULINE	198372162	410 016 531 10 31 02	SW - Operating Costs	Janitorial Supplies	64654	\$265.53
ULINE	198395120	001 012 575 50 31 00	CS- The Mill- Ops	Janitorial Supplies	64654	\$517.38
ULINE	198395295	001 008 521 50 30 00	LE-Facilities Supplies	Janitorial Supplies	64654	\$551.77
ULINE	198492627	001 010 576 80 31 05	PK-R&M Supplies	Toilet Paper Dispensers - Bathroom Repairs Various Locations	64654	\$270.55
					64654 Total	\$2,805.02
UPS	000074Y42415	001 008 521 20 42 00	LE-Communication	Evidence Shipping	64655	\$14.72
					64655 Total	\$14.72
Verizon Wireless	6122438932	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Service	64656	\$235.56
Verizon Wireless	6122438932	001 007 558 50 42 00	PL-Communication	Wireless Phone Service	64656	\$40.01
Verizon Wireless	6122438932	001 007 559 30 42 00	PB-Communication	Wireless Phone Service	64656	\$120.03
Verizon Wireless	6122438932	001 010 576 80 42 00	PK-Communication	Wireless Phone Service	64656	\$103.50
Verizon Wireless	6122438932	101 016 543 30 42 00	ST-Communications	Wireless Phone Service	64656	\$372.31
Verizon Wireless	6122438932	410 016 531 10 42 00	SW - Communications	Wireless Phone Service	64656	\$372.32
Verizon Wireless	6124922822	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Service	64656	\$235.62
Verizon Wireless	6124922822	001 007 558 50 42 00	PL-Communication	Wireless Phone Service	64656	\$40.01
Verizon Wireless	6124922822	001 007 559 30 42 00	PB-Communication	Wireless Phone Service	64656	\$73.35
Verizon Wireless	6124922822	001 010 576 80 42 00	PK-Communication	Wireless Phone Service	64656	\$68.77
Verizon Wireless	6124922822	101 016 543 30 42 00	ST-Communications	Wireless Phone Service	64656	\$277.17
Verizon Wireless	6124922822	410 016 531 10 42 00	SW - Communications	Wireless Phone Service	64656	\$277.17
					64656 Total	\$2,215.82
Volunteers of America	190-AUG2025-4195 ADTL	001 012 565 10 49 00	CS- Human Services	Housing Assistance 08-2025 Additional	64657	\$200.00
					64657 Total	\$200.00
Washington State Dept of Enterprise Svcs	731147451	001 008 521 20 31 00	LE-Office Supplies	Business Cards - D Thomas	64658	\$42.63
					64658 Total	\$42.63
Washington State Support Registry	10102025	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	EFT	\$1,054.46
					EFT Total	\$1,054.46
Western Conference of Teamsters Pension Trust	10102025	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contribution-Teamster Pension	64584	\$4,420.28
Western Conference of Teamsters Pension Trust	10102025	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contribution-Teamster Pension Probation	64584	\$52.12
					64584 Total	\$4,472.40
Witbur-Ellis Company LLC	17510176	001 010 576 80 31 00	PK-Operating Supplies	Fairway Supreme Mix Seed - Lawn Care Various Parks	64659	\$1,225.35
					64659 Total	\$1,225.35

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Willards Pest Control Co	446313	001 008 521 50 48 00	LE-Facility Repair & Maint	Monthly Rodent Service - PD	64660	\$85.69
Willards Pest Control Co	447071	001 008 521 50 48 00	LE-Facility Repair & Maint	All Nuisance Ants - PD	64660	\$160.68
					64660 Total	\$246.37
WR Lake Stevens LLC	09-2025 PD	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Car Washes for PD Vehicles	64661	\$640.00
					64661 Total	\$640.00
Zachor Stock & Krepps Inc PS	25-LKS-00010	001 011 515 41 41 02	Ext Consult - Prosecutor Svs	Prosecution Services Rendered - October 2025	64662	\$16,572.32
					64662 Total	\$16,572.32

**CITY OF LAKE STEVENS
CITY COUNCIL SPECIAL WORKSHOP MEETING MINUTES**

Tuesday, September 30, 2025, at 6:00 p.m.

By Remote Participation via Zoom and In Person at The Mill, 1808 Main Street, Lake Stevens.

CALL TO ORDER:	6:00 p.m. by Mayor Brett Gailey
ELECTED OFFICIALS PRESENT:	Councilmembers Kim Daughtry, Gary Petershagen, Steve Ewing, Kymm Shipman, Anji Jorstad and Ryan Donoghue
ELECTED OFFICIALS ABSENT:	Councilmember Kurt Hilt

Call to Order

Discussion Items
2026 Budget Session

Adjournment

The meeting adjourned at 7:54 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

**CITY OF LAKE STEVENS
CITY COUNCIL WORKSHOP MEETING MINUTES**

Tuesday, October 7, 2025, at 6:00 p.m.

By Remote Participation via Zoom and In Person at The Mill, 1808 Main Street, Lake Stevens.

CALL TO ORDER: 6:00 p.m. by Mayor Gailey

ELECTED OFFICIALS PRESENT: Councilmembers Kim Daughtry, Gary Petershagen, Kymm Shipman, Anji Jorstad, Kurt Hilt and Ryan Donoghue

ELECTED OFFICIALS ABSENT: Steve Ewing

Call to Order

Guest Business

Swearing in for Deputy Chief Dean Thomas

Department Report

Claims and Loss Update

Risk Manager Roth presented an update on liability claims filed against the City including general liability, automobile, and public safety matters.

Discussion Items

SnoCo DEM ILA-Potential funding and service charges

Risk Manager Roth presented on the current Interlocal Agreement (ILA) with Snohomish County Department of Emergency Management (DEM) which is due for renewal in 2026. Snohomish County DEM has informed the City of potential funding concerns that could increase the cost of this agreement in the future.

Public Safety Sales Tax Ordinance

Chief Beazizo and Deputy Chief Thomas led a discussion on a public safety sales tax ordinance and what next steps would be. Council asked that the ordinance be brought back for discussion during a future meeting as part of the larger 2026 budget conversation.

Critical Areas Update Introduction

Senior Planner Levitan provided an overview of necessary updates to the City's Critical Areas Ordinance (Chapter 14.88 LSMC) to comply with best available science and state law.

Adjournment

The meeting adjourned at 7:18 p.m.

Brett Gailey, Mayor

Caitlin Weaver, Deputy City Clerk

**CITY OF LAKE STEVENS
CITY COUNCIL REGULAR MEETING MINUTES**

October 14, 2025, at 6:00 p.m.

Hybrid Meeting - By Remote Participation via Zoom & in Person at The Mill Building

CALL ORDER: 6:00 p.m. Mayor Brett Gailey

ELECTED OFFICIALS PRESENT: Council President Ryan Donoghue,
Councilmembers Gary Petershagen, Kim
Daughtry, Kymm Shipman and Anji Jorstad.

ELECTED OFFICIALS ABSENT: Councilmembers Kurt Hilt and Steve Ewing

Call to Order

Mayor Gailey called the meeting to order at 6:00 p.m.

Pledge of Allegiance

Mayor Gailey led the Pledge of Allegiance.

Roll Call

All Councilmembers were present except Councilmember Hilt and Councilmember Ewing.

MOTION. Councilmember Donoghue made a motion, seconded by Councilmember Shipman, to excuse Councilmember Ewing and Councilmember Hilt. The motion passed 5-0-0-2.

Approval of Agenda

Staff requested the addition of an Interlocal Agreement with the City of Everett as an Action Item and an update from City Attorney Rubstello on the Sewer District appeal as a discussion item.

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Daughtry, to approve the agenda as amended. The motion passed 5-0-0-2.

Citizen Comments

Dave Amblin, Lake Stevens. Dave presented a certificate of appreciation to the Mayor and Parks Planning and Development Coordinator Jill Meis for the recent upgrades to the war memorial on behalf of the American Legion.

Council Business

Mayor's Business

Mayor Gailey provided an update on the East Snohomish County Transportation Coalition. The group is meeting to discuss what leaders in the area can do to elevate the discussion on east county transportation projects including the trestle.

Department Reports

Chapel Hill Update

Community Planning and Development Manager Wright shared an update on the Chapel Hill property. It was reported that the site plan review has been extended and building plans have been shared.

Cavelero Park Closing Cost Budget Amendment

Parks Director Garceau presented to Council on an upcoming 2025 budget amendment related to closing fees for the Cavelero Park transfer from Snohomish County. The City will owe \$16,285.05 at the time of closing which is made up of fees related to title, closing and recording.

Consent Agenda

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Donoghue, to approve the consent agenda. The motion passed 5-0-0-2.

The consent agenda items were as follows:

- 2025 Vouchers
- City Council Retreat Minutes of September 13, 2025
- City Council Meeting Minutes of September 23, 2025
- Title VI Program Policy Adoption
- Surplus Property Certificate Form-Parks
- \$200k Grant Agreement for North Cover Motorized Dock A&E
- WSDOT Virtual Coordination Center Interlocal Agreement-Leading Service Agreement Contract
- Target Zero Fiscal Year 2026 IAA Agreements Staff Report

Action Items

Discuss and Approve 2026 Fee Resolution 2025-09

Building Official Manus and Planning Manager Schmidt presented the 2026 fee resolution. Staff summarized the proposed updates, including new, revised, and corrected fees, as well as options for reducing impact fees. The City Council requested the removal of the traffic impact fees section for further discussion at a later date.

MOTION. Councilmember Donoghue made a motion, seconded by Councilmember Daughtry, to approve Resolution 2025-009 without Section 2, Table A, subsection Impact Fees, "Traffic Mitigation Fees". The motion passed 5-0-0-2.

Authorize the Mayor to Sign the Interlocal Agreement (ILA) Between the Cities of Everett and Lake Stevens regarding Water Transmission Lines, Allowed Uses and Permitting

Community Planning and Development Manager Wright presented an ILA between the City of Everett and the City of Lake Stevens concerning development and permitting above the Everett water transmission lines. Discussion occurred.

MOTION. Councilmember Daughtry made a motion, seconded by Councilmember Jorstad, to authorize the Mayor to sign the Interlocal Agreement Between the Cities of Everett and Lake Stevens regarding water transmission lines, allowed uses and permitting. The motion passed 5-0-0-2.

Discussion Items

Lake Stevens Sewer District Appeal Update

City Attorney Rubstello presented an update to Council on the current timeline of the Lake Stevens Sewer District appeal. A timeline of the appeal was provided, and discussion occurred.

Adjournment

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Donoghue, to adjourn the meeting. The motion passed 5-0-0-2.

The meeting adjourned at 7:12 p.m.

Brett Gailey, Mayor

Caitlin Weaver, Deputy City Clerk

CITY COUNCIL STAFF REPORT



Agenda Date: 10/28/2025

Subject: Intergovernmental Services Agreement Between Snohomish County and the City of Lake Stevens for Traffic Control Device and Street Light Maintenance

Contact Person/Department: Aaron Halverson, Public Works

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Request Council authorize the Mayor to sign the Intergovernmental Services Agreement Between Snohomish County and the City of Lake Stevens for Traffic Control Device and Street Light Maintenance.

SUMMARY/BACKGROUND:

Executive Summary

The City has a long-standing Intergovernmental Services Agreement (IGSA) with Snohomish County for traffic signal maintenance, allowing access to the County's specialized traffic engineering expertise. When the IGSA extension was presented on August 28, 2025, Council raised concerns about possible duplicate billing for administrative and overhead costs. The County clarified that Section 6A covers overhead tied to specific work orders, while Section 6D applies a standard 20% administrative rate for broader support functions such as finance and contract management. This structure is standard practice for interlocal agreements and does not result in double billing.

Background

This Intergovernmental Services Agreement (IGSA) continues services for the County to provide traffic signal and street light maintenance within Lake Stevens city limits. Partnering with Snohomish County allows the City to benefit from the County's specialized traffic operations staff, standardized maintenance schedules, and 24/7

emergency response capabilities. This collaboration aligns with Washington state laws allowing intergovernmental agreements for public works, ensuring cost efficiency, service consistency, and compliance with safety standards.

Summary of August 28, 2025 Council Discussion

This IGSA was presented to council on August 28, 2025, and during the discussion, Council raised questions regarding language in Section 6A and Section 6D of the contract that reference potential administrative or overhead charges.

Specifically, Section 6A includes the following:

“Payment for clerical work and travel expenses incurred in the performance of the work, including mileage of employees, prorated departmental overhead, office supplies...”

Section 6D further states:

“For the purposes of determining the compensation to be paid by the City to the County for the work rendered, it is hereby agreed that there shall be included in each billing, to cover administrative costs, an amount not to exceed the County administrative rate. This is currently set at 20% of the total labor cost incurred by the County.”

Council's concern was that these provisions could result in duplicate billing for overhead costs—once under “prorated departmental overhead” and again through the 20% administrative fee.

County Explanation

According to the County's Contract Administration Supervisor:

The Public Works Department uses a job-costing system to directly track most project expenses, such as:

- Employee labor hours physically spent on the work
- County vehicle use and mileage
- Materials and equipment used to complete the task

However, not all costs can be captured through job costing (Section 6A). For example, administrative and support staff who review requests, enter interlocal agreements, process billing, and manage payments are not directly charged to specific work orders. The 20% administrative fee (Section 6D) is intended to partially recover these non-job-costed costs.

The County noted that the fee applies only to labor costs and “probably doesn't fully cover the costs incurred to execute and manage an interlocal such as this,” but does offset those indirect administrative expenses.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. Lake Stevens Signal IGSA_FINAL

INTERGOVERNMENTAL SERVICES AGREEMENT BETWEEN SNOHOMISH COUNTY AND THE CITY OF LAKE STEVENS FOR TRAFFIC CONTROL DEVICE AND STREET LIGHT MAINTENANCE

THIS INTERGOVERNMENTAL SERVICES AGREEMENT, hereinafter referred to as the "Agreement", is made and entered into this as of the date of the last party to sign by and between Snohomish County, a political subdivision of the State of Washington, hereinafter referred to as "County" and the City of Lake Stevens, a municipal corporation of the State of Washington, hereinafter referred to as "City" for the purpose of providing traffic signal, flashing crosswalk, beacon, radar speed sign, and street light maintenance services.

RECITALS

- A. The City desires to enter into a Agreement whereby the County will perform traffic control device and street light maintenance services within the boundaries of the City.
- B. The County is agreeable to providing these services under the terms and conditions contained in this Agreement.
- C. The services provided under this Agreement are an extension of the City's authority to perform public work in accordance with RCW 35.22.620 and RCW 35.77.020 through .040.
- D. This Agreement is entered into under SCC 3.04.140 and RCW 35.77.020 through .040.

NOW, THEREFORE, in consideration of the respective agreements set forth below and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the County and the City agree as follows:

1. Purpose of Agreement.

The purpose of this Agreement is for the County to memorialize the terms by which the County will provide the City with Traffic Control Device and Street Light Maintenance services and the City will pay the County for these services.

2. Administrators.

Each party to this Agreement shall designate an individual (an "Administrator"), who may be designated by title or position, to oversee and administer such party's participation in this Agreement. Either party may change its Administrator at any time by delivering written notice of such party's new Administrator to the other party. The parties' initial Administrators shall be the following individuals:

County

Mohammad Uddin, PE
County Traffic Engineer
Snohomish County
3000 Rockefeller Ave., M/S 607
Everett, Washington 98201

City

City Engineer
City of Lake Stevens
P.O. Box 257
Lake Stevens, Washington 98258

3. Scope of Services.

- A. For the purposes of this Agreement, “Traffic Control Devices” are all existing and future electrically powered traffic signals, pedestrian crossing beacons, and radar speed signs that are located within the City’s municipal boundaries and for which the City is responsible for maintaining at the locations identified in Exhibit B of this Agreement, attached hereto and incorporated herein by this reference.
- B. For the purposes of this Agreement, “Street Lights” refers to those street lights, trail lights, and pedestrian lights for which the City is responsible for maintaining.
- C. For the purpose of this Agreement, “Traffic Control Device Maintenance Services” and “Street Light Maintenance Services,” referred to collectively as the “Services,” shall be as described and defined in Exhibit A, attached and incorporated by reference into this Agreement, to the extent such Services are not subject to mandatory competitive bidding, as determined by either the County or the City in accordance with applicable state statutes.
- D. For the purpose of this Agreement, “General Materials” shall be limited to those materials that are not required to be purchased through competitive bidding, as determined by the County in accordance with applicable law, are used in conjunction with the Services, and where the County has included the cost of those materials in the yearly budget for the year in which the materials are purchased.
- E. For the purpose of this Agreement, “Other Materials” shall be limited to those materials that are not General Materials, are required in conjunction with work being completed on a Work Order Request pursuant to Section 5 of the Agreement and are not required to be purchased through competitive bidding, as determined by the County in accordance with applicable law; PROVIDED, that the City, by May 31st of each year, shall provide the County a preliminary list and cost estimate of all the Other Materials that the City wants the County to purchase the following calendar year. The City, by September 1st of each year, shall provide the County a final list

and cost estimate of all the Other Materials. The County reserves the right to accept or reject the purchase of Other Materials requested by the City.

- F. The County agrees to perform the Services for the City, and, when approved by the County, additional services for limited traffic control device, street lighting engineering and construction, or other work not specifically set out in Exhibit A, as requested by Work Order Request provided in Section 5, subject to the availability of sufficient personnel, equipment, and materials to perform the requested additional services without disrupting the normal operation and functions of the County.
- G. The Administrators identified in Section 2 above are authorized to act on behalf of the County and City respectively, and shall develop working procedures associated with this Agreement.
- H. Nothing herein contained shall be construed as in any way divesting the City of any of its powers with respect to the supervision, management, and control of streets within its boundaries.
- I. The County shall not assume, nor does the City expect the County to gain, any greater responsibility and/or liability than it would normally have imposed upon it by law for the performance of services generally for the citizens of unincorporated Snohomish County.
- J. The County shall act as an independent contractor under this Agreement. Control, supervision, direction, and discipline of County personnel, who shall be employees and agents of the County and not the City, shall be the responsibility of the County. The County has the express right to direct and control the County's activities in providing the Services in accordance with the specifications set out in this Agreement. The City shall only have the right to inspect, accept, or reject the completed work.

4. Performance of Services and Work Order Requests.

- A. For the purpose of performing Services or Work Order Requests under this Agreement, the County shall furnish and supply all necessary labor, supervision, machinery, equipment, materials, and supplies, when requested, except to the extent machinery, equipment, and/or materials are supplied by the City as agreed to by the County in writing. In addition, the County may perform material sampling and equipment testing. Both parties agree that they and their officers and agents shall cooperate in the performance of the Services and that the County shall have full authority, possession, and necessary control of the work and work area, and with the

full assistance from the police of the City to assist in traffic control for safety purposes when requested by the County prior to the start of any work.

- B. For the purpose of facilitating the performance of the Services and Work Order Requests under this Agreement, it is hereby agreed that the City, upon reasonable request in writing by the County or its duly authorized representative, and at no cost to the County, shall temporarily close any streets, or portions thereof, that the County, in its sole discretion, finds necessary to be closed before any work is commenced thereon. The City will be responsible for furnishing the materials and labor needed to temporarily close any street or streets while Services are being performed unless otherwise agreed by the County.
- C. The Services and Work Order Requests provided by the County under this Agreement shall be pursued with care and diligence to County standards. The County will make efforts to accommodate pertinent schedules of the City. The County shall notify the City in writing of any hardship or other inability to perform under this Agreement, including delaying the performance of Services under this Agreement when the normal workload of County personnel so requires.
- D. The County shall serve as the lead agency for the Services.

5. Work Order Requests.

No Work Order Request is necessary for the Services set out in Exhibit A, which services will be performed on a regularly scheduled or emergency basis. Requests for limited traffic control device and street light engineering and construction and other work not specifically set out in Exhibit A shall be processed through Work Order Requests in accordance with the following:

- A. If the City desires that the County perform services other than the Services specifically listed in Exhibit A, then the City shall direct a Work Order Request to the County Administrator. These Work Orders Requests shall adequately describe the scope of the work to be performed and indicate a desired completion date. The County may require the City to prepare a road plan and profile or sketches to adequately describe the scope, intent, and detail of the work.
- B. Upon receipt of a Work Order Request, the County shall review the services requested therein. The County, in its sole discretion, may agree to accept or reject the Work Order Request. Should the County reject the Work Order Request, it shall advise the City to that effect. Should the County accept the Work Order Request, it shall (1) advise the City of such, and (2) prepare an estimate of the time and costs to complete the work, which it will provide to the City. The estimate is non-binding and

does not constitute a bid or contract maximum, and the City shall remain liable for the entire actual cost as described in Section 6 below.

- C. Upon receipt of the approval of the Work Order Request and estimate, the City may either issue a written Notice to Proceed which authorizes the County to perform the requested work or a written notice rejecting the County's estimate. The issuance of a Notice to Proceed shall constitute a representation by the City that the schedule of charges and basis of payment are acceptable, and sufficient funds are appropriated to pay for the work. The issuance of a rejection by the City shall relieve the County of all obligations to perform any work identified in the Work Order Request. If no written Notice to Proceed is received by the County from the City within twenty-one (21) days from the date of the County's response approving the Work Order Request and estimate, then the County will treat the Work Order Request and estimate as if they had been rejected.
- D. The City may make changes to the requested services under the Work Order Request by submitting a new Work Order Request outlining in detail the desired changes to the services. The County may, in its sole discretion, accept or reject the new Work Order Request, PROVIDED that the County's acceptance is not required where the City is terminating work pursuant to Section 14 below. The City shall be liable for all increases in cost, if any, which may be incurred by changes to the serviced, including but not limited to clean-up and any non-cancelable costs.
- E. After issuance of a Notice to Proceed, the County shall provide the City with written notification of any changes to the Work Order Request required by the County when such changes will substantially alter the nature of the services or the estimate. The County shall obtain the City's written approval to any such changes before implementing them.

6. Basis of Payment.

- A. Unless otherwise provided in this Agreement, the City shall pay to the County Treasurer, for work performed within the scope of this Agreement, the entire cost incurred by the County for performing such work including: salaries, wages, and benefits of all employees engaged therein; costs of clerical work and travel expenses incurred in the performance of the work, including mileage of employees; prorated departmental overhead; office supplies; materials; all other costs and incidental expenses; and depreciation on machinery and equipment. The County agrees that only those costs directly allocable to the work under generally accepted accounting principles will be charged to the City. In computing the cost of the use of machinery and equipment, the full cost to the County of rental machinery and equipment, any

operator furnished therewithin, and the County equipment rental rate on County-owned machinery and equipment shall be included.

- B. The County shall be reimbursed in full by the City for work provided by the County in accordance with the schedule of estimated costs set forth in Exhibit C incorporated herein, or as otherwise incurred in connection with approved Work Order Requests. The estimated costs set forth in Exhibit C are as of the effective date of this Agreement. Estimated costs may be adjusted annually to reflect current labor, material, and equipment costs. The County shall document all costs for labor, materials, and equipment with its billing to the City. The County agrees that only those costs directly allocable to work under accepted accounting procedures will be charged.
- C. The County shall be reimbursed in full by the City for General Materials purchased by the County that are used in conjunction with the Services. The County shall also be reimbursed in full by the City for Other Materials purchased by the County that are used in conjunction with Work Order Requests approved by the City.
- D. For the purpose of determining the compensation to be paid by the City to the County for the work rendered, it is hereby agreed that there shall be included in each billing, to cover administrative costs, an amount not to exceed the County administrative rate. This rate is currently set at 20% of the total labor cost incurred by the County in performing services for the City during any given billing period under this Agreement. This rate may be adjusted administratively by the County annually to reflect changes in actual administrative costs, and such adjustment shall not be subject to the amendment process as indicated in Section 15 of this Agreement. The County shall notify the City of any change to the rate.
- E. The City shall remain liable for complete and timely payment of all amounts invoiced. Invoices may be sent monthly, quarterly or on any other schedule that is mutually convenient to the parties. The County shall include in each invoice documentation of all costs incurred for labor, materials and equipment. Unless the City delivers written notice to the County disputing the amount of a particular invoice, the City agrees to make payment on billings submitted by the County within thirty (30) days following receipt by the City of said billing.

7. Records.

The County shall maintain accurate time and accounting records related to performing Services under this Agreement in the same manner as prescribed for normal County road projects. Such records shall be available for inspection in the County Department of Public Works for a period of six (6) years following final payment of billings for such project. The City shall have the right to inspect, review, and copy such records at all times with reasonable notice to the County.

8. Facilities To Be Provided By The City.

- A. The City certifies to the County that the City owns or controls the real property or rights-of-way upon which the work shall be rendered, and additional real property or rights-of-way are not needed to complete the Services. The City further grants to the County, for the purpose of performing work pursuant to this Agreement, permission and right-of-entry on, over, under, above, and through real property owned by the City and those City rights-of-way and WSDOT rights-of-way that the City is responsible for maintaining that are necessary or convenient for the County to access in performing the Services.
- B. At least thirty (30) days prior to the delivery of any requested work, the City shall obtain and provide to the County copies of all necessary permits..
- C. All electrical power billings for the operation of the traffic control devices and street lighting systems will be paid by the City.

9. Indemnification/Hold Harmless.

- A. The County agrees to indemnify, protect, defend, and hold harmless the City, its elected and appointed officials, employees and agents from and against all claims, demands, and causes of action of any kind or character, including any cost of defense and attorney's fees, arising out of any actions, errors, or omissions of the County, its officials, employees, and agents in performing this Agreement, to the extent the same are caused by any negligent or wrongful act of the County, except for those arising out of the sole negligence of the City.
- B. The City agrees to indemnify, protect, defend, and hold harmless the County, its elected and appointed officials, employees and agents, from and against all claims, demands, and causes of action of any kind or character, including any cost of defense and attorney's fees, arising out of any actions, errors, or omissions of the City, its officials, employees and agents in performing this Agreement, to the extent the same are caused by any negligent or wrongful act of the City, except for those arising out of the sole negligence of the County.
- C. Waiver of Immunity Under Industrial Insurance Act. The indemnification provisions of Sections 9 A and B above are specifically intended to constitute a waiver of each party's immunity under Washington's Industrial Insurance Act, Title 51 RCW, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the

indemnitor's employees. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

D. Survival. The provisions of this Section 9 shall survive the expiration or earlier termination of this Agreement.

10. Insurance.

Each party shall maintain its own insurance and/or self-insurance for its liabilities from damage to property and/or injuries to persons arising out of its activities associated with this Agreement as it deems reasonably appropriate and prudent. The maintenance of, or lack thereof, insurance and/or self-insurance shall not limit the liability of the indemnifying part to the indemnified party(s).

11. Compliance with Laws.

A. In the performance of its obligations under this Agreement, each party shall comply with all applicable federal, state, and local laws, rules and regulations.

12. Default and Remedies.

A. Default. If either the County or the City fails to perform any act or obligation required to be performed by it hereunder, the other party shall deliver written notice of such failure to the non-performing party. The non-performing party shall have thirty (30) days after its receipt of such notice in which to correct its failure to perform the act or obligation at issue, after which time it shall be in default ("Default") under this Agreement; provided, however, that if the non-performance is of a type that could not reasonably be cured within said thirty (30) day period, then the non-performing party shall not be in Default if it commences cure within said thirty (30) day period and thereafter diligently pursues cure to completion.

B. Remedies. In the event of a party's Default under this Agreement, then after giving notice and an opportunity to cure pursuant to Section 12.A. above, the non-Defaulting party shall have the right to exercise any or all rights and remedies available to it in law or equity.

13. Effective Date and Duration.

A. Effective Date. This Agreement, and any amendment there to, shall take effect upon mutual execution.

B. Duration. This Agreement shall remain in effect for an initial period of six years or until either amended as provided in Section 15 or terminated as provided in Section 14; PROVIDED, that the term of this Agreement may be extended or renewed for up to two (2) additional six (6) year terms pursuant to Section 15 of this Agreement;

PROVIDED FURTHER, that each party's obligations after December 31st of the year in which this Agreement is approved and becomes effective, are contingent upon local legislative appropriation of necessary funds for this specific purpose in accordance with applicable laws.

14. Termination.

Termination of this Agreement by either party is subject to the following:

- A. Either party may terminate this Agreement at any time, with or without cause, upon no less than thirty (30) days' written notice to the other party.
- B. This Agreement is contingent upon governmental funding and local legislative appropriations. In the event that funding from any source is withdrawn, reduced, limited, or not appropriated by either party's legislative authority after the Effective Date of this Agreement, this Agreement may be terminated by either party immediately upon notice to the other party.
- C. Upon termination of this Agreement by either party as provided in this section:
 - i. The County shall notify the City within thirty (30) days of termination of all remaining costs for any equipment purchased by the County that is proprietary to the City's traffic control device or streetlight systems that has not been paid for by the City, as well as the costs of any and all non-cancelable obligations and/or purchases.
 - ii. The City shall pay the County for all work performed up to the Effective Date of termination, the cost of any equipment purchased by the County that is proprietary to the City's traffic control device or streetlight systems that have not been paid for by the City, as well as the costs of any and all non-cancelable obligations and/or purchases. No payment shall be made by the City for any expense incurred or work done following the Effective Date of termination unless authorized in writing by the City.
 - iii. The County shall return to the City within ninety (90) days of termination all equipment that has been paid for by the City.

15. Amendments.

This Agreement may be amended at any time by written Agreement of the parties if executed with the same formalities as this Agreement; PROVIDED, that the extension of this Agreement for the two 6 year additional terms pursuant to section 13.B shall be

approved administratively in writing by the Administrators of each party;PROVIDED FURTHER, that the addition or deletion of traffic control devices and street lights may be made without amendment of this Agreement.

16. Entire Agreement.

This Agreement constitutes the entire agreement between the parties regarding the subject matter hereof, and supersedes any and all prior oral or written agreements between the parties regarding the subject matter contained herein. This Agreement may not be modified or amended in any manner except by a written document executed with the same formalities as required for this Agreement and signed by the party against whom such modification is sought to be enforced.

17. Dispute Resolution.

In the event differences between the parties should arise over the terms and conditions or the performance of this Agreement, the parties shall use their best efforts to resolve those differences on an informal basis. If those differences cannot be resolved informally, the matter shall be referred for mediation to a mediator mutually selected by the parties. If mediation is not successful, either of the parties may institute legal action for specific performance of this Agreement or for damages.

18. Data Collection.

- A. The County and City agree to the mutual exchange of historical, current and future traffic data as it exists or becomes available through traffic programs and/or projects.
- B. For the convenience of the County, City, and the general public, the County may post some or all of the traffic data provided by the City on the County website along with the standard disclaimer.
- C. Any request for traffic data other than historical, scheduled collections or traffic control device related information (unless otherwise agreed upon) shall be processed through a Work Order Request, under Section 5 of this Agreement. The appropriate fees will be charged to the requestor requiring the special collection effort.

19. Choice of Law and Venue.

The laws of the state of Washington shall apply to the construction and enforcement of this Agreement. Any action at law, suit in equity, or judicial proceedings to enforce this

Agreement or any provision included in this Agreement shall be in the Superior Court of Snohomish County, Everett, Washington.

20. Severability.

Should any clause, phrase, sentence, or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

21. Written Notices.

All notices required to be given by any party to the other party under this Agreement shall be in writing and shall be delivered either in person, by United States mail, or by electronic mail (email) to the applicable Administrator or the Administrator's designee. Notice delivered in person shall be deemed given when accepted by the recipient. Notice by United States mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, and addressed to the Administrator, or their designee, at the addresses set forth in Section 2 of this Agreement. Notice delivered by email shall be deemed given as of the date and time received by the recipient.

22. Conflicts between Attachments and Text.

Should any conflicts exist between any attached exhibit or schedule and the text or main body of this Agreement, the text or main body of this Agreement shall prevail.

23. Interpretation.

This Agreement and each of the terms and provisions of it are deemed to have been explicitly negotiated by the parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the parties hereto. The captions and headings in this Agreement are used only for convenience and are not intended to affect the interpretation of the provisions of this Agreement. This Agreement shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

24. No Waiver.

A party's forbearance or delay in exercising any right or remedy with respect to a Default by the other party under this Agreement shall not constitute a waiver of the Default at

issue. Nor shall a waiver by either party of any particular Default constitute a waiver of any other Default or any similar future Default.

25. No Assignment.

This Agreement shall not be assigned, either in whole or in part, by either party without the express written consent of the other party, which may be granted or withheld in such party's sole discretion. Any attempt to assign this Agreement in violation of the preceding sentence shall be null and void and shall constitute a Default under this Agreement.

26. Warranty of Authority.

Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this Agreement on behalf of the party for whom he or she purports to sign this Agreement.

27. No Joint Venture.

Nothing contained in this Agreement shall be construed as creating any type or manner of partnership, joint venture or other joint enterprise between the parties.

28. Ownership of Property.

Except as expressly provided to the contrary in this Agreement, any real or personal property used or acquired by either party in connection with its performance under this Agreement will remain the sole property of such party, and the other party shall have no interest therein.

29. No Third Party Beneficiaries.

This Agreement and each and every provision hereof is for the sole benefit of the City and the County. No other persons or parties shall be deemed to have any rights in, under or to this Agreement.

30. No Separate Entity Necessary.

The parties agree that no separate legal or administrative entities are necessary to carry out this Agreement.

IN WITNESS WHEREOF, the parties have signed this Agreement, effective on the last date indicated below.

“County”
SNOHOMISH COUNTY

“City”
CITY OF LAKE STEVENS

By: _____
County Executive

By: _____
Mayor

**Marsh,
George**

Deputy Prosecuting Attorney

Digitally signed by Marsh,
George
Date: 2025.08.13 15:26:55
-07'00'

City Attorney

EXHIBIT A

TRAFFIC CONTROL DEVICE MAINTENANCE SERVICES

Traffic Signal Maintenance Services covered by this Agreement consist of the following Services for the traffic signals listed in Exhibit B of this Agreement:

Routine Maintenance - This is a monthly activity that includes inspection of the traffic signal cabinet/controller/program; a visual inspection of the display system; and a check of pedestrian push buttons, emergency pre-emption, and detection systems. Furthermore, appropriate records will be maintained in the controller cabinet and in the office file. Approximately one hour per month per signal will be spent on routine maintenance.

Re-lamp – Traffic signal indicators will be replaced as needed. It is estimated that approximately three hours per intersection will be spent on this activity.

On-Call Emergency Response - This service provides 24 hour emergency response for malfunctions or damage. For estimating purposes, it is assumed that each signal will have two emergencies per year. There is a minimum of three hours of labor per call-out. This does not include any additional materials, equipment charges, or labor costs associated with extraordinary circumstances such as weather-related problems, knock-downs, and acts of Nature that may result in significant equipment damage or destruction.

Materials - Miscellaneous supplies and materials for both routine and on-call maintenance. This does not include replacement of major components of a traffic signal.

STREET LIGHT MAINTENANCE SERVICES

Street Light Maintenance Services covered by this Agreement consist of the following services for the street lights described in Exhibit B of this Agreement:

Routine Maintenance - Yearly re-lamping activity that includes the replacement of a percentage of the total number of lamps consistent with the manufactures estimated lamp service life. For estimating purposes, it is assumed that the County will replace 50 lamps each year.

Damage Repair - This service includes rewiring and other electrical work done to damaged street lighting. City forces will perform all other associated repair work.

Materials - The County will supply street lighting lamps and miscellaneous components not supplied by the City.

EXHIBIT B

CITY OF LAKE STEVENS

TRAFFIC SIGNAL INVENTORY

No.	North/South Street	East/West Street
1.	79 th Ave SE	20 th St SE
2.	83 rd Ave SE	20 th St SE
3.	91 st Ave SE	20 th St SE
4.	99 th Ave SE	20 th St SE
5.	Cavalero Road	20 th St SE
6.	S Lake Stevens Road	20 th St SE
7.	91 st Ave NE	Market Place
8.	Davies Road	Chapel Hill Road
9.	Lundeen Parkway	10 th St NE
10.	Lundeen Parkway	15 th St NE
11.	S. Lake Stevens Road	24 th St SE

FLASHING CROSSWALK INVENTORY

No.	Located On	Intersection
The County is currently not maintaining any Flashing Crosswalk Beacons as of the effective date of this Agreement.		

STREET LIGHTING INVENTORY

Location	Number of Street Lights
Within the City Limits	APROX 55

EXHIBIT C

The County will The estimated costs below include the 20% administration charge identified in Section 6.D of this Agreement. The total estimated annual costs below do not include the cost of work performed by County personnel in response to Work Orders issued upon request by the City in accordance with Section 5 of this Agreement. Costs are estimated as of the effective date of this Agreement and are adjusted annually to reflect current labor and material charge and will be billed on an actual time and materials basis.

Table 1: Estimated Cost For Traffic Signal Maintenance Services

Item	Cost Per Intersection	No. of Locations	Total Cost
Routine Maintenance	12 hours @ \$108/hr = \$1,296	11	\$14,256
Annual Relamp	3 hours @ \$108/hr = \$324	11	\$3,564
On-Call Emergency Maintenance	6 hours @ \$108/hr = \$648	11	\$7,128
General Materials	\$500	11	<u>\$5,500</u>
Total Estimated Annual Traffic Signal Maintenance Service Costs			\$30,448

Table 3: Estimated Street Light Maintenance Services Cost

Item	Hourly Rate	Hours	Total Cost
Routine Maintenance	\$108	35	\$3,780
Damage Repair	\$108	40	\$4,320
General Materials			\$2,000
Reserve Contingency			<u>\$3,000</u>
Total Estimated Annual Street Light Maintenance Service Costs			\$13,100

CITY COUNCIL STAFF REPORT



Agenda Date: 10/28/2025

Subject: Professional Services Agreement with Shannon & Wilson, Inc. for design of the Lower Stevens Creek Restoration Project - Hartford Reach

Contact Person/Department: Shannon Farrant, Public Works

Budget Impact: \$853,204.80. Secured \$500,000 in federal grant funds from the US EPA and the remaining balance will be funded through surface water utility fees.

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

Motion to authorize the Mayor to sign a professional services agreement with Shannon & Wilson in the amount of \$853,204.80 for the design of the restoration of Lower Stevens Creek - Hartford Reach.

SUMMARY/BACKGROUND:

Executive Summary

The City is contracting with Shannon & Wilson, Inc. to advance the design of relocating the Lake Stevens Outlet Channel (Lower Stevens Creek) to its historic path through wetlands north of Hartford Drive. This phase includes 60% design and permitting for a new stream crossing near the fire station, reestablishing the stream channel, replacing two culverts on Hartford Drive, and evaluating alternatives for the existing channel, including a potential regional stormwater facility. The \$853,204.80 contract is funded through a \$500,000 EPA grant and surface water utility funds, with no general fund contributions. This work supports the City's broader restoration goals to reduce flooding, improve fish habitat, and enhance community infrastructure along the Hartford Reach.

Background

The Public Works Department issued a request for qualifications and evaluated six firms, selecting Shannon & Wilson, Inc. as the most qualified consultant for the

proposed project. The City has negotiated a professional services agreement, which has been vetted by both the EPA and City legal review, along with the consultant's review. The consultant contract cost is \$853,204.80 to complete up to 60% design for each of the project components and environmental permitting. In 2026, the City will evaluate the available budget, along with other grant opportunities for the final phase of design and construction.

The Lower Stevens Creek Restoration Project was launched to address long-standing issues of flooding, habitat degradation, and water quality in the channelized outlet of Lake Stevens. Over the past five years, the City of Lake Stevens has made significant strides by completing hydrologic studies, securing land and easements, engaging the public and Tribal partners, and pursuing grant funding. These efforts laid the groundwork for a phased restoration strategy divided into three reaches: Main Street, Downtown, and Hartford Drive. This project includes the Hartford Reach, which was prioritized for design advancement due to its high ecological value, strong flood mitigation potential, and readiness for implementation.

Environmentally, the project aims to reroute the creek from its current straightened, industrial-era channel to its historic flow path through floodplains and wetlands near Hartford Drive. This will restore natural stream functions, improve water quality, enhance salmonid habitat, and remove fish passage barriers—critical for the ecological health of Catherine Creek upstream and downstream. From a community perspective, the project is designed to reduce downtown flooding and support future stormwater management or enhance multimodal transportation along Hartford Drive in the footprint of the existing Outlet Channel. This could support downtown development and improve the connection from downtown to the Centennial Trail. Hydrologic modeling is a large component of the design of this project. Using models, the city can assess the impacts of the projects, look at future conditions under climate change scenarios, and set the groundwork for the subsequent phases of the overall Lower Stevens Restoration project.

For more information about the Lower Stevens Creek Restoration Project Plan that summarizes the work completed to date and the project implementation strategy, please visit the project website: [Lake Stevens WA: Lower Stevens Creek Restoration Project](#).

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. LSCP-Hartford PSA SW 20251027c

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
CITY OF LAKE STEVENS, WASHINGTON
AND SHANNON & WILSON, INC.
FOR CONSULTANT SERVICES**

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Lake Stevens, a Washington State municipal corporation ("City"), and SHANNON & WILSON, INC. a Washington profit corporation authorized to do business in the State of Washington, ("Consultant").

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this Agreement is to provide the City with consultant services as described in Article II. The general terms and conditions of the relationship between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services is attached hereto as **Exhibit "A"** and incorporated herein by this reference ("Scope of Services"). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant's profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties. Changes that affect the scope of work or budget will additionally require approval by the granting agency.

III.2 WORK PRODUCT AND DOCUMENTS. The work product and all documents produced under this Agreement shall be furnished by the Consultant to the City, and upon completion of the work shall become the property of the City and the Department of Commerce, except that the Consultant may retain one copy of the work product and documents for its records. The Consultant will be responsible for the accuracy of the work, even though the work has been accepted by the City.

In the event that the Consultant shall default on this Agreement or in the event that this Agreement

shall be terminated prior to its completion as herein provided, all work product of the Consultant, along with a summary of work as of the date of default or termination, shall become the property of the City and the Department of Commerce. Upon request, the Consultant shall tender the work product and summary to the City. Tender of said work product shall be a prerequisite to final payment under this Agreement. The summary of work done shall be prepared at no additional cost to the City.

Consultant will not be held liable for reuse of documents produced under this Agreement or modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of Consultant.

III.3 TERM. The term of this Agreement shall commence upon full signing and shall terminate at ENTER DATE. The parties may extend the term of this Agreement by written mutual agreement.

III.4 NONASSIGNABLE. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

III.5 EMPLOYMENT.

a. The term “employee” or “employees” as used herein shall mean any officers, agents, or employee of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

 X No employees supplying work have ever been retired from a Washington state retirement system.

 Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney’s fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement

system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the negligent or wrongful acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the negligence of the City.

b. However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

c. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

d. **Public Records Requests.**
In addition to Paragraph IV.3 b, when the City provides the Consultant with notice of a public records request per Paragraph IV. 3 b, Consultant agrees to save, hold harmless, indemnify and defend the City its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultant's violation of the Public Records Act RCW 42.56, or consultant's failure to produce public records as required under the Public Records Act.

e. The provisions of this section III.6 shall survive the expiration or termination of this agreement.

III.7 INSURANCE.

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

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

c. **Minimum Scope of Insurance - Consultant shall obtain insurance of the types and coverages described below:**

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

d. **The minimum insurance limits shall be as follows:**

Consultant shall maintain the following insurance limits:

- (1) Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- (2) Commercial General Liability insurance shall be written with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate.
- (3) Professional Liability insurance shall be written with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit.
- (4) When including UAS activities, Aviation Liability or Aircraft Liability insurance with limits no less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate. This coverage may also be provided by endorsement to the Contractor's Commercial General Liability Insurance policy.

e. **Notice of Cancellation.** In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within two business days of receipt of such notice) provide written notification of such cancellation/termination to the City.

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

g. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including

but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Agreement before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

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

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

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

k. **Subcontractors' Insurance.** The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein, except the Contractor shall have sole responsibility for determining the limits of coverage required to be obtained by Subcontractors. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement as least as broad as ISO CG 20 10 10 01 for ongoing operations and CG 20 37 10 01 for completed operations.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION.

a. The Consultant agrees to comply with state and federal equal opportunity employment laws and regulations and not to discriminate against any client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

b. **Compliance with Appendix A to 40 CFR Part 33.** As directed by the US EPA, the contractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The contractor shall carry out applicable requirements of [40 CFR part 33](#) in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 LEGAL RELATIONS. The Consultant shall comply with all federal, state and local laws and ordinances applicable to work to be done under this Agreement. The Consultant ensures that the firm and all subconsultants are in good standing and are neither suspended nor debarred from engaging in work with any unit of the federal government, is in compliance with Appendix II to 2 CFR 200, and shall inform all parties involved if this status changes. The Consultant shall keep proof of such verification within the Consultant's records.

The Consultant represents that the firm and all employees, and all subconsultants assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that his 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 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant 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 Consultant 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 Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City

prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant shall be responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit A:

Kimley-Horn and Associates, Inc.

Aqua Terra Cultural Resource Consultants

S&F Land Services

Applied Professional Services

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement ENTER AMOUNT without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice to the City for services performed in the previous calendar month in a format acceptable to the City. The Consultant shall maintain time and expense records and provide them to the City upon request.

c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

IV.2 CITY APPROVAL. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant 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 Consultant 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 Consultant 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 Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

b. **Public Records.**

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL

V.1 **NOTICES.** Notices to the City and Consultant shall be sent to the following addresses:

To the City:

City of Lake Stevens
Attn: City Clerk
Post Office Box 257
Lake Stevens, WA 98258
Telephone: 425-622-9412

To the Consultant:

Shannon & Wilson, Inc.
400 N 34th Street, Suite 100
Seattle, WA 98103
206-632-8020

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

V.2 **TERMINATION.** Appendix II to 2 CFR 200 is incorporated herein by this reference. This section explains how this contract in excess of \$10,000 addresses termination for cause and for convenience by the City, including the manner by which it will be affected and the basis for settlement.

The right is reserved by the City to terminate this Agreement whether by cause or by convenience in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant. Should a cause be established that the Consultant violated the terms of this agreement, the cause shall be stated in the written notice.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the

Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section IV.1.

V.3 DISPUTES. The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by a mutually agreed-upon alternative dispute resolution of arbitration or mediation.

V.4 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.

V.5 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.

V.6 NONWAIVER. 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.

V.7 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.

V.8 GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 VENUE. The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

V.10 COUNTERPARTS AND SIGNATURES. 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. Digital, electronic, and PDF signatures will constitute an original in lieu of the "wet" signature.

V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this _____ day of _____, 2025.

CITY OF LAKE STEVENS

SHANNON & WILSON, INC.

By: _____
Brett Gailey, Mayor

By: _____

Printed Name and Title

Approved as to Form:

By: _____
Greg Rubstello, City Attorney

EXHIBIT A

LOWER STEVENS CREEK RESTORATION PROJECT – HARTFORD REACH DESIGN

STATEMENT OF WORK

AND

LEVEL OF EFFORT FEE SCHEDULE

TO: Olin Anderson and Shannon Farrant, City of Lake Stevens

FROM: Gus Kays, PE, Shannon & Wilson

DATE: October 24, 2025

PROJECT: Lower Stevens Creek Restoration Project

PROJ. #: 25003

PROJECT SUMMARY

The Lower Stevens Creek Restoration Project (Project) focuses on returning Lower Stevens Creek to its historic flow path for an approximately 1,300-foot-long reach of the channel. The intention of the project is to restore the stream profile for the reach along Hartford Drive and to reconnect the stream with its floodplain. The project will include outreach and coordination to project partners such as the Tulalip Tribes, environmental regulatory agencies, and other stakeholders such as the public. The project will evaluate site conditions, develop construction design drawings, and apply for environmental permitting.

The goal of the project is to enhance stream habitat, improve water quality, remove fish barriers, and reduce downstream flooding.

This contract covers the feasibility and alternatives analysis to develop a preferred roadway, structures, and stream restoration design and will include engineering analysis, permitting, cultural resources, and public outreach to support the design through 60 percent.

PROJECT BACKGROUND

The Lower Stevens Creek Restoration Project is the initial implementation phase of the Lower Stevens Creek Project Plan, a plan to address degraded habitat, water quality, fish passage, and flooding issues in the channelized waterway draining Lake Stevens into Catherine Creek, a highly valued salmonid habitat. The natural flow path of the historic stream channel of Lower Stevens Creek was rerouted into a straightened, man-made ditch known as the Outlet Channel in the early 20th century to support industrial uses. This realignment led to ecological degradation and persistent downtown flooding. Over the past two decades, City of Lake Stevens (City), in coordination with key partners — including Tribal authorities, non-profit organizations, and local, state, and federal agencies — has studied the area extensively.

The Project area is shown in Exhibit 1 below.

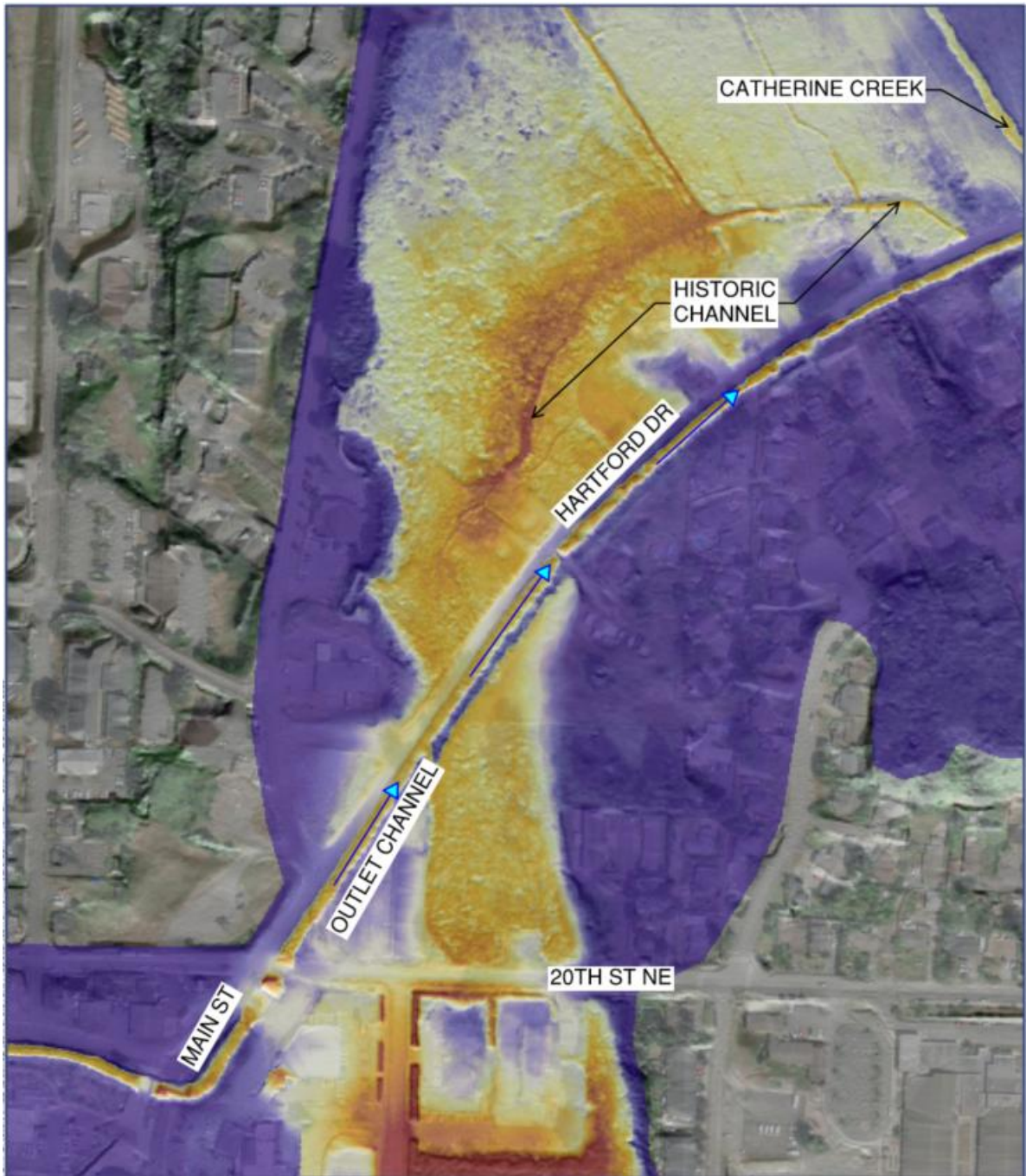


Exhibit 1 Lower Stevens Creek Project Area

PROJECT SCHEDULE

Shannon and Wilson (S&W) and its subconsultants will provide engineering services to the City of Lake Stevens up to 60% design for Phase 1. Future phases may be added to this contract but are not included in this scope. This proposal is for 14 months in duration with the option for the City to extend it for additional time and cost if necessary.

The Project is broken out into the following phases and anticipated timeline:

1. Phase 1 – Alternatives Analysis (15% Design) through 60% Design
2. Phase 2 – Post-60% Design through 100% Bid-ready Documents

The anticipated Project schedule is:

- Scoping and contracting – September and October 2025
- Notice to Proceed November 1, 2025
- Contract completion December 31, 2026

CONSULTANT DELIVERABLE STANDARDS

For all Consultant deliverables, the following shall apply:

1. All survey datum shall use North American Vertical Datum of 1988 (NAVD 88) and North American Datum of 1983/2011 (NAD 83/11), Washington State Plane Coordinate System, North Zone - Feet.
2. Plans and drawings shall meet the following standards:
 - a. Be provided in AutoCAD digital format as well as PDF files.
 - b. Computer-aided-design (CAD) files shall be prepared with AutoCAD Civil 3D and be prepared in accordance with City CAD standards.
 - c. CAD files shall be prepared for full-size printing in ANSI D (22 x 34) format. All PDFs shall be prepared in ANSI B (11 x 17). Final 100% PDFs shall be prepared in ANSI D format.
 - d. Shall include a graphic bar scale.
 - e. Have the capacity to be printed 11 x 17 (ANSI B) or 22 x 34 (ANSI D) size.
3. Geotechnical information shall be provided in two separate files.
 - a. Boring logs and data without interpretation (to become part of the construction contract).

- b. Other geotechnical reports (to become reference materials, which are provided as additional information but are not part of the construction contract).
4. Final documents (specifications, reports, studies, etc.) shall include the appropriate Professional Engineer / Architect / Professional Land Surveyor stamp, signature, or certification for all relevant sections and reports.
5. The City will review draft submittals and transmit review comments via email to the Consultant using a comment tracking form, tracked changes and comments in Microsoft Word, or Bluebeam markups. The Consultant shall provide a written response to the City for each comment.

SCOPE OF SERVICES

The following is a general list of likely key items of work:

1. Survey
2. Critical Areas and Permitting
3. Geotechnical Engineering
4. Civil and Structural Engineering for Roadway and Bridge
5. Hydraulic and Hydrologic Engineering
6. Stream Restoration Design

The City anticipates self-performing the following work for Phase 1:

1. Property acquisition and right of entry as needed.
2. Wetland delineation on acquired parcels:
 - a. 00562200000903, 00562200001002, 00562200001503, 00562200001501, 00562200001400, and 00562200001300
3. Cultural Resources Background Study (not including field investigation) for a proposed area of potential effects (APE) that extends from the shore of Lake Stevens to Catherine Creek.

For all project sites, the design will be based on the current published Design Standards and Specifications per City, Washington State Department of Transportation (WSDOT), or American Association of State Highway and Transportation Officials (AASHTO) codes as applicable. Specifically, structures will be designed per the current WSDOT Bridge Design Manual, Washington Department of Fish and Wildlife (WDFW) Water Crossing Design Guidelines, and AASHTO Load and Resistance Factor Design (LRFD) Bridge Design Specifications. Project specifications will be prepared using standard WSDOT format. All

plans and reports will be stamped and sealed by a professional engineer licensed in Washington State under the appropriate discipline.

Task 100 – Project Management and Coordination

100.1 Shannon & Wilson

Project Management and Coordination

The Consultant Project Manager (PM) will coordinate with the City's PM on a regular basis throughout the duration of the project. The coordination will address project scope, status, budget, schedule, meetings, data collection, and stakeholder outreach efforts. The Consultant PM will coordinate design and details between the structural, civil, geotechnical, cultural, natural resources, public outreach, and hydraulics team members. Coordination efforts will be primarily via telephone, virtual meetings, and email, as appropriate.

Progress Reports, Invoices, and Schedules

The Consultant will prepare monthly invoices and provide Project progress reports. The Consultant will prepare an initial Project Schedule and will make updates to the schedule as key dates shift over the Project.

Meetings:

The Consultant will prepare for and attend Project meetings with City staff. Preparation includes providing notes for permit-related special meetings with the City and the permitting agencies and tribes for stream assessment and design.

Anticipated meetings, included in Task 100, are:

- Project kickoff meeting. Meeting will be a two-hour virtual meeting and shall be attended by Shannon & Wilson, Kimley-Horn, and Aqua Terra Cultural Resource Consultants.
- Internal coordination meetings twice a month for the duration of the project (28 total). There will be two types of monthly meetings that will alternate. The first type of monthly meetings will be approximately 1 hour each, be held virtually, and will involve the project design team (as needed based on the project design and schedule). The second type of monthly meetings will be approximately 0.5 hours, be held virtually, and will involve the project manager from each design firm.
- One (1) initial finding meeting with the City and the Co-managers (Tulalip Tribes, Washington Department of Ecology [Ecology], the U.S. Army Corps of Engineers [USACE], and WDFW) to be conducted after fieldwork has been complete and obtain

concurrence on key field elements determined during Selected Alternative Refinement. Meeting assumed to be two (2) hours and held on site.

- One (1) design review meeting with the City and Co-managers (Tulalip Tribes, Ecology, USACE, and WDFW) to be conducted after submittal of Draft 30%. Meeting assumed to be two (2) hours and held virtually. Permitting pathways and deliverables requirements will also be discussed during the meeting
- One (1) meeting with the City, U.S. Environmental Protection Agency (EPA), and the USACE to discuss which federal agency will be the lead for National Environmental Policy Act (NEPA), Endangered Species Act (ESA) consultation, and Section 106 consultation.

Additional meetings anticipated for the project include:

- One (1) two-hour site reconnaissance meeting followed by a three-hour design charrette. (Task 200)
- One (1) bridge alternatives and layout meeting with the City. (Task 500)
- One (1) comment review meeting to discuss comments on the Geotechnical Data Report. The meeting will be 1 hour and held virtually. (Task 800)
- One (1) comment review meeting to discuss comments on the Geotechnical Engineering Report. The meeting will be 1 hour and held virtually. (Task 800)

100.2 Kimley-Horn

Kimley-Horn will coordinate with Shannon & Wilson on project status, prepare invoicing and progress reports, and provide status updates to the Project schedule. The Kimley-Horn Project Manager will monitor task performance, schedule, budget, and approve project expenses.

100.3 Aqua Terra Cultural Resource Consultants

ATCRC will coordinate with Shannon & Wilson to receive project materials, prepare invoices, and transmit correspondence. ATCRC will maintain project files to include necessary supporting materials as required. The Project Manager (PM) will monitor task performance, schedule, budget, and approve project expenses. The PM will ensure systems are in place for quality assurance and quality control on deliverables and correspondence.

Deliverables

1. Project schedules
2. Monthly invoices and progress reports

Assumptions:

ATCRC will be available for regular phone calls and emails with the City to facilitate the completion of the assignment, as necessary.

ATCRC will provide S&W with a PDF invoice.

Task 200 – Review existing Site Conditions and Background Information

200.1 Review Background Information

The Consultant team will review background information, previous design studies, and other information that will inform the Project.

200.2 Site Reconnaissance

The Consultant team will perform a two (2) hour site reconnaissance with the City.

200.3 Design Charrette

The Consultant team will prepare for and participate in a three-hour in-person design charrette meeting with the City. The meeting will discuss background information, design criteria, and identify future data needs for the design.

Regional stormwater facility within the existing channel will be discussed and evaluated for feasibility and fatal flaws.

Deliverables

1. Meeting notes and sketches from the Design Charrette meeting.

Assumptions

1. The Design Charrette will follow the site meeting.
2. No additional analyses of regional stormwater facilities are required beyond the Design Charrette meeting.

Task 300 – Survey

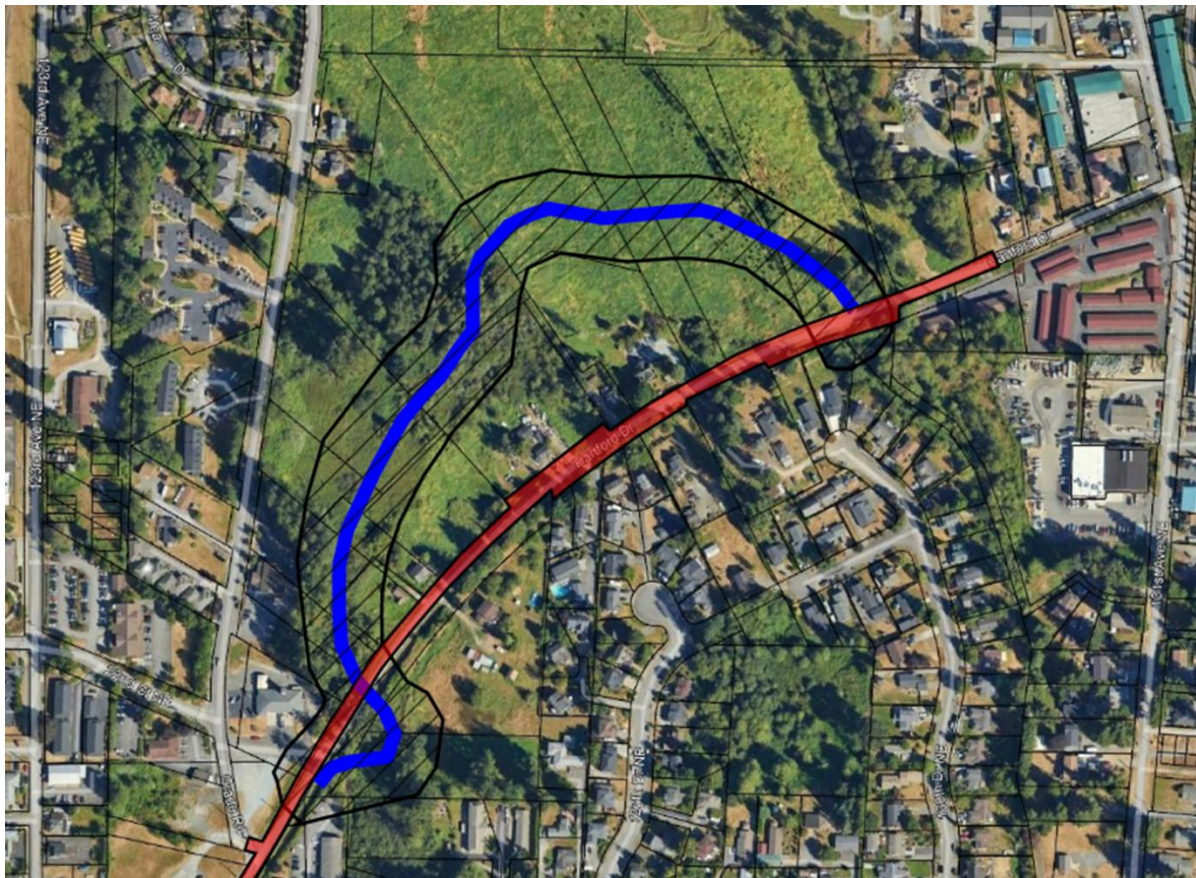
Kimley-Horn, in partnership with S&F Land Services and Applied Professional Services (APS), will prepare a topographic survey of the proposed creek realignment area and right-

of-way (ROW) of Hartford Drive as shown in the following exhibit. The topographic survey shall include:

- Horizontal datum will be based upon Washington State Plane Coordinate System NAD 83/2011 (feet) and Vertical datum will be based on NGVD 88.
- Obtain ground elevations within the mapping areas on an approximate 25' grid plus elevations along obvious topographic breaks sufficient to prepare a map at 1' contour intervals.
- Graphic depiction of the property boundaries and ROW for Hartford Drive based on current title reports or deeds to be supplied by City. The survey will be performed under generally accepted survey practices and is a professional interpretation of this information.
- Mapping of approximately 2300 linear feet of full width of ROW improvements of Hartford Drive.
- Mapping of area directly adjacent to the re-aligned creek, 100' on each side of the centerline in all directions.
- A diligent review of monuments and other physical evidence that could affect the location of the boundaries.
- Compare and analyze the data gathered and reach a professional opinion as to the most probable location of the ROW and property lines.
- Graphic depiction or notation of easements and road/street ROW affecting the subject parcels as disclosed by the Title Commitment.
- Establishment of six (6) control points throughout the project area based on reference to the nearest controlling benchmark and datum.
- Existing on-site structures and those within 25' of the depicted mapping limits.
- Location of individual trees per City of Lake Stevens standards at DBH.
- Planimetric features including but not limited to buildings, driveways, walls, curbs, fences and other significant physical features will be collected within the limits of survey.
- Location of visible surface evidence of the various utility systems, such as utility poles, manholes, inlets, catch basins, culverts, valves, fire hydrants, and other visible utility surface features.
- Location of Ordinary High Water (OHW) and Wetland Delineation flags as placed by a Wetland Biologist.
- Information shown on utility records that are available at the time of the survey shall be incorporated into the survey. The location of each main pipe, conduit line and other underground structures will be indicated based upon safely observable evidence.

- The services of a private utility locate service (the cost of which is included in this proposal) to place markings for underground utilities.

The scope and fee provided for this task consists of one surveyor site mobilization to obtain required field data and does not include additional surveyor mobilizations. Revisions to the design survey based on revisions to the Title Commitment, legal review, or additional mobilizations will be considered an additional service.



Assumptions

1. Survey, including topographic features and utility survey, from conceptual design along Hartford Drive will be used for 30% and 60%.
2. Additional topographic survey will be captured after 60% design to supplement design needs.

Task 400 – Selected Alternative Refinement (15% Design)

400.1 Stream and Floodplain Design

The Consultant will collect field measurements onsite of Catherine Creek and the historic Lower Stevens Creek channel. The stream survey data will be used for determining crossing design methodology. Field measurements will be supplemented with survey data and desktop analysis for stream restoration and stream realignment design.

The Consultant will analyze bankfull width, develop a Minimum Hydraulic Opening, structure low chord elevation, initial stream and water crossing structure concept design, stream cross-section, channel profile, and large woody material layout. The results of these will be documented in the Basis of Design report submitted as part of Task 500.

The Consultant will develop three (3) conceptual stream and floodplain design alternatives, and the City will select a preferred alternative. The three alternatives will include stream and floodplain design and once the preferred alternative is selected, the Consultant will meet with the City and stream comanagers (WDFW and the Tulalip Tribes) at the Project site to discuss the project and seek concurrence on bankfull width, reference reach, and the preferred alternative. The Consultant will develop a conceptual plan and profile layout for the preferred alternative.

As stated in Task 700, the 100-year flood event will inform the conceptual design. Additional flood events will be modeled during Task 500 (30% Design). Plans will be submitted as part of Task 500 (30% Design).

Deliverables

1. Three (3) conceptual stream and floodplain design alternative concepts.
2. Plan and profile layout for the preferred alternative to be shared with comanagers.

Assumptions

1. Screenshots will be used for internal communications and selection of the preferred alternative.

400.2 Civil Design

The Consultant will progress the selected alternative to an approximate 15% level of design. Design will be based on preliminary results for structure elevation requirements to assess preliminary vertical profile modifications and determine approximate limits for reconstruction work along Hartford Drive and intersecting driveways. The consultant will

address storm drainage at a 15% conceptual level, including a desktop review of available information and identification of potential stormwater management needs to inform roadway and utility design. No stormwater report will be prepared as part of this work. Design considerations will examine roadway cross sections through identified improvement areas and provide striping improvements for approximately 2,300 linear feet of roadway.

Up to three (3) roadway cross sections will be prepared for review by the City. The City will select preferred cross section alternative for use in design. Up to two (2) different cross sections may be selected for inclusion along different segments of the corridor.

Deliverables

1. Three (3) roadway profile alternatives (.dwg files)
2. Conceptual level civil roll plot

Assumptions

1. No individual plan sheets will be prepared in the 15% design phase. Roadway improvements will be depicted on one overall roll plot.
2. No stormwater report will be completed at the 15% design phase.
3. No additional ROW will be considered by proposed improvements.
4. No detailed driveway design is included in this phase. If private driveway bridge replacements are required, replacement design will be included between 60% to 90% design.

400.3 Structural Design

The Consultant will progress the structural design of the bridge 15% level of design. Design will be based on preliminary cross sections, vertical profiles, approximate limits for reconstruction work, and hydraulic information. Minimum structure depth based on road profiles, roadway cross slopes, and inputs from the hydraulic model.

Deliverables

1. None.

Assumptions

1. Structural design will coordinate with roadway civil design on roadway profile deliverables.

2. All Structures on the project will be designed in accordance with AASHTO LRFD Bridge Design Specifications 9th Edition, WDFW Water Crossing Design Manual, and the WSDOT Bridge Design Manual M23-50.24.

Task 500 – Preliminary Design (30% Design)

500.1 Stream and Floodplain

S&W will progress the preferred alternative identified in Task 400 to an approximate 30% level of design. S&W will incorporate City and comanagers' comments from Task 400 - Selected Alternative Refinement into the Preliminary Design. S&W will use results from the hydraulic model to inform design decisions and criteria.

500.2 Civil Design

Kimley-Horn will progress the preferred alternative identified in Task 400 to an approximate 30% level of design. Comments received from City and project stakeholders will be considered with design progression. This design will be used to prepare project plans and a construction cost estimate.

500.3 Structural Design

An initial project meeting will be held with the City to discuss bridge options and layouts prior to starting the Structure Type Selection Report (TSR). Kimley-Horn will present options and recommendations for selection for the City to provide feedback.

K-H will prepare a TSR for each of the 2 bridge sites. The TSR will contain the following:

- a. Concise narrative on recommended bridge type documenting design decisions (4 pages max.)
- b. Engineer's opinion of probable cost
- c. Preliminary roadway plan and profile sheet
- d. Preliminary typical roadway cross section(s)
- e. Preliminary temporary traffic control sheets/ roadway staging details
- f. Preliminary utility Sheets
- g. Preliminary bridge situation & layout sheet
- h. Preliminary bridge typical section
- i. Preliminary bridge stage construction details

Project QA Structural QC/QA Plan.

Deliverables

1. Draft and Final Structure Type Selection Report for 2 bridge sites
2. Project QA Structural QC/QA Plan.
3. Preliminary Cost Estimate

Assumptions

1. Approval of the TSR is expected within 3 weeks of submittal and must be received prior to beginning the Final Design.
2. Each structure length is assumed to be less than 50 feet in length.

500.4 Stormwater Design

Under this task, the consultant will determine the applicable stormwater minimum requirements and perform order-of-magnitude sizing calculations for any required on-site stormwater management or flow control facilities. These calculations and analyses will be included in a draft stormwater technical information report (TIR), which will accompany the preliminary plans. The draft drainage report will not include detailed descriptions of the stormwater management systems, calculations, operations and maintenance manual, or a construction stormwater pollution prevention plan (SWPPP).

The draft stormwater report prepared in this task will be refined and developed to a final level and submitted with future phases of work. This will include selection and sizing of BMPs. Conveyance pipe sizing will be performed using the Manning's Equation on the downstream most pipe in each branch of a conveyance system and profiles will be created incorporating the survey information. Detailed descriptions of the stormwater system will be added to the report and possible temporary erosion and sediment control BMPs will be identified for each SWPPP element.

Deliverables

1. Draft and Final Stormwater Technical Information Report (TIR)

500.5 30% Basis of Design

The Consultant shall prepare a Basis of Design (BOD) report that presents documentation supporting the project design and that summarizes technical analyses developed for the Project. The BOD shall incorporate deliverables and documentation developed under separate tasks. The BOD shall include the following:

1. A description of project goals, objectives, and multi-disciplinary design processes.

2. A summary of existing site conditions influencing project element selection and design.
3. A summary of aquatic habitat impacts and benefits provided by the Project.
4. A summary of hydraulic and geomorphic analyses.
5. A summary of the hazard and risk assessment including an evaluation of project flood hazard impacts with respect to adjacent landowners, and upstream and downstream of the Project, and including how these potential impacts were addressed.
6. A summary of supporting analyses as appropriate (e.g., scour assessment, geotechnical investigations and engineering, and civil and structural engineering).
7. Documentation, including supporting calculations, detailing the engineering design of the project and summarizing technical and supporting analyses, as appropriate.
8. Other information necessary to support the design.

Deliverables

1. Draft 30% BOD Report

Assumptions

1. The City will make comments on the Draft 30% BOD Report which the Consultant will incorporate into the Draft 60% BOD Report.

500.6 30% Plans and Estimates Development

The Consultant shall prepare 30% design plans for the selected preferred alternative. Responses to review comments will be provided and included in a comment-response log of revisions to be incorporated into the 60% design. The 30% plans shall include:

Sheet Name	No. Sheets	Owner
Cover Sheet and Index	1	S&W
General Notes and Abbreviations	1	S&W
Survey Control and Existing Conditions	1	K-H
Roadway Plan and Profile	6	K-H
Typical Sections	2	K-H
Structural Details	4	K-H
Outfall Channel Mitigation Plans	2	S&W
Outfall Channel Sections	1	S&W
Lower Stevens Creek Plans	4	S&W
Lower Stevens Creek Sections	1	S&W
Floodplain Large Wood Layout	2	S&W
Riprap Scour Protection Plan	2	S&W

The Consultant shall prepare an engineer's estimate of cost based on the 30% plans. The estimate will be prepared using historical unit prices from similar projects, other current cost data, WSDOT Unit Bid Analysis, and recent City projects. The estimate will include typical percent-based costs for design, permitting, and construction engineering

Deliverables

1. Draft 30% Plan Set
2. Draft 30% Engineer's Estimate

Assumptions

1. The City will make comments on the Draft 30% Plans and Engineer's Estimate which the Consultant will incorporate into the Draft 60% Plans and Estimate.

Task 600 – 60% Design

600.1 Stream and Floodplain Design

S&W will progress the design to an approximate 60% level of design required to develop construction plans, specifications, and construction cost estimate. S&W will incorporate City and comanagers' comments from Task 500 – 30% Design into the 60% Design. Design will

be based on survey, geotechnical recommendations, and agency feedback. Large wood material targets and stability calculations will be included in the floodplain design.

600.2 Roadway Design

Kimley-Horn will progress the design to an approximate 60% level of design required to develop construction plans, specification outline, and construction cost estimate. Design will be based on survey, geotechnical recommendations, earthwork analysis, utility requirements, and agency feedback obtained and developed in previous project tasks.

Assumptions

1. No detailed driveway design will be completed as part of this task. Approximate limits of work at impacted driveways will be shown on roadway plan & profile sheets.

600.3 Structural Design

Kimley-Horn will develop bridge design calculations and plans based on the approved final situation & layout alternative for 2 single span bridges. Bridge plans will be included in Task 600.6.

600.4 Stormwater Design

The draft stormwater report prepared in Task 500 will be refined and developed to a 60% level. This will include selection and sizing of BMPs. Conveyance pipe sizing will be performed using the Manning's Equation on the downstream most pipe in each branch of a conveyance system and profiles will be created incorporating the survey information. Detailed descriptions of the stormwater system will be added to the report and possible temporary erosion and sediment control BMPs will be identified for each SWPPP element.

60% Deliverables

1. Draft and Final 60% Stormwater Report
2. List of Special Provisions
3. Applicable Design Criteria Deviations (TBD)

Assumptions

1. One review iteration between draft and final report

600.5 60% Basis of Design Report

The Consultant shall prepare a Draft and Final 60% Basis of Design (BOD) Report that documents the 60% design. The 60% BOD will expand on the analyses performed in the 30% design phase and will incorporate new analyses, deliverables, and documentation developed for 60% design and analyses, deliverables, and documentation developed under separate tasks.

Deliverables

1. Draft and Final 60% BOD Report

Assumptions

1. One review iteration between draft and final report

600.6 60% Plans and Estimates Development

The Consultant shall prepare Draft and Final 60% Design Plans for the selected preferred alternative. Responses to review comments will be provided and included in a comment-response log of revisions to be incorporated into the 60% design. The 30% plans shall include:

Sheet Name	No. Sheets	Owner
Cover Sheet and Index	1	S&W
General Notes and Abbreviations	1	S&W
Existing Conditions	1	S&W
Site Plan	1	S&W
Survey Control	1	K-H
Typical Sections	2	K-H
Alignment Control	2	K-H
Demolition and Site Preparation	3	S&W / K-H
Temporary Erosion and Sediment Control	3	K-H
Roadway Plan and Profile	6	K-H
Stormwater Conveyance and Utility Plans	6	K-H
Civil Details	2	K-H
Pedestrian Traffic Control Plans	4	K-H
Structural Plans and Details	3	K-H
Channelization Plans	3	K-H
Bridge Plan and Elevation	2	K-H
Removal Sheets	2	K-H
Construction Staging TBD	2	K-H
Design and general notes, Sheet index	2	K-H
Stage construction details	2	K-H
Foundation layout	2	K-H
Abutment plan and elevation	2	K-H
Abutment details sheet	2	K-H
Wingwall detail sheet	2	K-H
Framing plan	2	K-H
Typical section sheet	2	K-H
Prestressed voided slab (exterior/interior)	2	K-H
Prestressed slab details	2	K-H
Bridge Railing Details	2	K-H
Existing Outlet Channel Mitigation Plans	2	S&W
Existing Outlet Channel Sections	1	S&W
Lower Stevens Creek Plans	4	S&W
Lower Stevens Creek Sections	1	S&W
Floodplain Large Wood Layout	2	S&W

Riprap Scour Protection Plan

2

S&W

The Consultant shall prepare a Draft and Final Engineer's Estimate of cost based on the 60% plans. The Engineer's Estimate will be prepared using historical unit prices from similar projects, other current cost data, WSDOT Unit Bid Analysis, and recent City projects, and will include typical percent-based costs for design, permitting, and construction engineering.

The Consultant shall prepare a draft and final outline of the 60% Technical Specifications, using WSDOT specifications.

Deliverables

1. Draft and Final 60% Plan Set
2. Draft and Final 60% Engineer's Estimate
3. Draft and Final Specifications Outline

Assumptions

1. One review iteration between draft and final deliverables

Task 700 – Hydrologic and Hydraulic Analysis

700.1 Hydrologic Analysis

The Consultant will review the analyses conducted for the project site under previous work efforts. In coordination with the City, the Consultant will finalize hydrologic design criteria. S&W will use selected hydrology from previous analyses to inform hydraulic model boundary conditions for design flow events including: 2-, 10-, 100-, 2080 100-, and 500-year events.

Deliverables

1. Hydraulic model boundary conditions.

Assumptions

1. The City will provide all supporting files that were developed under previous hydrologic analysis efforts.

700.2 Hydraulic Modeling

The consultant shall perform hydraulic analyses to support the 15%, 30%, and 60% design phases. The hydraulic model developed for conceptual analysis was a two-dimensional HEC-RAS model. S&W will update the conceptual HEC-RAS model to reflect existing Project conditions. Proposed conditions hydraulic modeling results will be used to assess replacement structures vertical clearance requirements, geomorphic impacts, analyzing flooding, bridge hydraulics, scour, and evaluating fish habitat. The model can also be used to define the crest elevation at regular 50-foot intervals for the proposed berm alignment.

The scope for the model will include the entire historic alignment of Lower Stevens Creek from Catherine Creek to the Lake to support the structure sizing on the Hartford Reach.

Deliverables

1. Existing conditions, 15% design, 30% design, and 60% design HEC-RAS hydraulic model.

Assumptions

1. 15% Modeling flow events include: 2-, 2080 100-year events.
2. 30% Modeling flow events include: 2-, 10-, 100-, 2080 100-, and 500-year events.
3. 60% Modeling flow events are the same as 30% and require only minor updates for confirmation of the BOD results.
4. Modeling will be used to inform flood hazard permitting strategies and proof of concept. Flood hazard certification will follow 60% design in Phase 2
5. Project improvements outside of Hartford reach will be schematic-based for model purposes and will not require multiple iterations.

700.3 Scour Analysis and Countermeasure Design

S&W will use the hydraulic model results to evaluate scour potential for both proposed structures and inform geomorphic impacts. S&W will develop preliminary scour estimates for the structures for 30% design and refine the scour estimates at 60% design. Conceptual scour countermeasure layouts for each structure will be developed for 30% design and will be further refined at 60% design.

Deliverables

1. Draft total scour depths and conceptual scour countermeasure layouts for 30% Design. Information to be included in 30% BOD Report and plans.

2. Total scour depths, scour countermeasure designs, and riprap sizing calculations for 60% Design. Information to be included in 60% BOD Report and plans.

700.4 Hydrologic and Hydraulic Design Sections for Basis of Design Report

S&W will develop draft hydrologic and hydraulic sections for the 30% Basis of Design Report and draft and final H&H sections for the 60% Basis of Design Report. The City will review the Draft 30% Hydraulic Design Report and S&W will incorporate their comments into the Draft 60% Hydraulic Design Report. Sections will include hydrologic analyses, hydraulic modeling, a discussion of hydraulic results, scour analyses, scour countermeasure design, and geomorphic inputs.

Deliverables

1. Draft sections for the 30% BOD Report.
2. Draft and Final sections for the 60% BOD Report.

Task 800 – Geotechnical Analysis

800.1 Subsurface Exploration Program and Laboratory Testing

S&W will provide geotechnical engineering services to investigate and characterize surface and subsurface soil conditions that could impact the design, construction, or performance of the Project. In parallel with 15% design, S&W will plan, coordinate, and execute geotechnical boring explorations to characterize the subgrade. S&W will prepare a subsurface exploration plan and traffic control plans for approval by the City. Two borings will be performed at each assumed bridge crossing. The borings will be advanced with a truck-mounted hollow-stem auger and/or mud rotary drill rig. The borings will be completed to depths up to 60 feet below the existing roadway grade for bridge sites, depending on suitable foundation options and anticipated geology. The consultant may adjust the exact depth and locations of the borings based on existing site utilities, access, ROW constraints, and geology encountered.

S&W will collect soil samples using standard penetration test (SPT) and Split-Barrel Sampling of Soils. SPTs will be collected every 2.5 feet to 20 feet depth, then every 5 feet to the bottom of the boreholes.

S&W will perform a site visit prior to subsurface explorations to evaluate existing site conditions and mark exploration locations to facilitate utility clearance. The consultant will call the Washington State Utility Notification Center prior to performing the explorations. S&W will perform the explorations during normal business hours. The boring equipment

will remain on site for the duration of the exploration activities. Explorations are assumed to be in the existing roadway and will require traffic control. Access routes for exploration equipment shall be coordinated with the City who will obtain right-of-entry as needed and coordinate with landowners. Access to the site will be as it currently exists. Ramps, roads, or other access requirements will not be constructed. Vegetation clearing is not required for drill access or to perform the borings. Borings will not be conducted below the ordinary high-water mark of the creek or within wetlands, and no clearing or disturbance within those areas will be required to access any of the explorations. Borings will be completed within the City ROW.

Exploration locations will be cleaned and restored to the extent practical, but they will not be restored to pre-exploration conditions. Borings will be backfilled with bentonite chips. Cuttings from the borings will be drummed and disposed of off-site. Cold-patch asphalt will be placed at the top of the backfilled borings drilled through the roadway. Approximate locations of geotechnical explorations will be determined in the field using a handheld global positioning system (GPS) equipped device.

S&W will have a field representative on site during exploration to observe the boring operations and retrieve and visually classify soil samples. Geotechnical laboratory testing will be performed on select soil samples to supplement field descriptions and determine engineering properties for bridge and wall design. Potential geotechnical laboratory tests could include moisture content, sieve analysis, fines content, Atterberg limits, consolidation, and organic content, as appropriate for the materials encountered. Contaminated soil and groundwater are not anticipated at this site, and analytical testing of soil and groundwater is excluded from this scope. Potential contamination detection during drilling will be performed by visual and olfactory methods only. If contaminated soil or groundwater is detected during exploration through visual or olfactory methods, S&W will immediately stop drilling and notify the City to discuss next steps and a possible addendum to this contract.

800.2 Geotechnical Engineering Analysis and Reporting

S&W will prepare a draft and final Geotechnical Data Report including a map of explorations, exploration logs, and geotechnical laboratory test results. The report will include a presentation of data with no interpretation or analyses. S&W will meet with the City (assumed 1-hour virtual meeting) to review comment responses before finalizing the 60% Geotechnical Data Report.

S&W will conduct geotechnical analyses and provide geotechnical design and construction recommendations for two proposed bridge sites, including:

- Assessment of geologic hazards
- Seismic design considerations, including liquefaction potential, seismic induced settlement, and seismic parameters for structural design. Return periods for analysis will be based on WSDOT design guidelines.
- Suitable foundation options. Preliminary bearing capacities will be provided for shallow foundation options, if feasible. Preliminary axial capacities and lateral pile design parameters provided for deep foundations. One pile type and up to two pile sizes will be evaluated for the deep foundation option.
- Suitable wingwall options with preliminary static and seismic lateral earth pressures and slope stability analyses.
- Permanent cut slopes, fill embankments, and fill wall alternatives will be discussed. Settlement and slope stability analyses and design recommendations will be provided.
- Qualitative evaluation for stormwater infiltration at the site. Infiltration rates for design, if feasible, will be proved during the next phase.
- Flexible (hot-mix asphalt) pavement and subgrade design for Hartford Drive. Obtain necessary traffic information from the City for pavement design, including average daily traffic counts, expected rate of increase, design life, and percentage/type of heavy vehicles.
- Recommendations for conceptual temporary shoring methods, if needed.
- Other geotechnical related construction considerations.

S&W will prepare a draft and final Geotechnical Engineering Report addressing analyses and geotechnical design and construction recommendations. S&W will meet with the City (assumed 1-hour virtual meeting) to review comment responses before finalizing the 60% Geotechnical Engineering Report.

Deliverables:

1. Subsurface Exploration Plan
2. Draft 30% Geotechnical Data Report
3. Draft 30% Geotechnical Engineering Report
4. Final 60% Geotechnical Data Report
5. Final 60% Geotechnical Engineering Report

Assumptions

1. The City will issue all permits, including obtaining a ROW permit, for the work as necessary and waive any fees.

2. The following City reviews/approvals are not anticipated to be required.
 - a. State Environmental Policy Act (SEPA): Geotechnical explorations are exempt per WAC 197-11-800(17) and LSMC 16.04.050(a).
 - b. Land Disturbance Permit: Geotechnical explorations are exempt per LSMC 14.50.115(c).
 - c. Critical Areas: Geotechnical explorations are allowed per LSMC 14.88.220(h).
 - d. Shorelines: Geotechnical explorations are exempt per WAC 173-27-040(2)(m) and Shoreline Master Program (SMP) Section 7.C.1.
3. No boring locations will require a Vac Truck excavation due to adjacent utilities being present within 5 feet of the proposed exploration.
4. No geotechnical explorations will be located in wetlands or waterways.
5. Neither S&W nor its drilling subcontractor will be responsible for damage to unmarked utilities.
6. Traffic control will be required for the borings. Hartford Drive will be closed in the vicinity of the work zone to complete the borings. Hartford Drive will be open to local access only on either side of the work zone. Traffic control will be set up to allow a pedestrian access corridor around the work zone during drilling.
7. Drilling will occur between 7:00 am and 7:00 pm, and during daylight hours only, Monday through Friday (excluding public holidays).
8. Soil samples not tested will be stored and retained until the final 60% Geotechnical Data Report submission.
9. Additional subsurface explorations and/or geotechnical analyses may be required in future phases depending on the findings of the exploration program and design development.

Task 900 – Cultural and Historical Resources Assessment

900.1 Background Review

ATCRC will conduct supplemental background review for information held at appropriate repositories, such as the Washington State Department of Archaeology and Historic Preservation (DAHP)'s Washington Information System for Architectural and Archaeological Records Data (WISAARD) database, tribal cultural resource departments, university and city libraries, history museums, public records, private manuscript collections, online sources, and/or informants. The research objective is to thoroughly understand the environmental and cultural contexts, land use patterns, and the probability of cultural resources being present in the project area.

Assumptions

1. All project information will be provided to ATCRC before the commencement of our assessment to avoid delays, including a previous assessment recently conducted by another contractor for this reach.
2. The City will provide ATCRC with any relevant correspondence regarding the project between involved agencies and tribes.
3. The City will provide ATCRC with a detailed written description of the project area (e.g., plan sheets, maps, descriptive information detailing the extent/depth of grading, excavation, or other ground disturbance; environmental studies; geotechnical bore logs; photographs; etc.).
4. For Section 106-regulated projects, an Area of Potential Effects (APE) is required. APEs are generally defined by the lead federal agency, not ATCRC, unless approved beforehand. If approved, ATCRC will develop an APE Memorandum on behalf of the City that can then be submitted to the lead federal agency.
5. Until an approved conceptual alignment plan is created and an APE has been established, ATCRC will research and survey 15.25 m (50 ft.) from the current alignment in the interim.
6. If the project area and/or scope are changed, a contract amendment may be required.

900.2 Field Investigation

ATCRC will conduct a field investigation using the standards documented in the DAHP's Washington State Standards for Cultural Resources Reporting (updated August 2025). At a minimum, a field investigation generally includes pedestrian surveys and subsurface testing to inspect for evidence of cultural resources. Suppose a cultural resource (e.g., a resource aged at least 50 years) is identified in the project area. In that case, it must be fully documented on a Washington State Archaeological Site Form or a Historic Property Inventory (HPI) Form as required by the DAHP. Inventory typically involves preparing a written description of the resource and its surroundings, taking photographs, creating sketch maps, and recording GPS coordinates. Any identified cultural resource will be returned to the location where it was identified, unless otherwise negotiated under another agreement.

Assumptions

1. The City will provide contact information or documented permission from property owners to access the survey area.
2. The City will have all utilities on-site identified before initiating any fieldwork activity.

3. Before conducting field investigations, a technical notification of the schedule and a request for information related to the project area will be sent to the tribes affiliated with the project area's location. This technical notification does not replace any formal consultation required by the project.
4. A full pedestrian survey of the project area will be completed. The pedestrian survey typically involves walking transects in accessible areas of the project site to inspect for evidence of cultural resources.
5. Shovel probes will be excavated to a maximum depth of 1 meter, at intervals ranging from 5 to 30 m based on the archaeological risk model and project landforms, within the project's direct impact areas. Shovel probes may be augmented by using a hand augur if warranted. All probes will be backfilled following the recording. Excavation will terminate upon the presence of glacial deposits or standing water. The number of probes will be determined when an APE has been established.
6. This SOW assumes no archaeological sites will be encountered in the project area. If cultural resources are identified, a separate cost estimate or amendment will be prepared for the City.
7. If the project's horizontal/vertical limits are changed at any time, a contract amendment may be warranted.
8. ATCRC is not liable for any damage to utilities, irrigation systems, or landscaping that may result from the survey activities.
9. Suppose the project area lies within an active homeless camp and/or contains biohazard waste. In that case, the City will have law enforcement vacate the property before the field survey activities and/or provide services of a third-party biowaste management company, as applicable. The survey will be rescheduled until the project area is confirmed safe for ATCRC staff to access, and remobilization will require a contract amendment.
10. Historic Property Inventory (HPI) forms will be prepared for properties aged 50 years or more, located within the APE, according to the DAHP's Washington State Standards for Cultural Resources Reporting (updated August 2025). The number of HPIS will be determined when an APE has been established.

900.3 Draft/Final Cultural Resource Assessment Report

ATCRC will prepare a cultural resource assessment report that adheres to the standards outlined in the DAHP's Washington State Standards for Cultural Resources Reporting (updated August 2025). The report will include relevant project information, maps, and provide a discussion on environmental and cultural contexts, land-use patterns, and previously conducted cultural resources studies and findings within a one-mile radius of the project area. The one-mile radius may be adjusted depending on the project's scope, at

the discretion of ATCRC. The report will also include the methods used to survey the project area, the findings, and an assessment of the likelihood that the project will impact potential cultural resources. If necessary, based on the project's regulatory needs, the report will also include a National Register evaluation of any identified cultural resources. ATCRC will submit the report to the City for review and allow for one round of comments.

Deliverables

1. One (1) Draft and one (1) Final Cultural Resource Assessment. The final report will be suitable for submission to DAHP, the EPA, and affected Tribes.

Assumptions

1. This task assumes that one City review round of comments will be incorporated into the final report. Suppose additional review rounds are warranted due to various agency inputs. In that case, a contract amendment will address the labor hours associated with multiple revisions and the internal quality assurance/quality control (QA/QC) process.
2. The final report deliverable will be provided in electronic PDF format. If hard copies are requested, the direct expense and labor associated with report binding and printing production will be covered under the contract amendment.

Task 1000 – Permitting and Environmental Services

The following land use/environmental permitting and environmental services scope of services is based on the current understanding of the Project and may need to be revised as design elements are added or modified. Local land use/environmental permits and construction and building-related permit efforts are not included in this permitting and environmental services scope; they will be completed by the City during this or a later phase.

1000.1 Wetland and OHWM Delineations

Before going into the field, Shannon & Wilson will perform a background review of information for the identified study area, including City data/maps, historical aerials, soil survey maps, National Wetlands Inventory, and WDFW Priority Habitats and Species maps, among others.

Shannon & Wilson will delineate the ordinary high-water mark (OHWM) and delineate wetland boundaries (or confirm presence) within 50 feet of the realigned stream and culvert/bridge work areas as shown approximately in the following exhibit.



The OHWM will be flagged following the methodologies described within the USACE *National Ordinary High Water Mark Field Delineation Manual for Rivers and Streams: Final Version* (U.S. Army Engineer Research and Development Center, 2025) and Ecology's *Determining the Ordinary High Water Mark for Shoreline Management Act Compliance in Washington State* (2016). The downstream limits on Stevens Creek will be at the confluence with Catherine Creek and the downstream limits on Catherine Creek will be approximately 100 feet downstream of Catherine Creek's crossing of Hartford Drive. The upstream limit on Stevens Creek will be approximately 50 feet upstream of the planned new diversion of the creek out of the ditch.

Shannon & Wilson will delineate the boundaries of wetlands (or verify the presence of wetland within the study area where there is no boundary) using methodologies defined within the 1987 *Corps of Engineers Wetlands Delineation Manual* and the 2010 *Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Western Mountains, Valleys, and Coast Region (Version 2.0)*. The wetland(s) will be rated using Ecology's *Washington State Rating System for Western Washington, 2014 Update Version 2.0* (Hruby and Yahnke, 2023).

The team's surveyor under Task 300 will capture the locations of each flag and provide an electronic file in CAD, including information about which horizontal and vertical data and

what coordinates system was used. Shannon & Wilson will prepare a sketch to assist the surveyor, showing the general locations of wetland, stream, and/or data pit flags.

The results of the background review and site investigation will be documented in a critical areas report for wetlands and fish and wildlife conservation areas meeting the requirements of Chapter 14.88 of the Lake Stevens Municipal Code (LSMC) and Appendix B of the Shoreline Master Program (SMP). Relevant critical areas studies prepared by others within the project area will be appended. Wetlands, streams, and any other fish and wildlife conservation areas will be described and classified, and the appropriate buffers will be identified. The report will also include a summary of relevant local, state, and federal regulations which may be applicable to the project.

Deliverables

1. Sketch of flags for surveyor use
2. Critical Areas Report, Draft and Final

Assumptions

1. This scope of services only includes delineation of wetlands and streams and identification of any other fish and wildlife conservation areas and does not include a review of all critical areas as defined under Chapter 14.88 LSMC and Appendix B of the SMP. Geohazards and flood hazards will be addressed in separate reports prepared as part of Tasks 700 and 800.
2. The City will secure right of entry to any parcels that are not City-owned.
3. Shannon & Wilson biologists will only access and hang flags within the project area boundaries set by the City. If additional unmapped/unclassified streams or potential wetlands are identified within 150 feet of the site based on observations from the subject parcel, public lands or ROW, or from the background information resources, the locations of the OHWM and potential wetland boundaries will be approximated but not delineated and the buffer widths will be approximated.
4. Shannon & Wilson will rate up to 4 wetlands, presumed to be those located on the east/south side of Hartford Drive.
5. Shannon & Wilson will provide an electronic draft of the Critical Areas Report in Word format for your review and comment and assume all review comments will be compiled by you into one document for us to address. A final PDF document will be provided electronically after revisions are received. We assume only one round of revisions will be required.

1000.2 Additional Permit-Related Agency Coordination Support

Shannon & Wilson will provide additional support communicating with other agencies having jurisdiction, including the City's PCDD, USACE, the EPA, and Ecology, among others, via virtual meetings, phone calls, and emails up to the limit allowed by the budget. The purpose of this task is to help inform and refine the permit matrix (Task 1000.3), have permit-specific follow-up discussions that may not have been covered in the Task 100.1 agency meetings, and identify and discuss streamlining permit opportunities.

Deliverable

1. Agency meeting summaries as applicable

Assumptions

1. Shannon & Wilson will lead outreach to the state and federal agencies.

1000.3 Permit Matrix

Shannon & Wilson shall prepare an initial Project Permit Matrix outlining all the required local, state and federal land use/environmental permits for the Project, the regulatory agency, permit requirements, anticipated and actual submittal dates, and status of permit. This matrix will be regularly updated during the Project up to submittal of applications.

Deliverable

1. Initial draft permit matrix and regular updates (Word file)

1000.4 U.S. Army Corps of Engineers Section 404 Permit

Shannon & Wilson will prepare a Joint Aquatic Resources Permit Application (JARPA) form to apply for the Clean Water Act (CWA) Section 404 authorization from the USACE.

Shannon & Wilson will prepare JARPA drawings using the 30% design sheets but with details added as necessary to provide a complete submittal to the USACE.

Deliverables

1. Draft and final JARPA form

Assumptions

1. The Project will meet the criteria for a Nationwide Permit (NWP) under the NWPs that are anticipated to be issued in early 2026 and will not require a Section 404 Individual Permit or supporting Alternatives Analysis.
2. All permanent stream and wetland impacts result from activities essential to the stream channel realignment/restoration, and not from un-related road modifications, such that the Project can be approved under a single NWP 27 (Aquatic Ecosystem Restoration, Enhancement, and Establishment Activities).
3. The stream realignment through the wetland complex will not be considered a conversion of aquatic resource type that triggers compensatory mitigation.
4. Others on the Project team will prepare the required historic properties/cultural resources studies under Task 900 that will be provided by Shannon & Wilson to the USACE at the time of application.
5. The City will obtain property owner signatures on the JARPA for those parcels not owned by the City.
6. Shannon & Wilson will submit the application and supporting materials to the USACE.
7. Revisions to the JARPA will not be requested by the USACE.

1000.5 Mitigation Report

A brief mitigation report will be prepared that describes the mitigation sequencing process and quantifies the final unavoidable impacts and the benefits to wetlands, streams, and stream/wetland/shoreline buffers. Based on the current understanding of the Project, the ecological function improvements to the overall aquatic environment are expected to eliminate the need for supplemental mitigation. The report would document the rationale for that conclusion. The report will also outline the maintenance and performance monitoring protocols.

Deliverables

1. Draft and final Mitigation Report.

Assumptions

1. The City, USACE, EPA, and Ecology will agree that supplemental mitigation is not required.

1000.6 Endangered Species Act Consultation

As the federal agency providing funding for the Project, the EPA may be the federal Lead Agency for ESA consultation with the U.S. Fish and Wildlife Service (USFWS) and National Marine Fisheries Service (NMFS). Alternatively, the USACE may be the federal Lead Agency as its regulatory authority under Section 404 may give it a greater degree of involvement. The appropriate federal Lead Agency will have been decided during a meeting identified under Task 100.1. The USACE completed a *Fish Passage and Restoration Actions in Washington State* (FPRP) programmatic consultation with USFWS and NMFS that covers the same activities that are proposed as part of the City's Project, specifically "Fish Passage Restoration or Improvement" and "Channel Restoration and Reconnection."

- With the City, Shannon & Wilson will coordinate with the EPA, USACE, NMFS, and USFWS to confirm that the Project will qualify for FPRP, thereby minimizing the level of effort to prepare documentation and streamlining the agency review and approval process.
- As required by NMFS in its approval of the FPRP, Shannon & Wilson will complete the FPRP Project Information Form and package up the necessary supporting information.
- As required by USFWS in its approval of the FPRP, Shannon & Wilson will prepare a simplified Biological Assessment (BA) describing how the Project meets the requirements of the USFWS Biological Opinion.

Deliverables

1. Draft and final NMFS FPRP Project Information Form
2. Draft and final USFWS BA

Assumptions

1. EPA or the USACE (depending on which agency will be the Lead Agency) will submit the FPRP Project Information Form to NMFS and the BA to USFWS.
2. USACE, EPA, USFWS, and NMFS will agree to use of FPRP.
3. USFWS and NMFS will certify that the Project is covered under FPRP.
4. USFWS and NMFS comments and questions can be addressed via emails; no formal revisions to the BA or Project Information Form will be required.
5. The ESA consultations will not need to address other elements of the project (e.g., changes to pollution-generating impervious surfaces and stormwater treatment) that are incidental and supportive of the fish passage/channel realignment actions.

Task 1100 – Public Outreach

This task includes Subtask 1100.1 Public Outreach and Engagement Plan and Subtask 1100.2 Public Engagement Events and Materials. Shannon & Wilson will be involved in public outreach and engagement for the Hartford Reach Project elements only.

1100.1 Public Outreach Communication Matrix

In collaboration with City staff, Shannon & Wilson will prepare a Public Outreach Communication Matrix to schedule and track information such as the type of outreach, when the outreach is expected to occur, materials necessary for the outreach, to whom the outreach will be directed, and the actual dates the outreach occurred. Outreach will occur to the public, especially those who may be affected by construction; the Tulalip Tribes; permitting agencies, such as the USACE, Ecology, WDFW, and USFWS/NMFS; and other interested organizations or parties.

Deliverables

1. Draft Public Outreach Communication Matrix
2. Final Public Outreach Communication Matrix

Assumptions

1. The City will provide a Project contact list to Shannon & Wilson for the purpose of the Communication Matrix.
2. Following preparation of the Final Public Outreach Communication Matrix, the City will take ownership of the document and update it throughout the Project as needed.

1100.2 Public Engagement Events and Materials

Shannon & Wilson will attend and support the following public outreach events, which will be facilitated by the City:

- Two (2) Open Houses will be led the City with support by Shannon & Wilson. Shannon & Wilson will prepare up to six (6) posters with graphics (3 posters for each open house). Topics for the open houses may include the construction schedule and sequencing and methods that will be used to communicate with the public during and prior to the Project construction. The open houses will include opportunities for the public to speak with and provide comments about the Project to City staff and the Shannon & Wilson team.
- One (1) meeting with the City Council with an informative presentation (PowerPoint) from Shannon & Wilson staff.

Shannon & Wilson will serve as the primary author of outreach documents and graphics, including a PowerPoint for City Council and up to six (6) posters. The City will provide examples of other outreach plans that list methods appropriate for the community and address underserved communities.

The City will also staff tables at the open houses. Shannon & Wilson will lead technical and subject-focused discussions at the three events listed above and will support the City in coordinating and participating in discussions with permitting agencies.

Deliverables

1. One (1) PowerPoint presentation for City Council
2. Up to 6 posters for the open houses (3 per open house)

Assumptions

1. The City will facilitate the open houses and City Council Presentation (three events, total).
2. The City will maintain a comment tracking system (a spreadsheet with public comments and the City's responses).
3. The three events will occur at or after completion of 30% Design.
4. City staff will be responsible for mailing Project notifications; sending email blasts to the public; paying fees and other costs for printing, mailing, or public notices; updating, hosting, and maintaining the Project website throughout the life of the Project; and posting to and managing the City's social media accounts.
5. Translation and court reporting services at the three events are not included.
6. The Open Houses will include up to two (2) Shannon & Wilson employees.
7. The Council meeting will be attended by one (1) Shannon & Wilson employee.

**Lower Stevens Creek
Level of Effort**

Design Phase		S&W	S&W Expenses	KH	KH Expenses	ATCRC	ATCRC Expenses
Tasks	Description						
100	Project Management and Coordination						
100.1	Coordination and Project Set up	\$ 1,410.00	\$ -	\$ 1,460.00	\$ -	\$ 700.00	\$ -
100.2	Progress Reports, Invoices, and Schedules	\$ 9,015.00	\$ -	\$ 2,555.00	\$ -	\$ 1,750.00	\$ -
100.3	Meetings	\$ -	\$ -	\$ -	\$ -	\$ 700.00	\$ -
100.3.1	Virtual Kickoff Meeting (2-hours)	\$ 3,570.00	\$ -	\$ 1,590.00	\$ -	\$ 350.00	\$ -
100.3.2	15% Meeting w/ City and Co-managers (Task 400)	\$ 4,500.00	\$ 50.40	\$ 1,060.00	\$ -	\$ -	\$ -
100.3.3	30% Review Meetings w/ Comanager (Task 500)	\$ 4,500.00	\$ 50.40	\$ 1,060.00	\$ -	\$ -	\$ -
100.3.4	Federal Lead Agency Meeting w/ EPA and USACE	\$ 2,910.00	\$ -	\$ -	\$ -	\$ -	\$ -
100.3.4	Internal Coordination Meetings w/ City	\$ 19,225.00	\$ -	\$ 7,420.00	\$ -	\$ -	\$ -
		\$ 45,130.00	\$ 100.80	\$ 15,145.00	\$ -	\$ 3,500.00	\$ -
200	Review Existing Site Conditions and Background Information						
200.1	Review Background Information	\$ 5,560.00	\$ -	\$ -	\$ -	\$ -	\$ -
200.2	Site Reconnaissance	\$ 2,820.00	\$ 100.80	\$ -	\$ -	\$ -	\$ -
200.3	Design Charrette	\$ 2,820.00	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 11,200.00	\$ 100.80	\$ -	\$ -	\$ -	\$ -
300	Survey						
300.1	Site Survey	\$ 705.00	\$ -	\$ 6,085.00	\$ 31,756.00	\$ -	\$ -
300.2	Develop Site Basemap	\$ 1,585.00	\$ -	\$ 12,430.00	\$ -	\$ -	\$ -
		\$ 2,290.00	\$ -	\$ 18,515.00	\$ 31,756.00	\$ -	\$ -
400	Selected Alternative Refinement						
400.1	Stream and Floodplain Designs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
400.1.1	Field Measurements	\$ 6,100.00	\$ -	\$ -	\$ -	\$ -	\$ -
400.1.2	Three (3) conceptual stream and floodplain design alternative concepts	\$ 14,520.00	\$ -	\$ -	\$ -	\$ -	\$ -
400.2	Civil Design: Three (3) roadway profile alternatives	\$ 1,410.00	\$ -	\$ 6,010.00	\$ -	\$ -	\$ -
400.3	Structural Design: Input to Roadway Civil Design	\$ 705.00	\$ -	\$ 5,740.00	\$ -	\$ -	\$ -
		\$ 22,735.00	\$ -	\$ 11,750.00	\$ -	\$ -	\$ -
500	30% Preliminary Design						
500.1	Stream and Floodplain Design	\$ 9,470.00	\$ -	\$ -	\$ -	\$ -	\$ -
500.2	Civil Design	\$ 1,410.00	\$ -	\$ 11,000.00	\$ -	\$ -	\$ -
500.3	Structural Design	\$ -	\$ -	\$ 15,180.00	\$ -	\$ -	\$ -
500.3.1	Draft and Final Structure Type Selection Report for two (2) bridge sites	\$ 925.00	\$ -	\$ -	\$ -	\$ -	\$ -
500.3.2	Project QA Structural QC/QA Plan	\$ 265.00	\$ -	\$ 720.00	\$ -	\$ -	\$ -
500.3.3	Preliminary Cost Estimate	\$ 1,630.00	\$ -	\$ -	\$ -	\$ -	\$ -
500.4	Stormwater Design Technical Information Report	\$ 705.00	\$ -	\$ 13,995.00	\$ -	\$ -	\$ -
500.5	Basis of Design (30%)	\$ 17,350.00	\$ -	\$ 7,210.00	\$ -	\$ -	\$ -
500.6	Plans and Estimates Development (30%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500.6.1	Draft 30% Plan Set	\$ 54,630.00	\$ -	\$ 12,020.00	\$ -	\$ -	\$ -
500.6.2	Draft 30% Engineer's Estimate	\$ 11,160.00	\$ -	\$ 9,180.00	\$ -	\$ -	\$ -
		\$ 97,545.00	\$ -	\$ 69,305.00	\$ -	\$ -	\$ -

**Lower Stevens Creek
Level of Effort**

Design Phase		S&W	S&W Expenses	KH	KH Expenses	ATCRC	ATCRC Expenses
Tasks	Description						
600	60% Design						
600.1	Stream and Floodplain Design	\$ 10,770.00	\$ -	\$ -	\$ -	\$ -	\$ -
600.2	Roadway Design	\$ 1,370.00	\$ -	\$ 21,680.00	\$ -	\$ -	\$ -
600.3	Structural Design	\$ 1,410.00	\$ -	\$ 60,120.00	\$ -	\$ -	\$ -
600.4	Stormwater Design	\$ 1,370.00	\$ -	\$ 10,665.00	\$ -	\$ -	\$ -
600.5	Basis of Design (60%)	\$ 11,720.00	\$ -	\$ 6,880.00	\$ -	\$ -	\$ -
600.6	Plans and Estimates Development (60%)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
600.6.1	Final 60% Plan Set	\$ 43,180.00	\$ -	\$ 27,540.00	\$ -	\$ -	\$ -
600.6.2	Final 60% Engineer's Estimate	\$ 13,540.00	\$ -	\$ 9,840.00	\$ -	\$ -	\$ -
600.6.3	Final Specifications Outline	\$ 3,735.00	\$ -	\$ 3,640.00	\$ -	\$ -	\$ -
		\$ 87,095.00	\$ -	\$ 140,365.00	\$ -	\$ -	\$ -
700	Hydrologic and Hydraulic Analysis						
700.1	Hydrologic Analysis	\$ 8,540.00	\$ -	\$ -	\$ -	\$ -	\$ -
700.2	Hydraulic Modeling	\$ 26,320.00	\$ -	\$ -	\$ -	\$ -	\$ -
700.3.1	30% Scour Analysis and Countermeasure	\$ 7,570.00	\$ -	\$ -	\$ -	\$ -	\$ -
700.3.2	60% Scour Analysis and Countermeasure	\$ 5,150.00	\$ -	\$ -	\$ -	\$ -	\$ -
700.4.1	H&H Sections for 30% BOD Report	\$ 8,190.00	\$ -	\$ -	\$ -	\$ -	\$ -
700.4.2	H&H Sections for 60% BOD Report	\$ 5,260.00	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 61,030.00	\$ -	\$ -	\$ -	\$ -	\$ -
800	Geotechnical Analysis						
800.1	Subsurface Exploration Program and Laboratory Testing	\$ 16,460.00	\$ 36,291.20	\$ -	\$ -	\$ -	\$ -
800.2	Geotechnical Engineering Analysis and Reporting	\$ 80,505.00	\$ 150.00	\$ -	\$ -	\$ -	\$ -
		\$ 96,965.00	\$ 36,441.20	\$ -	\$ -	\$ -	\$ -
900	Cultural and Historical Resources Assessment						
		\$ -	\$ -				
900.1	Background Review	\$ -	\$ -	\$ -	\$ -	\$ 720.00	\$ -
900.2	Field Investigation	\$ -	\$ -	\$ -	\$ -	\$ 15,500.00	\$ 875.00
900.3	Draft/Final Cultural Resource Assessment Report	\$ -	\$ -	\$ -	\$ -	\$ 13,440.00	\$ -
		\$ -	\$ -	\$ -	\$ -	\$ 29,660.00	\$ 875.00
1000	Permitting and Environmental Services						
1000.1	Wetland and OHWM Delineations			\$ -	\$ -	\$ -	\$ -
	Background review	\$ 540.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Field work (3 days)	\$ 9,000.00	\$ 528.00	\$ -	\$ -	\$ -	\$ -
	Wetland ratings	\$ 4,490.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Draft report	\$ 7,490.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Final report	\$ 1,800.00	\$ -	\$ -	\$ -	\$ -	\$ -
1000.2	Additional Permit-Related Agency Coordination Support	\$ 3,720.00	\$ -	\$ -	\$ -	\$ -	\$ -
1000.3	Permit Matrix	\$ 2,580.00	\$ -	\$ -	\$ -	\$ -	\$ -
1000.4	U.S. Army Corps of Engineers Section 404 Permit			\$ -	\$ -	\$ -	\$ -
	Draft JARPA	\$ 8,265.00	\$ -	\$ -	\$ -	\$ -	\$ -

**Lower Stevens Creek
Level of Effort**

Design Phase		S&W	S&W Expenses	KH	KH Expenses	ATCRC	ATCRC Expenses
Tasks	Description						
	Final JARPA	\$ 3,082.50	\$ -	\$ -	\$ -	\$ -	\$ -
1000.5	Mitigation Report			\$ -	\$ -	\$ -	\$ -
	Draft report	\$ 8,105.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Final report	\$ 2,712.50	\$ -	\$ -	\$ -	\$ -	\$ -
1000.6	Endangered Species Act Consultation			\$ -	\$ -	\$ -	\$ -
	NMFS Project Information Form	\$ 4,232.50	\$ -	\$ -	\$ -	\$ -	\$ -
	Draft Simplified BA for USFWS Species Only	\$ 12,525.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Final Simplified BA for USFWS Species Only	\$ 5,362.50	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ 73,905.00	\$ 528.00	\$ -	\$ -	\$ -	\$ -
1100	Public Outreach						
1100.1	Public Outreach Communication Matrix			\$ -	\$ -	\$ -	\$ -
1100.1.1	Draft Public Outreach Communication Matrix	\$ 3,270.00	\$ -	\$ -	\$ -	\$ -	\$ -
1100.1.2	Final Public Outreach Communication Matrix	\$ 820.00	\$ -	\$ -	\$ -	\$ -	\$ -
1100.2	Public Engagement Events and Materials	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1100.2.1	City Council: PowerPoint Presentation, Attendance	\$ -	\$ -	\$ -	\$ -		
	Prepare presentation	\$ 2,995.00	\$ -	\$ -	\$ -		
	Attend Council meeting	\$ 1,100.00	\$ 56.00	\$ -	\$ -	\$ -	\$ -
1100.2.2	Open House Posters (6) and Attendance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Develop Posters	\$ 4,395.00	\$ -	\$ -	\$ -	\$ -	\$ -
	Attend Open Houses	\$ 3,880.00	\$ 112.00	\$ -	\$ -	\$ -	\$ -
		\$ 16,460.00	\$ 168.00	\$ -	\$ -	\$ -	\$ -
		S&W Labor Total	S&W Expense Total	KH Labor Total	KH Expense Total	ATCRC Total	ATCRC Expense Total
	Subtotals	\$ 494,995.00	\$ 37,338.80	\$ 255,080.00	\$ 31,756.00	\$ 33,160.00	\$ 875.00
		S&W Total	\$ 532,333.80	KH Total	\$ 286,836.00	ATCRC Total	\$ 34,035.00
		Project Total	\$ 853,204.80				

**Lower Stevens Creek
S&W Level of Effort Detail**

Design Phase		Labor															Hour Total	Labor	Expenses	Total
		VP (Princ)	Sr Associate	Sr Associate	Associate	Sr. Prof. III	Sr. Prof. III	Sr. Prof. III	Sr. Prof. II	Sr. Prof. I	Prof. IV	Prof. III	Prof. II	Prof. I	Tech IV	Sr. Admin				
Tasks	Description	\$300.00	\$265.00	\$265.00	\$240.00	\$220.00	\$220.00	\$220.00	\$200.00	\$180.00	\$165.00	\$150.00	\$135.00	\$120.00	\$165.00	\$160.00				
100	Project Management and Coordination																			
100.1	Coordination and Project Set up		2			4											6	\$1,410	\$0	\$1,410
100.2	Progress Reports, Invoices, and Schedules		7			26										9	42	\$9,015	\$0	\$9,015
100.3	Meetings																-	\$0	\$0	\$0
100.3.1	Virtual Kickoff Meeting (2-hours)		3	3		3	3	3									15	\$3,570	\$0	\$3,570
100.3.2	15% Meeting w/ City and Co-managers		6	6		6											18	\$4,500	\$50	\$4,550
100.3.3	30% Review Meetings w/ Comanager		6	6		6											18	\$4,500	\$50	\$4,550
100.3.4	Federal Lead Agency Meeting w/ EPA and USACE			6		6											12	\$2,910	\$0	\$2,910
100.3.4	Internal Coordination Meetings w/ City		31	10		26	12										79	\$19,225	\$0	\$19,225
																	190	\$45,130	\$101	\$45,231
200	Review Existing Site Conditions and Background Information																			
200.1	Review Background Information		4			6	6		6		4						26	\$5,560	\$0	\$5,560
200.2	Site Reconnaissance		4			4	4										12	\$2,820	\$101	\$2,921
200.3	Design Charrette		4			4	4										12	\$2,820	\$0	\$2,820
																	50	\$11,200	\$101	\$11,301
300	Survey																			
300.1	Site Survey		1			2											3	\$705	\$0	\$705
300.2	Develop Site Basemap		1			6											7	\$1,585	\$0	\$1,585
																	10	\$2,290	\$0	\$2,290
400	Selected Alternative Refinement																			
400.1	Stream and Floodplain Designs																	\$0	\$0	\$0
400.1.1	Field Measurements		4			12			12								28	\$6,100	\$0	\$6,100
400.1.2	Three (3) conceptual stream and floodplain design alternative concepts	1	4			16	4			32		20					77	\$14,520	\$0	\$14,520
400.2	Civil Design: Three (3) roadway profile alternatives		2			2	2										6	\$1,410	\$0	\$1,410
400.3	Structural Design: Input to Roadway Civil Design		1			1	1										3	\$705	\$0	\$705
																	114	\$22,735	\$0	\$22,735
500	30% Preliminary Design																			
500.1	Stream and Floodplain Design		10			16					20						46	\$9,470	\$0	\$9,470
500.2	Civil Design		2			2	2										6	\$1,410	\$0	\$1,410
500.3	Structural Design																-	\$0	\$0	\$0
500.3.1	Draft and Final Structure Type Selection Report for two (2) bridge sites		1			1	2										4	\$925	\$0	\$925
500.3.2	Project QA Structural QC/QA Plan		1														1	\$265	\$0	\$265
500.3.3	Preliminary Cost Estimate		2			3	2										7	\$1,630	\$0	\$1,630
500.4	Stormwater Design Technical Information Report		1			2											3	\$705	\$0	\$705

**Lower Stevens Creek
S&W Level of Effort Detail**

Design Phase		Labor															Hour Total	Labor	Expenses	Total
		VP (Princ)	Sr Associate	Sr Associate	Associate	Sr. Prof. III	Sr. Prof. III	Sr. Prof. III	Sr. Prof. II	Sr. Prof. I	Prof. IV	Prof. III	Prof. II	Prof. I	Tech IV	Sr. Admin				
Tasks	Description	\$300.00	\$265.00	\$265.00	\$240.00	\$220.00	\$220.00	\$220.00	\$200.00	\$180.00	\$165.00	\$150.00	\$135.00	\$120.00	\$165.00	\$160.00				
500.5	Basis of Design (30%)	2	6			42	8			16						8	82	\$17,350	\$0	\$17,350
500.6	Plans and Estimates Development (30%)																-	\$0	\$0	\$0
500.6.1	Draft 30% Plan Set	2	22			42	8			140		80					294	\$54,630	\$0	\$54,630
500.6.2	Draft 30% Engineer's Estimate	1	8			12	4			24		6					55	\$11,160	\$0	\$11,160
																	498	\$97,545	\$0	\$97,545
600	60% Design																			
600.1	Stream and Floodplain Design		12			18					22						52	\$10,770	\$0	\$10,770
600.2	Roadway Design		2			2			2								6	\$1,370	\$0	\$1,370
600.3	Structural Design		2			2	2										6	\$1,410	\$0	\$1,410
600.4	Stormwater Design		2			2			2								6	\$1,370	\$0	\$1,370
600.5	Basis of Design (60%)	2	8			22	8			8						6	54	\$11,720	\$0	\$11,720
600.6	Plans and Estimates Development (60%)																-	\$0	\$0	\$0
600.6.1	Final 60% Plan Set	2	20			36	8			110		52					228	\$43,180	\$0	\$43,180
600.6.2	Final 60% Engineer's Estimate	1	12			18	4			24		6					65	\$13,540	\$0	\$13,540
600.6.3	Final Specifications Outline	1	3			8	4										16	\$3,735	\$0	\$3,735
																	433	\$87,095	\$0	\$87,095
700	Hydrologic and Hydraulic Analysis																			
700.1	Hydrologic Analysis		4			16					24						44	\$8,540	\$0	\$8,540
700.2	Hydraulic Modeling		8			20					120						148	\$26,320	\$0	\$26,320
700.3.1	30% Scour Analysis and Countermeasure		2			8					32						42	\$7,570	\$0	\$7,570
700.3.2	60% Scour Analysis and Countermeasure		2			6					20						28	\$5,150	\$0	\$5,150
700.4.1	H&H Sections for 30% BOD Report		6			12					24						42	\$8,190	\$0	\$8,190
700.4.2	H&H Sections for 60% BOD Report		2			8					18						28	\$5,260	\$0	\$5,260
																	332	\$61,030	\$0	\$61,030
800	Geotechnical Analysis																			
800.1	Subsurface Exploration Program and Laboratory Testing	2				12			8			71			2	4	99	\$16,460	\$36,291	\$52,751
800.2	Geotechnical Engineering Analysis and Reporting	13	1		3	138				162	52				32	14	415	\$80,505	\$150	\$80,655
																	514	\$96,965	\$36,441	\$133,406
900	Cultural and Historical Resources Assessment																-	\$0	\$0	\$0
900.1	Background Review																-	\$0	\$0	\$0
900.2	Field Investigation																-	\$0	\$0	\$0
900.3	Draft/Final Cultural Resource Assessment Report																-	\$0	\$0	\$0
																	0	\$0	\$0	\$0
1000	Permitting and Environmental Services																			
1000.1	Wetland and OHWM Delineations																			

**Lower Stevens Creek
S&W Level of Effort Detail**

Design Phase		Labor															Hour Total	Labor	Expenses	Total
		VP (Princ)	Sr Associate	Sr Associate	Associate	Sr. Prof. III	Sr. Prof. III	Sr. Prof. III	Sr. Prof. II	Sr. Prof. I	Prof. IV	Prof. III	Prof. II	Prof. I	Tech IV	Sr. Admin				
Tasks	Description	\$300.00	\$265.00	\$265.00	\$240.00	\$220.00	\$220.00	\$220.00	\$200.00	\$180.00	\$165.00	\$150.00	\$135.00	\$120.00	\$165.00	\$160.00				
	Background review												4				4	\$540	\$0	\$540
	Field work (3 days)										30		30				60	\$9,000	\$528	\$9,528
	Wetland ratings	2		2							4		20				28	\$4,490	\$0	\$4,490
	Draft report	2		6							4		32			2	46	\$7,490	\$0	\$7,490
	Final report	1		2									6			1	10	\$1,800	\$0	\$1,800
1000.2	Additional Permit-Related Agency Coordination Support			8					8								16	\$3,720	\$0	\$3,720
1000.3	Permit Matrix	1		4								6				2	13	\$2,580	\$0	\$2,580
1000.4	U.S. Army Corps of Engineers Section 404 Permit																			
	Draft JARPA	2	1	8								32				3	46	\$8,265	\$0	\$8,265
	Final JARPA	1	0.5	6								6				1	15	\$3,083	\$0	\$3,083
1000.5	Mitigation Report																			
	Draft report	2	1	8								32				2	45	\$8,105	\$0	\$8,105
	Final report	1	0.5	4								6				2	14	\$2,713	\$0	\$2,713
1000.6	Endangered Species Act Consultation																			
	NMFS Project Information Form	1	0.5	4					3		12					1	22	\$4,233	\$0	\$4,233
	Draft Simplified BA for USFWS Species Only	2	1	10					8		42					3	66	\$12,525	\$0	\$12,525
	Final Simplified BA for USFWS Species Only	1	0.5	6					6		12					1	27	\$5,363	\$0	\$5,363
																	410	\$73,905	\$528	\$74,433
1100	Public Outreach																			
1100.1	Public Outreach Communication Matrix																			
1100.1.1	Draft Public Outreach Communication Matrix		1	1		1		10								2	15	\$3,270	\$0	\$3,270
1100.1.2	Final Public Outreach Communication Matrix					1		2								1	4	\$820	\$0	\$820
1100.2	Public Engagement Events and Materials																-	\$0	\$0	\$0
1100.2.1	City Council: PowerPoint Presentation, Attendance																-	\$0	\$0	\$0
	Prepare presentation		1	2		2		8									13	\$2,995	\$0	\$2,995
	Attend Council meeting					5											5	\$1,100	\$56	\$1,156
1100.2.2	Open House Posters (6) and Attendance																-	\$0	\$0	\$0
	Develop Posters		1	2		2		10								6	21	\$4,395	\$0	\$4,395
	Attend Open Houses			8		8											16	\$3,880	\$112	\$3,992
																	74	\$16,460	\$168	\$16,628
																		TOTAL LABOR	TOTAL ODCs	TOTAL
	Subtotal	43	227	112	3	597		33	55	516	440	317	92	0	34	68	2,537	\$494,995.00	\$37,338.80	\$532,333.80

**Lower Stevens Creek
S&W Expenses Detail**

		Mileage	Printing	Drilling	Traffic Control	Soil Laboratory Testing	Vibrating Wire Piezometers	GPS	EcoBot/Flagging	Poster Printing	Expense Item	
Tasks	Description	Per Mile	Lump Sum	Per Each	Per Each	Per Each	Per Each	Per Day	Per Day	Unit of Cost	Unit of Cost	
	UNIT COST	\$ 0.70	\$ 150.00	\$ 18,400.00	\$ 7,350.00	\$ 10,350.00	\$ -	\$ 20.00	\$ 100.00	\$ 55.00	\$ -	Task Subtotals
100	Project Management and Coordination											
100.1	Coordination and Project Set up											\$ -
100.2	Progress Reports, Invoices, and Schedules											\$ -
100.3	Meetings											\$ -
100.3.1	Virtual Kickoff Meeting (2-hours)											\$ -
100.3.2	15% Meeting w/ City and Co-managers	72										\$ 50.40
100.3.3	30% Review Meetings w/ Co-managers	72										\$ 50.40
100.3.4	Federal Lead Agency Meeting w/ EPA and USACE											\$ -
100.3.4	Internal Coordination Meetings w/ City											\$ -
	Subtotal	\$ 100.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.80
200	Review Existing Site Conditions and Background Information											
200.1	Review Background Information											\$ -
200.2	Site Reconnaissance	144										\$ 100.80
200.3	Design Charrette											\$ -
	Subtotal	\$ 100.80	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100.80
300	Survey											
300.1	Site Survey											\$ -
300.2	Develop Site Basemap											\$ -
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
400	Selected Alternative Refinement											
400.1	Stream and Floodplain Designs											
400.1.1	Field Measurements											\$ -
400.1.2	Three (3) conceptual stream and floodplain design alternative concepts											\$ -
400.2	Civil Design: Three (3) roadway profile alternatives											\$ -
400.3	Structural Design: Input to Roadway Civil Design											\$ -
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
500	Preliminary Design											
500.1	Stream and Floodplain Design											\$ -
500.2	Civil Design											\$ -
500.3	Structural Design											
500.3.1	Draft and Final Structure Type Selection Report for two (2) bridge sites											\$ -
500.3.2	Project QA Structural QC/QA Plan											\$ -

**Lower Stevens Creek
S&W Expenses Detail**

		Mileage	Printing	Drilling	Traffic Control	Soil Laboratory Testing	Vibrating Wire Piezometers	GPS	EcoBot/Flagging	Poster Printing	Expense Item	
Tasks	Description	Per Mile	Lump Sum	Per Each	Per Each	Per Each	Per Each	Per Day	Per Day	Unit of Cost	Unit of Cost	
500.3.3	Preliminary Cost Estimate											\$ -
500.4	Stormwater Design Technical Information Report											\$ -
500.5	Basis of Design (30%)											\$ -
500.6	Plans and Estimates Development (30%)											\$ -
500.6.1	Draft 30% Plan Set											\$ -
500.6.2	Draft 30% Engineer's Estimate											\$ -
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
600	Design											
600.1	Stream and Floodplain Design											\$ -
600.2	Roadway Design											\$ -
600.3	Structural Design											\$ -
600.4	Stormwater Design											\$ -
600.5	Basis of Design (60%)											\$ -
600.6	Plans and Estimates Development (60%)											
600.6.1	Final 60% Plan Set											\$ -
600.6.2	Final 60% Engineer's Estimate											\$ -
600.6.3	Final Specifications Outline											\$ -
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
700	Hydrologic and Hydraulic Analysis											
700.1	Hydrologic Analysis											\$ -
700.2	Hydraulic Modeling											\$ -
700.3.1	30% Scour Analysis and Countermeasure											\$ -
700.3.2	60% Scour Analysis and Countermeasure											\$ -
700.4.1	H&H Sections for 30% BOD Report											\$ -
700.4.2	H&H Sections for 60% BOD Report											\$ -
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
800	Geotechnical Analysis											
800.1	Subsurface Exploration Program and Laboratory Testing	216		1	1	1		2				\$ 36,291.20
800.2	Geotechnical Engineering Analysis and Reporting		1									\$ 150.00
	Subtotal	\$ 151.20	\$ 150.00	\$ 18,400.00	\$ 7,350.00	\$ 10,350.00	\$ -	\$ 40.00	\$ -	\$ -	\$ -	\$ 36,441.20
900	Cultural and Historical Resources Assessment											
900.1	Background Review											\$ -
900.2	Field Investigation											\$ -

**Lower Stevens Creek
S&W Expenses Detail**

		Mileage	Printing	Drilling	Traffic Control	Soil Laboratory Testing	Vibrating Wire Piezometers	GPS	EcoBot/Flagging	Poster Printing	Expense Item	
Tasks	Description	Per Mile	Lump Sum	Per Each	Per Each	Per Each	Per Each	Per Day	Per Day	Unit of Cost	Unit of Cost	
900.3	Draft/Final Cultural Resource Assessment Report											\$ -
	Subtotal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
1000	Permitting and Environmental Services											
1000.1	Wetland and OHWM Delineations											
	Background review											\$ -
	Field work	240						3	3			\$ 528.00
	Wetland ratings											\$ -
	Draft report											\$ -
	Final report											\$ -
1000.2	Early Permit-Related Agency/Tribal Coordination Support											\$ -
1000.3	Permit Matrix											\$ -
1000.4	U.S. Army Corps of Engineers Section 404 Permit											
	Draft JARPA											\$ -
	Final JARPA											\$ -
1000.5	Mitigation Report											\$ -
	Draft report											\$ -
	Final report											\$ -
1000.6	Endangered Species Act Consultation											\$ -
	NMFS Project Information Form											\$ -
	Draft Simplified BA for USFWS Species Only											\$ -
	Final Simplified BA for USFWS Species Only											\$ -
	Subtotal	\$ 168.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60.00	\$ 300.00	\$ -	\$ -	\$ 528.00
1100	Public Outreach											
1100.1	Public Outreach Communication Matrix											\$ -
1100.1.1	Draft Public Outreach Communication Matrix											\$ -
1100.1.2	Final Public Outreach Communication Matrix											\$ -
1100.2	Public Engagement Events and Materials											\$ -
1100.2.1	City Council: PowerPoint Presentation, Attendance											\$ -
	Prepare presentation											\$ -
	Attend Council meeting	80										\$ 56.00
1100.2.2	Open House Posters (6) and Attendance											\$ -
	Develop/Print Posters											\$ -

**Lower Stevens Creek
S&W Expenses Detail**

		Mileage	Printing	Drilling	Traffic Control	Soil Laboratory Testing	Vibrating Wire Piezometers	GPS	EcoBot/Flagging	Poster Printing	Expense Item	
Tasks	Description	Per Mile	Lump Sum	Per Each	Per Each	Per Each	Per Each	Per Day	Per Day	Unit of Cost	Unit of Cost	
	Attend Open Houses	160										\$ 112.00
1100.2.3	Handout/Notification											\$ -
1100.2.4	Draft Outreach and Response Summary											\$ -
	Subtotal	\$ 168.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 168.00
	Expense Service Subtotal	\$ 688.80	\$ 150.00	\$ 18,400.00	\$ 7,350.00	\$ 10,350.00	\$ -	\$ 100.00	\$ 300.00	\$ -	\$ -	\$ 37,338.80

**Lower Stevens Creek
K-H Level of Effort Detail**

Design Phase		Labor							Hour Total	Labor	Expenses	Total
		Senior Professional II	Senior Professional I	Professional	Analyst II	Analyst I	Technical Support Staff	Support Staff				
Tasks	Description	\$360.00	\$265.00	\$215.00	\$185.00	\$155.00	\$185.00	\$100.00				
100	Project Management and Coordination											
100.1	Coordination and Project Set up		4					4	8	\$1,460	\$0	\$1,460
100.2	Progress Reports, Invoices, and Schedules		7					7	14	\$2,555	\$0	\$2,555
100.3	Meetings								-	\$0	\$0	\$0
100.3.1	Virtual Kickoff Meeting (2-hours)		6						6	\$1,590	\$0	\$1,590
100.3.2	Pre 15% Initial Findings w/ City and Co-managers		4						4	\$1,060	\$0	\$1,060
100.3.3	Post 15% Review Meetings w/ Comanager		4						4	\$1,060	\$0	\$1,060
100.3.4	Federal Lead Agency Meeting w/ EPA and USACE								-	\$0	\$0	\$0
100.3.4	Internal Coordination Meetings w/ County		28						28	\$7,420	\$0	\$7,420
									64	\$15,145	\$0	\$15,145
200	Review Existing Site Conditions and Background Information											
200.1	Review Background Information								-	\$0	\$0	\$0
200.2	Site Reconnaissance								-	\$0	\$0	\$0
200.3	Design Charrette								-	\$0	\$0	\$0
									0	\$0	\$0	\$0
300	Survey											
300.1	Site Survey		9		20				29	\$6,085	\$31,756	\$37,841
300.2	Develop Site Basemap		12		50				62	\$12,430	\$0	\$12,430
									91	\$18,515	\$31,756	\$50,271
400	Selected Alternative Refinement											
400.1	Stream and Floodplain Designs								-	\$0	\$0	\$0
400.1.1	Field Measurements								-	\$0	\$0	\$0
400.1.2	Three (3) conceptual stream and floodplain design alternative concepts								-	\$0	\$0	\$0
400.2	Civil Design: Three (3) roadway profile alternatives		4		10	20			34	\$6,010	\$0	\$6,010
400.3	Structural Design: Input to Roadway Civil Design	4		20					24	\$5,740	\$0	\$5,740
									58	\$11,750	\$0	\$11,750
500	Preliminary Design											
500.1	Stream and Floodplain Design								-	\$0	\$0	\$0
500.2	Civil Design		10		20	30			60	\$11,000	\$0	\$11,000
500.3	Structural Design	8		40	20				68	\$15,180	\$0	\$15,180

**Lower Stevens Creek
K-H Level of Effort Detail**

Design Phase		Labor							Hour Total	Labor	Expenses	Total
		Senior Professional II	Senior Professional I	Professional	Analyst II	Analyst I	Technical Support Staff	Support Staff				
Tasks	Description	\$360.00	\$265.00	\$215.00	\$185.00	\$155.00	\$185.00	\$100.00				
500.3.1	Draft and Final Structure Type Selection Report for two (2) bridge sites								-	\$0	\$0	\$0
500.3.2	Project QA Structural QC/QA Plan	2							2	\$720	\$0	\$720
500.3.3	Preliminary Cost Estimate								-	\$0	\$0	\$0
500.4	Stormwater Design Technical Information Report		8	20	20	25			73	\$13,995	\$0	\$13,995
500.5	Basis of Design (30%)		4	20	10				34	\$7,210	\$0	\$7,210
500.6	Plans and Estimates Development (30%)								-	\$0	\$0	\$0
500.6.1	Draft 30% Plan Set	2	4	20	12	24			62	\$12,020	\$0	\$12,020
500.6.2	Draft 30% Engineer's Estimate	2	4	20		20			46	\$9,180	\$0	\$9,180
									345	\$69,305	\$0	\$69,305
600	Design											
600.1	Stream and Floodplain Design								-	\$0	\$0	\$0
600.2	Roadway Design		12	20	60	20			112	\$21,680	\$0	\$21,680
600.3	Structural Design	32		140	100				272	\$60,120	\$0	\$60,120
600.4	Stormwater Design		8	15	12	20			55	\$10,665	\$0	\$10,665
600.5	Basis of Design (60%)		6	16	10				32	\$6,880	\$0	\$6,880
600.6	Plans and Estimates Development (60%)								-	\$0	\$0	\$0
600.6.1	Final 60% Plan Set	2	8	30	40	70			150	\$27,540	\$0	\$27,540
600.6.2	Final 60% Engineer's Estimate	1	2	10	20	20			53	\$9,840	\$0	\$9,840
600.6.3	Final Specifications Outline		4	12					16	\$3,640	\$0	\$3,640
									690	\$140,365	\$0	\$140,365
700	Hydrologic and Hydraulic Analysis											
700.1	Hydrologic Analysis								-	\$0	\$0	\$0
700.2	Hydraulic Modeling								-	\$0	\$0	\$0
700.3.1	30% Scour Analysis and Countermeasure								-	\$0	\$0	\$0
700.3.1	60% Scour Analysis and Countermeasure								-	\$0	\$0	\$0
700.4.1	H&H Sections for 30% BOD Report								-	\$0	\$0	\$0
700.4.2	H&H Sections for 60% BOD Report								-	\$0	\$0	\$0
									0	\$0	\$0	\$0
800	Geotechnical Analysis											
800.1	Subsurface Exploration Program and Laboratory Testing								-	\$0	\$0	\$0

**Lower Stevens Creek
K-H Level of Effort Detail**

Design Phase		Labor							Hour Total	Labor	Expenses	Total
		Senior Professional II	Senior Professional I	Professional	Analyst II	Analyst I	Technical Support Staff	Support Staff				
Tasks	Description	\$360.00	\$265.00	\$215.00	\$185.00	\$155.00	\$185.00	\$100.00				
800.1.1	Drilling Exploration								-	\$0	\$0	\$0
									0	\$0	\$0	\$0
900	Cultural and Historical Resources Assessment											
900.1	Background Review								-	\$0	\$0	\$0
900.2	Field Investigation								-	\$0	\$0	\$0
900.3	Draft/Final Cultural Resource Assessment Report								-	\$0	\$0	\$0
									0	\$0	\$0	\$0
1000	Permitting and Environmental Services											
1000.1	Wetland and OHWM Delineations								-	\$0	\$0	\$0
	Background review								-	\$0	\$0	\$0
	Field work (3 days)								-	\$0	\$0	\$0
	Wetland ratings								-	\$0	\$0	\$0
	Draft report								-	\$0	\$0	\$0
	Final report								-	\$0	\$0	\$0
1000.2	Additional Permit-Related Agency Coordination Support								-	\$0	\$0	\$0
1000.3	Permit Matrix								-	\$0	\$0	\$0
1000.4	U.S. Army Corps of Engineers Section 404 Permit								-	\$0	\$0	\$0
	Draft JARPA								-	\$0	\$0	\$0
	Final JARPA								-	\$0	\$0	\$0
1000.5	Mitigation Report								-	\$0	\$0	\$0
	Draft report								-	\$0	\$0	\$0
	Final report								-	\$0	\$0	\$0
1000.6	Endangered Species Act Consultation								-	\$0	\$0	\$0
	NMFS Project Information Form								-	\$0	\$0	\$0
	Draft Simplified BA for USFWS Species Only								-	\$0	\$0	\$0
	Final Simplified BA for USFWS Species Only								-	\$0	\$0	\$0
									0	\$0	\$0	\$0
1100	Public Outreach											
1100.1	Public Outreach Communication Matrix								-	\$0	\$0	\$0
1100.1.1	Draft Public Outreach Communication Matrix								-	\$0	\$0	\$0

**Lower Stevens Creek
K-H Level of Effort Detail**

Design Phase		Labor							Hour Total	Labor	Expenses	Total
		Senior Professional II	Senior Professional I	Professional	Analyst II	Analyst I	Technical Support Staff	Support Staff				
Tasks	Description	\$360.00	\$265.00	\$215.00	\$185.00	\$155.00	\$185.00	\$100.00				
1100.1.2	Final Public Outreach Communication Matrix								-	\$0	\$0	\$0
1100.2	Public Engagement Events and Materials								-	\$0	\$0	\$0
1100.2.1	City Council: PowerPoint Presentation, Attendance								-	\$0	\$0	\$0
	Prepare presentation								-	\$0	\$0	\$0
	Attend Council meeting								-	\$0	\$0	\$0
1100.2.2	Open House Posters (6) and Attendance								-	\$0	\$0	\$0
	Develop Posters								-	\$0	\$0	\$0
	Attend Open Houses								-	\$0	\$0	\$0
									0	\$0	\$0	\$0
										TOTAL LABOR	TOTAL ODCs	TOTAL
	Subtotal	53	148	383	404	249	0	11	1,248	\$255,080	\$31,756	\$286,836

**Lower Stevens Creek
ATCRC Level of Effort Detail**

Design Phase		Labor								
		Principal Investigator / Project Manager	Senior Archaeologist	Project Archaeologist	CR Specialist	CR Technician				
Tasks	Description	\$175.00	\$130.00	\$120.00	\$100.00	\$90.00	Hour Total	Labor	Expenses	Total
100	Project Management and Coordination									
100.1	Coordination and Project Set up	4					4	\$700	\$0	\$700
100.2	Progress Reports, Invoices, and Schedules	10					10	\$1,750	\$0	\$1,750
100.3	Meetings	4					4	\$700	\$0	\$700
100.3.1	Virtual Kickoff Meeting (2-hours)	2					2	\$350	\$0	\$350
100.3.2	Pre 15% Initial Findings w/ City and Co-managers						-	\$0	\$0	\$0
100.3.3	Post 15% Review Meetings w/ Comanager						-	\$0	\$0	\$0
100.3.4	Federal Lead Agency Meeting w/ EPA and USACE						-	\$0	\$0	\$0
100.3.4	Internal Coordination Meetings w/ County						-	\$0	\$0	\$0
							20	\$3,500	\$0	\$3,500
200	Review Existing Site Conditions and Background Information									
200.1	Review Background Information						-	\$0	\$0	\$0
200.2	Site Reconnaissance						-	\$0	\$0	\$0
200.3	Design Charrette						-	\$0	\$0	\$0
							0	\$0	\$0	\$0
300	Survey									
300.1	Site Survey						-	\$0	\$0	\$0
300.2	Develop Site Basemap						-	\$0	\$0	\$0
							0	\$0	\$0	\$0
400	Selected Alternative Refinement									
400.1	Stream and Floodplain Designs						-	\$0	\$0	\$0
400.1.1	Field Measurements						-	\$0	\$0	\$0
400.1.2	Three (3) conceptual stream and floodplain design alternative concepts						-	\$0	\$0	\$0
400.2	Civil Design: Three (3) roadway profile alternatives						-	\$0	\$0	\$0
400.3	Structural Design: Input to Roadway Civil Design						-	\$0	\$0	\$0
							0	\$0	\$0	\$0
500	Preliminary Design									

**Lower Stevens Creek
ATCRC Level of Effort Detail**

Design Phase		Labor								
		Principal Investigator / Project Manager	Senior Archaeologist	Project Archaeologist	CR Specialist	CR Technician				
Tasks	Description	\$175.00	\$130.00	\$120.00	\$100.00	\$90.00	Hour Total	Labor	Expenses	Total
500.1	Stream and Floodplain Design						-	\$0	\$0	\$0
500.2	Civil Design						-	\$0	\$0	\$0
500.3	Structural Design						-	\$0	\$0	\$0
500.3.1	Draft and Final Structure Type Selection Report for two (2) bridge sites						-	\$0	\$0	\$0
500.3.2	Project QA Structural QC/QA Plan						-	\$0	\$0	\$0
500.3.3	Preliminary Cost Estimate						-	\$0	\$0	\$0
500.4	Stormwater Design Technical Information Report						-	\$0	\$0	\$0
500.5	Basis of Design (30%)						-	\$0	\$0	\$0
500.6	Plans and Estimates Development (30%)						-	\$0	\$0	\$0
500.6.1	Draft 30% Plan Set						-	\$0	\$0	\$0
500.6.2	Draft 30% Engineer’s Estimate						-	\$0	\$0	\$0
							0	\$0	\$0	\$0
600	Design									
600.1	Stream and Floodplain Design						-	\$0	\$0	\$0
600.2	Roadway Design						-	\$0	\$0	\$0
600.3	Structural Design						-	\$0	\$0	\$0
600.4	Stormwater Design						-	\$0	\$0	\$0
600.5	Basis of Design (60%)						-	\$0	\$0	\$0
600.6	Plans and Estimates Development (60%)						-	\$0	\$0	\$0
600.6.1	Final 60% Plan Set						-	\$0	\$0	\$0
600.6.2	Final 60% Engineer’s Estimate						-	\$0	\$0	\$0
600.6.3	Final Specifications Outline						-	\$0	\$0	\$0
							0	\$0	\$0	\$0
700	Hydrologic and Hydraulic Analysis									
700.1	Hydrologic Analysis						-	\$0	\$0	\$0
700.2	Hydraulic Modeling						-	\$0	\$0	\$0

**Lower Stevens Creek
ATCRC Level of Effort Detail**

Design Phase		Labor								
		Principal Investigator / Project Manager	Senior Archaeologist	Project Archaeologist	CR Specialist	CR Technician				
Tasks	Description	\$175.00	\$130.00	\$120.00	\$100.00	\$90.00	Hour Total	Labor	Expenses	Total
700.3.1	30% Scour Analysis and Countermeasure						-	\$0	\$0	\$0
700.3.1	60% Scour Analysis and Countermeasure						-	\$0	\$0	\$0
700.4.1	H&H Sections for 30% BOD Report						-	\$0	\$0	\$0
700.4.2	H&H Sections for 60% BOD Report						-	\$0	\$0	\$0
							0	\$0	\$0	\$0
800	Geotechnical Analysis									
800.1	Subsurface Exploration Program and Laboratory Testing						-	\$0	\$0	\$0
800.1.1	Drilling Exploration						-	\$0	\$0	\$0
		PM	Senior	Project	CR Sp	CR Tech	0	\$0	\$0	\$0
900	Cultural and Historical Resources Assessment									
900.1	Background Review					8	8	\$720	\$0	\$720
900.2	Field Investigation			50	50	50	150	\$15,500	\$875	\$16,375
900.3	Draft/Final Cultural Resource Assessment Report		22	49	47		118	\$13,440	\$0	\$13,440
							276	\$29,660	\$875	\$30,535
1000	Permitting and Environmental Services									
1000.1	Wetland and OHWM Delineations						-	\$0	\$0	\$0
	Background review						-	\$0	\$0	\$0
	Field work (3 days)						-	\$0	\$0	\$0
	Wetland ratings						-	\$0	\$0	\$0
	Draft report						-	\$0	\$0	\$0
	Final report						-	\$0	\$0	\$0
1000.2	Additional Permit-Related Agency Coordination Support						-	\$0	\$0	\$0
1000.3	Permit Matrix						-	\$0	\$0	\$0
1000.4	U.S. Army Corps of Engineers Section 404 Permit						-	\$0	\$0	\$0
	Draft JARPA						-	\$0	\$0	\$0
	Final JARPA						-	\$0	\$0	\$0

**Lower Stevens Creek
ATCRC Level of Effort Detail**

Design Phase		Labor								
		Principal Investigator / Project Manager	Senior Archaeologist	Project Archaeologist	CR Specialist	CR Technician				
Tasks	Description	\$175.00	\$130.00	\$120.00	\$100.00	\$90.00	Hour Total	Labor	Expenses	Total
1000.5	Mitigation Report						-	\$0	\$0	\$0
	Draft report						-	\$0	\$0	\$0
	Final report						-	\$0	\$0	\$0
1000.6	Endangered Species Act Consultation						-	\$0	\$0	\$0
	NMFS Project Information Form						-	\$0	\$0	\$0
	Draft Simplified BA for USFWS Species Only						-	\$0	\$0	\$0
	Final Simplified BA for USFWS Species Only						-	\$0	\$0	\$0
							0	\$0	\$0	\$0
1100	Public Outreach									
1100.1	Public Outreach Communication Matrix						-	\$0	\$0	\$0
1100.1.1	Draft Public Outreach Communication Matrix						-	\$0	\$0	\$0
1100.1.2	Final Public Outreach Communication Matrix						-	\$0	\$0	\$0
1100.2	Public Engagement Events and Materials						-	\$0	\$0	\$0
1100.2.1	City Council: PowerPoint Presentation, Attendance									
	Prepare presentation									
	Attend Council meeting						-	\$0	\$0	\$0
1100.2.2	Open House Posters (6) and Attendance						-	\$0	\$0	\$0
	Develop Posters						-	\$0	\$0	\$0
	Attend Open Houses						-	\$0	\$0	\$0
							0	\$0	\$0	\$0
								TOTAL LABOR	TOTAL ODCs	TOTAL
	Subtotal	20	22	99	97	58	296	\$33,160	\$875	\$34,035

CITY COUNCIL STAFF REPORT



Agenda Date: 10/28/2025

Subject: Adoption of Resolution 2025-11, the Fagerlie West 60% Annexation Petition

Contact Person/Department: Jill Needham, Community Development

Budget Impact: Financial impacts of the proposed annexation will be evaluated as part of the Snohomish County Boundary Review Board (BRB) review process. Adoption by resolution of the 60% petition requires the property owner to assume their share of existing city indebtedness.

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Following a public hearing, approve Resolution 2025-11 (Attachment 1), which would:

1. Accept the 60 percent Fagerlie West annexation petition and provide notice of intent to annex to the Snohomish County Boundary Review Board (BRB); and
2. Require the simultaneous adoption of the existing land use and zoning predesignations and assumption of all existing City indebtedness upon annexation.

SUMMARY/BACKGROUND:

On August 26, 2025, the City Council passed Resolution 2025-08 accepting the 10% Fagerlie West Annexation petition and authorizing the gathering of signatures for the 60% annexation petition. On October 4, 2025, the applicant submitted the 60% annexation petition with signatures from property owners representing more than 60% of the assessed valuation of the properties contained within the proposed annexation area, as required by [RCW 35A.14.120](#). On October 21, 2025, the Snohomish County Assessor's office validated the 60% petition (Attachment 1, Exhibit B).

The proposed annexation area is approximately 3.1 acres and is located south of Lake Stevens city limits, which in this area extend to the south side of 20th St SE. The area

includes two parcels on the south side of 20th St SE just west of 119th Ave SE, as shown in Attachment 1, Exhibit C.

The applicant has requested the land use and zoning UGA predesignations that were adopted by Ordinances 1188 and 1199, which are Medium Density Residential (MDR) and R8-12. As these predesignations were evaluated as part of the 2024-2044 Comprehensive Plan, the annexation is exempt from the State Environmental Policy Act (SEPA).

Snohomish County has a Boundary Review Board that is required to review all annexations prior to approval by the City Council. Therefore, Resolution 2025-11 would authorize the city to issue a "Notice of Intent to Annex", which will be submitted to the Boundary Review Board. Once the board has reviewed the annexation proposal and provided their decision, the City Council will make the final decision on annexing the properties and adopting Comprehensive Plan and zoning designations for the annexed area, which would involve the adoption of an ordinance following a separate public hearing.

Public Notice and Comment

The notice of public hearing was posted on site, published in the Everett Herald, and mailed to property owners within 300 feet of the property on or around October 15, 2025. As of October 23, 2025, the city has not received any public comments.

APPLICABLE CITY POLICIES:

City of Lake Stevens Annexation Plan (Resolution 2016-021).

ATTACHMENTS:

1. Attachment 1 - Resolution 2025-11 with Exhibits
2. Fagerlie West Presentation 10.28.2025

RESOLUTION 2025-11

A RESOLUTION OF THE LAKE STEVENS CITY COUNCIL ACCEPTING A 60% “FAGERLIE WEST” ANNEXATION PETITION PURSUANT TO RCW 35A.14.120; PROVIDING NOTICE OF INTENT TO ANNEX TO THE SNOHOMISH COUNTY BOUNDARY REVIEW BOARD; ASSIGNING PROPOSED ZONING AND COMPREHENSIVE PLAN DESIGNATIONS UPON ANNEXATION; AND REQUIRING ASSUMPTION OF A PROPORTIONATE SHARE OF CITY INDEBTEDNESS.

WHEREAS, the Lake Stevens City Council (Council) adopted Ordinance No. 1188 establishing the 2024-2044 Comprehensive Plan that sets planning goals, policies and implementation strategies for the Lake Stevens Urban Growth Area (UGA) pursuant to Chapter 36.70A RCW; and

WHEREAS, the City of Lake Stevens and Snohomish County entered into an updated Interlocal Agreement related to Annexation and Urban Development in the Lake Stevens Urban Growth Area (UGA), recorded under Auditors File No. 200511100706 on November 10, 2005; and

WHEREAS, the City of Lake Stevens has adopted an Annexation Plan under Resolution 2016-021 that provides an annexation strategy for the Lake Stevens UGA; and

WHEREAS, pursuant to RCW 35A.14.120 the City Council adopted resolution 2025-08 accepting a 10% petition, authorizing the circulation of a 60% petition for annexation and discussing adoption of the existing comprehensive plan and zoning predesignations for the proposed “Fagerlie West” annexation area pursuant to RCW 35A.14.120; and

WHEREAS, pursuant to RCW 35A.14.120, the applicant has now obtained the signatures of property owners representing more than 60% of the current total assessed value of all parcels within the proposed annexation area, as shown in Exhibit A; and

WHEREAS, pursuant to RCW 35A.01.040 the Snohomish County Assessor’s Office on October 22, 2025, certified the 60% petition as sufficient, as shown in Exhibit B; and

WHEREAS, the annexation area is contiguous with the existing City limits, lies within unincorporated Snohomish County and the city’s Urban Growth Area, and may generally be described as an area located just south of Lake Stevens city limits, consisting of two parcels along the south side of 20th St SE near 119th Ave SE, as shown and described in Exhibit C; and

WHEREAS, the petitioners have requested a Comprehensive Plan designation of Medium Density Residential (MDR) and zoning designation of R8-12 for the area, which are the existing predesignations adopted by Ordinances 1188 and 1189; and

WHEREAS, the proposed annexation is exempt from the State Environmental Policy Act, as it is not requesting any land use or zoning map amendments from the existing predesignations; and

WHEREAS, on October 28, 2025 a properly noticed public hearing was held pursuant to RCW 35A.14.130 and all persons who wished to provide testimony were heard.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LAKE STEVENS AS FOLLOWS:

Section 1. Subject to Sections 2-4 below, the Lake Stevens City Council hereby submits a “Notice of Intent to Annex” pursuant to RCW 35A.14.120 for the area legally described and depicted in Exhibit C.

Section 2. The area legally described in attached Exhibit C shall be required to assume it’s proportionate share of the general indebtedness of the City of Lake Stevens at the time of the effective date of such annexation.

Section 3. The area described in attached Exhibit C, if annexed, shall be designated in the City’s Comprehensive Plan as MDR (Medium Density Residential) and on the City’s Official Zoning Map as R8-12.

Section 4. A certified copy of this resolution, together with a copy of the 60% annexation petition, shall be filed with the Snohomish County Boundary Review Board in accordance with its procedures.

PASSED by the City Council of the City of Lake Stevens on this 28th day of October 2025.

Brett Gailey, Mayor

ATTEST:

Kelly Chelin, City Clerk

APPROVED AS TO FORM:

Greg Rubstello, City Attorney

EXHIBIT A



RECEIVED

09/25/2025

City of Lake Stevens

60% PETITION FOR ANNEXATION OF FAGERLIE AREA

DECLARATION

1. We, the undersigned, are owners of real property lying outside of the corporate limits of the city of Lake Stevens, Washington, but contiguous thereto and designated as part of the Lake Stevens Urban Growth Area.
2. We, the undersigned, representing 100% of the assessed value of the properties with the area depicted on Exhibit A and described in Exhibit B, do hereby petition the City Council of the City of Lake Stevens to annex this property into the city's corporate limits pursuant to RCW 35A.14.120 and subject to the following conditions set by Lake Stevens City Council in Resolution 2025-08 adopted on August 26, 2025:
 - Assumption of a proportionate share of the City's bonded indebtedness.
 - The property shall be annexed with a future land use designation of Medium Density Residential (MDR) and zoning of R8-12 consistent with the City's Comprehensive Plan.

AUTHORIZATION

Name of Property Owner (Print Clearly)	Signature of Property Owner	Date Signed	Property Address or Assessors Parcel Number	Acres
HELEN FAGERLIE	<i>[Signature]</i> POA	9/24/25	01057200000400	1.0
HELEN FAGERLIE	<i>[Signature]</i> POA	9/24/25	01057200000401	2.1

NOTE: EACH SIGNATURE PAGE MUST CONTAIN THE DECLARATION AND CONDITIONS SO DESCRIBED ABOVE, AS WELL AS A COPY OF BOTH EXHIBITS ATTACHED THERETO

WARNING: Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he or she is not a legal voter, or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

Who can I call for more information?

Questions regarding the annexation process or land use and zoning contact Lake Stevens Planning and Community Development at (425) 212-3315.

FAGERLIE ANNEXATION AREA PARCELS & VALUATION

parcel_id	tax_year	acres	mkttl	situsline1	situscity	situszip	taxprname	taxprline1	taxprcity	taxprstate	taxprzip
01057200000400	2025	1	562,200.00	11726 20TH ST SE	LAKE STEVENS	98258-4753	FAGERLIE HELEN	11726 20TH ST SE	LAKE STEVENS	WA	98258
01057200000401	2025	2.1	639,900.00	11726 20TH ST SE	LAKE STEVENS	98258-4753	FAGERLIE HELEN	11726 20TH ST SE	LAKE STEVENS	WA	98258
		<u>3.1</u>	<u>1,202,100.00</u>								

EXHIBIT B



Snohomish County

Assessor's Office

Linda Hjelle

County Assessor

Laura Washabaugh

Chief Deputy

M/S #510

3000 Rockefeller Ave.

Everett, WA 98201-4046

(425) 388-3433

FAX (425) 388-3961

CERTIFICATE OF SUFFICIENCY

I, Chris Huyboom, Snohomish County Deputy Assessor, in accordance with the requirements of RCW 35A.01.040, hereby certify that the Petition for the City of Lake Stevens Fagerlie Area Annexation submitted to the Assessor on October 16, 2025 is signed by the owners of property comprising 100% of the total assessed value within the area described in the petition, according to the records of the Snohomish County Assessor. The determination of sufficiency was begun on October 21, 2025.

Dated this 21st day of October 21, 2025.

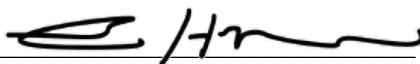
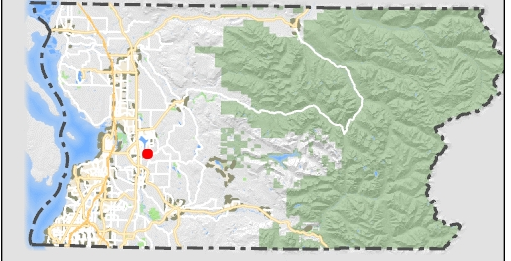
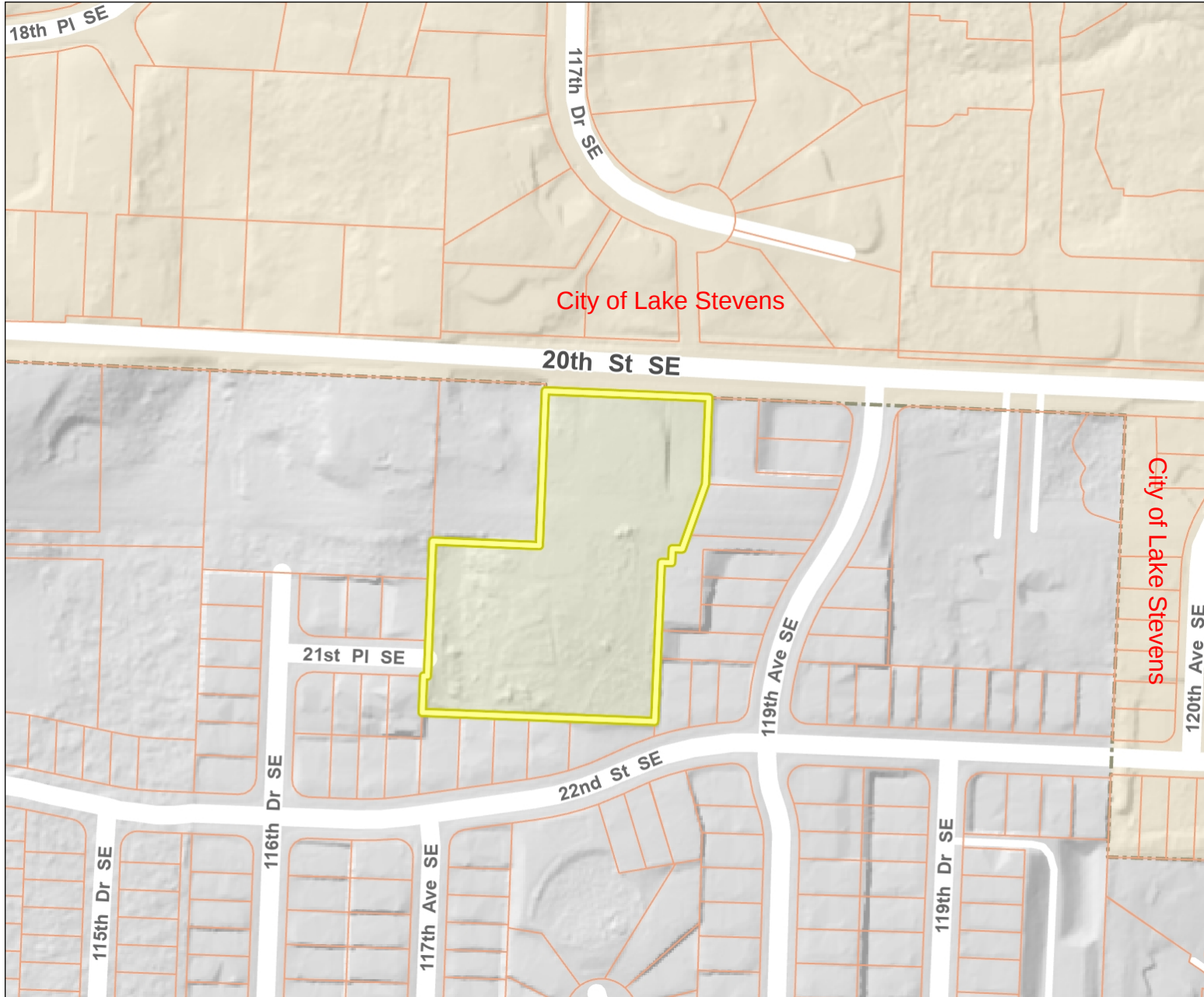
By 
Deputy Assessor

EXHIBIT C

Fagerlie West Annexation APN 01057200000400 and 401



Legend

- Parcel
- Recent Sales 2025
- Recent Sales 2024
- Recent Sales 2023
- City Boundary
- County Park
- National Forest
- Water

Street Types

- Interstate
- State Route
- Local Road

0 244 488 Feet

10/23/2025



All maps, data, and information set forth herein ("Data"), are for illustrative purposes only and are not to be considered an official citation to, or representation of, the Snohomish County Code. Amendments and updates to the Data, together with other applicable County Code provisions, may apply which are not depicted herein. Snohomish County makes no representation or warranty concerning the content, accuracy, currency, completeness or quality of the Data contained herein and expressly disclaims any warranty of merchantability or fitness for any particular purpose. All persons accessing or otherwise using this Data assume all responsibility for use thereof and agree to hold Snohomish County harmless from and against any damages, loss, claim or liability arising out of any error, defect or omission contained within said Data. Washington State Law, Ch. 42.56 RCW, prohibits state and local agencies from providing access to lists of individuals intended for use for commercial purposes and, thus, no commercial use may be made of any Data comprising lists of individuals contained herein.

ANNEXATION DESCRIPTION

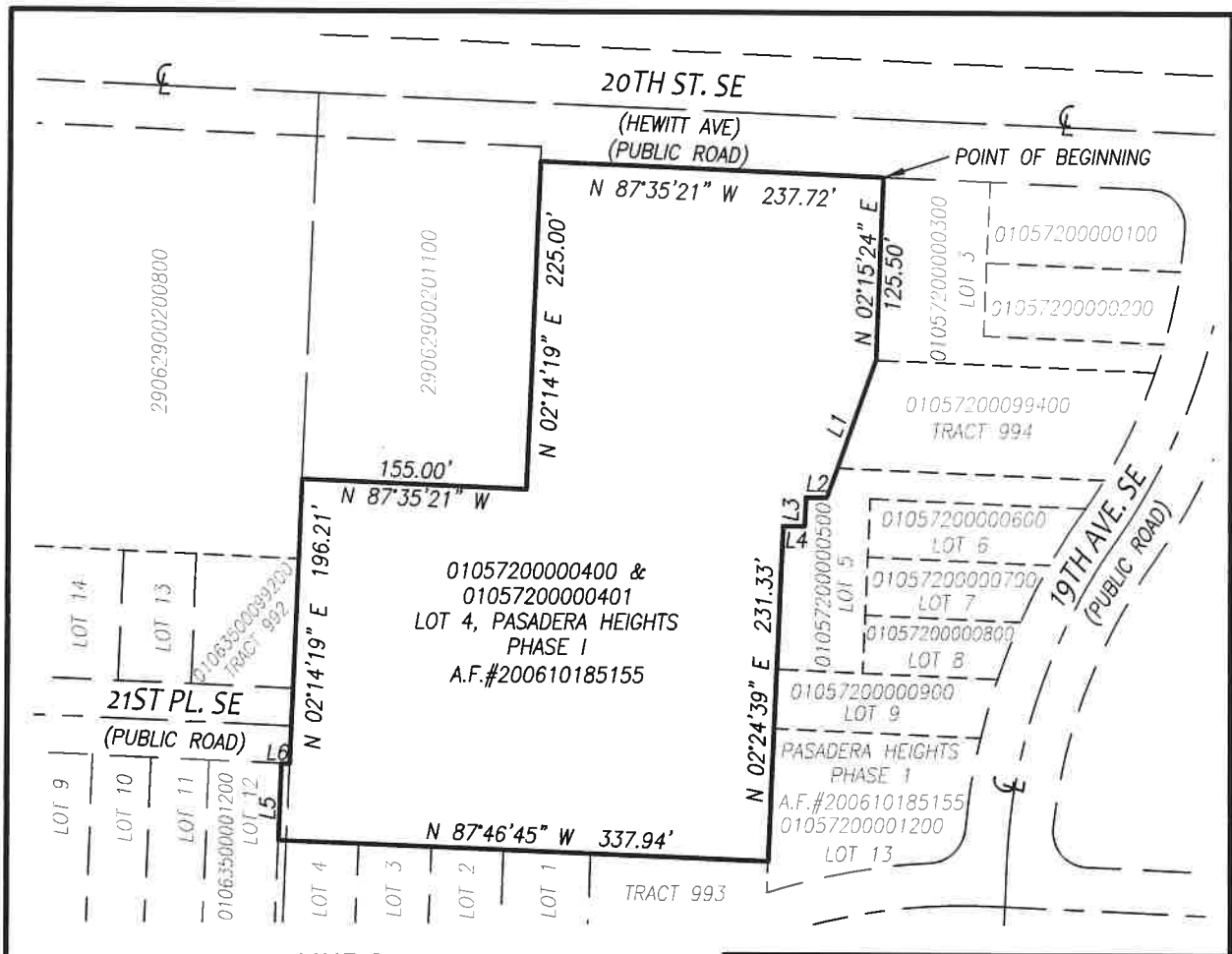
THAT PORTION OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 29, TOWNSHIP 29 NORTH, RANGE 6 EAST, W.M., IN SNOHOMISH COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF LOT 4 OF PASADERA HEIGHTS PHASE 1, RECORDED UNDER RECORDING NUMBER 200610185155, RECORDS OF SNOHOMISH COUNTY, STATE OF WASHINGTON;
THENCE SOUTH 2°15'24" WEST, ALONG THE EASTERLY LINE OF SAID LOT 4, A DISTANCE OF 125.50 FEET;
THENCE SOUTH 19°41'23" WEST, A DISTANCE OF 100.14 FEET;
THENCE NORTH 89°10'46" WEST, A DISTANCE OF 14.53 FEET;
THENCE SOUTH 2°24'39" WEST, A DISTANCE OF 20.01 FEET;
THENCE NORTH 89°10'46" WEST, A DISTANCE OF 15.01 FEET;
THENCE SOUTH 2°24'39" WEST, A DISTANCE OF 231.33 FEET TO THE SOUTHEAST CORNER OF SAID LOT 4;
THENCE NORTH 87°46'45" WEST, ALONG THE SOUTH LINE OF SAID LOT 4, A DISTANCE OF 337.94 FEET TO THE SOUTHWEST CORNER OF SAID LOT 4;
THENCE NORTH 2°13'15" EAST, A DISTANCE OF 53.16 FEET TO A POINT ON THE SOUTHERLY MARGIN OF 21ST PLACE SOUTHEAST;
THENCE SOUTH 87°46'45" EAST, ALONG SAID SOUTHERLY MARGIN, A DISTANCE OF 5.59 FEET TO A POINT ON THE WEST LINE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 29;
THENCE NORTH 2°14'19" EAST, ALONG SAID WEST LINE, A DISTANCE OF 196.21 FEET A POINT WHICH IS 265.00 FEET SOUTH OF THE NORTHWEST CORNER OF SAID NORTHEAST QUARTER;
THENCE SOUTH 87°35'21" EAST, PARALLEL WITH THE NORTH LINE OF THE NORTHWEST QUARTER OF SECTION 29, A DISTANCE OF 155.00 FEET;
THENCE NORTH 2°14'19" EAST, PARALLEL WITH THE WEST LINE OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 29, A DISTANCE OF 225.00 FEET TO THE NORTHWEST CORNER OF SAID LOT 4;
THENCE SOUTH 87°35'21" EAST, ALONG THE NORTH LINE OF SAID LOT 4, A DISTANCE OF 237.72 FEET TO THE **POINT OF BEGINNING.**

SITUATE IN THE COUNTY OF SNOHOMISH, STATE OF WASHINGTON.

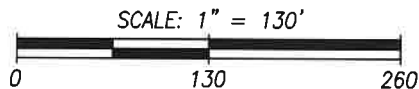
CONTAINING APPROXIMATELY 135,216 SF (3.10 ACRES).





LINE TABLE

LINE	LENGTH	BEARING
L1	100.14'	N 19°41'23" E
L2	14.53'	N 89°10'46" W
L3	20.01'	N 02°24'39" E
L4	15.01'	N 89°10'46" W
L5	53.16'	N 02°13'15" E
L6	5.59'	N 87°46'45" W



PACIFIC COAST SURVEYS INC

SCANNING | MAPPING | SURVEY

P 425.512.7099 | F 425.357.3577



www.PCSurveys.net

5131 Colby Ave. Everett, WA 98203

EXHIBIT MAP FOR:

SOUTH LAKE RIDGE, LLC

NW 1/4, NW 1/4, SEC.29, T.29N., R.06E., W.M.

DRAWING FILE #
253763exb2.dwg

DRAWN
MHR

DATE
9.3.25

SCALE
1" = 130'

JOB #
25-3763



One Community Around The Lake

LUA2025-0118

Fagerlie West Annexation 60% Petition

CITY COUNCIL

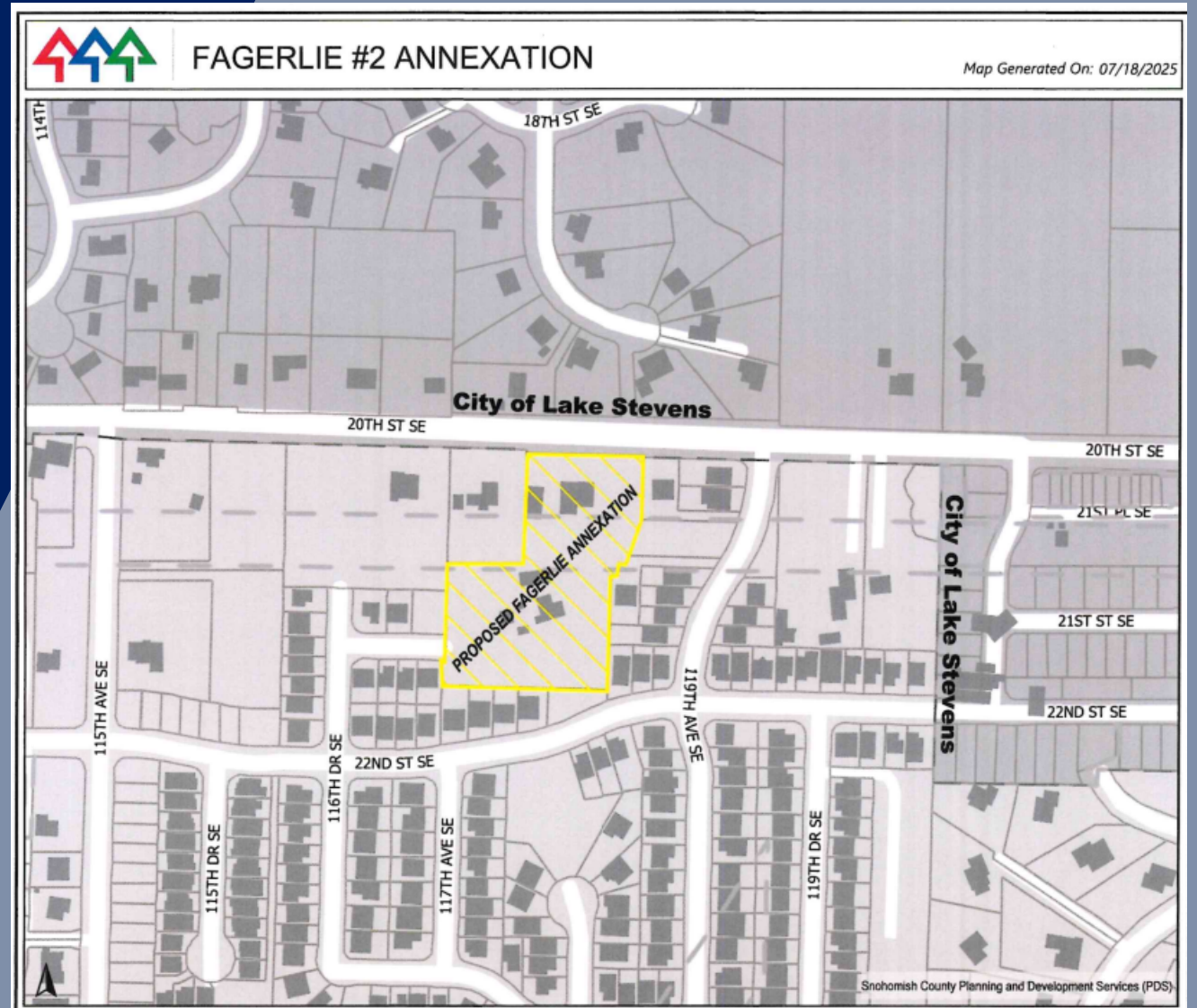
10/28/2025

Background

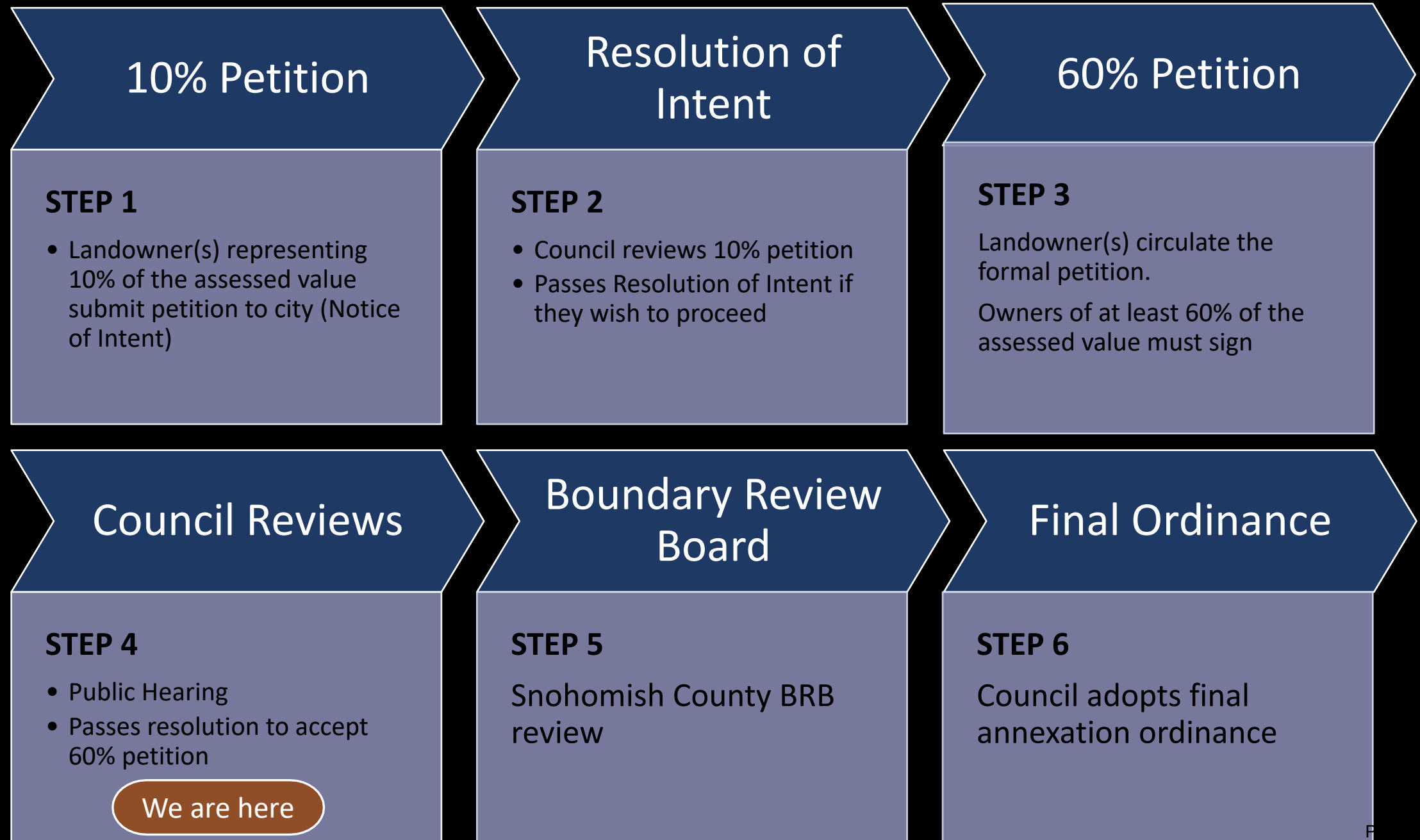
- On August 26, City Council passed the resolution accepting the 10% petition
- Applicant submitted the 60% petition on October 4
- Snohomish County validated the 60% petition on October 21, 2025

Fagerlie West Annexation

- Direct petition annexation
- Received signatures from property owners of more than 60% of assessed value
- Just south of 20th ST SE
- Roughly 3 acres
- Current Medium Density Residential land use designation & R8-12 zone



Annexation Petition Method – Process Overview



Recommendation to Council

- Approve Resolution 2025-11, accepting the 60% annexation petition and provide Notice of Intent to the Boundary Review Board and;
- Require the simultaneous adoption of the existing land use and zoning pre-designations and assumption of all existing indebtedness upon annexation.