

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.

January 27, 2026 - 6:00 PM

City Council Regular 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: 85205552259 Passcode: 577775

- 1. Call to Order**
- 2. Pledge of Allegiance** Mayor
- 3. Roll Call**
- 4. Approval of Agenda** Council President
- 5. Guest Business**
- 6. Citizen Comments**
- 7. Council Business** Council President
- 8. Mayor's Business**
- 9. City Department Report**
 - A. Lake Stevens Police Department Strategic Plan Jeffrey Beazizo
 - B. Draft Council Retreat Agenda Caitlin Weaver
- 10. Consent Agenda**
 - A. 2025 Vouchers Barb Stevens
 - B. 2026 Vouchers Barb Stevens
 - C. City Council Meeting Minutes of January 6, 2026 Kelly Chelin
 - D. City Council Meeting Minutes of January 13, 2026 Caitlin Weaver
 - E. Parks and Recreation Planning Board Work Program Jill Meis
 - F. Washington Parks and Rec Vessel Registration Fees Agreement Jeffrey Beazizo,
Julie Ubert
- 11. Joint Meeting**

- A. Joint Meeting with the Planning Commission Russ Wright
- 12. Action Items**
- A. North Cove Boat Launch Marina Design Jill Meis
- 13. Executive Session - Confidential Session of the Council**
- A. Litigation or Potential Litigation per RCW 42.30.110
- 14. 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: 1/27/2026

Contact Person/Department: Jeffrey Beazizo, Police Department

Lake Stevens Police Department Strategic Plan

Aligning Our Mission with Our Strategic Plan Goals (2026-2028)

The Lake Stevens Police Department's Mission Statement: "We serve the Lake Stevens community by enhancing public safety and quality of life through professional police services, organizational excellence, and community interaction."

The Police Department's Strategic Plan for 2026-2028 serves as a comprehensive blueprint aimed at ensuring community trust, professional police services, organizational excellence, and positive community interaction. This plan outlines the key components and initiatives designed to meet the department's goals and objectives over the coming years.

Strategic Goals:

- Identifying and Implementing Crime Suppression and Reduction Strategies: Addressing crime trends and community concerns through innovative strategies and proactive policing.
- Enhancing Traffic Safety Programs: Utilizing education, engineering, and enforcement to improve traffic safety and reduce accidents.
- Reducing PDR Request Extensions: Ensuring timely responses to Public Disclosure Requests by minimizing extensions beyond the initial five business days.
- Developing a Wellness Program: Creating a meaningful and resilient wellness program to support the health and well-being of all department employees.
- Increasing Public Confidence: Obtaining WASPC re-accreditation and completing required audits to meet state law and policy standards.
- Community Engagement: Participating in community events to provide safety awareness and build professional relationships and networking opportunities.

This strategic plan is a testament to our commitment to serving the Lake Stevens community with integrity, dedication, and excellence.

VISION STATEMENT: The Lake Stevens Police Department is a trusted community partner made up of dedicated and well-trained professionals. As a strong team, we set the standard for excellence in policing. We are known for our dedication to professional police services and our unrelenting commitment to the safety and security of the community we serve.			MISSION STATEMENT: We serve the Lake Stevens community by enhancing public safety and quality of life through professional police services , organizational excellence , and community interaction .				
Strategic Priority – What categories of work will drive our focus?	Goal(s) – The “What” What do we need to create, expand, develop, enhance, stabilize or be capable of in order to progress toward our Vision and Mission?	Key Initiatives / Projects – The “How” What sequence of actions will move us toward achieving this goal?	Metrics of Success - The “Check.” How do we know we’re progressing toward our Mission and Vision in this focus area? What are our near- and long-term SMART targets? Where are we at currently?				
			Metric Name	Data Collection	Target	Baseline	2026 Actual (Last Updated)
Professional Police Services	IDENTIFYING AND IMPLEMENTING CRIME SUPPRESSION AND REDUCTION STRATEGIES TO ADDRESS CRIME	- Retail theft Enforcement - Saturation Patrols - Identify increased crimes in parks-summer - Business Owner Contact	Priority 1 and 2 Crimes	Can run DAM report in LERMs to compare	Reduce priority 1 and 2 crimes by 1 % by 2028	2024: priority 1 = 176, priority 2 = 555 2025: priority 1 = 128, priority 2 = 538	
	INCREASING AND ENHANCING A TRAFFIC SAFETY PROGRAM USING EDUCATION, ENGINEERING, AND ENFORCEMENT	- Debriefing these type of collisions with City Engineering - Community Outreach - Host Classes for Community (i.e., Citizen Academy, ALICE, PYC, first aid, Crime Prevention)	Reduce serious injury or fatal collisions	Sector has reporting features for fatalities, serious injuries may be harder to capture	1 Instance (short term) 0 Instances (by 2030)	2024: 4 Instances 2025: 2 Instance Q2, Q4	
	REDUCE NUMBER OF PDR REQUESTS THAT ARE EXTENDED PAST THE ORIGINAL 5 BUSINESS DAYS REQUIRED	- Update process for collisions into RMS - Axon Management - Implement a process utilizing AI for redactions - Staff Assignment Changes and training	Proper release of PDR Request	Report from Next Request database	Reduce PDRs past 5 days by 1% by 2028	2024:396 Instances beyond 5 days 2025: 196 Instances beyond 5 days	
Organizational Excellence	DEVELOP A MEANINGFUL AND RESILIENT WELLNESS PROGRAM FOR ALL DEPARTMENT EMPLOYEES	- Continue to build department's Peer Support Team to ten members and comply with state peer support certification law - Continue to support mental health and resilience through on-site MHP - Coordinate/Facilitate County-wide Peer Support Team Lead training and workshops in order to continue to create and support programs that can be shared throughout the county, leveraging Peer Support Team's strengths.	Provide wellness resources that are valuable and used	Survey results regarding wellness Training Records Participation in Regional Peer Support Meetings	Host/Attend Quarterly Regional Peer Support Trainings – 4 MHP Hours spent with staff	2025 Trainings – 3 2025 MHP Hours - 333	
	INCREASE PUBLIC CONFIDENCE BY OBTAINING WASPC RE-ACCREDITATION AND COMPLETING REQUIRED AUDITS PER STATE LAW/POLICY	Complete internal audits per accreditation and department policy	Complete WASPC Accreditation and required internal department audits	Annual WASPC Review Completed Audit Department Memos	All audits completed	2024: Accreditation Renewed 2025: 2 Instance Q2, Q4	
Community Interaction	PARTICIPATE IN COMMUNITY EVENTS PROVIDING SAFETY AWARENESS AND BUILD PROFESSIONAL RELATIONSHIPS/NETWORKING OPPORTUNITIES	- Identify and attend community events - Chamber of Commerce's Annual Department Overview Presentation	Attended Scheduled Community events	Outlook schedules	Attend 6 Community Events	2025: 6 Events	

CITY DEPARTMENT REPORT



Agenda Date: 1/27/2026

Contact Person/Department: Caitlin Weaver, Administration

Draft Council Retreat Agenda

Introduction

Ice Breaker-Team Building

Strategic Plan-Mission, Vision, Values Introduction

Departments Overview

Lunch

Executive Session-Litigation

Comp Plan Overview

Capital Projects Overview

Open Gov Project Overview

Council Travel Overview

Council Proceedures Review

Estimated Logistics

7:30am Coffee, refreshments

8:00am Start time

12n working lunch

4:00pm-end time

BLANKET VOUCHER APPROVAL
2025

Payroll Direct Deposits		
Electronic Funds Transfers	ACH	\$543,905.25
Claims	65146-65243	\$966,857.29
Void Checks		
Total Vouchers Approved:		\$1,510,762.54

This 27th day of January 2026

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

January 27, 2026



City expenditures by type for this voucher packet		
Payroll Federal Taxes	\$151,125	10%
Excise Tax	\$14,085	1%
Retirement Benefits - Employer	\$71,012	5%
Medical Benefits - Employer	\$281,237	19%
Other Employer Paid Benefits	\$9,200	1%
Employee Paid Benefits	\$51,022	3%
Supplies	\$27,485	2%
Professional Services	\$390,723	26%
Refunds	\$250	0%
Capital *	\$514,623	34%
Total	\$1,510,763	100%

Large Purchases *

- * LS Council Chambers & Infrastructure \$89,630
- * 117th Ave NE SUP \$51,272
- * Catherine Creek Bridge Replacement \$27,935
- * West Lake Park/Bayview Trailhead Park Monument Sign \$22,978
- * Main St RAB \$82,468
- * LS Museum Design \$38,902
- * Snow Plow \$45,008
- * On-Call Engineering Services - Traffic Calming \$12,029
- * 91st Street SE Phase 2 \$90,097

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 12/31/2025 - 12/31/2025

Total for Period
\$1,510,762.54

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
911 Supply Inc	INV-2-54994	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Gear - Ashbrook	65153	\$1,644.10
911 Supply Inc	INV-2-57552	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Base Shirt - Fiske	65153	\$105.98
911 Supply Inc	INV-2-57739	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Pants - Fiske	65153	\$143.37
911 Supply Inc	INV-2-57741	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Jacket - Ashbrook	65153	\$405.53
911 Supply Inc	INV-2-57742	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Shirt - Hingtgen	65153	\$152.23
911 Supply Inc	INV-2-57898	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Pants - Kilroy	65153	\$128.57
911 Supply Inc	INV-2-57926	001 008 521 20 31 06	LE - Uniform Clothing	Hero Name Tape - Heinemann	65153	\$28.22
911 Supply Inc	INV-2-57927	001 008 521 20 31 06	LE - Uniform Clothing	COF Jumpsuit - Cooper	65153	\$180.17
911 Supply Inc	INV-2-58038	001 008 521 20 31 06	LE - Uniform Clothing	Friction Batons	65153	\$342.06
911 Supply Inc	INV-2-58152	001 008 521 20 31 06	LE - Uniform Clothing	Body Armor - Charouhas	65153	\$2,097.03
					65153 Total	\$5,227.26
Ace Hardware	81813/7	101 016 544 90 31 02	ST-Operating Cost	Blower Service Kits	65154	\$176.99
					65154 Total	\$176.99
AFLAC	292948	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Insurance Prem	EFT	\$675.94
					EFT Total	\$675.94
Alaska Rubber Group Inc	N082176	410 016 531 10 31 02	SW - Operating Costs	Hose Assy PW77 Vactor	65155	\$254.89
Alaska Rubber Group Inc	N082315	101 016 544 90 31 02	ST-Operating Cost	Neoprene Sheet Rubber - Plows	65155	\$161.62
Alaska Rubber Group Inc	N082315	410 016 531 10 31 02	SW - Operating Costs	Neoprene Sheet Rubber - Plows	65155	\$161.62
					65155 Total	\$578.13
Amazon Capital Services	113Q-J3PM-9H4D	001 008 521 20 31 00	LE-Office Supplies	Charger for Lenovo Laptop	65156	\$17.48
Amazon Capital Services	1411-VCDW-KYQ3	001 010 576 80 31 01	PK-Ops-Clothing	Anti Slip Traction Treads - NCBL Dock	65156	\$492.95
Amazon Capital Services	1411-VCDW-KYQ3	001 010 576 80 31 03	PK- Equipment & Tools	Curb Ramp	65156	\$79.99
Amazon Capital Services	1411-VCDW-KYQ3	001 010 576 80 31 00	PK-Operating Supplies	Lift Harness	65156	\$10.21
Amazon Capital Services	1411-VCDW-KYQ3	101 016 544 90 31 02	ST-Operating Cost	Lift Harness	65156	\$10.20
Amazon Capital Services	1411-VCDW-KYQ3	410 016 531 10 31 02	SW - Operating Costs	Lift Harness	65156	\$10.20
Amazon Capital Services	1411-VCDW-KYQ3	001 010 576 80 31 00	PK-Operating Supplies	Roofing Nails	65156	\$43.63
Amazon Capital Services	141L-VTFN-H1T6	410 016 531 10 31 02	SW - Operating Costs	Carb Choke Knob for Stihl BR500 Backpack Blower	65156	\$8.63
Amazon Capital Services	141L-VTFN-H1T6	101 016 542 90 31 01	ST-Clothing	High Visibility Safety Sweatshirt	65156	\$76.50
Amazon Capital Services	1KW3-WF9R-6FNK	101 016 544 90 31 02	ST-Operating Cost	Acrylic Sign Holders	65156	\$22.02
Amazon Capital Services	1KW3-WF9R-6FNK	410 016 531 10 31 02	SW - Operating Costs	Acrylic Sign Holders	65156	\$22.02
Amazon Capital Services	1LYW-P66D-6QXR	001 008 521 20 31 06	LE - Uniform Clothing	Men's Work Boot	65156	\$207.62
Amazon Capital Services	1RDN-DF1F-CDRJ	001 008 521 20 31 00	LE-Office Supplies	Disinfectant Cleaner	65156	\$60.21
Amazon Capital Services	1RDN-DF1F-CDRJ	001 008 521 20 31 00	LE-Office Supplies	Medium Binder Clips	65156	\$9.29
Amazon Capital Services	1RDN-DF1F-CDRJ	001 008 521 20 31 00	LE-Office Supplies	Plastic Spray Bottles	65156	\$9.30
					65156 Total	\$1,080.25
Aquatechnex LLC	20617	410 016 531 10 41 02	SW - Aquatic Vegetation Mgmt	Aquatic Plants Post Treatment Survey/Year End Report	65157	\$3,500.00
					65157 Total	\$3,500.00
ARC Architects Inc	12	306 013 594 18 60 00	FC - Municipal Campus GG	LS Council Chambers & Infrastructure	65158	\$89,630.35
					65158 Total	\$89,630.35
Assoc of Washington Cities EFT	77583	001 000 283 00 00 00	Payroll Liability Medical	Medical Insurance Premium	EFT	\$277,658.92
Assoc of Washington Cities EFT	77583	001 008 521 20 20 00	LE-Benefits	Medical Insurance Premium - Vick ER (spouse)	EFT	\$923.38
					EFT Total	\$278,582.30

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Atwell LLC	433120	411 016 594 31 60 11	131st Ave NE Sewer Ext	117th Ave NE SUP	65159	\$16,847.75
Atwell LLC	437743	411 016 594 31 60 11	131st Ave NE Sewer Ext	117th Ave NE SUP	65159	\$26,687.50
Atwell LLC	441382	411 016 594 31 60 11	131st Ave NE Sewer Ext	117th Avenue NE SUP	65159	\$7,736.25
					65159 Total	\$51,271.50
Bio Clean Inc	3825	001 008 521 20 41 00	LE-Professional Services	Decontamination of PD Vehicle #2300	65160	\$546.50
					65160 Total	\$546.50
Bridge Coordination Services	2025-LS12	001 008 521 20 41 01	LE-Professional Serv-Fixed	DV Coordinator Service Hours 12-2025	65161	\$2,746.38
					65161 Total	\$2,746.38
Builders Exchange of Washington Inc	1081193	304 016 594 31 60 00	131st Ave NE Infrast. Impr	131st Ave NE Infrastructure Improvements Publication	65162	\$155.75
					65162 Total	\$155.75
Business Card	BARNES 01-2026	001 008 521 20 31 06	LE - Uniform Clothing	Boots	65163	\$476.32
Business Card	BARNES 01-2026	001 008 521 20 31 00	LE-Office Supplies	Cabinet Master Keys	65163	\$26.38
Business Card	BARNES 01-2026	520 008 594 21 63 00	Vehicles - Capital Equip	Ford Explorer Side Window Deflectors	65163	\$103.78
Business Card	BARNES 01-2026	001 008 521 40 49 01	LE- Staff Development	Homelessness Summit Flight - Charouhas	65163	\$43.00
Business Card	BARNES 01-2026	001 008 521 40 49 01	LE- Staff Development	WACA Conf Registration	65163	\$551.00
Business Card	BEAZIZO 01-2026	111 008 521 20 40 00	Drug Seize - Canine Prof Serv	Cia Bath/Nails	65163	\$55.00
Business Card	BEAZIZO 01-2026	111 008 521 20 40 00	Drug Seize - Canine Prof Serv	Cia Boarding	65163	\$120.00
Business Card	BEAZIZO 01-2026	001 008 521 20 31 06	LE - Uniform Clothing	Double Cloak Mag Carrier/Rapid Force Holster for Glock	65163	\$251.23
Business Card	BRAZEL 01-2026	001 002 513 11 49 00	AD-Staff Development	Monthly Mag Meeting Lunch	65163	\$28.45
Business Card	BRAZEL 01-2026	001 002 513 11 49 00	AD-Staff Development	WWCPA Annual Cert Renewal - Brazel	65163	\$25.00
Business Card	CHELIN 01-2026	001 001 511 60 31 00	Legislative - Operating Costs	Water/Snacks/Fruit for Parliament Training	65163	\$122.59
Business Card	CLIFTON 01-2026	001 013 518 20 31 00	GG-Operating Costs	KnoxBox Surface Mount Hinged Door for CH	65163	\$809.92
Business Card	DREHER 01-2026	001 008 521 40 49 01	LE- Staff Development	DLB Training - Lyons	65163	\$350.00
Business Card	DREHER 01-2026	001 008 521 40 49 01	LE- Staff Development	Leadership Summit Registration - Charohas	65163	\$950.00
Business Card	DREHER 01-2026	001 008 521 20 31 02	LE-Minor Equipment	Office Chairs - Ubert/Hingtgen	65163	\$393.46
Business Card	DREHER 01-2026	001 008 521 40 49 01	LE- Staff Development	Prof Animal Cruelty Investigator Registration - Cooper	65163	\$540.00
Business Card	FOX 01-2026	001 008 521 40 49 01	LE- Staff Development	MS-Excel for LE Part 4 Registration - Fox	65163	\$59.00
Business Card	FOX 01-2026	001 008 521 40 49 01	LE- Staff Development	Police Records Mgmt Registration	65163	\$159.00
Business Card	GARCEAU 01-2026	001 010 576 80 31 10	PK-Boat Launch Expenses	Acrylic for Pilings Padding on Motorized Dock - Davies Beach	65163	\$55.74
Business Card	GARCEAU 01-2026	001 010 576 80 49 01	PK-Staff Development	Directors Summit Hotel - Garceau	65163	\$630.00
Business Card	GARCEAU 01-2026	001 010 576 80 31 00	PK-Operating Supplies	Electrode Stick	65163	\$29.03
Business Card	GARCEAU 01-2026	001 010 576 80 49 01	PK-Staff Development	Pesticide License Renewal - D Suver	65163	\$51.50
Business Card	GARCEAU 01-2026	001 010 576 80 49 01	PK-Staff Development	Pesticide License Renewal - R Anderson	65163	\$51.50
Business Card	GARCEAU 01-2026	001 010 576 80 49 01	PK-Staff Development	SFMA Conf Flight - T Gorcester	65163	\$168.79
Business Card	GARCEAU 01-2026	001 010 576 80 31 03	PK- Equipment & Tools	Stick Welder	65163	\$653.61
Business Card	HALVERSON 01-2026	101 016 542 30 49 01	ST-Staff Development	APWA Chapter Dues	65163	\$1,494.00
Business Card	HALVERSON 01-2026	410 016 531 10 49 01	SW - Staff Development	APWA Chapter Dues	65163	\$1,494.00
Business Card	HALVERSON 01-2026	410 016 531 10 31 02	SW - Operating Costs	Ethyl Alcohol - Environmental Programs	65163	\$98.32
Business Card	HALVERSON 01-2026	410 016 531 10 31 02	SW - Operating Costs	ProDss PH Sensor Module Kit	65163	\$255.62
Business Card	HALVERSON 01-2026	410 016 531 10 31 02	SW - Operating Costs	ProDss PH Sensor Module Kit Refund	65163	(\$254.96)
Business Card	HALVERSON 01-2026	410 016 531 10 31 02	SW - Operating Costs	Replacement ProDSS ODO Sensor Cap	65163	\$166.14
Business Card	HALVERSON 01-2026	410 016 531 10 31 02	SW - Operating Costs	Replacement ProDSS ODO Sensor Cap Refund	65163	(\$165.66)
Business Card	HEIST 01-2026	001 005 518 10 31 03	HR-Emp Recognition Supplies	Supplies for End of Year Celebration	65163	\$374.94
Business Card	POOLLOS 01-2026	001 013 518 20 31 00	GG-Operating Costs	Lithium Batteries for Wireless Lapel Mics	65163	\$16.23
Business Card	POOLLOS 01-2026	510 006 518 80 49 13	LR - Firewall Security Subscri	pfSense Software Subscription/TAC Professional Renewal	65163	\$1,525.83
Business Card	POOLLOS 01-2026	001 006 518 80 31 00	IT- Operating Supplies	TNC Male to N Male Using LMR-400-DB wth HeatShrin	65163	\$48.73
Business Card	STEVENS T 01-2026	001 006 518 80 31 00	IT- Operating Supplies	Google Workspace for DNS Domain Name	65163	\$22.41
Business Card	STEVENS T 01-2026	001 006 518 80 49 01	IT-Staff Development	Udemy Subscription Team Plan	65163	\$2,360.88
Business Card	UBERT 01-2026	001 008 521 20 41 01	LE-Professional Serv-Fixed	FuboTV Monthly Subscription	65163	\$92.09

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Business Card	WARRINGTON 01-2026	001 005 518 10 31 03	HR-Emp Recognition Supplies	Coffee Mugs - 1 Year Service Awards	65163	\$525.37
Business Card	WEAVER 01-2026	001 001 511 60 49 01	Legislative - Prof. Developmen	AWC City Action Days Registration - Packard	65163	\$274.25
Business Card	WEAVER 01-2026	001 001 511 60 31 00	Legislative - Operating Costs	Council Photos	65163	\$525.00
Business Card	WEAVER 01-2026	001 001 511 60 31 00	Legislative - Operating Costs	Outgoing Councilmember Plaques	65163	\$278.72
Business Card	WEAVER 01-2026	001 003 514 20 49 02	CC-Staff Development	WAPRO Membership - Tallman	65163	\$25.00
Business Card	WEAVER 01-2026	001 003 514 20 49 02	CC-Staff Development	WAPRO Membership - Weaver	65163	\$25.00
Business Card	WRIGHT 01-2026	306 013 594 18 60 00	FC - Municipal Campus GG	LUA2025-0210 Civic Campus Permit	65163	\$31.93
Business Card	WRIGHT 01-2026	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2024-0050 Mulvaney Cluster Subdivision	65163	\$27.93
Business Card	WRIGHT 01-2026	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2024-0095 Strand Duplexes Final PS NOA	65163	\$26.23
Business Card	WRIGHT 01-2026	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2025-0018 Fagerlie West Annexation	65163	\$57.42
Business Card	WRIGHT 01-2026	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2025-0126	65163	\$17.25
Business Card	WRIGHT 01-2026	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2025-0146	65163	\$45.47
Business Card	WRIGHT 01-2026	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2025-0184	65163	\$10.13
Business Card	WRIGHT 01-2026	001 007 558 50 41 04	Permit Related Professional Sr	Postcard Mailers LUA2025-0187	65163	\$16.39
					65163 Total	\$16,118.96
CDW Government Inc	AH5M81I	510 006 594 18 64 00	Capital - Purch Computer Equip	Azure Overages 11-2025	65164	\$350.72
					65164 Total	\$350.72
Central Welding Supply Co Inc	2574212	001 010 576 80 31 00	PK-Operating Supplies	Propane	65165	\$34.02
Central Welding Supply Co Inc	2574212	101 016 544 90 31 02	ST-Operating Cost	Propane	65165	\$34.02
Central Welding Supply Co Inc	2574212	410 016 531 10 31 02	SW - Operating Costs	Propane	65165	\$34.02
Central Welding Supply Co Inc	2576659	001 010 576 80 31 00	PK-Operating Supplies	Argon/Centrashield/Propane	65165	\$37.76
Central Welding Supply Co Inc	2576659	101 016 544 90 31 02	ST-Operating Cost	Argon/Centrashield/Propane	65165	\$37.77
Central Welding Supply Co Inc	2576659	410 016 531 10 31 02	SW - Operating Costs	Argon/Centrashield/Propane	65165	\$37.76
					65165 Total	\$215.35
City of Everett	I25006161	001 008 554 30 41 00	LE-Animal Control	Animal Control Services 10-2025	65166	\$2,870.00
City of Everett	I25006421	001 008 554 30 41 00	LE-Animal Control	Animal Control Services 11-2025	65166	\$2,265.00
City of Everett	I26000191	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	Laboratory Analysis	65166	\$38.00
City of Everett	I26000192	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	Laboratory Analysis	65166	\$38.00
City of Everett	I26000193	410 016 531 10 41 10	SW - Prof Service - CCTV	Laboratory Analysis	65166	\$1,212.00
City of Everett	I26000194	410 016 531 10 41 10	SW - Prof Service - CCTV	Laboratory Analysis	65166	\$909.00
City of Everett	I26000195	410 016 531 10 41 10	SW - Prof Service - CCTV	Laboratory Analysis	65166	\$909.00
City of Everett	I26000196	410 016 531 10 41 10	SW - Prof Service - CCTV	Laboratory Analysis	65166	\$606.00
City of Everett	I26000197	410 016 531 10 41 10	SW - Prof Service - CCTV	Laboratory Analysis	65166	\$606.00
City of Everett	I26000198	410 016 531 10 41 10	SW - Prof Service - CCTV	Laboratory Analysis	65166	\$909.00
City of Everett	I26000199	410 016 531 10 41 10	SW - Prof Service - CCTV	Laboratory Analysis	65166	\$1,212.00
City of Everett	I26000200	410 016 531 10 41 10	SW - Prof Service - CCTV	Laboratory Analysis	65166	\$909.00
					65166 Total	\$12,483.00
City of Marysville	25-0009	001 008 523 60 41 00	LE-Jail	Housing Services 09-2025	65167	\$10,929.40
City of Marysville	25-0009	001 008 523 60 41 00	LE-Jail	Medical Services 09-2025	65167	\$800.00
City of Marysville	25-0009	001 008 523 60 41 00	LE-Jail	SCJ Video Court Services 09-2025	65167	\$1,605.08
City of Marysville	25-0009	001 008 523 60 41 00	LE-Jail	Video Court Services 09-2025	65167	\$1,508.00
City of Marysville	25-0010	001 008 523 60 41 00	LE-Jail	Housing Services 10-2025	65167	\$9,046.80
City of Marysville	25-0010	001 008 523 60 41 00	LE-Jail	Medical Services 10-2025	65167	\$1,650.00
City of Marysville	25-0010	001 008 523 60 41 00	LE-Jail	SCJ Video Court Services 10-2025	65167	\$1,278.12
City of Marysville	25-0010	001 008 523 60 41 00	LE-Jail	Video Court Services 10-2025	65167	\$1,508.00
City of Marysville	25-0011	001 008 523 60 41 00	LE-Jail	Housing Services 11-2025	65167	\$10,412.60
City of Marysville	25-0011	001 008 523 60 41 00	LE-Jail	Medical Services 11-2025	65167	\$2,300.00
City of Marysville	25-0011	001 008 523 60 41 00	LE-Jail	SCJ Video Court Services 11-2025	65167	\$1,444.57
City of Marysville	25-0011	001 008 523 60 41 00	LE-Jail	Video Court Services 11-2025	65167	\$1,102.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
City of Marysville	LKS25-11	001 013 512 52 40 00	GG-Municipal Court Fees	Marysville Court Citations 11-2025	65167	\$12,928.66
					65167 Total	\$56,513.23
City of Marysville	LKS25-12	001 013 512 52 40 00	GG-Municipal Court Fees	Marysville Court Citations 12-2025	65235	\$24,360.49
					65235 Total	\$24,360.49
Coast Gateway LLC	10000893	001 008 521 40 49 01	LE- Staff Development	BLEA Assessment Hotel - Bryant	65236	\$294.25
					65236 Total	\$294.25
Comcast	12-2025 COMCAST	001 010 576 80 42 00	PK-Communication	Comcast Internet/Telecom Services Davies	65168	\$401.71
Comcast	12-2025 COMCAST	001 010 576 80 42 00	PK-Communication	Comcast Internet/Telecom Services Frontier Park	65168	\$401.71
Comcast	12-2025 COMCAST	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Signal Control	65168	\$329.98
					65168 Total	\$1,133.40
Conservation Technix Inc	1263	001 010 576 80 41 00	PK-Professional Services	PROS Plan	65169	\$20,745.00
					65169 Total	\$20,745.00
Criminal Justice Training Commission	201142167	001 008 521 40 49 01	LE- Staff Development	Pre-Supervisor Training - Bassett	65170	\$385.70
Criminal Justice Training Commission	201142167	001 008 521 40 49 01	LE- Staff Development	Pre-Supervisor Training - Zelenock	65170	\$385.70
					65170 Total	\$771.40
Crystal Springs	5249844 010126	001 007 558 50 31 01	PL-Operating Supplies	Bottled Water Service for CH	65171	\$47.49
Crystal Springs	5249844 010126	001 007 559 30 31 01	PB-Operating Supplies	Bottled Water Service for CH	65171	\$47.49
Crystal Springs	5249844 010126	001 013 518 20 31 00	GG-Operating Costs	Bottled Water Service for CH	65171	\$111.36
					65171 Total	\$206.34
Daily Journal of Commerce Inc	3415365	301 016 595 61 64 08	TZ1 - 131st Ave Infrastructure	131st Ave Infrastructure Publication 11/25/25	65172	\$466.40
Daily Journal of Commerce Inc	3415365	301 016 595 61 64 08	TZ1 - 131st Ave Infrastructure	131st Ave Infrastructure Publication 12/02/25	65172	\$466.40
					65172 Total	\$932.80
Databar Inc	273637	001 004 514 23 31 00	FI- Operating Supplies	Multipurpose Checks	65173	\$753.94
					65173 Total	\$753.94
DataQuest LLC	26627	001 007 558 50 41 00	PL-Professional Servic	Pre-Employment Background Checks	65174	\$149.74
DataQuest LLC	26627	001 007 559 30 41 00	PB - Services	Pre-Employment Background Checks	65174	\$109.85
					65174 Total	\$259.59
David Evans and Associates Inc	606649	411 016 594 31 60 05	Catherine Creek/36th St Bridge	36th Ave NE Bridge Inspections	65175	\$2,925.51
David Evans and Associates Inc	608413	411 016 594 31 60 05	Catherine Creek/36th St Bridge	Catherine Creek Bridge Replacement	65175	\$27,935.23
					65175 Total	\$30,860.74
Dept of Retirement (Deferred Comp)	1102026	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-State Deferred	EFT	\$8,630.97
					EFT Total	\$8,630.97
Dept of Retirement PERS LEOFF	1102026	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions	EFT	\$70,894.55
Dept of Retirement PERS LEOFF	1102026	001 000 282 00 00 00	Payroll Liability Retirement	PERS LEOFF Contributions - State	EFT	\$117.24
					EFT Total	\$71,011.79
Dept of Revenue EFT	12-2025 EXCISE	001 008 521 20 31 06	LE - Uniform Clothing	Boots Taxes	EFT	\$19.90
Dept of Revenue EFT	12-2025 EXCISE	001 013 518 90 49 06	GG-Excise Tax	Excise Taxes 12-2025	EFT	\$118.43
Dept of Revenue EFT	12-2025 EXCISE	001 008 521 20 31 01	LE-Fixed Minor Equipment	Pepperball Blast Cases Taxes	EFT	\$104.48
Dept of Revenue EFT	12-2025 EXCISE	633 000 589 30 00 11	DOR - Sales Tax Remittance	Retail Sales Taxes 12-2025	EFT	\$331.30
					EFT Total	\$574.11
Dept of Revenue Leasehold EFT	Q4 2025 LHET	633 000 589 30 00 01	Leasehold Excise Tax Remit	Q4 2025 Leasehold Tax	EFT	\$13,635.37
Dept of Revenue Leasehold EFT	Q4 2025 LHET	001 013 518 90 49 06	GG-Excise Tax	Q4 2025 Leasehold Tax Adjustment	EFT	(\$0.04)
					EFT Total	\$13,635.33
Dicks Towing Inc	18320242	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2025-22812	65176	\$197.16
Dicks Towing Inc	18320664	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2025-22601	65176	\$207.02
Dicks Towing Inc	18320790	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2025-23324	65176	\$196.08
Dicks Towing Inc	18320968	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2025-23562	65176	\$196.08
					65176 Total	\$796.34

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
EFTPS	1102026	001 000 281 00 00 00	Payroll Liability Taxes	Federal Payroll Taxes	EFT	\$151,125.36
					EFT Total	\$151,125.36
Electronic Business Machines	AR323202	001 010 576 80 48 00	PK-Repair & Maintenance	Printer Copy Fees PW - QNN08471	65177	\$6.42
Electronic Business Machines	AR323202	101 016 542 30 48 00	ST-Repair & Maintenance	Printer Copy Fees PW - QNN08471	65177	\$6.42
Electronic Business Machines	AR323202	410 016 531 10 48 00	SW - Repairs & Maintenance	Printer Copy Fees PW - QNN08471	65177	\$6.42
Electronic Business Machines	AR323979	001 010 576 80 48 00	PK-Repair & Maintenance	Printer Copy Fees PW - 2YJ14491	65177	\$35.47
Electronic Business Machines	AR323979	101 016 542 30 48 00	ST-Repair & Maintenance	Printer Copy Fees PW - 2YJ14491	65177	\$35.46
Electronic Business Machines	AR323979	410 016 531 10 48 00	SW - Repairs & Maintenance	Printer Copy Fees PW - 2YJ14491	65177	\$35.47
					65177 Total	\$125.66
Facet NW Inc	68571	001 007 558 50 41 00	PL-Professional Servic	CAO 2025 Update	65178	\$624.50
Facet NW Inc	69248	001 007 558 50 41 00	PL-Professional Servic	CAO 2025 Update	65178	\$266.00
Facet NW Inc	69444	101 016 544 20 41 00	ST-Prof Srv - Engineering	On-Call EDDS Updates TO#2	65178	\$5,137.50
					65178 Total	\$6,028.00
Fastenal Company	WAARN181070	101 016 544 90 31 02	ST-Operating Cost	Ear Plugs/Wrecker Blades/Graffiti Remover/Gloves	65179	\$47.63
Fastenal Company	WAARN181070	410 016 531 10 31 02	SW - Operating Costs	Ear Plugs/Wrecker Blades/Graffiti Remover/Gloves	65179	\$47.62
					65179 Total	\$95.25
Feldman & Lee PS	12-2025 FELDMAN	001 011 515 91 41 00	LG-General Public Defender	Public Defender Services 12-2025	65180	\$15,000.00
					65180 Total	\$15,000.00
GLPK LLC	1850	001 008 521 20 41 01	LE-Professional Serv-Fixed	Janitorial Service - PD	65181	\$1,130.00
GLPK LLC	1850	001 000 382 20 00 00	Retainage	Janitorial Service - PD Retainage	65181	(\$113.00)
GLPK LLC	1851	005 000 518 20 40 02	Rental Property Services	Janitorial Service - 1819 S Lake	65181	\$385.00
GLPK LLC	1851	005 000 382 20 00 00	Rental Property Retainage	Janitorial Service - 1819 S Lake Retainage	65181	(\$38.50)
GLPK LLC	1852	101 016 542 30 41 02	ST-Professional Service	Janitorial Service - PW Shop	65181	\$405.00
GLPK LLC	1852	410 016 531 10 41 01	SW - Professional Services	Janitorial Service - PW Shop	65181	\$405.00
GLPK LLC	1852	101 000 382 20 00 00	PW - Retainage	Janitorial Service - PW Shop Retainage	65181	(\$40.50)
GLPK LLC	1852	410 000 382 20 00 00	SW-Retainage	Janitorial Service - PW Shop Retainage	65181	(\$40.50)
GLPK LLC	1880	005 000 518 20 40 02	Rental Property Services	Janitorial Service - 10519 20th St	65181	\$280.00
GLPK LLC	1880	005 000 382 20 00 00	Rental Property Retainage	Janitorial Service - 10519 20th St Retainage	65181	(\$28.00)
GLPK LLC	1885	001 012 575 50 48 00	CS- The Mill - R & M	Janitorial Service - The Mill	65181	\$3,200.00
GLPK LLC	1885	001 000 382 20 00 00	Retainage	Janitorial Service - The Mill Retainage	65181	(\$320.00)
					65181 Total	\$5,224.50
Graphic Tickets & Systems	9570	001 008 521 20 31 00	LE-Office Supplies	Thermal Paper	65182	\$593.88
					65182 Total	\$593.88
Herrera Environmental Consultants Inc	61230	410 016 531 10 41 04	SW - Salmonoid Basin Comp Plan	Plan for Salmonid Basins	65183	\$3,720.21
					65183 Total	\$3,720.21
Home Depot	2132171	005 000 518 20 30 00	RP - Operating Supplies	Pinless Moisture Meter - 1819 S Lake	65184	\$54.62
Home Depot	2132483	001 010 576 80 31 05	PK-R&M Supplies	Lumber - Replace Sign Post Davies & NC	65184	\$100.90
Home Depot	2132483	001 010 576 80 31 00	PK-Operating Supplies	Lumber - Sign Oak Hill & Cavalero	65184	\$100.91
Home Depot	4132415	001 012 557 30 31 00	CS- Visitor Center	Lumber/Safety Walk Reflective/Flapper Chain - VIC	65184	\$59.10
Home Depot	5011408	001 012 557 30 31 00	CS- Visitor Center	Lumber/Handrails/Safety Walk Reflective/Brackets - VIC	65184	\$236.01
Home Depot	6010031	001 010 576 80 31 05	PK-R&M Supplies	Clear Poly Sheeting - Timberlake Pathways	65184	\$65.01
Home Depot	9014803	001 012 575 50 31 00	CS- The Mill- Ops	Vaportite CCT - The Mill	65184	\$174.81
Home Depot	9132545	001 010 576 80 31 00	PK-Operating Supplies	Expansion Joint - Oak Hill ADA Path	65184	\$7.62
					65184 Total	\$798.98
HRA VEBA Trust YA20192	1102026	001 000 283 00 00 00	Payroll Liability Medical	Employee VEBA Contributions	65146	\$4,669.65
					65146 Total	\$4,669.65
HSA Bank	1102026	001 000 284 00 00 00	Payroll Liability Other	Health Savings Account Employee Contributions	65147	\$18,325.00
					65147 Total	\$18,325.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
J Thayer Co Inc	1740315-0	001 008 521 20 31 00	LE-Office Supplies	Steno Pads	65185	\$48.08
					65185 Total	\$48.08
Jolly Family Corporation	471--138537	302 010 594 76 61 03	PM -LS Bayview Connector - PT	West Lake Park/Bayview Trailhead Park Monument Sign	65237	\$22,977.61
					65237 Total	\$22,977.61
Kimley Horn and Associates Inc	34281362	411 016 594 31 60 14	Downtown Regional SWM Facility	Main St RAB	65186	\$82,468.28
					65186 Total	\$82,468.28
Lake Stevens Chamber of Commerce	010826 CHAMBER	001 013 582 10 00 00	Refund of Deposit	LS Chamber Mill Deposit Refund - Rental 07/04/25	65187	\$250.00
					65187 Total	\$250.00
Lake Stevens Police Guild	1102026	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Union Dues	65148	\$1,500.50
					65148 Total	\$1,500.50
Language Line Services Inc	11745793	001 010 576 80 41 00	PK-Professional Services	Over the Phone Interpretation Services - Parks	65188	\$5.88
Language Line Services Inc	11811537	001 008 521 20 41 01	LE-Professional Serv-Fixed	Over the Phone Interpretation Services PD	65188	\$77.45
					65188 Total	\$83.33
Lemay Mobile Shredding Inc	4916027S185	001 008 521 20 41 01	LE-Professional Serv-Fixed	Shredding Services PD	65189	\$49.90
					65189 Total	\$49.90
McLoughlin & Eardley Group Inc	287058	001 008 521 20 48 00	LE-Repair & Maintenance Equip	PD Vehicle Compartment Light/Bail Mount/Linear Duo K9-25-11	65190	\$831.13
					65190 Total	\$831.13
MissionSquare - 108991	6672885	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employer Contribution	65149	\$519.26
					65149 Total	\$519.26
MissionSquare - 307428	6325647	001 000 282 00 00 00	Payroll Liability Retirement	ICMA Deferred Comp - Employee Contribution	65150	\$1,741.86
					65150 Total	\$1,741.86
MJ Neal Associates Architects PLLC	12-2025 MUSEUM	306 000 594 75 60 00	Culture Facility Cap - Museum	LS Museum Design	65191	\$38,902.06
					65191 Total	\$38,902.06
MPH Industries Inc	6025893	520 008 594 21 63 00	Vehicles - Capital Equip	Python 3 Standard Radar with Two K-Band Antennas Basic Kit	65238	\$3,294.26
					65238 Total	\$3,294.26
Nationwide Retirement Solution	1102026	001 000 282 00 00 00	Payroll Liability Retirement	Employee Portion-Nationwide	EFT	\$7,279.90
					EFT Total	\$7,279.90
Nelson Truck Equipment Co Inc	758655	530 016 594 48 60 00	Purchase Of Capital Equipment	Snow Plow	65192	\$22,504.18
Nelson Truck Equipment Co Inc	766433	530 016 594 48 60 00	Purchase Of Capital Equipment	Snow Plow	65192	\$22,504.18
Nelson Truck Equipment Co Inc	766475	101 016 544 90 31 02	ST-Operating Cost	Solonoids - Plows	65192	\$90.68
Nelson Truck Equipment Co Inc	766475	410 016 531 10 31 02	SW - Operating Costs	Solonoids - Plows	65192	\$90.67
					65192 Total	\$45,189.71
New York Life	Y6W_20260103	001 000 284 00 00 00	Payroll Liability Other	Whole Life Insurance Premiums	EFT	\$147.00
					EFT Total	\$147.00
New York Life EFT	Dec-25	001 001 513 10 20 00	Executive - Benefits	Life/Disability Insurance Premiums	EFT	\$80.41
New York Life EFT	Dec-25	001 002 513 11 20 00	AD-Benefits	Life/Disability Insurance Premiums	EFT	\$78.25
New York Life EFT	Dec-25	001 003 514 20 20 00	CC-Benefits	Life/Disability Insurance Premiums	EFT	\$187.95
New York Life EFT	Dec-25	001 004 514 23 20 00	FI-Benefits	Life/Disability Insurance Premiums	EFT	\$241.15
New York Life EFT	Dec-25	001 005 518 10 20 00	HR-Benefits	Life/Disability Insurance Premiums	EFT	\$238.05
New York Life EFT	Dec-25	001 006 518 80 20 00	IT-Benefits	Life/Disability Insurance Premiums	EFT	\$279.87
New York Life EFT	Dec-25	001 007 558 50 20 00	PL-Benefits	Life/Disability Insurance Premiums	EFT	\$712.72
New York Life EFT	Dec-25	001 007 559 30 20 00	PB-Benefits	Life/Disability Insurance Premiums	EFT	\$308.59
New York Life EFT	Dec-25	001 008 521 20 20 00	LE-Benefits	Life/Disability Insurance Premiums	EFT	\$2,296.95
New York Life EFT	Dec-25	001 010 576 80 20 00	PK-Benefits	Life/Disability Insurance Premiums	EFT	\$757.91
New York Life EFT	Dec-25	001 013 518 30 20 00	GG-Benefits	Life/Disability Insurance Premiums	EFT	\$262.87
New York Life EFT	Dec-25	003 007 559 30 20 00	PT - Permit Benefits	Life/Disability Insurance Premiums	EFT	\$91.53

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
New York Life EFT	Dec-25	005 013 518 20 20 00	RP-Benefits	Life/Disability Insurance Premiums	EFT	\$69.54
New York Life EFT	Dec-25	101 016 542 30 20 00	ST-Benefits	Life/Disability Insurance Premiums	EFT	\$831.86
New York Life EFT	Dec-25	410 016 531 10 20 00	SW-Benefits	Life/Disability Insurance Premiums	EFT	\$1,172.84
					EFT Total	\$7,610.49
Northwest Crane Inspection Inc	3048A	101 016 542 30 41 02	ST-Professional Service	Annual Inspection/Load Test on Crane	65193	\$300.00
Northwest Crane Inspection Inc	3048A	410 016 531 10 41 01	SW - Professional Services	Annual Inspection/Load Test on Crane	65193	\$300.00
					65193 Total	\$600.00
NPR Commercial Construction Inc	6961	001 010 576 80 41 00	PK-Professional Services	Davies N - Fence Repair	65194	\$6,391.86
					65194 Total	\$6,391.86
O Reilly Auto Parts	2960-186329	001 013 518 20 31 00	GG-Operating Costs	Battery PW98 HR	65195	\$96.07
O Reilly Auto Parts	2960-186332	410 016 531 10 31 02	SW - Operating Costs	Motor Oil/Oil Filter PW04	65195	\$66.97
O Reilly Auto Parts	2960-186333	410 016 531 10 31 02	SW - Operating Costs	Motor Oil/Oil Filter PW24	65195	\$87.72
O Reilly Auto Parts	2960-186335	101 016 544 90 31 02	ST-Operating Cost	Fuel Filter	65195	\$17.38
O Reilly Auto Parts	2960-186335	410 016 531 10 31 02	SW - Operating Costs	Fuel Filter	65195	\$17.39
O Reilly Auto Parts	2960-186336	101 016 544 90 31 02	ST-Operating Cost	Fuel Filter Refund	65195	(\$17.38)
O Reilly Auto Parts	2960-186336	410 016 531 10 31 02	SW - Operating Costs	Fuel Filter Refund	65195	(\$17.39)
					65195 Total	\$250.76
PH Consulting LLC	2558	101 016 595 64 63 00	ST-Traffic Control-Capital	On-Call Engineering Services - Traffic Calming	65196	\$12,028.61
					65196 Total	\$12,028.61
Pilchuck Veterinary Hospital	919258	111 008 521 20 40 00	Drug Seize - Canine Prof Serv	Cia Exam	65197	\$170.36
					65197 Total	\$170.36
Pitney Bowes Bank Inc	12-2025 POSTAGE	001 007 558 50 42 00	PL-Communication	Postage	65198	\$64.72
Pitney Bowes Bank Inc	12-2025 POSTAGE	001 013 518 20 42 00	GG-Communication	Postage	65198	\$134.26
Pitney Bowes Bank Inc	12-2025 POSTAGE	101 016 543 30 42 00	ST-Communications	Postage	65198	\$0.51
Pitney Bowes Bank Inc	12-2025 POSTAGE	410 016 531 10 42 00	SW - Communications	Postage	65198	\$0.51
					65198 Total	\$200.00
Prizm Consulting Inc	286	120 016 595 61 60 05	TBP05: 91st - 20th to 12th	91st Street SE Phase 2	65199	\$90,097.43
					65199 Total	\$90,097.43
Proforce Marketing Inc	591182	520 008 594 21 63 03	Firearm - Capital Equip	Pep Launcher Trp PST Ylw 2 Mag w/Carrying Bag	65200	\$512.96
Proforce Marketing Inc	591182	520 008 594 21 63 03	Firearm - Capital Equip	Pep Trp Pst Mag VXR/Round Projectiles	65200	\$23.60
Proforce Marketing Inc	591182	520 008 594 21 63 03	Firearm - Capital Equip	Pep Trp Security HlSt L-II RH QLS Compatible	65200	\$141.60
					65200 Total	\$678.16
Public Safety Testing Inc	PST25-1405	001 008 521 20 41 00	LE-Professional Services	PST Candidate Agency Test Site Q4 2025	65201	\$702.00
Public Safety Testing Inc	PST25-1543	001 008 521 20 41 00	LE-Professional Services	Subscription Fees Q4 2025 Police Officer	65201	\$544.00
Public Safety Testing Inc	PST25-1679	001 008 521 20 41 00	LE-Professional Services	Sergeant Work Performance Rating/Promotional Assessment	65201	\$11,370.30
					65201 Total	\$12,616.30
Quadient Finance USA Inc	12-2025 POSTAGE	001 008 521 20 42 00	LE-Communication	PD Postage	65239	\$68.63
					65239 Total	\$68.63
Right On Heating and Sheet Metal Inc	32967	001 006 594 18 60 00	IT - Capital Outlay	Install Ductless Cooling System for PD Server Room	65202	\$16,403.74
					65202 Total	\$16,403.74
Safety-Kleen Systems Inc	98703884	001 010 576 80 31 00	PK-Operating Supplies	Parts Washer - Solvent	65203	\$130.39
Safety-Kleen Systems Inc	98703884	101 016 544 90 31 02	ST-Operating Cost	Parts Washer - Solvent	65203	\$130.38
Safety-Kleen Systems Inc	98703884	410 016 531 10 31 02	SW - Operating Costs	Parts Washer - Solvent	65203	\$130.38
					65203 Total	\$391.15
Sansaver	123025 SANSAVER	001 007 559 30 42 00	PB-Communication	Postage Reimb - Cert Letter for Building Violation	65204	\$10.48
					65204 Total	\$10.48
Sariahs Stitches	8	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Patches	65205	\$18.00
Sariahs Stitches	9	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Patches	65205	\$28.00
					65205 Total	\$46.00

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Sariahs Stitches	10	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Patches	65240	\$11.50
					65240 Total	\$11.50
Shannon & Wilson Inc	161844	411 016 594 31 60 13	Hartford Crossings/Cath Creek	Lower Stevens Creek Restoration	65206	\$10,315.50
Shannon & Wilson Inc	161983	411 016 594 31 60 13	Hartford Crossings/Cath Creek	Lower Stevens Creek Restoration	65206	\$15,286.00
					65206 Total	\$25,601.50
Skyline Vinyl and Sign	INV-000379	520 008 594 21 63 00	Vehicles - Capital Equip	Police Vehicle Spot Graphics (2)	65207	\$3,825.50
					65207 Total	\$3,825.50
Smarsh Inc	INV-323027	510 006 518 80 49 05	LR - Smarsh	SMS Text Archiving	65208	\$1,140.78
					65208 Total	\$1,140.78
Snohomish Conservation District	9549	410 016 531 50 31 16	DOE - Capacity Grant Op Costs	Grant Reimbursement Q4 2025	65209	\$3,959.02
					65209 Total	\$3,959.02
Snohomish County 911	8939	001 008 528 00 41 00	LE-SNO911	Dispatch Services 2025 Addtl Amount Due	65210	\$9,307.00
					65210 Total	\$9,307.00
Snohomish County Public Works	I000698902	101 016 542 63 47 00	ST-Lighting - Utilities	Traffic Signal Maint 11-2025	65211	\$1,171.58
Snohomish County Public Works	I000698903	410 016 531 10 41 01	SW - Professional Services	Bridge Inspection Services 11-2025	65211	\$2,286.79
					65211 Total	\$3,458.37
Snohomish County PUD	100870408	101 016 542 63 47 00	ST-Lighting - Utilities	202624367 Street Lights	65212	\$15,987.13
Snohomish County PUD	106559974	101 016 542 63 47 00	ST-Lighting - Utilities	201860178 Traffic Signal 9101 Market Pl	65212	\$106.11
Snohomish County PUD	119740478	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Admin Electric	65212	\$282.66
Snohomish County PUD	119740478	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Electric	65212	\$501.89
Snohomish County PUD	119740478	001 013 518 20 47 00	GG-Utilities	200206019 City Hall Water	65212	\$221.36
Snohomish County PUD	119740478	001 010 576 80 47 00	PK-Utilities	200206019 North Cove Park Electric	65212	\$59.67
Snohomish County PUD	119740478	001 010 576 80 47 00	PK-Utilities	200206019 Parks Electric	65212	\$76.46
Snohomish County PUD	119740478	001 010 576 80 47 00	PK-Utilities	200206019 Parks Water	65212	\$72.01
Snohomish County PUD	119740478	101 016 542 63 47 00	ST-Lighting - Utilities	200206019 Street Lights	65212	\$85.17
Snohomish County PUD	119740478	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Electric	65212	\$698.11
Snohomish County PUD	119740478	001 012 575 50 47 00	CS- The Mill- Utilities	200206019 The Mill Water	65212	\$68.60
Snohomish County PUD	123041960	101 016 542 63 47 00	ST-Lighting - Utilities	200363505 Traffic Signal	65212	\$119.91
Snohomish County PUD	139464272	001 010 576 80 47 00	PK-Utilities	223477167 Mill Spur Electric	65212	\$148.74
Snohomish County PUD	142819968	005 000 518 20 40 01	Rental Property Utilities	224209403 - 10519 20th St SE Ste 3A & 3B	65212	\$64.91
Snohomish County PUD	142822406	101 016 542 63 47 00	ST-Lighting - Utilities	223611120 Traffic Light	65212	\$96.38
Snohomish County PUD	142822407	101 016 542 63 47 00	ST-Lighting - Utilities	223687294 Street Lights	65212	\$70.39
Snohomish County PUD	146178764	001 010 576 80 47 00	PK-Utilities	222191298 North Cove Park Water	65212	\$75.96
Snohomish County PUD	146179433	001 010 576 80 47 00	PK-Utilities	221860174 Frontier Park Electric	65212	\$62.91
Snohomish County PUD	156077733	001 012 575 51 47 00	CS- Grimm House Utilities	223357641 Grimm House Electric/Water	65212	\$286.47
Snohomish County PUD	156080160	005 000 518 20 40 01	Rental Property Utilities	224091256 - 10515 20th St SE	65212	\$277.36
Snohomish County PUD	156080160	005 000 518 20 40 01	Rental Property Utilities	224091256 - 10519 20th St SE	65212	\$292.99
Snohomish County PUD	159270435	001 013 518 20 47 00	GG-Utilities	222931883 Row Club Wtr/Electric 12308 17th Pl NE	65212	\$207.71
Snohomish County PUD	159270436	001 010 576 80 47 00	PK-Utilities	222942633 North Cove BBQ Shelter Electric	65212	\$385.66
Snohomish County PUD	159271769	005 000 518 20 40 01	Rental Property Utilities	222450314 Commercial Bldg 1819 S Lake Stevens	65212	\$478.78
Snohomish County PUD	162429619	005 000 518 20 40 01	Rental Property Utilities	224442301 - 10519 20th St SE Ste 5	65212	\$83.62
Snohomish County PUD	162429619	005 000 518 20 40 01	Rental Property Utilities	224442301 - 10519 20th St SE Ste 6	65212	\$77.31
Snohomish County PUD	168732918	001 010 576 80 47 00	PK-Utilities	222625881 Frontier Circle Water	65212	\$68.60
					65212 Total	\$20,956.87
Snohomish County Sheriffs Office	I2025-8890	001 008 523 60 41 00	LE-Jail	Jail Services 10-2025	65213	\$31,642.45
Snohomish County Sheriffs Office	I2025-8907	001 008 523 60 41 00	LE-Jail	Jail Services Medical 10-2025	65213	\$7,052.10
					65213 Total	\$38,694.55

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County Sheriffs Office	I2025-8924	001 008 523 60 41 00	LE-Jail	Jail Services 11-2025	65241	\$30,314.03
Snohomish County Sheriffs Office	I2025-8942	001 008 523 60 41 00	LE-Jail	Jail Services Medical 11-2025	65241	\$28,108.58
					65241 Total	\$58,422.61
Sommerseth	1570	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Wash & Wax Box Van	65214	\$142.87
					65214 Total	\$142.87
Springbrook Holding Company LLC	INV-002841	001 004 514 23 41 00	FI-Professional Service	Accounts Receivable Subscription	65215	\$6,778.63
Springbrook Holding Company LLC	INV-002841	001 004 514 23 41 00	FI-Professional Service	Enterprise Connection for Cirrus Single Sign On Subscription	65215	\$2,966.73
					65215 Total	\$9,745.36
Springbrook Nursery and Trucking Inc	390989	101 016 544 90 31 02	ST-Operating Cost	Dump Fees - Brush/Stumps	65216	\$48.00
					65216 Total	\$48.00
State Auditors Office	L172543	001 004 514 23 41 00	FI-Professional Service	Accountability/Financial Audit 2024	65217	\$695.50
					65217 Total	\$695.50
Station Organic Cleaners	LSPD 026	001 008 521 20 41 01	LE-Professional Serv-Fixed	PD Uniform Cleaning Service	65218	\$436.11
					65218 Total	\$436.11
StoneShare Corp	2019-251	001 008 521 20 31 02	LE-Minor Equipment	PD Disposition Support Services	65219	\$6,558.00
					65219 Total	\$6,558.00
Teamsters Local No 763	Dec-25	001 000 284 00 00 00	Payroll Liability Other	Union Dues	65151	\$2,183.00
					65151 Total	\$2,183.00
Teamsters Welfare Trust Dental EFT	Feb-26	001 000 283 00 00 00	Payroll Liability Medical	Teamsters Dental Premium	EFT	\$3,577.60
					EFT Total	\$3,577.60
Toole Design Group LLC	SEA445.01_03	101 016 544 20 41 00	ST-Prof Srv - Engineering	LS Community Service Support	65220	\$13,382.00
Toole Design Group LLC	SEA445.02_02	101 016 544 20 41 00	ST-Prof Srv - Engineering	Traffic Safety and Calming Program	65220	\$12,258.00
Toole Design Group LLC	SEA445.02_03	101 016 544 20 41 00	ST-Prof Srv - Engineering	Traffic Safety and Calming Program	65220	\$7,462.00
					65220 Total	\$33,102.00
Transpo Group USA Inc	36730	101 016 544 20 41 00	ST-Prof Srv - Engineering	On-Call Engineering - EDDS Update	65221	\$1,005.00
					65221 Total	\$1,005.00
Trueheart Family Counseling	2030	001 005 517 90 41 00	HR-Wellness Program Services	Mental Health Counseling Services	65222	\$2,000.00
					65222 Total	\$2,000.00
ULINE	201815738	001 008 521 20 31 06	LE - Uniform Clothing	Drawstring Bags	65223	\$172.83
					65223 Total	\$172.83
UPS	0000074Y42525	001 008 521 20 42 00	LE-Communication	Evidence Shipping	65242	\$6.69
					65242 Total	\$6.69
Verizon Wireless	6127411358	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Service	65224	\$235.62
Verizon Wireless	6127411358	001 007 558 50 42 00	PL-Communication	Wireless Phone Service	65224	(\$33.54)
Verizon Wireless	6127411358	001 007 559 30 42 00	PB-Communication	Wireless Phone Service	65224	(\$65.79)
Verizon Wireless	6127411358	001 010 576 80 42 00	PK-Communication	Wireless Phone Service	65224	\$144.53
Verizon Wireless	6127411358	101 016 543 30 42 00	ST-Communications	Wireless Phone Service	65224	\$88.58
Verizon Wireless	6127411358	410 016 531 10 42 00	SW - Communications	Wireless Phone Service	65224	\$88.57
Verizon Wireless	6132432414	001 001 511 60 42 00	Legislative - Communication	Wireless Phone Service	65224	\$163.56
Verizon Wireless	6132432414	001 010 576 80 42 00	PK-Communication	Wireless Phone Service	65224	\$40.01
Verizon Wireless	6132432414	101 016 543 30 42 00	ST-Communications	Wireless Phone Service	65224	\$19.63
Verizon Wireless	6132432414	410 016 531 10 42 00	SW - Communications	Wireless Phone Service	65224	\$19.64
					65224 Total	\$700.81
Volunteers of America	190-DEC2025-4195	001 012 565 10 49 00	CS- Human Services	Housing Assistance 12-2025	65225	\$11,134.21
					65225 Total	\$11,134.21
Warrington	102425 ANYA	001 005 518 10 49 01	HR-Staff Development	ICMA Conf Flight Cancelled Refund - Warrington	65226	(\$198.30)
Warrington	102425 ANYA	001 005 518 10 49 01	HR-Staff Development	ICMA Conf Flight Rebooked - Warrington	65226	\$508.00
Warrington	102425 ANYA	001 005 518 10 49 01	HR-Staff Development	ICMA Conf Meal PerDiem Reimb - Warrington	65226	(\$44.00)
					65226 Total	\$265.70

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Washington Assoc of Sheriffs and Police Chiefs	INV033072	001 008 521 40 49 01	LE- Staff Development	WASPC Conf Registration - Beazizo	65227	\$435.20
Washington Assoc of Sheriffs and Police Chiefs	INV033072	001 008 521 40 49 01	LE- Staff Development	WASPC Conf Registration - Thomas	65227	\$435.20
					65227 Total	\$870.40
Washington State Dept of Natural Resources	9189393	001 010 576 80 41 00	PK-Professional Services	Forest Land Assessments	65228	\$219.88
Washington State Dept of Natural Resources	9189393	001 013 518 20 41 00	GG-Professional Service	Forest Land Assessments	65228	\$17.26
Washington State Dept of Natural Resources	9189393	101 016 542 30 41 02	ST-Professional Service	Forest Land Assessments	65228	\$5.05
Washington State Dept of Natural Resources	9189393	410 016 531 10 41 01	SW - Professional Services	Forest Land Assessments	65228	\$16.82
					65228 Total	\$259.01
Washington State Support Registry	1102026	001 000 284 00 00 00	Payroll Liability Other	Employee Paid Child Support	EFT	\$1,054.46
					EFT Total	\$1,054.46
West Coast Code Consultants Inc	2025-613-DEC	001 007 558 50 41 04	Permit Related Professional Sr	Building Inspections Services 12-2025	65243	\$6,375.10
					65243 Total	\$6,375.10
Western Conference of Teamsters Pension Trust	1102026	001 000 282 00 00 00	Payroll Liability Retirement	Employee Contribution-Teamster Pension	65152	\$4,960.73
					65152 Total	\$4,960.73
Whispr Innovations Inc	6445	001 010 576 80 41 00	PK-Professional Services	South LS Trail Landscaping 11-2025	65229	\$2,576.20
Whispr Innovations Inc	6513	001 010 576 80 41 00	PK-Professional Services	South LS Trail Landscaping 12-2025	65229	\$1,472.27
					65229 Total	\$4,048.47
Wick	122625 DWC	001 008 521 20 41 02	LE-Prof Srv - Wellness Grant	MHP Consultant Services 12-2025	65230	\$1,168.00
					65230 Total	\$1,168.00
WM Corporate Services Inc	1093702-4968-1	001 012 573 90 31 00	CS- Event Contributions	Aquafest Trash - Late Fee	65231	\$18.60
					65231 Total	\$18.60
WR Lake Stevens LLC	12-2025 CH	001 002 513 11 41 00	AD-Professional Services	Car Washes for Admin Vehicles	65232	\$20.00
WR Lake Stevens LLC	12-2025 CH	001 007 559 30 48 00	PB-Repair & Maintenance	Car Washes for Building Vehicles	65232	\$80.00
WR Lake Stevens LLC	12-2025 CH	001 005 518 10 41 00	HR-Professional Services	Car Washes for HR Vehicles	65232	\$20.00
WR Lake Stevens LLC	12-2025 CH	001 006 518 80 41 00	IT-Professional Services	Car Washes for IT Vehicles	65232	\$20.00
WR Lake Stevens LLC	12-2025 CH	001 010 576 80 41 00	PK-Professional Services	Car Washes for Parks Vehicles	65232	\$20.00
WR Lake Stevens LLC	12-2025 CH	101 016 542 30 41 02	ST-Professional Service	Car Washes for PW Vehicles	65232	\$80.00
WR Lake Stevens LLC	12-2025 CH	410 016 531 10 41 01	SW - Professional Services	Car Washes for PW Vehicles	65232	\$80.00
					65232 Total	\$320.00
Zero9 Solutions Ltd	INV#11111-B2B	001 008 521 20 31 01	LE-Fixed Minor Equipment	Pepperball Blast Cases	65233	\$1,123.45
					65233 Total	\$1,123.45
Zoom Communications Inc	INV336205468	001 006 518 80 31 00	IT- Operating Supplies	Zoom Cloud Recording 30 GB - Overage Fee	65234	\$40.50
					65234 Total	\$40.50

BLANKET VOUCHER APPROVAL
2026

Payroll Direct Deposits		
Electronic Funds Transfers	ACH	
Claims	65244-65315	\$1,793,385.98
Void Checks		
Total Vouchers Approved:		\$1,793,385.98

This 27th day of January 2026

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, or 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

January 27, 2026



City expenditures by type for this voucher packet		
Supplies	\$22,402	1%
Professional Services	\$1,571,506	88%
Capital *	\$121,168	7%
Debt Payments	\$78,310	4%
Total	\$1,793,386	100%

Large Purchases *

* Sewer Connection Fees for New Museum/Retail Bldg \$114,541

City of Lake Stevens Blanket Voucher Report
Checks to be approved for period 01/09/2026 - 01/22/2026

Total for Period
\$1,793,385.98

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
911 Supply Inc	INV-2-58188	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Gear - R Graves	65244	\$31.20
911 Supply Inc	INV-2-58204	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Shirt - Hingtgen	65244	\$121.18
911 Supply Inc	INV-2-58313	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Gear - R Graves	65244	\$1,255.91
911 Supply Inc	INV-2-58354	001 008 521 20 31 06	LE - Uniform Clothing	Breakaway Safety Vest - Graves	65244	\$118.15
911 Supply Inc	INV-2-58432	001 008 521 20 31 06	LE - Uniform Clothing	Name Tape - Thomas	65244	\$25.54
911 Supply Inc	INV-2-58433	001 008 521 20 31 06	LE - Uniform Clothing	Name Tape for Armor - Ashbrook	65244	\$59.43
911 Supply Inc	INV-2-58434	001 008 521 20 31 06	LE - Uniform Clothing	Jacket/Name Tape - Holland	65244	\$237.57
911 Supply Inc	INV-2-58494	001 008 521 20 31 06	LE - Uniform Clothing	Oregon City Enternal Carrier - Heinemann	65244	\$363.97
911 Supply Inc	INV-2-58500	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Jacket	65244	\$436.20
					65244 Total	\$2,649.15
Ace Hardware	81838/7	410 016 531 10 31 02	SW - Operating Costs	Buckets/Tool Hangers/Storage Straps	65245	\$117.93
Ace Hardware	81841/7	001 007 558 50 31 02	PL-Permit Related Op. Costs	Stakes	65245	\$87.09
Ace Hardware	81856/7	101 016 544 90 31 02	ST-Operating Cost	Tarps/Bungee Cords	65245	\$299.42
Ace Hardware	81862/7	001 013 518 20 31 00	GG-Operating Costs	Liquidtite DEG Conduit/Clear Window Silc - War Memorial	65245	\$28.30
Ace Hardware	81867/7	001 013 518 20 31 00	GG-Operating Costs	Liquidtite Conduit/Fitting/Conduit Flexplastic - War Memorial	65245	\$68.55
Ace Hardware	81869/7	001 013 518 20 31 00	GG-Operating Costs	Fasteners - War Memorial	65245	\$5.16
Ace Hardware	81873/7	001 013 518 20 31 00	GG-Operating Costs	Fasteners - War Memorial	65245	\$7.38
Ace Hardware	81874/7	001 010 576 80 31 05	PK-R&M Supplies	Chain Oil/Chains - Chainsaw Maint	65245	\$142.05
Ace Hardware	81877-7	410 016 531 10 35 00	SW - Small Tools	Putty Knives	65245	\$28.40
Ace Hardware	81881/7	410 016 531 10 31 02	SW - Operating Costs	Door Hinges/Roller Stl	65245	\$72.07
Ace Hardware	81882/7	410 016 531 10 31 02	SW - Operating Costs	Tarp	65245	\$20.76
Ace Hardware	81884/7	001 010 576 80 31 05	PK-R&M Supplies	Drill Bits - NC Spinner	65245	\$21.85
Ace Hardware	81885/7	005 000 518 20 30 00	RP - Operating Supplies	Keys/Wall Mount Lock Box - 10519 20th St	65245	\$96.12
Ace Hardware	81888/7	001 010 576 80 31 05	PK-R&M Supplies	Fasteners - Catherine Creek Bench Repair	65245	\$16.68
					65245 Total	\$1,011.76
Alexander Printing Co Inc	99865	001 001 511 60 31 00	Legislative - Operating Costs	Business Cards - Edwards/Araya/McManus/Packard	65246	\$153.60
Alexander Printing Co Inc	99936	001 013 518 20 41 00	GG-Professional Service	2025 Annual Report	65246	\$7,824.56
					65246 Total	\$7,978.16
Amazon Capital Services	1479-1FNW-HC3Q	001 007 558 50 31 01	PL-Operating Supplies	2026 Wall Calendar - Ludden	65247	\$14.42
Amazon Capital Services	14CF-P76K-39TW	001 010 576 80 31 00	PK-Operating Supplies	2026 3 Month at a Glance Calendar	65247	\$16.38
Amazon Capital Services	19MR-DCN7-FF1L	001 004 514 23 31 00	FI- Operating Supplies	Logitech Wireless Ergonomic Keyboard	65247	\$71.42
Amazon Capital Services	1FQ9-CV7N-FY7R	101 016 544 90 31 02	ST-Operating Cost	Stainless Steel Hooks	65247	\$10.05
Amazon Capital Services	1FQ9-CV7N-FY7R	410 016 531 10 31 02	SW - Operating Costs	Stainless Steel Hooks	65247	\$10.05
Amazon Capital Services	1GT1-D6HG-DFGH	410 016 531 10 31 02	SW - Operating Costs	Headphone Extension Cable	65247	\$6.55
Amazon Capital Services	1GWY-PN6D-9YMR	001 013 518 20 31 00	GG-Operating Costs	Copy Paper for CH	65247	\$92.22
Amazon Capital Services	1GXD-CDDM-HJVK	001 010 576 80 31 00	PK-Operating Supplies	Permanent Markers - Garceau	65247	\$10.13
Amazon Capital Services	1JYH-XFM4-3TV4	001 013 518 20 31 00	GG-Operating Costs	Generac Guardian Maintenance Kit	65247	\$71.03
Amazon Capital Services	1PRD-6MT4-46R6	001 008 521 20 31 00	LE-Office Supplies	Printer Ink	65247	\$174.43
Amazon Capital Services	1PRD-6MT4-46R6	001 008 521 20 31 00	LE-Office Supplies	Tire Pressure Gauge	65247	\$21.75
Amazon Capital Services	1Q4Y-JTXN-DNQD	001 010 576 80 31 00	PK-Operating Supplies	Clipboards	65247	\$15.58
Amazon Capital Services	1Q4Y-JTXN-DNQD	001 010 576 80 31 00	PK-Operating Supplies	Mouse Traps	65247	\$13.24
Amazon Capital Services	1V3T-D6VG-39M1	101 016 544 90 31 02	ST-Operating Cost	Dry Erase White Board 96x48/Ball Mount for Car	65247	\$290.67
Amazon Capital Services	1V3T-D6VG-39M1	410 016 531 10 31 02	SW - Operating Costs	Dry Erase White Board 96x48/Ball Mount for Car	65247	\$281.94
					65247 Total	\$1,099.86

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Assoc of Washington Cities	167559	001 005 518 10 41 00	HR-Professional Services	2026 AWC Drug & Alcohol Consortium Membership	65248	\$1,620.00
Assoc of Washington Cities	167745	001 013 518 90 49 04	GG-AWC	2026 AWC City Membership	65248	\$36,033.00
					65248 Total	\$37,653.00
Astound	103946401-0011952	510 006 518 80 49 04	LR - WaveBroadband Fiber Lease	Fiber Leases	65249	\$1,268.82
Astound	103946401-0011952	001 002 513 11 42 00	AD-Communications	Wave Internet/Telecom Services	65249	\$55.44
Astound	103946401-0011952	001 003 514 20 42 00	CC-Communications	Wave Internet/Telecom Services	65249	\$110.87
Astound	103946401-0011952	001 004 514 23 42 00	FI-Communications	Wave Internet/Telecom Services	65249	\$110.87
Astound	103946401-0011952	001 005 518 10 42 00	HR-Communications	Wave Internet/Telecom Services	65249	\$55.44
Astound	103946401-0011952	001 006 518 80 42 00	IT-Communications	Wave Internet/Telecom Services	65249	\$166.30
Astound	103946401-0011952	001 007 558 50 42 00	PL-Communication	Wave Internet/Telecom Services	65249	\$360.51
Astound	103946401-0011952	001 007 559 30 42 00	PB-Communication	Wave Internet/Telecom Services	65249	\$55.43
Astound	103946401-0011952	001 008 521 20 42 00	LE-Communication	Wave Internet/Telecom Services	65249	\$1,885.53
Astound	103946401-0011952	001 012 575 30 42 00	CS- Museum - Communications	Wave Internet/Telecom Services	65249	\$55.43
Astound	103946401-0011952	001 012 575 50 42 00	CS- The Mill- Communication	Wave Internet/Telecom Services	65249	\$55.44
Astound	103946401-0011952	001 013 518 20 42 00	GG-Communication	Wave Internet/Telecom Services	65249	\$221.74
Astound	103946401-0011952	101 016 543 30 42 00	ST-Communications	Wave Internet/Telecom Services	65249	\$319.03
Astound	103946401-0011952	410 016 531 10 42 00	SW - Communications	Wave Internet/Telecom Services	65249	\$319.03
					65249 Total	\$5,039.88
Axon Enterprise Inc	INUS411089	001 008 594 21 70 02	LE Axon Taser VR-Install Purch	VR Taser Bundles	65250	\$10,939.40
Axon Enterprise Inc	INUS412002	001 008 594 21 70 03	LE Axon Taser - Install Purch	Taser Certification Bundles	65250	\$34,607.31
					65250 Total	\$45,546.71
Badgleys Landscape LLC	011426 RELEASE	001 013 582 20 00 00	Refund of Retainage Deposits	Landscape Maint Retainage Release	65251	\$639.60
Badgleys Landscape LLC	011426 RELEASE	005 000 582 20 00 00	Retainage Release	Landscape Maint Retainage Release	65251	\$1,710.77
					65251 Total	\$2,350.37
Bassett	020126 BASSETT	001 008 521 40 49 01	LE- Staff Development	1st Responders Mental Health Conf Meal PerDiem - Bassett	65252	\$244.00
					65252 Total	\$244.00
Baumgardner	011626 OLIVIA	001 003 514 20 49 02	CC-Staff Development	SnoCo PIO Qtr Meeting Mileage PerDiem - Baumgardner	65253	\$13.20
					65253 Total	\$13.20
Brazel	012126 BRAZEL	001 002 513 11 49 00	AD-Staff Development	AWC City Action Days Meal PerDiem - Brazel	65254	\$36.00
					65254 Total	\$36.00
Canon Financial Services Inc	42463355	001 007 591 58 70 01	PL -Lease Agreements	2YJ04075 Copier Lease CH	65255	\$70.56
Canon Financial Services Inc	42463355	001 007 591 59 70 01	PB - Lease Agreements	2YJ04075 Copier Lease CH	65255	\$70.56
Canon Financial Services Inc	42463355	001 013 591 18 70 01	Lease Agreements	2YJ04075 Copier Lease CH	65255	\$70.56
Canon Financial Services Inc	42463355	001 007 558 50 48 00	PL-Repairs & Maint.	2YJ04075 Copier Lease CH Tax	65255	\$6.56
Canon Financial Services Inc	42463355	001 007 559 30 48 00	PB-Repair & Maintenance	2YJ04075 Copier Lease CH Tax	65255	\$6.56
Canon Financial Services Inc	42463355	001 013 518 20 48 00	GG-Repair & Maintenance	2YJ04075 Copier Lease CH Tax	65255	\$6.57
Canon Financial Services Inc	42463356	001 008 591 21 70 01	Lease Agreements	2XW05905 Copier Lease PD	65255	\$252.95
Canon Financial Services Inc	42463356	001 008 521 20 48 00	LE-Repair & Maintenance Equip	2XW05905 Copier Lease PD Tax	65255	\$23.52
Canon Financial Services Inc	42464952	001 010 576 80 48 00	PK-Repair & Maintenance	QNN08471 Copier Lease PW Upstairs	65255	\$11.42
Canon Financial Services Inc	42464952	101 016 542 30 48 00	ST-Repair & Maintenance	QNN08471 Copier Lease PW Upstairs	65255	\$11.41
Canon Financial Services Inc	42464952	410 016 531 10 48 00	SW - Repairs & Maintenance	QNN08471 Copier Lease PW Upstairs	65255	\$11.41
Canon Financial Services Inc	42474855	001 013 518 20 48 00	GG-Repair & Maintenance	XTZ01787 Copier Lease CH Admin Month to Month Le	65255	\$286.05
					65255 Total	\$828.13
Cascade Collision Center Inc	5435	001 008 521 20 48 00	LE-Repair & Maintenance Equip	Vehicle Repair Services #21-97	65256	\$3,024.25
					65256 Total	\$3,024.25
Central Welding Supply Co Inc	2591399	101 016 544 90 31 02	ST-Operating Cost	Holemaker III Mag Drill/Rotobroach	65257	\$775.71
Central Welding Supply Co Inc	2591399	410 016 531 10 31 02	SW - Operating Costs	Holemaker III Mag Drill/Rotobroach	65257	\$775.72
					65257 Total	\$1,551.43

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Charrette	020326 ROBERT	001 010 576 80 49 01	PK-Staff Development	STIHL Training Meal PerDiem - Charrette	65258	\$72.00
					65258 Total	\$72.00
Crime Stoppers of Puget Sound	CSOPS261021	001 008 521 20 41 01	LE-Professional Serv-Fixed	2026 Crime Stoppers Allocation	65259	\$1,084.07
					65259 Total	\$1,084.07
Daigle Law Group LLC	INV-1432	001 008 521 40 49 01	LE- Staff Development	Supervisor & Command Training Renewal	65260	\$3,525.00
					65260 Total	\$3,525.00
Dept of Licensing	011726 DOL	633 000 589 30 00 05	Gun Permit - State DOL	Weapons Permits 01/11/26 - 01/17/26	65261	\$366.00
					65261 Total	\$366.00
Dicks Towing Inc	18322070	001 008 521 20 41 00	LE-Professional Services	Evidence Towing 2026-00199	65262	\$197.16
					65262 Total	\$197.16
Dreher	010526 DREHER J	001 008 521 20 31 00	LE-Office Supplies	Walgreens Photo Reimb - J Dreher	65263	\$16.97
					65263 Total	\$16.97
Economic Alliance Snohomish County	2026-58	001 013 518 90 49 02	GG-Economic Alliance	EASC Annual Investment	65264	\$3,500.00
					65264 Total	\$3,500.00
Electronic Business Machines	AR323763	001 008 521 50 48 00	LE-Facility Repair & Maint	Printer Copy Fees PD - 2WU09725	65265	\$63.81
Electronic Business Machines	AR324037	001 008 521 50 48 00	LE-Facility Repair & Maint	Printer Copy Fees PD - 2XW05905	65265	\$82.12
					65265 Total	\$145.93
Enterprise FM Trust	604558-010626	530 016 594 48 70 00	Capital Lease Holding Account	City Vehicle Lease/Mgmt/Tax Fees	65266	\$19,255.00
Enterprise FM Trust	633992-010626	520 008 594 21 63 00	Vehicles - Capital Equip	PD Vehicle Lease Taxes/Fees 01-2026	65266	\$6,627.36
Enterprise FM Trust	633992-010626	520 008 591 21 70 00	LE - Lease Agreements	PD Vehicle Leases 01-2026	65266	\$13,043.57
Enterprise FM Trust	633992-010626	001 008 521 20 48 00	LE-Repair & Maintenance Equip	PD Vehicle Monthly Maint 01-2026	65266	\$259.72
					65266 Total	\$39,185.65
Fastenal Company	MN019998942	001 010 576 80 41 00	PK-Professional Services	FAST Program Fees 01-2026	65267	\$3.64
Fastenal Company	MN019998942	101 016 542 30 41 02	ST-Professional Service	FAST Program Fees 01-2026	65267	\$3.65
Fastenal Company	MN019998942	410 016 531 10 41 01	SW - Professional Services	FAST Program Fees 01-2026	65267	\$3.64
Fastenal Company	WAARN181147	101 016 544 90 31 02	ST-Operating Cost	Safety Glasses/Duct Tape/QwkStiks/Gloves/Ear Plugs	65267	\$84.27
Fastenal Company	WAARN181147	410 016 531 10 31 02	SW - Operating Costs	Safety Glasses/Duct Tape/QwkStiks/Gloves/Ear Plugs	65267	\$84.27
					65267 Total	\$179.47
Fireshield Inc	13087	005 000 518 20 40 02	Rental Property Services	Alarm Monitoring 1819 S Lake	65268	\$459.06
					65268 Total	\$459.06
First Responder Outfitters Inc	26441-3	001 008 521 20 31 06	LE - Uniform Clothing	Uniform Alterations - Hingtgen	65269	\$73.78
					65269 Total	\$73.78
Gailey	012026 GAILEY	001 001 513 10 49 01	Executive - Prof. Development	AWC City Action Days Meal PerDiem - Gailey	65270	\$116.00
					65270 Total	\$116.00
Government Finance Officers Association	122231003-2026	001 004 514 23 49 01	FI-Staff Development	GFOA Membership - B Stevens	65271	\$500.00
					65271 Total	\$500.00
Granite Construction Supply	109700	101 016 542 64 31 00	ST-Traffic Control - Supply	Stop/MPH/Private - Road Signs	65272	\$1,181.43
Granite Construction Supply	109720	101 016 542 64 31 00	ST-Traffic Control - Supply	Street Signs/Anchors/Posts/Poles/Drive Rivets	65272	\$7,942.20
					65272 Total	\$9,123.63
Hathaway	39110	001 007 559 30 31 01	PB-Operating Supplies	Nameplate - Glaser	65273	\$20.17
					65273 Total	\$20.17
Honey Bucket	555312028	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - West Lake Park	65274	\$290.95
Honey Bucket	555314366	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - DOC Trailer	65274	\$55.18
Honey Bucket	555314366	101 016 542 30 45 00	ST-Rentals-Leases	Honey Bucket Rental - DOC Trailer	65274	\$55.19
Honey Bucket	555314366	410 016 531 10 45 01	SW - Rentals-Leases	Honey Bucket Rental - DOC Trailer	65274	\$55.18
Honey Bucket	555321409	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Catherine Creek Park	65274	\$167.75
Honey Bucket	555321410	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Oak Hill	65274	\$290.95
Honey Bucket	555328861	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Eagle Ridge	65274	\$156.20
Honey Bucket	555328862	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Cavalero Dog Park	65274	\$274.45

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Honey Bucket	555328863	001 010 576 80 45 00	PK-Equipment Rental	Honey Bucket Rental - Cavalero Skate Park	65274	\$274.45
					65274 Total	\$1,620.30
ICONIX Waterworks US Inc	U2616000555	410 016 531 10 31 02	SW - Operating Costs	Jet Set Complete Repair Concrete Patch	65275	\$1,786.05
					65275 Total	\$1,786.05
J Thayer Co Inc	1742767-0	001 008 521 20 31 00	LE-Office Supplies	PD Office Supplies	65276	\$502.90
J Thayer Co Inc	1742767-1	001 008 521 20 31 00	LE-Office Supplies	Envelopes	65276	\$17.99
					65276 Total	\$520.89
Kumara	1118	001 007 558 50 41 04	Permit Related Professional Sr	LUA2025-0099 Review	65277	\$3,368.75
					65277 Total	\$3,368.75
Lake Stevens Senior Center	2026 AGREEMENT	001 012 565 10 49 00	CS- Human Services	2026 Senior Center Funding per Agreement	65278	\$30,000.00
					65278 Total	\$30,000.00
Lake Stevens Sewer District	012026 MUSEUM	306 000 594 75 60 00	Culture Facility Cap - Museum	Sewer Connection Fees for New Museum/Retail Bldg	65279	\$114,540.85
					65279 Total	\$114,540.85
Lake Stevens Sewer District	1195 01-2026	001 010 576 80 47 00	PK-Utilities	Sewer - Cedarwood Park Acct 1195-01	65280	\$127.66
Lake Stevens Sewer District	12326 01-2026	001 010 576 80 47 00	PK-Utilities	Sewer - Boat Launch Restrooms Acct 12326-01	65280	\$134.04
Lake Stevens Sewer District	13135 01-2026	101 016 543 50 47 00	ST-Utilities	Sewer - Decant Facility Acct 13135-01	65280	\$477.96
Lake Stevens Sewer District	13135 01-2026	401 070 535 10 47 01	Sewer Dist Utilities	Sewer - Decant Facility Acct 13135-01	65280	\$955.93
Lake Stevens Sewer District	13135 01-2026	410 016 531 10 47 00	SW - Utilities	Sewer - Decant Facility Acct 13135-01	65280	\$477.97
Lake Stevens Sewer District	2538 01-2026	001 010 576 80 47 00	PK-Utilities	Sewer - Lundeen Park Acct 2538-02	65280	\$1,552.51
Lake Stevens Sewer District	3628 01-2026	001 010 576 80 47 00	PK-Utilities	Sewer - Davies Beach Acct 3628-02	65280	\$459.99
Lake Stevens Sewer District	5189 01-2026	005 000 518 20 40 01	Rental Property Utilities	Sewer - 10519 20th St SE 5189-04	65280	\$547.86
Lake Stevens Sewer District	6294 01-2026	001 008 521 50 47 00	LE-Facility Utilities	Sewer - PD Evidence Bldg Acct 6294-04	65280	\$127.66
Lake Stevens Sewer District	6296 01-2026	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Station Acct 6296-03	65280	\$127.66
Lake Stevens Sewer District	6390 01-2026	005 000 518 20 40 01	Rental Property Utilities	Sewer - 1819 S Lake Stevens Acct 6390-03	65280	\$127.66
Lake Stevens Sewer District	6666 01-2026	001 012 575 30 47 00	CS- Museum - Utilities	Sewer - Museum Acct 6666-01	65280	\$127.66
Lake Stevens Sewer District	6671 01-2026	001 013 518 20 47 00	GG-Utilities	Sewer - City Hall Acct 6671-01	65280	\$127.66
Lake Stevens Sewer District	6810 01-2026	001 012 575 50 47 00	CS- The Mill- Utilities	Sewer - The Mill Acct 6810-01	65280	\$255.31
Lake Stevens Sewer District	7002 01-2026	001 010 576 80 47 00	PK-Utilities	Sewer - North Cove Park Restroom 7002-01	65280	\$127.66
Lake Stevens Sewer District	8710 01-2026	001 008 521 50 47 00	LE-Facility Utilities	Sewer - Police Training Bldg Acct 8710-03	65280	\$127.66
Lake Stevens Sewer District	9902 01-2026	001 012 572 20 47 00	CS- Library-Utilities	Sewer - Library Acct 9902-01	65280	\$127.66
					65280 Total	\$6,010.51
Lakeside Industries Inc	347532	101 016 542 70 31 00	ST-Roadside - Supply	Pot Hole Mix	65281	\$1,265.69
					65281 Total	\$1,265.69
Lazo	011326 LAZO	001 010 576 80 49 01	PK-Staff Development	ISA Forestry Study Material Reimb - Lazo	65282	\$80.92
					65282 Total	\$80.92
Leatham Family LLC	553873	001 001 513 10 31 00	Executive - Supplies	Mayors Coins	65283	\$1,053.11
					65283 Total	\$1,053.11
LEIRA	5162	001 008 521 20 49 00	LE-Dues & Memberships	LEIRA Membership - Smith	65284	\$50.00
LEIRA	5223	001 008 521 20 49 00	LE-Dues & Memberships	LEIRA Membership - Fox	65284	\$50.00
LEIRA	5388	001 008 521 20 49 00	LE-Dues & Memberships	LEIRA Membership - Suarez	65284	\$50.00
LEIRA	5394	001 008 521 20 49 00	LE-Dues & Memberships	LEIRA Membership - Putnam	65284	\$50.00
LEIRA	5460	001 008 521 20 49 00	LE-Dues & Memberships	LEIRA Membership - Byram	65284	\$50.00
LEIRA	5473	001 008 521 20 49 00	LE-Dues & Memberships	LEIRA Membership - Lindseth	65284	\$50.00
					65284 Total	\$300.00
McDaniels Do It Center	2286	410 016 531 10 31 02	SW - Operating Costs	Pickup Body	65285	\$38.20
McDaniels Do It Center	2286	410 016 531 10 31 02	SW - Operating Costs	Tine Steel Leaf Rake	65285	\$96.14
McDaniels Do It Center	2351	410 016 531 10 35 00	SW - Small Tools	Air Filter/Body Pickup/Spark Plugs	65285	\$62.27
McDaniels Do It Center	2352	101 016 544 90 31 02	ST-Operating Cost	Spark Plugs/Body Pickup/Carb/Lube/Fuel Disp	65285	\$151.89
					65285 Total	\$348.50

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
McManus	012126 MCMANUS	001 001 511 60 49 01	Legislative - Prof. Developmen	AWC City Action Days Meal PerDiem - McManus	65286	\$36.00
					65286 Total	\$36.00
Millerstoultime	10626105136	101 016 544 90 31 02	ST-Operating Cost	Plier Wrench	65287	\$54.51
Millerstoultime	10626105136	410 016 531 10 31 02	SW - Operating Costs	Plier Wrench	65287	\$54.52
					65287 Total	\$109.03
Nelson Reisner	0014525-IN	101 016 542 30 32 00	ST-Fuel	Diesel Exhaust Fluid	65288	\$259.22
Nelson Reisner	0014525-IN	410 016 531 10 32 00	SW - Fuel	Diesel Exhaust Fluid	65288	\$259.21
					65288 Total	\$518.43
Ogden Murphy Wallace PLLC	922234	001 011 515 41 41 00	Ext Consultation - City Atty	Legal Services 12-2025	65289	\$19,950.40
Ogden Murphy Wallace PLLC	922234	001 011 515 45 41 02	Ext Litigation - Sewer	Legal Services 12-2025 Sewer	65289	\$1,483.50
					65289 Total	\$21,433.90
Packard	012126 PACKARD	001 001 511 60 49 01	Legislative - Prof. Developmen	AWC City Action Days Meal PerDiem - Packard	65290	\$36.00
					65290 Total	\$36.00
Pape Machinery Inc	16598092	410 016 531 10 31 02	SW - Operating Costs	Filter Elem PW65	65291	\$64.00
					65291 Total	\$64.00
PODS Enterprises LLC	PODS010978743	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage	65292	\$179.25
PODS Enterprises LLC	PODS010988241	001 013 518 20 41 00	GG-Professional Service	POD Rental for Museum Storage	65292	\$179.25
					65292 Total	\$358.50
Public Safety Testing Inc	PST25-1745	001 008 521 20 41 00	LE-Professional Services	PST Candidate Agency Test Site Add-On 12-2025	65293	\$442.00
					65293 Total	\$442.00
Puget Sound Clean Air Agency	26-051 Q1 2026	001 013 553 70 41 00	GG - Air Pollution	Q1 2026 Clean Air Assessment	65294	\$8,846.25
					65294 Total	\$8,846.25
Pye-Barker Fire & Safety LLC	7525075	001 008 521 20 41 01	LE-Professional Serv-Fixed	Security Monitoring Svcs 1825 S Lake 01-2026	65295	\$1,372.88
Pye-Barker Fire & Safety LLC	7525076	001 008 521 20 41 01	LE-Professional Serv-Fixed	Security Monitoring Svcs 10518 18th St 01-2026	65295	\$111.12
					65295 Total	\$1,484.00
SCCFOA	SCCFOA DUES	001 003 514 20 49 02	CC-Staff Development	SCCFOA Annual Dues - Chelin/Weaver/Tallman	65296	\$90.00
SCCFOA	SCCFOA DUES	001 004 514 23 49 01	FI-Staff Development	SCCFOA Annual Dues - Stevens/Heist/Crim/Rowe/Wells	65296	\$150.00
					65296 Total	\$240.00
Sherwin-Williams Co	1.36362E+13	410 016 531 10 35 00	SW - Small Tools	Purdy Poles	65297	\$120.21
Sherwin-Williams Co	1.62252E+13	101 016 544 90 31 02	ST-Operating Cost	Painters Tape	65297	\$6.64
Sherwin-Williams Co	1.62252E+13	410 016 531 10 31 02	SW - Operating Costs	Painters Tape	65297	\$6.65
					65297 Total	\$133.50
SHI International Corp	B20681381	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	Fortinet Annual Maint	65298	\$1,350.76
					65298 Total	\$1,350.76
Snohomish County 911	9026	001 008 528 00 41 00	LE-SNO911	Dispatch Services 01-2026	65299	\$34,457.15
					65299 Total	\$34,457.15
Snohomish County PUD	100870654	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Area Lighting	65300	\$11.17
Snohomish County PUD	100870654	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Electric	65300	\$1,186.67
Snohomish County PUD	100870654	001 008 521 50 47 00	LE-Facility Utilities	204719082 Police Station Water	65300	\$236.02
Snohomish County PUD	123046172	001 010 576 80 47 00	PK-Utilities	203599006 City Shop Electric/Water	65300	\$492.03
Snohomish County PUD	123046172	101 016 543 50 47 00	ST-Utilities	203599006 City Shop Electric/Water	65300	\$492.04
Snohomish County PUD	123046172	410 016 531 10 47 00	SW - Utilities	203599006 City Shop Electric/Water	65300	\$492.04
Snohomish County PUD	129635969	101 016 542 63 47 00	ST-Lighting - Utilities	200178218 Traffic Signal/Street Lights	65300	\$193.22
Snohomish County PUD	129637303	001 012 572 20 47 00	CS- Library-Utilities	203033030 Library Grade Rd Electric/Water	65300	\$690.38
Snohomish County PUD	142824899	001 010 576 80 47 00	PK-Utilities	222509887 Davies Beach Row Club Electric/Water	65300	\$222.27
Snohomish County PUD	142824900	001 010 576 80 47 00	PK-Utilities	222509911 Davies Beach Electric/Water	65300	\$128.85
Snohomish County PUD	149486460	101 016 542 63 47 00	ST-Lighting - Utilities	202648705 Street Lights	65300	\$97.50
Snohomish County PUD	156082019	101 016 542 63 47 00	ST-Lighting - Utilities	205338056 SR92 Roundabout at113th	65300	\$94.91

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Snohomish County PUD	156085623	001 010 576 80 47 00	PK-Utilities	221908015 City Shop Mechanic	65300	\$253.10
Snohomish County PUD	156085623	101 016 543 50 47 00	ST-Utilities	221908015 City Shop Mechanic	65300	\$253.03
Snohomish County PUD	156085623	410 016 531 10 47 00	SW - Utilities	221908015 City Shop Mechanic	65300	\$253.03
Snohomish County PUD	165625440	001 010 576 80 47 00	PK-Utilities	222205049 Oak Park Electric	65300	\$75.61
Snohomish County PUD	168736131	001 010 576 80 47 00	PK-Utilities	222658130 The Timbers Park Water	65300	\$29.88
					65300 Total	\$5,201.75
Sound Publishing Inc	EDH1024512	001 007 558 50 41 04	Permit Related Professional Sr	LAU2025-0018 Fagerlie West Annexation	65301	\$68.92
Sound Publishing Inc	EDH1024678	001 007 558 50 41 03	PL-Advertising	PC Meeting Cancellation 01/07/26	65301	\$22.48
Sound Publishing Inc	EDH1024700	001 013 518 30 41 01	GG-Advertising	CC Special Meeting 01/06/26	65301	\$31.08
Sound Publishing Inc	EDH1024761	001 007 558 50 41 04	Permit Related Professional Sr	LUA2025-0209	65301	\$91.28
Sound Publishing Inc	EDH1024872	001 010 576 80 42 01	PK-Advertising Services	RFP Farmers Market	65301	\$43.12
					65301 Total	\$256.88
Sound Safety Products Co Inc	723896/1	101 016 542 90 31 01	ST-Clothing	Boots - VanOstrand	65302	\$225.28
					65302 Total	\$225.28
Sprague Pest Solutions	6070728	001 012 575 51 40 00	CS-Grimm House - Services	Pest Control - Grimm House	65303	\$115.73
Sprague Pest Solutions	6070758	001 013 518 20 41 00	GG-Professional Service	Pest Control - VIC	65303	\$112.57
					65303 Total	\$228.30
Stericycle Inc	8013152829	001 008 521 20 41 01	LE-Professional Serv-Fixed	Hazardous Waste Disposal PD	65304	\$10.36
					65304 Total	\$10.36
TransUnion Risk and Alternative Data Solutions Inc	4016011-202512-1	510 006 518 80 49 50	Sft Lcns & Maint - Clnt Srvs	TILO - Information Gathering Services	65305	\$109.30
					65305 Total	\$109.30
United Rentals North America Inc	257455599-001	005 000 518 20 40 02	Rental Property Services	Boom Rental - 1819 S Lake Stevens	65306	\$1,353.23
					65306 Total	\$1,353.23
UPS	0000074Y42016	001 008 521 20 42 00	LE-Communication	Evidence Shipping	65307	\$51.02
UPS	0000074Y42026	001 008 521 20 42 00	LE-Communication	Evidence Shipping	65307	\$69.24
UPS	0000074Y42036	001 008 521 20 42 00	LE-Communication	Evidence Shipping	65307	\$25.00
					65307 Total	\$145.26
WAPRO	13402	001 008 521 20 49 00	LE-Dues & Memberships	WAPRO Memerbship Renewal - Byram	65308	\$25.00
WAPRO	13482	001 008 521 20 49 00	LE-Dues & Memberships	WAPRO Memerbship Renewal - Fox	65308	\$25.00
WAPRO	13857	001 008 521 20 49 00	LE-Dues & Memberships	WAPRO Memerbship Renewal - Lindseth	65308	\$25.00
WAPRO	14068	001 008 521 20 49 00	LE-Dues & Memberships	WAPRO Memerbship Renewal	65308	\$25.00
WAPRO	14246	001 008 521 20 49 00	LE-Dues & Memberships	WAPRO Membership Renewal - Uberty	65308	\$25.00
WAPRO	14461	001 008 521 20 49 00	LE-Dues & Memberships	WAPRO Memerbship Renewal - Ryan	65308	\$25.00
					65308 Total	\$150.00
Washington Cities Insurance Authority	200709	001 004 514 23 46 00	FI-Insurance	2026 WCIA Insurance	65309	\$99.33
Washington Cities Insurance Authority	200709	001 008 521 20 46 00	LE-Insurance	2026 WCIA Insurance	65309	\$445,491.54
Washington Cities Insurance Authority	200709	001 010 576 80 46 00	PK-Insurance	2026 WCIA Insurance	65309	\$225,352.41
Washington Cities Insurance Authority	200709	001 012 572 20 47 00	CS- Library-Utilities	2026 WCIA Insurance	65309	\$2,854.76
Washington Cities Insurance Authority	200709	001 013 518 20 46 00	GG-Insurance	2026 WCIA Insurance	65309	\$327,873.27
Washington Cities Insurance Authority	200709	005 000 518 20 40 03	Rental Property Insurance	2026 WCIA Insurance	65309	\$15,701.18
Washington Cities Insurance Authority	200709	101 016 543 30 46 00	ST-Insurance	2026 WCIA Insurance	65309	\$216,495.22
Washington Cities Insurance Authority	200709	410 016 531 10 46 00	SW-Insurance	2026 WCIA Insurance	65309	\$129,905.29
					65309 Total	\$1,363,773.00
Washington State Dept of Enterprise Svcs	731149567	001 008 521 20 31 00	LE-Office Supplies	Business Cards - Everest	65310	\$98.23
					65310 Total	\$98.23
Washington State Patrol	I2603193	633 000 589 30 00 10	Gun Permit - WSP Remittance	Weapons Permit Background Checks	65311	\$294.00
					65311 Total	\$294.00
Western Systems Inc	70608	510 006 518 80 49 51	Sft Lcns & Maint - Infra Srvs	MX-Cloud Pro Subscription	65312	\$4,521.67
					65312 Total	\$4,521.67

Vendor Name	Invoice #	Account #	Account Name	Description	Check #	Amount
Wolfkill Feed & Fertilizer Corp	28620	410 016 531 10 31 02	SW - Operating Costs	Swale Erosion Mix 50	65313	\$410.25
					65313 Total	\$410.25
Zachor Stock & Krepps Inc PS	26-LKS-0001	001 011 515 41 41 02	Ext Consult - Prosecutor Svs	Prosecution Services Rendered 01-2026	65314	\$17,235.21
					65314 Total	\$17,235.21
Ziply Fiber	01-2026 ZIPLY CITY	101 016 542 64 47 00	ST-Traffic Control -Utility	Traffic Control Modem	65315	\$90.34
Ziply Fiber	01-2026 ZIPLY CITY	001 002 513 11 42 00	AD-Communications	Ziply Internet/Telecom Services	65315	\$5.58
Ziply Fiber	01-2026 ZIPLY CITY	001 003 514 20 42 00	CC-Communications	Ziply Internet/Telecom Services	65315	\$11.17
Ziply Fiber	01-2026 ZIPLY CITY	001 004 514 23 42 00	FI-Communications	Ziply Internet/Telecom Services	65315	\$11.16
Ziply Fiber	01-2026 ZIPLY CITY	001 005 518 10 42 00	HR-Communications	Ziply Internet/Telecom Services	65315	\$5.59
Ziply Fiber	01-2026 ZIPLY CITY	001 006 518 80 42 00	IT-Communications	Ziply Internet/Telecom Services	65315	\$16.75
Ziply Fiber	01-2026 ZIPLY CITY	001 007 558 50 42 00	PL-Communication	Ziply Internet/Telecom Services	65315	\$36.32
Ziply Fiber	01-2026 ZIPLY CITY	001 007 559 30 42 00	PB-Communication	Ziply Internet/Telecom Services	65315	\$5.58
Ziply Fiber	01-2026 ZIPLY CITY	001 008 521 20 42 00	LE-Communication	Ziply Internet/Telecom Services	65315	\$189.95
Ziply Fiber	01-2026 ZIPLY CITY	001 012 575 30 42 00	CS- Museum - Communications	Ziply Internet/Telecom Services	65315	\$5.59
Ziply Fiber	01-2026 ZIPLY CITY	001 012 575 50 42 00	CS- The Mill- Communication	Ziply Internet/Telecom Services	65315	\$5.59
Ziply Fiber	01-2026 ZIPLY CITY	001 013 518 20 42 00	GG-Communication	Ziply Internet/Telecom Services	65315	\$22.34
Ziply Fiber	01-2026 ZIPLY CITY	101 016 543 30 42 00	ST-Communications	Ziply Internet/Telecom Services	65315	\$32.14
Ziply Fiber	01-2026 ZIPLY CITY	410 016 531 10 42 00	SW - Communications	Ziply Internet/Telecom Services	65315	\$32.14
Ziply Fiber	01-2026 ZIPLY CITY	005 000 518 20 40 01	Rental Property Utilities	Ziply Internet/Telecom Services 10515 20th St	65315	\$72.15
Ziply Fiber	01-2026 ZIPLY CITY	001 012 575 30 47 00	CS- Museum - Utilities	Ziply Internet/Telecom Services Museum	65315	\$106.99
Ziply Fiber	01-2026 ZIPLY PD	001 008 521 20 42 00	LE-Communication	Ethernet Internet Access 1825 S Lake Stevens Rd	65315	\$728.00
					65315 Total	\$1,377.38

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

January 6, 2026, at 6:00 p.m.

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

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

ELECTED OFFICIALS PRESENT: Councilmembers Sabina Araya, Brian McManus, Ryan Donoghue, Anji Jorstad, Kymm Shipman, Tosha Edwards and Nathan Packard

Call to Order

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

Pledge of Allegiance

Mayor Gailey led the Pledge of Allegiance.

Oath of Offices

New Councilmembers Brian McManus, Tosha Edwards, Sabina Araya and Nathan Packard

Oaths were conducted by City Clerk Chelin

Sergeant Brandon Fiske, Officer Matthew Askbrook & Police Records Lead Melissa Lindseth

Oaths were conducted by Mayor Gailey

Council took a break from 6:13 p.m. to 6:26 p.m.

Roll Call

All Councilmembers were present.

Election of Council President and Vice President

MOTION. Councilmember Donoghue made a motion to nominate Kymm Shipman as Council President, seconded by Councilmember Packard.

MOTION. Councilmember Edwards made a motion to nominate Anji Jorstad as Council President, seconded by Councilmember McManus.

VOTE. Vote for Kymm Shipman as Council President. Motion failed 3-4-0-0 with Councilmember Araya, Councilmember McManus, Councilmember Jorstad and Councilmember Edwards opposed.

VOTE. Vote for Anji Jorstad as Council President. Motion passed 4-3-0-0 with Councilmember Donoghue, Councilmember Shipman and Councilmember Packard opposed.

MOTION. Councilmember Packard made a motion to nominate Kymm Shipman as Council Vice President, seconded by Councilmember Araya.

MOTION. Councilmember Shipman made a motion to nominate Nathan Packard as Council Vice President, seconded by Councilmember Araya.

VOTE. Vote for Kymm Shipman as Council President. The motion passed 6-1-0-0 with Councilmember McManus opposed.

Approval of Agenda

MOTION. Councilmember Packard made a motion, seconded by Councilmember Edwards, to approve the agenda. The motion passed 7-0-0-0.

Guest Business

2026 Legislative Priorities

The City's Lobbyist, Trevor Justin, presented the priorities to the Council.

Citizen Comments

Sally Jo Sebring, Lake Stevens. Sally Jo expressed her concerns about the Flock cameras.

Bruce Morton, Lake Stevens. Bruce expressed concerns about the Flock cameras.

Council Business

Mayors Business

City Department Report

2026 City Council Winter Retreat Planning Update

Council agreed on Saturday, February 7, 2026 as the Council retreat date. The retreat will be in the Police Conference Room.

Discussion Items

Council Liaisons

Council reviewed the list of liaisons to the various Council boards and committees. Given that there were two committee openings that more than one Councilmember was interested in, a roll call vote was conducted by City Clerk Chelin.

Councilmember Araya or Mayor Gailey for the Community Transit liaison spot. The vote was 5 for Councilmember Araya and 2 for Mayor Gailey. Councilmember Araya will serve on the Community Transit Board.

Councilmember McManus or Councilmember Jorstad for the Sewer Utility Committee position. The vote was 5 for Councilmember McManus and 2 for Councilmember Jorstad. Councilmember McManus will serve on the Sewer Utility Committee.

Adjournment

MOTION. Councilmember Jorstad made a motion, seconded by Councilmember Donoghue, to adjourn the meeting. The motion passed 7-0-0-0.

The meeting adjourned at 8:01 p.m.

Brett Gailey, Mayor

Kelly M. Chelin, City Clerk

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

January 13, 2026, 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 Anji Jorstad,
Councilmembers Ryan Donoghue, Sabina
Araya, Brian McManus, Tosha Edwards,
Kymm Shipman and Nathan Packard

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.

Approval of Agenda

MOTION. Councilmember Packard made a motion, seconded by Councilmember Donoghue, to approve the agenda. The motion passed 7-0-0-0.

Guest Business

Officer Graves and Commander Hingtgen were sworn in.

Citizen Comments

Ray Welk. Ray spoke on public awareness, education and transparency.

Council Business

Mayors Business

City Department Report

Finance Director Stevens explained to Council how to read the financial voucher report in the packet.

Consent Agenda

MOTION. Councilmember Shipman made a motion, seconded by Councilmember McManus, to approve the consent agenda. The motion passed 7-0-0-0.

The consent agenda items were as follows:

- 2025 Vouchers

- 2026 Vouchers
- City Council Meeting Minutes of December 16, 2025
- City Council Meeting Minutes of December 29, 2025
- 2026 Legislative Priorities

Public Hearing**Fagerlie West Annexation (LUA2025-0118)**

Senior Planner Levitan explained that following a public hearing, staff was requesting the Council adopt Ordinance 1213 approving the Fagerlie West Annexation, the simultaneous adoption of land use and zoning designations, and assumption of a proportional share of existing City indebtedness. Council and staff engaged in a discussion.

Mayor Gailey opened the public hearing for comment.

No public comment was received.

Mayor Gailey closed the public hearing.

MOTION. Councilmember McManus made a motion, seconded by Councilmember Donoghue, to adopt Ordinance 1213 approving the Fagerlie West Annexation. The motion passed 7-0-0-0.

Action Items**Cedarwood Recreation Consultant Contract**

Parks Planning and Development Coordinator Meis presented to Council the contract that would provide planning and design for the Cedarwood Recreation Project. Council and staff engaged in a discussion.

MOTION. Councilmember McManus made a motion, seconded by Councilmember Donoghue, to authorize the Mayor to sign the design contract for Cedarwood Recreation. The motion passed 7-0-0-0.

Discussion Items

Ogden Murphy Wallace provided new Councilmember training and orientation to City Councilmembers.

MOTION. Councilmember Donoghue made a motion, seconded by Councilmember McManus, to extend the meeting to 8:30 p.m. The motion passed 7-0-0-0.

Executive Session – Confidential Session per RCW 42.30

The meeting recessed at 8:15 p.m. to executive session to discuss potential litigation for approximately 15 minutes, until 8:30 p.m. There was no action to follow.

Reconvene to Regular Session

The meeting reconvened to regular session at 8:30 p.m. There was no action.

Adjournment

MOTION. Councilmember Edwards made a motion, seconded by Councilmember Shipman, to adjourn the meeting. The motion passed 7-0-0-0.

The meeting adjourned at 8:30 p.m.

Brett Gailey, Mayor

Caitlin Weaver, Deputy City Clerk

CITY COUNCIL STAFF REPORT



Agenda Date: 1/27/2026

Subject: Parks and Recreation Planning Board Work Program

Contact Person/Department: Jill Meis, Parks Department

Budget Impact:

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve the Parks and Recreation Planning Board 2026 Work Program

SUMMARY/BACKGROUND:

The City Council and Parks and Recreation Planning Board (Parks Board) met on January 20, in a joint meeting to discuss and provide feedback on the board's 2026 work program. No changes were proposed at the meeting.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. 2026 Parks Board Work Program Proposed

Parks and Recreation Planning Board 2026 Work Program

Action Item	Description	Status
Increase Community Awareness and Support	1. Attend meetings for organizations, service clubs, groups, etc. to raise awareness of park related initiatives or projects. Help recruit volunteers for events and park beautification projects.	
Capital Project Review and Feedback	Review project planning/design milestones brought forth by the Department and provide feedback for direction. Anticipated projects include: 1. Cedarwood Recreation Project 2. Eagle Ridge – Phase II 3. North Cove Motorized Boat Launch Dock 4. Westlake Recreational Amenities 2. Bayview Trail – Phase 1	
City Park Visits and Discussions	1. New members will visit all City owned parks and provide feedback on a survey form provided by the department. Current members will also do this for parks they have never visited. 5. The board members will put together a schedule of parks they would like to discuss in detail at future meetings; all members will visit these parks between meetings and bring their feedback to the meeting to discuss.	
PROS Plan Development	2. Review milestones and provide input on the draft and final Parks, Recreation & Open Space Plan (PROS).	Continued from 2025
Rules of Procedures	Review the Rules of Procedures. Discuss and implement any desired updates.	

CITY COUNCIL STAFF REPORT



Agenda Date: 1/27/2026

Subject: Washington Parks and Rec Vessel Registration Fees Agreement

Contact Person/Department: Jeffrey Beazizo, Julie Ubert, Police Department

Budget Impact:

Legal Review: Yes

RECOMMENDATION(S)/ACTION REQUESTED:

Authorize the Mayor to sign the interlocal agreement with WA State Parks for Vessel Registration Funds.

SUMMARY/BACKGROUND:

The agreement is a continuation of the partnership between the City of Lake Stevens and WA State Parks, which has been in place for over 20 years and establishes a cooperative framework to enhance boating safety and education services in Lake Stevens.

Under this agreement, the City of Lake Stevens will continue to receive vessel registration funding contingent upon the city maintaining and fully operating an approved Boating Safety Program for the duration of the agreement. This funding supports essential safety initiatives and helps ensure safe and responsible boating activities within our community.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. VRF 527-186 Lake Stevens PD



INTERGOVERNMENTAL AGREEMENT

Between

WASHINGTON STATE PARKS AND RECREATION COMMISSION

And

Lake Stevens Police Department

Agency Size Category: Medium

Marine Lead: David Carter, 425-876-0566

AGREEMENT# LE: VRF 527-186

THIS AGREEMENT is between the Washington State Parks and Recreation Commission, "STATE PARKS," and Lake Stevens Police Department the "AGENCY".

THE PURPOSE OF THIS AGREEMENT is to establish a cooperative framework between STATE PARKS and the AGENCY to enhance the performance of boating safety and education services in the state per RCW 88.02.650, WAC 352-65-040(10) and WAC 352-65.010. The goal is to reduce the number and severity of recreational boating casualties of all types associated with recreational boating and ensure a safe and enjoyable boating environment for all users.

THEREFORE, IT IS MUTUALLY AGREED THAT:

SUMMARY STATEMENT

In exchange for vessel registration fees, transmitted to the AGENCY by the Washington State Treasurer, AGENCY shall furnish the necessary personnel, equipment, material, and services and otherwise do all things necessary for, or incidental to, the performance of marine law enforcement and other duties as defined in Chapter 79A.60 RCW - REGULATION OF RECREATIONAL VESSELS.

PERIOD OF PERFORMANCE

The term of this agreement, once signed by STATE PARKS, shall end on September 30, 2026.

RECORDS MAINTENANCE

The parties to this agreement shall each maintain books, records, documents and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the services described herein. These records are subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other material relevant to this agreement must be retained for six years after expiration, and the Office of the State Auditor, federal auditors, and any persons duly authorized by the parties must have full access and the right to examine any of these materials during this period.

Records and other documents, in any medium, furnished by one party to this agreement to the other party, will remain the property of the furnishing party, unless otherwise agreed. Each party shall utilize reasonable security procedures and protections to assure that records and documents provided by the other party are not erroneously disclosed to third parties.

INDEPENDENT CAPACITY

The employees or agents of each party who are engaged in the performance of this agreement will continue to be employees or agents of that party and will not be considered for any purpose to be employees or agents of the other party.

AGREEMENT ALTERATIONS AND AMENDMENTS

This agreement may be amended by mutual agreement of the parties. Such amendments are not binding unless they are in writing.

INDEMNIFICATION

Each party is responsible for the actions and inactions of itself and its own officers, employees, and agents acting within the scope of their authority.

TERMINATION FOR CAUSE

If STATE PARKS determines that AGENCY is not in compliance with the minimum requirements of this agreement, the State Parks Marine Law Enforcement Coordinator will notify AGENCY in writing of the deficiency. AGENCY will have forty-five days following receipt of the notice of deficiency to submit a plan satisfactory to STATE PARKS to remedy the deficiency. If, after forty-five days, AGENCY has not submitted a plan to STATE PARKS for remedying the deficiency or is unable to demonstrate its ability to meet minimum requirements, STATE PARKS will have the

option to terminate this agreement. If AGENCY disagrees with STATE PARKS' decision to cancel this agreement, AGENCY may seek a hearing per chapter 34.05 RCW, the Administrative Procedure Act to contest this decision.

DISPUTES

In the event that a dispute arises under this agreement, it will be determined by a Dispute Board in the following manner: Each party to this agreement appoints one member to the Dispute Board. The members so appointed jointly appoint an additional member to the Dispute Board. The Dispute Board reviews the facts, contract terms, and applicable statutes and rules and make a determination of the dispute. The determination of the Dispute Board is final and binding on the parties hereto.

GOVERNANCE

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this agreement must be construed to conform to those laws.

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency must be resolved by giving precedence in the following order:

- a. Applicable state and federal statutes and rules;
- b. Summary Statement; and
- c. Any other provisions of the agreement, including materials incorporated by reference.

ASSIGNMENT

The work to be provided under this agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent may not be unreasonably withheld.

WAIVER

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

SEVERABILITY

If any provision of this agreement or any provision of any document incorporated by reference is held invalid, such invalidity does not affect the other provisions of this agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this agreement, and to this end the provisions of this agreement are declared to be severable.

ALL WRITINGS CONTAINED HEREIN

This agreement contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this agreement exist or bind the parties.

CONTRACT MANAGEMENT

The contract representative for each of the parties are responsible for and are the contact person for all communications and billings regarding the performance of this agreement.

The Contact Representative for AGENCY is:

David Carter, Officer

Lake Stevens Police Department

425-876-0566

dcarter@lakestevenswa.gov

The Contract Representative for STATE PARKS is:

Bryan Alexander, Marine Law Enforcement Coordinator

(360) 902-8835.

IN WITNESS WHEREOF, the parties have executed this agreement.

**Washington State Parks and
Recreation Commission**

Lake Stevens Police Department

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved As To Form:

Michael Young

Asst. Attorney General

12/21/17

Exhibit A

AGENCY REQUIREMENTS

Signed Agreement:

AGENCY shall sign an Approved Program Agreement with STATE PARKS that contains all qualifications and requirements necessary to establish or maintain eligibility to receive vessel registration fees as established by RCW 88.02.650. AGENCY agrees to use the A-299 Web Forms to provide information necessary to complete the annual Approved Program Agreement. AGENCY agrees to utilize the web-enabled process designated by STATE PARKS to generate the Approved Program Agreement. AGENCY agrees to complete the submission process by October 15, 2025.

Designated Marine Lead / Conference Attendance / Surveys:

AGENCY must designate a "Marine Lead" - the Deputy/Officer/or Supervisor (LT, SGT, Undersheriff) that is responsible for interacting with STATE PARKS on all issues and matters related to AGENCY's Marine Law Enforcement unit. Duties include but are not limited to:

- Ensuring all required reports are completed and submitted to STATE PARKS within document due date guidelines.
- Submitting personnel names to attend training courses and conferences.
- Attending the annual Fall Conference or designating another to attend.
- Ensuring that all commissioned officers/deputies identified in the A-299 Web Form have received Marine Law Enforcement Training.
- Ensuring that all tasks identified on the BOAT Currency Web Form are current and up to date.
- Taking proactive steps to ensure that his/her agency will have all necessary equipment and other necessary infrastructure in place so to utilize the SECTOR system for all boating related safety inspections and warnings. Inspections can be entered into SECTOR at the time of the inspections or at a later time.
- Communicating with STATE PARKS on all matters and issues that may arise around recreational boating safety and marine law enforcement and disseminating information within their agency as appropriate.
- Responding to any and all recreational boating safety surveys sent by STATE PARKS within the requested timeline.
- Ensuring that all data on their agency held by STATE PARKS is up to date and accurate.

Reporting Recreational Boating Activities and Financial Data:

Training Currency Forms: AGENCY agrees to complete a BOAT Currency Web Form for each officer/deputy identified in their A-299 Web Form by October 15 of each year. Only officers/deputies whose training qualifications are current will be considered trained.

Summary of Activity Report Web Forms: AGENCY agrees to use the Summary of Activity Report (SOAR) web form to report all required recreational boating safety (RBS) activities. AGENCY may report the activities daily, monthly, or quarterly using the SOAR Web Forms.

Utilize SOAR Web Forms: AGENCY will use the Summary of Activity Report (SOAR) web form designated by STATE PARKS to report all required RBS Activities.

Reporting Frequency: AGENCY must submit a Summary of Activity Report (SOAR) at least quarterly to STATE PARKS. However, it may report RBS Activities daily or monthly using the SOAR Web Forms.

Review and Approval of SOAR: STATE PARKS will provide AGENCY with a summary of all reported RBS Activities at the end of the quarter and provide AGENCY with the opportunity to correct, update, and/or amend their report to address any inaccuracies or omissions. If all information is correct, AGENCY will print, sign, and submit a copy of the SOAR quarterly summary to STATE PARKS by the designated deadline.

Due Dates: The SOAR is due to STATE PARKS by the 15th of the month following the end of the quarter as follows:

Quarter	Beginning Date	End Date	SOAR Due Date
First Quarter	January 1	March 31	April 15
Second Quarter	April 1	June 30	July 15
Third Quarter	July 1	September 30	October 15
Fourth Quarter	November 1	December 31	January 15

Vessel Registration Fee Expenditure Report: AGENCY will use the Vessel Registration Fee Expenditure Report Web Form to provide STATE PARKS with accounting information as directed. AGENCY agrees to submit this form by October 15 of each year.

EXHIBIT B

FUNDING REQUIREMENTS

AGENCY Financial System Report: AGENCY agrees to provide STATE PARKS with a report from the AGENCY'S financial system that demonstrates that vessel registration fees (VRFs) are deposited in a dedicated account and showing the deposit of state vessel registration funds received from the Office of State Treasurer. See Exhibit E for an example. This report may not be an Excel spreadsheet, and it must be submitted with the Vessel Registration Fee Expenditure Report.

VRF Fund Balance Report: AGENCY agrees to provide STATE PARKS a report from the AGENCY financial system showing the fund balance of the dedicated VRF account. See Exhibit E for an example. VRF fund balance on this system-generated report should match the bottom line on the VRF report ("Total Remaining Balance of State VRF funds for Fiscal Year").

Provide Local Spending: AGENCY agrees to contribute local funds to provide financial support to its marine law enforcement program to augment the funding provided through VRFs.

Limitation on Use of Funds: AGENCY agrees to use VRFs solely for recreational boating safety purposes, which include all activities or expenditures identified in the document "Allowable Costs and Expenditures for State Vessel Registration Fees and Federal Assistance Grants," as now existing or as may be updated in the future. This document can be found on the MLE Forms Website at: <http://mle.parks.wa.gov/>. AGENCY may charge actual, direct administrative costs to the VRF account. An example would be actual staff hours spent to fill out forms, or to maintain the dedicated account. AGENCY agrees not to charge administrative fees based on an estimated percentage of a staff person's time.

Local Ordinances, STATE PARKS notification: AGENCY agrees that if it adopts a local ordinance governing recreational boating, the ordinances will be at least as restrictive as, but may be more restrictive than, Washington State boating laws and regulations.

EXHIBIT C
OPERATIONAL REQUIREMENTS

Officer/Deputy Qualifications: AGENCY agrees to utilize officers/deputies with law enforcement certificates from the Criminal Justice Training Commission that authorize them to enforce all boating laws and regulations. Officers/deputies who have completed equivalent training may be approved by the STATE PARKS Director or designee.

Officer/Deputy Training Required: AGENCY agrees to ensure that all officers/ deputies involved in the recreational boating safety program attend the Washington State Basic Marine Law Enforcement Training course. STATE PARKS may decide to provide this training at no charge to AGENCY. Only officers/deputies that have attended this training will be considered trained. The AGENCY recognizes the National Association of Boating Law Administrators' Boating Crewmember Course or the Federal Law Enforcement Training Centers' Marine Law Enforcement Training Program as an equivalent course. Officers/deputies may attend an alternative and equivalent course with prior written STATE PARKS approval.

New Programs, Officers/Deputies, Must Acquire Training Within One Year: AGENCY agrees to acquire required training for officers/deputies within one year of becoming an approved program, and within one year for each newly assigned boating safety officer/deputy.

Training Currency: AGENCY must submit a BOAT Currency Requirements Report Web Form for all active personnel listed on the roster submitted with the A-299 Web Form by October 15 each year. These reports must be submitted at least annually but may be updated throughout the year. If AGENCY feels that they will be unable to complete all training tasks required, it shall submit a statement of explanation to the Marine Law Enforcement Coordinator.

Document Additional Training: AGENCY agrees to list on the A-299 form any additional training courses its personnel have completed.

Vessels and Equipment: AGENCY agrees to acquire and make available the necessary boating safety patrol equipment, including vessels capable of serving the minimum requirements outlined in this agreement. Patrol vessels must be properly marked and properly equipped as provided in chapter 88.02 RCW and chapter 352-60 WAC.

Vessel, Aircraft, Vehicle and Equipment Inventory Required: AGENCY agrees to supply STATE PARKS with an inventory of all vessels, aircraft, vehicles, and equipment utilized in the recreational boating safety missions along with details of how they are equipped each year in the A-299 web form.

Information required on the A-299 includes:

- **Vessels:** STATE PARKS requires the following data on each vessel:
 - Name
 - Manufacturer
 - Radio equipped (Y/N): Radio equipped means the vessel has an agency radio installed or “hardwired”. Non-radio equipped boats are vessels that do not have radios installed. Portable radios may be carried on these boats, but they would be considered non-radio equipped. Examples include personal watercraft, drift boats, jon boats, kayaks, and inflatable rafts (motorized or non-motorized).
 - SECTOR equipped (Y/N): SECTOR equipped boats are the patrol vessels that are SECTOR equipped with a computer or tablet plus printer and scanner, including those that are permanently installed or “hardwired” OR portable cased units that are taken on an off the vessel. Non-SECTOR equipped boats are vessels that do not have a computer, tablet, printer installed or a cased kit.
 - Model
 - Length
 - Type of propulsion
 - Horsepower
 - Year purchased
 - Funds used to purchase the vessel (local, state, or federal)
 - Percent of time employed for the RBS mission
- **Aircraft:** The number of aircraft in your agency and the percentage they used for RBS activities.
 - Aircraft type
 - Manufacturer
 - SECTOR/Radio equipped
 - Model
 - Year
 - Funds Used for Purchase
 - Percent of time employed for the RBS mission
- **Vehicles:** Other Patrol Vehicles (Trucks, Cars, SUVs, ATVs) The number of other patrol vehicles assigned to the marine services unit and the percentage they are used for RBS activities
 - Vehicle Type
 - Manufacturer
 - SECTOR/Radio equipped
 - Model
 - Year

- Funds Used for Purchase
- Percent of time employed for the RBS mission
- **Equipment Valued at \$5000.00 Dollars** (i.e. Engines, Electronics, etc.): Agencies are required to update their inventory of durable items defined as having a cost or value of \$5000.00 dollars or more. Only items listed under “allowable expenses” defined in the document “Allowable Costs and Expenditures for State Vessel Registration Fees and Federal Assistance Grants” (found on the MLE Forms Website at <http://mle.parks.wa.gov/>) should be purchased with vessel registration fees.
 - Equipment Type
 - Manufacturer
 - Model
 - Year purchased
 - Funds used for Purchase (local, state, federal)

Sale of Vessels Purchased with Vessel Registration Fees or STATE PARKS Provided

Federal Funding: AGENCY agrees to notify STATE PARKS 60 days in advance of the sale date of any vessel purchased with federal funds provided by STATE PARKS. The sale of vessels purchased with state dollars, when sold at the end of their useful life, must be consistent with the AGENCY’s policies and procedures. AGENCY agrees to remove the vessel from the Patrol Vessel Inventory once it is sold.

Boating Accident Reports Required, Timeline to Submission: AGENCY agrees to submit accident reports to STATE PARKS (in compliance with RCW 79A.60.200, RCW 79A.60.220 and WAC 352-70) as follows:

- For any boating accident resulting in a death, or in an injury requiring hospitalization, AGENCY agrees to:
 - Notify STATE PARKS within 48 hours of becoming aware of the incident.
 - Fill out and submit a complete Boating Accident Investigation Report (BAIR – form number A-425) within ten days of the occurrence.
 - Include the results of any other investigation conducted by the agency, including but not limited to statements from witnesses or any party involved, photos, maps, or additional information.
 - Submit, within one week of completion, any coroner’s reports concerning the death of any person resulting from the boating accident.
- In addition to the requirements above, for any boating accident resulting in a death, or in an injury requiring hospitalization, OR damage to any vessel or property of two thousand dollars or more, OR a vessel is a complete loss, OR a person disappears from the vessel under circumstances that indicate death, AGENCY agrees to submit a Boating Accident Report (BAR – Form number A-440) within 10 days of the occurrence to STATE PARKS.

Boater Assistance: AGENCY agrees to create and maintain the ability to respond, or coordinate response to, boating emergencies that occur within AGENCY’s jurisdiction and document each occurrence and report it to STATE PARKS through the Summary of Activity

Report (SOAR) Web Form as prescribed in this agreement. AGENCY agrees to report each incident utilizing the following definitions:

- **Search & Rescue/Recovery:** Search and rescue (SAR) is defined as a water-borne response (including aircraft) involving a person or vessel **in peril**. AGENCY agrees to only report SAR cases on the Summary of Activity Report (SOAR) Web Form that were assigned a case number by their agency or a USCG MISLE Case ID Number and an Urgent Marine Information Broadcast (UMIB) initiated by the USCG. Agencies should not report assists (defined below) as SAR cases.
- **Assist:** An "Assist" is defined as aid where there is no immediate danger to the vessel or its occupants. This includes vessels involved in boating accidents, disabled, aground, out of fuel, or otherwise unable to reach a safe mooring under its own power. Assistance may include providing a tow, jump start, re-floating, re-righting, fuel, repair, repair parts, assisting persons in the water, etc. This does NOT include the salvage of a vessel once abandoned, or commercial vessels. AGENCY agrees to report responses of this nature as assists and will report the number of vessels assisted and the number of persons assisted on the SOAR web form.

Boating Safety Patrols Required, Minimum Hours: AGENCY agrees to patrol on the waters of its jurisdiction with the intent of enforcing Washington State Boating Safety Laws and Regulations and to promote boating safety some minimum hours based on their agency size (Small – 133, Medium – 255, Large - 436) per year during peak boating hours within AGENCY's jurisdiction. Patrol hours can be a combination of hours patrolling on the water in a vessel as well as hours spent at boat launch ramps or other appropriate shore-side enforcement activities.

Enforcement of Boating Laws Required: AGENCY agrees to enforce all Washington State boating safety laws and regulations including vessel registration laws as specified in Title 88 RCW, and as specified in local codes or ordinances. In addition, AGENCY shall document and report the numbers of inspections and warnings for each type of boating violation through SECTOR either at the time of the inspection or at a later time. STATE PARKS recommends that AGENCY adopt a zero-tolerance policy in the enforcement of mandatory boater education card carriage, life jacket wear/carriage, boating under the influence, and rules of the road violations, and strongly consider issuing citations for violations of these laws, in all circumstances.

Boating Safety Inspections Required: AGENCY shall complete a minimum number of written boating safety inspections based on their agency size (Small – 92, Medium – 283, Large – 372) using the SECTOR system or Form #A-274 during enforcement and informational contacts when considered safe and appropriate to document boater compliance with state boating laws. STATE PARKS will provide boating safety inspection forms. AGENCY shall enter all inspections through SECTOR either at the time of the inspections or at a later time.

Boating Safety Education Program Required, Designated Officer or Deputy: AGENCY shall create, adopt, and/or maintain a boating safety education and information program. At a minimum AGENCY shall designate an officer/deputy to coordinate the activities of the boating safety education program. AGENCY shall ensure that the designated boating safety education officer/deputy receives training from STATE PARKS. AGENCY agrees that the designated officer or deputy will oversee AGENCY's boating safety education and outreach program including, but not limited to, coordinating activities listed in Exhibit F. AGENCY is not obligated to engage in all outreach and education activities listed in Exhibit F but it must ensure that its program is appropriate for the types of boating and primary boating accidents within AGENCY's jurisdiction.

Waterway Marking: AGENCY agrees to place and maintain Aids to Navigation (ATONs) as appropriate, within the waters of AGENCY's jurisdiction. AGENCY agrees to report to STATE PARKS the number and hours spent placing or maintaining only the ATONs that they are responsible for within its jurisdiction on the SOAR web form. AGENCY agrees to use only those waterway markers that conform to the United States Aids to Navigation System.

EXHIBIT D

NOTES AND DEFINITIONS

Washington STATE PARKS' Marine Law Enforcement Training Program is accredited through the National Association of State Boating Law Administrators Boat Operation and Training (BOAT) Program. As a term of accreditation, STATE PARKS must ensure that all active marine officers and deputies maintain proficiency in basic recreational boating safety skills. This is important because these skills are perishable but critical to operate in a marine environment. STATE PARKS recognizes that there are many different circumstances that could prevent training from being completed (wildfires, maintenance issues, staffing shortfalls, etc.). Each circumstance will be evaluated on its own merits.

Approved Program: A marine law enforcement program that has signed an Approved Program Agreement with Washington State Parks and is in good standing.

Boating Safety Patrol: The total number of hours that all agency vessels patrolled on the water. These are the actual hours as documented on the patrol vessel hour meter or logbook. Note that this is different than officer on-water patrol hours. If two officers are patrolling on a single vessel for eight hours, you would report eight boating safety patrol hours and 16 officer on-water patrol hours. The patrol hours do not include transit time to the body of water to be patrolled.

Instructor Qualified Certified Boating Education Instructors: Any officer/deputy designated as Certified Boating Education Instructors must be listed as Instructor Qualified for the Adventures in Boating course by the State Parks Education and Outreach Program Manager. STATE PARKS considers education and outreach activities a key component of preventing boating injuries and fatalities. Classroom instruction, school presentations, and participation in Community Events, along with Dealer and Rental site visits, and effective use of media are crucial to preventing boating accidents and fatalities.

Local Spending: These are funds appropriated by the city or county government used for boating safety programs. Local funds cannot include state or federal grant dollars.

Peak Boating Hours: STATE PARKS defines peak boating hours as four hours on Friday afternoon/evening and 8 hours Saturday and Sunday for weekends from Memorial Day to Labor Day, which equals approximately 332 hours per boating season. STATE PARKS also recognizes that AGENCY may be impacted by non-traditional Peak Boating seasons due to hunting and fishing activities. STATE PARKS maintains this patrol hour goal to ensure local agencies are focused on injury prevention activities. While many agencies patrol many more

hours than 332 and many agencies patrol less than 332 hours, the goal to achieve these patrol hours remains the same. While the patrol hour goal is 332 hours, STATE PARKS has collected data for patrol hours performed by all participating agencies over a period of years and has established the average boat log hours for agencies based on jurisdiction population size according to the U.S. Census. Patrol hours are considered a critical metric. It is used by STATE PARKS to determine if an agency is complying with the minimum requirements. Failing to achieve the minimum number of hours of patrol (based on size) could be a factor in determining ineligibility for vessel registration fees.

RBS Activities: AGENCY is required to report all RBS activities to STATE PARKS on the Summary of Activity Report (SOAR) web form. RBS Activities include, but are not limited to, enforcement activities, outreach and education, and administrative support.

Trained: Commissioned officer/deputy trained by the CJTC or equivalent who has attended the Basic Marine Law Enforcement Course or STATE PARKS approved equivalent and has maintained currency requirements documented on the BOAT Currency Web Form. AGENCY must have a trained officer/deputy aboard a vessel in order to use vessel registration fees to pay either the trained officer or untrained officers/deputies.

Web-enabled Forms: These are forms located on the website <http://mle.parks.wa.gov/> that are the official documents used by STATE PARKS in the administration of state vessel registration fees and federal financial assistance grants. These forms replace paper versions used prior to CY 2018 and must be used as a condition of ongoing eligibility to receive state vessel registration fees.

NOTE: Use of SECTOR/TRACS is mandatory during all operating hours.

EXHIBIT E
FINANCIAL REPORT EXAMPLES

Example of a VRF Fund Balance Report

XXXXXX County
Fund Master – All Funds
Balances as of 06/06/2017

Key	Cash in Funds	Pooled Cash	Pooled Investment	Investment Funds	Cash & Investments	Total Payables	Available Funds
130-Boating Safety	57,294.64	0.00	0.00	0.00	57,294.64	7,300.64	64,595.28
	57,294.64	0.00	0.00	0.00	57,294.64	7,300.64	64,595.28



Balance as of 06/06/2017 matches
Bottom Line (Total Remaining
Balance on VRF Report

Example of a Financial System Report

XXXXXXX County
Treasurer Cash Receipt
Receipt #
EFWA12345678

Date of
Transfer /
Deposit

Date: 060602017

Received From: StateOfWAMonthlyEFT

Customer ID # 8910

Clerk: David Smith

Fund/Key	Revenue	Description	Amount
130	33600840	State Boating Safety	\$20,744.72
Total Receipt Amount			\$20,744.72

Deposited into
Dedicated Account
For Boating Safety

Correct Amount
Received

EXHIBIT F

EDUCATION AND OUTREACH TACTICS AND SUGGESTED GOALS

- **Boating Safety Presentations to Schools:** These are presentations to local public and private schools, K-12, colleges or universities.
 - Small Agency, 10 hours
 - Medium Agency, 15 hours
 - Large Agency, 25 hours
- **Vessel Rental Site Visits:** These are site visits to local vessel rental sites if they exist. The intent is to ensure the employees and renters are following the guidance on the Motor Vessel Rental Safety Checklist (Form number P&R A-446 - Rev 04/2017). These can also be site visits to businesses that rent out kayaks, canoes, stand-up paddleboards or other small non-motorized craft. The intent of visits in this case is to emphasize basic safety behaviours such as encouraging renters to always wear a life jacket and encouraging boating in low hazard areas.
 - Small Agency, 2 visits
 - Medium Agency, 4 visits
 - Large Agency, 6 visits
- **Participation in Community Events:** These are events like county fairs, parades, and night outs that have the ability to reach large numbers of community members. A qualified event requires face-to-face interaction with community members. Participation on the water in regattas, races, opening days where there is little to no face-to-face interaction between officers/deputies and community members does not count as a “Community Event”. Also, maintaining a screen line or security area at an on-water event does not count for reporting event hours on the SOAR.
 - Small Agency, 40 hours
 - Medium Agency, 150 hours
 - Large Agency, 275 hours
- **Vessel Dealer Site Visits:** These are visits to vessel dealerships and brokers, where applicable, to ensure they are following dealer registration laws, educate them on any safety issues with type of vessels they sell, and checks that required safety equipment is on board during test rides and sea trials. Dealers should also be encouraged to remind their customers of the mandatory boater education requirement.
 - Small Agency, 5 visits
 - Medium Agency, 10 visits
 - Large Agency, 15 visits
- **Education Classes:** This is classroom instruction of the Adventures in Boating course sanctioned by Washington State Parks that qualifies passing students to obtain a Mandatory Boater Education Card.
 - Small Agency, 15 students, 1 Class
 - Medium Agency, 20 students, 1 Class
 - Large Agency, 50 students, 1 Class

- **Professional Prevention Partners (Safe Kids, Power Squadron, USCG Auxiliary, etc.):** Engaging partners can multiply the effectiveness of a marine law enforcement program's effectiveness by increasing its area of influence and leveraging the resources of partners. Partnering activities include meetings, conference calls, event participation, and actual on-water time. Agencies should report the hours spent working with Prevention Partners conducting RBS activities in their jurisdictions as well as meetings, conference calls etc.
 - Small Agency, 1 hour
 - Medium Agency, 3 hours
 - Large Agency, 5 hours

Media Contacts: Agencies should distribute recreational boating safety content through their own social media channels, social media channels of their partners, or the news media.

- **Owned Media:** This is the number of hours spent on this activity and the number of posts or articles distributed through communication channels that are owned and managed by the agency, like the agency website, social media channels (Facebook, Twitter), newsletters, etc.
 - Small Agency, 4 hours
 - Medium Agency, 8 hours
 - Large Agency, 16 hours
- **Earned Media:** This is the number of hours spent on this activity and the number of articles broadcast through media channels that are not managed by the agency. Examples include stories in the newspaper, radio, television. Agencies should also count the number of recreational boating safety posts on the social media channels of partner organizations when the agency can show that the posts are the result of its interaction with that partner.
 - Small Agency, 4 hours
 - Medium Agency, 8 hours
 - Large Agency, 16 hours
- **Campaigns; Operation Dry Water, Spring Aboard, National Safe Boating Week, and Safe Paddling Week:** See the SOAR web form for reporting requirements, and goals for all agencies regardless of size is participation in these campaigns. The State Parks Recreational Boating Safety Communication staff will distribute content to all agencies for each of the campaigns, making participation quick and simple. These campaigns can have a powerful impact if all agencies participate.
 - **Water Safety Day – School Outreach** May 15, 2026, marks Washington State's 3rd Annual Water Safety Day. The AGENCY is encouraged to introduce and promote the Water Safe Washington program to a minimum of three schools located within its county or city. The AGENCY is encouraged to support school registration and participation in Water Safe Washington activities as part of its broader boating and water safety education efforts.

- **Safe Paddling Week** – *Awareness Campaign Safe Paddling Week* is a newly launched initiative sponsored by the Washington State Parks Recreational Boating Safety Program. The campaign aims to raise public awareness about essential paddling safety practices, including the consistent use of personal flotation devices (PFDs), seeking proper training, and adopting responsible on-water behaviours.

- **The Operation Dry Water campaign** is a national campaign focused on the deterrence of boating under the influence. It is a combination of emphasis patrols and media the weekend before the Fourth of July.

- **The Spring Aboard campaign** is a national campaign designed to encourage all boaters to take a recreational boating safety class. It occurs in late March.

- **National Safe Boating Week** is a nationally observed week focused on encouraging all boaters to wear their lifejackets. In addition to media posts, agencies are encouraged to participate in “Wear IT” events. More information will be distributed in the late winter about this campaign to help agencies effectively participate. This campaign is sponsored by the National Safe Boating Council

EXHIBIT G

DATA ENTERED ON THE A-299 FORM

Washington State Parks & Recreation Commission – Recreational Boating Program

Request for Boating Safety Program Approval

Application Year:

2026

AGENCY INFO	
Agency Name	Agency Size
Lake Stevens Police Department	Medium
Agency Signing Officer Title	Signing Officer First Name
Chief	Jeff
Signing Officer Last Name	Dedicated Account Number
Beazizo	001-000-336-00-84-00

STAFFING

Roles	SAW ID	Rank	First Name	Last Name	Commission	FT/PT	Email Address	Date of Marine L.E. Training	Training Current?	Non-WA Parks Courses
Boating Safety Officer,Certified Boating Ed Instructor,C		Sergeant	James	Barnes	Regular	Part time/Seasonal	jbarnes@lakestevenswa.gov	3/31/2007	Yes	NASBLA Boating Accident Investigation Comprehensive

Updated 11/7/2025

Coordinator of Boating Education										
Other RBS Personnel, Supervisor	JBeazizo	Chief	Jeff	Beazizo	Regular	Part time/Seasonal	jbeazizo@lakestevenswa.gov		N/A for this position	
Fiscal Lead	jubert01		Julie	Ubert	N/A	Other	jubert@lakestevenswa.gov		N/A for this position	
Boating Safety Officer	KBernhard	Officer	Kerry	Bernhard	Regular	Part time/Seasonal	kbernhard@lakestevenswa.gov	3/31/2012	Yes	NASBLA Boating Accident Investigation Comprehensive
Boating Safety Officer	DThomas	Lieutenant	Dean	Thomas	Regular	Part time/Seasonal	dthomas@lakestevenswa.gov	3/31/2007	Yes	
Boating Safety Officer	GHeinemann	Sergeant	Gavin	Heinemann	Regular	Part time/Seasonal	gheinemann@lakestevenswa.gov	3/31/2016	Yes	
Boating Safety Officer	CValvick	Sergeant	Craig	Valvick	Regular	Part time/Seasonal	cvalvick@lakestevenswa.gov	4/30/2001	Yes	
Boating Safety Officer	KParnell	Detective	Kristen	Parnell	Regular	Part time/Seasonal	kparnell@lakestevenswa.gov	4/30/2017	Yes	
Boating Safety Officer	BFiske	Officer	Brandon	Fiske	Regular	Part time/Seasonal	bfiske@lakestevenswa.gov	4/30/2017	Yes	
Lead Accident Investigator, Boating Safety Officer, Coordinator of Boating Education	DWCarter	Officer	David	Carter	Regular	Part time/Seasonal	dcarter@lakestevenswa.gov	4/30/2015	Yes	
Boating Safety Officer	PBassett	Officer	Phillip	Bassett	Regular	Part time/Seasonal	pbassett@lakestevenswa.gov	5/31/2018	Yes	

Boating Safety Officer		Officer	Joshua	Kilroy	Regular	Part time/Seasonal	jkilroy@lakestevenswa.gov		Yes	
Boating Safety Officer		Officer	Kevin	Lanto	Regular	Part time/Seasonal	klanto@lakestevenswa.gov	4/17/2025	Yes	
Boating Safety Officer		Officer	Robert	Fenton	Regular	Part time/Seasonal	rfenton@lakestevenswa.gov	4/10/2025	Yes	
Boating Safety Officer		Sergeant	Chad	Wells	Regular	Part time/Seasonal	cwells@lakestevenswa.gov		Yes	
Boating Safety Officer		Officer	Judah	Marshall	Regular	Part time/Seasonal	jmarshall@lakestevenswa.gov		Yes	
Boating Safety Officer		Officer	Austin	Hogan	Regular	Part time/Seasonal	ahogan@lakestevenswa.gov	5/1/2025	Yes	
Boating Safety Officer		Sergeant	Michael	Hingtgen	Regular	Part time/Seasonal	mhingtgen@lakestevenswa.gov		Yes	

Number of Full Time RBS Officer	Number of Part Time/Seasonal RBS Officers
0.00	18.00
Number of Other RBS Officers	Marine Lead Mobile Phone
1.00	425-876-0566

BOAT PATROL SCHEDULE

Patrol Season Begins	Patrol Season Ends
6/15/2026	9/2/2026

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Patrol Hours	10.00	0.00	0.00	0.00	10.00	10.00	10.00
Number of Officers	2.00	0.00	0.00	0.00	2.00	2.00	2.00
Number of Vessels	1.00	0.00	0.00	0.00	1.00	1.00	1.00

Total Planned Patrol Hours
400.00

Total Planned Inspections
400.00

RBS EQUIPMENT, VESSELS, AIRCRAFT AND VEHICLES

Type	Vessel Name	Vehicle/ Aircraft/ Equipment Type	Manufacturer	Sector/ Radio	Model	Length	Propulsion Type	Horse Power	Year	Funds Used for Purchase	% Time Used for RBS
Vessels	Lake Hawk 2		North River	SECTOR equipped,Radi o equipped,	Seahaw k	20.00	Outboard	150.00	2,016		50.00
Vessels	Lake Hawk 1		North River	SECTOR equipped,Radi o equipped,	RAIV	22.00	Outboard	225.00	2,009	Federal Financial Assistance provided by WA Parks,	50.00
Vehicles		SUV	Dodge	SECTOR equipped,Radi o equipped,	Durango				2,025		25.00
Vehicles		SUV	Dodge	SECTOR equipped,Radi o equipped,	Durango				2,025		25.00

Number of Radio Equipped Boats	Number of Non-Radio Equipped Boats
2.00	0.00
Number of Aircraft	Number of Other Patrol Vehicles
0.00	2.00
Number of Vessels SECTOR Equipped	Number of Vessels Non-SECTOR Equipped
2.00	0.00

LOCAL ORDINANCES

<https://www.codepublishing.com/WA/LakeStevens/>

EXHIBIT H

RCW and WACs listed in THE PURPOSE OF THIS AGREEMENT

RCW 88.02.650

Deposit of fees in general fund—Allocation for boating safety and education and law enforcement purposes.

(1) General fees for vessel registrations collected by the director must be deposited in the general fund. Except as provided in subsection (2) of this section, any amount above one million one hundred thousand dollars per fiscal year must be allocated to counties by the state treasurer for boating safety/education and law enforcement programs. Eligibility for boating safety/education and law enforcement program allocations is contingent upon approval of the local boating safety program by the state parks and recreation commission. Fund allocation must be based on the numbers of registered vessels by county of moorage. Each benefiting county is responsible for equitable distribution of such allocation to other jurisdictions with approved boating safety programs within the county. Any fees not allocated to counties due to the absence of an approved boating safety program must be allocated to the state parks and recreation commission for awards to local governments to offset law enforcement and boating safety impacts of boaters recreating in jurisdictions other than where registered. Jurisdictions receiving funds under this section shall deposit the funds into an account dedicated solely for supporting the jurisdiction's boating safety programs. These funds may not replace existing local funds used for boating safety programs.

(2) During the 2015-2017 fiscal biennium, if 2015 *Engrossed Senate Bill No. 5416 is enacted before August 1, 2015, any amount above one million three hundred fifty thousand dollars per fiscal year must be allocated to counties by the state treasurer for boating safety, education, and law enforcement programs.

WAC 352-65-010

What is the purpose of boating safety program approval?

The purpose of boating safety program approval is to establish a process to review and approve local boating safety programs and to make funds available to local governments to support their boating safety education, information, and law enforcement activities and to offset out-of-county boater impacts.

WAC 352-65-040

What are the minimum requirements necessary to obtain boating safety program approval?

The minimum requirements necessary to obtain boating safety program approval are as follows:

(1) Boating accident reporting and investigation.

(a) Each county or local jurisdiction must provide an assurance that all serious or fatal recreational boating accidents will be thoroughly investigated to the maximum extent possible, and that copies of the investigative reports will be submitted to state parks as specified in RCW [88.12.175](#).

(b) The approved county or local jurisdiction must support the statewide boating accident reporting system by:

(i) Providing recreational boaters with copies of the state required boating accident report (BAR) form and informing recreational boaters of their responsibility to submit the completed BAR as specified in RCW [88.12.155](#); and

(ii) Submitting to state parks a completed BAR form which includes all available information about the accident or casualty as specified in chapter [352-70](#) WAC.

(2) Boater assistance. The county or local jurisdiction will have the ability to respond or coordinate response to recreational boating emergencies which occur within its jurisdiction. Such emergencies may include swift water response, open water rescue, ice rescue, vessel fire, overdue boater search, or other boating-related emergencies or distress calls.

(3) Training. The county or local jurisdiction will be responsible for acquiring the training for its assigned boating safety program personnel. The training will include basic boating safety officer training as provided by the United States Coast Guard, state parks, or any county or local jurisdiction whose training program is approved by state parks.

Such training must be acquired within one year of initiating a new boating safety program, and within one year for each newly assigned boating safety officer.

(4) Rules and regulations. When the county or local jurisdiction adopts ordinances governing recreational boating, the ordinances must be as restrictive but may be more restrictive than Washington state boating laws and regulations.

(5) Enforcement. The county or local jurisdiction must:

(a) Provide:

(i) Officers with law enforcement certificates from the criminal justice training commission which authorizes such officers to enforce all boating laws and regulations or officers who have completed such other training program as may be approved by the director or designee;

(ii) A patrol schedule that ensures such officers patrol the waterways during peak recreational boating periods;

(iii) The necessary boating safety patrol equipment, including vessel(s) capable of serving the minimum requirements of this section. The patrol vessel must be properly marked and properly equipped as provided in chapter [88.02](#) RCW and chapter [352-60](#) WAC;

(b) Respond to on-water complaints, accidents, and emergencies;

(c) Enforce safety equipment, vessel operation, noise level, navigation and harbor improvements, and registration laws as specified in Title [88](#) RCW, and as specified in local codes or ordinances.

(6) Boating safety education and information. The county or local jurisdiction must have a boating safety education and information program as follows: Have a designated officer, trained by state parks, to coordinate the activities of boating safety education instructors, act as liaison to boating safety education organizations, and to coordinate:

(a) Boating safety presentations which may include any of the following: Presentations in primary and secondary schools, to boating organizations, and youth groups.

(b) Boating safety instruction. A public course of instruction using lessons and materials from state parks education curriculum, or other state or nationally recognized curriculum approved by state parks.

(c) Boating safety information. Distribute boating safety information and materials, including materials provided by state parks, to boating and outdoor recreation organizations, the boating public, public agencies, and the local media.

(7) Waterway marking. The county or local jurisdiction will use only those waterway markers which conform to the uniform state waterway marking system found in chapter [352-66](#) WAC.

(8) Boating safety inspections. The county or local jurisdiction will complete written boating safety inspections during enforcement and informational contacts when considered safe and appropriate to document boater compliance with state boating laws. State parks will provide boating safety inspection forms. A copy of the completed inspection will be submitted to state parks for statistical purposes.

(9) Reports. The county or local jurisdiction agrees to submit an annual report of activities performed through the boating safety program and to submit an annual report of all program expenditures. The county or local jurisdiction agrees to participate in statewide boating surveys coordinated by state parks.

(10) Limitations on use of funds. These funds are intended to increase education and enforcement efforts and to stimulate greater local participation in boating safety and are not to supplant existing local funds used for boating safety programs. The county or local jurisdiction agrees to deposit boat registration fees allocated by the state treasurer under RCW [88.02.040](#), into an account dedicated solely for boating safety purposes which include all activities or expenditures identified in this section.

CITY COUNCIL STAFF REPORT



Agenda Date: 1/27/2026

Subject: Joint Meeting with the Planning Commission

Contact Person/Department: Russ Wright, Community Development

Budget Impact: NA

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

No action

SUMMARY/BACKGROUND:

Each year the Planning Commission and City Council hold a joint meeting to discuss the prior year's activity, pending work plan and issues that may have surfaced from individual projects. As 2026 ushers in two new planning commissioners and four new council members, the joint meeting will focus on training, specifically Washington State Planning Law; the purpose of the Comprehensive Plan and Development Regulations; and clearly define the roles of the City Council, Planning Commission and staff. We will also cover 2025 accomplishments and the 2026 work plan (Attachment 1) previously reviewed by the Planning Commission. There will be a presentation and time for discussions and questions at the meeting.

APPLICABLE CITY POLICIES:

Comprehensive Plan

ATTACHMENTS:

1. 2026 Long Range Work Program_Updated 1-27-26



Lake Stevens 2026 Long Range Work Program – Project Status					
Amendment Type	1 st quarter	2 nd quarter	3 rd quarter	4 th quarter	Status / Notes
<i>Zoning Code and Comprehensive Plan Zoning Code Implementation Projects</i>					
1. Critical Area Regulations Ensure the city’s regulations meet best available science and follow state and federal standards. Staff will complete this analysis with Facet consultants with adoption to occur the first quarter of 2026.	PC/CC				Mandatory Update Revise Chapter 14.88 for wetlands, streams, frequently flooded areas, geologically hazardous areas and critical aquifers.
2. Subareas Plans, Streets and Sidewalks and Parking - Adopted subarea plans - Chapter 14.38 LSMC - Chapter 14.56 LSMC - Chapter 14.72 LSMC - Empirical Parking Study This is Phase II of the transportation-related amendments from 2025. Parking amendments and study to be separated out into Phase III for third quarter 2026.	PC/CC 2/17 CC workshop on comp plan CIP	PC/CC	PC/CC		Mandatory Update Revisions to subarea plans and LSMC Chapters 14.38, 14.56 and 14.72. in coordination with completion of the EDDS update.
3. Process Code Updates - Phase II Further process code updates to remove redundant language and streamline/consolidate processes in Chapters 14.16A and 14.16B.		PC/CC	PC/CC		Process Improvement Code updates to streamline code and ensure consistency with Comprehensive Plan.
4. Housing Phase II Revisit innovative housing and infill standards, mixed-use developments, binding site plans and lot-splitting. This is Phase II of the housing amendments from 2025.		PC/CC	PC/CC	PC/CC	Mandatory Update Revisions to various chapters to implement housing standards and design review to comply with HB1220 and HB1293.



5. LS Industrial Center Code Update various sections of the LSMC and progress, incorporating new industrial development design standards following public input throughout 2026 to implement growth targets outlined in the 2024 Comprehensive Plan.	PC/CC	PC/CC	PC/CC	PC/CC	Economic Development Draft interim ordinance. Implement Lake Stevens Industrial Center Analysis with new / revised regulations and standards.
6. Park Impact Fees (Chapter 14.120) Project will follow the completion of the Parks and Recreation Element of the Comprehensive Plan. After the adoption of the PROS Plan anticipated in third quart of 2026 to coincide with the annual budget and annual fee schedule update.			PC/CC	PC/CC	Mandatory Update Staff will coordinate with the Parks and Recreation Dept. to update Parks Impact Fees in Chapter 14.120, including methodology and exemptions.
7. Placeholder – Code Cleanup Update Permissible Uses Table and other chapters affected by 2024 Concurrent Rezones (Industrial District, etc.).	TBD				Process Improvement Update various sections of the LSMC for internal consistency.

Comprehensive Plan					
8. 2025 Comprehensive Plan Docket Late adoption of the 2025 docket includes annual revisions to the Capital Facilities Element (permitted as standalone amendment in 2026).	PC / CC	PC/CC			Mandatory Update Approve city-initiated docket to update the Capital Facilities Plan in early 2026. Includes traffic impact fee updates and methodology.
9. 2026 Comprehensive Plan Docket - PROS Plan - Capital Facilities - Salmonid Basin Plan (review for goals and policy consistency) - School District Plans - Lake Stevens Industrial Center	PC / CC CC 2/24	PC / CC	PC / CC	PC / CC	Mandatory Update Process citizen and city-initiated docket requests that must be adopted by year end.



10. Subarea Plan Update		PC / CC	PC / CC		Consistency Update the subarea plans (3) to comply with 2024 Comp Plan and remove separate capital facilities elements.
11. Place Holder – Utilities Element / Sewer Plan Update.	TBD				Future task to revise public services element and potential code changes to the utilities chapter.
Annexations					
12. Annexation Placeholder	TBD				Process Process city-initiated or citizen-initiated annexations as requested.
Miscellaneous					
1. Snohomish County Tomorrow / TAC / Alliance for Affordable Housing	Continue participation in SCT, TAC and AHA – report out to PC and Council on actions				
2. Economic Development	Ongoing				
3. Sale and development of city properties	Ongoing				
4. Quarterly Development Updates with Hearing Examiner Decisions	Ongoing				

*General Schedule – subject to change based on staffing and funding availability. Report will be presented to Planning Commission and City Council the following week after the quarter end.

- 1st Quarter January through March
- 2nd Quarter April through June
- 3rd Quarter July through September
- 4th Quarter October through December

CITY COUNCIL STAFF REPORT



Agenda Date: 1/27/2026

Subject: North Cove Boat Launch Marina Design

Contact Person/Department: Jill Meis, Parks Department

Budget Impact: \$336,476.00

Legal Review: No

RECOMMENDATION(S)/ACTION REQUESTED:

Approve design contract with Facet NW, Inc., for North Cove Marina.

SUMMARY/BACKGROUND:

The wooden docks at North Cove Boat Launch, located at 12301 17th Place NE, were installed approximately 30 years ago and have now reached the end of their service life (shown in red). The boarding float was initially installed in 1996, followed by the guest moorage slips in 1998. Since then, the city has added a new rowing dock, and the Department of Fish and Wildlife has made further improvements to the site, including restrooms, an ADA-compliant boat loading area, and a new boat launch. These enhancements have led to increased usage at the North Cove boat launch, necessitating numerous repairs by Parks staff due to the aging infrastructure.

The Lake Stevens Police Marine Unit and Snohomish Regional Fire and Rescue vessels are currently moored at a dock adjacent to the North Cove pier (shown in yellow), which is also nearing the end of its operational lifespan. During project scoping, it was determined that a joint-use facility would be an efficient utilization of resources.



Recognizing this need, staff applied for and received a boating facilities grant from the Washington Recreation and Conservation Office (RCO). This grant matches city funds at a rate of 47.85%, up to \$200,000, for planning and designing the recreational portion of a new joint-use facility. Additionally, the city applied for and was awarded \$87,134 from Snohomish County through the Council/City Partnership Projects Program for this planning effort. With these resources, the city is eligible for reimbursement of up to \$248,137.77 for this project.

The contract before the City Council encompasses architectural, engineering (geotechnical, civil, electrical, and marine), surveying, cultural resources, permitting, and public outreach support for the joint-use facility. Upon completion of this project, the city will have a bid-ready package for construction.

APPLICABLE CITY POLICIES:

ATTACHMENTS:

1. 2025.01.27 North Cove - Facet Design

PROFESSIONAL SERVICES AGREEMENT BETWEEN CITY OF LAKE STEVENS, WASHINGTON AND CONSULTANT 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 Facet NW, Inc., a 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.

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, 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. 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 on February 27, 2027. 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)*

_____ 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 acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole 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.
- (4) Professional Liability insurance appropriate to the Consultant's profession.

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.

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. The Consultant agrees to comply with equal opportunity employment and not to discriminate against 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.

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 represents that the firm and all employees 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 ____:

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 exceed \$336,476.00 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:

Facet NW, Inc
Attn: Steve Robert
9706 4th Ave NE
Seattle, WA 98115-2162
206.523.0024

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.** The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

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 SIGANTURES.** 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

Facet NW, Inc

By: _____
Gene Brazel, City Administrator

By: _____

Printed Name and Title

Approved as to Form:

By: _____
Greg Rubstello, City Attorney

Exhibit A

Scope and Fee:



Formerly DCG/Watershed

January 16, 2026

Jill Meis
City of Lake Stevens
Parks and Recreation Department
1812 Main Street
Lake Stevens, WA 98258

Proposal for Architectural and Engineering Services

Facet Reference: 2510.0753.00

Dear Jill:

We are pleased to submit a proposal for multidisciplinary consulting services, including marine engineering, outreach and engagement, environmental, geotechnical, survey, and cultural resource services to support the North Cove Marina Development project. This effort will design an approximate 3,000 square foot new motorized dock to facilitate launching and return of vessels, provide day use moorage and separately provide four secured slips for first responders at North Cove Boat Launch located at 12301 17th Place NE, Lake Stevens, WA. In this proposal, we have summarized the project understanding and Facet's scope of work including tasks and deliverables, assumptions, schedule, and fees.

The project is understood to be approximately \$1.5 million in construction including new guide piles, floating modules, fire suppression, electrical service, water, gangway and abutment. The project limits are the gangway's abutment with no work landward of that point.

PROJECT UNDERSTANDING

The City of Lake Stevens' North Cove Park and Boat Launch serve as the community's main public gateway to Lake Stevens and a focal point within the City's downtown waterfront. Our understanding is that the new marina will feature a motorized dock designed for recreational boaters and dedicated slips for first-responder vessels, improving both public access and emergency response capacity on Lake Stevens. Facet will oversee planning, design, and permitting for the dock system while evaluating long-term maintenance and operational needs. Supported by RCO and Snohomish County funding, the project will also meet permitting and lease requirements from the Washington Departments of Fish and Wildlife (WDFW), Ecology, and Natural Resources (DNR).

SCOPE OF SERVICES

Task 1: Administration

Facet will provide focused project management from kickoff through permitting and construction documentation. We will initiate the project with a management plan defining team roles, communication protocols, and reporting formats. Monthly progress reports will document task completion, billing, and any issues that could affect schedule or cost, supporting informed and timely decision-making. through permitting and construction documentation. Project Manager Steve Robert will coordinate directly with the City to confirm scope, budget, and deliverables and establish a detailed schedule outlining milestones for each phase of work.

Task 2: Project Scoping

Evaluation and Inventory: Facet will begin with a hands-on assessment of existing waterfront infrastructure to understand current conditions and identify opportunities for improvement. Particular attention will be given to the existing piling system, as the decision to retain or replace piles will directly shape cost, constructability, and permitting strategy. Using nondestructive testing, our engineers will evaluate pile integrity and provide clear recommendations early in design.

Survey: Facet will build on existing site data from previous North Cove projects, including topographic, bathymetric, and boundary surveys, to streamline design and avoid redundant fieldwork. Where additional data is needed, targeted geotechnical exploration will confirm subsurface conditions to support foundation design and long-term performance.

Critical Areas Assessment: Facet will conduct a critical areas assessment to delineate critical areas including lakes, streams, and wetland areas. Wetland, stream, and lake OHWM determination methods will be consistent with the definition(s) and requirements of local, state, and federal agencies.

Cultural Resources Studies: Consideration of project impacts to cultural resources early in the planning process will help identify potential scheduling impacts. A cultural resources study will be completed in accordance with RCO guidance and Executive Order 21-02. RCO approval and a "notice of cultural resources completion" will be obtained before any ground-disturbing work begins. If earth disturbing activities during project construction uncover cultural resources (i.e. structural remains, historic artifacts, or prehistoric artifacts), all work shall cease and the Washington State Archaeologist at the Office of Archaeology and Historic Preservation shall be notified immediately.

Project Partner Coordination: Early coordination will be central to our approach. Facet will engage WDFW, Ecology, DNR, and the City's Planning Department from the outset, hosting on-site and pre-application meetings to confirm permit pathways, documentation needs, and agency expectations. This process ensures the project moves smoothly from investigation to design and into permitting with clear consensus among all project partners.

Task 3: Public Outreach and Conceptual Design

3.1 Public Outreach

Building off the kick-off meeting, Facet will develop a Public Engagement Plan that outlines goals for who, when, why, and how the community will be engaged. The plan will reference milestones in the Project Schedule and will outline engagement responsibilities and expectations for both Facet and City staff. The plan will be submitted for city review and approval. Once approved, the Public Engagement Plan will serve as primary outline for collaborative community engagement through the duration of the project.

In collaboration with the City and in accordance with the Public Engagement Plan, Facet will participate in the following community meetings:

- One (1) interactive design charrette with the public to introduce the site and project and to frame the concept development discussion. Content may include regulatory and other constraints, as well as opportunities and ideas for moorage, emergency access, and amenities. Using visual materials and hands-on discussion, participants will help establish priorities and begin envisioning potential design alternatives.
- One (1) public meeting to present conceptual alternatives that were informed by community ideas, invite feedback, and build consensus around a preferred design that balances cost, function, and environmental goals.

3.2 Conceptual Design

Based on information and feedback received through Task 3.1 public outreach efforts, Facet will develop and illustrate up to three (3) design concept alternatives for presentation at the final public meeting. One (1) final conceptual plan will then be prepared, incorporating public feedback on the design alternatives. The final concept will inform subsequent technical design tasks.

Critical Area Report: Facet will prepare a critical area report which will summarize the existing site conditions, analyze impacts, establish wetland ratings/buffer proposed modifications to critical areas within the shoreline jurisdiction and include mitigation sequencing to ensure no net loss of shoreline or ecological functions.

Task 4: Permit/Construction Documentation

Facet will prepare phased design documents at the 30%, 60%, 90%, and 100% delivery levels, incorporating feedback at each stage. These documents will meet City standards. Plans will include details for a new fire hydrant within 150 feet of the dock and portable fire extinguisher locations. Permit documents including SEPA checklists, JARPA forms, Critical Area Assessment, and local planning and building applications will be prepared and submitted. Our team will provide ongoing support throughout the agency review process, including responding to comments and revising documents as needed. Construction specifications and cost estimates will be developed in alignment with the final design drawings and City templates, ensuring a clear and competitive bid package and a product of the utmost quality.

4.1 Plans, Specifications, and Engineer's Estimate (PS&E)

4.1.1 PS&E Main Marina

Facet will issue Plans, Specifications, and Engineer's Estimate in PDF format for City review. Technical specifications will follow CSI format. Upon final submittal, stamped and signed drawings will be provided in both original CAD and PDF formats. We anticipate approximately 20 marine sheets, including plans, elevations, sections, and details. PS&E submittals will be delivered at the following design milestones:

- Basis of Design Document
- 30% Design Level
- 60% Design Level
- 90% Design Level
- 100% Issued for Bid Submittal
- Calculation Package
- Review Meetings

4.1.2 PS&E First Responder Area

Facet will issue Plans, Specifications, and Engineer's Estimate in PDF format for City review. Technical specifications will follow CSI format. Upon final submittal, stamped and signed drawings will be provided in both original CAD and PDF formats. We anticipate approximately 5 marine sheets, including plans, elevations, sections, and details. PS&E submittals will be delivered at the following design milestones:

- 30% Design Level
- 60% Design Level
- 90% Design Level
- 100% Issued for Bid Submittal
- Calculation Package

The First Responder area is assumed to be approximately 300 SF. Space shall be provided on all float systems for the staging of emergency equipment.

4.2 Permitting Package

4.2.1. Federal Package

- Prepare one draft, and one final, Joint Aquatic Resources Permit Application (JARPA) for submittal to the US Army Corps of Engineers and a letter of no jurisdiction
- Permit design criteria

4.2.2. State

- Washington Department of Fish and Wildlife (WDFW) Hydraulic Project Approval (HPA) via the Aquatic Protection Permitting System (APPS)

- Prepare pre-meeting filing requests and general project concept, as needed, to coordinate with Washington DNR per aquatic lease agreement and HPA pre-application

4.2.3. *Local*

- Cultural resource report
- Aquatic Technical Survey & Memorandum: This survey will be completed in May or June per state regulations. Facet ecologists will conduct an aquatic vegetation survey to document vegetation composition and generalized habitat conditions.
- Land use permit: shoreline substantial development permit (Type II)
- Critical Areas Report and mitigation plan with final design
- SEPA checklist
- Floodplain development permit
- Building permit

4.2.4. *Mitigation Plan and Drawings*

- The project's mitigation strategy is based on the assumption that a net reduction in shading over Lake Stevens can be achieved. Although the overall footprint of the floating dock may increase, dock widths will be reduced where feasible. Dock coverage will also be shifted to deeper water where aquatic vegetation is not present, specifically at the first responder dock. In addition, all float decking will be converted from solid timber to open pultruded grating to allow light penetration throughout the facility. However, this approach may not provide sufficient mitigation on its own, and additional off-site mitigation or mitigation bank credits may be required in the future.

Task 5: Electrical Design

This includes design of a new electrical service on the dock in the first responder portion for lighting and a 30 amp for charging, a 100v power supply and a telephone not requiring a coin to operate or other approved, clearly identified means to notify the fire department shall be provided on the site in a location approved by the fire code official. This is anticipated to connect to an existing service with adequate capacity. Extra load may require a new service. That work would not be in this scope and added via amendment if needed.

Electrical Engineering Design will be provided by Harbor Power Engineers.

ASSUMPTIONS

The following assumptions apply:

1. Access permission for the subject property/study area will be obtained by the client.
2. Fieldwork activities may be rescheduled if travel, weather, or site conditions present an unacceptable safety risk (e.g., high winds, snow, ice, smoke, etc.).

3. Aquatic survey will be performed during the months of May through September. Collection in winter may result in insufficient data collection.
4. This Scope of Work includes completion of the 2014 Ecology Rating Forms and Figures (Task 2 under Scope of Services) for up to two wetlands. Due to the complexity of the form, if more than two wetlands are identified on-site, completion of additional wetland rating forms may be billed under time and materials on top of the cost set forth in this proposal.
5. GPS location services are not included because it is assumed that the delineation flags will be surveyed by professional land surveyors, or approximate sketch-level location information is sufficient to achieve project goals.
6. This proposal does not include preparation of water quality monitoring plan.
7. This proposal assumes that off-site mitigation area will provide equal or greater ecological value. Long-term performance monitoring of the mitigation area may be required by the City, is not included in this scope of work. Final regulatory outcomes are based on interpretations of agency staff, which cannot be fully predicted, and which may therefore differ from our findings.
8. For local shoreline permitting, if dimensional standards can be met then a shoreline substantial development permit will be used. If not, then a shoreline variance permit will be pursued.
9. Electrical is anticipated to connect to an existing service with adequate capacity. Extra load may require a new service. That work would not be in this scope and added via amendment if needed.
10. Piers, marinas and wharves with facilities for mooring or servicing five or more vessels, and marine motor fuel-dispensing facilities shall be equipped with fire protection equipment in accordance with Sections 3604.2 through 3604.6.
11. Marinas and boatyards shall be equipped throughout with Class I manual, dry standpipe systems in accordance with NFPA 303. Systems shall be provided with hose connections located such that no point on the marina pier or float system exceeds 150 feet (15 240 mm) from a standpipe outlet.
12. One 4A:40B:C-rated fire extinguisher shall be provided at each standpipe hose connection. Additional portable fire extinguishers, suitable for the hazards involved, shall be provided and maintained in accordance with Section 906.
13. Piers and wharves shall be provided with fire apparatus access roads and water supply systems with on-site fire hydrants where required and approved by the fire code official. At least one fire hydrant capable of providing the required fire flow shall be provided within an approved distance of standpipe supply connections.
14. Emergency operation staging areas shall provide a minimum of 4 feet wide by 10 feet long (1219 mm by 3048 mm) clear area exclusive of walkways and shall be located at each standpipe hose connection. Emergency operation staging areas shall be provided with a curb or barrier having a

minimum height of 4 inches (102 mm) and maximum space between the bottom edge and the surface of the staging area of 2 inches (51 mm) on the outboard sides of the staging area.

15. An approved sign reading "FIRE EQUIPMENT STAGING AREA—KEEP CLEAR" shall be provided at each staging area.
16. No deep-seated sliding or global stability analysis is required for this flat site.
17. Sewer pump out facilities are excluded from this scope.
18. All work will be completed by the end of 2026. Additional management time beyond that date is not included.
19. City is acting as the lead agent for permit reviews. We have included a few hours of support time in our fee estimate to support the City's lead.
20. Community engagement will be a collaboration between Facet and City staff. Where required or as requested, essential activities, such as scheduling, promotions, printing and mailing, accessibility accommodation, translation services, and direct stakeholder outreach will be led by the City. Attendance and facilitation will be performed jointly by Facet and City staff, as appropriate. Production of stakeholder engagement materials, including graphics and digital format materials, will be led by Facet.
21. Facet's engagement activities will be limited to the level of effort represented in the project budget.
22. If used, social media and email promotions will be handled by the City using the City's existing accounts. No new or custom social media accounts, email accounts, or campaigns will be performed by Facet unless explicitly stated above; however, Facet may repost or cross post project promotions to its existing social media accounts.
23. Facet will endeavor to have certain staff members present at specific engagement events; however, based on individual staff commitments and schedules, some substitution of staff may occur. If alternate staff are in attendance, they will be qualified to speak about relevant design or technical issues, and they will be up-to-speed on project status and issues.

DELIVERABLES

All deliverables must be provided by December 2, 2026. Facet will submit the following Deliverables:

Task	DESCRIPTION	COPIES*	DESCRIPTION/SIZE/FORMAT
1	Project Schedule	As Required	Email or PDF, color, 8 ½"x11"
1	Monthly Progress Report	As Required	Email or PDF, color, 8 ½"x11"
2	Structural Inspection Report	As Required	PDF, color, 8 ½"x11"
2	Site Survey	Hard Copy	AutoCAD
2	Critical Areas Report/ Aquatic Vegetation Survey	Hard Copy	PDF, color, 8 ½"x11"
2	Cultural Resources Study	As Required	PDF, color, 8 ½"x11"
2	Onsite Regulatory Meeting Notes	As Required	Email or PDF, color, 8 ½"x11"

2	Pre-Application Meeting Notes	As Required	Email or PDF, color, 8 ½"x11"
3	Public Engagement Plan	As Required	PDF, color, 8 ½"x11"
3	1 st Public Meeting (charrette) with follow up summary	As Required	Email or PDF, color, 8 ½"x11"
3	2 nd Public Meeting with follow up summary	As Required	Email or PDF, color, 8 ½"x11"
3	Concept Alternatives (up to 3)	As Required	PDF, color, 8 ½"x11"
3	Final Conceptual Plan	As Required	PDF, color, 8 ½"x11"
4	Basis of Design	As Required	PDF, color, 8 ½"x11"
4	Structural Design Calculations	As Required	PDF, color, 8 ½"x11"
4	30% Plans Specs and Estimate	As Required	PDF, color, 11"x17"
4	60% Plans Specs and Estimate	As Required	PDF, color, 11"x17"
4	90% Plans Specs and Estimate	As Required	PDF, color, 11"x17"
4	Issued for Bid Stamped Design Plans	As Required	PDF, color, 11"x17"
4	Draft Permit Package	As Required	PDF, color, 8 ½"x11"
4	Final Permit Package	As Required	PDF, color, 8 ½"x11"
4	Approved Permits	As Required	PDF, color, 8 ½"x11"
4	Construction Drawings	As Required	AutoCAD, PDF, color, 8 ½"x11"

ADDITIONAL SERVICES

The work noted above is for a one-time performance only. Additional work, meeting times beyond the contract limit or redesign occasioned by others shall constitute change of scope and fee and are to be reimbursed on an hourly basis at the rates specified on the attached Fee Estimate (Attachment 1). Additional services shall not be performed without prior client notification.

SCHEDULE

Facet will begin work following authorization to proceed. The schedule is built backward from the anticipated permit approvals, recognizing that shoreline and HPA permits are the critical path items and may require up to nine months for review

PHASE	2026												2027
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
Project Scoping													
Project scoping													
Survey, environmental studies, geotech, structural inspection													
Public Outreach													
Develop engagement strategy and Public Process Plan													
Design charrette, present and review study data													
Public meeting, present alternatives, receive feedback													
Final conceptual plan - Develop final preferred plan for site development													
Concept Design and Alternatives Analysis													
Develop design alternatives													
Alternative evaluation and concept refinement													
Design refinement, selection of preferred design concept													
Permit / Construction Documentation													
30% design and permit documents													
Submit shoreline permit(s)													
60% design													
Submit HPA													
90% design													
Submit 100% design and building permit													
Target date for permits in hand													
Bid and Construction													
Bid and Construction													

The proposed schedule is structured around a clear strategy, start by gathering all critical field data. We will conduct early surveys, environmental studies, geotechnical investigations, and structural inspections so the design team has a solid foundation for decision-making. In parallel, the project engages stakeholders through two early community meetings to build consensus and confirm layout options. This front-loaded approach ensures that when permit applications are submitted, they are complete, feasible and defensible. The schedule is built backward from the anticipated permit approvals, recognizing that shoreline and HPA permits are the critical path items and may require up to nine months for review. While permits are under review, the team will use that time to advance design from 30% to 90%, check in with stakeholders, and finalize material selections. By the time permits are issued in late 2026, the design will be ready for 100% completion and bid documents, allowing construction to start promptly in January 2027. This sequencing minimizes idle time and aligns design progress with regulatory timelines, reducing risk and maintaining momentum.

PAYMENT

The cost of work shall be billed on a time and materials basis, with a not-to-exceed figure of \$336,476.00. We invoice monthly and accept payment by check, credit card or Automated Clearing House (ACH). Please refer to our website for details on electronic payments.

Task 1: Administration	\$21,284.00
Task 2: Project Scoping	\$107,141.00
Task 3: Public Outreach	\$30,097.00
Task 4: Permit/Construction Docs	\$132,368.00
Task 5: Electrical Design	\$45,087.00

Expenses: \$500.00

Total Fee: \$336,476.00

TERMS AND CONDITIONS

The terms and conditions of this proposal are attached. Acknowledgement of these terms shall be indicated by signature of this proposal.

Please sign below and return this proposal to authorize this work and proceed. We appreciate the opportunity and look forward to working with you towards the successful completion of the project. Please do not hesitate to contact us if you have any questions.

Sincerely,



Steve Robert, PE
Principal of Marine Engineering

Authorization to Proceed:

Name/Title

Signature

Date

Client Billing Address:

Address

City

State

ZIP

Email Address

Phone Number

Enclosures

- Task and Labor Summary
- Staff Hourly Rate Schedule
- Subconsultant proposals

Facet
PROFESSIONAL ENGINEERING SERVICES ESTIMATE

Project: North Cove Marina Development
Client: City of Lake Stevens
Facet PI Steve Robert, PE

Marine Engineering and Consulting Services

FACET LABOR CATEGORIES														
Task	Description	Principal IV (Steve)	Principal V (Amber)	Landscape Architect IV (Amanda)	Engineer V (Drew)	Engineer III (Erik)	Principal I (Nell)	Fisheries Biologist V (Pete)	Ecologist IV (Allison)	Engineer II (General)	Project Coordinator	Subconsultant Fee	Total Hours	Sub total
1.0	Administration													\$ 21,284.00
	Project Management	12				16							28	\$ 7,520.00
	Monthly Progress Reports	6				12							18	\$ 4,644.00
	Internal Project Coordination	12				16					10		38	\$ 9,120.00
2.0	Project Scoping													\$ 107,140.75
2.1	Evaluation and Inventory													\$ 8,216.00
	Structural Inspection Site Visit	2		8	8	8							26	\$ 5,784.00
	Structural Inspection Report/Recommendations	2				8							10	\$ 2,432.00
2.2	Survey (Wilson Engineering)													\$ 27,382.00
	Survey Subconsultant Services	2		2	2							\$ 24,380.00	6	\$ 25,882.00
	Utility Marking Service (Estimate)											\$ 1,500.00		\$ 1,500.00
2.3	Critical Areas Assessment													\$ 7,243.00
	Critical Areas Assessment Fieldwork						4		8				12	\$ 2,436.00
	Delineation Report	1		1	1		4		12				19	\$ 3,907.00
	Mapping Support								5				5	\$ 900.00
2.4	Cultural Resources Studies (ECRI)													\$ 5,553.75
2.5	Geotechnical Report (HWA GeoSciences)													\$ 52,590.00
2.6	Project Partner Coordination													\$ 6,156.00
	Regulatory Coordination								8				8	\$ 1,440.00
	On-Site Meetings	4				4			4				12	\$ 2,932.00
	Pre-Application Meetings							8					8	\$ 1,784.00
3.0	Public Outreach													\$ 30,096.25
3.1	Public Outreach													\$ 22,154.25
	Outreach and Engagement Plan	1	4	2	1								8	\$ 2,402.00
	Material preparation (inc. event plans)	2	4	16	2								24	\$ 5,428.00
	Meeting attendance (up to 2, inc. travel)	12	12	12	12								48	\$ 13,440.00
	Summaries and follow up		0.5	4									4.5	\$ 884.25
3.2	Concept Design													\$ 7,942.00
	Drawings and renderings	1	4	30		4							39	\$ 7,942.00
4.0	Permit/Construction Documentation													\$ 132,368.00
4.1.1	Plan Specifications and Cost Estimates - Main Marina													\$ 84,681.00
	Basis of Design document	4				8				32			44	\$ 8,504.00
	30% PS&E	7				18				36			61	\$ 12,386.00
	60% PS&E	3				18				36			57	\$ 11,058.00
	90% PS&E	3				18				18			39	\$ 8,016.00
	100% PS&E	7				18				36			61	\$ 12,386.00
	Calculation package	3				15				100			118	\$ 21,211.00
	Review meetings	10				20				20			50	\$ 11,120.00
4.1.2	Plan Specifications and Cost Estimates - First Responder Area													\$ 9,395.00
	30% PS&E	1				2				4			7	\$ 1,450.00
	60% PS&E	1				2				4			7	\$ 1,450.00
	90% PS&E	1				2				2			5	\$ 1,112.00
	100% PS&E	1				2				4			7	\$ 1,450.00
	Calculation package	1				1				20			22	\$ 3,933.00
4.2	Permit Package													\$ 38,292.00
	Federal Package	0.5				1			8				9.5	\$ 1,827.00
	Local Package	0.5				1			6				7.5	\$ 1,467.00
	Response to Comments/Revisions	0.5				1			30				31.5	\$ 5,787.00
	Site Visit, Rating Forms, Delineation Map	0.5				1			16				17.5	\$ 3,267.00
	Aquatic Veg Survey & Memorandum	1					2		28				31	\$ 5,870.00
	Critical Area Report and Mitigation Plan	0.5				1			30				31.5	\$ 5,787.00
	Mitigation plan	0.5				1			30				31.5	\$ 5,787.00
	Mitigation Landscape Drawings (if off-site)	2	4	24					4				34	\$ 7,060.00
	Regulatory Coordination								8				8	\$ 1,440.00
5.0	Electrical Design (Harbor Power Engineers)													\$ 45,087.00
	Project Coordination	2		2	2								6	\$ 1,502.00
	Schematic Design (0 – 30%)											\$ 11,980.00		\$ 11,980.00
	Design Development (30 – 60%)											\$ 11,965.00		\$ 11,965.00
	Construction Document (90% - Final)											\$ 15,360.00		\$ 15,360.00
	Design Meetings											\$ 4,280.00		\$ 4,280.00
TOTAL ESTIMATED HOURS BY LABOR CATEGORY		107	28.5	101	28	198	10	8	197	312	10		999.5	
PERCENT BY LABOR CATEGORY		11%	3%	10%	3%	20%	1%	1%	20%	31%	1%			
HOURLY RATE		\$ 332.00	\$ 369.00	\$ 175.00	\$ 244.00	\$ 221.00	\$ 249.00	\$ 223.00	\$ 180.00	\$ 169.00	\$ 160.00			
TOTAL ESTIMATED CHARGES BY LABOR CATEGORY		\$ 35,524.00	\$ 10,516.50	\$ 17,675.00	\$ 6,832.00	\$ 43,758.00	\$ 2,490.00	\$ 1,784.00	\$ 35,460.00	\$ 52,728.00	\$ 1,600.00		\$ 208,367.50	
														Subtotal: \$ 335,976.00
														Facet Expenses: \$ 500.00
														TOTAL ESTIMATED MAXIMUM FEES: \$ 336,476.00

Rough Order of Magnitude - Opinion of Probable Construction Cost lake stevens north cove - <u>FULL DOCK REPLACEMENT</u> - December 2025					
Item	Qty.	Unit	Unit Cost	Subtotal	
1. Site Preparation					
a. Construction mobilization (15% Subtotal)	1	LS		\$	207,990
b. Construction surveying	1	LS		\$	40,000
c. Install temporary erosion and sediment control	1	LS		\$	30,000
Subtotal Site Preparation				\$	277,990
2. Demolition					
a. DOCK DEMOLITION	2,500	SF	\$ 35.00	\$	87,500
Subtotal Demolition				\$	87,500
3. Waterside Improvements					
a. REPLACE DOCK FLOATS	3,000	SF	\$ 200.0	\$	600,000
b. REPLACE DOCK 10" PIER + GUIDE PILINGS	13	EA	\$ 15,000.0	\$	187,500
c. REPLACE DOCK GANGWAY	250	SF	\$ 200.0	\$	50,000
e. REPLACE APPROACH PIER	200	SF	\$ 300.0	\$	60,000
f. POTABLE WATER SYSTEM	375	LF	\$ 160.0	\$	60,000
G. UPLAND ABUTMENT AND TIE IN	1	LS	\$ 20,000.0	\$	20,000
h. FIRE SUPRESSION SYSTEM	180	LF	\$ 120.0	\$	21,600
l. ELECTRICAL LIGHTING AND PEDESTALS	1	LS	\$ 80,000.0	\$	80,000
J. MITIGATION	1	LS	\$ 150,000.0	\$	150,000
Subtotal Waterside Improvements				\$	1,229,100
Subtotal Construction				\$	1,594,590
Design & Permitting (25%)				\$	398,648
Construction Contingency (10%)				\$	159,459
Lake Stevens Sales Tax (10.3%)				\$	164,243
<u>FULL DOCK REPLACEMENT</u> - Total ROM Opinion of Probable Cost				\$	2,316,939

Facet - Marine
2026 HOURLY BILLING RATES
 Effective: 01/01/2026

POSITION	RATE
Principal	\$332
Engineer V	\$244
Engineer IV	\$231
Engineer III	\$221
Engineer II	\$169
Engineer I	\$144
Engineer Tech II	\$131
Ecologist V	\$215
Ecologist IV	\$190
Ecologist III	\$159
Ecologist II	\$159
Planner II	\$137
Intern I	\$106
Project/Contract Administrator	\$160



Washington WBE/DBE Certified

1229 Cleveland Avenue Mount Vernon, Washington 98273 Telephone 360-826-4930 Fax 360-826-4830 www.equinoxerci.com

December 19, 2025

Steve Robert
Facet NW
T: 206.523.0024 ext. 138
C: 503.957.8468 call
E: srobert@facetnw.com
facetnw.com

RE: Cultural Resources Services, North Cove Marina Lake Stevens, Washington

Steve Robert:

Thank you for considering Equinox Research and Consulting International Inc. (ERCI) for your cultural resource management needs for your planning purposes. In providing cultural resource management services for clients, ERCI works in accordance with all pertinent tribal, local, state or federal regulations, and our surveys are designed to discover extensive buried cultural deposits and identify and evaluate historic properties.

We understand that the project includes rehabilitation of the North Cove Marina at Lake Stevens. Our scope for this phase of work is to carry out the usual background research as it related to cultural resources, provide one day of monitoring of geotechnical work and provide a report to state and federal standards.

Scope

- Cultural Resources Overview report with results of one day of Geotech monitoring.
- Report to state and federal standards

Qualifications

- Principal investigator and senior archaeologists meet the Secretary of Interior's professional qualification standards for archaeology
- Expertise on prehistoric and historic archaeology of Washington
- Experience in Section 106 and applicable state and local laws relating to historic preservation and human remains
- Positive working relationship with federally recognized Tribes and experience in tribal coordination
- Experience in processes that balance competing resource needs
- Strong record of completing work within budget

Assumptions

- We will not encounter human remains during fieldwork
- There will be no additional permits or plans
- No deep machine testing will be needed
- Project will not require a cultural landscape evaluation or historic property inventory

The team at ERCI comprises individuals with strong personal research specialties who pride themselves on efficiency, performance and integrity. We provide the highest quality product. Please visit our web site for additional details, at www.equinoxerci.com.

Thank you for the opportunity to provide excellent heritage planning services for your project, and we look forward to working with you.

Regards,



Kelly R. Bush
Equinox Research and Consulting International Inc. (ERCI)

PROPOSED BUDGET WITH GEOTECH MONITORING

Grouped Totals by Job Classification			
Job Classification	Hours / Units	Rate	Cost
Archaeological Technician	8.00	67.81	542.46
Archaeologist	20.00	94.93	1898.61
Archaeologist	8.00	84.08	672.65
Historian	8.00	89.51	716.05
Principal Investigator	8.00	149.18	1193.41
Senior Archaeologist	4.00	97.64	390.57
Direct Costs			
Description	Hours / Units	Rate	Cost
Mileage (miles R/T) # vehicle(s)	200.00	0.70	140.00
Job Class Subtotal			5413.75
Direct Costs Subtotal			140.00
Grand Total			5553.75

PROPOSED BUDGET JUST OVERVIEW REPORT

Grouped Totals by Job Classification			
Job Classification	Hours / Units	Rate	Cost
Archaeological Technician	6.00	67.81	406.85

Archaeologist	10.00	94.93	949.31
Archaeologist	8.00	84.08	672.65
Historian	8.00	89.51	716.05
Principal Investigator	6.00	149.18	895.06
Senior Archaeologist	4.00	97.64	390.57

Direct Costs

Description	Hours / Units	Rate	Cost
Mileage (miles R/T) # vehicle(s)	200.00	0.70	140.00
Job Class Subtotal			4030.48
Direct Costs Subtotal			140.00
Grand Total			4170.48



December 10, 2025

P-8683: Facet Lake Stevens-North Cove Marina WA DNR ROS & Topo/Bathy Survey

Steve Robert, PE

Principal of Marine Engineering

Facet

T: 206.523.0024 ext. 138

C: 503.957.8468 call

E: srobert@facetnw.com

facetnw.com

RE: Professional Land Surveying Services—Preparation of a Limited Topographic and Bathymetric Site Plan of the Proximate Upland and a Preliminary Washington State Department of Natural Resources Aquatics-Lease Record of Survey (DNR ROS) for a Portion of the Second-Class Shorelands in the City of Lake Stevens, in Snohomish County, WA (Section 08, Township 29 North, Range 6 East, W.M.); a.k.a. Snohomish County Tax Parcel No. 00553800001500

Mr. Robert:

Thank you for giving Wilson Engineering LLC (Wilson) the opportunity to prepare this proposal for Professional Land Surveying services pursuant to the above-referenced project, according to the information you provided to Wilson in December, 2025, and as characterized and limited by the following Project Understanding, Scope of Services, Assumptions, and Fee-Proposal statements, to wit:

PROJECT UNDERSTANDING—

Wilson understands that you require a “standard” Washington State DNR Aquatics-lease Record of Survey describing and defining the extents of your proposed boat launch and dock facilities upgrade efforts anticipated by the City of Lake Stevens, to the extent that any portion of these proposed efforts extend waterward of the visible line of Ordinary High Water and across State-owned shorelands and/or bedlands of Lake Stevens.

Wilson cannot, and does not, guarantee that the Aquatic Lease you are seeking will ultimately be granted. Wilson’s services are limited to the preparation of a recordable map documenting the proposed/designed conditions at the site according to the requirements enumerated in the WA DNR “Requirements for Records of Survey for Leases and Easements” (DNR ROS Requirements) document as provided to Wilson. Wilson understands that the Record of Survey must be prepared and filed with DNR prior to construction, and that, subsequent to completion of substantial construction, a Final, recordable Record of Survey must be prepared based upon as-built information. Please note that this survey proposal covers all expected services pursuant to completion of the Preliminary Record of Survey. Wilson anticipates that a second Record of Survey, based upon final as-built conditions MAY be required. In the event that an additional survey based on field acquisition of emplaced features is

ultimately required, any services pursuant to that survey must be addressed under separate cover and contract.

Wilson understands that you also require a topographic site plan of that portion of the above-described upland parcel that expands and/or corrects the mapped data provided to you by the City of Lake Stevens in the form of an unsigned/unstamped topographic site plan of the proximate site which was performed in November, 2016. Since the underlying site plan is functionally obsolete due to the age of the acquired data, and due to the base-map being non-compliant with the standards of WAC 332.130.145, Wilson cannot and will not provide any statement of accuracy or warranty for data that is within the extents of the pre-existing survey extents. Any topographic or bathymetric map prepared by Wilson will depict a terminal margin at the limit of the current survey extents.

Historically, underground utility marking services have been provided by the no-cost ONE-CALL service. However, this service is no longer available for pre-design survey work. This survey assumes that, if underground utility marking is required pursuant to this effort, a for-cost utility-marking service will provide utility-marking. This cost is estimated to be between \$500-\$1500, but the actual cost of the service, as invoiced, will be "passed through" to Facet or the client, and should not be considered binding against the "Not to Exceed" cost limit stated in the Fee-Proposal section, below.

SCOPE OF SERVICES—

Wilson here proposes to provide all labor and materials necessary to prepare and/or provide the following deliverables and services, to wit:

1. Wilson will recover or emplace a minimum of three durable control points tied to Cadastral Control points depicted on the aforementioned City of Lake Stevens survey and to the NAVD88 Datum, according to fixed ties to the monuments recovered or established by said survey.
2. Wilson will recover Sectional Monuments controlling the definition of Section 08, Township 29 North, Range 6 East, W.M.
3. Wilson will provide "two days" of upland field survey and "one day" of bathymetric surveying pursuant to acquisition of additional topographic data in the vicinity of the proposed boat-launch facility, nominally extending to the limits shown on the accompanying "Survey Extents Exhibit" image.
4. Wilson will prepare one round of a preliminary topographic site plan depicting the data acquired by the current survey; no alterations or updates will be made to the legacy information adjoining the extent of the current survey.
5. Subsequent to receipt of review comments from Facet, Wilson will prepare one round of a final site plan in hard-copy PDF form and as an AutoCAD/Civil3D compatible (ver. 2021 or later) electronic file, in a form that is compliant with WAC 332.130.145.
6. Wilson will prepare one round of a draft Preliminary Record of Survey, based upon "proposed" data provided to Wilson by Whatcom County Public Works and prepared in accordance with the aforementioned DNR ROS Requirements document, depicting the lease-boundary enclosing proposed/defined extents of the proposed facilities improvements waterward of the visible line of Ordinary High Water and suitable for review by WA DNR Aquatics-Division Surveyors.



7. Subsequent to receipt of one round of review comments from DNR Aquatics Survey staff, Wilson will prepare a "Final" map of the proposed lease/easement areas, stamped "Preliminary", to be held on file until the project is complete.

ASSUMPTIONS—

- Locations of all proposed facilities and characteristics thereof for the preliminary ROS will be provided in electronic form, along with any schematic drawings of any proposed structures, prior to the commencement of survey activities by Wilson.
- Wilson is responsible for the preparation of the Record of Survey as described, only, and does not in any way guarantee the success of the proposed Lease application process.
- No efforts of any kind which, in the opinion of on-site Wilson field personnel, is determined to be unsafe, will be performed pursuant to this contract and scope of services.
- This survey proposal is limited to services pursuant to preparation of the "Proposed Conditions" Record of Survey, and does not include services in support of a post-construction Record of Survey, if one is eventually required.
- Utility-marking services, if required, will be provided by a reputable for-cost utility-marking service, and the actual cost of the service will be "passed through" to Facet and/or their client, regardless of the estimated cost shown in the Fee-Proposal section, below.

FEE-PROPOSAL—

Wilson proposes to provide the above-enumerated services and deliverables (only) on a "Time and Materials" basis, based upon our current standard schedule of rates, with a "Not to Exceed" cost limit, as follows:

Topographic/Bathymetric Survey Services:	\$ 15,590.00
<u>Preliminary Lease-Area Record of Survey Services:</u>	<u>\$ 8,790.00</u>
Total (NTE) Survey Services:	\$ 24,380.00
 Utility-Marking Service (Estimated):	 \$ \$500-\$1500

Thank you again for providing Wilson with this opportunity to provide this proposal for the above-described services as characterized and limited. If I have misunderstood or misrepresented your needs pursuant to this scope of service, please contact me at 360.733.6100 (ext.1231) and I will edit this proposal expeditiously. If the terms and conditions of this proposal are acceptable to you, please include this proposal in the body of any contract documents provided to Wilson for execution.

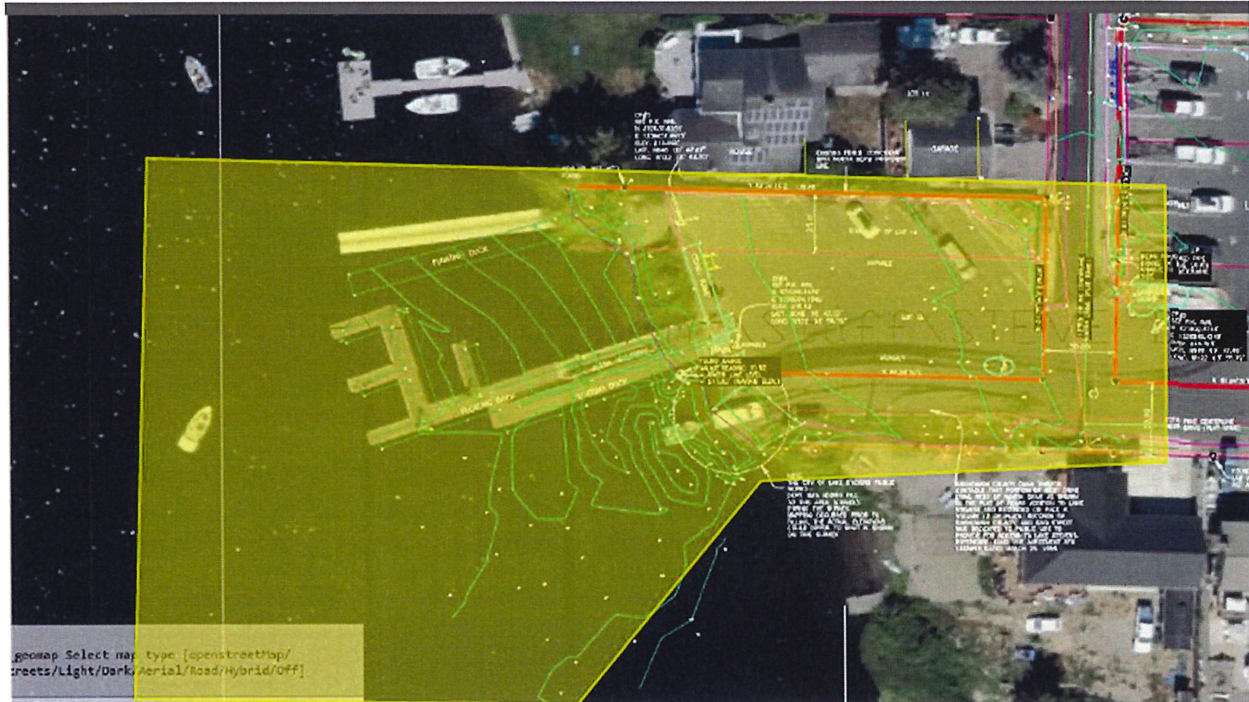
Regards,
WILSON ENGINEERING LLC



J. Tom Brewster, PLS
Sr. Professional Surveyor / Principal



SURVEY EXTENTS EXHIBIT
(Max. Extents in Yellow)





December 18, 2025
HWA Project No. 2025-255-21

Facet
9706 4th Ave NE, Suite 300
Seattle, Washington 98115

Attn: **Steve Robert, P.E.**
Principal of Marine Engineering

Subject: **GEOTECHNICAL ENGINEERING SERVICES**
North Cove Marina Development Project
12301 17th Place Northeast
Lake Stevens, Washington

Dear Steve,

Thank you for the opportunity to present this proposal from HWA GeoSciences, Inc. (HWA) to provide consulting services for the City of Lake Stevens' North Cove Marina Development Project (project). Our scope of work is presented below.

PROJECT BACKGROUND

Our understanding is that the City of Lake Stevens (the City) has requested a scope and fee for architectural and engineering services to design a new motorized dock to facilitate launching and return of vessels, provide day use moorage and separately provide four secured slips for first responders at the North Cove Boat Launch. The property is currently owned by the City and the site area is currently developed as a marina with an existing boat launch that is reaching the end of its service life. The project is anticipated to consist of demolishing the existing dock and replacing it with a new dock at the same location and of a similar size.

Based on a preliminary review of the available geotechnical information, the site is anticipated to be underlain by alluvial soils overlying glacial till. We anticipate that groundwater will be encountered close to the ground surface and due to the unconsolidated nature of the alluvial soils, there are likely to be risks associated with a seismic event such as liquefaction or lateral spreading, which will impact structural elements, such as the gangway, that are designed for seismic loading.

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

GEOTECHNICAL SCOPE OF WORK

- ***Project Setup***
- ***Project Coordination Meetings:*** HWA will attend up to four (4) virtual meetings with the City and/or the design team to coordinate work, or to discuss our findings. This is anticipated to include one (1) kickoff meeting and up to three (3) design meetings, each lasting 1 hour.
- ***Project and Contract Management:*** HWA will prepare monthly invoices, and progress reports throughout the duration of the project, which we anticipate to be twelve (12) months. We will correspond with the design team in the form of emails and telephone calls, as necessary. We will provide project management for our services, and we will coordinate with and manage all our subcontractors.
- ***Review Available Geotechnical Information:*** Upon notice to proceed, HWA will review available geotechnical information from and in the vicinity of the project site to improve our understanding of the local geological conditions at the site and surrounding areas. This will include a review of geologic maps, HWA's library of geotechnical information in the area, and data from online databases.
- ***Site Reconnaissance and Utility Locates:*** HWA will conduct a site reconnaissance of the project site. This reconnaissance will be used to identify geotechnical challenges at the proposed improvements and to assist in planning the geotechnical exploration program. During the site reconnaissance, HWA will mark exploration locations with white paint and stakes, and then notify the one-call utility service. An additional site visit will be performed to verify if the proposed locations of the explorations are clear of utilities prior to mobilizing our equipment.
- ***Plan and Coordinate Subsurface Exploration Program:*** HWA will plan and coordinate the geotechnical exploration program for the project. The exploration plan will include:
 - one (1) geotechnical soil boring advanced to approximately 80 feet below the ground surface to support recommendations for foundations.
 - one (1) offshore geophysical survey conducted by our subconsultant, Global Geophysics, to assess the depth to glacial till and thickness of the soft sediments.
- ***Generate Geotechnical Subsurface Exploration Plan (SEP) Memo:*** HWA will prepare a geotechnical SEP for the proposed work. The SEP will detail the type, location, and extent of proposed field explorations along with logistics necessary to perform the work such as traffic control plans and staging areas. The work plan will also be used for utility locating clearances and permitting that may be necessary to access the exploration locations. The SEP will be submitted to the City for review and approval. We assume any required permits or rights of entry will be acquired by others at no cost to HWA.

- **Conduct Geotechnical Borings:** A truck or track-mounted drill rig equipped with hollow-stem auger tooling will be used to advance up the geotechnical borings at the site. Standard Penetration Test (SPT) samples will be taken at 2-1/2 to 5-foot intervals throughout each boring. All borings will be monitored and logged under full-time observation of an HWA representative. The borings will be drilled by a licensed geotechnical/well driller under subcontract to HWA. Cuttings will be drummed and removed from the site.
- **Generate Exploration Logs and Assign Laboratory Testing:** Samples retrieved from our explorations will be sealed in plastic bags and taken to our Bothell, Washington laboratory for further examination and testing. Samples collected from the borings to perform index testing in our inhouse laboratory to evaluate engineering properties of the soils. Depending on the type of soils encountered, laboratory testing is anticipated to include:
 - Atterberg Limits
 - Grain Size Distribution
- **Generate Seismic Design Parameters:** Based on the geologic information obtained from our field exploration program in the vicinity of the improvements, HWA will determine the Site Class for seismic design and will generate seismic design parameters for the 72, 475, 2475 year design events.
- **Evaluate Liquefaction and Lateral Spreading Potential:** HWA will evaluate the susceptibility of the subsurface soils to liquefaction and assess the potential impacts to the proposed improvements.
- **Evaluate Geologic and Seismic Hazards:** The site is mapped as a seismic hazard on the City's critical hazard map, HWA will evaluate the site for nearby faults or other geologic hazards and provide a qualitative assessment of their potential impacts to the site.
- **Develop Recommendations for Foundations:** HWA will provide recommendations for bearing capacity for shallow spread footing foundations and one deep foundation option.
- **Evaluation Foundations for Lateral Loading:** HWA will provide LPILE parameters and evaluate lateral loading of the foundations associated with potential conditions and hazards identified at the site. Lateral spreading loads will be evaluated using the forced based approach.
- **Develop Considerations for General Earthwork and Construction:** HWA will evaluate the site conditions and provide general considerations or recommendations regarding earthwork and construction for the site.
- **Pile Installation Considerations:** HWA will develop geotechnical considerations related to installation of piles for the dock.

- **HWA QA/QC:** HWA will have all design calculations and geotechnical recommendations reviewed by a senior principal prior to distribution to the design team or the City.
- **Draft Geotechnical Engineering Report:** HWA will prepare draft geotechnical report to support 60% design. This report will present the results of our field explorations, also it will include:
 - A description of the geotechnical site exploration program.
 - The logs of the site investigations, including any existing subsurface geotechnical data and the results of any field tests conducted.
 - A description of all laboratory tests conducted and the test results.
 - A description of the geologic and seismic setting.
 - A site plan showing exploration locations.
 - Recommendations pertaining to assessment of seismic hazards, design recommendations, and considerations for earthwork and construction.
- **Respond to Review Comments:** HWA will respond to review comments in the form of emails to the design team.
- **Final Geotechnical Engineering Report:** The report will be finalized at the 90% plans milestone after comments from the City and design team are received.
- **Miscellaneous Engineering and Support:** Additional time will be allotted to account for additional efforts within this scope of work, such as concept reviews or alternative evaluations, which may be requested from us by the design team or the City.

ASSUMPTIONS/CONDITIONS

The following assumptions were made as part of the development of the proposal for this phase:

- HWA assumes that recommendations for dock piles will be for a floating dock and that off-shore piles will not be designed for seismic. On shore piles for the gangway will be developed based on ASCE 61-14 using information collected from the on shore boring and geophysical survey. Mobilizing a floating barge with a drill rig to collect offshore subsurface information is not included within this scope.
- Seismic design parameters can be generated based on information collected from subsurface explorations. Shear wave velocity measurements will not be required.
- Services related to stormwater infiltration such as assessments based on grain size data or field infiltration testing are not required and are not included within this scope.
- Construction and bid support is not included within this scope.

- All exploration locations will be within the City's rights-of-way or property for which rights of entry have been previously secured. All required permits will be provided by others at no cost to HWA.
- Traffic control plans will not be required. Staging areas and/or work zones can be delineated with cones as needed.
- Utility locates will be comprehensive and accurate enough to allow reliable and safe location of borings. Vacuum extraction of borings is not included.
- Field explorations can be accomplished during normal daylight workdays and hours, with at least a minimum of 8 hours available per day. Fieldwork for the soil boring is estimated to be completed within 1 day. Fieldwork for the off shore geophysical survey is estimated to be completed within 1 day.
- Exploration locations will be field located using handheld GPS and measurement from existing known features. Surveying of actual exploration locations is not included.
- The geotechnical explorations proposed herein will not be used to assess site environmental conditions. However, visual or olfactory observations regarding potential contamination will be noted. Analysis, testing, storage, and handling of potentially contaminated soil and groundwater (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or groundwater are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to HWA.
- Only one round of review of the Geotechnical Engineering Report will be required.
- Following delivery of the draft report, all soil samples will be disposed of, unless otherwise mutually agreed upon. Long-term storage of soil samples by HWA is not included.

DELIVERABLES

- Geotechnical Subsurface Exploration Plan (PDF)
- Draft Geotechnical Engineering Report (PDF)
- Final Geotechnical Engineering Report (PDF)

Client Responsibilities

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

PROJECT BUDGET

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

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



Thank you again for the opportunity to provide this proposal for geotechnical engineering services to support City of Lake Stevens' North Cove Marina Development Project. Should you have any questions regarding this proposal, or require additional services, please contact us at your convenience.

Sincerely,

HWA GEOSCIENCES INC.

William R. Rosso, P.E.
Geotechnical Engineer

Sean M. Gertz, P.E.
Senior Geotechnical Engineer

Attachments: Project Cost Estimate

Scope of Work

Refer to the project scope of work document.

ESTIMATED HWA LABOR:

WORK TASKS DESCRIPTION	2026 BILLING RATES								TOTAL	TOTAL
	Principal IX	Geotech. Eng. VI	Geotech. Eng. V	Geotech. Eng. II	Geologist II	CAD	Contracts Administrator	Administrative Support	HOURS	AMOUNT
	\$350.00	\$250.00	\$225.00	\$175.00	\$125.00	\$155.00	\$165.00	\$120.00		
Task 1.1 - Project Management										
Project setup			1					1	2	\$345
Project coordination meetings		2	4						6	\$1,400
Project and Contract Management			12				12		24	\$4,680
Task 4.1 - Exploration Work Planning										
Review available geotechnical information			2		2				4	\$700
Site reconnaissance and utility locates (two site visits)				4	4	1			9	\$1,355
Plan and coordinate field exploration program		1		4	4				9	\$1,450
Generate geotechnical subsurface exploration plan (SEP)				1	4	2			7	\$985
Conduct geotechnical borings (1 days)			1		10				11	\$1,475
Conduct geophysical survey (1 days)			1	4					5	\$925
Generate boring logs and assign laboratory testing			1		2	1			4	\$630
Task 4.2 - Geotechnical Engineering Design Services										
Generate seismic design parameters			1	4					5	\$925
Evaluate liquefaction and lateral spreading potential			1	2					3	\$575
Evaluate geologic and seismic hazards			1	2					3	\$575
Develop recommendations for foundations		1	1	6					8	\$1,525
Evaluate foundations for lateral loading		1	2	6					9	\$1,750
Develop considerations for general earthwork and construction			1	2					3	\$575
Develop considerations for Pile Installation			1	4					5	\$925
HWA QA/QC	8		4						12	\$3,700
Draft Geotechnical Report		4	4	8		1			17	\$3,455
Respond to Review Comments on Draft Geotechnical Report		2	4						6	\$1,400
Final Geotechnical Report	4		4			1			9	\$2,455
TOTAL LABOR CHARGES:	12	11	46	47	26	6	12	1	161	\$31,805

LABORATORY TESTING SUMMARY:

Test	Est. No. Tests	Unit Cost	Total Cost
Moisture Content w/Description	8	\$40	\$320
One-Dimensional Consolidation Test	1	\$1,000	\$1,000
Percent Passing #200 Sieve	1	\$125	\$125
Grain Size Sieve Analysis -wet	1	\$155	\$155
Combined Grain Size & Hydrometer	1	\$330	\$330
Atterberg Limits	1	\$310	\$310
LABORATORY TESTING TOTAL:			\$2,240

ESTIMATED DIRECT EXPENSES:

Mileage: 0.70/mi, 4 round trips at 25 miles/trip	\$140
GPS Unit Rental, \$75/day, 1 day	\$75
Water Level Indicator: \$30/day, 1 day	\$30
Laboratory Testing	\$2,240
TOTAL DIRECT EXPENSES:	\$2,485

ESTIMATED SUBCONSULTANT COSTS:

Third Party Technical Editor	\$500
Private Utility Locate	\$500
Drilling Subcontractor - 1 day (1 boring, 80 ft)	\$8,500
Off Shore Geophysical Survey - 1 day	\$8,800
TOTAL SUBCONSULTANT COSTS:	\$18,300

TASK TOTALS AND SUMMARY:

Total Labor Cost	\$31,805
Direct Expenses	\$2,485
Subconsultant Costs	\$18,300
TOTAL:	\$52,590

January 16, 2026

Steve Rover
Principal of Marine Engineering
FACET
9706 4th Ave NE, Suite 300
Seattle, WA 98115

Project: City of Lake Stevens – North Cove Marina Redevelopment
Re: Electrical Engineering Fee Proposal – Construction Documents

We are pleased to present our proposal for electrical engineering services for the above-listed project. Based on the RFP, the scope of work we understand our effort to include construction documents for bidding and permitting for the redevelopment of North Cove Marina at Lake Stevens.

1. SCOPE-OF-WORK

A. Design - Scope of Work:

1. Review available drawings.
2. Project Site plan; showing general arrangement of site appurtenances and features, including utility power and lighting.
3. Enlarged plans; showing locations, sizes, and configurations, for power pedestal and lighting location(s).
4. Single line diagrams; will show interconnections between electrical panels and equipment.
5. Engineering calculations; load calculations will be provided for lighting and power for the new configuration.
6. Fault current calculations; determining the maximum available symmetrical fault currents at equipment. This calculation is used to specify minimum bracing requirements for switchboards, panels, and other electrical equipment.
7. Perform voltage drop calculations.
8. Equipment catalog information; of selected products to be used on the project.
9. Estimated construction cost.
10. Electrical specifications – Division 26.

2. BASIC SERVICES & DELIVERABLES

Services shall be provided as outlined above. Work shall be completed by a date agreed mutually agreed upon, but starting no sooner than December 2025. Services and deliverables shall be as follows:

- A. Kick-Off Meeting (1 hour, virtual in TEAMS).
- B. One site visit.
- C. Design meetings (bi-monthly, virtual in TEAMS), maximum of 10 meetings total.
- D. Review meetings (after each major deliverable, 30%, 60% & 90%), 3 meetings total.
- E. Coordination/meetings with utility (virtual in TEAMS or via phone call).
- F. Performance construction specifications. PDF in 8.5"x 11" format.
- G. Drawings; single line drawing and general arrangement plan. Drawings will be 24"x 36" (printable at 11" x 17"). Electronic files will be provided at the completion for your records. If electronic files for the site arrangement do not exist, or are not available, aerial images will be used. Owner design review phases will be provided at:
 - 1. Task 2: 30% Complete; Up to 3 conceptual drawing alternatives, showing general arrangement of equipment and features, including service equipment, unit substations, shore power outlets and preliminary load calculations, based upon each alternate. ROM (rough order magnitude) cost estimate. List of Specifications.
 - 2. Task 3: 60% Complete; Based upon preferred concept, update drawings showing revised preliminary flow and load calculations, wire sizes, and feeder sizes. Updated cost estimate. Equipment information will be included.
 - 3. 90% Complete; drawings showing all calculations, wire sizes, and feeder sizes. Updated cost estimate, specifications and equipment information.
 - 4. Final; documents ready for bidding/construction.
- H. Client review: the owners' representative will be provided with PDF drawings after each design review phase. Comments will be responded to and incorporated into the design during the subsequent design phase. The owner will receive final PDF drawings for approval prior to permitting and construction.

3. EXCLUSIONS

The following tasks/elements have been excluded from our proposal:

- A. Controls, communications, access control, CCTV, and point-of-sale design (thinking primarily inside the building) will be conduits only as requested by the owner. We are assuming design for power and lighting only. We have people that can do low voltage communication work; are excluded.
- B. Work required by other engineering disciplines. We do not anticipate a need for other engineering disciplines for this project. However, if required due to design features, city requirements, or other reasons, HPE will request additional fees for engaging necessary consultants.
- C. Permit application, or intake fees, have not been included.
- D. Any task not specifically included in the scope of work.
- E. Bidding and construction support services are excluded; services to be determined at a later date.

4. CLIENT CO-OPERATION

For us to diligently execute our work you agree to provide us with the following:

- A. AutoCAD site plan for use as a base underlay.
- B. Access to utility spaces and site.
- C. Legal description of the project boundaries.
- D. Record drawings and/or previous reports – if available.

5. SCHEDULE

This proposal is based on the following:

- A. Estimated Notice-to-Proceed Date: January 2026
- B. Estimated Completion Date of Design: December 2026 (12 months)
- C. Estimated Completion Date Bidding: (1 month)

Any changes to Project scope or schedule from what is defined in this Proposal may be subject to additional services.

6. FEE BASIS

Time & Materials (T&M) fee for this work shall be as follows:

Phase	Subtotal (\$)
Schematic Design (0 – 30%)	\$11,980
Design Development (30 – 6%)	\$11,965
Construction Document (90% - Final)	\$15,360
Design Meetings	\$4,280
TOTALS	\$43,585

7. REIMBURSABLE EXPENSES

The following direct costs relative to this Project shall be reimbursed at a multiple of 1.0 times the amount billed, estimated at \$300 during design phase.

- Automobile mileage.
- Parking and road tolls.

8. ADDITIONAL WORK

Our fee for performing additional work will be provided on a time and material basis in accordance with the rates reflected in the attached fee proposal detail sheet. This work will not be undertaken until we have your written authorization to proceed.

9. PROJECT TERMINATION

In the event of termination of our services, we will be paid for all work accomplished through the date and time of the termination even though the billing for said work may occur after the date of termination. Said work will be billed at the hourly rates then in effect.

10. OWNERSHIP OF DOCUMENTS

All documents including drawings and specification prepared by us pursuant to this agreement are instruments of service with respect to the project. We shall retain an ownership and property interest therein whether or not the project is completed. You may make and retain copies for information and reference in connection with this project. Such documents are not intended or represented to be suitable for reuse by you or others on extensions of this project or any other project.

11. OPINIONS OF PROBABLE COST

Since we have no control over the cost of labor, materials, equipment or services furnished by others, our Opinions of Probable Cost will be made on the basis of our experience and qualifications and represents our best judgment as an experienced and qualified professional engineer familiar with the construction industry. We cannot and do not guarantee that proposals, bids or actual construction costs will not vary from our Opinions of Probable Cost.

12. INSURANCE

We agree to maintain in force for the duration of the project the following insurance:

- A. Professional Liability Insurance (\$1,000,000).
- B. General Liability Insurance.
- C. Automobile Insurance for company owned vehicles.
- D. Workmen's Compensation Insurance.

13. PROPOSAL ACCEPTANCE

This proposal shall become binding, subject to the terms and conditions herein, when accepted by the Client through written or verbal acknowledgment, commencement of the work, furnishing of any documents, payments for services by Client or acceptance of payment by Engineer. This proposal is valid for a period of 90 days.

Signature/Printed Name/Title

FACET

Sincerely,



June Mechure
Principal

Attachment B
Consulting Services
Task/Hour Breakdown

Project Title: North Cove Marina - Lake
Client: Stavans
Facet
Project Number: 260xx
Project Manager: Peter Lekhakul
Project PIC: June Mechure

WH Proposal #:		MPRO25.217
By:	Peter Lekhakul	
Date:	1/6/26	
Rev 0:	Total =	\$43,885
Rev 1:	Date	
Rev 2:	Date	
Rev 3:	Date	

Summary by Discipline

SUMMARY BY DISCIPLINE:											
	30%	60%	90%, 100%	Bidding	Design Meetings	Design Total	CA	Post Construction	CA Meetings	CA TOTAL	LABOR TOTALS
Electrical Engineering											
Total Hours:	57	59	74	0	19	209	0	0	0	0	209
Total Fee (\$):	\$11,980	\$11,965	\$15,360	\$0	\$4,280	\$43,585	\$0	\$0	\$0	\$0	\$43,585
Total Hours	57	59	74	0	19	209	0	0	0	0	TOTAL HRS 209
Basic Services Consulting Fees	\$11,980	\$11,965	\$15,360	\$0	\$4,280	\$43,585	\$0	\$0	\$0	\$0	TOTAL \$ \$43,585

Design Labor Subtotal:	\$43,585	CA Labor Subtotal:	\$0	expenses	\$300.00
Design Sub-Consultant Subtotal:	\$0	CA Sub-Consultant Subtotal:	\$0	total	\$43,885
Design Reimbursable Expenses:	\$300	CA Reimbursable Expenses:	\$0		
Design Subtotal:	\$43,885	CA Subtotal:	\$0		

Sign-Offs:

PIC: _____ Date: _____
PM: _____ Date: _____

Electrical WBS, Schedule and Budget

Project Title: North Cove Marina - Lake Stevens
Client: Facet
Project Number: 260xx
Project Manager: Peter Lekhakul
Project PIC: June Mechure
P/F No.: MPRO25.217

		Labor Category			
		→ 6	89	96	18
Phase and/or Task Code		JSM	NPL	KD	ME
		Prof. VIII	Prof. VI	Prof. IV	Prof. III
		\$ 285.00	\$ 245.00	\$ 180.00	\$ 155.00
	Task Description	Enter hours (not \$) below			
	Schematic Design (30%)				
	Field Investigation (4hr travel + 4hr site)		6		
	Review Existing Documents		1	4	
	Coordination				
	Utility/Plan Review		2		
	Structural		4	1	
	Cost Estimate		3	1	
	Load Calculations (3 Alternatives)		1	4	
	Lighting Calculations		1	4	
	Drawings (3 Conceptual Alternatives)				
	Alternate Site Plans		2	4	
	One-Line Diagram		1	3	
	Schedules		1	3	
	QC Document Preparation		1	1	
	Quality Control Reviews - Internal	1			
	Review/Respond to Comments		1	1	1
	Submittal Document Preparation		1	1	1
	Project Management Activities		1		1
	Subtotal Schematic Design Phase	1	26	27	3
	Design Development (60%)				
	Coordination				
	Utility/Plan Review		2		
	Structural		1		
	Cost Estimate		3	1	
	Engineering Calculations (Short Circuit)		1	3	
	Load Calculations		1	4	
	Lighting Calculations		1	4	
	Specifications				
	Drawings (Outline)				
	Legend, Symbols & Abbreviations, General Note		1	1	
	Overall Site Plan		1	1	
	Demo Plan		1	2	
	Enlarged Plan - Low Voltage/Comm		1	4	
	One-Line Diagram		1	2	
	Schedules		1	2	
	Details		1	4	
	QC Document Preparation		1	1	1
	Quality Control Reviews - Internal	1			
	Review/Respond to Comments		2	2	1
	Submittal Document Preparation		1	1	1
	Project Management Activities		1		2
	Subtotal Design Development Phase	1	21	32	5

Electrical WBS, Schedule and Budget

Project Title: North Cove Marina - Lake Stevens
Client: Facet
Project Number: 260xx
Project Manager: Peter Lekhakul
Project PIC: June Mechure
P/F No.: MPRO25.217

Phase and/or Task Code	Task Description	Labor Category			
		6	89	96	18
		JSM	NPL	KD	ME
		Prof. VIII	Prof. VI	Prof. IV	Prof. III
		\$ 285.00	\$ 245.00	\$ 180.00	\$ 155.00
	Enter hours (not \$) below				
	Construction Documents (100%)				
	Coordination				
	Utility/Plan Review		2		
	Structural		1		
	Cost Estimate		3	1	
	Engineering Calculations (Short Circuit)		1	2	
	Load Calculations		1	2	
	Lighting Calculations		1	4	
	Specifications				
	Division 26 - Electrical	1	6		3
	Drawings				
	Legend, Symbols & Abbreviations, General Note		1	1	
	Overall Site Plan		1	1	
	Demo Plan		1	2	
	Enlarged Plan - Low Voltage/Comm		1	4	
	One-Line Diagram		1	2	
	Schedules		1	2	
	Details		1	4	
	QC Document Preparation		1	1	1
	Quality Control Reviews - 90%		1	1	
	Review/Respond to Comments	1			
	Submittal Document Preparation 90%		2	2	1
	QC Document Preparation		1	1	1
	Quality Control Reviews - 100%/Final	1			
	Review/Respond to Comments		1	1	
	Submittal Document Preparation 100%/Final		1	1	1
	Project Management Activities		1		2
	Subtotal Construction Documents Phase	3	30	32	9
	Design Meetings				
	Kick-off	1	1	1	1
	Schematic Design 30% (1hr virtual/mtg)		3	1	
	Schematic Design 30% Review Meeting		1	1	
	Design Development 60% (1hr virtual/mtg)		3		
	Design Development 60% Review Meeting		1	1	
	Construction Documents 90% (1hr virtual/mtg)		1		
	Construction Documents Review Mtg		1	1	
	Construction Documents 100% (1hr virtual/mtg)		1		
	Subtotal Design Meetings	1	12	5	1
	Total	6	89	96	18